

SADDLEBACK COMMUNITY COLLEGE DISTRICT  
28000 MARGUERITE PARKWAY  
MISSION VIEJO, CALIFORNIA 92692

MEETING OF THE BOARD OF TRUSTEES  
APRIL 28, 1997  
LIBRARY BUILDING, SADDLEBACK COLLEGE  
**CALL TO ORDER FOLLOWED BY CLOSED SESSION: 6:00 P.M.**  
**OPEN SESSION: 7:00 P.M.**

AGENDA

CALL TO ORDER (LIBRARY 105)

ADJOURN TO CLOSED SESSION (LIBRARY 105A) FOR DISCUSSION OF  
THE FOLLOWING:

Employee Negotiations  
Public Employee Personnel Actions  
Real Property Transaction  
Pending Litigation

**RECONVENE OPEN SESSION (LIBRARY 105) - 7:00 P.M.**

PLEDGE OF ALLEGIANCE

Led by Trustee Milchiker

INVOCATION

Led by Trustee Hueter

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Special Meeting of March 17, 1997  
Regular Meeting of March 31, 1997

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Resolution: Classified School Employees Week, May 18-24, 1997

Outstanding Service Awards/Resolutions:

James Locke, Saddleback College  
Kay Bray, Irvine Valley College  
Gail Stevenson, District Services

Resolution: National Service and Volunteer Week

4/28/97

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PRIORITY

PUBLIC COMMENTS

1. PUBLIC COMMENTS

INFORMATION

Members of the public may address the board on any item not on the agenda that is within the subject matter jurisdiction of the board. Items on the agenda may be addressed at this time or during consideration of the item. **Speakers are limited to three minutes each.**

CONSENT CALENDAR

2. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

3. SADDLEBACK COLLEGE: SEMESTER IN OXFORD,  
SPRING 1998

ACTION

It is recommended that the board approve the Saddleback College Semester in Oxford, Spring 1988, as described.

4. IRVINE VALLEY COLLEGE: GRANT APPLICATIONS

ACTION

It is recommended that the board approve IVC's application for funding from the State Chancellor's Office for the grant projects entitled "A Collaborative Instructional/Student Services Model to Increase Student Success, Retention, and Persistence"; "Tech Prep Local Consortia (Phase VI)"; and "Welfare to Work."

5. SADDLEBACK COLLEGE: GRANT APPLICATIONS

ACTION

It is recommended that the board approve Saddleback College's application for funding from the State Chancellor's Office for the grant project entitled "Tech Prep Local Consortia."

6. NEW BOARD POLICY: BP4000.2, DIGITAL INFORMATION NETWORK ACCEPTABLE USE POLICY ACTION

It is recommended that the board approve proposed Board Policy 4000.2, Digital Information Network Acceptable Use Policy as shown.

7. RESOLUTION AUTHORIZING DISTRICT NAME CHANGE ACTION

It is recommended that the board adopt Resolution 97-22 to change the district name from Saddleback Community College District to South Orange County Community College District and direct notification of the government agencies as indicated.

#### INSTRUCTION AND STUDENT SERVICES

8. INDEPENDENT CONTRACTOR - ADMINISTRATIVE HEARING EXAMINER ACTION

It is recommended that the board approve a Contract for Services for Gary Kusunoki to act as Administrative Hearing Examiner in parking citation appeals .

9. SADDLEBACK COLLEGE: 1997 TEACHER OF THE YEAR INFORMATION

Information on Saddleback College's nominee for Teacher of the Year will be provided at the board meeting.

10. SADDLEBACK COLLEGE: STAFF DEVELOPMENT MANAGEMENT RETREAT ACTION

It is recommended that the board approve a management retreat on May 7, 1997, at Rancho Capistrano Retreat site at a cost not to exceed \$1,000.

11. SADDLEBACK COLLEGE: 1997-1998 LABORATORY FEES ACTION

It is recommended that the board approve Saddleback College's instructional lab fees for 1997-98 as indicated.

12. SADDLEBACK COLLEGE: NEH GRANT HONORARIUM ACTION

It is recommended that the board approve honorarium of \$1,000 to Sheila Kasprzyk for participation in the NEH grant-funded faculty development seminar.

13. SADDLEBACK COLLEGE: SCLO EQUITY CONTRACTS ACTION

It is recommended that the board authorize a contract with John Cauble, proprietor of The New Theatre, TNT, to hire up to eight Equity Guest Artists for Saddleback Civic Light Opera 1997 at a cost not to exceed \$48,213.20.

14. SADDLEBACK COLLEGE: HONORARIA ACTION

It is recommended that the board approve payment of honoraria to:

a. CAREER INFORMATION GUEST LECTURERS

in the amount of \$100 each for a total of \$300 to present career information on their specialized fields on April 29.

b. PROFESSOR HELEN JASKOWSKI

in the amount of \$300 for her presentation at the college's monthly "Humanities Hour."

c. BETYE SAAR

in the amount of \$2,600 for her participation in a three-person exhibition series entitled "*The Woman's Boat*."

d. SCLO ARTISTS AND CRAFTSPERSONS

in the amounts listed for their services in producing a summer of professional theatre.

e. ISLANDERS STEEL BAND

in an amount not to exceed \$800 for their performance at the Queen Ida Foodfaire on June 14.

15. SADDLEBACK COLLEGE: CONSULTANT AGREEMENT AMENDMENT ACTION

It is recommended that the board approve a second amendment to the consultant agreement with Joanne Gray to change the total for administering the testing center to \$25,000.

16. SADDLEBACK COLLEGE: COMMUNITY EDUCATION - ACTION  
SUMMER 1997

It is recommended that the board approve the Saddleback College Community Education program as outlined.

17. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACTION  
ACHIEVEMENT

It is recommended that the board granting certificates to the students listed.

18. SADDLEBACK COLLEGE: OUT-OF-COUNTRY TRAVEL ACTION

It is recommended that the board approve the out-of-country travel request for up to six students and an advisor to attend the *United Nations' and Instituto de Universidad de Mexico's La Venta Archaeological Early Man* site dig and study in La Venta, Tabasco, Mexico.

19. SADDLEBACK COLLEGE: BAHAI CLUB GUEST SPEAKER ACTION

It is recommended that the board approve the request for guest speakers to discuss the topic *Place of Teaching Virtues and Values in the School Curriculum* on May 16.

20. INTERNATIONAL STUDENT INSURANCE CARRIER ACTION

It is recommended that the board approve the change of the international student insurance carrier from the Student Insurance Company to Renaissance Insurance Agencies, Inc.

21. ANNUAL ACCREDITATION REPORTS INFORMATION

The annual report to the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges is provided for the board's review from:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

22. IRVINE VALLEY COLLEGE: ADDITIONAL FACULTY HIRING FOR 1997-1998 ACTION

It is recommended that the board approve the announcement of and recruitment for the positions of Physical Sciences and Technologies (Chemistry) and Humanities and Languages (History), contingent upon funding, at IVC for the 1997-1998 academic year.

23. IRVINE VALLEY COLLEGE: PHOTOGRAPHY DEPARTMENT GUEST SPEAKER ACTION

It is recommended that the board approve the request by the IVC Photography Department to retain the services of Darryl Curran as a guest speaker for an honorarium of \$125.

24. IRVINE VALLEY COLLEGE: AGREEMENT EXTENSION ACTION

It is recommended that the board approve the Agreement with Microsoft Corporation in order for IVC to continue to offer Microsoft certified classes.

25. IRVINE VALLEY COLLEGE: CURRICULUM REVISIONS FOR THE 1997-1998 ACADEMIC YEAR ACTION

It is recommended that the board approve the proposed changes in curriculum implementation as indicated.

26. IRVINE VALLEY COLLEGE: GEOLOGY CLUB 1997 CONFERENCE ATTENDANCE ACTION

It is recommended that the board approve the Geology Club request for consolidation of above-mentioned funds. Advisors and students will participate in the Geological Society at American Cordillera in Kona, Hawaii, at a cost not to exceed \$3,858.20.

#### FACILITIES

27. SADDLEBACK COLLEGE: CHANGE ORDER/NOTICE OF COMPLETION ACTION

It is recommended that the board approve Change Order 1, accept the outside lighting retrofit, energy efficient lighting project at Saddleback College as complete, and authorize filing a Notice of Completion.

28. IRVINE VALLEY COLLEGE: LEARNING RESOURCES CENTER EXTENSION OF INSPECTION SERVICES CONTRACT ACTION

It is recommended that the board approve the extension of Rick Brown's contract for inspector-of-record services at the Learning Resources Center.

BUSINESS/FISCAL

29. FY 1997-1998 BUDGET ALLOCATION PROCESS ACTION

It is recommended that the board approve the proposed approach to budget allocations for FY 1997-1998 as presented in the attached allocation model.

30. MONTHLY FINANCIAL STATUS REPORT INFORMATION

The district business office's assessment of the district's current financial situation and trend analysis is provided for the board's review.

31. QUARTERLY FINANCIAL STATUS REPORT INFORMATION

The California Community Colleges Quarterly Financial Status Report, as of March 31, 1997, for the 1996-1997 year is provided for the board's information and review.

32. SADDLEBACK COLLEGE: AWARD OF BIDS ACTION

It is recommended that the board award the following:

- a. BID 973, FIVE-YEAR CONTRACT FOR BOOKSTORE SERVICES

to Follett College Stores with the contract beginning July 1, 1997, and expiring on June 30, 2002.

- b. BID 214, LIBRARY FURNITURE

to the vendors listed for the amounts listed.

33. IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE: ACTION  
BUDGET AMENDMENTS

It is recommended that the board adopt the following resolutions to amend the 1996-1997 General Fund Restricted Budget:

a. RESOLUTION 97-23, EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)

to amend the budget by \$33,759 for IVC and \$2,738 for Saddleback College.

b. RESOLUTION 97-24, DISABLED STUDENTS PROGRAM AND SERVICES

to amend the budget by \$5,178 for IVC and \$5,593 for Saddleback College.

34. TRANSFER OF BUDGET APPROPRIATIONS ACTION

It is recommended that the board approve/ratify transfers of appropriations as detailed.

35. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 68751 through 69292 totaling \$1,555,295.12.

36. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 79989 through 80814 totaling \$1,712,595.48; credit card purchases totaling \$9,835.66; Saddleback College Community Education checks 3289 through 3318 totaling \$12,316.39; and IVC Community checks 4690 through 4740 totaling \$32,737.55.

37. DISTRICT CLASSIFIED LEADERSHIP RETREAT ACTION

It is recommended that the board approve the Classified Leadership Retreat on May 16, 1997, at the Rancho Capistrano Retreat site at an estimated cost of \$2,000.



38. "BRIDGES TO THE 21ST CENTURY" PRESENTER HONORARIA ACTION

It is recommended that the board ratify the payment of honoraria for the speakers and/or presenters listed.

39. TRUSTEES' REQUESTS TO ATTEND CONFERENCES/ MEETINGS AND/OR LOCAL MILEAGE REIMBURSEMENT ACTION

It is recommended that the board approve the requests for travel and/or mileage as indicated.

40. QUARTERLY REIMBURSEMENT TO TRUSTEES FOR MILEAGE TO AND FROM REQUIRED BOARD MEETINGS ACTION

It is recommended that the board approve the trustees' claims for reimbursement for mileage to and from board meetings.

#### CONSULTATION ON STATEWIDE ISSUES

#### SPECIAL REPORTS

41. REPORTS INFORMATION

Section 54954.2(a) of the Ralph M. Brown Act states that "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities." **Speakers are limited to five minutes each.**

1. Board Members' Reports
2. Student Government Reports
  - Associated Student Government of Saddleback College
  - Associated Students of Irvine Valley College

3. Academic Senates' Reports  
Saddleback College Academic Senate  
Irvine Valley College Academic Senate
4. Faculty Association Report
5. California School Employees Association Report
6. Classified Senates'/Council's Reports  
Saddleback College Classified Senate  
Irvine Valley College Classified Senate  
District Classified Council
7. Presidents' Reports  
Saddleback College President  
Irvine Valley College President
8. Chancellor's Report

PERSONNEL

42. ACADEMIC EMPLOYMENT AND STATUS CHANGES                      ACTION

It is recommended that the board approve the submitted academic personnel actions.

43. CLASSIFIED EMPLOYMENT AND STATUS CHANGES                      ACTION

It is recommended that the board approve the submitted classified personnel actions.

GIFTS TO THE DISTRICT

44. GIFTS    ACTION

It is recommended that the board accept the following gifts: one large capacity upright refrigerator to be used to store biotechnology supplies, donated by Dr. Robert Dotson to Saddleback College; various pieces of clothing and other items as displayed on Attachment 1 to be used in upcoming Theatre Arts productions and classes, donated by Marion Sinkway to Saddleback College; various pieces of clothing and other items as displayed on Attachment 2 to be used as previously stated, donated by Shirle Fleck to Saddleback College; various pieces of clothing and other items as displayed on Attachment 3 to be used as previously stated,

donated by Phil Kraft to Saddleback College; one Montgomery Ward-24 frostless refrigerator/freezer to be used at the Saddleback Children's Festival at the Mission Viejo Mall, donated by John and Marie Kamnikar to Saddleback College; a 386 computer and associated equipment, donated by Thomas Stone to Saddleback College; a 1985 Mercury Topaz for on-campus use, donated by Gregory Bishopp to Saddleback College; one 1993 Maxima SE and one 1993 Infiniti G20 to be used as teaching tools for the Automotive Technology students, donated by Nissan Motor Corporation USA to Saddleback College; Noah's Ark book to be used in the Library, donated by Charles Culp to the IVC Foundation; black Rit dye to dye backdrop material for Dance Concert in PE160, and costumes for Dance Concert, donated by Kathryn Milostan-Egus to the IVC Foundation; food, drinks and paper products and other items to be used for Physical Education fundraiser, donated by Kathryn Milostan-Egus to IVC Foundation; flat white sheets to be used as backdrop for the Dance Concert, donated by Margaret Chuang to IVC Foundation; and Kodak video on Glamour Photography and Berg Sepia Toning Solution to be used in the Photography Department, donated by Sandi Yunt to IVC Foundation.

CORRESPONDENCE

45. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

dm