

APPROVED

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

September 23, 2003

The Board of Trustees of the North Orange County Community College District met for the Regular Meeting on Tuesday, September 23, 2003, at 5:30 p.m. in the Board Room at the Anaheim Campus.

Board President Leonard Lahtinen called the meeting to order at 5:35 p.m. Trustee Manny Ontiveros 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.

RESOURCE PERSONNEL PRESENT: Jerome Hunter, Chancellor; Rod Fleeman, Vice Chancellor, Finance & Facilities; Jeff Horsley, Vice Chancellor, Human Resources; Sam Schauerman, Interim 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; Steve Gold, representing the Cypress College Academic Senate; Rolando Sanabria, representing the Fullerton College Faculty Senate; Lisa Campbell, representing United Faculty; Sam Russo, representing ADFAC; Vickie McPherson, representing CSEA, Chapter #167; Violet Ayon, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Susan Clifford and Janet Portolan from Fullerton College; Jim Arbogast, Nancy Byrnes, Monica Doman, and Mike Kasler from Cypress College; Irene Beck, Marsha Elliott, Jorge Gamboa, Olga Guzman, Edna Heredia, Jim Kennedy, Alice Niyondagara, Tom Parisi, Robin San Roman, Greg Schulz, Chris Terry, and Terry Dewitt from the School of Continuing Education; Steve Duncan, Dorothy Owens-Whitehurst, and Fred Williams from the District Offices;

VISITORS: Ted Beck, Lillian Poosz, Steve Poosz, Denise Schulz, Paul Schulz, and Cypress College Student Elsa Garcia.

COMMENTS: MEMBERS OF THE AUDIENCE:

1. **Jim Arbogast**, from Cypress College, read his letter to the Board requesting a complete, detailed area map of each trustee area in the District and related zip codes for each trustee area, and that these be made accessible to all.

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

Finance & Facilities: 3.a, 3.c
 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. Cypress College Student Kristin Franklin, who was recently appointed as a Student Member to the California Community Colleges Board of Governors was to have been introduced to the Board, however, she was not in attendance.
- B. Also included in the Chancellor's Report was the recognition of the following Cypress College and School of Continuing Education Employees of the Year:

From Cypress College:

Doug Metz	Faculty of the Year
Peter Matthews	Faculty Development
Tom Ormeny	Outstanding Adjunct Faculty of the Year
Johna Reynolds	Classified Employee of the Year

From the School of Continuing Education:

Marsha Elliott	Instructor of the Year
Edna Heredia	Classified Employee of the Year
Greg Schulz	Manager of the Year

- C. Also, as a part of the Chancellor's Report, **Jeanne Costello** from Fullerton College and **Monica Doman** from Cypress College presented their respective sabbatical leave reports to the Board. Ms. Costello's sabbatical report was entitled "Women Writers in English Literature" and highlighted the literature anthologies from the Literature of Renaissance England, Norton Anthology of English Literature, and the Longman Anthology of British Literature, focusing on women writers in order to incorporate their work into the English literature curriculum. Ms. Doman's sabbatical report was entitled "Creating a Digital Library" and highlighted the process of taking items from their original format (e.g., photo, hard copy, etc.) turning them into a digital format, and placing them where they are available to all (i. e., the world wide web). She noted that if Cypress College were to receive the resources necessary to establish a digital library it would be the first community college in the state to do so.

- D. **Dr. Janet Portolan**, Fullerton College Vice President, as a part of the Chancellor's Report, led a review of the renovation of the former District Education Center facility, which will house the Fullerton College Cosmetology/Day Spa Program once the renovation is completed by January 2005.

In addition, Dr. Portolan identified for the Board the proposed presentation for the Joint Board of Trustees meeting with the Fullerton Joint Union High School District Board of Trustees on September 30. She also identified those controversial issues related to the construction projects on the Fullerton College campus.

5. **Chancellor Hunter** reported that a shared governance/collegial consultation presentation to the Board by representatives from the Community College League of California and the State Academic Senate will most likely be held during the spring semester because of the unavailability of the state representatives during the fall semester. Dr. Hunter also clarified that approved minutes of the Citizens' Oversight Committee will be distributed to members of the Board once they are approved by the Committee.
- F. **Sam Schauer**man, Interim Fullerton College President; **Margie Lewis**, Cypress College President; and **Gary McGuire**, School of Continuing Education Provost, reported on activities in their respective areas.

COMMENTS

1. **Andrea Sibley-Smith** recommended that the Board's assessment instrument be distributed during the month of May instead of September since some new resource table personnel come on board during the months of June/July.
2. **Sam Russo** thanked the Board for its support in ADFAC's settlement of factfinding.
3. **Student Trustee Karen Johnson** reported the results of the special fall Associated Student elections, as well as upcoming student activities such as Red Ribbon Week, Disabilities Awareness Month, and a retreat for Associated Students.
4. **Student Trustee Carlos Ayon** reported on the successful Club Rush activities, fall Associated Student elections, and he announced upcoming activities designed for evening students, athletic events, and a blood drive.
5. **Trustee Molly McClanahan** identified potential contacts for Student Trustee Karen Johnson for her networking activities.
6. **Trustee Nancy Rice** commented on the inspiring El Toro photo event and commended Dr. Margie Lewis and Jerry Burchfield for their remarks at the event, and

thanked Trustee Molly McClanahan for her efforts in acquiring access to El Toro for staff and students.

7. **Trustee Manny Ontiveros** reported on the activities of the Orange County Legislative Task Force and its efforts related to pending legislation. In addition, he suggested the purchase of the video “Mendez vs Westminster Schools,” regarding desegregation in Orange County, be considered for its incorporation into classroom instruction. Student Trustee Carlos Ayon commented that this video has been shown in one of his classes at Fullerton College.

8. **Chancellor Hunter** asked for the Board’s direction regarding the request for maps of Trustee Areas by street boundary and zip code designation. It was suggested that this information may be available through the Orange County Department of Education or the County Registrar of Voters Office.

MINUTES: It was moved by Trustee Manny Ontiveros and seconded by Trustee Jeff Brown that the minutes of the Regular Meeting of September 9, 2003, be approved as amended. **Motion carried unanimously, including the Student Trustees’ advisory votes.**

FINANCE & FACILITIES

Item 3.a: By the block vote, authorization was granted to file the Notice of Completion for PW 0102-221, with the following contractor and release the final retention payment when due:

Bid Package #	Bid Package Description	Contractor Name
3	Site Work Steel	Red's Iron Specialties

Item 3.b: Upon clarification on some of the change orders, it was moved by Trustee Leonard Lahtinen and seconded by Trustee Manny Ontiveros to authorize the various change orders for public works projects listed per the Change Order Request. **Motion carried unanimously, including the Student Trustees’ advisory votes.**

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

Item 3.c: By the block vote, authorization was granted to reject Bid Package #12 (Tile & Granite) of PW 0203-308, Fullerton College Library/Learning Resource Center, Part 2 and to rebid at a later time.

INSTRUCTIONAL SERVICES

Item 4.a: By the block vote, authorization was granted for the Cypress College Foundation to host an “Evening at the Theatre” and reception for President’s Circle donors on Friday, October 10, 2003, in Culinary Arts.

Further authorization was granted for the serving of refreshments, including champagne and wine, in accordance with all appropriate alcoholic beverage laws. All costs associated with the event will be paid by the Foundation.

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

Aplanalp, Jane	FC	Cosmetology Instructor (ADJ) From: Grade 1 To: Grade 2 Eff. 08/27/2003
Walker, Cameron	FC	Anthropology Instructor (ADJ) From: Grade 2 To: Grade 3 Eff. 08/18/2003

LEAVE OF ABSENCE WITHOUT PAY

Clahane, Dana	FC	Mathematics Instructor Personal Leave of Absence From: 10.00% To: 23.33% Eff. 2003 Fall Semester
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LEAVE OF ABSENCE WITH PAY

Clahane, Dana	FC	Mathematics Instructor Load Banking Leave From: 40.00% To: 26.67% Eff. 2003 Fall Semester
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FAMILY MEDICAL LEAVE OF ABSENCE

O'Donnell, Cathryn	FC	Foreign Language Instructor
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Family Medical Leave
Eff. 09/15/2003-10/03/2003

With Pay (Personal Necessity Leave/Family
Illness Leave)

Eff. 09/15/2003-9/29/2003

Without Pay but with Family and Medical Care
Leave

Eff. 9/30/2003-10/03/2003

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Wahbe, Randa	CC	Online Academy Eff. 003/07/2003-04/11/2003 Not to exceed \$880.00
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STUDENT INTERNS WITHOUT PAY

Ho, Yishin	SCE	ESL Tutor - Wilshire Adult School Eff. 9/24/2003-11/26/2003
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Lee, Inhee	SCE	ESL Tutor - Anaheim Campus Eff. 09/24/3003-11/26/2003
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Pittaway, Daniel	SCE	ESL Tutor - Anaheim Campus Eff. 09/24/2003-11/26/2003
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Yun, Seongyun	SCE	ESL Tutor - Anaheim Campus Eff. 9/24/2003-11/26/2003
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Zdan, Kathryn	SCE	ESL Tutor - Wilshire Adult School Eff. 09/24/2003-11/26/2003
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VOLUNTEER PERSONNEL WITHOUT PAY

Craig, Melanie	CC	Assistant Coach, Women's Water Polo Eff. 2003-2004 Academic Year
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Emoto, Janet	FC	Student Affairs and Associated Students Activities Eff. 2003-2004 Academic Year
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Item 5.b: By the block vote, authorization was given for the following classified personnel matters, which are within budget:

RETIREMENT

Eff. 8/18/2003 - 12/31/2003

STIPEND FOR ADDITIONAL DUTIES

Alonzo-Le, Roseline	AC	Accounting Specialist (100%) 6% Stipend Eff. 9/17/2003 - 10/31/2003
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LAYOFF AND PLACEMENT ON 39-MONTH REEMPLOYMENT LIST

Struckman, Glenn	AC	Facilities Custodian Coordinator I 12-month position (100%) Eff. 10/03/2003
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Item 5.d: By the block vote, authorization was given to employ 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 #903 for a listing of hourly personnel.)

GENERAL

Item 6.a: It was moved by Trustee Molly McClanahan and seconded by Trustee Jeff Brown that the Board adopt Resolution 03/04-04, Trustee Absence, verifying that Trustee Otto Lacayo was ill on September 9, 2003, and therefore, eligible to receive compensation for the Board meeting held on that date. **Motion carried unanimously, including the Student Trustees' advisory votes and Trustee Otto Lacayo abstaining from the vote.**

Item 6.b: It was moved by Trustee Nancy Rice and seconded by Trustee Molly McClanahan that the Board appoint Mr. Wayne Wedin as the District's community representative to the Orange County Legislative Task Force for the 2003-04 year. **Motion carried unanimously, including the Student Trustees' advisory votes.**

CLOSED SESSION: At 7:25 p.m. Board President 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 54956.9: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Name of Case: Carl Lawsuit

RECONVENE OPEN SESSION: At 8:15 p.m., Board President Leonard Lahtinen reconvened the meeting in open session.

ADJOURNMENT: At 8:17 p.m., it was moved by Trustee Nancy Rice and seconded by Trustee Molly McClanahan to adjourn the meeting. **Motion carried unanimously by those Board Members present.**

Otto Lacayo, Secretary
Board of Trustees