

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

March 25, 2003

The Board of Trustees of the North Orange County Community College District met for the Regular Meeting on Tuesday, March 25, 2003, at 5:30 p.m. in the Board Room at the Anaheim Campus.

Board President Leonard Lahtinen called the meeting to order at 5:33 p.m. Robin San Roman 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 Trustee Briana Padilla. Absent: Student Trustee Dhruvin Shah.

RESOURCE PERSONNEL PRESENT: Jerome Hunter, Chancellor; Rod Fleeman, Vice Chancellor, Finance & Facilities; Jeff Horsley, Vice Chancellor, Human Resources; Michael Viera, President, Fullerton College; Margie Lewis, President, Cypress College; Gary McGuire, Provost, School of Continuing Education; Donna Hatchett, District Director, Public Affairs; Jack Raubolt, District Director, Information Services; Karen Cant, representing the District Management Association; Andrea Sibley-Smith, representing the School of Continuing Education Academic Senate; Rolando Sanabria representing the Fullerton College Faculty Senate; Jesse Saldana, representing the Cypress College Academic Senate; Barbara Bennett, representing United Faculty; Robin San Roman, representing CSEA, Chapter #167; Violet Ayon, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Karen Cant, Andrea Hannon Jeannette Jones, Jerry Jurado, Mike Kasler, Douglas Metz, and Frances Wahl from Cypress College; Susan Clifford, Adam O'Connor, Janet Portolan, Ricardo Perez, Pat Spencer, and Cindy Vyskocil from Fullerton College; George Dooley, Anna Garza, Juanna Giampiccolo, Beverly Heasley, Diane Hunter, Greg Schulz, Diana Soleiman, Christine Terry, Marin Tomuta, and Nesredin Turfu from the School of Continuing Education; Linda Barrow, Sandra Cotter, Nancy Dailey, Steve Duncan, Danielle Heinbuch, Valerie McRoberts, Beth Mooney, Sandra Palmer, Esther Saucedo, Connie Thomas, Dorothy Owens-Whitehurst, and Kathy Wilson from the District Offices.

VISITORS PRESENT: Ana Rydalch and Cypress College Student Vu Long.

COMMENTS: MEMBERS OF THE AUDIENCE:

- A. **Robin San Roman**, from the School of Continuing Education, stated that if the Board approves item 5.d.1 on the agenda that it will be in violation of Education Code 88073 due to the earlier start date of an hourly employee.
- B. **Frances Wahl**, of Cypress College, thanked the Board and the Management Team for their support in finalizing CSEA negotiations. As a token of her appreciation she provided a home-baked cookie to the Board and Resource Table personnel.

BLOCK VOTE APPROVAL: It was moved by Trustee Otto Lacayo and seconded by Trustee Molly McClanahan to approve by block vote the following items:

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

Motion carried unanimously, including the Student Trustee's advisory vote.

REPORTS:

- A. As a part of the **Chancellor's Report**, the following presentations from Cypress College and the School of Continuing Education were conducted:
 1. **Cypress College Health Science Programs** by Andrea Hannon, Dean, Health Sciences. Highlights of the presentation included a historical review of the founding of the Health Science Programs and identification of the various programs available at Cypress College: Dental Assisting; Dental Hygiene; Health Information Technology; Mortuary Science; Psychiatric Technology; Registered Nursing; Radiography and Sonography. The 550 - 600 student population 1) includes individuals from the age of 18 to 65; 2) reflects the diversity of the state and community; 3) includes representatives of all ethnic groups, and 4) includes students with a high school diploma/GED to students with earned degrees. Ms. Hannon addressed the importance of all individuals in the program, including students, faculty, staff, and health care facilities, who make it possible on an annual basis for approximately 500 students to graduate from the Health Science Programs.
 2. **Non-Credit Matriculation–Looking Back, Looking Forward** by Anna Garza, Coordinator, Matriculation, School of Continuing Education (SCE). Ms. Garza's presentation highlighted the establishment of credit and non-credit matriculation and identified 1) the need for matriculation services for non-credit students, 2) the matriculation components, 3) the funding history, as well as future funding, and 4) the impact/benefit of matriculation services to students, SCE, the District, and statewide.

(See Supplemental Minutes #892 for a copy of the presentations.)

- B. Also as a part of the **Chancellor's Report**, Dr. Hunter requested further direction from the Board concerning the District's response to the State Chancellor's Office regarding Diversity and the Board's additional discussion of the District's response to the state budget crisis.

Jeff Horsley provided a brief review of the District's Affirmative Action Plan and the impact Title V changes have on the Plan. Cindy Vyskocil, Equity and Diversity Committee Chairperson, described the process followed in developing the District's response to the State Chancellor's Office. Rod Fleeman provide a budget update indicating that Governor Davis has signed Senate Bill 18X, which reduces the state budget by \$150 million for 2002-03. This means a \$3.3 million reduction in the District's budget, in addition to the \$1 million reduction in scheduled maintenance funds, which totals to a \$5.6 million reduction to the District for 2002-03.

In the ensuing discussion, the Board considered the avenues to follow in ensuring diversity of staff and students, took into consideration the possibility of holding an open forum for discussion on the budget crisis, and heard from the resource table personnel the need for the Board to hear directly from the employees about budget concerns. Upon conclusion of discussion, the Board agreed to move forward with mailing the District's response to the State Chancellor's Office and to expand the May 27, 2003, Tentative Budget discussion to include an opportunity for employees to address the Board with their concerns regarding the budget reduction. Also during discussion, Trustee Molly McClanahan requested a recap on the Hospitality Budget expenditures.

- C. **Michael Viera**, Fullerton College President, **Margie Lewis**, Cypress College President, and **Gary McGuire**, Provost of School of Continuing Education (SCE), reported on activities in their respective areas.

COMMENTS:

- A. **Ann-Marie Gabel** announced that the District Management Association is sponsoring a "Banner Tips & Tricks" workshop for managers and support staff on April 4, 2003.
- B. **Jesse Saldana** reminded everyone that diversity is central to the District's mission.
- C. **Robin San Roman** stated that the CSEA ratification of tentative negotiations agreement should be completed by March 26.

- D. **Student Trustee Briana Padilla** reported on the Cypress College Associated Students activities related to the state budget crisis, including the participation of two Cypress College students in the march on the Capitol in Sacramento.
- E. **Trustee Leonard Lahtinen** noted an article in a recent edition of the *Sacramento Bee* in which the importance of student participation in the march on the Capitol in Sacramento was noted.

Trustee Lahtinen also entertained a discussion on a recent request from the Underfunded Districts Caucus for the District's involvement in efforts to obtain an equalized funding formula for community colleges. Upon consideration of the request and in light of the current state budget crisis, the Board agreed not to pursue these efforts at this time.

MINUTES: It was moved by Trustee Nancy Rice and seconded by Trustee Manny Ontiveros to accept as submitted the minutes of the Regular Board meeting held on March 11, 2003. **Motion carried unanimously by those members present, with Trustee Molly McClanahan abstaining from the vote and including the Student Trustee's advisory vote.**

FINANCE & FACILITIES

Item 3.a: By the block vote, authorization was granted contingent upon the California Community College Chancellor's Office approval, to award PW 0203-307, Fullerton College Building 1000 Seismic Retrofit, Part 2 to the following contractors as the lowest overall responsive and responsible bidders per the plans and specifications included in each bid package, and issue agreements as follows:

Bid Package #	Bid Package Description	Contractor Name	Bid Amount
5	Finishing Carpentry	Arrowwoods Works, Inc.	\$ 32,500.00
8	Entrance & Storefront	To be awarded at a later time	
10	Ceramic Tile	Rucker Tile	\$ 5,755.00
		GRAND TOTAL	\$ 38,255.00

Further authorization was granted for the Vice Chancellor, Finance and Facilities, to execute the agreements for the District and approve any further specification changes up to 10% of the contract amount for the District.

Item 3.b: By the block vote, authorization was granted for a one-year contract with an option to renew for three additional years, in accordance with Bid 2003-2, Student Transportation Services with Transportation Charter Services, Inc.

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

Item 3.c: By the block vote, authorization was granted to award Quotation Number DN16584 to Foundation of Flexographic Technical Association for the following item:

1 Each	Mark Andy Model 830 3-Color Printing Press	\$41,847.99
	Total	<u>\$41,847.99</u>

Plus appropriate tax and shipping.

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

INSTRUCTIONAL RESOURCES

Item 4.a: By block vote, authorization was granted for the Fullerton College Television Production class out-of-state field trip to the National Association of Broadcasters Convention in Las Vegas, Nevada, April 7-10, 2003, at no cost to the District.

Item 4.b: By the block vote, retroactive authorization was granted for the participation of six Cypress College students at the 2003 Cypress College Colloquium in Lake Arrowhead, California, March 12-14, 2003, at a cost not to exceed \$300 each.

HUMAN RESOURCES

Items 5.a, 5.b, 5.c: There were no items submitted.

Item 5.d: Upon clarification on the effective date of changes to Education Code Section 88073 as it applies to an early start date for an hourly employee, it was moved Trustee Nancy Rice and seconded by Trustee Jeff Brown to employ hourly personnel for the dates indicated and contracting out of specialist for the EOPS and Disabled Student Centers in accordance with the Agreement between the District and CSEA. **Motion carried unanimously, including the Student Trustee's advisory vote.**

(See Supplemental Minutes #891 for a listing of hourly personnel.)

Item 5.e: It was moved by Trustee Nancy Rice and seconded by Trustee Manny Ontiveros to implement the Confidential employees salary adjustment as follows:

- 1) Increase the current Confidential Salary Schedule across the board by one and one-half percent (1.5%), retroactive to July 1, 2002.
- 2) Revise the job titles and salary placement of the following Confidential positions:

From: Personnel Specialist, Range 21C
To: Human Resources Specialist, Range 24C

From: Executive Secretary I, Range 21C
To: Executive Assistant I, Range 24C

From: Executive Secretary II, Range 24C
To: Executive Assistant II, Range 27C

From: Executive Secretary III, Range 27C
To: Executive Assistant III, Range 30C

- 3) Waive Confidential employee salary step increments for the 2002-2003 (current) fiscal year.
- 4) Effective April 1, 2003, increase the salary placement of each Confidential employee by three (3) ranges and decrease the salary placement of each Confidential employee by one step increment.

The salary schedule, which includes the 1.5 percent (1.5%) increase, was also approved.

(See Supplemental Minutes #891 for a copy of the salary schedule.)

Motion carried unanimously, including the Student Trustee's advisory vote.

CLOSED SESSION: At 7:55 p.m., Board President Leonard Lahtinen 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 EVALUATION: CHANCELLOR

Per Section 54956.95 - LIABILITY CLAIM

Claimant: Nancy Childers
Agency Claimed Against: NOCCCD, et al

Per Section 54956.95 - LIABILITY CLAIM

Claimant: Stuart Haskin
Agency Claimed Against: NOCCCD, et al

RECONVENE OPEN SESSION: At 10:00 p.m., Board President Leonard Lahtinen reconvened the meeting in open session and reported the following action taken in closed session:

It was moved by Trustee Nancy Rice and seconded by Trustee Molly McClanahan to negotiate a settlement by way of Stipulated Settlement and to authorize payment of the negotiated amount in the matter of Nancy Childers. **Motion carried unanimously.**

It was moved by Trustee Nancy Rice and seconded by Trustee Leonard Lahtinen to negotiate a settlement by way of Compromise & Release and to authorize payment of the negotiated amount in the matter of Stuart Haskin. **Motion carried unanimously.**

ADJOURNMENT: At 10:03 p.m., it was moved by Trustee Molly McClanahan and seconded by Trustee Nancy Rice to adjourn the meeting in memory of Connie Lowery, Cypress College Administrative Assistant who recently passed away after battling cancer for a number of years. **Motion carried unanimously by those members present.**

Otto Lacayo, Secretary
Board of Trustees