

MINUTES OF THE BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
JUNE 21, 1993  
LIBRARY 105, SADDLEBACK COLLEGE

CLOSED SESSION

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

CLOSED SESSION

REGULAR MEETING

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

CALLED  
TO ORDER

Members of the Board of Trustees

John Williams, President  
Harriett Walther, Vice President  
Joan Hueter, Clerk  
Steven Frogue, Member  
Marcia Milchiker, Member  
Lee Rhodes, Member  
Monica Mukai, Student Member

PRESENT

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

No representation

Academic Senate

Mike Merrifield  
Wendy Phillips

California School Employees Association

Mike Bryant

Classified Senate/Councils

Mike Estes  
Vince Cooper  
Matthew Breindel

President Williams announced that at the special meeting of the board on June 16, 1993, he was elected to serve the remainder of Iris Swanson's term as President of the board. He commended Vice President Walther for her performance of Trustee Swanson's duties during her illness.

Chancellor Sneed requested removal of item 24 from the agenda. Motion by Trustee Walther, seconded by Trustee Rhodes, to approve the agenda as amended, including replacement and/or additional pages to items 30a and 30b. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**APPROVAL  
OF AGENDA**

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 Mukai cast an affirmative advisory vote.

**APPROVAL  
OF MINUTES**

Chancellor Sneed indicated that the minutes of the June 16 meeting are being prepared and will be approved at the July 26 meeting of the board. He stated that at the special meeting the board approved the provisional appointment process for filling the trustee vacancy, and established the application materials as well as a possible timeline and interview schedule.

Trustee Hueter read out the following closed session action:

**CLOSED SESSION**

The Board of Trustees has approved the appointment of Dr. Anna McFarlin as Interim Chancellor, effective August 31, 1993, from the retirement date of Dr. Richard Sneed to the commencement of employment of the permanent Chancellor.

Trustee Frogue requested that agenda items 7, 8, 9, 11, and 25 be removed from the consent calendar for separate discussion. Motion by Trustee Milchiker, seconded by Trustee Rhodes, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**CONSENT  
CALENDAR**

Motion by Trustee Walther, seconded by Trustee Rhodes, to approve Board Policies 4000.7, Campus Safety and Security Department; 4055, Access to College Facilities During Non-Business Hours; and delete Board Policy 4314, Access to College Facilities During Non-Business Hours.

**BP4000.7, 4055,  
AND 4314**

Motion by Trustee Walther, seconded by Trustee Rhodes, to approve Board Policy 4082, Health and Medical Benefits for Administrative and Classified Leadership Employees While on Leave.

**BP4082**

The board approved the revised instructional fees for 1993-1994 as presented by Saddleback College and Irvine Valley College.

**REVISED INSTRU-  
TIONAL FEES**

The board approved the honoraria for payment to the Saddleback Company Theatre Artists and Craftspersons presented.

**SUMMER STOCK  
HONORARIA**

The board approved the computer training workshop in Windows Applications to be conducted by New Horizons Computer Learning Center for ten faculty on June 25, 1993, and July 9, 1993, at a cost of \$1,500.

**COMPUTER  
WORKSHOP**

Motion by Trustee Walther, seconded by Trustee Rhodes, to approve the July 21 Irvine Valley College Classified Retreat at a cost not to exceed \$2,800. In response to Trustee Frogue's question about the speakers' fees, Mr. Cooper explained that the costs are covered by staff development funds. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**CLASSIFIED  
RETREAT**

Motion by Trustee Walther, seconded by Trustee Rhodes, to approve the consultant agreement with Rex Tyner for a total cost not to exceed \$15,474 for services rendered to Saddleback College in administering the duties as specified for the period from July 1, 1993, to June 30, 1994. Trustee Frogue asked if Mr. Tyner has been employed in the position before, and Chancellor Sneed responded that Mr. Tyner has provided valuable service to the Emeritus Institute for many years. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**CONSULTANT  
AGREEMENT**

Motion by Trustee Walther, seconded by Trustee Rhodes, to approve renewal of the Cosmetology and Manicurist vocational education instruction contracts for one additional year commencing July 1, 1993, and ending June 30, 1994. Trustee Frogue asked if the beauty colleges are all owned by the same person, and Chancellor Sneed replied that there are two different owners. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**COSMETOLOGY/  
MANICURIST  
INSTRUCTION  
CONTRACTS**

The board approved the Psychiatric Technician Apprenticeship Training Program with Fairview Developmental Center in the amount of \$20,000.

**PSYCH TECH  
PROGRAM**

Motion by Trustee Walther, seconded by Trustee Milchiker, to approve the Educational Services Agreement with LCP International Institute in the amount of \$13,905 for Irvine Valley Colleges to offer Calculus and Psychology to selected students. Trustee Frogue asked about the details of the arrangement between LCP and Irvine Valley College. Chancellor Sneed explained that LCP provides noncredit instruction at IVC and other locations for students from other countries prior to their entering American universities or colleges, and LCP pays for the building and other related expenses. President McFarlin noted that LCP does not provide Calculus and Psychology for their students and, in this case, is requesting IVC to teach those courses. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**EDUCATIONAL  
SERVICES  
AGREEMENT**

The board approved the Hart Gymnasium engraved bricks/tiles fundraiser to benefit the Irvine Valley College Lasers Booster Club.

**IVC FOUNDATION  
FUNDRAISER**

The board approved Change Order 9 increasing the contract for the construction of the Irvine Valley College Child Development Center by \$220.68 to \$1,566,819.91 with no extension to the project completion date.

**CHILD  
DEVELOPMENT  
CENTER**

The board approved the award of Bid 166 for a five-year contract for bottled water to Arrowhead Water Company.

**BID  
AWARD**

Motion by Trustee Walther, seconded by Trustee Rhodes to approve the 1993-1994 Tentative Budget as presented and establish August 23, 1993, at Saddleback College campus as the date and place of the public hearing for the Final 1993-1994 Budget. Vice Chancellor Carcamo reviewed the district's 1993-1994 tentative budget and answered the board's questions. Motion carried unanimously. Student Trustee Mukai abstained from voting.

**1993-1994  
TENTATIVE  
BUDGET**

Motion by Trustee Rhodes, seconded by Trustee Frogue, to approve the agreement with the Orange County Teachers Federal Credit Union to install an automated teller machine at each college. Chancellor Sneed indicated that the ATM's would be located within the student services buildings at each campus and would be accessible to students and staff when the building is open to students and staff. He noted that the ATM's would be installed and maintained by the Credit Union at no expense to the district. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**OCTFCU  
AUTOMATED  
TELLER  
MACHINES**

President Williams called for a brief recess at 8:55 p.m.

**RECESS**

The board approved the extension of the agreement with Keenan & Associates to perform claims administration services for the period beginning July 1, 1993, at a rate of \$.105 per audited payroll.

**CLAIMS  
ADMINISTRATION  
CONTRACT**

The board approved the substitution of Ernst & Young to provide the necessary computation of arbitrage and rebate calculation relating to the \$22,485,000 Capital Construction Refinancing Project Certificates of Participation at the same contract terms as agreed upon with Jones Hall Hill and White, for the remainder of the term through FY 1993-1994.

**ARBITRAGE  
AND REBATE  
CALCULATIONS  
CONTRACT**

The board adopted Resolution 93-42, electing to receive the District's share of the first 2% of the annual increase in the assessed valuation of the incremental property tax revenues as provided for by Section 33676 of the California Health and Safety Code, and as a result of the City of Santa Ana Redevelopment Project for improving certain areas of the city suffering from economic blight.

**INCREMENTAL  
PROPERTY  
TAX REVENUES**

The board approved a consulting agreement with California System Design Inc. to provide specialized technical assistance in the continuing implementation of the District's fiscal systems covering the period June 22, 1993, through December 31, 1993, at a cost not to exceed \$25,000.

**CONSULTING  
AGREEMENT**

The board approved holding a workshop on trusteeship to be conducted by Dr. David Viar, Executive Director of the Community College League of California, on July 15, 1993, at the UCI University Club, University of California, Irvine, at a cost not to exceed \$450.

**BOARD  
RETREAT**

Motion by Trustee Rhodes, seconded by Trustee Milchiker, to approve Resolution 93-43 authorizing the County Department of Education to make necessary year-end budget transfers to permit payment of obligations of the District incurred during the 1993-1993 fiscal year and to balance cumulative expenditures within budgets. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**TRANSFER OF  
APPROPRIATIONS  
AT CLOSE OF  
FISCAL YEAR**

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

**TRANSFER  
OF  
APPROPRIATIONS**

Motion by Trustee Rhodes, seconded by Trustee Milchiker, to approve the purchase orders as listed. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**PURCHASE  
ORDERS**

There were no public comments.

**PUBIC COMMENTS**

**TRUSTEES'  
REPORTS**

Trustee Walther reported that North Orange County CCD sent a communication stating that they had adopted a resolution in support of the National Service Initiative and requesting that SCCD also consider adopting a resolution in support. She added that she also received a summary of recommendations received by CCLC on their draft policy entitled "Facing the Millennium: California Community Colleges into the 21st Century," and noted that they will continue to accept comments until September. Trustee Walther commented that in reading articles on the budget and sales tax issue, she was reminded to contribute to the CSBA PAC fundraising effort to defeat the voucher initiative and she handed a personal check to Trustee Milchiker, the board's local coordinator. She indicated that she had received several letters commemorating Iris Swanson and a press release from Assemblyman Bill Morrow in which he stated that he asked the California State Assembly to adjourn the June 14 legislative session in Trustee Swanson's memory and was unanimously supported. Trustee Walther stated that it was a sad duty to have had to carry out the President's duties during Trustee Swanson's absence but that she was careful to act in accordance with her wishes and appreciated Trustee Swanson's confidence in her.

Trustee Hueter praised Iris Swanson for her deep sense of commitment and loyalty to the district for 25 years, and thanked Trustee Walther for demonstrating the same sense of commitment and sensitivity in carrying out the duties of the President of the board in Trustee Swanson's absence.

Trustee Frogue recalled the May 10 board meeting at Iris Swanson's home and expressed admiration for her courage and determination during her illness.

Trustee Rhodes thanked Trustee Walther for her service to the board in fulfilling the duties as President during Iris Swanson's absence. He added that she did an outstanding job under difficult conditions.

President Nelson reported that he participated in the CFIER training session on June 17 and found it to be a very positive experience. He noted that Saddleback College's fall schedule should be received by all residents on July 1 and registration follows on July 12. President Nelson encouraged everyone to attend Saddleback College's summer stock programs which begin June 25.

**PRESIDENTS'  
REPORTS**

On behalf of the faculty, students, and staff at Irvine Valley College, President McFarlin commended Trustee Walther for carrying out the duties of the board President during Trustee Swanson's absence. She reported that classes commence on June 28 at IVC and that based on early enrollment figures, the summer headcount should be approximately 5,722.

Professor Merrifield stated future board meetings will be attended by the new Saddleback College Academic Senate President, Terry Robinson. He reported that he has made arrangements to visit Peralta Community College District and City College of San Francisco to further explore other district models.

**ACADEMIC  
SENATE'S  
REPORT**

Mr. Estes reported that Connie McClain will replace him at future board meetings as President of the Saddleback College Classified Senate and added that the other officers will be elected in the near future. He thanked Trustee Milchiker for attending the June 18 CFIER training.

**CLASSIFIED  
COUNCIL/  
SENATES'  
REPORTS**

Mr. Cooper thanked Trustee Milchiker for attending CFIER training and the district for providing the opportunity to learn the process.

Mr. Breindel reported that he found the recent CFIER training to be very helpful and hopes to institute more sessions for district classified staff in the future. In remembrance of Iris Swanson, he noted that she represented the ultimate potential that classified staff members can achieve.

Chancellor Sneed stated that Trustee Swanson will be greatly missed but that he is confident that the board will find a person worthy of filling the vacancy. He congratulated Dr. McFarlin for accepting the assignment as interim Chancellor and wished her success in carrying the district forward during the search process.

**CHANCELLOR'S  
REPORT**

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

**PERSONNEL  
ACTIONS**



Vice Chancellor Kroner indicated that the Chancellor Search Committee composition described in the agenda item is based on the ACCT recommended guidelines and the board's input. Motion by Trustee Rhodes, seconded by Trustee Milchiker, to adopt a Chancellor Search Committee with the composition to include 4 faculty (2 Irvine Valley College Academic Senate appointees and 2 Saddleback College Academic Senate appointees), 3 classified staff members (1 each from IVC, Saddleback College, and District Services), 3 administrators (1 each from IVC, Saddleback College, and the District), 1 community representative (Foundation), 1 Faculty Association representative, 1 CSEA representative, the Vice Chancellor of Fiscal Services (nonvoting), the student trustee, 1 Classified Leadership representative, and that Linda Newell, Director of Affirmative Action Programs, be appointed Affirmative Action Representative to the committee. Motion carried with Trustee Frogue casting a negative vote. Student Trustee Mukai cast a negative advisory vote.

**CHANCELLOR  
SEARCH  
COMMITTEE**

Motion by Trustee Hueter, seconded by Trustee Walther, to accept the following gifts: 2,060 VHS video tapes to used for the A/V Department's tape supply for copying, recording teleconferences and other licensed programming, donated anonymously to Saddleback College; various computer parts (AT computer - CPU only) to be used for replacement of parts and/or equipment repair, donated by The Lakes to Irvine Valley College; various computer parts (four 256k Simms for Macintosh computers) to be used for replacement of parts and/or equipment repair, donated by Sharon Mutschler to Irvine Valley College; various computer parts (XT Computer, monitor, keyboard) to be used for replacement of parts and/or equipment repair, donated by Crystal K. Hamblin to Irvine Valley College; various computer parts (color monitor, video controller) to be used for replacement of parts and/or equipment repair, donated by John Barton to Irvine Valley College; various computer parts XT computer, monitor, keyboard) to be used for replacement of parts and/or equipment repair, donated by Jan Parsel to Irvine Valley College; computer equipment as displayed in attachment to be used to update existing computer lab equipment, donated by ALSYS, Inc. to Irvine Valley College; and photography equipment as displayed in attachment to be used in the Photography class, donated by IVC Foundation to Irvine Valley College. Motion carried unanimously.

**GIFTS**

Trustee Walther moved to adjourn the meeting in memory of Iris Swanson and the motion was seconded by President Williams. Motion carried unanimously. The meeting was adjourned at 9:40 p.m.

ADJOURNMENT

A handwritten signature in black ink, appearing to read 'R. Sneed', written over a horizontal line.

Richard Sneed, Secretary