

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
JULY 26, 1993
SSC 240, IRVINE VALLEY 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 at 7:30 p.m. by President Williams who also 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

Ray Chandos

Academic Senate

Terry Robinson

California School Employees Association

Mike Bryant

Classified Senate/Councils

Connie McClain

Vince Cooper

Mary Cribb

Motion by Trustee Walther, seconded by Trustee Milchiker, to approve the agenda as presented, including replacement and/or additional pages to items 41a and 41b. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

APPROVAL
OF AGENDA

Motion by Trustee Milchiker, seconded by Trustee Rhodes, to approve minutes of the June 16 and June 21, 1993, meetings of the Board of Trustees with changes. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

APPROVAL
OF MINUTES

There were no actions from closed session.

CLOSED SESSION

Chancellor Sneed if any of the applicants for the trustee vacancy were in the audience. Applicants Wayne Lingenfelter, Elmer Stanley Weissburg, and Carl Garrett introduced themselves.

INTRODUCTION
OF GUESTS

Motion by Trustee Walther, seconded by Trustee Milchiker, to approve the trustee appointment process and advise the Chancellor as to the list of interviewees, the interview schedule and questions; establish the minimum number of applicants for discussion; and determine the date of the appointment. Following a discussion, the board agreed to interview all sixteen applicants including holding a special interview session on July 28 at 5:30 p.m. to accommodate the schedules of applicants Eugene Cramer and Edward Westberg. Motion by Trustee Walther, seconded by Trustee Frogue, to amend the original motion to include interviewing applicants Cramer and Westberg on July 28. The board further agreed to utilize Exhibit B-3 representing fifteen-minute interviews with two minutes between each, commencing at 4:00 p.m. on August 2 and concluding on August 2, with the final decision to be made on August 3. The board elected to use the interview questions as listed in Exhibit C and asked that the questions be given to applicants in advance. The board agreed that applicants should be given an opportunity to make an opening statement, answer the questions without the questions being read by the trustees, and that a timekeeper should be used. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

TRUSTEE
APPOINTMENT
PROCESS

Items 4, 5b, 7, 9b, 21a, 30, 31, 32, 34 and 37 were removed from the consent calendar for separate discussion. Motion by Trustee Milchiker, seconded by Trustee Frogue, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

CONSENT
CALENDAR

Motion by Trustee Rhodes, seconded by Trustee Frogue, to accept for review and study Board Policy 4209, Classified Leadership Reduction In Force Notification. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

BP4209

Motion by Trustee Walther, seconded by Trustee Rhodes, to approve the District's proposal for grant funds from the State Chancellor's Office entitled "1993-94 MIS Phase II Special Projects Administrative Computing Design Document (RFP 92-1050)." Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

GRANT
APPLICATION

The board accepted the award of funds from the State Chancellor's Office to Irvine Valley College for the Tech Prep Education Project, Phase II, grant project in the amount of \$57,625.

GRANT
ACCEPTANCES

Motion by Trustee Walther, seconded by Trustee Milchiker, to accept the award of funds from the State Chancellor's Office to Irvine Valley College for the Computer Automated Flexible Environments for Manufacturing and Technology (CAFE II) grant project in the amount of \$138,515. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

The board adopted Resolution 93-44 declaring its support of the National Service Initiative.

NATIONAL
SERVICE

Motion by Trustee Rhodes, seconded by Trustee Walther, to approve the successor collective bargaining agreement with C.S.E.A., Chapter 586, for the term from July 1, 1991, to December 31, 1994, and authorize the Chancellor or his designees to execute the collective bargaining agreement on behalf of the Board of Trustees. Student Trustee Mukai stated that she does not oppose the salary increases per se but rather the timing of the increases indicated in the contract because of the current budget reductions. Motion carried unanimously. Student Trustee Mukai cast a negative advisory vote.

C.S.E.A.
TENTATIVE
AGREEMENT

The board approved consulting agreements with Joanne Gray for her services as Project Coordinator for the Saddleback College Regional Health Occupation Resource Center Grant project for an amount not to exceed \$65,000 plus travel and conference expenses, and with the individuals listed to serve as clinical evaluators, proctors, center assistants, and resident actors for the project for an amount not to exceed \$5,000 per year.

**CONSULTING
AGREEMENTS**

The board approved a demonstration by Eric Berge in Lab View as part of the Irvine Valley College Computer Automated Flexible Environment Curriculum Development (CAFE) grant project for the amount of \$200.

**PRESENTERS/
WORKSHOPS**

Motion by Trustee Rhodes, seconded by Trustee Walther, to approve the presenters and workshops as listed for presentations at the Irvine Valley College Staff Development for Business Educators Project workshops in the amounts listed. President McFarlin detailed the workshops and scope of the grant project for Trustee Frogue. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

The board approved the consulting agreement with Martin Ogle, M.D., to serve as the 1993-1994 Medical Director for the Saddleback College Paramedic Training Program for an amount not to exceed \$22,000 plus travel expenses.

**CONSULTING
AGREEMENT**

The board approved expenses not to exceed \$2,075 to cover costs associated with the Irvine Valley College Staff Development/In-Service Week, August 16-20, 1993.

**IN-SERVICE
EXPENDITURES**

The board approved the Irvine Valley College Student Wellness and Education Program events as listed and items associated with the events such as refreshments, prizes, and incentive items in an amount not to exceed \$1,975.

**STUDENT
WELLNESS
CENTER
EVENTS**

The board approved Saddleback College guest artist contracts with Traditional Arts Services for a single performance of Queen Ida and her Zydeco Band on June 11, 1994, at a cost not to exceed \$9,500; Coast Ballet Theatre of Orange County for six performances from December 15-19, 1993, at a cost not to exceed \$7,000; Sam Harris for a single performance on October 23, 1993, at a cost not to exceed \$5,500; Dynamo Theatre for performances of *Mur, Mur* on October 22 and 23, 1993, at a cost not to exceed \$4,000; and M.C. Square Productions for a single performance by Ed Metzger in *Albert Einstein: The Practical Bohemian* on September 18, 1993, at a cost not to exceed \$4,000.

**GUEST
ARTISTS**

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

HONORARIA

The board approved a retreat for Saddleback College's administrative team to be held on August 12 and 13 at Ben Brown's in Laguna Beach at a total cost of \$3,000, including room rental, meals, guest speaker honoraria, and pre-retreat testing of participants; and a guest speaker contract with Leadership Dimensions for Martine Robards to conduct interviews with retreat participants prior to the retreat for purposes of providing individual leadership profiles and a leadership model, for a fee of \$1,000 plus \$25 per person for each individual interviewed and tested.

**ADMINISTRATIVE
RETREAT**

The board approved the Saddleback College Classified Senate Executive Council Retreat at Humphrey's Half Moon Inn in San Diego on July 29 and 30 at a cost not to exceed \$1,000.

**CLASSIFIED
RETREAT**

The board approved the 1993 Saddleback College Business Science Division In-Service meeting on August 18 at Reuben's Restaurant in Dana Point at a cost not to exceed \$650.

**BUSINESS
SCIENCE
MEETING**

The board approved the agreement between the Saddleback College Foundation, the Mission Viejo Mall Merchants Association, and the Saddleback Community College District and authorized staff to implement arrangements for the September 25, 1993, fundraising event.

**MISSION
VIEJO MALL
FUNDRAISER**

The board approved the contract agreement with Collectech Systems, Inc., to provide collection services for delinquent fines and fees for overdue and lost Saddleback College library books.

**CONTRACT
AGREEMENT**

The board approved Saddleback College's additional and revised instructional fees for 1993-1994 as presented.

**REVISED
FEES**

Motion by Trustee Walther, seconded by Trustee Rhodes, to approve the Saddleback College Fall 1993 Community Education programs, presenters, and compensation. Trustee Frogue asked if the honoraria as listed is paid if enrollment is low, and Dean Busche indicated that if the enrollment could not generate enough income to cover expenses, the presenter's contract is cancelled. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**COMMUNITY
EDUCATION
PROGRAMS**

The board approved the Irvine Valley College Fall 1993 Community Education programs, presenters and compensation.

The board approved the granting of certificates of achievement to the student listed by Saddleback College.

**CERTIFICATES OF
ACHIEVEMENT**

The board approved increasing the contract amount for Rick Brown as inspector of record for construction of the golf driving range at Saddleback College to \$53,500.

**CONTRACT
INCREASE**

The board approved the submittal of the District's five-year deferred maintenance plan to the California Community Colleges State Chancellor's Office.

**DEFERRED
MAINTENANCE
PLAN**

The board approved Change Order 1 amending the construction contract for the Irvine Valley College Building B Secondary Effects project by \$3,741 to \$80,263 with no extension to the project completion date.

**CHANGE
ORDER**

The board approved the extension of the contract with Frank Spear as inspector of record for the construction of the Irvine Valley College Child Development Center project for a total cost of \$12,000.

**CONTRACT
EXTENSION**

The board approved Rick Brown as inspector of record for the construction of the P.E. Facilities, Phase II (Hart Gymnasium) at Irvine Valley College at a total cost of \$43,000.

**INSPECTION
SERVICES
CONTRACT**

President Williams reported that he attended the Leadership 2000 conference recently where he had an opportunity to meet with Congressman Chris Cox to discuss the needs of the district, and with Elizabeth Rocklin, ACCT CEO Search Service, to discuss the Chancellor search process. He stated that the conference was very worthwhile and focused on workforce training and the community colleges role in retraining out-of-work individuals to rejoin the workforce. President Williams referenced a recent newspaper article that highlighted the IVC tennis team for its efforts to collect tennis racquets and balls for a summer camp for underprivileged children and many outstanding Saddleback College athletes.

Trustee Frogue reported that he also attended Leadership 2000 and that he and Trustee Williams attempted to attend workshops and presentations that were pertinent to district issues, including a presentation on CEO searches. He added that he felt the conference was inspiring and beneficial to all attendees.

President Nelson invited the board to attend in-service activities the week of August 16. He reported that to date 9,119 continuing student have enrolled for fall, and read a letter from a student commending the new telephone registration system. President Nelson announced that five Journalism student won 21 award in recent competition at the Orange County Fair.

**PRESIDENTS'
REPORTS**

President McFarlin commended the ASIVC for their financial contributions to the college in 1992-1993 and 1993-1994, totaling nearly \$150,000. She added that, in addition, the ASIVC sent over 2,000 letters in opposition to fee increases to Governor Wilson in March.

Mr. Bryant thanked the board for ratifying the CSEA contract, and Chancellor Sneed for his support and introduction of the successful interest-based bargaining process.

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

Professor Ray Chandos welcomed the board to IVC on behalf of the 29 Faculty Association members at IVC. He thanked the board for their earlier efforts to bring faculty contract negotiations to a successful conclusion, and indicated that discussion and negotiation of the issue of faculty service areas will take place over the next few months.

**FACULTY
ASSOCIATION
REPORT**

Ms. McClain concurred with Trustees Williams and Frogue on the value of attending conferences and reported on her recent attendance at the CCLC Classified Leadership Seminar. She added that she is eager to share the skills and concepts learned at the Seminar with other classified staff members at the upcoming Classified Retreat. Ms. McClain invited the board to attend the annual Classified Staff Breakfast at 8:00 a.m. on August 11 in the Saddleback College cafeteria.

**CLASSIFIED
SENATE/
COUNCILS**

Mr. Cooper reported that approximately 80 IVC classified staff members attended their recent retreat and that it was an excellent opportunity for staff to learn about management styles. He added that Jamie Cayetano will be attending future board meetings as the new Council President.

Ms. Cribb announced that she is replacing Scott Linzmeyer as Vice President of the District Classified Council and Lois De Alto is replacing Pat Bollinger as Secretary, due to the reorganization of maintenance.

Chancellor Sneed commented that it is gratifying to hear of the value of conference attendance from board members and staff, and noted that the successful interest-based bargaining process was learned about at a trustee conference. He reported that he had received a letter from Cindra Smith, CCLC Director of Education Services, in which she stated that the 1993 Classified Leadership Seminar was dedicated to the memory of Iris Swanson, and that the dedication and Trustee Swanson's many efforts on behalf of the classified staff statewide are noted in the conference program.

Motion by Trustee Walther, seconded by Trustee Rhodes, to approve purchase orders 40420 through 41155 totaling \$7,770,794.76. Following Vice Chancellor Carcamo's responses to Trustee Frogue's questions, motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**PURCHASE
ORDERS**

Motion by Trustee Walther, seconded by Trustee Frogue, to approve checks 39156 through 39830 totaling \$16,712,017.03; credit card purchases totaling \$2,068.29; Saddleback College Community Education checks 3845 through 3936 totaling \$357,317.38; and Irvine Valley College Community Education checks 4308 through 4380 totaling \$110,222.52. Professor Chandos asked if certain payments listed to the district's legal counsel related to the dismissal of a staff member. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**PAYMENT
OF BILLS**

Motion by Trustee Walther, seconded by Trustee Milchiker, to authorize the payment for legal services arising from its agreement with Parker, Covert & Chidester dated November 13, 1979, in accordance with the rate schedule as displayed. In response to Trustee Frogue's question, Vice Chancellor replied that the firm's fees are competitive among other such firms in the area. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**LEGAL
SERVICES
FEE
INCREASE**

The board ratified the Vehicle Loan Contract between Hyundai Motor America and the Saddleback Community College District for a loan of a 1993 Hyundai Elantra automobile for 12 months or 15,000 miles, whichever occurs first.

**AUTO
LOAN**

Motion by Trustee Rhodes, seconded by Trustee Milchiker, to approve the 1993-1994 District institutional memberships and estimated dues for organizations represented. Trustee Frogue inquired about the number of memberships listed under the Office of Affirmative Action, and Vice Chancellor Kroner answered that with the new laws concerning sexual harassment and disabilities, Director Newell will utilize the resources listed to keep current and stay informed. Motion carried with Trustee Walther abstaining to vote. Student Trustee Mukai cast an affirmative advisory vote.

**INSTITUTIONAL
MEMBERSHIPS
1993-1994**

The board rejected the claim dated July 7, 1993, filed by Todd Hart on behalf of Steven Hart and referred it to the District's insurance administrator for processing.

**CLAIM
AGAINST THE
DISTRICT**

Motion by Trustee Rhodes, seconded by Trustee Milchiker, to approve the consulting agreement with Robert G. Bosanko for services rendered to the District from July 1, 1993, to December 31, 1993. Trustee Rhodes asked about the number of hours worked for the fee indicated per day, and Vice Chancellor Kelly indicated that the consultant is paid for an eight-hour day. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**CONSULTANT
CONTRACT**

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

TRAVEL

The board approved the trustee's requests for reimbursement for use of personal automobiles.

AUTO

Motion by Trustee Milchiker, seconded by Trustee Rhodes, 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: 65 original-cast musical comedy albums and 4 album containers of playbills and assorted souvenir brochures to be placed in the Fine Arts Department's script library, donated by Charles and J.J. Schnebel to Saddleback College; several framed prints and posters, 1 laboratory freezer and 1 glass and wood display for the Math, Science & Engineering Division, donated by Dr. Richard McCullough to Saddleback College; Panama hat, 70's type men's suit jacket, old comptometer, hat boxes and other miscellaneous clothing and purses to be used as costumes and props for play use and fashion design work in the Clothing & Textiles Department, donated by Mary P. Enser to Saddleback College; IBM compatible 8088, hard disk, keyboard, and monochrome monitor to be used in the Information Management Center, donated by Mary Tadman to Saddleback College; and small truck load of agapanthas to be used to fill planters, donated by Dave Everett to Irvine Valley College. Motion carried unanimously.

GIFTS

The meeting was adjourned at 10:15 p.m. to closed session.

ADJOURNMENT



Richard Sneed, Secretary