

MINUTES OF THE BOARD OF TRUSTEES  
SADDLEBACK COMMUNITY COLLEGE DISTRICT  
SEPTEMBER 20, 1993  
LIBRARY 105, SADDLEBACK COLLEGE

CLOSED SESSION

The Board of Trustees met in closed session from 6:30 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 Hueter 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  
Teddi Lorch, Member  
Marcia Milchiker, Member  
Lee Rhodes, Member  
Monica Mukai, Student Member

PRESENT

Administrative Officers

Anna McFarlin, Chancellor  
Tony Carcamo, Vice Chancellor, Fiscal Services  
William Kelly, Vice Chancellor, Administrative Services  
Linda Kroner, Vice Chancellor, Human Resources  
Cal Nelson, President, Saddleback College  
~~Terry Burgess, President, Irvine Valley College~~

Faculty Association

Mike Runyan

Academic Senate

Terry Robinson  
Wendy Phillips

California School Employees Association

No representation

Classified Senate/Councils

Jamie Cayetano  
Matthew Breindel

Motion by Trustee Frogue, seconded by Trustee Milchiker, to approve the agenda as presented, including replacement and/or additional pages to items 25a and 25b. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**APPROVAL  
OF AGENDA**

Motion by Trustee Hueter, seconded by Trustee Lorch, to approve minutes of the August 23, 1993, meeting of the Board of Trustees. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**APPROVAL  
OF MINUTES**

There were no actions from closed session.

**CLOSED SESSION**

Trustee Hueter read Resolution 93-50 commending Saddleback College football coach Dr. Kenneth Swearingen for his record number 242 career victory, the most wins of any community college football coach in the nation, and for the high quality football program under his direction since 1976, resulting in two national championships. Motion by Joan Hueter, seconded by Trustee Frogue, to adopt Resolution 93-50. Motion carried unanimously by a roll call vote. Student Trustee Mukai cast an affirmative advisory vote.

**RESOLUTION**

Trustee Frogue requested removal of item 19 from the consent calendar for separate discussion. Motion by Trustee Walther, seconded by Trustee Rhodes, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**CONSENT  
CALENDAR**

The board approved the Saddleback College grant proposal "Gerontology Expansion Program," Federal Government, Administration on Aging; and Irvine Valley College grant proposal "Workability III," State Department of Vocational Rehabilitation.

**GRANT  
APPLICATIONS**

On behalf of the board and the district, President Nelson presented the first place "Shooting Star Award," in the 1993 American Corporate Video Awards competition to Dean Dixie Bullock, Professors Herb Johns and Susan Nawa-Raridon, and Staff Member Sonya Bangston for their video on "Sudden Infant Death Syndrome (SIDS). Dean Bullock presented each of the board members with the accompanying instructional booklet and stated that the video has been distributed throughout the state to all community colleges and has been purchased by other states. Motion by Trustee Lorch, seconded by Trustee Frogue, to accept the informational item. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**VIDEO AWARD  
PRESENTATION**

The board approved Saddleback College's guest speaker honoraria in the amount of \$400 for Mr. Italo Scanga's lecture on September 13, 1993; \$75 for Mr. Seymour Menton's presentation on "Latin America's New Historical Novel" during the September 22, 1993 Humanities Hour; and the amounts listed for the Saddleback College Company Theatre Artists and Craftsperson to produce Summer Stock 1993.

**GUEST SPEAKER  
HONORARIA**

The board approved Saddleback College's Community Education presenter Adam Baker to teach in the Motorcycle Rider Safety Program, at the compensation of \$13 per hour.

**COMMUNITY  
EDUCATION  
PRESENTER**

The board approved consulting agreements with the individuals listed to serve as clinical evaluators, proctors, center assistants, and resident actors for the Saddleback College Regional Health Occupations Resource Center, for an amount not to exceed \$5,000 per year.

**CONSULTANT  
AGREEMENTS**

The board approved the granting of certificates to the Saddleback College students listed.

**CERTIFICATES  
OF ACHIEVEMENT**

Motion by Trustee Frogue, seconded by Trustee Hueter, to approve Irvine Valley College's request to file an application with the Department of Education for certification of its financial aid office. President Burgess stated that this request is a result of the 1986 and 1992 Accrediting Commission's recommendation to provide better financial aid services to IVC students by establishing a financial aid office independent from Saddleback College. He added that Irvine Valley College intends to begin accepting student applications during the spring 1994 semester, and award funds by July 1994, which requires submission of an application for certification with the Department of Education by October 1, 1993. Trustee Lorch asked if establishing this independent office would cause a fiscal impact to the District. President Burgess stated that there would be one-time startup costs, plus additional expenses for 1.5 staff in spring 1994, and a financial aid specialist in July. He indicated that the increase in costs would be approximately 30 percent more than IVC is currently paying on a charge back basis to Saddleback College. President Burgess added that many IVC students who should apply for financial assistance have not because of the absence of an on-site financial aid office and that the establishment of an on-site office will greatly enhance student services. Motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**INDEPENDENT  
FINANCIAL  
AID OFFICE**

The board approved the expenditures for events at Irvine Valley College's School of Fine Arts Program, for cultural and educational events to be conducted during the fall and spring semesters, 1993-1994; and for the Student Services Center Art Exhibits for 1993-1994 activities planned by the IVC Foundation in association with the School of Fine Arts involving display of art exhibits using the Foundation-donated display cases.

**EVENTS  
EXPENDITURES**

The board approved Irvine Valley College's Tech Prep Education Project Retreat, scheduled for October 6, 1993, at the Park Place Business Complex in Irvine.

**TECH PREP  
RETREAT**

The board accepted for information and review the return visit to Irvine Valley College of six administrators and faculty from Universidad del Noroeste of Hermosillo, State of Sonora, Mexico on September 30 and October 1, 1993, as part of the IVC International Trade Program. Trustee Milchiker stated how important these exchanges are and added that she hoped they continue.

**INTERNATIONAL  
VISITORS**

The board accepted for information and review the first annual Irvine Valley College 1993-94 Gallery Calendar developed by the Gallery Coordinating Committee in association with the Irvine Valley College Foundation and School of Fine Arts.

**GALLERY  
CALENDAR**

The board approved final acceptance of the general construction of Irvine Valley College's Building B Secondary Effects by Louis T. Gabriel Construction, and authorized filing of the Notice of Completion with the County of Orange and release of retention 35 days after the date of filing.

**NOTICE OF  
COMPLETION**

The board approved change order 4 to increase the Hart Gymnasium construction contract by \$5,582.27 to \$3,364,734.46 with 58 days extension to the project completion date; and the Letter of Assignment for contract proceeds to Mesa Corporation at the request of Wyman Testing Laboratories.

**HART  
GYMNASIUM**

The board approved the award of bid 184 for Irvine Valley College Building B-200 ventilation retrofit to B&P Services, Inc., for \$26,900; an amendment to the parking citation contract with Turbo Data Systems, Inc., for the adjudication procedures defined by AB 408 on behalf of the SCCD at \$2 per required correspondence per each contested citation; contract for administrative services in connection with the collection of student financial aid obligations under the Chancellor's Office Tax Offset Program (COTOP) for the period from November 1, 1993, through the end of the 1994 interagency program processing year as defined by the Franchise Tax Board; consultant services contract extension for the City of Santa Ana redevelopment projects with Public Economics, Inc., for the period covering July 1, 1993, through June 30, 1994, inclusive for the hourly rates listed; continuation of contracted services agreement with the Gartner Group to provide specialized independent information technology management services in support of Information Systems and Services planning and projects covering the period September 21, 1993, through July 31, 1994, at a cost not to exceed \$17,000; consulting services contract with Susan M. Wright Associates for the evaluation of the existing Workers' Compensation Program and examination of existing alternatives for the delivery of workers' compensation benefits at a cost not to exceed \$6,700; and bid 172 for SCCD long distance telephone service to MCI Telecommunications for a period of three years beginning October 1, 1993, at a cost not to exceed \$32,000 per fiscal year.

**AWARD OF  
BIDS/CONTRACTS**

Motion by Trustee Hueter, seconded by Trustee Rhodes, to approve Bid 173 to Pac Tel Meridian Systems for a five-year contract, not to exceed \$460,000 for district telephone systems maintenance and the upgrade of the telephone switch to provide additional trunk lines to enhance the registration process. Trustee Frogue asked if the company that originally sold the registration program to the district was aware of the touch tone/pulse problems and the costs of upgrading the switch. Director MacDougall answered that the bid involves \$30,000 to upgrade the switch and that the balance of \$430,000 reflects the level of expenditures in planned operating budgets, which is about the same as in past years. He explained that it is possible only for the switching equipment and the computer to sense the signal of a touch-tone phone, and that is true of all telephone registration systems. Director MacDougall noted that the great majority of phones in the district are touch-tone phones, and all will be in the near future. He added that of the 29,000 students who registered this fall, over 22,000 used the telephone registration system. Motion carried with Trustee Frogue casting a negative vote. Student Trustee Mukai cast an affirmative advisory vote.

**AWARD OF BID**

The board approved the authorization of the Vice Chancellor of Fiscal Services or his designee to approve payments for first aid claims for an amount not to exceed \$2,500.

**WORKERS' COMPEN-  
SATION FIRST AID  
ACCOUNT**

The board adopted Resolution 93-48, IVC Building B Secondary Effects Equipment, to amend the 1993-1994 Capital Outlay Fund Budget in the amount of \$39,000, and directed that these funds be appropriated to the accounts and in the amounts displayed.

**BUDGET  
AMENDMENT**

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

**TRANSFERS OF  
APPROPRIATIONS**

Motion by Trustee Walther, seconded by Trustee Hueter to approve purchase orders 41766 through 42441 totaling \$1,269,974.92. Trustee Frogue asked for clarification on the retirement benefit provided for Chancellor Sneed by Keenan and Associates, the Community College League annual membership fee for SCCD, the professional services of Parker, Covert, & Chidester for July 1993 regarding Construction Inc. of Texas, and the open purchase order for legal fees by Parker, Cover, and Chidester for the 1993-94 fiscal year. Vice Chancellor Carcamo reported that all these items were previously approved by the board, and information on these items would be made available if requested. Following further discussion, motion carried unanimously. Student Trustee Mukai cast an affirmative advisory vote.

**PURCHASE  
ORDERS**

The board approved checks 40646 through 41323 totaling \$1,667,760.51; credit card purchases totaling \$5,272.79; Saddleback College Community Education checks 4102 through 4176 totaling \$65,122.19; and Irvine Valley College Community Education checks 4488 through 4528 totaling \$42,963.34.

**PAYMENT  
OF BILLS**

The board approved holding a workshop on finance by Dr. James Albanese and Vice Chancellor Tony Carcamo on October 14, 1993, at the UCI University Club, University of California, Irvine, at a total cost not to exceed \$650.

**BOARD OF  
TRUSTEES  
WORKSHOP**

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

**TRAVEL**

The board approved the amendment to the Joint Powers Agreement of the Orange County Marine Institute to seek personnel and accounting services in the private sector.

**JOINT POWERS  
AGREEMENT**

There were no public comments.

**PUBLIC COMMENTS**

Trustee Lorch attended and enjoyed a color guard ceremony in honor of the neighboring communities at the Marine base in Camp Pendleton on September 17, along with other business communities in the area. She spoke with Major General Lynch on total quality leadership, and plans to visit the educational facilities in Camp Pendleton, hoping to encourage new students to enroll in our district. She also wanted to thank the staff writer of the Lariat for the very nice article written recently about her.

**TRUSTEES'  
REPORTS**

Trustee Rhodes reported on several items that he felt important to study and discuss thoroughly: 1) Bulletin from the Community College League of California where Chancellor David Mertes stated his opposition to certain state mandates and regulations which would reduce costs for administration and staff throughout the community colleges; 2) Legislative bill AB 1235, which has been forward to the Governor, would mandate classified layoff notices similar to that for credentialed employees. The League is in opposition to this measure, and requests Districts to write letters of opposition; 3) The frightening enrollment decreases in many of the California community colleges. For example, Chabot/20 percent drop and Monterey Peninsula/25 percent drop; and 4) The School to Work legislation by the federal government, would have students finishing high school, and then taking one year of postsecondary education before going to work or in conjunction with their work.

Trustee Walther reported on her attendance last week at the South Orange County Community Services Council annual luncheon, which was dedicated to the memory of Iris Swanson, who had been on their Board of Directors. Their major conference, "Communities in Concert" will be held November 1. Vice Chancellor Kelly also serves on this board. This is an important umbrella organization for many of the community services agencies in South County.

Trustee Williams reported on several items: 1) Invited to tour the Emeritus Institute at Leisure World by Dean Hodge. It was an enjoyable experience, and he was very impressed to see senior citizens actively in pursuit of living life to the fullest; 2) Accepted the invitation to serve on the Saddleback College Human Services Department Corrections and Criminal Justice Advisory Board. The board is composed of the Chief Probation officer, commissioners, probation, and parole people. The focus of the board is the rehabilitation of juvenile offenders. A Job Fair is schedule for November 18 on the Saddleback College campus with recruitment by federal, city and county agencies; and 3) Involved in the effort to unlock the track and football facilities at Saddleback College during the weekend for community use. In the near future, these fields will be open to the public, with the exception of some restricted hours on football game days for field preparation.



President Nelson reported on the Saddleback College "Education-A Cause for Celebration" at the Mission Viejo Mall this Saturday evening, September 25. Tickets and tables are still available. He expressed thanks to John McIntyre, his staff and students who have been working diligently on this event, along with Mall representative, Connie Wilson. He encouraged all present to attend the event.

**PRESIDENT'S  
REPORTS**

President Burgess reported he had the pleasure of attending the Fourth Annual Graduation of Irvine Valley College's P.E. Fitness Specialist Certificate Students, also attended by Trustees Hueter and Walther. This program certifies students as fitness specialists for work in the public arena. They work in health clubs, nursing homes, doctor offices, etc. There were 33 graduates, the largest graduating certificate class in Irvine Valley College's history. He expressed how proud he was of this group.

Professor Robinson on behalf of the Saddleback College Academic Senate congratulated Coach Ken Swearingen on his 242 career victories. He also congratulated Dixie Bullock, Susan Nawa-Raridon, Joanne Clayton, and Barbara Hanvey for their work on the SIDS video, with special congratulations to Herb Johns and Sonya Bangston for their excellent work on the video, and the outstanding work they have done for Saddleback College over the years. He also reported that a historic event will take place on October 10, when Saddleback and Irvine Valley College Academic Senates hold their first joint business meeting to discuss program review.

**ACADEMIC  
SENATES'  
REPORTS**

Professor Phillips thanked Trustee Frogue for attending the Irvine Valley College Academic Senate meeting on September 16. She reported on three items: 1) The Senate is currently discussing program review. Dr. Bill Andrews, Office of Planning, Research, and Development, has been invited to attend the October 10 meeting to clarify some issues on program review raised by the faculty; 2) At the request of President Burgess, a staff development task force has been created to look at staff development at Irvine Valley College; and 3) The Senate is reviewing Faculty Service Areas. Because this topic has not been discussed for several years, further information is needed on this issue. The deadline for balloting on the FSA issue is September 24, which does not give the IVC Senate time to review or make a decision on this issue.

Dr. Runyan emphasized the positive results of the ads working against Proposition 174 by the California Teachers Association, and the positive result of the ads for Proposition 98 several years ago, which would not have passed without CTA support. This comes from the paid deduction from CTA faculty, 160 at Saddleback College, and 30 at Irvine Valley College. He also emphasized how important SCCD's growing property tax base is for our continued financial help. Being a basic aid district means we have a growing property tax base, which is very important to hold on to, as there are people in Sacramento who would like to take this away from us. He offered the Faculty Association's help to the district in keeping their basic aid status.

**FACULTY  
ASSOCIATION  
REPORT**

Ms. Cayetano reported that Dixie Massaro, IVC Chair of Business Sciences, gave a wonderful presentation to the IVC Classified Council on September 16 on the School of Business Sciences' visit to the Universidad del Noroeste in Hermosillo, Mexico, last April. Ms. Massaro showed slides of this beautiful college, and reported that they were treated like royalty. Ms. Cayetano hoped that the trip to Irvine Valley College on September 30 and October 1 by UNO faculty and administrators will be just as memorable.

**CLASSIFIED  
SENATE/COUNCILS  
REPORTS**

Chancellor McFarlin reported on the new addition of the Orange County Community College District map presentation on the wall of the Board Room. She added that special recognition should be given to Emmanuel Robert, Graphics Department at Saddleback College, for his excellent work and efforts and that the map gives a pictorial view of the breakdown of Orange County community college districts.

**CHANCELLOR'S  
REPORT**

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

**PERSONNEL  
ACTIONS**

The board accepted for information and review the 1992-93 Faculty and Staff Diversity Expenditure and Performance Report, which is required by Title 5, Section 53034 of AB 1725. Director Newell stated that each year the State Chancellor's office awards funds to each community college district based on the previous year's performance in hiring regarding diversity. She added that the faculty and staff diversity budget allocation for 1992-93 was \$20,836 to develop, monitor, and disseminate information on staff diversity, affirmative action, and training, and that this year the state also asked for districts to report district expenditures beyond

**FACULTY AND  
STAFF DIVERSITY  
EXPENDITURE AND  
PERFORMANCE  
REPORT**

the allocation provided by the State Chancellor's office. Trustee Rhodes noted that the 50 to 60 page goals and timetables report, previously submitted to the board by Director Newell, is one of the mandates recommended by Chancellor Mertes for suspension. He commented that this suspension would be a positive move in that he believed districts can put their time to better use than submitting 60-70 page reports each year. Trustee Frogue asked if any sexual harassment training was presented during Fall 1993 In-Service and Director Newell answered that it was not, but would be provided during the course of the year. Trustee Frogue replied that he would like to see the district offer sexual harassment training during January 1994 In-Service where all employees of the district were required to attend.

Motion by Trustee Hueter, seconded by Trustee Frogue, to accept the following gifts: three piano keyboards to be used to enhance the practice piano musicianship lab, donated by Juanita Brightbill to Saddleback College; an exercise rowing machine to be used by the Fitness Center, donated by Steve Sworder to Saddleback College; 120 lbs. of cotton fabric to be used in the Emeritus Institute's Quilting class to make quilts for "Babies with AIDS" during the 1993/94 academic year, donated by Hoffman California Fabrics to Saddleback College; various hardback and softback books and three Chinese films to be used in the Library's collection, donated by those listed in the attachment to Saddleback College; collection of fossils, rock and minerals to be used for display purposes in the Geology Department, donated by Rosa Horning to Saddleback College; a Plan Hold Superfile to be used in the Geology Lab to store maps, donated by Sarkis Nargizian to Saddleback College; one Konica Royal 2203 copy machine to be used by the office staff of the Office of Instruction, donated by John Minch & Associates to Saddleback College; Lifecycle Vitamaster 58C to be used in the Fitness Center by students and staff, donated by Robert Jacobsen to Saddleback College; Philips Logic Analyzer Model PM3570 to be used for lab experiments and projects in Digital Electronics and Microcomputer classes, donated by JDS Microprocessing Associates to Saddleback College; Dissomaster full-program software (Family Law Integrated Resource Terminal) and manual to be used for instructional purposes in LGL 230, Family Law and Procedures, donated by Ann Fry, California Family Law Report, to Saddleback College; various computer parts as displayed in attachment for maintaining and supporting the existing computers, donated by Global Data Communications to Saddleback College; one electric hospital bed, one bedside cabinet and one over

GIFTS

bed table to be used for practice by Nursing, Medical Assisting and Psychiatric Technician students in the Health Sciences Skill Lab, donated by South Coast Medical Center to Saddleback College; \$1,600 cash to be used to purchase Microbiology Lab manuals, donated by Brien Manning, IVC Foundation President, to Irvine Valley College; \$10,000 cash to be used to purchase 300 library books, donated by Brien Manning, IVC Foundation President, to Irvine Valley College; and 24 slides-Vasarely, 6 slides-St. Tropaine (Church), 6 slides-Agnes Mores to be used as a presentation of lecture on modern art and medieval art, donated by Virginia H. Laddey to Irvine Valley College. Motion carried unanimously.

The meeting was adjourned at 9:10 p.m. to closed session.

ADJOURNMENT



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Anna L. McFarlin, Secretary