

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
JUNE 7, 1993
LIBRARY 105, SADDLEBACK COLLEGE

CLOSED SESSION

The Board of Trustees met in closed session from 5:30 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 Milchiker 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
Monica Mukai, 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

<p>The board accepted the loan/grant award from the State Chancellor's Office in the amount of \$58,022 for the development of a Social Science Learning Laboratory and laboratory manuals.</p>	<p>GRANT ACCEPTANCE</p>
<p>Motion by Trustee Hueter, seconded by Trustee Frogue, to accept for review and study Board Policy 4082, Health and Medical Benefits for Administrative and Classified Leadership Employees While on Leave. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.</p>	<p>BOARD POLICIES</p>
<p>Motion by Trustee Hueter, seconded by Trustee Williams, to accept for review and study Board Policies 4000.7, Campus Safety and Security Department, and 4055, Access to College Facilities During Non-Business Hours, and the deletion of Board Policy 4314, Access to College Facilities During Non-Business Hours. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.</p>	
<p>The board approved rescheduling the board meeting on Monday, July 19, 1993, to Monday, July 26, 1993, at Irvine Valley College.</p>	<p>BOARD MEETING DATE CHANGE</p>
<p>The board approved consultant agreements with the individuals listed by Saddleback College to serve as clinical evaluators, proctors, center assistants, and resident actors for the Regional Health Occupations Resource Center grant project for \$5,000 per year; with McGillicuddy & Associates to complete the planning, arranging, and implementation activities required by the Irvine Valley College Vocational Education Staff Development 1993-1994 grant project for a fee of \$67,445; and with James Rotondo to teach the Novell Service & Support class for a fee of \$5,000 at Irvine Valley College.</p>	<p>CONSULTANT AGREEMENTS</p>
<p>The board ratified the presentation by Judge James P. Gray to Sociology students at Saddleback College on May 11, 1993, on the topic of "Legalization of Drugs" at no charge.</p>	<p>GUEST SPEAKER</p>
<p>The board approved the honoraria for payment to the Saddleback Company Theatre Artists and Craftspersons as listed.</p>	<p>HONORARIA</p>
<p>The board approved Irvine Valley College Theatre Department's expenditures for the 1993 Fall production of <u>The Hostage</u> and student one-act productions as listed.</p>	<p>THEATRE DEPARTMENT EXPENDITURES</p>
<p>The board approved the 1993-1994 additional and revised fees listed by Saddleback College.</p>	<p>ADDITIONAL/ REVISED FEES</p>

Motion by Trustee Hueter, seconded by Trustee Frogue, to approve the establishment of a baseline instructional materials fee of \$1 per weekly student contact hour across the curriculum at Irvine Valley College. Student Trustee Mukai moved to table the item until September 20. Trustee Walther advised Student Trustee Mukai that the student trustee does not have the right to make or second a motion. Student Trustee Mukai expressed concern that students were not adequately represented in the decision to adopt the fee and that several ASIVC members she spoke with do not support the fee. President McFarlin stated that each of the governance group representatives, including the President of ASIVC, supported the fee in a recent President's Council meeting. Chancellor Sneed added that the timing of the adoption of the fee is critical for it to be included in the fall class schedules that are ready to go to press. He indicated that IVC is spending approximately \$192,000 per year for printing various class materials and that by adopting the \$1 fee, approximately \$165,000 could be recovered and used for other instructional purposes. Trustee Williams noted that the amount of the proposed fee seems fair considering that the amount recovered will not cover the actual cost of printed materials. Following further discussion, a motion was made by Trustee Williams, seconded by Trustee Hueter, to approve the establishment of a baseline instructional materials fee of \$1 per weekly student contact hour across the curriculum at Irvine Valley College, with individual course fees approved at higher levels as itemized in the agenda item. Motion carried with Trustee Frogue casting a negative vote. Student Trustee Mukai cast a negative advisory vote.

**IVC STUDENT
INSTRUCTIONAL
MATERIALS FEES**

Motion by Trustee Milchiker, seconded by Trustee Williams, to approve the establishment of a baseline instructional materials fee of \$1 per weekly student contact your across the curriculum at Saddleback College. Chancellor Sneed indicated that unanimity on the proposed fee was not reached among the governance group representatives at Saddleback College, but that the financial needs at Saddleback are far greater. He noted that the college's expenditure for instructional materials printing is approximately \$500,000 per year and although a fee is charged, it is not charged uniformly and yields approximately \$100,000 per year. President Nelson further described the serious financial needs of the college and urged adoption of the fee. Trustee Milchiker stated that it seems fairer to students to adopt the fee now so that they will be made aware of it through the class schedules. Motion carried with Trustee Frogue casting a negative vote. Student Trustee Mukai cast a negative advisory vote.

**SADDLEBACK
COLLEGE
INSTRUCTIONAL
MATERIALS FEES**

The board approved the Child Development Center fees as listed for Saddleback College and Irvine Valley College.

**CHILD CARE
FEES**

The board approved designating Mary McDonough, IVC Child Care Center Director, as the authorized person to attend licensing orientation sessions, represent the facility, and accept licensing reports.

**CHILD CARE
CENTER LICENSE
DESIGNEE**

The board approved Irvine Valley College's proposed 1993-1994 additional curriculum for implementation.

**ADDITIONAL
CURRICULUM**

The board approved granting certificates of achievement to the students listed by Saddleback College and Irvine Valley College.

**CERTIFICATES OF
ACHIEVEMENT**

The board approved entering into a consultant agreement with Moraes/Pham & Associates to prepare plans and specifications for replacement of the underground electrical feeder cable at Saddleback College for a fee not to exceed \$6,280.

**ELECTRICAL
FEEDER CABLE
REPLACEMENT**

The board approved the substitution of the electrical subcontractor, Montelli Electrical, by VSE Electrical Contractors for the construction of the Chemical Storage Facility at Saddleback College.

**CHEMICAL
STORAGE FACILITY
SUBCONTRACTOR**

The board accepted the project to replace the heat pump system in Building A100 at Irvine Valley College as complete and authorized filing a Notice of Completion with the County of Orange.

**NOTICE OF
COMPLETION**

The board approved Change Order 8 for the Irvine Valley College Child Development Center project to amend the contract by \$1,576.15 to \$1,566,599.23 and add fifteen days to the project completion date, and Change Order 3 for the IVC Hart Gymnasium project to amend the contract by \$24,883.26 to \$3,359,152.19 with no change to the project completion date.

**CHANGE
ORDERS**

The board approved awarding Bid 167 for production of the Fall 1993, Spring 1994, and Summer 1994 class schedules to Trend Offset Printing for Saddleback College for the base amount of \$138,499.63, and for Irvine Valley College for the base amount of \$96,343.13 with an option for an additional two years in one-year increments; Bid 168 for upgrading the air conditioning chiller controls in the Central Plant at Saddleback College to Carrier Corporation for \$20,022; Bid 169 for three trailers to WMI/Modulaire for a total of \$55,963.96 with financing to be made through a three-year lease/purchase with Public Leasing Corporation; and Bid 170 for districtwide pavement rehabilitation to Paving & Sealing, Inc., for the unit prices as listed not to exceed \$200,000.

**AWARD
OF BIDS**

Vice Chancellor Carcamo reviewed the preliminary budget for the board and stated that the tentative budget will be presented at the next board meeting on June 21.

**1993-1994
PRELIMINARY
BUDGET**

The board approved the agreement with Ernst and Young to perform the District's computation for rebate of excess investment earnings for the period commencing August 1, 1993, to August 1, 1996, inclusive, at a cost of \$3,000 plus out-of-pocket expenses for the initial calculation, and at a cost not to exceed \$2,500 plus out-of-pocket expenses for the additional calculations.

**ARBITRAGE AND
REBATE CALCULA-
TIONS CONTRACT**

The board approved participation of Protect Yourself Products, Quorum International, and Champion Marshall Arts Supply at the District Services Self-Defense Classes on June 9 and June 14, 1993.

**VENDOR
PARTICIPATION**

The board approved the requests for travel and/or mileage as indicated.

TRAVEL

The board adopted Resolution 93-39, Extended Opportunities Programs and Services, to amend the 1992-1993 General Fund Restricted Budget in the amount of \$39,130.

**BUDGET
AMENDMENT**

The board approved establishing an appropriations limit of \$80,652,817 for fiscal year 1993-1994 by adopting Resolution 93-40.

**APPROPRIATIONS
LIMIT**

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

**TRANSFERS OF
APPROPRIATIONS**

The board approved purchase orders 39902 through 40279 totaling \$929,177.74.

**PURCHASE
ORDERS**

The board approved checks 38107 through 38766 totaling \$1,817,105.51; credit card purchases totaling \$2,466.50; Saddleback College Community Education checks 3736 through 3793 totaling \$82,399.88; and Irvine Valley Education checks 4189 through 4253 totaling \$208,732.75.

**PAYMENT
OF BILLS**

Saddleback College Professor J. Michael Reed read a letter he wrote to expressing opposition to reduction of his release time to serve as advisor to the Lariat. Mr. Giovanni Scavo of Elegante Beauty College, Mr. Arthur Gnadeau of Lake Forest Beauty College, and Ms. Carol Andrews, a graduate of Elegante Beauty College, spoke on behalf of the Cosmetology program and urged the board not to cut the program budget. Ms. Konnie Krislock, Saddleback College part-time faculty member, stressed the importance of maintaining good communications and morale and emphasized the need for a student newspaper. Ms. Julie Viker, a Saddleback College student, spoke on behalf of Professor Reed, the Journalism program and the Lariat.

**PUBLIC
COMMENTS**

Chancellor Sneed noted that President Nelson's current budget proposal concerning the Lariat is to retain the full-time classified assistant, the 30% time assistant, the load credit for the newspaper course and the 1/5 reassigned time for Professor Reed to carry out his duties as Lariat advisor, but will not require 1/5 reassigned time as Journalism Chair, in keeping with the elimination of reassigned (or release) time for all department chairs.

Trustee Milchiker reported that the Orange County School Boards Association is starting a campaign to raise private funds in an effort to defeat the voucher initiative on the ballot in November. She asked if a trustee would volunteer to be in charge of collection of privately donated monies and Trustee Walther asked Trustee Milchiker to assume the responsibility. Trustee Milchiker agreed and stated that checks should be made out to CSBA Political Action Committee (PAC). She added that each school district is being asked to contribute \$.05 per ADA/FTEF.

**TRUSTEES'
REPORTS**

Trustee Williams reported that he and Trustee Walther attended a meeting where members of Orange County Together, a United Way funded organization of community leaders, presented their recommendations for developing better community relations through increased understanding of cultural diversity. He added that the presentation was very worthwhile and it was very encouraging to witness the cooperation of diverse groups toward a common goal.

Trustee Walther commended Chancellor Sneed for his participation in Orange County Together. She stated that she wore her KSBR tee-shirt while in Idylwild recently and received many favorable comments about the radio station.

Student Trustee Mukai indicated that she is looking forward to working with both student governments during her term, and thanked Professor Reed and all instructors for their continued support of students. She expressed concern over the board's approval of the instructional materials fees and suggested that outside duplicating services be utilized if the cost is less than internal duplicating costs. Trustee Walther explained that the colleges have contracts with staff members who operate the college duplicating facilities and the contracts must be honored.

Trustee Williams quoted a recent newspaper article which stated that the youth population of California will grow 40% by the year 2000 according to state projections and have 1.1 million more teenagers than in 1990. He noted that many of those teenagers will want to attend a community college and encouraged everyone to contact their legislators on behalf of the community colleges.

President Nelson reported that Saddleback College's commencement ceremony was very successful, and highlights included the conferral of an honorary degree on Board President Swanson and of Chancellor Emeritus status on Chancellor Sneed. He indicated that to date summer enrollments look healthy.

**PRESIDENT'
REPORTS**

President McFarlin invited the board, faculty, and staff to attend the memorial service for Professor Brendan Jundanian at the request of the family. She indicated the service will be held on June 9 at 3 p.m. at Pacific View Memorial Park, followed by a reception at Irvine Valley College.

Mr. Bryant welcomed Monica Mukai on behalf of CSEA, and thanked Vice Chancellor's Kroner and Kelly in helping him through the transition of becoming CSEA President. He noted that CSEA has concerns over several job descriptions but will review them further with Vice Chancellor Kroner.

**CSEA
REPORT**

Professor Runyan commented that he found it very enjoyable to have such an enthusiastic student trustee on the board.

**FACULTY ASSOCI-
ATION REPORT**

Professor Merrifield reported that he had the opportunity to listen to Chancellor Mertes speak in Riverside recently and encouraged the board and administration to invite Chancellor Mertes and legislators to speak at a district forum. Trustee Milchiker suggested that the Academic Senate look into making the arrangements and Trustee Walther added that the Orange County Legislative Task Force could be involved as well.

**ACADEMIC
SENATES'
REPORTS**

Professor Phillips commended Professors Pam Deegan and Jan Horn for their work on the committee of courses, Chancellor Sneed for his excellent IVC commencement address, and everyone who is working on the difficult task of budget proposals.

Mr. Cooper reported that later during the week the IVC Classified Council will hold its election of officers, and thanked Chancellor Sneed for his inspirational speech at the IVC commencement.

**CLASSIFIED
SENATE/COUNCILS
REPORTS**

Mr. Estes reminded the board of the CFIER meetings on June 16-18 and noted that the delineation of functions between the classified senate/council and the union will be discussed on the 18th. He reported the Senate will hold its election of new officers soon and is currently planning a summer retreat to refine their bylaw revisions. He commended the budget committee for their hard work over the past several months.

Mr. Breindel indicated that three members of the District Classified Senate will attend the CFIER meeting on the 17th and two new officers, Mary Cribb and Lois DiAlto, will attend on the 18th. He offered to send details to Professor Merrifield on the next Orange County Legislative Task Force meeting and a summary of his trip to Sacramento to meet with legislators as a member of the Task Force.

Professor Phillips introduced IVC Professor Julie Willard, Clerk of the IVC Academic Senate, from the audience.

INTRODUCTION

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

**PERSONNEL
ACTIONS**

The board adopted Resolution 93-41 for the purpose of conducting a Medicare election for those members of the State Teachers' Retirement System hired in the Saddleback Community College District prior to April 1, 1986, and appointed Linda Kroner, Vice Chancellor, Human Resources, as the Local Division Officer to conduct the election on behalf of the District.

**ELECTION OF
MEDICARE
COVERAGE**

Motion by Trustee Hueter, seconded by Trustee Frogue, to accept the following gifts: one Bichromatic Analyzer to be used for demonstrations purposes for Medical Assisting Program lab classes, donated by Harry Press Memorial Foundation to Saddleback College; one ALR 386 Computer to be used in the Office of Vocational Education, donated by Don Busché to Saddleback College; Personal Computer, IBM Compatible 286 with monochrome monitor and keyboard and 40 MB HD and 640K Ram to be used by students and instructors in the Information Management Center, donated by Sean T. Bradley to Saddleback College; Central Processing Unit and Digitcomp Computer to be used in the Liberal Arts Division, donated by Ron Albright to Saddleback College; plywood, PVC, and letters which were used to build the form to make a sign for the construction area which reads "Concrete Construction Class of '93," donated by Gene Goble, Letters and Logos Sign Company, to Saddleback College; 23 books as listed in attachment to be added to the Library collection, donated by Dr. Richard Sneed to Irvine Valley College; instrumentation (Powder Xray Distraction) for use in teaching Physical Geology and Minerology and in various Physics labs, donated by Vetter Research to Irvine Valley College; one Samsung Monitor, one Epson Printer, and miscellaneous computer parts to be used in the Music Department for instructional software, donated by Harri Wolf to Irvine Valley College; one Samsung Monitor, one Epson Printer, and miscellaneous computer parts to be used in the Music Department for instructional software, donated by Bill Caradonna to Irvine Valley College; \$50 cash to be used for the purchase of music for the summer band program, donated by Paula Sanchez to Irvine Valley College; sheet music entitled "Director March" by F.E. Bigelow to be used by students in the Symphonic Wind Ensemble, donated by Charles Conner to Irvine Valley College; and 35 books as listed in attachment to be added to the Library collection, donated by Mrs. George (Edo) Hoke to Irvine Valley College. Motion carried unanimously.

GIFTS

The meeting was adjourned at 10:00 p.m.

ADJOURNMENT



Richard Sneed, Secretary