

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
28000 MARGUERITE PARKWAY  
MISSION VIEJO, CALIFORNIA 92692

MEETING OF THE BOARD OF TRUSTEES  
JUNE 16, 1997  
IRVINE VALLEY COLLEGE  
**CALL TO ORDER FOLLOWED BY CLOSED SESSION: 5:30 P.M.**  
**OPEN SESSION: 7:00 P.M.**

AGENDA

CALL TO ORDER (ROOM 260F, STUDENT SERVICES CENTER)

ADJOURN TO CLOSED SESSION (ROOM 260F, STUDENT SERVICES CENTER) FOR DISCUSSION OF THE FOLLOWING:

Labor Negotiations with Represented and  
Unrepresented Employees  
Public Employee Appointment, Employment, Evaluation of  
Performance, Discipline, Dismissal (Gov. Code Section 54957)

**RECONVENE OPEN SESSION (HART GYMNASIUM) - 7:00 P.M.**

PLEDGE OF ALLEGIANCE:

Led by Trustee Fortune

INVOCATION:

Led by Trustee Lorch

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETINGS

ACTION

Regular Meeting of April 28, 1997  
Regular Meeting of May 19, 1997

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

Certificate of Recognition for Armando Ruiz

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. IRVINE VALLEY COLLEGE: GRANT ACCEPTANCES

ACTION

It is recommended that the board accept the award of funds from the State Chancellor's Office for the following grant projects:

a. CURRICULUM AND PROFESSIONAL DEVELOPMENT  
IN BUSINESS EDUCATION PROJECT

in the amount of \$95,000.

b. VOCATIONAL CURRICULUM AND PROFESSIONAL  
DEVELOPMENT PROJECT

in the amount of \$50,000.

c. BUILDING A CENTER OF EDUCATIONAL  
EXCELLENCE FOR THE SEMICONDUCTOR INDUSTRY  
PROJECT

in the amount of \$107,384.

4. SADDLEBACK COLLEGE FOUNDATION ENDOWMENT POLICY MANUAL INFORMATION

Information on the Estate Planning Policies and Procedures (Endowment Policy Manual) is provided for the board's review.

INSTRUCTION AND STUDENT SERVICES

5. IRVINE VALLEY COLLEGE: HEALTH AND WELLNESS CENTER PROGRAM EVENTS ACTION

It is recommended that the board approve the events listed and authorize the purchase of items to support the events and other activities including refreshments, prizes, and incentive items not to exceed \$1,200.

6. IRVINE VALLEY COLLEGE: INDEPENDENT CONTRACT/CONSULTANT AGREEMENTS ACTION

It is recommended that the board approve the following agreements with:

- a. ASCOLTA TRAINING COMPANY

to conduct training for an Inter/Intranet Workshop as part of the workplan for the Business Education Statewide Advisory Committee Project.

- b. MARY AUVIL

to prepare the final report of the Business Education Statewide Advisory Committee Project.

- c. PATRICK FENTON

to facilitate the training of community college faculty on the Microsoft Internet Information Server as part of the workplan for the Business Education Statewide Advisory Committee Project.

d. INDIVIDUALS LISTED

to facilitate seminars of interest to the small manufacturing business community as part of the NIST/California Manufacturing Technology Center Project.

7. IRVINE VALLEY COLLEGE: AGREEMENT ACTION

It is recommended that the board approve the expenditures including rooms, meals, materials, and facilitators relating to the Regional Economic Development Planning Retreat, not to exceed \$2,500.

8. IRVINE VALLEY COLLEGE/SADDLEBACK COLLEGE: CHILD CARE FEE SCHEDULES ACTION

It is recommended that the board approve the 1997-98 child care fees as indicated for:

- a. IRVINE VALLEY COLLEGE CHILD DEVELOPMENT CENTER
- b. SADDLEBACK COLLEGE CHILD DEVELOPMENT CENTER

9. SADDLEBACK COLLEGE/IRVINE VALLEY COLLEGE: HEALTH FEE INCREASE ACTION

It is recommended that the board approve a \$1 per semester and summer school increase in the Student Health Fee effective Fall 1997.

10. SOCCCD/SADDLEBACK COLLEGE: CONFLICT RESOLUTION TRAINING ACTION

It is recommended that the board ratify the payment for services to the Mediation Center speakers in an amount not to exceed \$800.

11. SADDLEBACK COLLEGE: LONDON ACADEMIC INTER-SESSION, FALL 1997 ACTION

It is recommended that the board approve the academic intersession in London, England, as described and direct administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Consortium for International Education for coordinating all travel arrangements.

12. SADDLEBACK COLLEGE: SPECIAL TOPICS -ARCHITECTURE ACTION

It is recommended that the board approve the Architecture 289, Special Topics, course as described.

13. SADDLEBACK COLLEGE: CONTRACT EDUCATION AGREEMENT ACTION

It is recommended that the board approve the agreement with the Defense Criminal Investigative Service whereby the agency agrees to pay \$375 for each 4-hour course of instruction provided by Saddleback College.

14. SADDLEBACK COLLEGE: SCLO HONORARIA ACTION

It is recommended that the board approve payment of honoraria to those Saddleback Civic Light Opera Artists and Craftspersons listed.

15. SADDLEBACK COLLEGE: 1996-97 DISTANCE EDUCATION EVALUATIVE REPORT INFORMATION

A summary of the college's distance education activities for 1996-97 is provided for the board's information.

16. SADDLEBACK COLLEGE: STUDENT CERTIFICATES OF ACHIEVEMENT ACTION

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

FACILITIES

17. IRVINE VALLEY COLLEGE: LEARNING RESOURCE CTR. ACTION

It is recommended that the board approve the following:

- a. CHANGE ORDER 9  
decreasing the contract amount by \$2,235.
- b. SUBSTITUTION OF LANDSCAPE CONTRACTOR  
from MCR Landscape to Tribe Landscape, Inc.
- c. BENEFICIAL OCCUPANCY  
to allow the college to begin moving into the building in accordance with provisions in the contract.

18. IRVINE VALLEY COLLEGE: ADOPT RESOLUTION DECLARING INTENT TO LEASE SURPLUS REAL PROPERTY ACTION

It is recommended that the board adopt Resolution 97-20 authorizing the district's Director of Purchasing to request and open bid proposals for the lease of said facility.

BUSINESS/FISCAL

19. FY 1997-98 TENTATIVE BUDGET ACTION

It is recommended that the board approve the 1997-98 Tentative Budget as presented.

20. SOCCD: AWARD OF BIDS ACTION

It is recommended that the board award the following bids:

- a. SOCCD: RENEWAL OF BID 186, PRINTING OF SC CLASS SCHEDULES; PRINTING/MAILING OF IVC CLASS SCHEDULES FOR 1997-98 ACADEMIC YEAR  
to Trend Offset Printing for a total cost of \$331,000.

- b. SOCCCD: BID 212D, FIVE YEAR CONTRACT FOR TRASH COLLECTION SERVICE  
to Western Waste Industries as indicated in exhibit.
- c. IRVINE VALLEY COLLEGE: BID 213, FIVE YEAR CONTRACT FOR BOOKSTORE SERVICES  
to Follett College Stores as indicated in exhibit.
- d. SADDLEBACK COLLEGE: BID 975, ASPHALT PAVING AND RELATED CONCRETE REPAIRS  
to J. B. Bostick Company for \$75,895.
- e. SADDLEBACK COLLEGE: BID 976, DELIVERY OF CLASS SCHEDULES FOR 1997-98 ACADEMIC YEAR  
to the Orange County Register for \$76,450.

21. AWARD OF CONTRACT: SECTION 125 VENDOR ACTION

It is recommended that the board approve Colonial Life and Accident Insurance Company as the district's Section 125 Administrator and provider of voluntary products as outlined above for the 1997-98 year.

22. APPROPRIATIONS LIMIT FOR 1997-98 (GANN LIMIT) ACTION

It is recommended that the board adopt Resolution 97-34 establishing the required State constitutional appropriations limit for fiscal year 1997-98 for the SOCCCD.

23. TRANSFER OF APPROPRIATIONS AT CLOSE OF FISCAL YEAR ACTION

It is recommended that the board approve Resolution 97-33 authorizing the County Department of Education to make necessary year-end budget transfers to permit payment of obligations of the district incurred during the 1996-97 fiscal year and to balance cumulative expenditures within budgets.

24. BUDGET AMENDMENTS ACTION

It is recommended that the board adopt the following resolutions to amend the budget:

a. RESOLUTION 97-35, FEMA/INSTALL ANCHORING SYSTEM ON RELOCATABLE BUILDINGS

to amend the 1996-97 Capital Outlay Fund Budget by \$78,300.

b. RESOLUTION 97-36, IVC EOPS

to amend the 1996-97 General Fund Restricted Budget by \$21,807.

25. CLAIMS AGAINST THE DISTRICT ACTION

It is recommended that the board deny claims by the following individuals, direct notification of claimants and referral of claim to the district's insurance administrator for processing:

a. VICTOR SALAZAR

b. ROBERT RANDAL PETERSON

26. TRANSFER OF BUDGET APPROPRIATIONS ACTION

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

27. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 69760 through 70402 totaling \$955,134.04.

28. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 81464 through 82387 totaling \$1,479,435.06; credit card purchases totaling \$8,832.98; SC Community Education checks 3328 through 3353 totaling \$116,532.14; and IVC Community Education checks 4768 through 4781 totaling \$15,545.85.



29. SOCCCD: GUEST SPEAKER HONORARIA FOR MERIT SYSTEM IN-SERVICE ACTION

It is recommended that the board approve the in-service sessions scheduled for July 2 and 3 on the Merit (Civil Service) System, which includes a presentation by Dr. Donald Averill, Superintendent/President of the Palo Verde Community College District, at a fee of \$200 plus expenses not to exceed a total of \$500.

30. SOCCCD: CONSULTANT CONTRACT FOR SPECIALIZED WEB SITE TECHNOLOGY SERVICES ACTION

It is recommended that the board approve a contracted services agreement with Kristen Bush to provide specialized Internet and Web site development services covering the period July 1, 1997, through June 30, 1998, at a cost not to exceed \$15,000.

31. CONTRACTED SERVICES WITH THE GARTNER GROUP ACTION

It is recommended that the board approve a continuation of the contract with the Gartner Group to continue to provide their specialized consulting services continuing through July 31, 1998, at a cost not to exceed \$37,738.

32. AUTHORIZED CHANGE ORDERS TO BID 206, SIM J. HARRIS CABLING PROJECT ACTION

It is recommended that the board authorize payment to Sim J. Harris for the change orders submitted in the amount of \$62,979.04.

33. APPROVAL OF TRUSTEES' REQUESTS TO ATTEND CONFERENCES/MEETINGS AND/OR LOCAL MILEAGE ACTION

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

CONSULTATION ON STATEWIDE ISSUES

## SPECIAL REPORTS

### 34. 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

35. ACADEMIC EMPLOYMENT AND STATUS CHANGES ACTION

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

36. CLASSIFIED EMPLOYMENT AND STATUS CHANGES ACTION

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

GIFTS TO THE DISTRICT

37. GIFTS ACTION

It is recommended that the board accept the following gifts: a 1981 Volkswagen Rabbit to be used by students during lab, donated by James L. McIlwain to Saddleback College; Yield Chameleon and Screened Vivarium Habitat to be used as live reptilian display, donated by Grant Hibbs to Saddleback College; costume jewelry as indicated in Attachment 1 to be used in Theatre Arts productions and acting/costume design classes, donated by Jane Vernon to Saddleback College; various pieces of clothing as indicated in Attachment 2 to be used as in previous item, donated by Del Olson to Saddleback College; various hardback and paperback books and record albums as indicated in Attachment 3 to be added to the Library collection, donated by those listed in Attachment 3 to Saddleback College; raw materials for ceramics and a wood vice to be used in the Art Department, donated by Juin Foresman to Saddleback College; a 25" color monitor to be used in the classroom for educational purposes, donated by John Fraustro to IVC; Voice Type Simply Speaking software package to enhance literacy skills of students with disabilities, donated by David and Susan Gerke to IVC; a Clavinova Piano Keyboard - Yamaha with diskettes for use by music students, donated by Barbara Graner to IV C; a Roper 18 cubic foot refrigerator to be used in the Library, donated by Daniel Larios to IVC; a Charmglo gas barbecue grill to be used in the Maintenance Department, donated by Daniel Larios to IVC; and music purchased for the IVC Wind Symphony as indicated in Attachment in Attachment 4, donated by Stephen Rochford to IVC.

CORRESPONDENCE

38. CORRESPONDENCE

INFORMATION

CONTINUATION OF CLOSED SESSION IF REQUIRED

ADJOURNMENT

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