

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
MARCH 30, 1993
LIBRARY 105, SADDLEBACK COLLEGE

CLOSED SESSION

The Board of Trustees met in closed session from 6:00 p.m. to 7:30 p.m. to discuss personnel and negotiations. All trustees were present with the exception of President Swanson.

CLOSED SESSION

REGULAR MEETING

The open session of the regular meeting of the Board of Trustees was called to order by Vice President Walther at 7:30 p.m. Trustee Williams led the pledge of allegiance.

CALLED
TO ORDER

Members of the Board of Trustees

Harriett Walther, Vice President

Joan Hueter, Clerk

Steven Frogue, Member

Marcia Milchiker, Member

Lee Rhodes, Member

John Williams, Member

Heather Love, Student Member

PRESENT

Absent

Iris Swanson, President

Administrative Officers

Richard Sneed, Chancellor

Tony Carcamo, Vice Chancellor, Fiscal Services

William Kelly, Vice Chancellor, Administrative Services

Linda Kroner, Vice Chancellor, Human Resources

Cal Nelson, Acting President, Saddleback College

Anna McFarlin, President, Irvine Valley College

Faculty Association

Mike Runyan

Academic Senate

Mike Merrifield

Wendy Phillips

California School Employees Association

Mike Bryant

Classified Senate/Councils

Mark Sierakowski
Vince Cooper
Matthew Breindel

Vice President Walther asked that item 19 be pulled from the agenda. Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the agenda as amended, including replacement and/or additional pages to items 30a and 30b. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**APPROVAL
OF AGENDA**

Vice President Walther requested the addition of further details to Professor Runyan's report in the March 15 minutes. Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve minutes of the March 15, 1993, meeting of the Board of Trustees with changes. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**APPROVAL
OF MINUTES**

There were no actions from closed session.

CLOSED SESSION

Motion by Trustee Hueter, seconded by Trustee Milchiker, to adopt the resolution recognizing the contributions of classified employees to quality education in California and in the Saddleback Community College District. Motion carried unanimously by a roll call vote.

**RESOLUTIONS/
PRESENTATIONS**

The recipients of the 1993 Outstanding Service Awards were introduced and resolutions of commendation were read and presented. Motion by Trustee Hueter, seconded by Trustee Frogue, to adopt the resolution commending Merrell Lang, Computer Systems Facilitator, District Information Systems and Services. Motion carried unanimously by a roll call vote. Motion by Trustee Hueter, seconded by Trustee Frogue, to adopt the resolution commending Matt Suarez, Senior Lab Technician, Saddleback College Mathematics, Science and Engineering. Motion carried unanimously by a roll call vote. Motion by Trustee Hueter, seconded by Trustee Frogue, to adopt the resolution commending Mahshid Hajir, EOPS Facilitator, Irvine Valley College Supportive Services. Motion carried unanimously by a roll call vote.

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the consent calendar. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**CONSENT
CALENDAR**

The board approved the Irvine Valley College's proposal for grant funds from the State Chancellor's Office entitled, "The EOPS Academy: A Program in Supplemental Instruction for the Disadvantaged and Learning Disabled Student."

**GRANT
APPLICATION**

The board accepted the award of funds to Irvine Valley College from the State Chancellor's Office in the amount of \$35,000 for the Dissemination of Business Education Model Curriculum, Phase II, project.

**GRANT
ACCEPTANCE**

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve Board Policy 4000.5, Policy Prohibiting Discrimination and Harassment. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**BOARD
POLICIES**

Motion by Trustee Frogue, seconded by Trustee Hueter, to approve Board Policy 4030, Volunteer Assistance. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the policy and curriculum changes in Saddleback College's 1993-1994 catalog as presented and authorize publication of the document. Vice President Brewer briefly reviewed the changes and answered the board's questions. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**1993-1994
CATALOG
CHANGES**

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve the proposed changes in curriculum, programs, and degree and general education requirements for implementation and publication in the Irvine Valley College 1993-1994 catalog. Vice President Burgess highlighted significant changes including the addition of seven new programs and answered questions. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

The board approved the Summer 1993 Community Education Programs, presenters and compensation, for Saddleback College and Irvine Valley College.

**COMMUNITY
EDUCATION
PROGRAMS**

The board approved a contract with Traditional Arts Services for a single performance by Queen Ida and her Zydeco Band on Saturday, June 12, at Saddleback College at a cost not to exceed \$9,000; and William Nericcio, Aurora Alvarez, Monica Verjerano, and Jaime Velasco for their presentations at Saddleback College during the Si Se Puede Symposium cooperative outreach effort to two local middle schools on April 21 at a cost of \$100 each for the first two speakers and no fee for the latter two speakers.

**GUEST ARTIST/
SPEAKERS**

The board approved the extension of consulting agreements through the life of the contract with existing proctors, center assistants, and resident actors as listed in the exhibit for an amount not to exceed \$5,000 per year, and the addition of seven consultants as listed in the exhibit to serve as clinical evaluators, proctors, center assistants, and resident actors for an amount not to exceed \$5,000 per year for Saddleback College's Regional Health Occupations Resource Center grant project.

**CONSULTING
AGREEMENTS**

President McFarlin provided information for the board on the dedication of the Administration of Justice (AOJ) trophy case to be held on May 3, 1993, in the Irvine Valley College Student Services Center, in memory of former AOJ Professor Gary Brazelton who died in September, 1990.

**TROPHY CASE
DEDICATION**

The board approved granting Certificates of Achievement to the student listed by Saddleback College and Irvine Valley College.

**CERTIFICATES OF
ACHIEVEMENT**

The board approved entering into a consultant agreement with BSI Consultants, Inc., to develop construction documents, provide construction engineering, administration, and inspection for years 3, 4, and 5 of the Districtwide pavement management plan for a fee of \$32,904.

**PAVEMENT
MANAGEMENT
PLAN**

The board accepted the project to replace the roof on the Saddleback College Library building as complete and authorized the filing of a Notice of Completion with the County of Orange and further authorized the release of retention 35 days after the filing of the Notice of Completion.

**LIBRARY ROOF/
NOTICE OF
COMPLETION**

The board approved Bid 175 for the printing of the Irvine Valley College 1993-1994 Community Education Schedules to Trend Offset Printing for an amount not to exceed \$110,000; Bid 905 for the printing of the Saddleback College school newspaper, "The Lariat," to the Daily Sun Post for three years with the total amount for the 1993-1994 academic year not to exceed \$15,000; and Bid 164 for telephone switch upgrade and channel bank hardware for telephone registration to GTEL/GTE for the amount of \$50,385.23.

**BID
AWARDS**

The board approved rejection of Bid 156 for upgrading the HVAC chiller controls in the Central Plant at Saddleback College and authorized rebidding with modifications to ensure the project will be within budget.

**REJECTION
OF BID**

The board approved Resolution 93-21 to establish a clearing account with Bank of America to receive funds processed by the Envoy credit card transaction processing system that are received through the telephone registration process.

**ESTABLISHMENT
OF CHECKING
ACCOUNT**

The board approved the amendment as shown of the Joint Powers Agreement for the District's membership in the Schools Excess Liability Fund (SELF).

**AMENDMENT
TO AGREEMENT**

Chancellor Sneed noted that the budget update item in the agenda provides information for the board on the budget process, interaction of the District Budget Coordinating Council in the process, and timelines necessary to meet budget deadlines.

**BUDGET
UPDATE**

The board adopted Resolution 93-17, Irvine Valley College - JTPA Staff Development, to amend the 1992-1993 General Fund Restricted Budget in the amount of \$20,000, and Resolution 93-18, Irvine Valley College - Vocational Education Staff Development, to amend the budget in the amount of \$42,989.

**BUDGET
AMENDMENTS**

The board denied the claim dated March 2, 1993, filed by Berit Austin against the District and directed that the claimant be notified.

**CLAIM
AGAINST THE
DISTRICT**

Motion by Trustee Milchiker, seconded by Trustee Hueter, to approve/ratify transfers of appropriations as delineated. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**TRANSFERS OF
APPROPRIATIONS**

The board approved purchase orders 39062 through 39313 totaling \$254,787.01.

**PURCHASE
ORDERS**

The board approved checks 36768 through 37096 totaling \$460,462.12; credit card purchases totaling \$2,699.48; Saddleback College Community Education checks 3560 through 3589 totaling \$9,228.74; and Irvine Valley College Community Education checks 4020 through 4035 totaling \$17,065.98.

**PAYMENT
OF BILLS**

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve the Saddleback College Foundation Planned Giving Guidelines as presented. Chancellor Sneed introduced the President of the Saddleback College Foundation, Mr. Paul Berkery. Motion carried unanimously. Student Trustee Love cast an affirmative advisory vote.

**PLANNED
GIVING
GUIDELINES**

The board approved holding a workshop on Title 5 regulations relative to shared governance on Thursday, April 29, 1993, conducted by Mr. Tom Nussbaum at no fee to the District except lodging and travel expenses.

**TITLE 5
REGULATIONS
WORKSHOP**

The board adopted Resolution 93-26 authorizing payment to Trustee Swanson absent from the March 15, 1993, Board of Trustees' meeting due to illness.

**PAYMENT FOR
ABSENCE DUE
TO ILLNESS**

Mr. Long Pham, a Mission Viejo resident, addressed the board to express his concern over the decentralization of the District Facilities and Maintenance Services operation. Saddleback College Professors Ron Bell and David Titus, members of the Technology and Applied Science Division faculty, voiced concern over the direction of their division and potential cuts. Ms. Virginia Lavan and Mr. Bill Sloan, real estate agents and former presidents of the Saddleback Valley Board of Realtors, appealed to the board to support maintaining real estate courses.

**PUBLIC
COMMENTS**

Trustee Hueter reported that she and members of her family enjoyed the spaghetti dinner sponsored by the IVC Music Department and that it was well attended. She added that she also enjoyed Chocolate Sunday at Saddleback College.

**TRUSTEES'
REPORTS**

Trustee Milchiker reported that she and her family also attended the spaghetti dinner and Chocolate Sunday and enjoyed both events. She noted that the IVC production of "A Lion in Winter" was superb and that Teri Ciranna, IVC Senior Information Processor, was outstanding as Catherine of Aragon.

Trustee Walther reported that she attended her last meeting as a CCCT board member on Friday, March 26, and that the nominating committee nominated Margaret Lee as president, Carole Smith, first vice president, and Bill Corey, second vice president. She stated that the CCCT board had a lengthy discussion on the differential fees policy and that whereas the CEO's association believes exemptions should be granted resulting in a weakened policy and eventual repeal, the trustees' association believes that granting no exemptions will increase opposition and result in repeal. Trustee Walther reported that the CCCT board took action to oppose AB633 which would require state agencies to establish a moratorium on the adoption of regulations that are as stringent or more stringent than federal regulations, and to support SB511 which would require the statement of qualifications for nonpartisan office seekers to be a true statement of qualifications and not a statement against opponents. She commended Alma Vanasse and other staff members involved in coordinating the Saddleback College Women's Conference on March 26 and indicated that Lucia Pahan, Senior Data Processor in Admissions and Records, was the recipient of the Constance M. Carroll Award for Outstanding Woman at Saddleback College.

Trustee Williams reminded the board and staff that the next board forum is scheduled for Monday, April 19, 4:00 p.m., in Room A401 at Irvine Valley College. He stated that he found the previous board forum to be very meaningful and encouraged all to attend on the 19th.

Trustee Milchiker added that the board forums not only provide an opportunity for board members to hear the college's concerns, but also for the college departments to hear each others concerns. She reported that there is opposition at the state level to the \$30 per credit unit increase as well as discussion to phase out the differential fee over a three year period.

President Nelson reported that he enjoyed serving as a judge at Chocolate Sunday along with Chancellor Sneed and Mr. Norm Murray, former City Councilman of Mission Viejo, and commended Saddleback College Foundation Director John McIntyre for his coordination of the event. He stated that Saddleback College has fallen short of targeted 1992-1993 enrollment for a multitude of reasons and, as a result, must focus on the difficult and lengthy process of shifting resources. President Nelson noted that it is especially difficult for the college to face reductions when it has historically always been in a state of growth. He thanked the Saddleback College Academic and Classified Senates and staff for maintaining cooperative relationships and encouraged continued teamwork.

**PRESIDENTS'
REPORTS**

President McFarlin indicated that she agreed with President Nelson's statements about the difficulty of budget cuts, and that IVC faculty and staff welcome the opportunity to express concerns and ask questions at the board forum at IVC on April 19.

Professor Merrifield thanked Trustee Rhodes for speaking on the Native American heritage to one of his classes. He reported that the Senate too is concerned about the difficulty of budget cuts and seemingly short time lines. Professor Merrifield stated that at its last meeting the Senate passed a motion to consider a one-college model and formed a committee to determine the interest level at Saddleback College that will return to the Senate with recommendations. Trustee Walther asked if opinions only are being sought with no statistical information to support the idea, and Professor Merrifield answered affirmatively, that the committee's mission is to just test the water at this stage. President McFarlin asked if the committee is canvassing the entire district to which Professor Merrifield responded that it is his understanding that the committee is currently focusing on Saddleback only.

**ACADEMIC
SENATES'
REPORTS**

Professor Phillips commended Professors Pam Deegan and Jan Horn, Curriculum Committee Co-Chairs, and Elaine Rubenstein, College Publications Editor, for their hard work on the current IVC curriculum package. She reported that the District Budget Coordinating Council met earlier in the day and noted that the meeting was friendly and productive, and commended Chancellor Sneed for the formation of the Council.

Mr. Bryant thanked the board and the Chancellor for the resolution declaring Classified Employees Week May 16-22, and congratulated the recipients of the Outstanding Service Awards. He stated that C.S.E.A. does not support the manner in which the decentralization of District Facilities and Maintenance was handled and is concerned that C.S.E.A was not consulted. He referenced Section 51023.5 of the California Code of Regulations which states that ". . . the governing board shall not take action on matters significantly affecting staff until it has provided staff an opportunity to participate in the formulation and development of those matters . . ." Chancellor Sneed indicated that he asked for input and invited alternative recommendations from staff on the issue but recently received a message from the department stating that alternative plans would not be forthcoming. He added that Director Hill personally assured him that he and his staff were willing to work with the current proposal of relocating him and some staff members to IVC and that they understood the reasons and advantages to decentralization. He continued that the District would honor the terms of the contract with C.S.E.A. regarding relocating any classified employees, and that only managers have been reassigned at this point.

**C.S.E.A.
REPORT**

Professor Runyan reported that the officers of the faculty association met with faculty at both colleges to discuss the tentative agreements that were signed by the negotiators from the District and the faculty association. He indicated that voting has been completed and that the faculty has ratified the agreements signed by both negotiators.

**FACULTY
ASSOCIATION
REPORT**

Mr. Sierakowski commented that classified staff members are looking forward to Classified Development Day on April 7 and expressed appreciation to the board for their support of the event.

**CLASSIFIED
SENATE/COUNCILS
REPORTS**

Mr. Cooper congratulated the Outstanding Service Award winners, and added that the IVC Classified Council members are meeting to discuss questions and concerns for presentation at the next board forum at IVC.

Mr. Breindel thanked the board for passing the resolutions honoring three of the classified employee's best.

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the submitted academic and classified personnel actions including replacement pages. Motion carried unanimously.

**PERSONNEL
ACTIONS**

Motion by Trustee Hueter, seconded by Trustee Frogue, to accept the following gifts: various hardback and paperback books to be added to the Library's collection, donated by those listed in the attachment to the agenda item to Saddleback College; various pieces of clothing, umbrellas, hats, and miscellaneous items to be used in theatre productions and by student in design and acting classes, donated by Lani Sinkway to Saddleback College; two complete sets of golf clubs with bags and golf shoes (one set for a man and one set for a woman) to be used in the physical Education Program, donated by Sherm Miller to Saddleback College; various items of clothing and miscellaneous accessories as indicated in attachment to the agenda item to be used in upcoming student productions in acting and design classes, donated by Mrs. Donald (Marion) Sinkway to Saddleback College. Motion carried unanimously.

GIFTS

The meeting was adjourned at 9:50 p.m. to closed session.

ADJOURNMENT



Richard Sneed, Secretary