

APPROVED

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

August 24, 2004

The Board of Trustees of the North Orange County Community College District met for a Regular Meeting on Tuesday, August 24, 2004, at 5:30 p.m. in the Board Room at the Anaheim Campus.

Board President Nancy Rice called the meeting to order at 5:31 p.m. Christie Wallace Noring 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.

NOCCCD RESOURCE PERSONNEL PRESENT: Jerome Hunter, Chancellor; Jeff Horsley, Vice Chancellor, Human Resources; Rod Fleeman, Vice Chancellor, Finance & Facilities; Kathleen Hodge, President, Fullerton College; Margie Lewis, President, Cypress College; Gary McGuire, Provost, School of Continuing Education; Jack Raubolt, District Director, Information Services; Christie Wallace Noring, District Director, Public Affairs; Karen Cant, 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 the Fullerton College Faculty Senate; Shannon Ellis, representing CSEA; Sam Russo, representing Adjunct Faculty United; and Violet Ayon, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Terry Blackley, Joe Carrithers, Susan Clifford, Cristina Fernandez, Peter Fong, Andrea Hanstein, Lis Leyson, Ken Meehan, Adam O'Connor, and Janet Portolan from Fullerton College; Nancy Byrnes, Nancy Deutsch, Pat Ganer, Pat Humpres, Mike Kasler, and Dave Wassenaar from Cypress College; Jim Kennedy and Tom Parisi from the School of Continuing Education; and Ron Beeler, Steve Duncan, Dorothy Owens-Whitehurst, and Fred Williams from the District Offices.

ADDENDUM TO AGENDA, Item 5.e: It was moved by Trustee Jeff Brown and seconded by Trustee Molly McClanahan that the Board add item 5.f, Classified Personnel Termination, to the block vote agenda on the basis that the need arose after the agenda was prepared and there is a need for immediate action. **Motion carried unanimously, including the Student Trustees' advisory votes.**

PUBLIC COMMENTS:

- A. **Shannon Ellis** expressed a concern regarding the Board's need to solicit input from the classified staff so as to provide thorough discussion for the Board's consideration in the decision-making process.

She also addressed item 5.f, Classified Personnel Termination, and the lack of notification to CSEA, per its contract with the District, regarding this personnel matter.

BLOCK VOTE APPROVAL: It was moved by Trustee Molly McClanahan and seconded by Trustee Manny Ontiveros that the following items be approved by block vote:

Finance & Facilities: 3.a, 3.b, 3.d, 3.e, 3.f, 3.g

Instructional Services: 4.a

Human Resources: 5.a, 5.b, 5.c, 5.d

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

REPORTS:

- A. **Honor Retirees:** As a part of the Chancellor's Report, the following retirees were honored for their years of service to the District: Terry Blackley from Fullerton College and Sue Reichart-Sever from Cypress College.
- B. **Certificate of Commendation:** Also as a part of the Chancellor's Report, a certificate of commendation was presented to Nancy Deutsch, Cypress College Instructor and Staff Development Coordinator, upon receiving the John Fry Individual Merit Award sponsored by the National Council on Professional and Staff Development.
- C. **Discussion on Accreditation Self Study Reports:** Also included in the Chancellor's Report was a presentation on the colleges' Draft Self Study Reports by Janet Portolan and Joe Carrithers from Fullerton College and Pat Ganer from Cypress College. The Self Study Reports are being prepared for the Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges, which will conduct an accreditation site visit to the colleges in March 2005.

Fullerton College used a thematic approach to its self study, identifying the relevant accreditation standards to each core value. Preparation of the self study included representation from all segments of the college during committee meetings, division meetings, campus-wide surveys and general meetings. The draft self study is posted on the campus server for all staff to review and provide input. It was noted that nothing in the study is detrimental to accreditation because the college's primary goal is to teach students and help them to succeed, which is being accomplished.

Cypress College's approach to the self study was to look at it through the four accreditation standards, with eleven subcommittees working on the standards. The next step is for the self study draft to be sent to the steering committees and subcommittees for review. It will go out for the entire campus to review after the committees have completed reviewing and refining the draft.

In the ensuing discussion, the Board requested receipt of the following: 1) the results of the Fullerton College staff, faculty, and student surveys, as well as the college's response to the 1999 accreditation concerns; 2) the results of the Cypress College campus climate survey, the student satisfaction survey, and the college's response to 1999 accreditation concerns; and 3) a draft of the colleges' planning agenda. It was noted that board members will forward to the Chancellor their comments/suggestions for the self study drafts.

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

COMMENTS:

- A. **Karen Cant** reminded everyone of the District Management Association's Fall Business meeting on September 23.
- B. **Rolando Sanabria** acknowledged Dr. Hodge's leadership at the successful Fullerton College Fall Convocation.
- C. **Michael Brydges** thanked Dr. Lewis for providing him the opportunity to participate in the Claremont College Leadership Development Institute's week-long series and suggested that leadership would be an appropriate topic for a Board-sponsored Strategic Conversation.
- D. **Student Trustee Victoria Rizo** reported on her first day of classes and the Associated Students' efforts to recruit members.
- E. **Student Trustee Karen Johnson** reported on her attendance, along with Ms. Rizo, at the Community College League of California Student Trustee Orientation. She also noted an article in the *O.C. Metro*, which includes an article on the fiscal crisis of community colleges and includes comments by and a picture of Chancellor Hunter.
- F. **Trustee Leonard Lahtinen** reported that as a member of the Anaheim Beautiful organization he nominated the Anaheim Campus for the Anaheim Beautiful award. However, he has since become concerned with the deterioration of the exterior landscaping at the Anaheim Campus and inquired when the issue would be resolved. Dr. Hunter reported on the staffing issue and attempts to resolve the matter.

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 August 10, 2004.
Motion carried unanimously, including the Student Trustees' advisory votes.

FINANCE & FACILITIES:

Item 3.a: By the block vote, authorization was granted to award Bid 2004-05, Fullerton College LLRC Book Detection System, to Checkpoint Systems, Inc., meeting the plans and specifications, in an amount of \$167,685.80, plus the first-year annual maintenance of \$10,025.

Further authorization was granted to provide other California community college districts and public school districts the ability for purchase of identical items upon the terms, conditions and prices of this contract award for a period of 24 months following the awarding of the contract, pursuant to Public Contract Code 20118 or 20652.

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

Item 3.b: By the block vote, authorization was granted for the various change orders for the public works project listed per the Change Order Request, with a cumulative total increase of \$32,515.29.

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

Item 3.c: Upon clarification of new state mandates, it was moved by Trustee Leonard Lahtinen and seconded by Trustee Manny Ontiveros to enter into an agreement with Geotechnical Solutions, Inc., to provide drilling, field investigation, lab testing, and analyses for preparation of reports in compliance with the California Geological Survey Note 48 standards for several projects at Fullerton and Cypress colleges at a total cost not to exceed \$71,800 (\$44,600 for Fullerton College and \$27,200 for Cypress College).

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

Item 3.d: By the block vote, authorization was granted to enter into an agreement with Myra L. Frank/Jones & Stokes to provide environmental consulting services for the School of Continuing Education Wilshire Center on the Fullerton Campus at a cost not to exceed \$84,879 effective August 25, 2004 through December 31, 2005.

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

Item 3.e: By the block vote, authorization was granted to enter into an agreement with PSOMAS to provide Cypress and Fullerton colleges: (1) fire hydrant plans and calculations, (2) preparation of a new composite utility plan, and (3) drainage study and storm drain design revisions. The cost for engineering services will not exceed \$37,250 (\$11,760 for Cypress College and \$25,490 for Fullerton College).

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

Item 3.f: The Board reviewed the District's Quarterly Financial Status Report for the quarter ended June 30, 2004 as required by Section 58310 of Title 5.

Item 3.g: The Board received the Quarterly Investment Report for the quarter ended June 30, 2004.

INSTRUCTIONAL SERVICES:

Item 4.a: By the block vote, authorization was given for the School of Continuing Education summary of curriculum additions, deletions, and changes to be effective in the fall 2004 trimester.

(See Supplemental Minutes #924 for a copy of the summary.)

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

(Change in class and step placement pursuant to verification of education and experience.)

Barabas, Lilliana	FC	Physics Instructor From: Class B Eff. 08/20/2004	To: Class C
Beard, Michael	CC	Automotive Technology Instructor From: Class B Eff. 08/20/2004	To: Class C
Collins, John	FC	Administration of Justice Instructor (ADJ) From: Column 1 Eff. 08/23/2004	To: Column 2

Coopman, Jennifer	CC	Mathematics Instructor From: Class B To: Class C Eff. 08/20/2004
Dickerson, Maura	FC	English Instructor (ADJ) From: Column 1 To: Column 2 Eff. 08/23/2004
Dunbar, Geoffrey	CC	Commercial Music Instructor (ADJ) From: Column 1 To: Column 2 Eff. 08/23/2004
Hock, Richard	CC	Air Conditioning and Refrigeration Instructor From: Class B, Step 1 To: Class E, Step 08 Eff. 08/20/2004
Klassen, Kelly	FC	Mathematics Instructor From: Class D To: Class E Eff. 08/20/2004
Lopez, Adela	FC	Ethnic Studies Instructor From: Class D To: Class E Eff. 08/20/2004
Mazzotta, Casey	FC	Physical Education Instructor From: Class D To: Class E Eff. 08/20/2004
Rice, Alice	FC	Mathematics Instructor (ADJ) From: Column 2 To: Column 3 Eff. 08/23/2004

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS

Rydalch, Ina	CC	\$105.00
Ssensalo, Renee	CC	\$10.00

LEAVE OF ABSENCE WITHOUT PAY

Germond, Jeanne	FC	Foreign Language Instructor Personal Leave (26.67%) Eff. 2004 Fall Semester
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LEAVE OF ABSENCE WITH PAY

Goldstein, Jay	FC	Distance Education Instructor Load Banking Leave (31.66%) Eff. 2004 Fall Semester
Kiszely, Elizabeth	FC	English Instructor Load Banking Leave (20%) Eff. 2005 Spring Semester
Mazzaferro, Anthony	FC	Music Instructor Load Banking Leave (20.00%) Eff. 2004 Fall Semester
Nack, Susan	FC	Computer Science Instructor Load Banking Leave (10.00%) Eff. 2004 Fall Semester
Wolfe, Jeana	FC	Psychology Instructor Load Banking Leave (100%) Eff. 2004 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2004 FALL SEMESTER, TRIMESTER

Barber, Davis	CC	Column 1, Step 1
Barney, Lee	CC	Column 1, Step 1
Barron, Crystal	CC	Column 1, Step 2
Basit, Mohammad	FC	Column 3, Step 1
Bass, Stacey	CC	Column 1, Step 1
Bates, Benjamin	FC	Column 1, Step 1
Bhoot, Vasudev	SCE	SCE Tuition Rate
Briggs, Robin	FC	Column 1, Step 1
Briggs, Robin	CC	Column 1, Step 1
Campbell, Joseph	CC	Column 2, Step 1
Clay, Cathleen	CC	Column 1, Step 1
Daignault, Karin	SCE	SCE Tuition Rate
Danielsen, Debra	CC	Column 1, Step 1
Degrassi, Christian	CC	Column 1, Step 1
Echegoyen, Armida	FC	Column 1, Step 1
Firestone, Harold	SCE	SCE Tuition Rate
Garcia, Barbara	SCE	SCE Hourly Rate
Goyne, Grover	FC	Column 3, Step 1
Hardoy, Kathrine	CC	Column 1, Step 1
Hendricks, Bob	SCE	SCE Tuition Rate

Hubbard, Michael	FC	Column 1, Step 1
Keck, Julie	FC	Column 3, Step 1
Linen, Nikki	SCE	SCE Hourly Rate
Martin, Karen	FC	Column 1, Step 1
McDermott, John	FC	Column 1, Step 1
Miller, Diana	SCE	SCE Tuition Rate
Nguyen, Christina	FC	Column 1, Step 2
Nguyen, Long	CC	Column 1, Step 1
Parks, Danielle	FC	Column 1, Step 1
Patterson, Joyce	SCE	SCE Hourly Rate
Pena, Courtney	FC	Column 1, Step 1
Rigby, Laura	FC	Column 1, Step 1
Rodriguez, Lisa	FC	Column 1, Step 1
Royston, Charles	FC	Column 1, Step 1
Santos, Ricardo	SCE	SCE Tuition Rate
Seidel, Marlo	FC	Column 1, Step 1
Shah, Ketan	FC	Column 1, Step 1
Smith, Frank	CC	Column 2, Step 1
Smith, Tessa	SCE	SCE Tuition Rate
Sobolewska, Anna	CC	Column 1, Step 1
Stoll, Stephanie	CC	Column 1, Step 1
Warner, Angela	FC	Column 1, Step 1
Wilmsen, Heidi	FC	Column 2, Step 1
Wintering, Daniel	FC	Column 1, Step 1
Wynne, Henryetta	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL-2004 FALL SEMESTER,
TRIMESTER

Aguilera, Flor	FC	Class D, Step 3	Hourly Counselor
Aguirre, Yolanda	FC	Class B, Step 7	Hourly Counselor
Almodovar-Sole, Laura	FC	Class E, Step 19	Hourly Counselor
Archer-Hetland, B.	FC	Class B, Step 20	Hourly Counselor
Armani, Behnoosh	FC	Class E, Step 7	Hourly Counselor
Bedard, Donald	CC	Column 3	Hourly Counselor
Bedard, Dana	CC	Class D, Step 18	Hourly Counselor
Beilke, Ines	FC	Class E, Step 33	Hourly Counselor
Carter, Mari Ellen	FC	Column 1	Hourly Counselor
Carter, Kelly	CC	Class C, Step 15	Hourly Counselor
Casillas, Lupe	FC	Class D, Step 7	Hourly Counselor
Cohn, Irene	FC	Class E, Step 36	Hourly Counselor
Combs, Jennifer	FC	Class F, Step 12	Hourly Counselor
Cooper, Thomas	CC	Column 3	Hourly Counselor
Couron, Brian	FC	Class F, Step 27	Hourly Counselor
Credidio, Steven	FC	Class F, Step 15	Hourly Counselor

Daland, William	FC	Column 1	Hourly Counselor
DeMarkey, Nina	CC	Column 1	Hourly Counselor
Do, Vy Trac	FC	Class F, Step 26	Hourly Counselor
Dominguez, Elias	FC	Class E, Step 15	Hourly Counselor
Dooley, George	CC	Class E, Step 28	Hourly Counselor
Dugan, Michele	CC	Column 2	Hourly Counselor
Easton, Sharon	CC	Class B, Step 10	Hourly Counselor
Ellis, Stephen	FC	Column 1	Hourly Counselor
England, Jean	CC	Class E, Step 9	Hourly Counselor
Fong, Peter	FC	Column 2	Hourly Counselor
Ford, Regina	CC	Column 2	Hourly Counselor
Gabourie, Lillian	CC	Class E, Step 21	Hourly Counselor
Grantham, Robert	FC	Class D, Step 8	Hourly Counselor
Grantham, Robert	CC	Class D, Step 8	Hourly Counselor
Halverson, Heather	FC	Class C, Step 6	Hourly Counselor
Hinaro, Nahrin	FC	Column 1	Hourly Counselor
Hubbard, Michael	FC	Column 1	Hourly Counselor
Huerta, Phillip	FC	Column 1	Hourly Counselor
Huerta, Phillip	CC	Column 1	Hourly Counselor
Jaurequi, Robert	FC	Class F, Step 21	Hourly Counselor
Jepson, Jane	CC	Class E, Step 11	Hourly Counselor
Kelly-Mandich, Linda	FC	Class C, Step 15	Hourly Counselor
Laguana-Ferinc, Renay	CC	Class E, Step 8	Hourly Counselor
Lawson, Velia	CC	Class E, Step 23	Hourly Counselor
Lee, Scott	FC	Column 1	Hourly Counselor
Longway, Mark	FC	Column 1	Hourly Counselor
Mattson, Carol	CC	Class C, Step 8	Hourly Counselor
Meisenhelder, Cecilia	FC	Column E, Step 21	Hourly Counselor
Mendoza, Natalie	FC	Column 1	Hourly Counselor
Michelle, Deborah	CC	Class B, Step 8	Hourly Counselor
Milburn, Joyce	CC	Column 1	Hourly Counselor
Mosqueda-Ponce, T.	CC	Class F, Step 28	Hourly Counselor
Nadell, Robert	CC	Column 3	Hourly Counselor
Nelson, Kristine	CC	Column 2	Hourly Counselor
Nguyen, Karyn	FC	Class E, Step 7	Hourly Counselor
Nguyen, Christy	FC	Column 1	Hourly Counselor
Nordee, Tom	CC	Class D, Step 31	Hourly Counselor
Owens, Cynthia	CC	Class E, Step 22	Hourly Counselor
Patterson, Ila	CC	Column 1	Hourly Counselor
Payne, Alice	CC	Class D, Step 22	Hourly Counselor
Pelletier, Daniel	CC	Class C, Step 12	Hourly Counselor
Peterson, Queen	FC	Class E, Step 5	Hourly Counselor
Pimental, Sylvia	FC	Class B, Step 6	Hourly Counselor
Porter, Deidre	CC	Class B, Step 13	Hourly Counselor
Reyes, Joe	FC	Class B, Step 21	Hourly Counselor

Rossier, Roger	CC	Column 3	Hourly Counselor
Sanabria, Rolando	FC	Class B, Step 8	Hourly Counselor
Sanchez, Virginia	FC	Class B, Step 13	Hourly Counselor
Spriggs, Ted	FC	Class D, Step 32	Hourly Counselor
Ssensalo, Renee	CC	Class C, Step 10	Hourly Counselor
Steele, Markell	FC	Column 1	Hourly Counselor
Storm, Barbara	FC	Class F, Step 22	Hourly Counselor
Taylor, Regina	CC	Column 1	Hourly Counselor
Tyrell, Don	CC	Class D, Step 43	Hourly Counselor
Veltman, Michael	CC	Column 2	Hourly Counselor
Vidal, Sunshine	FC	Class E, Step 17	Hourly Counselor
Vincent, Susan	FC	Class B, Step 7	Hourly Counselor
Vo, Thu Hang	CC	Class C, Step 10	Hourly Counselor

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Gutierrez, Jose	CC	Column 1, Step 1
Newell, Courtney	CC	Column 1, Step 1
Nguyen, Long	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Ransom, Alan	CC	Administrative Duties Class E, Step 20 Regular and Contract Faculty Overload Nonteaching Schedule Eff. 08/16/2004
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STUDENT INTERNS WITHOUT PAY

Hughes, Mark	FC	Physical Education - Athletic Trainer Eff. 2004-2005 academic year
Williams, Abraham	FC	Physical Education-Athletic Trainer Eff. 2004-2004

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

RESIGNATIONS

Bryan, Shannon	FC	Child Care Teacher I (100%) Eff. 8/20/2004
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Crayton, Vanessa FC Administrative Assistant I (100%)
Eff. 8/27/2004

Fields, Sarita FC Campus Safety Officer (100%)
Eff. 8/31/2004

NEW PERSONNEL

Meehan, Ramona CC Evaluator
12-month position (100%)
Range 36, Step A
Eff. 8/30/2004

REHIRE

Norlin, Kacy CC Evaluator
12-month position (100%)
Range 36, Step B
Eff. 8/25/2004

VOLUNTARY CHANGES IN ASSIGNMENT

Vasquez, Joseph FC Facilities Custodian I (100%)
Range 27, Step E+10% Shift+10% Long+
PG&D (\$3,352.51)

Temporary Change in Assignment

To: FC Facilities Custodian I (40%)
 FC Equipment Operator (60%)
 Range 27, Step E/Range 31, Step D+ 10%
 Shift+10% Long+PG&D
 (\$3,450.51)
 12-month position (100%)
 Eff. 10/01/2002 - 4/30/2003

Zerue, Adam FC Custodian (100%)
Range 27, Step C+10% Shift (\$2,698)

Temporary Change in Assignment

To: FC Equipment Operator
 12-month position (100%)
 Range 30, Step C+10% Shift (\$2,840)
 Eff. 7/01/2001 - 9/30/2002

VOLUNTEER PERSONNEL WITHOUT PAY

Bedard, Don	CC	Foundation Eff. 8/26/2004 - 12/23/2004
Ceballos, Angie	CC	EOPS Kick-Off Orientation Eff. 8/11/2004
Guza, Eugene	SCE	ESL Program Eff. 9/20/2004 - 12/17/2004
Salatto, Rob	FC	Physical Education - Football Eff. Fall, 2004

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 #924 for a listing of hourly personnel.)

Item 5.e: Please see page 18, ADDENDUM TO AGENDA.

Item 5.f: Upon hearing from the CSEA and Human Resources Office representatives regarding the due process followed for the classified personnel termination recommendation, Board President Nancy Rice concluded discussion and adjourned the meeting to closed session.

FIRST CLOSED SESSION: At 7:30 p.m., Board President Nancy Rice adjourned the meeting to closed session per Government Code Section 54957: Public Employee Discipline/Dismissal/Release.

RECONVENE OPEN SESSION: At 7:52 p.m., Board President Nancy Rice reconvened the meeting in open session.

Item 5.f continued: It was moved by Trustee Donna Miller and seconded by Trustee Otto Lacayo to table the recommendation for the classified personnel termination to the September 14 Board meeting. **Motion carried unanimously.**

SECOND CLOSED SESSION: At 8:00 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.

RECONVENE OPEN SESSION: At 9:08 p.m., Board President Nancy Rice reconvened the meeting in open session.

ADJOURNMENT: At 9:10 p.m., it was moved by Trustee Molly McClanahan and seconded by Trustee Manny Ontiveros to adjourn the meeting. **Motion carried unanimously by those members present.**

Otto Lacayo, Secretary
Board of Trustees