

## APPROVED

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

April 8, 2003

The Board of Trustees of the North Orange County Community College District met for the Regular Meeting on Tuesday, April 8, 2003, at 5:30 p.m. in the Board Room at the Anaheim Campus.

Board President Leonard Lahtinen called the meeting to order at 5:30 p.m. Chancellor Jerome Hunter led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL** - Present: Jeff Brown, Leonard Lahtinen, Molly McClanahan, Donna Miller, Manny Ontiveros, and Student Trustees Briana Padilla and Dhruvin Shah. Trustee Nancy Rice arrived at 5:36 p.m. Trustee Otto Lacayo arrived at 6:31 p.m. Absent: None.

**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; Ann-Marie Gabel, 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; Vickie McPherson, representing CSEA, Chapter #167; Violet Ayon, Recording Secretary.

**OTHER ADMINISTRATORS AND EMPLOYEES PRESENT**: Darin Acierno, Dina Aguirre, Susan Clifford, Denise Cork, Christina Fernandez, Glenda Fries, Mark Greenhalgh, Andrea Hanstein, Darlene Jensen, Adela Lopez, Ken Meehan, Bob Miranda, Eric Mendoza, Susan Nack, Adam O'Connor, Sharon Portman, Janet Portolan, Richard Ramirez, Karen Rose, Renee Swain, Cindy Vyskocil, and Doris Wright from Fullerton College; Beth Mooney, Steve Duncan, and Dorothy Owens-Whitehurst from the District Offices; Nancy Byrnes, Betty Germanero, Mike Kasler, and Rebecca Sandoval from Cypress College; Greg Schulz, Shannon Ellis from the School of Continuing Education.

**VISITORS PRESENT**: Fullerton College Students Michael Beener, Carolina Ebuhady, Serena Smith-Patten and Aaron Zousel; Cypress College Student Marin Tearuta.

**COMMENTS: MEMBERS OF THE AUDIENCE:**

- A. **Adela Lopez**, from Fullerton College and representing the Latino Faculty Staff Association, addressed the Board expressing the Association's request for the Board's support for the future students and staff of the District; specifically, the Campus Diversity Officer position, EOPS, DSP&S, Puente, and MESA programs. In concluding her remarks, Mrs. Lopez expressed her best wishes for the Board, especially during these difficult budgetary reduction decision-making times.
- B. **Richard Ramirez**, from Fullerton College, addressed the Board and made the following statement for the record:

Good evening Board members:

I come to you heavily burdened with guilt, given an administrative directive, which conveys a devastating message regarding the mission of this District. I asked myself, as I fulfilled the task of the directive, "Do I remain silent and merely comply with the directive?" Often when faced with difficult situations, I rely upon my grandfather's great wisdom. I recall when he used to tell me about how to respond to difficult times. He would say, "Richard, life is easy when one spits with the wind. It's when one decides to spit against the wind that life gets messy." Obviously, it is evident that I have elected to "spit against the wind."

The budget crisis we are facing is indeed a difficult situation. During the history of community colleges, the current budget crisis we face is like no other we have faced in the past. This is why we need to be more conscientious about our decision-making and how the ultimate decision will affect the mission of the District.

The most recent administrative strategy to address the budget crisis conveys the message that the District mission has changed dramatically. We, at the college level, believe that the essence of the District mission is to provide students an environment which is conducive to effective learning so students can move on successfully. The recent directive conveys the message that the District priorities are now money, money and buildings; students and personnel are secondary.

I would like to thank the Board for the report of what we are facing at the college. During the past budget crisis, my district lost a full-time Associate Dean, a full-time classified manager and 3.75 classified positions. To date, these positions have not been restored. In three of the four departments, under my supervision, we are understaffed; this has been the case for more than ten years. Recent implementation of the Banner system has created what I call a workload shift factor." In other words, work which was

centralized under the Information Services Department has been farmed out to the colleges and the School of Continuing Education. This shift has had a tremendous impact on all personnel workload, especially classified staff, and office resources. To date, there has been no budgetary relief to accommodate the shift. If the most recent administrative budgetary strategy is approved by you folks, which is to eliminate a significant number of classified positions, then indeed we at the college level will need to retract and dramatically reduce hours of operation. In one of my departments, we will have to reduce hours by 50%. Obviously, our ability to maintain the integrity of the District mission will be seriously hampered.

You, the Board, are facing great challenges and will need to make difficult decisions. The consideration of eliminating a significant number of classified positions should not be one. Do I believe there are other options in addressing the budget crisis? Yes. However, I must admit in several of the options, there is risk involved. But, history has shown that wise leaders will take the necessary risks in order to meet the objective at hand. And what is that objective; to preserve the integrity of the District mission. I have great confidence and trust in that you will make the best decision for all of us.

- C. **Rolando Sanabria**, from Fullerton College and representing the Faculty Senate, presented the following Fullerton College Faculty Senate resolution for the record:

**Whereas** NOCCCD finds itself in a budget crisis as a result of the State budget crisis and impending community college funding reductions for 2003-2004. Therefore, each area of the NOCCCD District was asked to produce a budget reduction plan based on speculative estimates of the State 2003-2004 budget.

**Whereas** Fullerton College (FC) was charged with creating a budget to reflect District mandated reductions for the year 2003-2004. Therefore, FC through PCC, in good faith, participated in a shared governance budget workgroup that produced a budget reduction of \$3.5 million in late February 2003. From these reductions, the majority of savings came from decreasing our FTES and not filling our full-time faculty growth and replacement positions, for a total savings of \$2.0 million. This was accomplished despite the drastic effects on students.

**Whereas** the District rejected the cuts created by FC based on a set of criteria that was not made known to the FC budget workgroup until late March 2003. The District has decided that from decreasing our FTES and not filling our growth and replacement positions savings, we will be only credited \$784,814. The difference of the savings (\$1.3 million) that we created will be credited across the entire District (CC, SCE, IS, and the District Office); thus, reducing the amount of reductions needed in other areas of the District. As a result, our budget reduction credit went from \$3.5 million to \$2.3.

**Whereas** FC has been encouraged by the District to increase our FTES over the past several years and thus, producing increased funding for the District. This growth was essential in offsetting less productive segments/areas of the District.

**Whereas** the FC Senate asserts that the District is treating FC in the same disproportional manner that the State Governor is treating community colleges.

**Whereas** the actions of the FC Faculty Senate are only guided by our commitment to our campus and our students, and with the hope that we can reach an acceptable and fair solution,

**BE IT RESOLVED** that FC Faculty Senate rejects the District's interpretation of FTES reductions as a District budget reduction rather than a FC reduction and requests a reconsideration of this "decision."

Further, **BE IT RESOLVED** that FC Faculty Senate expresses a lack confidence in the process by which the District has guided critical budget reductions affecting our campus.

Furthermore, **BE IT RESOLVED** that we request that the District accept the original budget reduction plan presented by FC and adopted by its campus shared governance committee.

- D. **Susan Nack**, from Fullerton College, addressed the Board regarding the budgetary reduction requirements for Fullerton College. She noted the ratio difference between the colleges and the various courses to be eliminated. She encouraged the Board to consider the long-term effects the budget reductions will have throughout the District. She suggested that part of the District's reserves be used to keep programs sound, and if needed, take out a short-term loan.
- E. **Darlene Jensen**, from Fullerton College, addressed the Board regarding the unfair impact the budget reduction plan is having on Fullerton College. The requirement of additional positions to be eliminated, due to the recalculation of budget reduction, is a disproportionate ratio.
- F. **Serena Smith-Patten**, Fullerton College Associated Student Body President, presented the Board with a resolution from the Associated Students and stated the Associated Student Body's support for a Campus Diversity Officer position.

**WHEREAS**, the Fullerton College Associated Students (FCAS) endorses the Faculty Senate resolution dated April 8, 2003;

**WHEREAS**, the NOCCCD finds itself in a budget emergency as a result of the California State budget crisis and impending community college funding reductions for 2003-2004. Therefore, each area of the NOCCCD was asked to produce a public budget reduction plan based on speculative estimates of the State 2003-2004 budget.

**WHEREAS**, Fullerton College (FC) was charged with creating a budget to reflect District mandated reductions for the 2003-2004. Therefore, FC through the Planning and Consultative Council (PCC), produced a budget reduction of \$3.5 million in late February 2003;

**WHEREAS**, students went above and beyond to participate in a shared governance budget workgroup, attending over 17 hours of meetings during a six-week period.

**WHEREAS**, the majority of the campus savings came from decreasing our FTES and not filling the growth and replacement positions for a total savings of \$2.0 million; a feat accomplished despite the drastic effects on students which student government representatives approved in good faith and understanding of the crisis;

**WHEREAS**, the District rejected the cuts created by FC based on a set of criteria that was not made known to the FC budget workgroup until late March 2003. The District has decided that from decreasing our FTES and not filling the growth and replacement positions savings, we will be only credited \$784,814. The difference of the savings (\$1.3 million) that we created, will be credited across the entire District (CC, SCE, IS, and the District Office); thus, reducing the amount of reductions needed in other areas of the District. As a result, our budget reduction credit went from \$3.5 to \$2.2 million;

**WHEREAS**, FC has been encouraged by the District to increase FTES over the past several years; thus, producing increased funding for the District. This growth was essential in offsetting less productive/student-favored areas of the District;

**WHEREAS**, FC is a vital part of the surrounding community renowned for its vast course offerings, programs and services supported by outstanding faculty and staff, as shown by its high-fill rates. A.S. recognizes that students with community colleges closer to them travel great distances and from abroad to attend F.C.;

**WHEREAS**, the District is setting a poor example treating FC with the same disproportionality that the State Governor is treating community colleges, making the District less desirable by compromising the integrity of the education, programs and services;

**WHEREAS**, the actions of the FCAS are guided only by our commitment to our campus, our peers, and future students, with the hope that we can reach an acceptable and fair solution;

**BE IT RESOLVED THAT**, the FCAS rejects the District's interpretation of FTES reductions as a District budget reduction rather than an FC reduction and requests a reconsideration of this "decision."

**BE IT FURTHER RESOLVED THAT**, the FCAS Senate expresses disappointment in the process by which District officials have guided critical budget reductions affecting our campus.

**BE IT FURTHER RESOLVED THAT**, FCAS requests that the District accept the original budget reduction plan presented by FC, adopted and endorsed by its campus shared governance committee.

**BE IT FURTHER RESOLVED THAT**, FC not be expected to make additional cuts which are not proportionate throughout the District.

**BE IT FURTHER RESOLVED THAT**, the District solidifies its commitment to students by reevaluating its contribution to the campuses during the budget crises.

- G. **Rebecca Sandoval**, from Cypress College, addressed the Board regarding the passing of Connie Stanbaugh Lowery, Cypress College Staff Development Secretary, who recently lost her battle with cancer. She noted Ms. Lowery's many accomplishments during her tenure at Cypress College on behalf of the students and staff.
- H. **Miquel Powers**, from Fullerton College, addressed the Board with his support of the resolutions presented by the Faculty Senate and the Associated Student Body. He expressed his concern for the recalculation of the budgetary reductions for Fullerton College and the impact this will have on student access and student success. He requested the Board's reconsideration of the budget reduction process.
- I. **Mark Greenhalgh**, from Fullerton College, echoed the concerns of the previous speakers and noted the significant budgetary reduction to the Fullerton College Staff Development

Program. He expressed his disappointment in the recalculated budgetary reduction for Fullerton College.

**ADDENDUM TO AGENDA:** It was moved by Trustee Manny Ontiveros and seconded by Trustee Nancy Rice that the Board make a finding pursuant to Government Code Section 54954.2 and that agenda item 5.e.1 through 5.e.9, CSEA Negotiated Agreement, be considered. **Motion carried unanimously, including the Student Trustees' advisory votes.**

**BLOCK VOTE APPROVAL:** It was moved by Trustee Nancy Rice and seconded by Trustee Manny Ontiveros to approve by block vote the following items:

|                         |  |
|-------------------------|--|
| Finance & Facilities:   | 3.a, 3.c, 3.d, 3.e, 3.f, 3.g, 3.h, 3.i           |
| Instructional Services: | 4.a, 4.b, 4.c, 4.d, 4.e, 4.f, 4.g, 4.h, 4.i, 4.j |
| Human Resources:        | 5.a, 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**, Dr. Hunter announced that Michael Viera has been selected Superintendent/President for the Citrus College Community College District and noted his important contributions to Fullerton College and the District. He also announced that Dr. Pat Spencer has been selected as the Victor Valley Community College District Superintendent/President. In addition, he reported that California Community Colleges State Chancellor Tom Nussbaum has announced his retirement set for January 2004.
- B. Also as a part of the **Chancellor's Report**, Dr. Rod Fleeman provided an update on the state budget crisis. Highlights of the update included the following: 1) an overview of the District's Unrestricted General Fund Revenues; 2) an overview of the District's Unrestricted General Fund Expenditures; 3) identification of the Unrestricted General Fund Budget; 4) identification of expenditure increases; 5) Projected 2003-04 Budget Reductions; 6) Fund Balance Breakdown, including Board Policy, Facilities, and Discretionary Reserves; 7) Available Reserves identified as of July 1, 2002; 8) 2003-04 Governor's Budget; 9) Comparison with Other Institutions; and 10) Enrollment Numbers.
- Dr. Fleeman stated that it is anticipated with the above in place for 2003-04, the District: 1) will lose approximately 6,000 students; 2) will not receive growth moneys; 3) will not receive mandated costs reimbursement; 3) will have a total revenue decrease of \$10,044,476; 4) will have a total expenditure decrease of \$3,094,641; and 5) will have a net deficit for 2003-04 of \$6,949,834. He noted that the District's philosophy for identifying the necessary budgetary reductions is that each cost center would determine its own reductions. However, for categorical programs, the budgetary reductions would be at the same percentage level as identified by the state.

In the ensuing discussion it was clarified that 1) the class fill rate is not a part of the FTES funding formula; 2) there are about \$4 million in current District reserves available; however, these are one-time funds; 3) the sale of the Yorba Linda property, with escrow closing in about 6 to 9 months, will not make funds available until after the close of escrow -- Dr. Fleeman is suggesting that some of these proceeds be used to pay for the unfunded retirement liability fund; 4) with the lack of growth funds available for next year, the addition of the 17 full-time faculty growth positions, from 575 to 592; were considered when making 2002-03 mid-year cuts and these were reduced to 9, then to 0 so that the full-time obligation for next year would not increase; 5) the projection of a 3% reduction in general apportionment for 2003-04 created the need for an additional 17 full-time faculty position reduction; 6) of the 41 full-time faculty positions that are currently vacant, it is proposed to backfill 6 positions; 7) there is a possibility that the full-time obligation could go down, thus, it would cover the remaining 35 unfilled positions; 8) for each campus one full-time faculty position costs \$75,000; for each position cut it will be back filled with \$25,000 (10 for Fullerton College and 7 to Cypress College); 9) management staff furloughs would be comparable to layoffs.

Trustee Donna Miller requested Board discussion at a later date on the usage of reserves in light of the budgetary reductions that will be necessary for 2003-04. Trustee Manny Ontiveros encouraged support for increasing the funding for the retiree benefit unfunded liability. Trustee Rice stated her support for keeping the 5% reserves in light of the bleak state funding possibilities for 2004-05. Trustee Molly McClanahan urged the review of transforming the three educational institutions within the District to focusing on student learning. Trustee Leonard Lahtinen agreed with Jesse Saldana's request for maintaining management staff furloughs as a consideration in the budgetary reduction process. Trustee Jeff Brown indicated his support for maintaining the 5% reserves.

- 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. **Vickie McPherson** stated that classified employees have concerns regarding their lack of opportunity to provide valuable suggestions for budgetary reductions. She added her support for a summer 4-day work week schedule and encouraged its consideration for staff. She stated CSEA's concern for a negotiated employee process regarding the sale of the La Habra property.
- B. **Student Trustee Briana Padilla** reported on Cypress College Associated Student Activities events and encouraged support of the Give a Heart, Save a Child event.

- C. **Student Trustee Drew Shah** extended his appreciation for Dr. Viera's leadership contributions to Fullerton College and wished him much success.
- D. **Trustee Molly McClanahan** extended her gratitude to United Faculty for its support of students meeting with legislators. She encouraged everyone's participation in the City of Fullerton garden tour.
- E. **Trustee Leonard Lahtinen** reported that at the recent City of Anaheim Council meeting the NOCCCD's presence in Anaheim was acknowledged.

**MINUTES:** It was moved by Trustee Molly McClanahan and seconded by Trustee Jeff Brown to accept as submitted the minutes of the Regular Board meeting held on March 25, 2003. **Motion carried unanimously by those members present, including the Student Trustees' advisory votes.**

Student Trustee Briana Padilla left the meeting at 8:00 p.m. due to illness.

## **FINANCE & FACILITIES**

**Item 3.a:** By the block vote, authorization was granted to ratify purchase order numbers P0014660 through P0015872 through March 20, 2003, totaling \$3,941,221.29 and check numbers C0004952 through C0005151, totaling \$191,559.52 and check numbers F0080364 through F0080728, totaling \$324,647.55 and check numbers 88085106 through 88102978, totaling \$10,763,609.99 and check numbers V0030017 through V0030036 totaling \$15,588.21 from March 1, 2003, through March 31, 2003.

**Item 3.b:** Upon clarification on the process developed for contracting projects under the \$15,000 threshold in consultation with legal counsel, it was moved by Trustee Nancy Rice and seconded by Trustee Donna Miller to award PW 0203-306, Districtwide Miscellaneous Construction Projects Contract to Case & Sons Construction, Inc., as the lowest overall responsive and responsible bidder, and issue the agreement as follows:

To furnish work, labor, materials, equipment and services necessary for completion of projects assigned to the bidder if the bidder is awarded a contract pursuant to the bid proposal with the mark-up on Direct Costs of 3.7%.

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

**Item 3.c:** By the block vote, authorization was granted to file the Notice of Completion for PW 0102-209, with Conrod Concrete, Inc., as contractor for Package #2 (Concrete), for the NOCCCD Anaheim Campus Interior Renovations, and release the final retention payment when due.

**Item 3.d:** By the block vote, authorization was granted to file the Notice of Completion for PW 0102-209, with L2 Specialties, as contractor for Package #17 (Division 10 & 11), for the NOCCCD Anaheim Campus Interior Renovations, and release the final retention payment when due.

**Item 3.e:** By the block vote, authorization was granted to file the Notice of Completion for PW 0102-215, with Amelco Electric, as contractor, for the Cypress College Fire Alarm Upgrade Phase III, and release the final retention payment when due.

**Item 3.f:** By the block vote, authorization was granted to file the Notice of Completion for PW 0203-305, with MVP Commercial, Inc., as contractor, for the Cypress College Swapmeet Modular Building - Site Preparation, and release the final retention payment when due.

**Item 3.g:** By the block vote, authorization was granted to file the Notice of Completion for PW 0203-302, with Richard M. Lane, as contractor, for the District Education Center Temporary Staging Remodel, and release the final retention payment when due.

**Item 3.h:** By the block vote, authorization was granted for the various change orders for public works projects listed per the Change Order Request.

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

**Item 3.i:** By the block vote, authorization was granted to file the Notice of Completion for PW 0102-209, with Southern California Plumbing, d.b.a. A2Z Plumbing as contractor for Package #26 (Plumbing), for the NOCCCD Anaheim Campus Interior Renovations, and release the final retention payment when due.

**Item 3.j:** Upon clarification on the selection process of the vendor, it moved by Trustee Jeff Brown and seconded by Trustee Manny Ontiveros to enter into an Agreement with tBP/Architecture to design and engineer the Campus Safety Building at Fullerton College at a cost not to exceed \$40,000. A copy of the agreement/contract will be on file in the District Business Office. **Motion carried unanimously, including the Student Trustee's advisory vote.**

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

Trustee Jeff Brown noted his desire for a future discussion on the District's contracting procedures.

## **INSTRUCTIONAL RESOURCES**

**Item 4.a:** By the block vote, authorization was granted for the Cypress College Foundation to partner with the Cypress College Choral Music Department to celebrate an evening of "Wine, Cheese, Desserts, & Music," a concert/fundraiser benefitting the Choral Music Program on Sunday, May 18, 2003 at the Cypress Community Center Auditorium. All costs associated with the event will be paid by the Foundation and the Fine Arts Division, but these costs will be reimbursed by the funds raised by the event and by underwriters. All proceeds will go to the Cypress College Choral Music Program. Wine may be served to invited guests, in accordance with all appropriate alcoholic beverage laws.

**Item 4.b:** By the block vote, authorization was granted for expenditures related to the Fullerton College Associated Students Awards Luncheon on May 13, 2003, at a cost not to exceed \$2,000.

Further authorization was granted for the College President to execute any agreement on behalf of the District.

**Item 4.c:** By the block vote, authorization was granted for the Fullerton College Natural Science Division optional out-of-country field trip to student marine science and natural history of plants and animals in San Luis Gonzaga, Baja California, Mexico, April 12-19, 2003, with use of a college SUV and no additional cost to the District.

**Item 4.d:** By the block vote, authorization was granted for the Fullerton College Concert Choir optional out-of-country field trip to attend the Princess Cruise Choral Festival in Vancouver, British Columbia, Canada, May 10-13, 2003, at no cost to the District.

**Item 4.e:** By the block vote, authorization was granted for expenditures related to the Fullerton College Associated Students and Inter Club council Commencement Reception, May 28, 2003, at a cost not to exceed \$3,500.

Further authorization was granted for the College President to execute any agreement on behalf of the District.

**Item 4.f:** By the block vote, authorization was granted for expenditures related to the Fullerton College Associated Students, Inter Club Council and the Department of Student Affairs co-sponsored Festival of Diversity and appreciation luncheon, May 1, 2003, at a cost not to exceed \$3,300.

Further authorization was granted for the College President to execute any agreement on behalf of the District.

**Item 4.g:** By the block vote, authorization was granted for expenditures related to the Fullerton College Inter club Council Awards Reception, May 5, 2003, at a cost not to exceed \$1,000.

Further authorization was granted for the College President to execute any agreement on behalf of the District.

**Item 4.h:** 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 11-15, 2003, with the use of a school van and no additional cost to the District.

**Item 4.i:** By the block vote, authorization was granted for expenditures related to the Fullerton College Associated Students sponsored Men and Women of Distinction Achievement Awards and Outstanding Service to the College Awards, May 16, 2003, at a cost not to exceed \$2,100.

Further authorization was granted for the College President to execute any agreement on behalf of the District.

**Item 4.j:** By the block vote, authorization was granted for the Fullerton College Social Sciences Division optional out-of-state field trip to investigate Native American historical sites and attend the Pascua Cultural Event, in Phoenix, Tucson, and South Central Arizona, April 16-19, 2003, with the use of a school van and no additional cost to the District.

## **HUMAN RESOURCES**

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

### RETIREMENT

|               |    |  |
|---------------|----|--|
| Metz, Douglas | CC | Mortuary Science Instructor<br>Eff. 05/30/2003 |
|---------------|----|--|

### ADDITIONAL DUTY DAYS @ PER DIEM

|                     |    |                              |         |
|---------------------|----|------------------------------|---------|
| Babad, Bruce        | FC | Jazz Ensemble (2)            | 12 days |
| Babad, Bruce        | FC | Jazz Band                    | 11 days |
| Babad, Bruce        | FC | Orchestra                    | 4 days  |
| Falker, Matthew     | FC | Vocal Jazz Ensemble (2)      | 16 days |
| Horton, Dieter      | FC | Men's Head Coach, Basketball | 15 days |
| Hoyt-Heydon, Pamela | FC | Resident Designer            | 13 ays  |

|                     |    |                              |         |
|---------------------|----|------------------------------|---------|
| Jensen, Robert      | FC | Manager Director             | 11 days |
| Jensen, Robert      | FC | Artistic Director            | 11 days |
| Jensen, Robert      | FC | Director, Theater Festival   | 6 days  |
| Jewell, Joseph      | FC | Jazz Ensemble                | 6 days  |
| Jewell, Joseph      | FC | Orchestra                    | 4 days  |
| Ketter, Charles     | FC | Director (1 production)      | 3 days  |
| Ketter, Charles     | FC | Resident Director            | 10 days |
| Ketter, Charles     | FC | Technical Director           | 15 days |
| Krinke, Gary        | FC | Director (3 productions)     | 9 days  |
| Krinke, Gary        | FC | Artistic Director, SRO       | 6 days  |
| Krinke, Gary        | FC | Managing Director            | 2 days  |
| Mazzaferro, Anthony | FC | Concert Band                 | 8 days  |
| Mazzaferro, Anthony | FC | Community Band               | 8 days  |
| Mazzaferro, Anthony | FC | Orchestra                    | 3 days  |
| Pliska, Steven      | FC | Resident Designer            | 13 days |
| Pliska, Steven      | FC | Managing Director            | 2 days  |
| Rundus, Katharin    | FC | Chamber Singers              | 8 days  |
| Rundus, Katharin    | FC | Wmn's Collegiate Choral      | 6 days  |
| Tebay, John         | FC | Concert Choir                | 11 days |
| Tebay, John         | FC | Bravo Ensemble               | 11 days |
| Woelke, Deborah     | FC | Wmn's Head Coach, Basketball | 15 days |
| Woll, Gregory       | FC | Jazz Band                    | 11 days |
| Woll, Gregory       | FC | Dixie Band                   | 11 days |

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS-2003 SPRING SEMESTER

|                     |    |          |
|---------------------|----|----------|
| Andrus, Angela      | FC | \$10.00  |
| Alvarez, Maestro J. | FC | \$20.00  |
| Burke, David        | FC | \$30.00  |
| Crandall, Debra     | CC | \$10.00  |
| Davidson, Deborah   | FC | \$210.00 |
| Deneff, Peter       | CC | \$10.00  |
| Dowdalls, Jim       | FC | \$60.00  |
| Forman, Mary        | CC | \$10.00  |
| Freer, Carolee      | CC | \$40.00  |
| Friess, Donna       | CC | \$10.00  |
| Hayner, William     | FC | \$20.00  |
| Kitchell, Darrell   | FC | \$30.00  |
| Lopez, Adela        | FC | \$10.00  |
| Majid, Rosalie      | CC | \$150.00 |
| Markley, Karen      | FC | \$10.00  |
| Martinez, Marciano  | FC | \$10.00  |

|                   |    |         |
|-------------------|----|---------|
| McMillan, Richard | FC | \$20.00 |
| Mercer, Robert    | CC | \$70.00 |
| Meyer, Susan      | FC | \$10.00 |
| Minto, Jeff       | FC | \$20.00 |
| Patti, Joyce      | CC | \$15.00 |
| Pelletier, Daniel | CC | \$80.00 |
| Pinkham, Bill     | CC | \$20.00 |
| Rosenberg, Stuart | CC | \$10.00 |
| Scott, Erin       | FC | \$20.00 |
| Tucker, Scott     | CC | \$30.00 |

PAYMENT FOR WORK EXPERIENCE CONTRACTS-2003 SPRING SEMESTER

|                   |    |         |
|-------------------|----|---------|
| Bedard, Dana      | CC | \$3,750 |
| Bottiaux, Paul    | CC | \$1,050 |
| Franks, Joseph    | CC | \$650   |
| Gallo, Joseph     | CC | \$350   |
| Lucia, May        | CC | \$600   |
| Piburn, Elizabeth | CC | \$650   |
| Withrow, Gwenn    | CC | \$3,350 |

LEAVE OF ABSENCE WITH PAY

|              |    |  |
|--------------|----|--|
| Pope, Daniel | FC | Art Instructor<br>Retroactive Load Banking Leave (33.33%)<br>Eff. 2001 Fall Semester |
|--------------|----|--|

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-EFFECTIVE 2003 SPRING SEMESTER, SPRING TRIMESTER

|                        |     |                 |
|------------------------|-----|-----------------|
| Fanous, Michael        | SCE | SCE Hourly Rate |
| Haque, Sultan          | SCE | SCE Hourly Rate |
| Heckman, Jennifer      | FC  | Grade 1         |
| Henson, Mark           | FC  | Grade 2         |
| Holliday, Elena        | SCE | SCE Hourly Rate |
| Pigne-Tsakiris, Helene | SCE | SCE Hourly Rate |
| Stoutenburg, Cheryl    | SCE | SCE Hourly Rate |
| Vayo, Louis            | SCE | SCE Hourly Rate |
| Wilson, Heather        | CC  | Grade 1         |

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-EFFECTIVE 2003 SUMMER SESSION, SUMMER INTERSESSION

|                  |     |                 |
|------------------|-----|-----------------|
| Geiss, Elizabeth | SCE | SCE Hourly Rate |
| Mai, Timothy     | FC  | Grade 1         |

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL-EFFECTIVE 2003 PRING SEMESTER, SPRING TRIMESTER

|                    |    |                 |                  |
|--------------------|----|-----------------|------------------|
| Daland, William    | FC | Grade 1         | Hourly Counselor |
| Fong, Peter        | FC | Grade 2         | Hourly Counselor |
| Hinaro, Nahrin     | FC | Grade 1         | Hourly Counselor |
| Hubbard, Michael   | FC | Grade 1         | Hourly Counselor |
| Longway, Mark      | FC | Grade 1         | Hourly Counselor |
| McDonald, Martha   | FC | Class B, Step 3 | Hourly Counselor |
| Mendoza, Natalie   | FC | Grade 1         | Hourly Counselor |
| Mohr, Jenny        | FC | Grade 1         | Hourly Counselor |
| Nguyen, Christy    | FC | Grade 1         | Hourly Counselor |
| Steele, Markell    | FC | Grade 1         | Hourly Counselor |
| Valenzuela, Yvonne | FC | Grade 1         | Hourly Counselor |

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES-2003 SPRING SEMESTER, SPRING TRIMESTER

|                  |    |         |
|------------------|----|---------|
| Childs, Jeannine | CC | Grade 1 |
|------------------|----|---------|

STUDENT INTERN WITHOUT PAY

|                   |    |   |
|-------------------|----|---|
| McClintock, Holly | FC | Teacher/Mentor - TIP Program<br>Eff. 2003 Spring Semester |
|-------------------|----|---|

VOLUNTEER PERSONNEL WITHOUT PAY-2003-2004 ACADEMIC YEAR

|                   |    |                          |
|-------------------|----|--------------------------|
| Colifores, Vicmar | CC | Assistant, Training Room |
| Loya, M. Kieran   | CC | Mentor, Nursing Students |
| Zengerle, Kim     | CC | Assistant, Training Room |

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

RESIGNATION

|                   |    |   |
|-------------------|----|---|
| Thompson, Michael | CC | Records-Admissions Technician, Sr. (100%)<br>Eff. 4/11/2003 |
|-------------------|----|---|

Victorio, Christopher                      AC    Bookstore Clerk (50%)  
Eff. 4/3/2003

NEW PERSONNEL

Dewing, Thomas                            AC    Facilities/Security Guard  
12-month position (100%)  
Range 33, Step A+5% Shift  
Eff. 3/28/2003

Russell, Laurence                         AC    Facilities/Security Guard  
12-month position (100%)  
Range 33, Step A  
Eff. 3/31/2003

Sanders, Tracey                            FC    Clerk Typist  
12-month position (100%)  
Range 25, Step C  
Eff. 3/31/2003

REHIRE

McKamy, James                            FC    Facilities Assistant  
12-month position (100%)  
Range 31, Step E+10% Shift+5% Long+PG&D  
Eff. 4/01/2003

VOLUNTARY CHANGES IN ASSIGNMENTS

Barrios, Melisa                            CC    Clerk Typist, Senior (50%)  
Range 27, Step D+5% Shift (\$1,272.60)

Temporary Change in Assignment  
To: CC Clerk Typist, Senior (50%)  
Range 27, Step D+5% Shift  
(\$1,272.60)  
CC Secretary, Senior (50%)  
Range 33, Step B (\$1,271.50)  
12-month position (100%)  
Eff. 3/03/2003 - 6/30/2003

Bennett, Erica                              CC    Library Technician, Senior (100%)

Temporary Decrease in Percent Employed  
 From: 100%  
 To: 80%  
 Eff. 3/31/2003 - 6/09/2003

Dowell, Mary

FC Secretary (62.5%)

Temporary Decrease in Percent Employed  
 From: 62.5%  
 To: 55%  
 Eff. 3/17/2003 - 6/30/2003

Kraft, George

CC Maintenance Assistant, Senior (100%)  
 Range 36, Step E+15% Long (\$3,631)

Temporary Change in Assignment  
 To: CC Pool Mechanic  
 12-month position (100%)  
 Range 40, Step D+15% Long (\$3,809)  
 Eff. 2/18/2003 - 2/25/2003, 3/03/2003,  
 3/07/2003 (2 hrs per day)

Sprague, Mike

FC Custodial Supervisor (100%)  
 Range 36, Step E+10% Shift+20% Long  
 (\$4,168)

Extension of Temporary Assignment  
 Eff. 3/01/2003 - 4/30/2003

#### PROFESSIONAL GROWTH AND DEVELOPMENT

Henderson, Wilford

AC Environment Health/Safety Spec (100%)  
 5<sup>th</sup> Increment (\$350)  
 Eff. 7/01/2003

York, Dennis

AC Buyer (100%)  
 5<sup>th</sup> Increment (\$350)  
 Eff. 7/01/2003

#### LEAVE OF ABSENCE WITHOUT PAY

Wyatt, Melanie

FC Bookstore Clerk (100%)

Personal Leave  
Eff. 3/19/2003 - 4/03/2003

FAMILY MEDICAL LEAVE

Purtell, Valentina                      SCE    Program Assistant/ESL (100%)  
With Pay (Personal Necessity/Vacation Time)  
Eff. 3/10/2003 - 4/11/2003  
Without Pay but with Employee Medical  
Eff. 4/12/2003 - 5/11/2003

ADMINISTRATIVE LEAVE OF ABSENCE WITH PAY

Sharum, Kenneth                      FC     Manager, Maintenance & Operations (100%)  
Eff. 3/26/2003 Until Further Notice

MANAGEMENT MINI-SABBATICAL LEAVE

Miranda, Robert                      FC     Director, Financial Aid (100%)  
40 days between 11/03/2003 - 7/09/2004

**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

Acevedo, Daisy                      CC     Technical Expert II, Not to Exceed \$420  
Foster Care Education  
Level C, Eff: 04/14/03 to 06/30/03

Barker, Dianne C.                      FC     Technical Expert II  
Innovative Tobacco Demonstration  
Level C, Eff: 04/09/03 to 06/30/03

Benson, Marie                      CC     Technical Expert II, Not to Exceed \$700  
Enhancing Student Success  
Level C, Eff: 03/10/03 to 06/30/03

Blount, Zack J.                      CC     Technical Expert II, Not to Exceed \$315  
Foster Care Education  
Level C, Eff: 04/10/03 to 06/30/03

Briones, Carlos A.                      SCE    Technical Expert II

|                    |     |   |
|--------------------|-----|---|
|                    |     | Faculty Advisor - EL Civics<br>Level C, Eff: 03/31/03 to 06/27/03   |
| Casazza, Nahid A.  | SCE | Not-For-Credit Instr II<br>Career Management Workshop Presenter<br>Level C, Eff: 04/01/03 to 06/30/03     |
| Chapman, Mike J.   | CC  | Project Expert, Not to Exceed \$2,032<br>Assistant Coach - Baseball<br>Level A, Eff: 03/26/03 to 05/28/03 |
| Chavez, Mark       | FC  | Project Expert<br>Assistant Coach - Baseball<br>Level A, Eff: 03/20/03 to 06/30/03                        |
| Cole, Willis E.    | FC  | Technical Expert II<br>Teacher Intern Program<br>Level C, Eff: 03/20/03 to 06/30/03                       |
| Combs, Jennifer E. | FC  | Technical Expert II<br>Title V Learning Communities Development<br>Level C, Eff: 04/08/03 to 05/27/03     |
| Cruse, Melonee S.  | SCE | Technical Expert II<br>REBRAC<br>Level C, Eff: 04/05/03 to 04/30/03                                       |
| Eggan, Meredith    | SCE | Project Manager<br>Clothing Program Coordinator<br>Level C, Eff: 03/31/03 to 06/29/03                     |
| Erickson, Donna J. | CC  | Technical Expert II, Not to Exceed \$1,000<br>Foster Care Education<br>Level C, Eff: 05/19/03 to 05/23/03 |
| Farkas, Stacy A.   | FC  | Technical Expert II<br>Teacher Intern Program<br>Level C, Eff: 03/20/03 to 06/30/03                       |
| Forero, Yamile     | SCE | Project Expert<br>Family Literacy<br>Level A, Eff: 03/26/03 to 04/20/03                                   |

|                   |     |   |
|-------------------|-----|---|
| Foster, Catherine | FC  | Technical Expert II<br>Teacher Intern Program<br>Level C, Eff: 03/20/03 to 06/30/03                         |
| Franco, Arnold M. | CC  | Technical Expert II, Not to Exceed \$700<br>Enhancing Student Success<br>Level C, Eff: 03/10/03 to 06/30/03 |
| Garvin, Jerry     | FC  | Technical Expert II<br>Jazz Festival Clinician<br>Level C, Eff: 04/04/03 to 04/05/03                        |
| Gerace, Andrea K. | FC  | Technical Expert II<br>Teacher Intern Program<br>Level C, Eff: 03/31/03 to 06/30/03                         |
| Haller, Corinne   | SCE | Technical Expert II<br>Curriculum Dev-Pharmacy Tech Program<br>Level C, Eff: 03/19/03 to 04/05/03           |
| Henry, Jori A.    | FC  | Technical Expert II<br>Teacher Intern Program<br>Level C, Eff: 03/20/03 to 06/30/03                         |
| Johnson, John M.  | FC  | Technical Expert II<br>Jazz Festival Clinician<br>Level C, Eff: 04/04/03 to 04/05/03                        |
| Krinke, Gary      | FC  | Technical Expert II<br>Jazz Festival Adjudicator<br>Level C, Eff: 04/04/03 to 04/05/03                      |
| Leckrone, Erik    | FC  | Technical Expert II<br>Jazz Festival Clinician<br>Level C, Eff: 04/04/03 to 04/05/03                        |
| Lewerenz, Shirley | SCE | Project Manager<br>Business Skills Program Coordinator<br>Level C, Eff: 03/31/03 to 06/29/03                |
| Linahon, Jim      | FC  | Technical Expert II<br>Jazz Festival Clinician  |

|                     |     |   |
|---------------------|-----|---|
|                     |     | Level C, Eff: 04/04/03 to 04/05/03  |
| Linen, Nikki S.     | SCE | Technical Expert II<br>UAW/LETC Workshop<br>Level C, Eff: 02/28/03 to 06/30/03                              |
| Lynch-Thompson, C.  | SCE | Technical Expert II<br>Project SHINE<br>Level C, Eff: 05/12/03 to 05/30/03                                  |
| Martinez, Estela B. | FC  | Technical Expert II<br>Teacher Intern Program<br>Level C, Eff: 03/17/03 to 06/30/03                         |
| Noyes, Joanne L.    | CC  | Technical Expert II, Not to Exceed \$140<br>Foster Care Education<br>Level C, Eff: 03/20/03 to 05/07/03     |
| Ramos, Jaime        | CC  | Technical Expert II, Not to Exceed \$700<br>Enhancing Student Success<br>Level C, Eff: 03/10/03 to 06/30/03 |
| Ramos, Kay R.       | SCE | Not-For-Credit Instr II<br>Roving Literacy Instructor<br>Level C, Eff: 03/31/03 to 06/30/03                 |
| Read, Ann K.        | FC  | Technical Expert II<br>VTEA Massage Technician/Therapist<br>Level C, Eff: 03/26/03 to 06/30/03              |
| Reid, Kathryn I.    | FC  | Technical Expert II<br>Jazz Festival Adjudicator<br>Level C, Eff: 04/04/03 to 04/04/03                      |
| Rocha, Fred         | SCE | Project Manager<br>Data Processing Program Coordinator<br>Level C, Eff: 03/31/03 to 06/29/03                |
| Ruse, Ann D.        | SCE | Technical Expert II<br>Early Childhood Education Coordination<br>Level C, Eff: 03/10/03 to 06/28/03         |

|                     |     |   |
|---------------------|-----|---|
| Taylor, Linda B.    | CC  | Technical Expert I, Not to Exceed \$9,000<br>Web Site Trng & Dev/On-line Coord. Support<br>Level B, Eff: 04/21/03 to 06/11/03 |
| Thompson, Keith R.  | FC  | Project Expert<br>Assistant Coach - Track and Field<br>Level A, Eff: 03/26/03 to 06/30/03                                     |
| Tivenan, Timothy J. | FC  | Technical Expert II<br>Teacher Intern Program<br>Level C, Eff: 03/19/03 to 06/30/03   |
| Vela, Marissa       | FC  | Project Expert<br>Assistant Coach - Softball<br>Level A, Eff: 03/24/03 to 06/30/03  |
| Williams, Angela L. | FC  | Technical Expert II<br>Teacher Intern Program<br>Level C, Eff: 11/01/02 to 12/23/02   |
| Wong, Richard J.    | SCE | Not-For-Credit Instr I<br>UAW/LETC Fontana<br>Level B, Eff: 03/31/03 to 06/30/03  |

**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 #892 for a listing of hourly personnel.)

**Item 5.e:** It was moved by Trustee Nancy Rice and seconded by Trustee Donna Miller to approve the negotiated three-year successor agreement between CSEA Chapter #167 and the District, effective July 1, 2001, through June 30, 2004, inclusive of all terms and conditions specified in the written Settlement Agreement between CSEA and the District, and inclusive of the following salary provisions:

- a) For the 2001/2002 fiscal year, the Classified Salary Schedule will be increased by four percent (4.0%) across the schedule, retroactive to July 1, 2001.
- b) For the 2002/2003 fiscal year, the Classified Salary Schedule will be increased by two percent (2.0%) across the schedule, retroactive to July 1, 2002.

The Classified Salary Schedules, which reflect the 4.0% salary adjustment for the 2001/2002 fiscal year and the 2.0% salary adjustment for the 2002/2003 fiscal year, were also approved.

The negotiated agreement with respect to implementation of the classification study, inclusive of all terms and conditions specified in the written Settlement Agreement between CSEA and the District, was further approved as follows:

- a) Revised job descriptions and job titles will be implemented for each classification and for each Unit Member as recommended by the classification study. Upon implementation, all prior job descriptions and titles, and any prior side letters between the parties which may have affected the job description or title for any classification or Unit Member shall become null and void.
- b) All Unit Members who are currently in a position that will be retitled, reclassified or eliminated will carry their seniority from their current classification to the new classification.
- c) All Unit Members hired in a bargaining unit position prior to July 1, 2001, with the exception of Unit Members in Child Care classifications, who are recommended by the classification study for a range increase of three (3) ranges or more will be placed at the recommended range, retroactive to July 1, 2001.

Step placement on the new range will be at the step which corresponds to the same salary amount as the Unit Member's step placement, as of July 1, 2001, on the old range. If there is no step on the new range which directly corresponds to the salary amount of the Unit Member's step on the old range, step placement on the new range will be at the first step on the new range which results in an increase in pay.

Subsequent to placement on the new range and step as provided above, the Unit Member's anniversary increment for fiscal year 2001/2002 will be implemented as provided in the collective bargaining agreement between CSEA and the District.

- d) Except as provided in paragraph (c) above, all other Unit members recommended by the classification study for a range increase, including Unit Members in Child Care classifications, will be placed at the recommended range, retroactive to July 1, 2002.

Step placement on the new range will be at the step which corresponds to the same salary amount as the Unit Member's step placement, as of July 1, 2002, on the old range. If there is no step on the new range which directly corresponds to the salary amount of the Unit Member's step on the old range, step placement on the new range will be at the first step on the new range which results in an increase in pay.

Subsequent to placement on the new range and step as provided above, the Unit Member's anniversary increment for fiscal year 2002/2003 will be implemented as provided in the collective bargaining agreement between CSEA and the District.

- e) Incumbent Unit Members whose positions are recommended by the classification study for a decrease in range placement will not be "Y-rated" and will remain at their current range and step. Incumbents will continue to receive the benefit of any negotiated salary increases and will continue to receive anniversary increments as provided in the collective bargaining agreement between CSEA and the District.
- f) When a position which is recommended for a decrease in range by the classification study becomes vacant, the position will be filled at the recommended (decreased) range.
- g) Upon implementation of the revised salary range for each classification and Unit Member, any prior agreements with respect to stipends or additional salary ranges which may have previously been awarded with respect to any classification or Unit Member for the performance of classified duties, shall be terminated. The revised salaries for Unit Members as implemented by the classification study are predicated on the totality of the duties and responsibilities for each classification and are intended to constitute the complete compensation for the classification and Unit Member.

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

The list of classification assignments was also approved.

(See Supplemental Minutes #892 for copies of the 2001/2002 and 2002/2003 Classified Salary Schedules along with the classification assignments.)

**GENERAL**

**Item 6.a:** It was moved by Trustee Nancy Rice and seconded by Trustee Manny Ontiveros that the Board adopt Resolution 02/03-07, Student Trustee Absence, verifying that Student Trustee Dhruvin Shah was ill on March 25, 2003, and therefore, eligible to receive compensation for the Board meeting held on that date. A signed Affidavit from Mr. Shah verifying his absence due to illness will be on file in the Chancellor's Office. **Motion carried unanimously, including the Student Trustee's, advisory vote, and Student Trustee Shah abstaining from the vote.**

**Item 6.b:** It was moved by Trustee Otto Lacayo and seconded by Trustee Nancy Rice that Administrative Guide, Section 1006, BOARD OF TRUSTEES, Student Member Selection Procedure Rights and Privileges be re-adopted by the Board. **Motion carried unanimously, including the Student Trustees' advisory votes.**

**CLOSED SESSION:** At 8:17 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**

**RECONVENE OPEN SESSION:** At 10:55 p.m., Board President Leonard Lahtinen reconvened the meeting in open session.

**ADJOURNMENT:** At 10:57 p.m., it was moved by Trustee Otto Lacayo and seconded by Trustee Donna Miller to adjourn the meeting. **Motion carried unanimously by those members present.**

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Otto Lacayo, Secretary  
Board of Trustees