

APPROVED

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

March 23, 2004

The Board of Trustees of the North Orange County Community College District met for a Meeting on Tuesday, March 23, 2004, at 5:30 p.m. in the Board Room at the Anaheim Campus

Board President Nancy Rice called the meeting to order at 5:33 p.m. Margie Lewis 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 Carlos Ayon and Karen Johnson. Absent: None.

NOCCCD RESOURCE PERSONNEL PRESENT: Jerome Hunter, Chancellor; Rod Fleeman, Vice Chancellor, Finance & Facilities; Jeff Horsley, Vice Chancellor, Human Resources; Kathleen Hodge, President, Fullerton College; Margie Lewis, President, Cypress College; Gary McGuire, Provost, School of Continuing Education; Donna Hatchett, District Director, Public Affairs; Greg Schulz, representing the District Management Association; Andrea Sibley-Smith, representing the School of Continuing Education Academic Senate; Steve Gold, 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; Shannon Ellis, representing CSEA; and Violet Ayon, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Nancy Byrnes, Larry Dusatko, Pat Ganer, and Barbara Marshall from Cypress College; Joe Carrithers, Susan Clifford, Adam O'Connor, and Rick Perez from Fullerton College; Greg Schulz and Christine Terry from the School of Continuing Education; Ron Beeler and Dorothy Owens-Whitehurst from the District Offices.

VISITOR: Elsa Garcia, Cypress College Associated Students President.

PUBLIC COMMENTS:

- A. **Larry Dusatko, SCE Instructor,** addressed the Board regarding tuition/non-tuition instruction, the change in designation from faculty to professional expert status, and the restriction to teaching only tuition or non-tuition classes, but not both. The Board referred this inquiry to the Chancellor for research.

- B. **Sonya Servin**, Fullerton College Associated Students President, requested an opportunity to address the Board during discussion of item 6.b, Administrative Procedure 3600, Auxiliary Organizations.

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.b, 3.c, 3.d, 3.e,
 Instructional Services: 4.a, 4.b
 Human Resources: 5.a, 5.b, 5.c, 5.d

Motion carried unanimously by those members present, including the Student Trustees’ advisory vote.

REPORTS:

- A. As a part of the **Chancellor’s Report**, Pat Ganer, Cypress College Accreditation Self-Study Chair, and Joe Carrithers, Fullerton College Accreditation Self-Study Chair, led a discussion on the new accreditation standards, and to hear from the Board its perception on some of the more critical issues, areas of agreement and disagreement. The discussion focused on the following areas: 1) how the Board keeps its decisions in line with the college mission statements and how it balances those decisions with the public’s interests; 2) how the Board sees its role in promoting diversity, in the participatory decision-making process, and in supporting the campuses in carrying out their missions; 3) how the Board knows the colleges are effective in meeting their missions; and 4) the challenges encountered and core values considered by the Board in making decisions.

During the discussion, Members of the Board made the following suggestions: 1) all mission statements (those of the colleges and the School of Continuing Education) should be printed and posted in locations readily visible by all; 2) identification of criteria and rationale used in bringing recommendations to the Board would be most helpful; 3) membership identification of the various campus and District-wide councils/committees would be helpful; 4) an analysis of statistical information provided to the Board would be appreciated; 5) the identification of an institutional researcher’s role is needed; and 6) review the Board’s code of ethics.

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

COMMENTS:

- A. **Donna Hatchett** reported that the Fullerton College sports media guides swept the sports publications category at the Community College Public Relations Organization Award competition and the Fullerton College Mike Sheehan Artist-in-Residence poster also won an award in the same competition.
- B. **Greg Schulz** announced that the District Management Association will host the second of three workshops on District Offices' procedures.
- C. **Shannon Ellis** noted Glenda Fries retirement, and reported on her participation in a CSEA Executive Retreat.
- D. **Student Trustee Karen Johnson** reported on her participation on the March in March in Sacramento and the successful Cypress College KinderCaminata event,
- E. **Student Trustee Carlos Ayon** reported on the successful "Club Rush" event, the Associated Students Election Forum scheduled for the week of March 29, and the Men & Women of Distinction scholarship fundraising event.
- F. **Trustee Leonard Lahtinen** announced that Board Members are either providing their own regalia or paying rental fees for the regalia. He commented on how important faculty participation in commencement ceremonies is to students and expressed his hope that faculty not be discouraged from participating in the commencement ceremonies because of the regalia rental fee required of them.

In response to Mr. Lahtinen's inquiry regarding the benefit to the District with the passage of Proposition 55, Vice Chancellor Fleeman clarified that there are 55 community college projects statewide competing for funding for 2004-05. Of the 55 projects, 15 of those will be funded through Proposition 47 funds, which includes the Cypress College Piazza project, and the others are to be funded through Proposition 55 funds. Proposition 55 allows for two years of funding for community colleges plus a little left over. Most of the recommendations for Proposition 55 priorities have been completed for 2004-05 or 2005-06 and do not include any District projects. However, the District may still receive Proposition 55 funding for 2005-06.

- G. **Trustee Manny Ontiveros** thanked the faculty Senates/Unions for their letter of support to the State Chancellor's Office regarding the District's request for a recalculation of the full-time faculty obligation.
- H. **Trustee Molly McClanahan** suggested Cypress College send an invitation to the Orange County Division of City Managers to attend the Alternative Transportation Workshop and Hybrid car exhibit at Cypress College. In addition, she announced the

Fullerton Home and Garden Tour next month, which will begin at the Fullerton College Horticulture facility.

MINUTES: It was moved by Trustee Molly McClanahan and seconded by Trustee Manny Ontiveros to approve as submitted the minutes of the Regular Meeting of March 9, 2004.
Motion carried unanimously, including the Student Trustees' advisory votes.

FINANCE & FACILITIES:

Item 3.a: Upon clarification on the change from proposed renovation to replacement of the Fullerton College Science Building, it was moved by Trustee Molly McClanahan and seconded by Trustee Donna Miller to enter into an agreement with tBP/Architecture for the preparation of two Final Project Proposals (FPPs): one for the Fullerton College Science Building Replacement and one for the Cypress College Humanities Building Renovation for a not-to-exceed amount of \$623,000 for the period of coverage beginning March 24, 2004 and ending June 30, 2005. Reimbursables are included in the not to exceed amount.
Motion carried unanimously, including the Student Trustees' advisory votes.

Further authorization was granted for the District Director of Purchasing to execute the agreement on behalf of the District.

Item 3.b: By the block vote, authorization was granted, contingent upon the California Community College Chancellor's Office approval, to award PW 0203-308, Fullerton College Library/Learning Resource Center, Bid Package #12 (Tile & Granite) to Angeles Contractor as the lowest overall responsive and responsible bidders per the plans and specifications included in the bid package and issue an agreement in the amount of \$585,000.

Further authorization was granted for the Vice Chancellor, Finance and Facilities, to execute the agreement for the District and approve any further specification changes up to 10% of the original contract amount approved by the Board or \$15,000 whichever is greater.

Item 3.c: By the block vote, authorization was granted to make adjustments to revenue and expenditure budgets that net \$381,952 for the Enrollment Fee Administration, Apprenticeship Meat Cutting Program, Board Financial Assistance Program (BFAP), Disabled Students Programs & Services (DSP&S), Credit & Noncredit Matriculation, Faculty & Staff Diversity, Vocational Technical Education Act (VTEA), Child Care Access Means Parents in School Program (CCAMPIS), and the General Child Care Grant.

Further authorization was granted that a resolution be adopted to adjust the revenue and expenditure budgets under the General Fund and Child Development Fund pursuant to the California Code of Regulations, Title 5, Section 58308.

Resolutions adopted (See Supplemental Minutes #915).

Item 3.d: By the block vote, authorization was granted to participate in the cooperative bid with the Foundation for Community Colleges Pricing Agreement #86444 with Krueger International (KI), Falcon Industries, Interior Concepts and Allsteel, for the purchase of office and classroom furniture for various sites throughout the North Orange County Community College District. The contract expires December 31, 2006.

Further authorization was granted for the Director of Purchasing to execute the agreement on behalf of the District.

Item 3.e: By the block vote, authorization was granted to reject Norse Corporation's bid for PW 0304-403, Construction of Fullerton College Maintenance & Operations/Academic Computing Technology Building. Authorization is further requested to rebid the project at the earliest time.

INSTRUCTIONAL SERVICES:

Item 4.a: By the block vote, authorization was granted for the Fullerton College Concert Choir optional, out-of-country field trip to Llangollen, Wales, United Kingdom, July 2-16, 2004, to participate in a collegiate level choir competition.

Item 4.b: By the block vote, authorization was granted for the Fullerton College Social Sciences Division optional, out-of-state field trip to Hopi and Navajo Indian Reservations, in Northern Arizona, April 2-8, 2004, for the investigation and interaction with the Native American people of the reservations.

HUMAN RESOURCES:

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

CHANGE IN SALARY CLASSIFICATION

Cormier, Judy	FC	English Instructor (ADJ)
		From: Column 1, Step 2
		To: Column 2, Step 2
		Eff. 01/20/2004

ADDITIONAL DUTY DAYS @ PER DIEM-2004 SPRING SEMESTER

Bassi, Lisa	FC	Head Coach, Softball	15 days
Bevec, Gina	FC	Wmn's Head Coach, Track & Field	15 days
Fuscardo, Nicholas	FC	Head Coach, Baseball	15 days

Giles, Scott	FC	Women's Head Coach, Tennis	13 days
Kiefer, James	FC	Men's Head Coach, Track & Field	15 days
Landry, Erin	FC	Dance	8 days
See, Roger	FC	Men's Head Coach, Tennis	13 days
Snyder, Peter	FC	Men & Wmn's Head Coach, Swim	13 days
Whalen, Kathleen	FC	Dance	8 days

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS-2004 SPRING SEMESTER

Alvarez, Javier	FC	\$30.00
Baca, Anthony	CC	\$10.00
Cairella, Michelle	FC	\$10.00
Clem, Lori	CC	\$10.00
Davidson, Deborah	FC	\$50.00
Doak, Leslie	CC	\$10.00
Dowdalls, James	FC	\$30.00
DuPlessis, Daniel	CC	\$5.00
Echols, David	FC	\$10.00
Forman, Mary	CC	\$5.00
Freer, Carolee	CC	\$100.00
Glattly, Marilyn	CC	\$20.00
Glen, Todd	FC	\$10.00
Hayner, Bill	FC	\$20.00
Higgins, Jeanne	CC	\$80.00
Kitchell, Darrell	FC	\$30.00
Koeppel, Liana	CC	\$20.00
Kyle, Diana	FC	\$10.00
Lamm, Chris	FC	\$10.00
Lopez, Adela	FC	\$40.00
Majid, Rosalie	CC	\$135.00
Markley, Karen	FC	\$40.00
Martinez, Marciano	FC	\$10.00
Mattson, Carol	CC	\$85.00
McMillan, Richard	FC	\$10.00
Mendes, Roger	CC	\$20.00
Mercer, Robert	CC	\$80.00
Metzger, Steve	FC	\$10.00
Minton, Jeffrey	FC	\$20.00
Mosqueda-Ponce, T.	CC	\$30.00
Nolan, Mary	FC	\$10.00
O'Brien, Noreen	CC	\$25.00
Paiement, Paul	CC	\$25.00
Payne, John	CC	\$5.00
Perez, Marie	FC	\$60.00
Polsky, Diana	CC	\$5.00

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Reid, Kathryn	CC	\$10.00
Reiland, Kathryn	CC	\$20.00
Rydalch, Ina	CC	\$20.00
Scott, Erin	FC	\$70.00
Seidel, Jay	FC	\$40.00
Tucker, Scott	CC	\$20.00
VanDruff, Marshall	FC	\$20.00
VanRy, Michele	FC	\$30.00

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-EFFECTIVE SPRING 2004 SEMESTER, SPRING TRIMESTER

Gilbert, Linda	SCE	SCE Hourly Rate
Randazzo, Victoria	CC	Column 1, Step 1
Vu, Phi	CC	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES-EFFECTIVE SPRING 2004

SEMESTER,
SPRING
TRIMESTER

Burgess, Darla	CC	Column 1, Step 1
Lane, Vita	FC	Column 1, Step 1
Miller, Roxanna	FC	Column 1, Step 1
Robinson, Elton	FC	Column 2, Step 1

STUDENT INTERN WITHOUT PAY-2004 SPRING SEMESTER

Gunderson, Melissa	SCE	DSPS Program Eff. 3/12/2004 - 05/28/2004
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Item 5.b: By the block vote, authorization was given for the following classified personnel matters, which are within budget:

RETIREMENTS

Dana, Lloyd	SCE	Instructional Aide/Computer Prog (100%) Eff. 3/27/2004
Fries, Glenda	FC	Accounting Technician (100%) Eff. 3/18/2004

Gibson, Shelley FC Administrative Assistant II (100%)
Eff. 3/14/2004

Russo, Barbara CC Administrative Assistant III (100%)
Eff. 8/05/2004

RESIGNATION

Capatch, Susan FC Instructional Assistant/DSPS (100%)
Eff. 3/12/2004

Vega, Antonio SCE Facilities Assistant/Groundskeeper (100%)
Eff. 6/30/2004

Vergara, Belen SCE Instructional Assistant (35%)
Eff. 3/30/2004

NEW PERSONNEL

Abelon, John FC Clerical Assistant I
12-month position (100%)
Range 29, Step A
Eff. 3/19/2004

Clark, Monica SCE Student Records Technician
12-month position (100%)
Range 31, Step A
Eff. 3/23/2004

Macias, Joel FC Facilities Custodian I
12-month position (100%)
Range 27, Step A
Eff. 3/15/2004

ADMINISTRATIVE LEAVE OF ABSENCE WITH PAY

Vega, Antonio SCE Facilities Assistant/Groundskeeper (100%)
Eff. 3/19/2004 - 6/30/2004

SUSPENSION WITHOUT PAY FOR DISCIPLINARY ACTION

Turfu, Nesredin SCE Student Services Technician (100%)
Eff. 3/29/2004 - 4/02/2004

Item 5d: 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 #915 for a listing of hourly personnel.)

Item 5e: It was moved by Trustee Donna Miller and seconded by Trustee Manny Ontiveros to approve the Retainer Agreement between the Law Office of Patricia D. Barrett and the North Orange County Community College District for the period March 10, 2004, through June 30, 2004. Such Agreement specifies that the amount payable to the Attorney by the District shall not exceed One Hundred Eighty-five Dollars (\$185) per hour, and the maximum amount of payment pursuant to this Agreement shall not exceed Twenty Thousand Dollars (\$20,000). **Motion carried unanimously.**

Further authorization was granted for the Vice Chancellor of Human Resources to execute this Agreement on behalf of the District.

GENERAL:

Item 6.a: It was moved by Trustee Leonard Lahtinen and seconded by Trustee Molly McClanahan that the Board adopt Resolution 03/04-17, Student Trustee Absence, verifying that Student Trustee Karen Johnson was performing services outside the meeting for the District on March 9, 2004, and therefore, eligible to receive compensation for the Board meeting held on that date. **Motion carried unanimously, including the Student Trustees' advisory votes.**

Item 6.b: The Board reviewed Chapter 3, General Institution, proposed board policies and administrative procedures, including modifications as a result of the previous meeting's discussion and legal counsel consultation. During review of Chapter 3, additional modifications were recommended as follows:

AP 3600: **Sonya Servin, Fullerton College Associated Students President,** addressed the Board regarding Administrative Procedures 3600, Auxiliary Organizations, and expressed the Associated Students belief that it is not in the best interest of the Associated Students to be designated as an auxiliary organization and requested on behalf of the Fullerton College Associated Students that all references to student organizations be deleted. Student Trustee Carlos Ayon identified the specific sections of the administrative procedures that are of most concern to the Associated Students. Student Trustee Karen Johnson agreed with the requested change.

Chancellor Hunter and Donna Hatchett identified language modification that could be incorporated into the administrative procedure, which would clarify the

option that student organizations, as well as the Board, have in establishing groups as auxiliaries. Specifically, in Section 3.1, add to the end of the sentence the following: “.. but such functions are not required to be established as auxiliary organizations.” Also, in section 5.1.1, change the heading to read as follows: “Student Associations or Organizations Established as Auxiliary Organizations.”

AP 3250: It was agreed to add the following paragraph to Administrative Procedure 3250, Institutional Planning: “The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means, including, but not limited to, the Chancellor’s evaluation process, the Board/Chancellor retreat, and any time the Board reviews curriculum items.”

Upon consideration of the benefit to the District in maintaining flexible language in the administrative procedures, it was moved by Trustee Donna Miller and seconded by Student Trustee Karen Johnson that the Board adopt Chapter 3, General Institution, with the inclusion of the additional language modifications outlined above for AP3250 and AP3600 and directed staff to place the policies and related procedures on the NOCCCD web site, where they will be accessible to students, faculty, staff and the public. **Motion carried unanimously, including the Student Trustees’ advisory votes.**

CLOSED SESSION: At 7:48 p.m., Board President Nancy Rice 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; VICE CHANCELLOR, FINANCE & FACILITIES; VICE CHANCELLOR, HUMAN RESOURCES; CYPRESS COLLEGE PRESIDENT; PROVOST THE SCHOOL OF CONTINUING EDUCATION; DISTRICT DIRECTOR, INFORMATION SERVICES; DISTRICT DIRECTOR, PUBLIC AFFAIRS; EXECUTIVE ADMINISTRATIVE AIDE TO THE CHANCELLOR.

RECONVENE OPEN SESSION: At 10:25 p.m., Board President Nancy Rice reconvened the meeting in open session.

ADJOURNMENT: At 10:30 p.m., it was moved by Trustee Molly McClanahan and seconded by Trustee Donna Miller to adjourn the meeting. **Motion carried unanimously.**

Otto Lacayo, Secretary

Board of Trustees