

MINUTES OF THE BOARD OF TRUSTEES
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JANUARY 20, 1998
LIBRARY 105, SADDLEBACK COLLEGE

The open session of the regular meeting of the Board of Trustees was called to order by President Williams at 5:38 p.m. CALLED
TO ORDER

There were no public comments concerning items to be discussed in closed session. PUBLIC
COMMENTS

The open session was adjourned to closed session. The Board of Trustees met in closed session from 5:40 p.m. to 7:00 p.m. Trustees Hueter and Lorch were absent. CLOSED
SESSION

The open session of the regular meeting of the Board of Trustees was reconvened by President Williams at 7:02 p.m. Trustee Fortune led the pledge of allegiance and Trustee Frogue read words of inspiration. RECONVENED

Members of the Board of Trustees

John Williams, President

PRESENT

Dorothy Fortune, Vice President

Teddi Lorch, Clerk (arrived at 8:30 p.m.)

Steve Frogue, Member

Joan Hueter, Member

Dave Lang, Member

Marcia Milchiker, Member

Absent

Joan Hueter, Member

Rick Travis, Student Member

Administrative Officers

Kathleen O'C. Hodge, Acting Chancellor

Tony Carcamo, Vice Chancellor, Fiscal Services

William Jay, Vice Chancellor, Human Resources

Mike Runyan, Acting Vice Chancellor, Educational Services

Rich McCullough, Acting President, Saddleback College

Raghu Mathur, President, Irvine Valley College

Faculty Association
Sherry Miller-White

Academic Senate
Kate Clark
John Allen
Miki Mikolajczak (arrived after 9:00 p.m.)

California School Employees Association
Lyle Fossum

Classified Senates/Council
Mahshid Hajir

Associated Student Government
Dakota Cornell
Barbara Raphael

President Williams introduced and welcomed Acting Chancellor Hodge, Acting Vice Chancellor Runyan, and Acting President McCullough. He indicated that the board intends to hear the recommendations on administrative structure at this meeting and then hold a special meeting on Wednesday, February 11, to further discuss the issue and then, in closed session, consider administrative contracts.

**INTRODUCTION/
ANNOUNCEMENT**

Motion by Trustee Milchiker, seconded by Trustee Frogue, to approve the agenda as presented, including replacement and/or additional pages to items 56 and 57. Motion carried unanimously.

**APPROVAL
OF AGENDA**

Motion by Trustee Fortune, seconded by Trustee Frogue, to approve minutes of the December 4, 1997, Special Meeting, December 8 Annual Organizational Meeting, December 17, 1997 Special Meeting with changes, and the January 6, 1998, Special Meeting of the Board of Trustees. Motion carried unanimously.

**APPROVAL
OF MINUTES**

There were no actions to report from closed session.

CLOSED SESSION

Sixteen individuals addressed the board on various topics including opposition to future state control of community college districts, support for and opposition to Trustee Frogue, opposition to the ADL, support for Dr. Pauline Merry, the Saddleback College art gallery opening, criticism of the IVC presidential hiring process, and support for hiring full-time faculty.

**PUBLIC
COMMENTS**

In response to President Williams announcing that trustee reports will be moved to the front of the agenda for this meeting, Trustee Lang stated that since the agenda as presented had already been approved, he would delay his comments until the usual reports section of the meeting.

**TRUSTEES'
REPORTS**

Trustee Frogue, replying to comments made earlier in the evening, stated that he intends to focus on the district's and taxpayer's business, and will continue to attempt to reduce costs and provide better services to students.

Trustee Fortune read a prepared statement that is maintained in the public record of this meeting maintained in the Chancellor's Office.

Trustee Williams referred to a recent editorial that addressed the idea of eliminating local boards and placing control of community college districts in the hands of the CC Board of Governors. He urged everyone to oppose removing local control by writing letters to newspaper editors and to the State Chancellor's Office. Trustee Williams also encouraged opposition to the El Toro commercial airport issue and noted that the probable property devaluation could negatively affect the district's regaining basic aid status in the future.

President Williams called for a 20-minute recess at 8:04 p.m.

RECESS

President Williams announced that items 3 and 4, Grant Applications, will be for the board's information and are removed from the Consent Calendar, and items 8 and 9 were pulled from the agenda. Items 19, 21, 25, 28, 29, 30, 40, 45, 49, and 50 were removed from the consent calendar for separate discussion. Motion by Trustee Frogue, seconded by Trustee Lang, to approve the consent calendar as amended. Motion carried unanimously.

**CONSENT
CALENDAR**

Ms. Raphael, ASIVC President, and Mr. Kindybal, ASIVC Vice President, presented the 1997-98 ASIVC Budget and answered board members' questions. Motion by Trustee Lang, seconded by Trustee Fortune, to ratify the 1997-98 budget. Motion carried unanimously.

**1997-98 ASIVC
BUDGET**

Information was provided for the board's review on Saddleback College's application for funding from Microsoft Corp and AACC for the grant project "BRIDGE Project," and from the State Chancellor's Office for the projects "Health Care Delivery Centers - Economic Development," and "Industry Driven Regional Education and Training Collaborative."

**GRANT
APPLICATIONS**

Information was provided for the board's review on IVC's application for funding from the State Chancellor's Office for the project "Center for Applied Competitive Technologies (CACT)," two "Industry Driven Regional Educational and Training Collaboratives" projects, and "Microsoft - AACC Information Technology Training, Certification, and Placement Project." Trustee Lang suggested that a board workshop be held to bring the board up to date on the progress of the Tustin Base project.

The board accepted the award of \$30,000 to Saddleback College from the Irvine Health Foundation to develop Phase II of the Caregiver Training Program.

**GRANT
ACCEPTANCE**

Motion by Trustee Lang, seconded by Trustee Frogue, to approve the recommended faculty members for sabbatical leaves during the 1998-99 academic year. Motion carried unanimously.

**SABBATICAL
LEAVES**

Chancellor Hodge stated that the draft Organizational Analysis before the board, which contains organizational charts and data elements for both colleges and the district, provides a short-term implementation strategy for the immediate and represents the first phase of the project. She added that it provides a good starting point for further districtwide discussion and debate, the second phase of the project, which will be chaired by Acting Vice Chancellor Runyan. Chancellor Hodge and Vice Presidents McCullough and Mathur reviewed their recommendations as indicated in the draft document and Chancellor Hodge noted that there will be further review at the February 11 special meeting.

**DRAFT
ORGANIZATIONAL
ANALYSIS**

<p>Motion by Trustee Lang, seconded by Trustee Lorch, to approve the announcement of and recruitment for full-time faculty positions, contingent upon funding, for Saddleback College and Irvine Valley College. Following considerable discussion on the selection process of the positions to be filled and the current budget constraints, motion by Trustee Fortune, seconded by Trustee Frogue, to postpone consideration of the item until the next regular meeting on February 17, 1998. Motion carried with Trustees Milchiker and Lang casting negative votes.</p>	<p>FACULTY HIRING FOR 1998-99</p>
<p>The board approved payment of honorarium by IVC in the amount of \$250 to Dr. Diane Vines for her presentation on January 8 during in-service.</p>	<p>GUEST SPEAKER</p>
<p>The board approved the IVC Health and Wellness Center Health Education program events and associated expenditures in an amount not to exceed \$1,600.</p>	<p>HEALTH CENTER EVENTS</p>
<p>The board approved the participation of IVC students and their advisors in the 1998 out-of-state student travel program at a total cost not to exceed \$20,000.</p>	<p>STUDENT OUT-OF-STATE TRAVEL</p>
<p>The board approved the expenditures of \$425 for IVC Art Department's Gallery Hall exhibition titled <i>Self Help Graphics 25th Anniversary Exhibition</i>.</p>	<p>ART GALLERY EXHIBITION</p>
<p>The board approved expenditures for IVC Music Department's January 25, 1998, faculty recital and estimated expenditure of \$1,000.</p>	<p>FACULTY RECITAL</p>
<p>The board approved the workshops as described for the Curriculum and Professional Development in Business Education Program at IVC.</p>	<p>WORKSHOPS</p>
<p>The board approved the expenditures in accordance with the consultant agreement for Patrick Fenton's services to ensure the planning and facilitation for the IVC Curriculum and Professional Development in Business Education workshops.</p>	<p>CONSULTANT AGREEMENT</p>
<p>The board approved service agreements for IVC with Ascolta Training Company to provide Internet Business Strategies training at grant workshops for an amount not to exceed \$2,100, and with Prosoft to provide Internet Business Skills training at grant workshops for an amount not to exceed \$4,200.</p>	<p>SERVICE AGREEMENTS</p>

Motion by Trustee Fortune, seconded by Trustee Frogue, to approve an Independent Contractor's Agreement with Sylvan Prometric in order to continue operating the computer certification testing center at IVC. Motion carried unanimously.

**INDEPENDENT
CONTRACTOR'S
AGREEMENT**

The board approved the 1998 Irvine Valley College sports schedules as indicated.

**ATHLETIC
EVENTS**

Motion by Trustee Lorch, seconded by Trustee Frogue, to approve a consultant agreement with Western Research and Development Center, Ltd., to support Saddleback College's Title III grant application and grant management activities for a fee equal to 15% of each grant awarded or \$40,000. Following discussion, Trustee Lorch made a motion, seconded by Trustee Lang, to change the wording in #1 in the agreement from "shall" to "may." Motion with amendment carried with Trustee Frogue casting a negative vote.

**TITLE III GRANT
APPLICATION
AND CONSULTANT
AGREEMENT**

The board approved the expenditure of funds for a joint retreat of the colleges' Safety and Security Departments on March 6, 1998, for an amount not to exceed \$600.

**STAFF
DEVELOPMENT**

The board approved Saddleback College's Community Education presenters as indicated.

**COMMUNITY
EDUCATION**

The board approved the Contract Education Agreement between Saddleback College and South Coast International Travel to provide a course on travel management on campus as indicated.

**CONTRACT
EDUCATION
AGREEMENT**

Motion by Trustee Fortune, seconded by Trustee Frogue, to approve a consulting agreement with Dan Hicks to assist in development of several Saddleback College grant applications for an amount not to exceed \$5,500. Motion carried unanimously.

**CONSULTANT
AGREEMENT**

The board approved/ratified payment of honoraria by Saddleback College to Dr. Gorang Yodh in the amount of \$500 for his presentation on "Music and Culture of India" on February 19, 1998, during the college's monthly Humanities Hour; to the individuals listed in the total amount of \$450 for their presentation of recitals, lectures, and master classes to Fine Arts and Communication students during spring semester, 1998; to Richard Abraham in the amount of \$120 for his services as professional accompanist for Musical Theatre Techniques class during fall semester, 1997; and to the individuals listed in the amount of \$400 each for their presentations during the Women's Conference on March 13, 1998.

HONORARIA

The board approved granting Certificates of Achievement to the students listed by Saddleback College.

CERTIFICATES OF ACHIEVEMENT

Motion by Trustee Lorch, seconded by Trustee Frogue, to approve the request by Saddleback College Phi Theta Kappa students and an advisor to travel to Nashville April 1-5 to attend the annual International Leadership Conference. Motion carried unanimously.

STUDENT OUT-OF-STATE TRAVEL

Motion by Trustee Lorch, seconded by Trustee Lang, to approve the District's Order of Priority and Schedule of Funds for the 1999-2003 Five-Year Construction Plan. Motion carried unanimously.

FIVE-YEAR CONSTRUCTION PLAN

Motion by Trustee Lorch, seconded by Trustee Frogue, to approve the 1998-99 Deferred maintenance Program as indicated. Motion carried unanimously.

DEFERRED MAINTENANCE PROGRAM

The board approved Change Order 1 for the Removal of Architectural Barriers project at Saddleback College, increasing the contract amount by \$6,090.37 with an extension of 3 days to the project completion date.

CHANGE ORDER

The board adopted Resolution 98-02, Intention to Dedicate Easement to Irvine Ranch Water District, for the purpose of installing and maintaining a lateral sewer line at IVC, set the date of February 17, 1998, as the date when a public hearing is to be held, and directed staff to publish notices.

INTENTION TO DEDICATE EASEMENT

The board approved entering into an agreement with Taylor & Associates to provide preliminary designs for the BGS HVAC System at Saddleback College in the amount of \$28,750.

PRELIMINARY DESIGN SERVICES

<p>The board approved Change Order 1 for a deduction of \$918 from the project cost, accepted the Switchgear and Cooling Tower project at Saddleback College as complete, and authorized filing a Notice of Completion.</p>	<p>NOTICE OF COMPLETION</p>
<p>The board adopted a non-resident tuition fee for the 1998-99 academic year of \$123 per semester unit based on the calculated district rate, approved the additional capital outlay fee of \$12 per semester unit, and kept the application fee at \$46.</p>	<p>NON-RESIDENT TUITION FEES</p>
<p>Information on the district's corrective actions taken to date on the auditor's finding/recommendations was provided for the board's review.</p>	<p>CORRECTIVE ACTION ON AUDIT FINDINGS</p>
<p>Information on the results of the accounts payable audit by Profit Retrieval Systems was provided for the board's review.</p>	<p>ACCOUNTS PAYABLE REVIEW</p>
<p>Information on the district business office's assessment of the district's current financial situation and trend analysis was provided for the board's review.</p>	<p>MONTHLY FINANCIAL REPORT</p>
<p>The California Community Colleges Quarterly Financial Status Report as of December 31, 1997, was provided for the board's information.</p>	<p>QUARTERLY FINANCIAL REPORT</p>
<p>Motion by Trustee Lang, seconded by Trustee Lorch, to approve the revised 1997-98 memberships and estimated dues for the organizations indicated. Motion carried unanimously.</p>	<p>REVISED INSTITUTIONAL MEMBERSHIPS</p>
<p>The board accepted the Structured Cabling System project at both campuses as complete and authorized filing a Notice of Completion.</p>	<p>NOTICE OF COMPLETION</p>
<p>The board approved Change Order 1 increasing the contract for Seismic Ceiling Retrofit at both campuses by \$1,260 with 16 days added to the project completion date.</p>	<p>CHANGE ORDER</p>
<p>The board approved a correction in the contract amount for the Pavement of Parking Lot 6-A at IVC and Change Order 1 increasing the contract amount by \$500.</p>	<p>CONTRACT CORRECTION/ CHANGE ORDER</p>

<p>The board approved entering into a contract for the balance of the 1998 academic year with Lake Forest Beauty College for Cosmetology and Manicurist instructional services at Saddleback College.</p>	<p>COSMETOLOGY/ MANICURIST CONTRACT</p>
<p>Motion by Trustee Frogue, seconded by Trustee Lorch, to approve the consultant, Pamela Zanelli, d.b.a. Pamela Zanelli Consultant, for an amount of \$5,000 per month for a period not to exceed three months. Motion carried with Trustees Milchiker and Lang casting negative votes.</p>	<p>CONSULTANT</p>
<p>Motion by Trustee Frogue, seconded by Trustee Fortune, to adopt Resolution 98-01, Receipt of Prorated Amount of Proceeds from Settlement between District Attorney and Merrill Lynch, to amend the 1997-98 budget by \$662,980. Motion carried unanimously by roll call vote.</p>	<p>RECEIPT OF FUNDS FROM SETTLEMENT WITH MERRILL LYNCH</p>
<p>The board approved/ratified transfers of appropriations as delineated.</p>	<p>BUDGET TRANSFERS</p>
<p>The board rejected the claim against the district by Capistrano Volkswagen dated January 8, 1998, and referred it to the district's insurance administrator for processing.</p>	<p>CLAIM AGAINST THE DISTRICT</p>
<p>Motion by Trustee Milchiker, seconded by Trustee Lang, to approve purchase orders 74296 through 74946 totaling \$2,000,003.28. Motion carried unanimously.</p>	<p>PURCHASE ORDERS</p>
<p>Motion by Trustee Lang, seconded by Trustee Fortune, to approve checks 87925 through 89035 totaling \$3,672,928.42; credit card purchases totaling \$14,492.83; and Saddleback College Community Education checks 3607 through 3646 totaling \$30,221.19. Motion carried unanimously.</p>	<p>PAYMENT OF BILLS</p>
<p>The board approved the expenditures for the scheduled SOCCCD 1997-98 districtwide meetings at an annual cost not to exceed \$2,000.</p>	<p>DISTRICTWIDE MEETINGS</p>
<p>It is recommended that the board adopt Resolution 98-03 authorizing payment to Trustee Milchiker who was absent from the December 4, 1997, board meeting.</p>	<p>PAYMENT TO TRUSTEE</p>

The board approved mileage reimbursement for the trustees' attendance at required board meetings.

**TRUSTEE TRAVEL/
REIMBURSEMENT**

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

Trustee Lang acknowledged those administrators who have retired or will soon retire, and encouraged the board to retain the remaining members of the administrative team to ensure institutional stability. He stated that until all related costs are factored in, he doesn't feel anyone can fully determine the effects of an administrative reorganization and he expressed doubt that, even then, the manner in which students are affected - by administrators spread too thin or by lack of student access to administrators - will be captured.

**TRUSTEES'
REPORTS**

Trustee Lorch reported that at the recent Governor's Budget Workshop, Governor Wilson proposed spending nearly \$6 million to expand the California Virtual University. She stated that, if approved by the legislature, nearly 1,500 college courses could be offered over the Internet from accredited colleges and universities statewide. Trustee Lorch urged administration and senates to encourage faculty to start offering classes via the Internet.

Ms. Cornell thanked President Williams, Acting Chancellor Hodge, and Acting President McCullough for addressing ASG members before they left for their retreat earlier in the month, and noted that the retreat was successful.

ASG REPORT

Professor Mikolajczak reported that the Senate constitution ratification vote is taking place from January 8 to January 22. She stated that a Senate committee met on January 12 to study an academic freedom statement, which she indicated needs to be developed since it's an accreditation standard. Professor Mikolajczak noted that she provided some comments on the draft organizational assessment over the holidays that were from her perspective only, but an in-depth survey of Senators is taking place currently to provide further input.

**ACADMIC
SENATE'S
REPORTS**

Professor Clark thanked President Williams for helping to launch the Volunteers of America program and for the considerable positive press they received. She indicated that the IVC Academic Senate did not have an opportunity to be involved in reviewing the draft organizational assessment at the same time as the Saddleback College Academic Senate, and has just recently compiled initial responses to the document from the schools. Professor Clark stated that additional comments will follow addressing delegated authority and other issues.

Professor Miller-White thanked everyone who attended the recent faculty luncheon for the positive feedback. She reported that the Association is still trying to settle the contract, will be revising its bylaws, and will hold elections in April.

**FACULTY
ASSOCIATION
REPORT**

Mr. Fossum reported that he was reelected president of CSEA during recent officer elections, and invited board members to attend the installation ceremony on January 24.

**CSEA
REPORT**

Ms. Hajir indicated that the Classified Senate does not have a copy of the draft organizational assessment and would like very much to have the opportunity for input.

**CLASSIFIED
SENATE'S
REPORT**

President McCullough thanked President Mathur for inviting him to the opening in-service events at IVC, and noted that they have discussed working toward increased involvement among faculty at both colleges.

**PRESIDENTS'
REPORTS**

President Mathur agreed that both college presidents would like to begin a new era of communication and cooperation between the two colleges, and thanked Acting President McCullough for attending the ceremonies at IVC. He indicated that he invited members of all governance groups to provide input as to how the administrative structure was working in light of the July 16 reorganization as soon as the organizational analysis project was launched. President Mathur thanked President Williams for swearing in Americorps students, and added that he shares President Williams' concern about the development of a commercial airport at the El Toro marine base site and its effect on IVC.

Chancellor Hodge stated that it was a pleasure to reconvene the districtwide faculty meeting during the Spring 1998 in-service, and that she enjoyed attending several in-service workshops at both colleges. She indicated that everyone will be involved in the organizational assessment process and that the current draft is meant to serve as a tool to begin the discussion.

**CHANCELLOR'S
REPORT**

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

**PERSONNEL
ACTIONS**

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

Motion by Trustee Milchiker, seconded by Trustee Lang, to approve Resolution 98-04 in order to implement the PERS "Golden Handshake" program for management and classified leadership employees job classification. Motion carried unanimously by roll call vote.

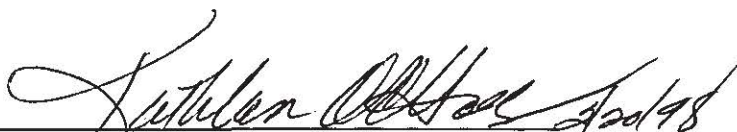
**RESOLUTION TO
IMPLEMENT PERS
GOLDEN HAND-
SHAKE**

Motion by Trustee Lorch, seconded by Trustee Frogue, to accept the gifts as listed. Motion carried unanimously.

GIFTS

The meeting was adjourned at 11:45 p.m.

ADJOURNMENT


Kathleen O'Connell Hodge, Secretary