

MINUTES OF THE BOARD OF TRUSTEES
SADDLEBACK COMMUNITY COLLEGE DISTRICT
SEPTEMBER 16, 1996
LIBRARY 105, SADDLEBACK COLLEGE

The open session of the regular meeting of the Board of Trustees was called to order by President Lorch 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 7:10 p.m. All trustees were present.

**CLOSED
SESSION**

The open session of the regular meeting of the Board of Trustees was reconvened by President Lorch at 7:15 p.m. Trustee Rhodes led the pledge of allegiance and Trustee Williams asked for a moment of silence in support of Freda Covington who was recently hospitalized with a serious illness.

RECONVENED

Members of the Board of Trustees

Teddi Lorch, President
Lee Rhodes, Vice President
Steven Frogue, Clerk
Joan Hueter, Member
Marcia Milchiker, Member
Harriett Walther, Member
John Williams, Member
Joe Medina, Student Member

PRESENT

Administrative Officers

Robert Lombardi, Chancellor
Tony Carcamo, Vice Chancellor, Fiscal Services
William Jay, Acting Vice Chancellor, Human Resources
Kathleen O'C. Hodge, Associate Vice Chancellor,
Administrative Services

Ned Doffoney, President, Saddleback College
Daniel Larios, President, Irvine Valley College

Faculty Association

Sharon MacMillan

Academic Senate

Bob Cosgrove
Kate Clarke

California School Employees Association
Lyle Fossum

Classified Senates/Council
Mark Kruhmin
Tamara Carnine
Gail Stevenson

Associated Student Government
Rick Travis
Mike Smiesko

Motion by Trustee Milchiker, seconded by Trustee Hueter, to approve the agenda as presented, including replacement and/or additional pages to items 35 and 36. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.

**APPROVAL
OF AGENDA**

Motion by Trustee Hueter, seconded by Trustee Milchiker, to approve minutes of the August 19, 1996, regular meeting of the Board of Trustees with changes. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.

**APPROVAL
OF MINUTES**

There were no actions to report from closed session.

CLOSED SESSION

Trustee Frogue read a resolution recognizing Mr. George Key for his contributing efforts within the community and the district. Motion by Trustee Milchiker, seconded by Trustee Williams, to adopt Resolution 96-46. Trustee Walther indicated that the process to place a resolution on the agenda had not been followed and moved to table the item until December, seconded by Trustee Hueter. Motion to table failed. Main motion carried by roll call vote with Trustee Hueter casting a negative vote and Trustee Walther and Student Trustee Medina answering present.

PRESENTATIONS

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve proposed Board Policy 3102, Investment Policy. Motion by Trustee Rhodes, seconded by Trustee Frogue, to the wording in the first line under the subheading Responsibility to read "The chancellor and his/her designee. . ." Amended motion carried unanimously. Main motion carried unanimously. Student Trustee Medina cast affirmative advisory votes.

**BOARD
POLICY 3102**

Motion by Trustee Williams, seconded by Trustee to withdraw for further study proposed Board Policy 4000.2, Digital Information Network: Acceptable Use Policy. Motion by Trustee Williams, seconded by Trustee Milchiker, to table proposed Board Policy 4000.2. Motion to table carried unanimously. Student Trustee Medina cast affirmative advisory votes.

**BOARD
POLICY 4000.2**

Motion by Trustee Walther, seconded by Trustee Williams, to approve Educational Services Agreements with LCP International for IVC to provide a Math 3A Calculus class during the fall semester for a sum of \$10,375 for instruction plus book costs and incidental expenses; with Motorola MOS 10 for IVC to provide a Management 104 Business Communication class during the fall semester for the sum of \$7,500 for instruction plus book costs and incidental expenses; with Toshiba America Electronic Components, Inc., for IVC to provide employee training in Presentation Skills for the sum of \$4,000; and with Irvine Unified School District for IVC to provide four college math classes at Irvine High School for the revised amount of \$16,420. Trustee Frogue asked to be provided with a copy of the agreement between LCP and IVC for space rental. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.

**EDUCATIONAL
SERVICES
AGREEMENTS**

The board approved the agreement with Alex Braun to provide Leadership Skills training to Toshiba America Electronic Components, Inc., employees as indicated in an Educational Services Agreement between IVC and Toshiba.

**INDEPENDENT
CONTRACTOR
AGREEMENT**

The board approved consultant agreements with eight Irvine and Tustin USD instructors to meet the obligations as site lead teachers of his/her high schools as part of the Tech Prep Local Consortia Project, Phase V, at IVC for the amount of \$8,000; and with Ruth Fassett to provide specialized individual employment procurement services for eligible students participating in the WorkAbility III Grant for the amount of \$7,000.

**CONSULTANT
AGREEMENTS**

The board approved the workshops and personnel providing the training in the amounts listed for the Microsoft Training Project at IVC, as well as travel, expenses and fees for district personnel and fees for non-district personnel who will be used as trainers.

WORKSHOPS

The board approved the IVC athletic events as listed as fundraising activities.

**ATHLETIC
FUNDRAISERS**

Motion by Trustee Walther, seconded by Trustee Hueter, to approve the individual course fee at IVC as itemized. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.

**INSTRUCTIONAL
MATERIALS FEES**

The board approved the expenditures for the IVC Music Department's concerts scheduled for the fall 1996 semester.

FALL CONCERTS

Motion by Trustee Walther, seconded by Trustee Hueter, to approve the hiring of Mr. Richard Lucas by the Saddleback College Academic Senate to work as an outside consultant at a cost of \$50 per hour, not to exceed \$650, for the period September 16, 1996, to December 15, 1996. Motion carried with Trustee Frogue abstaining. Student Trustee Medina cast an affirmative advisory vote.

**ACADEMIC
SENATE
CONSULTANT
AGREEMENT**

The board approved/ratified honoraria for Dr. Carol Booth-Olson in the amount of \$150 for her presentation during the fall 1996 flex/in-service activities at Saddleback College; Saddleback Civic Light Opera artists and craftspersons in the amounts listed for producing a summer of professional theatre; the individuals listed in the amount of \$500 total to present a series of recitals/workshops during fall semester; Heidi Brende in the amount of \$200 for her lecture during the Music Department's Thursday Concert Hour on August 29; Elizabeth Styffe in the amount of \$200 for her presentation during an all day seminar with N 151 Nursing Process students; and with Eric Priestley in the amount of \$300 for his presentation and book signing on September 18.

HONORARIA

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve consultant agreements for services provided to the Regional Health Occupation Resource Center project at Saddleback College with Leora DeBoer and Carole Lopez in an amount not to exceed \$10,000 each per year; and with Donna Beck in an amount not to exceed \$2,600 for services that are in addition to her previously approved agreement. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.

**RHORC
CONSULTANT
AGREEMENTS**

<p>The board approved an Educational Services Agreement with Laguna Beach Unified School District for Saddleback College to provide instruction in elementary Japanese for an amount not to exceed \$5,000.</p>	<p>EDUCATIONAL SERVICES AGREEMENT</p>
<p>The board approved the attendance of eight Saddleback College Journalism 120 students and two advisors at the 1996 ACP/CMA national Collegiate Media Convention in November.</p>	<p>JOURNALISM FIELD TRIP</p>
<p>The board approved Saddleback College's revised laboratory fees for Spring 1997.</p>	<p>1996-1997 LAB FEES</p>
<p>The board approved granting certificates to the students listed by Saddleback College.</p>	<p>CERTIFICATES OF ACHIEVEMENT</p>
<p>Motion by Trustee Hueter, seconded by Trustee Frogue, to approve the request for Ruben Martinez to provide a lecture presentation entitled <i>The Importance of Education to the Hispanic Community</i> on September 25. Trustee Williams asked for a legal review of the district's speaker policy. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.</p>	<p>GUEST SPEAKER FOR LATINO HERITAGE MONTH</p>
<p>The board accepted the SA Building flooring repair project at Saddleback College as complete and authorized filing a Notice of Completion.</p>	<p>SA BUILDING PROJECT</p>
<p>Motion by Trustee Rhodes, seconded by Trustee Milchiker, to authorize the award of the contract for additional netting for the golf driving range to Taylor Built for a lump sum price of \$52,845, subject to approval of the engineering and construction documents by the Division of the State Architect. Motion carried with Trustee Frogue abstaining. Student Trustee Medina cast an affirmative advisory vote.</p>	<p>AWARD OF CONTRACT FOR ADDITIONAL NETTING</p>
<p>Motion by Trustee Walther, seconded by Trustee Hueter, to approve Change Order 5 increasing the contract for the Learning Resource Center project at IVC by \$5,722.73 and adding 17 days to the contract completion date. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.</p>	<p>LEARNING RESOURCE CENTER</p>
<p>The board approved awarding Bid 210 for a metal storage building to Pre-Fab Erectors.</p>	<p>AWARD OF BID</p>

Motion by Trustee Hueter, seconded by Trustee Rhodes, to reject all bids submitted in relation to Bid 209 for client server technology since the technology is unnecessary with the Buzzeo Software. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.

REJECTION OF BIDS

The board ratified the State of California airfare travel contract negotiated between the State Chancellor's Office, the Department of General Services, and American Express.

AIRFARE CONTRACT

Motion by Trustee Hueter, seconded by Trustee Rhodes, to adopt Resolution 96-44, Saddleback College Educational Services Agreement, to amend the 1996-1997 General Fund Restricted Budget by \$9,401; and Resolution 96-45, CSUF Lease Agreement, to amend the 1996-1997 General Fund Restricted Budget by \$15,160. Motion carried unanimously by a roll call vote.

BUDGET AMENDMENTS

The board approved/ratified transfers of appropriations as delineated.

BUDGET TRANSFERS

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

CLAIM AGAINST THE DISTRICT

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve checks 73623 through 74342 totaling \$937,970.10; credit card purchases totaling \$5,278.95; Saddleback College Community Education checks 3082 through 3120 totaling \$27,485.12; and IVC Community Education checks 4380 through 4429 totaling \$63,890.85. Trustee Frogue asked for a breakdown of legal fees. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.

PAYMENT OF BILLS

The board approved purchase orders 64720 through 65245 totaling \$1,254,867.50.

PURCHASE ORDERS

The board approved the trustees' requests to attend conferences and meetings, and/or local mileage reimbursement as indicated.

TRUSTEE TRAVEL

**TRUSTEES'
REPORTS**

Trustee Williams reported that he attended the recent Saddleback College Foundation meeting, the Gaucho/Orange Coast football game, and commented that he was glad to see the popular reception of the soccer classes at Saddleback. He noted that between 40 and 60 students are enrolled in the two soccer courses and that the addition of a soccer program moves the campus closer to compliance with Title 9. Trustee Williams reported on the latest activities of the Transportation Subcommittee of the El Toro Airport Citizens Advisory Committee and announced that the application submitted by the district and CSUF was recommended by the MCAS El Toro Local Redevelopment Authority for inclusion in the draft Community Reuse Plan. He indicated that there are three alternatives being considered and depending on which plan is implemented, the proposed educational complex will occupy from 133 to 286 acres. Trustee Williams also reported on the recent Orange County Legislative Task Force meeting, currently chaired by Rancho Santiago CCD Chancellor Vivian Blevins, and the CCLC Advisory Committee on Legislation and Finance and distributed documents from the latter meeting.

Trustee Walther thanked everyone for the many calls, cards, flowers and other get well wishes she received as a result of her recent fall and surgery. She commented that while recuperating she was reminded of the excellent medical coverage she receives through the district and encouraged the board to consider extending benefits to categories of people who are currently not receiving benefits. Trustee Walther also urged the board to ensure continued availability of special services and assistance for students and employees who require them.

Trustee Hueter congratulated Carol Bander, Chair of the ESL Department at Saddleback College, for the latest issue of the *International Voice* which she stated she thoroughly enjoyed reading.

Student Trustee Medina reported that students on both campuses expressed their appreciation to him regarding the faculty extending classroom enrollment but they complained about insufficient parking. He commended IVC for its Mexican Independence Day Celebration sponsored by the MEChA Club, and congratulated the coaches and athletic department at Saddleback College for their efforts and excellent team performances. Student Trustee Medina noted that he abstained from voting on the guest speaker item at the August board meeting because he felt that it may unfairly favor one political candidate. He complimented Rick Travis for his smooth running of ASG meetings, and encouraged board members to respect each other and work together to meet the students' needs.

Trustee Frogue presented President Doffoney with a \$350 check from the Saddleback/Laguna Masonic Lodge toward a scholarship for a 1996 El Toro High School graduate. He reported that he and Trustee Rhodes attended the Mission Viejo Library groundbreaking ceremony recently and was impressed with the level of community involvement at the event. Trustee Frogue commented that he actively supports several local libraries and has personally delivered over 500 books to a correctional facility in cooperation with the Friends of the El Toro Library. He noted that the high school where he is a faculty member celebrated Mexican Independence Day, and he extended good wishes to those observing the Jewish Holy Days. Trustee Frogue reported that he attended two of the airport hearings and was disturbed to find on pages 4-549 and 4-550 of the Draft EIR for the MCAS El Toro Community Reuse Plan that two major aircraft accidents that occurred in 1964 and 1965 were not included in the history of aircraft accidents from 1964 to 1993.

Trustee Rhodes commended the publication entitled the *International Voice*, especially a story entitled *A Stitch of Time*. He also praised the Spring 1996 edition of *The Ear* and recommended anyone who's interested in technology read *Writers, Technology and Hypertext Fiction* by IVC Professor Marjorie Luesebrink.

President Lorch also commended the *International Voice* and noted that this second edition was dedicated to retired Saddleback College part-time instructor Dolores Schultz who was instrumental in publishing the first edition.

Mr. Travis reported that a new scholarship has been established in honor of the late Robert Barr, father of Doug Barr, and commended Mr. Barr for his countless hours of volunteer work on campus. He announced that the new InterClub Council office opened recently in Library 101 and 102 and thanked President Doffoney for supporting the establishment of that office. Mr. Travis indicated that two petitions are being circulated on campus to gain support for drop-in child care and the creation of a single parent center, and that other items under consideration are development of a recycling program and environmental awareness.

ASG REPORTS

Mr. Michael Smiesco stated that he and two other IVC students running in the election to replace Judith Krieg are filling the duties of president until the elections on October 1 and 2.

Professor Cosgrove brought the attention of the board to his written report that he distributed earlier. He elaborated on each item and stated that the Senate's primary concern is with the first item which addresses the addition of an administrator at Saddleback College. President Doffoney responded that the additional administrator was redeployed from the district along with the person's salary to the college so there is no additional cost to the college but the services are necessary.

**ACADEMIC
SENATES'
REPORTS**

Ms. Clark reported that the IVC Academic Senate has begun the process to undertake an institutional program review which will exceed conventional program review in that it will involve collegewide examination. She added that she will update the board as the review advances. Ms. Clark indicated that IVC is planning to hold a candidates' forum with the final arrangements to be announced at a later date.

Mr. Lyle Fossum introduced himself as the new CSEA president and stated he is looking forward to working with the board.

CSEA REPORT

Ms. Carnine announced that the eighth annual holiday boutique sponsored by the IVC Classified Senate will be held on November 16.

**CLASSIFIED
SENATES'/COUNCIL
REPORTS**

Mr. Kruhmin and Ms. Stevenson indicated that they had submitted written reports.

President Doffoney thanked Trustee Frogue for the generous contribution to the Saddleback College Foundation scholarship fund. He commended the *International Voice* and noted that the college will introduce an international students' office shortly. President Doffoney remembered Mr. Barr and expressed appreciation for his many contributions to the community and the college.

**PRESIDENTS'
REPORTS**

President Larios announced that IVC staff were the recent recipients of several publications awards from the Community College Public Relations Organization and commended their excellent work. He thanked Professor Marmolejo, the IVC MEChA Club Advisor, for his coordination of the Mexican Independence Day festivities and Student Trustee Medina for attending. President Larios commended the Saddleback College athletic program, coaches, and especially Dr. Calkins for their outstanding efforts, and noted that other community colleges model their athletic programs on Saddleback College's and Irvine Valley College's programs.

Chancellor Lombardi stated that he agrees with Trustee Walther's comment on the absolute necessity of employees feeling secure that the benefits provided by their employer will assure protection for them and their families against threatening circumstances. He added that he is proud that the district provides a generous benefits package.

**CHANCELLOR'S
REPORT**

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

**PERSONNEL
ACTIONS**

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

Motion by Trustee Hueter, seconded by Trustee Frogue, to approve expenditures for the districtwide 1995-1996 training sessions and meetings at a cost not to exceed \$1,000. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.

**AFFIRMATIVE
ACTION TRAIN-
ING/MEETINGS**

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve expenditures for the districtwide Affirmative Action Representatives and Affirmative Action Programs Staff In-Service in an amount not to exceed \$1,800. Motion carried unanimously. Student Trustee Medina cast an affirmative advisory vote.


**AFFIRMATIVE
ACTION
IN-SERVICE**

Motion by Trustee Milchiker, seconded by Trustee Willilams, to accept the following gifts: various men's suits, hats and glasses, as listed on Attachment 1 to be used in Theatre Arts productions and in acting and design classes, donated by Marlene Cowdrey to Saddleback College; books, novels, plays and poetry to be used in forensic competition, donated by Carolann Messner to Saddleback College; fans to be used by the Theatre Arts Department, donated by Viola E. Burk to Saddleback College; a Mitsubishi diamond scan color monitor, Okidata Microline Epson printer, and various other computer equipment and cables to be used in the PC labs to augment existing equipment, donated by Jim Clegern to Saddleback College; Architectural Digest Magazines for research and student projects in the Interior Design program, donated by Gene Christensen to Saddleback College; luncheon provided during an in-service meeting for full-time faculty members of the School of Fine Arts, donated by Stephen M. Rochford to Irvine Valley College; and a computer and VGA monitor to replace the 286 and amber monitor from Life Sciences School office, donated by Scott Rowland, Chambers Group, Inc., to Irvine Valley College. Motion carried unanimously.

GIFTS

The meeting was adjourned at 9:45 p.m.

ADJOURNMENT


Robert A. Lombardi, Secretary