

MINUTES OF THE BOARD OF TRUSTEES  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
NOVEMBER 16, 1998  
ROOM 240, STUDENT SERVICES CENTER  
IRVINE VALLEY COLLEGE

The open session of the regular meeting of the Board of Trustees was called to order by President Williams at 5:00 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 5:00 p.m. to 7:00 p.m. All trustees were present.

CLOSED  
SESSION

The open session of the regular meeting of the Board of Trustees was reconvened by President Williams at 7:05 p.m. Trustee Frogue led the pledge of allegiance and Trustee Milchiker read words of inspiration.

RECONVENED

Members of the Board of Trustees

John Williams, President  
Dorothy Fortune, Vice President  
Teddi Lorch, Clerk  
Steve Frogue, Member  
Joan Hueter, Member  
Dave Lang, Member  
Marcia Milchiker, Member  
Marie Hill, Student Member

PRESENT

Administrative Officers

Cedric Sampson, Chancellor  
Bob Matthew, Acting Vice Chancellor, Fiscal Services  
Georganna Sizelove, Acting Vice Chancellor, Human Resources  
Kathleen O'C. Hodge, Vice Chancellor, Educational Services  
Dixie Bullock, President, Saddleback College  
Raghu Mathur, President, Irvine Valley College

Faculty Association

Sherry Miller-White

Academic Senate

Maureen Smith  
Richard Zucker

California School Employees Association

Mary Williams

Classified Senates/Council

Mike Bryant

Associated Student Government

Suzanne Desaulniers  
Christian Barrera  
Ali Hojat

Motion by Trustee Lorch, seconded by Trustee Lang, to approve the agenda with the removal of item 24 and Sharon Haas from item 12b, and with the inclusion of replacement and/or additional pages to items 37 and 38. Motion carried unanimously. Student Trustee Hill cast an affirmative advisory vote.

**APPROVAL  
OF AGENDA**

Motion by Trustee Lang, seconded by Trustee Hueter, to approve minutes of the October 19, 1998, regular meeting of the Board of Trustees with changes. Motion carried unanimously. Student Trustee Hill cast an affirmative advisory vote.

**APPROVAL  
OF MINUTES**

There were no actions to report from closed session.

**CLOSED SESSION**

President Williams introduced Don Wagner, newly elected trustee for Trustee Area 2, from the audience. Trustee Milchiker commended Trustee Hueter and President Williams commended Trustee Lorch for their years of dedicated service to the district, and both outgoing trustees were presented with engraved marble desk clocks. Presidents Bullock and Mathur presented Trustees Hueter and Lorch with brass holders containing life-time passes to all events held at both campuses as well as life-time library privileges.

**PRESENTATIONS/  
INTRODUCTIONS**

There were no public comments concerning items on the agenda.

**PUBLIC COMMENTS**

Items 13, 17, and 19e were removed from the consent calendar for separate discussion. Motion by Trustee Lorch, seconded by Student Trustee Hill, to approve the consent calendar as amended. Motion carried unanimously. Student Trustee Hill cast an affirmative advisory vote.

CONSENT  
CALENDAR

President Williams announced that item 27, Acceptance of District Annual Audit Report for 1997-98, is being moved to the beginning of the meeting to accommodate a speaker. Ms. Beth Connor, representing Boceta, Macon & Workman, Certified Public Accountants, briefly reviewed their summary of findings and recommendations and answered board members' questions. The board accepted for review and study the general purpose financial statements with accompanying audit report for the 1997-98 fiscal year.

AUDIT REPORT  
FOR 1997-98

The board approved IVC's applications for funding for the grant projects titled "Greater Access, Improved Retention, and Successful Program Completion for Information Technology Students" from the Fund for the Improvement of Postsecondary Education (FIPSE); "Industry Driven Regional Education and Training Collaboratives" from the State Chancellor's Office; and "Information Technology Trained Work Force - A Must for Orange County, California" from AACC, Connections Colleges, and Microsoft.

GRANT  
APPLICATIONS

The board accepted the award of \$8,000 to Saddleback College from the National Science Foundation for the UV-visible spectrophotometer.

GRANT  
ACCEPTANCE

The board accepted an additional \$10,000 of Federal Community Development Block Grant funds (CDBG) to be used to facilitate the reuse planning of the Tustin Marine Corps Air Station and authorized amendment of the General Fund Restrictive Budget accordingly.

MCAS TUSTIN  
BASE PLANNING  
GRANT

The board accepted for review and study the revised language changes to Board Policy 5406, Dissemination of Materials, Assemblies, and Demonstrations. Trustee Fortune asked to have the opportunity to be able to review the Administrative Regulation that is associated with Board Policy 5406 prior to the second reading of the Board Policy in December. Professor Smith stated that the Saddleback College Academic Senate voted to fully support the students position regarding the Board Policy and related Administrative Regulation, and the Senate has forwarded a list of their own concerns regarding the Administrative Regulation to Vice Chancellor Hodge. ASG Senator Antonio Aguilar read a statement indicating acceptance of the amendment to Board Policy 5406 by the ASG Executive Board but expressing opposition to Section D-1 of the Administrative Regulation.

REVISION TO  
BOARD POLICY  
5406

The board approved the use permit and license agreement for the KSBR radio station antenna at Saddleback College with Rancho Mission Viejo for an annual fee of \$5,000.

USE OF KSBR  
ANTENNA

Chancellor Sampson stated that the administrative reorganization item was brought to the board for review and study to solicit board members' early comments and opinions on the proposed recommendations for realignment of units. Following incorporation of trustee recommendations, Chancellor Sampson stated he will forward the draft to the governance groups again and then bring the item back to the board for action in December. Trustee Lorch suggested that the position related to the Tustin base report directly to the Chancellor. Trustee Fortune asked that lists of administrators, to whom they report, and staff assigned to each administrator be provided, as well as the number of students, full-time and part-time faculty, administrators and their salary, and support staff for each college division. She stated that any additional reorganization must be based on student needs, student-driven allocation of resources. Following further discussion and suggestions, Chancellor Sampson asked that trustees contact him if there are any additional suggestions for refining the charts.

SOCCCD  
ADMINISTRATIVE  
REORGANIZATION

President Williams called for a recess at 7:55 p.m. and invited everyone to enjoy the refreshments provided in honor of Trustees Hueter and Lorch.

RECESS

Chancellor Sampson indicated that the current faculty hiring item is on the agenda for review and study but he intends to bring it back to the board in December for action so that the positions can be advertised by January. He stated that he requested the colleges and Senates to prepare all inclusive lists of positions so that the colleges can hire up to the limit the budget allows. Trustee Frogue emphasized the importance of student wait lists and Trustee Lorch stressed the issue of productivity in developing the faculty hiring lists.

**FACULTY  
HIRING**

The board approved consultant agreements with the following individuals for their services to meet the obligations of the Saddleback College Regional Health Occupation Resource Center grant project: Carol Rudd in the amount of \$2,000 per year; Susie Salazar and Bruce Hines in an amount not to exceed \$2,000 each per year; and Denise Markus, Deborah GATT, Jondea Orr, Kathleen Zajic, Susan Lohr, and Janet Reilly in an amount not to exceed \$35,000 each per year.

**RHORC  
CONSULTANT  
AGREEMENTS**

The board approved the contracting agreements with Cliff Bramlette, Christopher Riley, Marian Braun, Ann Boughey, and Elaine Dethlefsen for an amount not to exceed \$10 per hour each for their services to meet the requirements of the Statewide Medical Assistant Project at Saddleback College.

**CONTRACTING  
AGREEMENTS**

The board approved the Orange Regional Mentor Program between the district and Chabot-Las Positas Community College District with no impact to college or district budgets.

**LETTER OF  
AGREEMENT**

The board approved payment of honoraria by Saddleback College to the individuals listed for a total amount of \$600 for their Fall 1998 Art Program lectures, and to the individuals listed (excluding Sharon Haas) for a total amount of \$800 for their presentations to Dance students during Fall 1998 semester.

**HONORARIA**

Motion by Trustee Frogue, seconded by Trustee Lang, to approve the Saddleback College field studies course History 31, Mexican Civilization, and Anthropology 108, Archaeology of Mexico, and authorize administration to execute the Educational Tour/Field Study Travel Contractor Agreement. Trustee Fortune praised the clarity of the new format for study abroad items and expressed appreciation to those responsible. Motion carried unanimously. Student Trustee Hill cast an affirmative advisory vote.

**HISTORY  
TOUR –  
MEXICAN  
CIVILIZATION**

The board approved the Saddleback College Spring 1999 Community Education programs, presenters, and compensation as indicated.

COMMUNITY  
EDUCATION

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

CERTIFICATES OF  
ACHIEVEMENT

The board approved the consultant agreement with Sharon Davidor for an amount not to exceed \$450 for her services in developing tutorial training for the Saddleback College Learning Assistance Program.

CONSULTANT  
AGREEMENT

Motion by Trustee Lorch, seconded by Student Trustee Hill, to approve the consultant agreement with Sarah Wanjiru for her services to complete various noncredit research projects for an amount not to exceed \$28,000. Motion carried unanimously. Student Trustee Hill cast an affirmative advisory vote.

NONCREDIT  
RESEARCHER

The board approved competition of the IVC Dance Team at the United Spirit Associations College Dance Team Nationals on February 19-21, 1999, in Las Vegas, for an amount not to exceed \$1,420; attendance/performance of IVC's College Chorus at the Music Association of California Community Colleges choral clinic on November 18-20, 1998, in Long Beach, for an amount not to exceed \$1,200; and a performance by the IVC Chorale at Carnegie Hall on May 27-May 31 in New York with no general funds expended.

EVENTS  
PARTICIPATION

The board approved/ratified consultant agreements for Irvine Valley College with William Grevatt & Associates for their services in providing a comprehensive student assessment and evaluation program designed to increase student success and persistence for a fee of \$8,500; with Bruce Carter to develop a comprehensive description of functional requirements for a student case management system designed to strengthen student success and persistence for a fee of \$2,850; with Barbara Haun to provide specialized CPR training for participants enrolled in courses offered through the IVC Family Childcare Capacity Building Grant for a fee of \$2,250; and with Dr. Patricia Whitman to provide staff development to community college faculty who are integrating academic and vocational competencies in association with the objectives of the Curriculum and Professional Development in Business Education grant for a fee of \$3,000.

CONSULTANT  
AGREEMENTS

Motion by Trustee Hueter, seconded by Trustee Lang, to approve a consultant contract for IVC with Karen Klammer to conduct a session in association with the Statewide Delivery of Distance Education grant project for a fee of \$500 plus travel expenses. Trustee Frogue commended Joyce Arntson for her consistent pursuit of grant funds for the district. Motion carried unanimously. Student Trustee Hill cast an affirmative advisory vote.

The board approved the agreement with Sylvan Prometric to continue computer-based testing services at IVC.

**CONTRACTOR'S  
AGREEMENT**

The board approved the workshops associated with the Curriculum and Professional Development in Business Education Program at IVC.

**WORKSHOPS**

The board approved the membership cost to the MASIE Center to be paid by the Statewide Delivery of Distance Education grant project at IVC.

**MEMBERSHIP  
AGREEMENT**

The board awarded the Streaming Video Server proposal to support distance education at IVC to Edgemark Systems and Silicon Graphics through the CMAS procurement process.

**PROPOSAL FOR  
VIDEO SERVER**

The board approved the 1999-00 Scheduled Maintenance Program for submission to the state in order to qualify for state funds.

**MAINTENANCE  
PROGRAM**

The board adopted Resolution 98-58 authorizing the district's Director of Purchasing and Facilities Planning to request and open bid proposals for the sale of the Casitas Test Site.

**INTENT TO  
SELL SURPLUS  
PROPERTY**

Information on the district's quarterly investment financial report for the quarter ending September 30, 1998, was provided for the board's review.

**QUARTERLY  
INVESTMENT  
REPORT**

The board approved the increase of the price of out-of-class studies to \$300 for each study and authorized the Vice Chancellor of Human Resources to retain Ewing & Company for \$120/hr. to provide related consulting services.

**CONTRACT  
REVISION FOR  
CLASSIFICATION  
STUDIES**

Motion by Trustee Hueter, seconded by Student Trustee Hill, to approve the award of Bid 228D for a Fiscal Information System to Escape Technology at a cost of \$280,000. In response to an inquiry by Trustee Frogue, Chancellor Sampson stated that this software will serve as a substitute for the software that was to have been developed for the district by Buzzeo. Director MacDougall described the system in greater detail and indicated that it will meet the district's financial system needs and will interface with other software already in place. Motion carried with Trustee Fortune casting a negative vote and Trustees Frogue and Hill abstaining.

**AWARD OF  
BID FOR FISCAL  
INFORMATION  
SYSTEM**

The board approved/ratified transfers of appropriations as delineated.

**BUDGET  
TRANSFERS**

The board adopted Resolution 98-59, Districtwide General Fund – Restricted Programs, to decrease the 1998-99 General Fund Restricted Budget by \$129,385.

**BUDGET  
AMENDMENT**

The board approved purchase orders 80983 through 81465 totaling \$570,631.73.

**PURCHASE  
ORDERS**

The board approved checks 97657 through 98498 totaling \$1,521,463.98; credit card purchases totaling \$12,133.27; SC Community Education checks 4042 through 4308 totaling \$28,853.25; and IVC Community Education checks 5427 through 5468 totaling \$19,343.06.

**PAYMENT  
OF BILLS**

The board approved/ratified the trustees' requests for travel to conferences and/or meetings.

**TRUSTEE  
TRAVEL**

Three individuals addressed the board in support of Professor Lee Walker as *Lariat* advisor.

**PUBLIC  
COMMENTS**

Many of the individuals giving reports expressed their appreciation to outgoing Trustees Hueter and Lorch for their years of dedicated service to the district as board members, and congratulated the newly elected trustees.

**REPORTS**

Trustee Milchiker commented on the rich diversity and successful growth rate and business climate in Orange County and the opportunities and challenges those factors represent for the district.

**TRUSTEES'  
REPORTS**



Trustee Lang urged current and new board members to work together collegially in the coming year and to accept their role as policy makers.

Trustee Hueter reviewed the importance of Tustin's role historically in the district and, in the future, with the acquisition of Tustin base property. She encouraged the newly elected trustees not to bow to pressure from special interest groups and to help reduce conflict within the district. She thanked everyone who supported her during her tenure as a trustee and expressed gratitude to all faculty, staff, and students who have made SOCCCD a great and successful community college district.

Trustee Frogue commented on the recent election and failed recall efforts and thanked everyone who supported him throughout both recall campaigns.

Student Trustee Hill announced that students will be accepting donations in the ASG office from November 25 through December 11 for those affected by the devastation caused by Hurricane Mitch.

Trustee Lorch read excerpts from an article on part-time teaching in the 1984 *The Elephant Ear* authored by part-time instructor David Cross, and stated that based on his writing she concluded that the single most important asset of a college is its faculty. She commended the retiring faculty members for their dedication, commitment, and adherence to a high standard of educational excellence. Trustee Lorch congratulated the newly elected board members and expressed appreciation to everyone who supported her over the years.

Trustee Fortune distributed information illustrating the reduction between 1996 and 1998 in administrative costs and asked board members to bring the documents to the next board meeting for reference during the discussion of district reorganization. She asked that the academic senates provide board members with meeting agendas and minutes in the future. Trustee Fortune stated that she had an enlightening discussion on distance learning at the recent EDUCOM Conference with Frederick Hurst, Executive Director, Florida Public Postsecondary Distance Learning Institute, and asked that a report on the features of selected virtual colleges and universities be included in the minutes. She stated that the district needs to pursue the subject and requested that a forum on distance learning be held in December to educate board members and others.

Trustee Williams reported that he enjoyed attending the Orange County Teachers of the Year Awards ceremony on November 9 where Saddleback College Professor Bill Holston was selected as a finalist. He congratulated retiring faculty members, including his former coaches while attending Saddleback College and professors from whom he and his wife took classes.

Mr. Barrera reported on ASG activities including the Blood Drive held earlier in the day, Red Ribbon Week during the week of November 6, the first edition of the ASG monthly newsletter which was distributed in early November, and the upcoming Great American Smoke Out on November 19.

**ASG REPORTS**

Mr. Hojat reported on ASIVC activities including work on a teacher evaluation program, increasing the scholarship account, finalization of the budget, funding a student-directed play, and community service projects.

Professor Smith reported that she and two other faculty members recently attended a conference on Partnership for Excellence, and the creation of a Senate committee to develop recommendations for Partnership for Excellence to improve academic programs.

**ACADEMIC  
SENATE  
REPORTS**

Professor Morrison reported that the Senate installed a server which should be functional by January and the Senate can be reached currently through the E-mail system. He stated that the Senate was not party to the organizational proposals discussed earlier in the evening, and their viewpoint was expressed in a faculty-wide survey which was forwarded to board members.

Professor Miller-White reported on Faculty Association activities including establishment of their Web site recently, election of officers, and arbitration with the district.

**FACULTY  
ASSOCIATION  
REPORT**

Ms. Williams reported that to alleviate confusion concerning the CSEA contract, a session for management has been scheduled for contract review and clarification. She added that the chapter now has their own Web site, and invited everyone to attend the classified staff retirement reception on December 10.

**CSEA  
REPORT**

Mr. Bryant stated that the IVC Classified Senate is working on establishing a retiree unit of classified employees, a Web site, and ways for the Senate to become more involved with the community.

**CLASSIFIED  
SENATE  
REPORT**

President Bullock brought the board's attention to her written report and highlighted several topics including the Star Party on December 8, the success of the District Forensics Team, the Horticulture Department scholarship fundraiser, receptions for retirees, the upcoming Winterdance '98 concert, and the winning record of the Women's Volleyball team. She reported on attendance at an all-day event for college presidents and counseling deans at Cal State Long Beach, where the new Chancellor of the Cal State system expressed considerable interest in establishing articulation agreements and guaranteed transfer for students who have completed their two-year degrees.

**PRESIDENTS'  
REPORTS**

President Mathur reported on several issues including the twenty trophies won by the IVC Administration of Justice program during a western state competition, the recent wins by the Women's Basketball Team, and upcoming receptions for retirees. He expressed appreciation to the IVC staff members who are retiring, and to IVC students for demonstrating their concern for others by collecting donations for Hurricane Mitch victims and planning to serve food to the homeless on Thanksgiving Day.

Chancellor Sampson thanked the board for holding a reception on October 22 to welcome him to the district and the many staff, faculty, students, and community members who attended the event. He reported that he also enjoyed attending the Teachers of the Year Awards ceremony along with several board members, and commented that he thought their front-row seating was a tribute to the district. Chancellor Sampson commended those responsible for the impressive and well-attended V-Tech Center Grand Opening on November 11 and noted that it was a very positive event for the district.

**CHANCELLOR'S  
REPORT**

Motion by Trustee Hueter, seconded by Trustee Frogue, to approve the submitted academic personnel actions, including replacement pages. Chancellor Sampson asked that Professor Lee Walker's retirement be approved with the stipulation that the board grant authority to the Chancellor to rescind retirement within 24 hours if requested by Professor Walker. Motion carried with Trustee Fortune absent from the room.

**PERSONNEL  
ACTIONS**

Motion by Trustee Hueter, seconded by Trustee Frogue, to approve the submitted classified personnel actions, including replacement pages. Trustee Lorch amended the motion to include that the services of Ewing & Company be obtained to conduct a classification study within the Fiscal Department at Saddleback College concerning the Fiscal Specialist position to determine the needs of the department and that the study include career ladder progressions, seconded by Trustee Frogue. Amended motion carried with Trustees Hueter, Milchiker, and Lang casting negative votes. Trustee Lorch moved to amend the motion to revisit item F-5, Human Resources Administrative Assistant, when more information is available on why the position is classified as indicated in the agenda item, seconded by Trustee Fortune. Following further discussion, Trustee Fortune moved to table item F-5. President Williams reminded the board that Trustee Lorch's amendment had not yet been acted upon, and Trustee Lorch withdrew her motion. Trustee Fortune moved to table item F-5, seconded by Trustee Frogue. Motion to tabled carried with Trustees Hueter, Lang, and Milchiker casting negative votes. Main motion as amended carried unanimously.

The board adopted Resolution 98-60 and approved the revised Conflict of Interest Code.

CONFLICT OF INTEREST CODE

The recommendations of the employee relations specialist for a substitute Academic Administrator Evaluation Form were provided for the board's review. Chancellor Sampson stated that whereas the current policy includes performance standards, it does not require that the employee be evaluated based upon the previously established performance plan which will be incorporated in the new policy. He added that following consultation with the governance groups, the evaluation form should be added to the administrative regulation by the end of the year.

ACADEMIC ADMINISTRATION EVALUATION

Motion by Trustee Lang, seconded by Student Trustee Hill, to accept the gifts listed in the agenda item. Motion carried unanimously.

GIFTS

The meeting was adjourned at 11:10 p.m.

ADJOURNMENT

  
Cedric A. Sampson, Secretary