

APPROVED

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

February 8, 2005

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, February 8, 2005, at 5:30 p.m. in the Board Room at the Anaheim Campus.

Board President Molly McClanahan called the meeting to order at 5:35 p.m. Bob Jensen led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Present: Jeff Brown, Otto Lacayo, Leonard Lahtinen, Molly McClanahan, Donna Miller, Manny Ontiveros, Nancy Rice, and Student Trustees Karen Johnson and Victoria Rizo. Absent: None.

RESOURCE PERSONNEL PRESENT: Jerome Hunter, Chancellor; Fred Williams, Interim Vice Chancellor, Finance & Facilities; Jeff Horsley, Vice Chancellor, Human Resources; Kathie Hodge, President, Fullerton College; Margie Lewis, President, Cypress College; Gary McGuire, Provost, School of Continuing Education; Christie Wallace Noring, District Director, Public Affairs; Jack Raubolt, District Director, Information Services; Greg Schulz, representing the District Management Association; Andrea Sibley-Smith, representing the School of Continuing Education Academic Senate; Michael Brydges, representing the Cypress College Academic Senate; Rolando Sanabria, representing the Fullerton College Faculty Senate; Lisa Campbell, representing United Faculty; Sam Russo, representing Adjunct Faculty United; Rod Lusch, representing CSEA; and Violet Ayon, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Ron Beeler, Steve Duncan, Ann-Marie Gabel, and Dorothy Owens-Whitehurst from the District Offices; Nancy Brynes, Pat Ganer, Marilyn Glattly, Pat Humpres, Angie Rios, and Rick VanBeynen from Cypress College; Andrea Hanstein, Ruth Honor, Bob Jensen, Lis Leyson, Adam O'Connor, Janet Portolan, and Mike Rios from Fullerton College; Terry DeWitt and Greg Schulz from the School of Continuing Education.

VISITORS: Denny Konshak from ADFAC; Marla Henderson.

COMMENTS: MEMBERS OF THE AUDIENCE:

- A. **Denny Konshak**, representing ADFAC, addressed the Board with a presentation identifying the gap between full-time and adjunct faculty salaries. He encouraged the Board to consider developing a process for closing the gap in faculty salaries.
- B. **Marla Henderson**, attorney at law representing an employee, addressed the Board regarding the employee's closed session disciplinary hearing. She delivered to the Board a response dated February 8, 2005, to the administration's request that the Board reject portions of the recommended decision of the hearing officer and adopt a proposed decision submitted by the administration as the Board's final decision.
- C. **Ruth Honor**, Fullerton College adjunct faculty member, addressed the Board regarding ADFAC negotiations. She emphasized the need for medical benefits for adjunct faculty as well as consideration of closing the salary gap between full-time and adjunct faculty.

BLOCK VOTE APPROVAL: It was moved by Trustee Jeff Brown and seconded by Trustee Donna Miller that the following items be approved by block vote:

Finance & Facilities:	3.a, 3.d, 3.e
Instruction Services:	4.a, 4.b, 4.c, 4.d, 4.e, 4.f
Human Resources:	5.b, 5.c, 5.d

Motion carried unanimously, including the Student Trustees' advisory votes.

REPORTS:

- A, As a part of the **Chancellor's Report**, Chancellor Hunter entertained a continued discussion on Board budget policy criteria and general priorities. Fred Williams and Ann-Marie Gabel conducted a presentation, which highlighted the Board's responsibilities related to budget development; Board Policy 6200; budget preparation; general priorities; assumptions in developing the budget; and adoption of a budget. The 2005-06 Tentative Budget will be presented to the Board in June 2005 and the Proposed Budget will be presented on September 13, 2005.

(See Supplemental Minutes #933 for a copy of the presentation.)

During a detailed discussion, members of the Board made the following suggestions/recommendations: 1) that a comparison of general fund actuals would be more helpful (this is included in the proposed budget); 2) that carryover funds include an explanation of proposed expenditures; 3) that everyone work together to resolve the unfunded retiree benefits liability; 4) that a definition for what constitutes an "emergency" qualifying for contingency funding be developed; 5) that the District's Strategic Plan be updated; and 6) that a copy of the 1997 Trustee Quarterly be distributed to members of the Board.

- B. **Kathie Hodge**, Fullerton College President; **Margie Lewis**, Cypress College President; and **Gary McGuire**, School of Continuing Education Provost, reported on activities and events at their respective areas.

As a part of their reports, Dr. Hodge introduced Bob Jensen, the new Dean of the Fullerton College Fine Arts Division, and Dr. Bruce Cordell the new Dean of Natural Sciences, and Dr. Lewis introduced Marilyn Glattly, the new Interim Dean of the Cypress College Fine Arts Division.

COMMENTS:

- A. **Andrea Sibley-Smith** reported on the faculty's response to the State Academic Senate regarding AB1417, which was also e-mailed to the Board of Trustees.
- B. **Student Trustee Victoria Rizo** reported on Fullerton College Associated Students' events.
- C. **Student Trustee Karen Johnson** reported on the Cypress College Associated Students' blood drive.
- D. **Trustee Nancy Rice** commended the faculty on their response regarding AB1417. In addition, Ms. Rice acknowledged Jack Raubolt's dedication to the District and his pending retirement in August.
- E. **Trustee Leonard Lahtinen** reported on his participation, along with Trustee Ontiveros, Chancellor Hunter, and Christie Wallace Noring, at the recent California Community College Trustees Conference. Specifically, he noted the Underfunded Districts' Caucus sessions and publication. He encouraged the District's participation with other underfunded districts' efforts to secure equalization funding and to identify to legislators what the District was able to accomplish with the initial equalization funding installment.
- F. **Trustee Manny Ontiveros** noted the lack of equalization funding for 2005-06 in the Governor's Budget. In addition, he reported on the workshop he and Chancellor Hunter presented for chief executive officers and trustees at the CCLC Conference. Mr. Ontiveros requested for the next board meeting the committee meeting date and items to be discussed regarding resolving the District's unfunded retiree benefit liability.
- G. **Trustee Jeff Brown** inquired on the availability of student services for students at the Anaheim Campus. Dr. McGuire responded on the availability of computer labs for all students, counseling and career services, and the available usage of college libraries to SCE students.

MINUTES: It was moved by Trustee Nancy Rice and seconded by Student Trustee Karen Johnson that the Board approve the minutes of the Only Regular Meeting of January 25, 2005. **Motion carried unanimously, including the Student Trustees' advisory votes.**

FINANCE & FACILITIES

Item 3.a: By the block vote, authorization was granted to ratify purchase order numbers P0028514 through P0029102 through January 26, 2005, totaling \$6,927,487.30. Further authorization was also granted to ratify check numbers C0011896 through C0012318, totaling \$346,167.11; check numbers F0088398 through F0089218, totaling \$844,218.52; check numbers 88174153 through 88175945, totaling \$7,354,015.55; check numbers V0030242 through V0030250 and V0032043, totaling \$12,445.01; and check numbers 70000001 through 70000128, totaling \$18,368.49, all from January 1 through 31, 2005.

Item 3.b: It was moved by Trustee Donna Miller and seconded by Student Trustee Karen Johnson that the Board review the District's Quarterly Financial Status Report for the quarter ended December 31, 2004, as required by Section 58310 of Title 5. **Motion carried unanimously, including the Student Trustees' advisory votes.**

Item 3.c: It was moved by Trustee Donna Miller and seconded by Trustee Manny Ontiveros that the Board receive the Quarterly Investment Report for the quarter ended December 31, 2004. **Motion carried unanimously, including the Student Trustees' advisory votes.**

Item 3.d: By the block vote, authorization was granted for the 2004-05 General Fund, Bond Fund, and Capital Outlay Fund Budget Transfers netting to the amount of \$309,239, and the Board adopted the Resolutions showing the summaries, pursuant to the California Code of Regulations, Title 5, Section 58307.

Item 3.e: By the block vote, authorization was granted for the various change orders for the public works projects listed per the Change Order Request, with a cumulative total of \$254,218.00.

Further authorization was granted for the Vice Chancellor, Finance and Facilities, to execute each contractor agreement on behalf of the District.

Item 3.f: Upon clarification on the services provided by Anaheim Campus Safety Officers and that provided by SECURTEC, Inc., it was moved by Trustee Nancy Rice and seconded by Trustee Jeff Brown to enter into an agreement with SECURTEC, Inc., for patrol and parking enforcement at the Anaheim Campus from January 1, 2005 through December 31, 2005, at a fixed monthly fee of \$3,260 plus the cost for printing of violation notices. The agreement may be terminated with or without cause at any time upon thirty (30) days written notice to the other party.

It was then moved by Trustee Leonard Lahtinen and seconded by Trustee Donna Miller to amend the motion by changing the length of the agreement from January 1, 2005 through December 31, 2005, to January 1, 2005 through July 1, 2005. **The motion carried with Trustees Otto Lacayo, Leonard Lahtinen, Donna Miller, and Manny Ontiveros voting yes and Trustees Jeff Brown, Molly McClanahan, and Nancy Rice voting no, and the Student Trustees' advisory votes of yes.**

The main motion as amended was carried with Trustees Otto Lacayo, Leonard Lahtinen, Donna Miller, and Manny Ontiveros voting yes and Trustees Jeff Brown, Molly McClanahan, and Nancy Rice voting no, and the Student Trustees' advisory votes of yes.

Further authorization was granted for the Vice Chancellor, Finance and Facilities, to execute the agreement on behalf of the District.

INSTRUCTIONAL SERVICES

Item 4.a: By the block vote, the Board granted authorization to accept new revenue and to make adjustments to expenditure and revenue budgets. It is further requested that a resolution be adopted to accept new revenue, establish and/or adjust budgets, and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Authorization is further requested for the Vice Chancellor, Finance and Facilities, and the District Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

SITE	PROJECT NAME	LENGTH OF CONTRACT	TOTAL CONTRACT	AUTHORIZED SIGNATORIES ON BEHALF OF DISTRICT
FC	Rancho Santiago Community College District Budget Adjustments Title V Collaborative – Year 2	10/01/04-09/30/05	\$100	For the agreements and any amendments to modify the agreement, and any related documents: Chancellor, Vice Chancellor, Finance and Facilities, or District Director, Fiscal Affairs

Item 4.b: By the block vote, authorization was granted for the School of Continuing Education Exploring Southwest Deserts class to conduct an optional, out-of-state field trip to Kingman, Arizona, February 19-21, 2005, with students paying a \$50 tuition fee for the class.

Item 4.c: By the block vote, authorization was granted for the Cypress College summary of curriculum additions, deletions, and changes, effective fall 2005.

(See Supplemental Minutes #933 for a copy of the summary.)

Item 4.d: By the block vote, authorization was granted for expenditures related to the Cypress College University Transfer Achievement Program activities during the 2004-05 academic year at a total cost not to exceed \$5,000 for decorations, food service and miscellaneous supplies.

Further authorization was granted for the Cypress College President to execute agreements on behalf of the District for the University Transfer Achievement Program.

Item 4.e: By the block vote, authorization was granted for the Fullerton College Social Sciences Division optional, out-of-state class/field trip to Phoenix, Arizona, February 18-20, 2005, with students paying a total of \$50 each for food, lodging, museums, and cultural events.

Item 4.f: By the block vote, authorization was granted for the Fullerton College summary of curriculum additions, deletions, and changes, effective fall 2005.

(See Supplemental Minutes #933 for a copy of the summary.)

HUMAN RESOURCES

Item 5.a: Upon clarification on the availability of sabbatical leave reports, it was moved by Trustee Leonard Lahtinen and seconded by Trustee Donna Miller to authorize the following academic personnel matters, which are within budget:

LEAVE OF ABSENCE WITHOUT PAY

Corsi, Sandro	FC	Art/Computer Graphics Instructor Personal Leave (43.34%) Eff. 2005 Spring Semester
Lopez, Adela	FC	Ethnic Studies Instructor Personal Leave (20.00%) Eff. 2005 Spring Semester

LEAVE OF ABSENCE WITH PAY

Duhme, Cheryl	FC	Mathematics Instructor Load Banking Leave (26.67%) Eff. 2005 Spring Semester
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Nack, Susan	FC	Computer Science Instructor Load Banking Leave (10.00%) Eff. 2005 Spring Semester
Reynolds, Carol	FC	Nutrition & Foods Instructor Load Banking Leave (11.67%) Eff. 2005 Spring Semester

FACULTY SABBATICAL LEAVES

Clahane, Dana	FC	Mathematics Instructor Eff. Academic Year 2005-2006
De Leon, Sharon	FC	Early Childhood Education Instructor Eff. 2005 Fall Semester
Elliott, Marsha	SCE	Non-Credit Instructor, High School Eff. 2006 Spring Semester
Heath, Carolyn	FC	Earth Sciences Instructor Eff. 2005 Fall Semester
Henderson, Bruce	FC	English Instructor Eff. 2005 Fall Semester
Lowe, Claudia	FC	Geography Instructor Eff. 2006 Spring Semester
Lozinsky, Richard	FC	Earth Sciences Instructor Eff. 2005 Fall Semester
Nabahani, Melanie	CC	English Instructor Eff. 2006 Spring Semester
Oliveira, Antonio	CC	Foreign Language Instructor Eff. 2005 Fall Semester
Snyder, Peter	FC	Physical Education Instructor Eff. 2005 Fall Semester
Wan, Peter	FC	History Instructor Eff. Academic Year 2005-2006

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2005 SPRING SEMESTER, TRIMESTER

Adams, Cindy	CC	Column 1, Step 1
Babbitt, Sarah	SCE	SCE Hourly Rate
Biggs, Steven	FC	Column 1, Step 1
Corbin, Tanya	FC	Column 1, Step 2
Efron, Alan	FC	Column 1, Step 1
Fitzjarrald, Paul	FC	Column 1, Step 1
Fong, Peter	FC	Column 2, Step 1
Garcia, Rosa	CC	Column 1, Step 2
LaMar, Susan	CC	Column 1, Step 1
Mittler, William	FC	Column 1, Step 1
Napoli, Julie	CC	Column 1, Step 1
Navarro Pickens, Gregory	FC	Column 1, Step 1
Peterson, Ramona	FC	Column 3, Step 1
Rohrbacker, Carrie	CC	Column 1, Step 1
Spack, Alison	CC	Column 1, Step 1
Thompson, Karen	FC	Column 1, Step 1
Varisco, Michael	CC	Column 3, Step 1
Waller, David	FC	Column 3, Step 1
Zurko, Erik	CC	Column 1, Step 2

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL-2005 SPRING SEMESTER, TRIMESTER

Saldivar, Rolando	SCE	Column 1 Hourly Counselor
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STUDENT INTERNS WITHOUT PAY

Booth, Judy	FC	Library
Christmas, Janice	FC	Art Department
Huang, Esther	FC	ESL Department
Leonard, Martha	FC	Library
Meister, Joyce	FC	Foreign Language Department
Schultz, Karen	FC	Counseling Department
Sterling, Joanne	FC	Art Department
Stull, Carolyn	FC	Reading/English Department
Terneaud, Aurelie	FC	ESL Department
Vu, Martha	FC	Speech Department

Motion carried unanimously.

Item 5.b: By the block vote, authorization was given for the following personnel matters, which are within budget:

RESIGNATIONS

Burkhouse-Martinez, Staci	CC	Lab Tech/Culinary Arts (100%) Eff. 2/28/2005
Collins, Harry	FC	Director, Campus Public Safety (100%) Eff. 2/09/2005
Dewing, Thomas	AC	Facilities Security Officer (100%) Eff. 2/04/2005
Liu, David	FC	Lab Clerk/Ceramics (50%) Eff. 2/28/2005
Mendoza, Eric	FC	Sports Information/Marketing Rep (100%) Eff. 1/28/2005

NEW PERSONNEL

Badillo, Olivia	SCE	Administrative Assistant I 12-month position (100%) Range 33, Step A+5% Shift Eff. 2/07/2005
Ellis, Pilar	FC	Administrative Assistant II 12-month position (50%) Range 36, Step B Eff. 2/01/2005
Orozco, Elias	FC	Electrician 12-month position (100%) Range 41, Step E Eff. 2/15/2005
Rodriguez, Vanessa	CC	Clerical Assistant I 12-month position (100%) Range 29, Step D Eff. 2/01/2005

VOLUNTARY CHANGES IN ASSIGNMENTS

Burson, Robert	CC	Groundskeeper (100%)
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Range 29, Step E+25% Long+PG&D
(\$3,657.68)

Temporary Change in Assignment

To: CC Grounds Athletic Field Spec
12-month position (100%)
Range 31, Step E+25% Long+PG&D
(\$3,820.68)
Eff. 12/21/2004 (2 hours)

Caballero, David

CC Groundskeeper (100%)
Range 29, Step E+25% Long (\$3,541)

Temporary Change in Assignment

To: CC Grounds Athletic Field Spec
12-month position (100%)
Range 31, Step E+25% Long (\$3,704)
Eff. 12/20/2004 - 12/22/2004
(3 hours/day)

Cobb, Keith

CC Financial Aid Technician (100%)
Range 36, Step E+5% Long+PG&D
(\$3,661.85)

Temporary Change in Assignment

To: CC Interim Director, Financial Aid
12-month position (100%)
Range 16, Step A+PG&D (\$5,470.66)
Eff. 2/14/2005 - 6/30/2005

Russell, Byron

CC Campus Safety Officer (50%)

Temporary Increase in Percent Employed

From: 50%
To: 65%
Eff. 1/01/2005 - 6/30/2005

Shrack, Amy

FC Admissions & Records Technician (100%)
Range 33, Step E+5% Long+PG&D
(\$3,293.17)

Temporary Change in Assignment

To: FC Administrative Assistant II
12-month position (100%)
Range 36, Step E+5% Long+PG&D

(\$3,545.17)
Eff. 2/01/2005 - 3/31/2005

PROFESSIONAL GROWTH & DEVELOPMENT

Megginson, Zoe	CC	Instructional Aide/Writing Center (100%) 4 th Increment (\$350) Eff. 7/01/2006
Pham, Jeff	FC	Instructional Asst/Learning Center (100%) 1 st Increment (\$350) Eff. 7/01/2005
Schulz, Greg	SCE	Manager, Administrative Services (100%) 3 rd Increment (\$400) Eff. 7/01/2005

LEAVE OF ABSENCE

Coggi, Anita	CC	Mailroom Clerk (100%) Military Leave Eff. 1/31/2005 - 3/01/2005 (With Pay) Eff. 3/02/2005 - 3/10/2005 (Without Pay)
Hollier, David	FC	Facilities Assistant (100%) Military Leave Eff. 1/27/2005 - 1/28/2005 (With Pay)

VOLUNTEER PERSONNEL WITHOUT PAY

Brooks, Robert	CC	Photography Eff. 2/09/2005 - 6/03/2005
Davis, Robert	SCE	Independent Living Skills Eff. 1/03/2005 - 6/30/2005
Frank, Gary	FC	Tutoring Center Eff. 1/18/2005 - 6/30/2005
Mendoza, Meria	FC	Physical Education Eff. 1/18/2005 - 6/30/2005
Oborn, Spencer	FC	Physical Education Eff. 1/18/2005 - 6/30/2005

Padilla, Kellie	CC	Physical Education Eff. 2004 - 2005 school year
Ross, Stanley	SCE	ESL Program Eff. 2/01/2005 - 5/27/2005

Item 5.c: By the block vote, authorization was given for the following Professional Experts and Independent Contractors to perform various services as indicated:

PROFESSIONAL EXPERTS

Acuna, Mary	SCE	Project Expert Marketing/Public Relations Level A, Eff: 02/01/05 to 06/30/05
Baas, Dennis	CC	Project Expert Women's Assistant Softball Coach Level A, Eff: 02/09/05 to 06/30/05
Bridges, Ernie	FC	Technical Expert II Title V - Learning Communities Instructor Implementation Level C, Eff: 01/17/05 to 05/26/05
Chavez, Mark	FC	Project Expert Assistant Baseball Coach Level A, Eff: 02/09/05 to 06/30/05
Daoud, Edward	SCE	Technical Expert II Business Management Curriculum Development Level C, Eff: 01/24/05 to 02/28/05
Davy, Grace	SCE	Project Expert Vocational Database Research Project Level A, Eff: 01/10/05 to 01/19/05
Fiske, Robert	SCE	Project Manager TTIP Technology Workshops in Access Level C, Eff: 04/01/05 to 06/30/05
Herrera, Richard	SCE	Project Expert Web Site Designer & Maintenance Level A, Eff: 01/26/05 to 06/30/05

Johnson, Michael	CC	Technical Expert II VTEA Project Management for Multimedia Level C, Eff: 01/26/05 to 06/30/05
Kennedy, Taffia	SCE	Project Expert REBRAC Level A, Eff: 03/21/05 to 06/30/05
Leonard, Linda	FC	Project Manager Child Development and Family Life Grant Level C, Eff: 02/01/05 to 06/10/05
Rangel, Rori	FC	Project Expert Assistant Swim Coach Level A, Eff: 02/09/05 to 06/30/05
Schulmeyer, Denise	SCE	Technical Expert I Job Search Assistance to Vocational Certificate Completers Level B, Eff: 02/03/05 to 06/30/05
Thong, Nary	SCE	Project Manager Non-credit Research for Cohort Groups Level C, Eff: 02/07/05 to 06/30/05
Withrow, Gwenn	CC	Project Manager Work Experience Coordinator Level C, Eff: 02/09/05 to 05/27/05

SCE TUITION PROGRAMS–2004 FALL TRIMESTER

Herrera, Richard	SCE	SCE Tuition Rate
Kitchens, Katina	SCE	SCE Tuition Rate

SCE TUITION PROGRAMS–2005 WINTER TRIMESTER

Herrera, Richard	SCE	SCE Tuition Rate
Price, William	SCE	SCE Tuition Rate

SCE TUITION PROGRAMS–2005 SPRING TRIMESTER

Herrera, Richard	SCE	SCE Tuition Rate
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Item 5.d: By the block vote, authorization was given to employ the following hourly personnel for the dates indicated and contracting out of the following specialists for the EOPS and Disabled Student Centers in accordance with the Agreement between the District and CSEA:

(See Supplemental Minutes #933 for a listing of hourly personnel.)

GENERAL

Item 6.a: The Board received as an information item revised Board Policy 3540, Sexual and Physical Assaults on Campus, along with the revised correlating Administrative Procedure 3540, and directed that the proposed, revised policy be placed on the February 22, 2005, Board agenda for action, thereby allowing the Board sufficient time for a first and second reading on policy matters. In reviewing the board policy and administrative procedure, the Board requested clarification on BP3540, Section 2.0 and on AP3540 Section 3.0.

CLOSED SESSION: At 7:48 p.m., Board President Molly McClanahan adjourned the meeting to closed session per the following sections of the Government code:

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR JEFF HORSLEY, VICE CHANCELLOR, HUMAN RESOURCES, - Employee Organization: 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 PERFORMANCE EVALUATION - CHANCELLOR

RECONVENE OPEN SESSION: At 10:06 p.m., Board President Molly McClanahan reconvened the meeting in open session and reported the following action taken in closed session.

It was moved by Trustee Manny Ontiveros and seconded by Trustee Donna Miller that the Board take action to modify the proposed decision in the matter of the recommendation for dismissal of a classified employee, and to adopt the decision as modified. The permanent classified employee is dismissed pursuant to Education Code Section 88013. **Motion carried unanimously.**

ADJOURNMENT: At 10:08 p.m., it was moved by Trustee Jeff Brown and seconded by Trustee Leonard Lahtinen to adjourn the meeting. **Motion carried unanimously.**

Jeffrey P. Brown, Secretary

Board of Trustees