

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
JULY 24, 1995
SSC 240, IRVINE VALLEY COLLEGE

The open session of the regular meeting of the Board of Trustees was called to order by President Williams at 6:00 p.m. The open session was then adjourned to closed session. **CALLED TO ORDER**

The Board of Trustees met in closed session from 6:00 p.m. to 7:25 p.m. All trustees were present. **CLOSED SESSION**

The open session of the regular meeting of the Board of Trustees was reconvened by President Williams at 7:25 p.m. Trustee Rhodes led the pledge of allegiance and Trustee Frogue spoke words of inspiration. **RECONVENED**

Members of the Board of Trustees

John Williams, President **PRESENT**
Teddi Lorch, Vice President
Steven Frogue, Clerk
Joan Hueter, Member
Marcia Milchiker, Member
Lee Rhodes, Member
Harriett Walther, Member
Tim Gertz, Student Member

Administrative Officers

Robert Lombardi, Chancellor
Tony Carcamo, Vice Chancellor, Fiscal Services
William Kelly, Vice Chancellor, Administrative Services
Ned Doffoney, President, Saddleback College
Daniel Larios, President, Irvine Valley College

Faculty Association

Thomas Carroll

Academic Senate

Bob Cosgrove
Steve Rochford

California School Employees Association

Mark Pendry

Classified Senates/Council

Mark Kruhmin
Tamara Carnine

Associated Student Government

Jeff Haskell
Judy Krieg

President William's announced that items 22 and 27 were removed 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 38 and 39. Motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

APPROVAL
OF AGENDA

Motion by Trustee Milchiker, seconded by Trustee Rhodes, to approve the minutes of the June 12, 1995, meeting of the Board of Trustees. Trustee Walther requested that the last sentence, second paragraph, page 4, be removed from the minutes as well as the document attached to the minutes to which the sentence refers. Following discussion, Trustee Walther amended the motion, seconded by Trustee Hueter, to include the removal of the sentence and the attached document from the June 12 minutes. Motion failed with Trustees Walther, Hueter, and Milchiker voting affirmatively, and Student Trustee Gertz cast an affirmative advisory vote. Main motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

APPROVAL
OF MINUTES

Motion By Trustee Milchiker, seconded by Trustee Rhodes, to approve the minutes of the June 26, 1995, meeting of the Board of Trustees. Motion carried with Trustees Walther and Hueter abstaining to vote. Student Trustee Gertz cast an affirmative advisory vote.

There were no actions to report from closed session.

CLOSED SESSION

Items 3a, 3c, 5, 6, 8b, 12, 14, 15, 16, 18, 26, 34, 36, and 39 were removed from the consent calendar for separate discussion. Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

CONSENT
CALENDAR

The board accepted the revision to Board Policy 5606, Foreign Students, for review and study and listened to several suggestions for modifying the policy.

BP5606

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve acceptance of the award of funds to Saddleback College from the State Chancellor's Office for the Regional Health Occupation Resource Center grant project in the amount of \$83,350. Motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

**GRANT
ACCEPTANCES**

The board approved the acceptance of the award of funds to Saddleback College from the State Chancellor's Office for the Economic Development In-Service Training grant project in the amount of \$31,724.

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve acceptance of the award of funds to Saddleback College from the State Chancellor's Office for the Curriculum Development in Business Education grant project in the amount of \$49,935. Motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

The board approved the acceptance of the award of funds from the State Chancellor's Office to Irvine Valley College for the Methods for Delivery of Nontraditional Instruction for Computer Information Science Programs grant project in the amount of \$30,000, and for the Business Education Statewide Advisory Committee grant project in the amount of \$12,500.

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve Saddleback College Foundation's request to invest from Foundation funds up to \$100,000 in First Interstate Bank and up to \$100,000 in National Bank of Southern California. Motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

**FOUNDATION
FUND
TRANSFERS**

Motion by Trustee Rhodes, seconded by Trustee Milchiker, to approve the Classified Senate Executive Council Staff Development Retreat on August 10 in Newport Beach at a cost not to exceed \$200, and the Classified Leadership/Administration Staff Development Retreat on August 10-11 in La Jolla for a cost estimated at \$3,500. Following discussion, motion carried with Trustee Frogue casting a negative vote. Student Trustee Gertz cast an affirmative advisory vote. Trustee Lorch asked that information on the criteria for the expenditure of staff development funds be provided to the board.

**STAFF
DEVELOPMENT
RETREATS**

The board approved honoraria for the Flex/In-Service presenters as listed by Saddleback College in an amount not to exceed \$1,350 total for their presentations during the week of August 14-18, and for the Saddleback Civic Light Opera Artists and Craftspersons listed in the amounts listed to produce summer professional theatre.

HONORARIA

The board approved a consultant agreement with the individuals listed for an amount not to exceed \$500 per year for their services as clinical evaluators, proctors, center assistants, and resident actors for the RHORC project at Saddleback College.

**CONSULTANT
AGREEMENTS**

Motion by Trustee Hueter, seconded by Trustee Walther, to approve a consultant agreement with the Evaluation and Training Institute for an amount not to exceed \$46,284 for their services in conducting project activities for the Curriculum Development in Business Education grant project at Saddleback College. Motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

The board approved the Saddleback College Community Education program presenters for Fall 1995 as indicated.

**COMMUNITY
EDUCATION**

The board approved granting student Certificates of Achievement to the students listed by Saddleback College.

**CERTIFICATES OF
ACHIEVEMENT**

The board approved the Men's Soccer Team Out-of-State Competition on September 8 and 9 in Arizona to be funded through the ASIVC budget and fund-raising activities; the Men's Basketball Fundraising Tournaments on August 4, 5, 6, 11, 12, 13, 19 and 20 at IVC; and the Men's Tennis Team Fundraising Tournament on September 23 at IVC.

**ATHLETIC
EVENTS**

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve the participation of the District Forensics Team and their coaches in the speech tournament schedule for 1995-1996 at a total estimated cost of \$42,750. Motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

**FORENSICS
TEAM
ACTIVITIES**

The board approved the IVC Student Services Council Retreat on August 4 at a cost not to exceed \$250, and IVC In-Service activities during the week of August 14-18 at a cost not to exceed \$3,300.

**STAFF
DEVELOPMENT
ACTIVITIES**

The board approved educational services agreements with Motorola for IVC to provide math instruction to Motorola employees for the sum of \$7,500 plus up to \$50 per student for books, and with Microsoft Corporation for the Professional Development Project to provide training on Microsoft products to computer instructors from community colleges throughout California for the sum of \$150,000.

**EDUCATIONAL
SERVICES
AGREEMENT**

Motion by Trustee Hueter, seconded by Trustee Walther, to approve an educational services agreement with LCP International Institute for IVC to provide a history class for their Japanese students for the sum of \$6,000 plus up to \$50 per student for books. Following discussion, motion carried with Trustee Frogue casting a negative vote. Student Trustee Gertz cast an affirmative advisory vote.

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve consultant agreements with Irvine and Tustin USD instructors as listed to complete the curriculum development necessary to meet the obligation of the Tech Prep Education Programs Project, Phase IV, at IVC in the amount of \$8,500, and with Michele Woggon to present the Internet Workshop for the Professional Development in Business Education Project at IVC for an amount not to exceed \$1,300. Motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

**CONSULTANT
AGREEMENTS**

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve expenditures for those listed by IVC to attend the School-to-Career/JTPA Staff Development Project Workshop; Tech Prep Educational Programs Project, Phase IV, Train-the Trainers Workshop; Professional Development in Business Education Project Advisory Committee Meetings; Model Curriculum for Telecommunications Program Advisory Committee Meetings; and Professional Development in Business Education Project Leadership Institute for Curriculum Development. Motion carried with Trustee Frogue abstaining to vote. Student Trustee Gertz cast an affirmative advisory vote.

EVENTS/
ATTENDANCE

The board approved the individual agreements with the agencies and personnel providing the training and the workshops in the amounts listed for the Microsoft Training Project, and authorized the Vice Chancellor of Fiscal Services to execute the necessary documents.

WORKSHOPS

Motion by Trustee Rhodes, seconded by Trustee Hueter, to approve the IVC Community Education program, presenters, and compensation for the 1995 season as indicated. Motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

COMMUNITY
EDUCATION

The board approved the additional expense of \$600 for personnel costs for the IVC Summer Pops 1995 performances.

SUMMER POPS
AMENDMENT

The board approved change order 1 increasing the contract to furnish and install a back-up pump for the thermal energy storage system at Saddleback College by \$2,503 to \$29,503 and authorized filing a Notice of Completion for the project.

CHANGE ORDER/
NOTICE OF
COMPLETION

The California Community Colleges Quarterly Financial Status Report as of June 30,1995, for the 1994-1995 fiscal year was provided for the board's information.

QUARTERLY
FINANCIAL
STATUS REPORT

The board approved the award of Bid 190, District Athletic Instructional Supplies, to the vendors listed for the total amount of \$47,752.89, and Bid 947, One Year Contract for Cosmetology and Manicurist Instruction at Saddleback College, to Elegante Beauty College and Lake Forest Beauty College for a fee of \$1.75 per student hour.

AWARD
OF BIDS

<p>The board renewed the contract as indicated between the district and Advanced Environmental Technical Services for the removal of hazardous waste for the fiscal year 1995-1996.</p>	<p>CONTRACT RENEWAL</p>
<p>The board approved awarding a contract for financial services to Public Leasing Corporation and authorized the Chancellor or Vice Chancellor for Fiscal Services to execute the contract.</p>	<p>CONTRACT FOR FINANCIAL SERVICES</p>
<p>President Williams called for a ten-minute recess at 8:35 p.m.</p>	<p>RECESS</p>
<p>Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve awarding a lease/purchase contract and a three-year maintenance contract to Xerox Corporation for a new Docutech System and a 5385 Spot Color Printer at Saddleback College. Thom Evans, Chair of the Graphics Department at Saddleback College, addressed the board to express concern regarding the Publication Center's proposal to eliminate the Printing Department and purchase new duplicating/printing equipment, and distributed copies to the board of a counterproposal he presented at the June 14 President's Council meeting. President Doffoney distributed a memorandum to the board outlining the Publication Center's proposal and stated that the issue was thoroughly discussed by the major shared governance groups on campus, as well as the budget committee and President's Council, all of whom agreed that the Docutech System would most appropriately meet the college's needs. Professor Cosgrove indicated that the Academic Senate supports the Publication Center's proposal, and Paul Sanstedt, Publications Manager, provided detailed information on the reasons for the recommendation. After considerable discussion, motion by Trustee Lorch, seconded by Trustee Frogue, to table the item until the next meeting in two weeks. Motion carried with Trustees Rhodes and Walther casting negative votes. Student Trustee Gertz cast an affirmative advisory vote.</p>	<p>DUPLICATING EQUIPMENT</p>
<p>The board approved the agreement with Keenan and Associates for run-off claims through June 30, 1996.</p>	<p>CLAIMS MANAGEMENT</p>
<p>The board adopted Resolution 95-37 providing for the establishment of a trust account for property and liability claims.</p>	<p>TRUST ACCOUNT</p>
<p>The board approved the 1995-1996 district institutional memberships and estimated dues for organizations. Trustee Walther stated for the record that she abstained on this item only on the consent calendar.</p>	<p>INSTITUTIONAL MEMBERSHIPS</p>

The board denied the claim against the district by Culp Construction, directed notification of the claimant and referral of the claim to the district's insurance administrator for processing.

**CLAIM AGAINST
THE DISTRICT**

The board approved/ratified transfers of appropriations as delineated.

**BUDGET
TRANSFERS**

The board approved purchase orders 55490 through 56245 totaling \$2,495,444.17.

**PURCHASE
ORDERS**

Motion by Trustee Hueter, seconded by Trustee Frogue, to approve checks 60973 through 61812 totaling \$7,297,964.81; credit card purchases totaling \$4,764.04; Saddleback College Community Education checks 2444 through 2523 totaling \$323,752.40; and IVC Community Education checks 3489 through 3541 totaling \$59,654.83. Motion carried unanimously. Student Trustee Gertz cast an affirmative advisory vote.

**PAYMENT
OF BILLS**

The board approved the consultant agreement with Everett Brewer to prepare a five-year Master Plan for the district at a cost not to exceed \$14,000.

**CONSULTANT
CONTRACT**

Motion by Trustee Hueter, seconded by Trustee Frogue, to approve travel expenditures for Mr. Michael A. Willis, Vice President of Development and Production for Jones Interactive, Inc., for his presentation and demonstration on August 14, 1995, during flex week.

**DISTRICTWIDE
FLEX DAY
ACTIVITY**

There were no public comments.

PUBLIC COMMENTS

Trustee Hueter restated her request that the board conduct a self-evaluation and develop goals, policies, and procedures, including a procedure to place items on the board meeting agendas. She stated that she was concerned to read in the minutes of the June 26 meeting from which she was absent that comments were made about proceeding with the development of soccer fields at Saddleback College when she believes that there has been no action by the board on that issue.

**TRUSTEES'
REPORTS**

Student Trustee Gertz indicated that he has heard many comments from students for whom it is more convenient to attend Saddleback College that would like to see a soccer program developed. He stated that he met with the student government presidents to discuss the agenda and various issues, and commented that regarding student fees, he is encouraging students to pay now rather than waiting for the issue to be settled at the state level and pay later. Student Trustee Gertz urged the board to develop a policy on shared governance that relates to all units, not just faculty, to promote better communication and decrease confusion on issues.

Trustee Frogue stated that he continues to be very concerned about class wait lists at both campuses and whether or not contract education classes adversely affect wait lists. He added that he would like to obtain answers to the questions he had asked Trustee Walther earlier in the meeting regarding the amended conflict of interest statement she recently filed.

Trustee Lorch reported that as a result of AB1725's requirement that the Community College Board of Governors establish an accountability system, the State Chancellor's Office just released a report on the four key performance measures of the system which include student access, student success, staff composition, and fiscal condition. She stated that the report would be well worth reviewing, especially to learn where the district stands on the key performance measures, and would like to discuss those topics at a board retreat.

President William's restated his interest and support of implementing a soccer program at Saddleback College and noted that he believes many female students would be drawn to the campus if soccer was available to them. He thanked Professor Evans for expressing his concerns and offering alternatives earlier in the meeting.

Mr. Haskell reminded the board of the ASG hosted trustee luncheon on Wednesday, August 26, and invited administrators to the ASG hosted administration luncheon on August 2. He read a resolution for the record opposing the process by which the Interim Advisor to ASG was appointed (attached). Mr. Haskell asked for any recommendations to the proposed revisions to the ASG bylaws and noted that the ASG leadership retreat will be held August 14-16 in San Diego.

ASG REPORTS

Ms. Krieg stated that she is very pleased with the continued efforts to improve the shared governance process at IVC. She reported that the ASIVC retreat will be held August 18-20 in San Diego, and commented that she agreed with Student Trustee Gertz regarding paying the enrollment fees now rather than later.

Professor Cosgrove reported that the Academic Senate has relocated to room 109 in the AGB building. He commended Ruth Jacobson for her efforts as Chair of the Faculty Development Committee and noted that she is vacating that position because of new duties as Interim Dean of Technology and Applied Science. Professor Cosgrove noted that both senates are working on the mid-term accreditation reports as well as the matriculation process. He invited the board to the first Academic Senate meeting on August 16 during in-service.

**ACADEMIC
SENATE'S
REPORT**

Professor Carroll reported that the Associations' Chief Negotiator, Bill Jay, and Vice Chancellor Kelly will be meeting to resolve the issue of the flex calendar calculation which concerns the fundamental definition of the work year relative to hours and days. He stated that he has heard that 40,000 young people play soccer in Orange County which he believes would justify the addition of soccer to the athletic program at Saddleback.

**FACULTY
ASSOCIATION
REPORT**

Mr. Pendry thanked the board for supporting the new salary schedules for classified staff as well as other elements of the contract, and reported that he and Helen Locke will attend the upcoming CSEA conference in Pasadena.

CSEA REPORT

Mr. Kruhmin invited the board to attend the annual classified breakfast at 8:00 a.m. on August 9 at Saddleback College.

**CLASSIFIED
SENATE'S REPORT**

President Doffoney stated that although the board may hear about various internal disagreements at the college, it's the accomplishments by staff and students as indicated in his written report that are important and that reflect the true success of the institution.

**PRESIDENTS'
REPORTS**

President Larios provided additional details and comments to the items in his written report and distributed copies of the Faculty and Staff Development activities brochure.

Chancellor Lombardi asked that board members focus on how the budget document can be improved and made more clear and then communicate any suggestions directly to Vice Chancellor Carcamo. He commented that the printing/duplicating issue is very complex and will be studied very thoroughly before it is brought back to the board, but he hopes that the board recognizes that sometimes it is necessary to move from one technology to another. Chancellor Lombardi commended Bill Kelly for 26 years of service to the district.

Motion by Trustee Walther, seconded by Trustee Rhodes, to approve the submitted academic and classified personnel actions, including replacement pages. Motion carried with Trustees Williams, Lorch, and Frogue abstaining to vote.

**PERSONNEL
ACTIONS**

The board voted separately on each of the employee groups' salary schedules for 1994-1995 and 1995-1996, with the exception of faculty salaries for 1994-1995 which were previously approved, and on implementation of the 3.1% salary increase for the applicable groups. Motion by Trustee Hueter, seconded by Trustee Rhodes, to adopt salary schedules for classified employees as indicated. Motion carried unanimously. Motion by Trustee Frogue, seconded by Trustee Hueter, to adopt the academic salary schedules as indicated. Motion carried with Trustee Lorch abstaining. Motion by Trustee Walther, seconded by Trustee Rhodes, to adopt the administrative salary schedules as indicated. Motion carried with Trustees Lorch and Frogue abstaining. Motion by Trustee Walther, seconded by Trustee Rhodes, to adopt the classified leadership salary schedules as indicated. Motion carried unanimously. Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve the executive salary schedules as indicated. Motion carried with Trustees Lorch and Frogue abstaining. Student Trustee Gertz cast an affirmative advisory vote on all actions with the exception of the administrative salary schedules on which he abstained.

**SALARY
SCHEDULES**

Motion by Trustee Frogue, seconded by Trustee Lorch, to accept the following gifts: 35 box lunches for the IVC Foundation Board of Governors' annual meeting/retreat, donated by Rick Evans, Irvine Retail Properties, to Irvine Valley College; various computers and accessories to be used in lab for Physical Sciences student training and for instructional demonstrations and approximately \$1,500 in cash, donated by MSK Industries to Irvine Valley College; one upright Hamilton piano to be used by students in the Music Department, donated by Robert Yablonski to Irvine Valley College; 50 flower pots for decorations used as centerpieces on tables at the May 11 Scholarship Awards Ceremony and later planted around the campus, donated by Carolyn Williams to Irvine Valley College; a foreign language program (disks) entitled "LARK" to used in classes and language tutoring, donated by Rube K. to Saddleback College; various hardback and paperback books, video tapes and periodicals as listed on Attachment 1 for the library, donated by those listed on Attachment 1 to Saddleback College; one 14" VGA Monitor to be used by computer repair student for trouble shooting and spare parts, donated by Tom McFadden to Saddleback College; various IBM/Intel type microcomputers, monitors and printers as listed on Attachment 2 to be used by computer repair students for trouble shooting and spare parts, donated by Mission Hospital to Saddleback College; 21 light brown women's wigs to be used for instructional, display, and styling purposes, donated by Beatrice Rowe to Saddleback College; interior design magazines to be used for students' design projects, donated by Sharon Cannavo to Saddleback College; and one IBM PC monitor, keyboard, mouse, B-drive, hard drive, paper, and LQ850 printer to be used for news data entry - teleprompter controller, donated by Veronica A. Poole to Saddleback College. Motion carried unanimously.

GIFTS

The meeting was adjourned at 10:40 p.m.

ADJOURNMENT


Robert A. Lombardi, Secretary