

APPROVED
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

March 14, 2023

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, March 14, 2023, at 5:30 p.m. in the Anaheim Campus Board Room with a YouTube livestream broadcast.

Board President Ed Lopez called the meeting to order at 5:30 p.m. and asked Trustee Jacqueline Rodarte to lead the Pledge of Allegiance.

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Jacqueline Rodarte, Evangelina Rosales, and Student Trustees Paloma Foster and Kisha Mehta. Absent: None.

RESOURCE PERSONNEL PRESENT: Byron D. Clift Breland, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Cynthia Olivo, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns, District Director, Public & Governmental Affairs; Jennifer Oo, representing the North Orange Continuing Education Academic Senate; Damon De La Cruz, representing the Cypress College Academic Senate; Christie Diep, representing United Faculty; Pamela Spence, representing CSEA; Seija Rohkea, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Paul de Dios, Loyal Lebdeh, Kathleen Reiland, Steven Schoonmaker, and Vincent Taylor from Cypress College; Nick Arman, Gina Bevec, Lee Cockerill, Marcia Foster, Scott Giles, Naveen Kanal, Brenda Klingengmaier, Erin McLaren, Jose Ramon Nuñez, and Perry Webster from Fullerton College; Marc Kepler, Jennifer Perez, Julie Shields, and Souzan Sahakian from North Orange Continuing Education; and Simone Brown Thunder, Danielle Davy, Geoff Hurst, Julie Kossick, Tami Oh, Chelsea Salisbury, Amita Suhrid, and Kashu Vyas from the District Office.

VISITORS: Luis Aleman, April Bracamontes, Jeff Freitas, Jessica Hernandez, Dash Johnson, Geoffery Johnson, James McKeever, Jose Rojas, Heim Rubinoff, Marlo Smith, and Lynn Wang. Public participation was provided via YouTube livestream.

BLOCK VOTE APPROVAL OF NON-PERSONNEL ITEMS: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Stephen T. Blount that the following non-personnel items be approved by block vote:

Finance & Facilities: 3.a, 3.b, 3.c, 3.d, 3.e, 3.f, 3.g, 3.h, 3.i, 3.j, 3.k
Instructional Resources: 4.a, 4.b

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.

BLOCK VOTE APPROVAL OF PERSONNEL ITEMS: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Evangelina Rosales that the following personnel items be approved by block vote:

Human Resources: 5.a, 5.c, 5.d, 5.e, 5.f

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.

CHANCELLOR'S REPORT

Recognition of Fullerton College Men's Basketball Team: As part of the Chancellor's Report, Chancellor Byron D. Cliff Breland introduced **Cynthia Olivo**, Fullerton College President, who presented the Fullerton College Men's Basketball Team who won the State Championship over the weekend. **Perry Webster**, Basketball Head Coach, expressed his gratitude to the Board for their continued support of the team and the student athletes.

Chancellor Byron D. Cliff Breland thanked **Kai Stearns**, **JoAnna Schilling**, **Valentina Purtell**, and **Student Trustee Kisha Mehta** for joining him on legislative visits in Sacramento to highlight the positive work of community colleges, and noted the team met with **Assemblywoman Sharon Quirk-Silva** and **Senator Josh Newman** along with others. He thanked the 40+ District employees who attended the A2MEND Conference to learn best practices to support African American males in their educational journeys.

Dr. Cliff Breland acknowledged the audience members present in support of adjunct faculty healthcare and thanked them and others for their advocacy efforts. He noted that the District continues to identify how to utilize the \$200 million in state funding for part-time healthcare benefits which seven of the 73 community college districts have taken advantage of. On-going discussions center on concerns related to sustainability, how the funding would be received, and how the District can navigate the restrictions associated with being a part of the CalPERS medical group. Chancellor Cliff Breland emphasized that everyone is trying to do the right thing, that the Board is supportive, and that he looks forward to working with Adjunct Faculty United leadership—**Dash Johnson** and **Seija Rohkea**—on the matter.

MINUTES: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Jeffrey P. Brown to approve the Minutes of the Regular Meeting of February 28, 2023. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to ratify purchase order numbers P0155939 - P0156615 through February 22, 2023, totaling \$3,177,612.28, and check numbers C0054453 – C0054535, totaling \$2,395,861.14; check numbers F0289991 – F0291014, totaling \$667,130.91; check numbers 88531269 – 88532383, totaling \$8,574,456.05; check numbers 70124047 – 70124816, totaling \$189,732.50; and disbursements E9086142 – E9092186, totaling \$9,721,190.80, through February 28, 2023.

Item 3.b: By block vote, authorization was granted to adopt resolutions and accept new revenue, make adjustments to the General Fund revenue and expenditure budgets in

accordance with the revised and new fiscal year 2022-2023 allocations totaling \$761,432, pursuant to the California Code of Regulations Title 5 §58308.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Item 3.c: By block vote, authorization was granted for the 2022-2023 General Fund, General Obligation Bond Fund, and Capital Outlay Fund transfers netting to the amount of \$2,352,802 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations Title 5 §58307.

Item 3.d: By block vote, authorization was granted to file the Notice of Completion for the Building 1200, Domestic Water Heater Replacement Project at Fullerton College with Pro-Craft Construction, Inc. and pay the final retention payment when due.

Item 3.e: By block vote, authorization was granted to approve Deductive Change Order for Bid # 2122-17, Fullerton College Building 1200 – Domestic Water Heater Replacement Project with Pro-Craft Construction, Inc. in the amount of \$25,000, reducing the contract from \$212,500 to \$187,500 and extend the contract time from 90 days to 266 days.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the deductive change order on behalf of the District.

Item 3.f: By block vote, authorization was granted to adopt Resolution No. 22/23-18 Adopting Compatibility, Uniformity and Standardization of Specific Materials, Products, or Services at Fullerton College.

Item 3.g: By block vote, authorization was granted to enter into an agreement with Stamats, Inc. in the amount of \$939,150 for a Media Plan for Enrollment Growth: Digital Strategy and Support contract from April 1, 2023 – June 30, 2025.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director of Purchasing, to execute any agreement on behalf of the District.

Item 3.h: By block vote, authorization was granted to approve Change Order #1 to amend the agreement with OHO Interactive and increase the contract amount by a not to exceed cost of \$16,900, bringing the total contract amount to \$371,250. \$400,000 was budgeted for the website redesign, in the event additional needs are identified, staff are requesting pre-approval for an overall amount not to exceed \$400,000.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, and District Director, Purchasing, to execute the amendment or related documents to the agreement on behalf of the District.

Item 3.i: By block vote, authorization was granted to increase the agreement with Stephen Payte DSA Inspections by \$30,680 for a new total contract amount of \$135,000 for DSA Inspection Services for the Fine Arts Swing Space Project at Cypress College.

Further authorization was granted for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the amendment on behalf of the District.

Item 3.j: By block vote, authorization was granted for NOCCCD to serve alcoholic beverages at the Opening Ceremony of the Center for Entrepreneurship at the Anaheim Campus on May 4, 2023.

Item 3.k: By block vote, authorization was granted to allow the Cypress College Athletic Department to host the Hall of Fame Induction Event on campus on Thursday, May 11, 2023 and to allow them to serve alcoholic beverages to attendees.

INSTRUCTIONAL RESOURCES

Item 4.a: By block vote, authorization was granted to approve the summary of curriculum changes for Cypress College, to be effective Spring 2023 and Fall 2023. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Item 4.b: By block vote, authorization was granted to approve the summary of curriculum changes for Fullerton College, to be effective Fall 2023 and Fall 2024. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

HUMAN RESOURCES

Item 5.a: By the block vote, authorization was granted for the following academic personnel matters, which are within budget:

RETIREMENTS

Bianchino, Annie	FC	Chemistry Instructor Eff. 05/24/2023 PN FCF978
Rosen, Ellen	FC	ESL Instructor Eff. 07/02/2023 PN FCF754
Sapiro, Jacob	FC	Biological Sciences Instructor Eff. 05/21/2023 PN FCF746
Shrout, Cynthia	CC	Mathematics Instructor Eff. 07/01/2023 PN CCF802
Yimenu, Tilahun	FC	Chemistry Instructor Eff. 05/21/2023 PN FCF691

TEMPORARY REASSIGNMENT

Fierro, Deniz	FC	Director, Educational Partnerships And Programs
---------------	----	--

To: CC Interim Dean, Social Sciences
 12 Month position (100%)
 Range 32, Step B + Doctorate
 Management Salary Schedule
 Eff. 03/06/2023-06/30/2023

ADDITIONAL DUTY DAYS @ PER DIEM

Aguirre, Crystal	FC	Head Coach, Softball	15 days
Baum, Chad	FC	Head Coach, Baseball	15 days
Bevec, Gina	FC	Head Coach, Women's Track & Field	15 days
Duron, Yolanda	FC	Head Coach, Tennis	13 days
Hutting, Anthony	CC	Head Coach, Baseball	15 days
Lewin, Pamela	FC	Head Coach, Lacrosse	13 days
Rapp, Eddie	FC	Head Coach, Men's Volleyball	13 days
Rosa, Melanie	FC	Director of Dance Productions	8 days
Sheil, Sean	FC	Head Coach, Men's Track & Field	15 days
Webster, Perry	FC	Asst. Coach, Baseball	11 days
Welliver, Nancy	CC	Head Coach, Beach Volleyball	13 days

LEAVE OF ABSENCE

@01475138	CC	Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 02/02/2023-03/02/2023
@01615121	FC	SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 12/14/2022 (6.5 hours), 12/15/2022 (6.5 hours), 12/16/2022 (8 hours)
@01673995	CC	SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 11/17/2022 (7 hours)
Clahane, Dana	FC	Mathematics Instructor Load Banking Leave With Pay (0.67%) Eff. 2023 Spring Semester
Higgins, Rita	FC	Nutrition/Foods Instructor Load Banking Leave With Pay (3.33%) Eff. 2023 Spring Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2023 SPRING SEMESTER

Cutler, Axiom	FC	Column 1, Step 1
Mariscal, Shelley	CC	Column 1, Step 1
Montgomery, Andrew	FC	Column 1, Step 1
Sepulveda, Rocio	CC	Column 1, Step 1
Taula, Kathy	CC	Column 1, Step 1

Vasudevan, Arya	CC	Column 1, Step 1
Wright, Corey	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Adams, Kelly	FC	Column 1, Step 1
Perez, Rosa	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Adams, Virgil	CC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Alrubaye, Wasan	NOCE	Curriculum Transformation Seminar Stipend not to exceed \$330.00 Eff. 01/09/2023-01/13/2023
Arellano, German	NOCE	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Cruz, Cassandra	NOCE	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Famolaro, Felix	NOCE	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Han, Il Gu	CC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Kanal, Naveen	FC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Magginetti, Giovanni	CC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Mariscal, Shelley	CC	Mandatory Hospital/Clinical Orientation Column 1, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 7 hours Eff. 03/10/2023
Martinez, Hector	FC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023

Ream, Timothy	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 4 hours Eff. 12/19/2022-01/13/2023
Rouhi, Samaneh	NOCE	Online Teaching Certificate Stipend not to exceed \$250.00 Eff. 01/06/2023-01/18/2023
Snow, Elizabeth	CC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Starkey, Monique	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 4 hours Eff. 12/19/2022-01/13/2023
Taula, Kathy	CC	Mandatory Hospital/Clinical Orientation Column 1, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 7.5 hours Eff. 03/10/2023

Item 5.b: Prior to consideration of this item, the Board received the following public comment:

Christie Diep addressed the Board to express concerns from United Faculty about the new job description for the Human Resources Generalist position that reports to the Associate Vice Chancellor of Human Resources which handles confidential information, but is a classified position. She expressed concern over the lack of clarity of function and oversight, and the need to review and assess the job description.

It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Barbara Dunsheath to approve the classified personnel matters, which are within budget.

During the discussion, Vice Chancellor Irma Ramos and Associate Vice Chancellor Julie Kossick provided clarification on the new job description which they noted was a result of the reclassification process, that CSEA did not object to the new job description during the process, what confidential matters the job entails, and how the job description memorializes the work that is currently being done by the incumbent.

Subsequent to the discussion, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, and Trustee Rosales voting no.**

OFFER OF EMPLOYMENT RESCISSION

@01985743	FC	Facilities Custodian I 12-month position (100%) PN FCC747
-----------	----	---

RESIGNATION

Toledo, Javier CC Facilities Custodian I
 12-month position (100%)
 Eff. 02/27/2023
 PN CCC747

NEW PERSONNEL

Carlos, Anita FC Manager, Campus Accounting
 12-month position (100%)
 Range 16, Column G
 Management Salary Schedule
 Eff. 03/15/2023
 PN FCM940

Corona, Karina FC Research Analyst
 12-month position (100%)
 Range 52, Step D
 Classified Salary Schedule
 Eff. 03/15/2023
 PN FCC551

Park, Erin FC IT Technician II
 12-month position (100%)
 Range 44, Step D
 Classified Salary Schedule
 Eff. 03/15/2023
 PN FCC901

RECLASSIFICATION

Carnes, Matthew CC Facilities Custodian I
 12-month position (100%)
 Range 27, Step E + 25% Longevity +PG&D

To: Facilities Custodian II
 12-month position (100%)
 Range 28, Step E + 25% Longevity +PG&D
 Classified Salary Schedule
 Eff. 05/01/2022
 PN CCC855

Espinoza, Michael CC Facilities Custodian I
 12-month position (100%)
 Range 27, Step E + 5% Longevity

To: Facilities Custodian II
 12-month position (100%)
 Range 28, Step E + 5% Longevity
 Classified Salary Schedule

Eff. 05/01/2022
PN CCC782

Guzman, Elizabeth	FC	<p>Admissions and Records Specialist 12-month position (100%) Range 36, Step E + 20% Longevity +PG&D</p> <p>To: Admissions and Records Specialist II 12-month position (100%) Range 38, Step E + 20% Longevity +PG&D Classified Salary Schedule Eff. 05/01/2022 PN FCC924</p>
Kim, Vivian	CC	<p>Administrative Assistant II 12-month position (100%) Range 36, Step E</p> <p>To: International Student Services Coordinator 12-month position (100%) Range 41, Step E Classified Salary Schedule Eff. 05/01/2022 PN CCC884</p>
Leacock-Kendall, Denise	FC	<p>Admissions and Records Technician 12-month position (100%) Range 33, Step E + 15% Longevity +PG&D</p> <p>To: Admissions and Records Specialist 12-month position (100%) Range 36, Step E +15% Longevity +PG&D Classified Salary Schedule Eff. 05/01/2022 PN FCC825</p>
Lopez, Della	CC	<p>Administrative Assistant I 12-month position (100%) Range 33, Step E + 10% Shift +15% Longevity + PG&D</p> <p>To: Administrative Assistant II 12-month position (100%) Range 36, Step E + 10% Shift +15% Longevity + PG&D Classified Salary Schedule Eff. 05/01/2022 PN CCC942</p>
Phan, Michelle	FC	<p>Evaluator 12-month position (100%)</p>

Range 36, Step E +5% Longevity + PG&D

To: Evaluator Specialist II
12-month position (100%)
Range 38, Step E + 5% Longevity + PG&D
Classified Salary Schedule
Eff. 05/01/2022
PN FCC635

Richie, Cecilia

CC

Receptionist
12-month position (100%)
Range 29, Step E + 30% Longevity

To: Receptionist/Dispatcher
12-month position (100%)
Range 33, Step E + 30% Longevity
Classified Salary Schedule
Eff. 05/01/2022
PN CCC859

Santos, Martin

CC

Facilities Custodian I
12-month position (100%)
Range 27, Step E + 5% Shift + 15% Longevity

To: Facilities Custodian II
12-month position (100%)
Range 28, Step E + 5% Shift +15% Longevity
Classified Salary Schedule
Eff. 05/01/2022
PN CCC840

Shonkwiler, Joseph

CC

Administrative Assistant I
12-month position (100%)
Range 33, Step E

To: Student Services Specialist
12-month position (100%)
Range 36, Step E
Classified Salary Schedule
Eff. 05/01/2022
PN CCC987

Vasquez, Joseph

CC

Facilities Custodian I
12-month position (100%)
Range 27, Step E + 5% Shift + 30% Longevity
+ PG&D

To: Facilities Custodian II
12-month position (100%)
Range 28, Step E + 5% Shift +30% Longevity
+ PG&D

Classified Salary Schedule
Eff. 05/01/2022
PN CCC914

Vega, Armando	CC	<p>Campus Safety Officer 12-month position (100%) Range 31, Step E + 10% Longevity + 5% Shift</p> <p>To: Campus Safety Officer Coordinator 12-month position (100%) Range 40, Step E + 10% Longevity + 5% Shift Classified Salary Schedule Eff. 10/01/2021 PN CCC973</p>
---------------	----	--

Woolner, Barbara	CC	<p>Personnel Services Specialist 12-month position (100%) Range 41, Step E + 25% Longevity + PG&D</p> <p>To: Human Resources Generalist 12-month position (100%) Range 44, Step E + 25% Longevity + PG&D Classified Salary Schedule Eff. 05/01/2022 PN DEC922</p>
------------------	----	---

PROMOTION

Nguyen, Hai	FC	<p>IT Specialist, Network 12-month position (100%) PN FCC649</p> <p>To: Systems Analyst, Technology 12-month position (100%) Range 60, Step A + 25% Longevity Classified Salary Schedule Eff. 03/15/2023 PN FCC553</p>
-------------	----	--

VOLUNTARY CHANGES IN ASSIGNMENT

Arcos-Realpe, Liz	CC	<p>Administrative Assistant II (100%)</p> <p>Extension of Temporary Change in Assignment</p> <p>From: Physical Plant and Facilities To: Health Sciences Eff: 03/01/2023 – 04/30/2023</p>
-------------------	----	--

Evans, Malyna	NOCE	Admissions and Records Technician (100%) Return to Regular Assignment Eff. 04/01/2023
Fayad, Sabrina	CC	Receptionist (50%) Extension of Temporary Change in Assignment To: Administrative Assistant II 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 02/17/2023 – 04/30/2023
Flores, Hugo	FC	Admissions and Records Coordinator (100%) Temporary Change in Assignment To: NOCE Interim Manager, ESL & Citizenship 12-month position (100%) Range 14, Column A + PG&D Management Salary Schedule Eff. 03/15/2023 – 06/30/2023
Hua, Henry	CC	Division Dean, Business and CIS (100%) To: FC Interim Vice President Admin. Services 12-month position (100%) Range 37, Column F + PG&D Management Salary Schedule Eff. 03/15/2023

STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

Thompson, Scott	FC	Student Services Specialist (100%) 6% Stipend Eff. 02/15/2023 – 06/30/2023
Williams, Adrienne	FC	Administrative Assistant I (100%) 6% Stipend Eff. 02/15/2023 – 06/30/2023

LEAVES OF ABSENCE

@00951545	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/20/2023 – 03/20/2023 (Consecutive Leave)
@00903799	CC	Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave

		Until Exhausted; Unpaid Thereafter Eff. 11/22/2022 – 03/22/2023 (Consecutive Leave)
@018221998	FC	Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/02/2022 – 04/09/2023 (Consecutive Leave)
@00186432	AC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/20/2023 – 03/20/2023 (Consecutive Leave)
@00004713	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/08/2022 – 02/28/2023 (Consecutive Leave)

NEW CLASSIFIED JOB DESCRIPTIONS

Admissions & Records Specialist II
Range 38
Classified Salary Schedule

Evaluator Specialist II
Range 38
Classified Salary Schedule

Human Resources Generalist
Range 44
Classified Salary Schedule

Receptionist/Dispatcher
Range 33
Classified Salary Schedule

Item 5.c: By the block vote, authorization was granted to approve the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1314 for a copy of the professional expert personnel listing.)

Item 5.d: By the block vote, authorization was granted to approve the hourly listing.

(See Supplemental Minutes #1314 for a copy of the hourly personnel listing.)

Item 5.e: By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1314 for a copy of the volunteer listing.)

Item 5.f: By block vote, authorization was granted to approve the 2023-24 Academic Calendar.

(See Supplemental Minutes #1314 for a copy of the Academic Calendar.)

GENERAL

Item 6.a: The Board reviewed the proposed, revised Board Policies in Chapter 6 and made the following suggestions:

- Trustee Barbara Dunsheath recommended adding “or designee” to those policies that delegate authority to the Vice Chancellor, Finance & Facilities for flexibility and there was consensus among the Board to make those revisions.
- **BP 6100, Delegation of Authority, Business, and Fiscal Affairs:** Add “or designee” to section 1.0.
- **BP 6150, Designation of Authorized Signers:** Edit section 1.0 to read “as appointed by the Chancellor” and capitalize schools.
- **BP 6200, Budget Preparation:** Add “or designee” to section 1.0.
- **BP 6400, Financial Audits:** Add “or designee” to section 1.0, cite the corresponding administrative procedure, and to add a new section 2.0 to outline the role of the Board on the District Audit Committee.
- **BP 6500, Property Management:** Add “or designee” to sections 1.0 and 2.0.
- **BP 6520, Security for District Property:** It was recommended that “information” be deleted from section 1.0 since that is addressed by BP 3720 or include a notation about BP 3720 to this policy in order to cross reference.
- **BP 6540, Insurance:** Add “or designee” to section 1.0.
- **BP 6600, Capital Construction:** Add a new section 4.0 to state that capital construction shall be in coordination with the District Educational and Facilities Master Plan.

The Board Policies in Chapter 6 will be placed on a future Board meeting agenda for action.

Item 6.b: The Board received as information the revised Administrative Procedures in Chapter 6 that were approved by the District Consultation Council.

The revised Administrative Procedures are available on the District’s website, where they are readily accessible by students, employees, and the general public.

Item 6.c: The Board reviewed Board Policy 7240, Management Employees to discuss section 4.2 which addresses the final stage of the hiring process for executive officers.

Board President Ed Lopez noted that currently there is some ambiguity due to varying interpretations of AP 7120-4, Management Employee Hiring and the current practice. He proposed amending section 4.2 to read, “The Vice Chancellor and Presidents shall be appointed by the Chancellor with the advice and final approval of the Board of Trustees” which clarifies BP 7240 and encapsulates the current process.

Chancellor Byron D. Cliff Breland noted that Accreditation Standard 4 requires a clear delineation between the Chancellor and the Board and expressed his appreciation to Board President Ed Lopez for presenting the item in order to clear up any ambiguity.

The general consensus among the Board was to move forward with the revision in order to provide consistency and clarity. Board President Ed Lopez asked that the revised Board

Policy come back at a later date and noted that if the language is changed, then AP 7120-4, Management Employee Hiring would also need to be revised.

Item 6.d: Board President Ed Lopez asked if there were any requests for potential future agenda items and there were none.

CHANCELLOR'S STAFF COMMENTS

Valentina Purtell reported on Developmental Disabilities Month and highlighted the NOCE Disability Support Services (DSS) Program which serves approximately 2,000 students annually via instructional programs and services. She noted the DSS Program was recently notified about a \$441,138 grant award from the Department of Rehabilitation to provide educational coaching support. President Purtell shared that NOCE is in the midst of their accreditation visit and invited all to attend the final report out on March 15 via Zoom.

Cynthia Olivo congratulated the five Fullerton College students who are semifinalists in the Jack Kent Cooke Scholarship Program including **Student Trustee Paloma Foster**. She thanked **Rolando Sanabria** for leading planning efforts for the Mujeres Achieving Success Conference and **Flor Huerta** for leading Major Declaration Day including the Hornet Heroes luncheon. She congratulated the Career Center for hosting the Career Counselor Connection event and **Naomi Abesamis** for organizing the Asian Pacific Americans in Higher Education (APAHE) social mixer for Southern California held at Fullerton College. Lastly, she welcomed **Henry Hua** as Interim Vice President of Administrative Services and thanked **Vice Chancellor Fred Williams** for his work in the interim.

JoAnna Schilling reported on the success of the Americana Awards event and noted that Yom HaShoah will take place on April 26 with free tickets available online. She shared that she is cautiously optimistic about the Cypress College Student Housing Proposal receiving state funding, asked the Board to continue their advocacy efforts, and thanked **Chancellor Cliff Breland** and **Vice President Stephen Schoonmaker** for their support.

Fred Williams reported that the budget officers hosted a budget forum earlier in the day and that the presentation is available on the District website.

Cherry Li-Bugg reported that the District had its first Partnership Resource Team (PRT) visit on March 6 that focused on enrollment management and included over 50 districtwide participants to discuss topics including dual enrollment and the academic calendar. The second PRT visit will take place on April 7. She shared that the grand opening of the Center for Entrepreneurship at the Anaheim Campus will be on May 4 with invitations forthcoming.

Kai Stearns announced **Trustee Barbara Dunsheath** will be the featured speaker for a Women's History Month speaking engagement titled, "Well Behaved Women Rarely Make History" on March 22 at the Anaheim Campus.

RESOURCE TABLE PERSONNEL COMMENTS

Christie Diep stated that United Faculty supports Adjunct Faculty United in their healthcare negotiations and publicly requested an audit of Human Resources management and functions due to the general lack of accountability and oversight to address serious systemic issues.

Pamela Spence wished everyone a Happy Women's History Month and reported that the next CSEA meeting is on March 15 to discuss several matters including nominations for CSEA Conference delegates. She stated that CSEA supports Adjunct Faculty United in their healthcare negotiations.

Seija Rohkea thanked all those in attendance to support Adjunct Faculty United as they seek healthcare benefits for adjunct faculty. She urged the District to take total advantage of the State healthcare funding which provides 100% reimbursement for offering healthcare to adjunct faculty who meet the requirements. She stated that in order to attract and retain part-time faculty, the District must provide healthcare and thanked the Board for working on this important issue.

MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

Student Trustee Paloma Foster congratulated the Fullerton College Men's Basketball Team on their State Championship and **JoAnna Schilling** on her selection as the 67th Assembly District's Woman of the Year. She expressed that Adjunct Faculty United has support of students, noting that without healthy professors you don't have student success.

Student Trustee Kisha Mehta wished all a Happy Women's History Month, and reported that she joined the District team in Sacramento to advocate for District priorities and that Cypress College Associated Students are diligently preparing for a social event on March 29. She also congratulated **JoAnna Schilling** on her selection as the 2023 Woman of the Year for the 67th Assembly District.

Trustee Ryan Bent reported on his attendance at Americana and praised the Cypress College Foundation for once again hosting a successful event.

Trustee Evangelina Rosales reported on her participation at the Fullerton College Major Declaration Day and at Americana, and congratulated the Colleges on the events.

Trustee Jeffrey P. Brown congratulated **JoAnna Schilling** on her selection as the Woman of the Year for the 67th Assembly District, reported on his attendance at Americana, and wished everyone a Happy Pi Day.

Trustee Stephen T. Blount reported on his attendance at the Cypress Chamber of Commerce Networking Breakfast where **JoAnna Schilling** was the featured speaker. He shared that a large number of administrators were on hand to support her and he was proud to be a part of it.

Trustee Barbara Dunsheath shared that the California Community Colleges Women's Caucus is co-sponsoring a workshop featuring **Melanie Ho**, congratulated **Paloma Foster** and **JoAnna Schilling** on their recent accomplishments, and reported on her attendance at Americana and a Distance Education and Educational Technology Advisory Committee (DEETAC) meeting.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Brenda Klingengmaier, Fullerton College Adjunct Faculty, addressed the Board in support of the Adjunct Faculty United healthcare proposal. She stated that she has healthcare benefits

through Coast Community College District and is grateful for the coverage, and urged the Board to accept the state funding and provide adjunct faculty with healthcare.

Erin McLaren, Fullerton College Adjunct Faculty, shared the personal impact that working at multiple districts has on her family, questioned how the District values its part-time faculty and their contributions, and urged the Board to support the unions proposal to provide healthcare.

Luis Aleman, Orange County Labor Federation Representative, supported Adjunct Faculty United citing the incredible toll the pandemic has taken on part-time faculty, how they support students, and urged them to support adjunct faculty by providing fully funded healthcare.

Lee Cockerill, Fullerton College Adjunct Faculty, expressed hope that the Board would look at the current status of healthcare benefits, prioritize the needs of part-time faculty, and implement the state-funded healthcare program.

Julie Shields, NOCE Adjunct Faculty, cited all of the committees and activities that she has participated in during her tenure at NOCE over the course of 13 years and mostly without any compensation. She stated that the current reimbursement of \$1,100/semester that the District offers doesn't cover one of her monthly healthcare premiums. District provided healthcare would be a lifeline that would help retain adjuncts and recognize their value.

Naveen Kanal, Fullerton College Golf Coach, addressed the Board to note that healthcare is something part-time faculty have fought to get and has the support of legislators and the Governor who has provided funding. While there may be some administrative discrepancies on how to implement the program in the District, he urged collaboration to make it happen.

Geoffery Johnson stated that he was in attendance to support part-time faculty healthcare which he receives as adjunct faculty at San Diego Community College District. He asked the Board if they spend money on maintenance and buildings, what are they doing to maintain faculty?

Jeff Freitas, CFT President, noted that the Governor, legislature, and the State Chancellor's Office have all supported healthcare for adjuncts and urged the Board to provide part-time faculty with the necessary wages and healthcare. He cautioned about telling employees with higher education degrees that they are not worthy of healthcare because of the message it gives to students about higher education.

Marc Kepler, NOCE Adjunct Faculty, expressed support for Adjunct Faculty United and urged the Board to accept state funding to provide healthcare benefits for part-time faculty. He shared that he receives healthcare coverage through Coast Community College District which makes him feel like he's valued and provides peace of mind over unexpected health costs.

James McKeever, AFT 1521 Faculty Guild President, attended the meeting in solidarity with Adjunct Faculty United and stated that healthcare should not be a privilege, but rather a human right that adjuncts should have. He asked the Board to put their money where their mouth is and give adjunct faculty what they deserve so they can continue to give students everything they have.

Souzan Sahakian, NOCE Adjunct Faculty, addressed the Board to raise awareness and support for the Adjunct Faculty United healthcare proposal which is imperative to faculty in

order to carry on their duties and urged the Board to reconsider, if not for adjuncts sake, then for the sake of our students.

Marlo Smith, Adjunct Faculty United Lead Negotiator, expressed her sadness at seeing so many overworked, undervalued, and underpaid part-time faculty who are also uninsured or woefully underinsured. She implored the Board and the District to show adjunct faculty—the backbone of the District—that they matter by accepting state funding to provide healthcare benefits to part-time faculty teaching over 40%.

Vincent Taylor, Cypress College Adjunct Faculty, congratulated **President JoAnna Schilling** on her recent award, thanked **Chancellor Byron D. Clift Breland** for his opening comments in support of healthcare, and stated that the Governor has made funding available to provide adjunct faculty with healthcare benefits that the District is not taking advantage of. He urged the Board to provide part-time faculty with the same benefits provided to full-time faculty members because they all teach the same students.

Lynn Wang, President of the Cerritos College Faculty Federation, voiced her support of the Adjunct Faculty United healthcare proposal which she deemed imperative to student success, and urged the Board to do the right thing and make use of state funds to provide access to accessible healthcare.

Yelene stated that she left her husband's hospital bedside to address the Board regarding part-time faculty healthcare because that is how important the matter is to her. She shared the countless hours that instructors spend with students and the District support they need to continue to serve them.

Layal Lebdeh, Adjunct United Faculty Member, expressed her support for the Union's healthcare proposal and asked the Board to accept state funding and fully implement the healthcare program in the District.

April Bracamontes, Cerritos College Faculty, stated her support of the adjunct faculty health care proposal noting that part-time faculty have gone too long without healthcare benefits and demonstrate the respect that faculty deserve by accepting the funding.

Dash Johnson, Adjunct Faculty United Executive Director, read a statement from Fullerton College Student, **Rita Zar**, citing her experiences and support of adjunct faculty, noting that it is critical that representatives do the same by accepting state funding to provide part-time faculty with healthcare benefits, and urged the Board to take into consideration the feelings of students and the lengths they will go to in order to support adjunct faculty.

Heim Rubinoff, Student, addressed the Board to urge them to provide healthcare to part-time faculty to ensure that those without health insurance can have covered.

Mario, Santa Ana College Student, noted his support for part-time faculty healthcare.

Jose Rojas, Santa Ana College Student, thanked the previous speakers and stated that there should not be a reason for not providing healthcare to part-time faculty especially when there is funding available.

Jessica Hernandez, Santa Ana College Student, shared that with her personal medical history, she could not imagine anyone not being able to have healthcare and urged the Board to provide healthcare for part time professors.

CLOSED SESSION: At 7:40 p.m., Board President Ed Lopez adjourned the meeting to closed session per the following sections of the Government Code and stated there would not be a readout:

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES; Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54957: PUBLIC EMPLOYEE: Cypress College President.

Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Chancellor

Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

RECONVENE MEETING: At 10:01 p.m., Board President Ed Lopez reconvened the meeting in open session.

ADJOURNMENT: At 10:01 p.m., it was moved by Trustee Ryan Bent and seconded by Trustee Stephen T. Blount to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

Prepared By Recording Secretary for
Jeffrey P. Brown, Secretary, Board of Trustees