

**APPROVED**

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

November 9, 2004

The Board of Trustees of the North Orange County Community College District met for a Regular Meeting on Tuesday, November 9, 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. Rolando Sanabria led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL:** Present: Otto Lacayo, Leonard Lahtinen, Molly McClanahan, Donna Miller, Manny Ontiveros, Nancy Rice, and Student Trustee Karen Johnson. Student Trustee Victoria Rizo arrived at 5:38 p.m. Trustee Jeff Brown arrived at 5:39 p.m. Absent: None.

**NOCCCD RESOURCE PERSONNEL PRESENT:** Jerome Hunter, Chancellor; Jeff Horsley, Vice Chancellor Human Resources; 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; Greg Schulz 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 United Faculty; Shannon Ellis, representing CSEA; and Violet Ayon, Recording Secretary.

**OTHER ADMINISTRATORS AND EMPLOYEES PRESENT:** Ron Beeler, Ann-Marie Gabel, Jean Guyton, Raine Hambley, Bob Hughes, Beth Mooney, Dorothy Owens-Whitehurst, and Fred Williams from the District Offices; Cecilia Alvarado, Lori Brault, Susan Clifford, Cristina Fernandez, Debra Gerard, Andrea Hanstein, Lis Leyson, Joumana McGowan, Ken Meehan, Jessie Norton, Adam O'Connor, and Cindy Vyskocil from Fullerton College; Karen Cant, Pat Humpres, Mike Kasler, and Bob Nadell from Cypress College; and Jim Kennedy from the School of Continuing Education.

**PUBLIC COMMENTS:** There were no comments from the public.

**BLOCK VOTE APPROVAL:** Chancellor Hunter requested removal of item 3.b from the agenda. It was moved by Trustee Otto Lacayo and seconded by Trustee Manny Ontiveros that the following items be approved by block vote:

Finance & Facilities: 3.c, 3.d, 3.k, 3.l, 3.m  
 Instructional Services: 4.a, 4.b, 4.c, 4.d, 4.e, 4.f, 4.g, 4.h, 4.i, 4.j, 4.k  
 Human Resources: 5.b, 5.c, 5.d

**Motion carried unanimously by those members present, including the Student Trustee's advisory vote.**

## **REPORTS:**

- A. As a part of the Chancellor's Report, **Kathie Hodge** presented Fullerton College's 2003-04 Annual Report. Highlights of the report include the following: 1) identification of the college's mission statement, vision statement, and core values; 2) a brief history of the college; 3) student population data (i.e., age, gender, ethnicity, residency, enrollment status, and degree objective); 4) student learning outcomes (i.e., units enrolled, degrees and certificates awarded, UC transfers, and CSU transfers; 5) identification of student support services, technology resources, and student financial resources; 6) staff profile (i.e., category, gender, ethnicity, and percentage of employment); 7) identification of financial resources, physical resources, institutional accomplishments, and the Fullerton College Foundation.

(See Supplemental Minutes #929 for a copy of the annual report.)

- B. Chancellor Hunter asked the Board's direction on the agendaing of a discussion on the Community College League of California's (CCLC) Report from the Workgroup on Community College Finance and the Board's recommendation on the report. The Board agreed to agendaize discussion of this Report at the November 23 board meeting.

In addition, he requested the Board's direction on agendaing a discussion on the Board's role regarding policy and finance as outlined in the CCLC Trustee Handbook. It was agreed to agendaize the discussion for the first meeting in February.

- E. **Margie Lewis**, President of Cypress College; **Kathie Hodge**, President of Fullerton College; and **Gary McGuire**, Provost, School of Continuing Education, reported on activities in their respective areas. Dr. Lewis and Dr. Hodge noted the colleges' Self Study Reports in the board meeting folders. The Self Study Reports will be discussed at the November 23 board meeting.

As a part of his report, Dr. McGuire introduced Jim Kennedy, the newly selected Director, CACT and Internet Services, TDI.

As a part of her report, Dr. Hodge introduced Cecilia Alvarado, EOPS Director, and Jessie Norton, Bookstore Director.

**COMMENTS:**

- A. **Jack Raubolt** introduced Robert Hughes, the new Application Support Manager with Information Services.
- B. **Andrea Sibley-Smith** thanked Trustees Donna Miller and Nancy Rice, Chancellor Hunter and Provost McGuire, for attending the State Academic Senate Plenary Session. In addition she stated that the State Academic Senate has not had enough time to fully understand the CCLC Report of the Workgroup on Community College Finance. The State Academic Senate will be discussing this Report as its April plenary session. She also noted that there is concern with a two-tier recommendation in the Report regarding non-credit funding. A resolution supporting non-credit funding at the same level as credit funding was adopted at the State Academic Senate Plenary Session.

- C. **Rolando Sanabria** submitted the following statement for the record:

At our November 4, 2004, meeting, I was directed by the Fullerton College Faculty Senate to read to you (the NOCCCD Board of Trustees) a motion that was unanimously passed by our membership. The motion is as follows:

“M/S/U . . .the apparent mismanagement of bond funds has a direct, adverse affect on the academic programs of the college. We request that the Board of Trustees inform us of the extent of the investigation and their findings as to the mismanagement. We also request that the Board of Trustees share their proposal to correct and remedy the problem to protect the educational programs and services at Fullerton College. This includes protection of college funds so that the effect on the academic programs will be minimized.”

Mr. Sanabria requested the Board’s response in writing.

- D. **Student Trustee Victoria Rizo** reported on Fullerton College student and athletic activities. In addition, she stated that the Associated Students is conducting a survey of students regarding smoking on campus.
- E. **Student Trustee Karen Johnson** reported on her participation at the recent Board of Governors meeting and at the CalSAC Leadership Summit. In addition, she reported on the Associated Students Food Drive.

- F. **Trustee Leonard Lahtinen** reported on his attendance at the “Key to the County” Breakfast. The “Key to the County” is a metal key given to the winner of the Fullerton College vs. Santa Ana College football game. Fullerton College won this past Saturday.
- G. **Trustee Molly McClanahan** announced she will be experiencing light rail transportation in the near future. In addition, she and Trustee Nancy Rice commended Susan Clifford for her contributions to Fullerton College and wished her well in her new position at Pasadena City College.
- H. **Trustee Manny Ontiveros** reported on his attendance at the Hispanic Educational Endowment Fund Apple of Gold Award event in which Fullerton College instructor Adela Lopez was honored.

**MINUTES:** It was moved by Trustee Molly McClanahan and seconded by Trustee Jeff Brown to approve as submitted the minutes of the Regular Meeting of October 26, 2004. **Motion carried unanimously, including the Student Trustees’ advisory votes.**

#### **FINANCE & FACILITIES:**

**Item 3.a:** Upon clarification on some of the purchase orders, it was moved by Trustee Donna Miller and seconded by Student Trustee Karen Johnson that the Board ratify purchase order numbers P0027218 through P0027723 through October 24, 2004, totaling \$1,064,933.43. The Board further ratified check numbers C0008869 through C0011258, totaling 42,681,073.43; check numbers F0087425 through F0087821, totaling \$378,472.34; check numbers 88164011 through 88168012, totaling \$7,962,696.28; and check numbers V0030222 through V0030230, totaling \$10,795.82, all from October 1 through 31, 2004. **Motion carried unanimously, including the Student Trustees’ advisory votes.**

**Item 3.b:** The amendment to the lease agreement with Liberty Training Institute was pulled from the agenda.

**Item 3.c:** Upon clarification of unforeseen circumstances, it was moved by Trustee Donna Miller and seconded by Trustee Molly McClanahan that the Board authorize 2004-05 General Fund, Capital Outlay Fund, and Bond Fund Budget Transfers, netting to the amount of \$750,236. **Motion carried unanimously, including the Student Trustees’ advisory votes.**

The Board adopted resolutions showing the summaries, pursuant to the California Code of Regulations, Title 5, Section 58307.

**Item 3.d:** By the block vote, authorization was granted for the various change orders for the public works projects listed per the Change Order Request, for a total of \$43,374.07.

Further authorization was granted for the Chancellor or designee to execute each contractor agreement on behalf of the District.

**Item 3.e:** Upon clarification on the process for awarding contracts, it was moved by Trustee Molly McClanahan and seconded by Student Trustee Karen Johnson to enter into a consulting agreement with PlanCorp Facility Relocation Management to serve as the move manager for the Fullerton College Library/Learning Resource Center for the period retroactive from October 5, 2004, and ending March 31, 2005. The fee for this service is not to exceed \$34,400. **Motion carried unanimously, including the Student Trustees' advisory votes.**

Further authorization was granted for the Chancellor or designee to execute each contractor agreement on behalf of the District.

**Item 3.f:** It was moved by Trustee Donna Miller and seconded by Trustee Molly McClanahan to award Bid 2004-07, Fullerton College Library/Learning Resource Center Relocation, to King Office Services at a cost of \$49,256.25. The contract will commence November 10, 2004, and allows the option to renew for two additional years through November 9, 2007, to allow other District departments to utilize the relocation services at the same rate. **Motion carried unanimously, including the Student Trustees' advisory votes.**

Authorization was also granted for the District Director of Purchasing to execute the agreement for the District and approve, and forward to the Board for ratification, any further specification changes up to 10% of the original contract amount or \$15,000, whichever is greater, on behalf of the District.

Further authorization was granted to provide other California community college districts and public school district the ability to utilize the relocation services upon the terms, conditions, and prices of this contract award for a period of 36 months, following the awarding of the contract, pursuant to Public Contract Code 20118 and 20652.

**Item 3.g:** Upon clarification on construction estimates, it was moved by Trustee Donna Miller and seconded by Trustee Otto Lacayo to award PW0405-503, Fullerton College North Lemon Street Parking Structure Site Demo Project Plan, and issue an agreement to Doja Inc., as the lowest responsive and responsible bidder meeting specifications and to issue an agreement in the amount of \$564,000. **Motion carried unanimously, including the Student Trustees' advisory votes.**

Further authorization was granted for the Chancellor or designee to execute the agreement for the District and to approve, and forward to the Board for ratification, any further specification changes up to 10% of the original contract amount or \$15,000, whichever is greater, on behalf of the District.

**Item 3.h:** It was moved by Trustee Donna Miller and seconded by Trustee Otto Lacayo to award PW0405-506, Fullerton College North Lemon Street Parking Structure Precast Piles, and issue an agreement to Foundation Pile, Inc., as the sole responsive and responsible bidder meeting specifications and to issue an agreement in the amount of \$1,889,000.  
**Motion carried unanimously, including the Student Trustees' advisory votes.**

Further authorization was granted for the Chancellor or designee to execute the agreement on behalf of the District and to approve, and forward to the Board for ratification, any further specification changes up to 10% of the original contract amount or \$15,000, whichever is greater, on behalf of the District.

**Item 3.i:** Upon clarification of the outstanding bid packages, it was moved by Trustee Leonard Lahtinen and seconded by Trustee Donna Miller to award PW0304-413, Cypress College Reconstruction and Administration and Student Activity Center, to the following contractors as the lowest bidders meeting specifications included in each bid package, and to issue agreements as follow:

Bid Package #	Bid Package Description	Contractor Name	Bid Amount
1	General Construction	Harbor Construction	\$2,988,000
2	Door, Frames, and Hardware	Montgomery Hardware	\$ 149,940
3	Flooring	DM Hoover	\$ 96,955
4	Painting and Wallcovering	Western Painting	\$ 118,400
5	HVAC	Alpha Mechanical	\$ 876,000
6	Plumbing	To be Awarded at Later Date	
7	Fire Protection	Alpha Mechanical	\$ 197,400
8	Electrical	To be Awarded at Later Date	
		<b>GRAND TOTAL</b>	<b>\$4,426,695</b>

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

Further authorization was granted for the Chancellor or designee to execute the agreements for the District and approve, and forward to the Board for ratification, any further specification changes up to 10% of the original contract amount or \$15,000, whichever is greater, for the District.

**Item 3.j:** Upon clarification on the selection process, it was moved by Student Trustee Karen Johnson and seconded by Trustee Manny Ontiveros to award bid 2004-06, Management and

Operation of Food Services at Cypress College. The contract will be for a two-year period, with three one-year options to renew, effective August 15, 2006, to the following company:

S & B Foods            The college will receive a \$60,000 minimum annual guarantee or 10% of sales, whichever is higher, and \$75,000 in custom awnings or any additional equipment needed.

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

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

**Item 3.k:** By the block vote, authorization was granted to enter into a consulting agreement with Salas O'Brien Engineering, Inc., as the third-party consultant to evaluate the design, construction cost, and estimated energy related to the Fullerton College Central Plant Project as developed by NORESO, LLC, a Delaware Limited Liability Company, in an agreed-upon Memorandum of Understanding for the period beginning November 10, 2004, and ending on March 31, 2005. The fee for this service is not to exceed \$17,720.

Further authorization was granted for the Chancellor or designee to execute the agreement on behalf of the District.

**Item 3.l:** By the block vote, authorization was granted to enter into an agreement with Hershey Business Systems, Inc., for the STARRS Software, implementation, and training services for Cypress College Financial Aid, to commence November 10, 2004, with an expected completion date of August 31, 2005, at a cost of \$41,448, to include a one-year maintenance agreement with the option to renew.

Authorization was also granted for the Chancellor to execute the agreement on behalf of the District.

Further authorization was granted for the District Director, Information Services, to execute mutually agreed upon Statements of Work on behalf of the District.

**Item 3.m:** By the block vote, authorization was granted to enter into an agreement with KROQ Radio for a spring term 2005 student recruitment advertising campaign for Cypress College and Fullerton College at a cost not to exceed \$33,000 for each college. This agreement will be effective from November 29, 2004, through January 15, 2005. The funds to pay for this campaign will come from the Public Affairs carry-over budget.

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

### INSTRUCTIONAL SERVICES:

**Item 4.a:** By the block vote, authorization was granted to accept new revenue and to make adjustments to expenditure and revenue budgets and the Board adopted resolutions to accept new revenue, establish and/or adjust budgets, and authorized expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308.

Further authorization was granted for the Vice Chancellor, Finance and Facilities, and the District Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

SITE	PROJECT NAME	LENGTH OF CONTACT	TOTAL CONTRACT	AUTHORIZED SIGNATORIES ON BEHALF OF DISTRICT
FC	Grant Agreement for Fullerton College Health Services, California Nutrition Network Grant from California Department of Health, Cancer Prevention and Nutrition Section	10/01/04-9/30/05	\$143,755	<u>For the agreements and any amendments to modify the agreement, and any related documents:</u> Chancellor or Vice Chancellor, Finance and Facilities, or District Director, Fiscal Affairs
FC	Grant Agreement for Fullerton College Social Sciences Child Development Training Consortium from Yosemite Community College District, Child Development Training Consortium	08/01/04-07/31/05	\$16,216	<u>For the agreements and any amendments to modify the agreement, and any related documents:</u> Chancellor or Vice Chancellor, Finance and Facilities, or District Director, Fiscal Affairs

**Item 4.b:** By the block vote, the Cypress College Mission Statement for 2004-08 was approved as stated below:

Cypress College enriches students' lives by providing high-quality education for transfer to four-year institutions, associate degrees, vocational training, and certificate course work, as well as basic skills and opportunities for

lifelong learning. The college is committed to promoting student learning and success, embracing diversity, contributing to the economic and social development of the surrounding community, and being open to all qualified students pursuing their educational goals.

**Item 4.c:** By the block vote, authorization was granted for the Cypress College Wheelchair Basketball Team out-of-state field trip to Phoenix, Arizona, December 18-19, 2004, to compete in a wheelchair basketball tournament with students paying their own expenses. Tournament fees will be covered by money raised through fundraisers.

**Item 4.d:** By the block vote, authorization was granted for the Cypress College Wheelchair Basketball Team out-of-state field trip to Las Vegas, Nevada, January 29-30, 2005, to compete in an annual wheelchair basketball tournament with students paying their own expenses. Tournament fees will be covered by money raised through fundraisers.

**Item 4.e:** By the block vote, authorization was granted for the Cypress College Music Department to accept the \$3,000 monetary donation from the Friends of the Cypress Masterworks Chorale to be used for costs associated with the materials, preparation, concerts, and instructional program of the Cypress Masterworks Chorale.

**Item 4.f:** By the block vote, authorization was granted for the Fullerton College Journalism Program to accept a PowerMac Computer from Judy Badsteubner and a Gateway PC from Frances Rozner.

**Item 4.g:** By the block vote, authorization was granted for the Fullerton College Baseball Team out-of-state field trip to Glendale, Arizona, February 3-5, 2005, to compete in the Maricopa Baseball Tournament with students paying for their own expenses.

**Item 4.h:** By the block vote, authorization was granted for the Fullerton College Vocal Jazz Ensemble out-of-state field trip to New York, New York, April 22-26, 2005, to perform at the North American Vocal Jazz Festival at Carnegie Hall with students paying for their own expenses, which will be supplemented by Fullerton College campus fundraising efforts.

**Item 4.i:** By the Block vote, authorization was granted for the Fullerton College Theatre Arts Department's out-of-state field trip to New York, New York, December 26, 2004 - January 1, 2005, to tour Broadway with students paying for their own expenses.

**Item 4.j:** By the block vote, authorization was granted for the Fullerton College Associated Students and InterClub Council to host Homecoming 2004, a campus appreciation event, for approximately 1,050 Fullerton College students, faculty, and staff on Wednesday,

November 10, 2004, at a cost not to exceed \$3,500 for food, prizes, entertainment, decorations, supplies, and miscellaneous charges.

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

**Item 4.k:** By the block vote, authorization was granted to enter into a contract with Hobsons in the amount of \$23,000 each year for the 2004-05 and 2005-06 academic years. The contract will continue until canceled and will include the services listed below. Hobsons will invoice the District for half due by December 2004 and the remainder after July 2005.

The advertising agreement includes:

- ! School and student profile in the *Hobsons U.S. Guides to Education* community College section for Asia, Europe, Latin America and Worldwide
- ! Automatic information response to all student website inquiries
- ! Web logo placement on International Website, featured schools page, and community college section
- ! Cypress College logo on student inquiry cards and front cover of all guides
- ! Participation in the Virtual Fair to be held in February, 2005

**Item 4.I:** It was moved by Trustee Molly McClanahan and seconded by Trustee Donna Miller that the Board adopt the Fullerton College Student Equity Plan dated October 2004 as submitted so that the plan can be transmitted to the California Community College Chancellor's Office by January 31, 2005. **Motion carried unanimously, including the Student Trustees' advisory votes.**

(See Supplemental Minutes #929 for a copy of the Student Equity Plan.)

## **HUMAN RESOURCES:**

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

### RESIGNATION

Clifford, Susan	FC	Dean, Academic Services Eff. 12/31/2004
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### REVISION OF CONTRACT

Aguirre, Yolanda	FC	Cal/WORKS Counselor From: Temporary Contract 75% To: Temporary Contract 100% Specially-funded pursuant to E.C. 87470 Class B, Step 07, Stipend in lieu of benefits Eff. 11/10/2004-06/30/2005
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PAYMENT FOR INDEPENDENT LEARNING CONTRACTS

Borla, Linda	CC	\$20.00
Boyce, Jane	CC	\$160.00
Cooper, Richard	CC	\$100.00
Davis, Mary Kay	CC	\$5.00
Higgins, Jeanne	CC	\$20.00
Hormel, James	CC	\$100.00
Majid, Rosalie	CC	\$125.00
Martinez, Randall	CC	\$40.00
Mattson, Carol	CC	\$100.00
Mercer, Robert	CC	\$80.00
Mitts, Lynn	CC	\$15.00
Mohr, Margaret	CC	\$5.00
Mosqueda-Ponce, T.	CC	\$100.00
Patti, Joyce	CC	\$60.00
Piburn, Elizabeth	CC	\$25.00
Rhymes, Regina	CC	\$10.00
Roberts, Paul	CC	\$10.00
Rubino, Kenneth	CC	\$10.00
Rydalch, Ina	CC	\$15.00

LEAVE OF ABSENCE WITHOUT PAY

Goldstein, Jay	FC	Distance Education Instructor Personal Leave (11.67%) Eff. 2005 Spring Semester
Huck, Betty	FC	Chemistry Instructor Personal Leave (30.00%) Eff. 2005 Spring Semester
Merickel, Karen	CC	Biological Science Instructor Personal Leave (20.00%)

Eff. 2004 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2004 FALL SEMESTER,  
TRIMESTER

Brockert, Carolyn	CC	Column 2, Step 2
Dennard, Eric	SCE	SCE Hourly Rate
England, Brennan	CC	Column 1, Step 1
Garcia, Olga	SCE	SCE Hourly Rate
Glasser, Nicole	SCE	SCE Hourly Rate
Golden, Jeremy	FC	Column 1, Step 1
Graham, Steven	SCE	SCE Hourly Rate
Haley, Denise	CC	Column 1, Step 1
Heintz, Carl	FC	Column 2, Step 1
King, John	FC	Column 1, Step 1
Lowe, Dean	SCE	SCE Hourly Rate
Martinez, Mary	SCE	SCE Hourly Rate
Martinez, Ruben	SCE	SCE Hourly Rate
Strnad, Frank	FC	Column 1, Step 1
Tudor, Nancy	SCE	SCE Hourly Rate

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2005 SPRING SEMESTER,  
TRIMESTER

Abbruzzese, Mark	CC	Column 1, Step 1
Allen, Randall	FC	Column 3, Step 2
Bauman, Natasha	CC	Column 1, Step 1
Benner Davis, Cherie	CC	Column 1, Step 1
Bhoot, Vasudev	SCE	SCE Hourly Rate
Brown, Leslie	CC	Column 1, Step 1
Coliflores, Vicmar	CC	Column 1, Step 1
Corbin, Tanya	FC	Column 1, Step 2
Eduok, Edet	CC	Column 1, Step 1
Hausey, Collette	CC	Column 3, Step 1
Hunter, Gregory	FC	Column 3, Step 2
Johnson, Jarvis	FC	Column 1, Step 2
Kelly, Marjorie	CC	Column 3, Step 1
Lopez, Eduard	FC	Column 3, Step 1
Margrave, Clint	CC	Column 1, Step 1
Martinez, Sofia	CC	Column 1, Step 1
McDermott, John	CC	Column 1, Step 1

Moore, Amanda	CC	Column 2, Step 1
Nau, Janet	CC	Column 1, Step 1
Schmaltz, Gregory	SCE	SCE Hourly Rate
Sivertsen, Kirk	CC	Column 1, Step 2
Suzuki, Tomoko	CC	Column 1, Step 1
Tanaka, M. Margaret	CC	Column 1, Step 1
Vaught, Karen	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL-2004 FALL SEMESTER, TRIMESTER

Anderson, Katherine	CC	Column 1	Hourly Librarian
Andren, Nancy	CC	Column 1	Hourly Librarian
Beck, Melissa	CC	Column 1	Hourly Librarian
Diane Brownlee	CC	Column 1	Hourly Librarian
Gain-Miyoshi, Ellen	FC	Column 1	Hourly Counselor
Kam, Barbara	CC	Column 1	Hourly Librarian
Langrell, Jenny	CC	Class D, Step 11	Hourly Librarian
Morgan, Carleton	CC	Column 1	Hourly Librarian
Morton, Elaine	FC	Column 1	Hourly Counselor
Nordee, Robin	CC	Column 2	Hourly Librarian
Villasenor, Carole	FC	Column 1	Hourly Counselor

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Coliflores, Vicmar	CC	Column 1, Step 1
Sattler, Michael	FC	Column 1, Step 1

STUDENT INTERNS WITHOUT PAY

Kubota, Yuki	FC	Student Athletic Trainer Eff. 2004-2005 Academic Year
Shima, Kristen	CC	Counseling and Student Development Eff. 2004-2005 Academic Year

ESTABLISH NEW MANAGEMENT POSITIONS (WITHIN BUDGET)

Vice President, Instruction	Range 27	Management Salary Schedule
Vice President, Student Services	Range 27	Management Salary Schedule

REVISION TO MANAGEMENT POSITIONS

Vice President, Educational Support and Planning Services                      Range 27                      Management Salary Schedule

Executive Vice President, Educational Programs and Student Services                      Range 30                      Management Salary Schedule

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

(See Supplemental Minutes #929 for copies of the job descriptions.)

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

RETIREMENT

Karim, Fawzia                      FC                      Health Services Administrative Assist (100%)  
Eff. 2/12/2005

NEW PERSONNEL

Clark, Antionese                      CC                      Admissions & Records Technician  
12-month position (100%)  
Range 33, Step B  
Eff. 10/26/2004

Dean, Brian                      CC                      Admissions & Records Technician  
12-month position (100%)  
Range 33, Step A  
Eff. 10/26/2004

Miranda, Miguel                      FC                      Facilities Assistant  
12-month position (100%)  
Range 28, Step A+5% Shift  
Eff. 11/08/2004

Torres, Monica                      SCE                      Instructional Assistant/High School Lab  
11-month position (40%)  
Range 36, Step A  
Eff. 11/02/2004

VOLUNTARY CHANGE IN ASSIGNMENTS

Amaya-Selles, Orlando	SCE	Instructional Assistant (35%)  Permanent Increase in Percent Employed From: 35% To: 40% Eff. 11/01/2004
Maertens, Tina	CC	Clerical Assistant I (40%) Range 29, Step A (\$935.20)  Temporary Change in Assignment To: CC Admissions & Records Technician 12-month position (100%) Range 33, Step A (\$2,571) Eff. 10/11/2004 - 11/30/2004
Mallacove, Marla	SCE	Instructional Assistant (35%)  Temporary Increase in Percent Employed From: 35% To: 40% Eff. 11/01/2004 - 6/02/2005
Sands, Cynthia	CC	Admissions & Records Specialist (100%) Range 38 (G), Step E+15% Long+PG&D (\$4,098.34)  Permanent Voluntary Demotion To: FC Administrative Assistant II 12-month position (100%) Range 36, Step E+15% Long+PG&D (\$3,909.34) Eff. 11/15/2004
Sontag, Dawn	FC	Administrative Assistant I (100%) Range 33, Step E (\$3,109)

Temporary Change in Assignment  
 To: FC Administrative Assistant III  
 12-month position (100%)  
 Range 41, Step B (\$3,264)  
 Eff. 10/19/2004 - 3/31/2005

Vazquez, Federico      CC      Facilities Custodian I (100%)  
 Range 27, Step E+10% Shift+5% Long  
 (\$3,116)

Temporary Change in Assignment  
 To: CC Facilities Custodian Coordinator II  
 12-month position (100%)  
 Range 34, Step C+10% Shift+5% Long  
 (\$3,342)  
 Eff. 9/29/2004 - 9/30/2004

Wheeler, Jennifer      CC      Instructional Aide/Health Science (62.5%)

Temporary Increase in Percent Employed  
 From: 62.5%  
 To: 75%  
 Eff. 10/27/2004 - 12/22/2004

#### PROFESSIONAL GROWTH & DEVELOPMENT

Hedger, Eva      FC      Administrative Assistant II (100%)  
 2<sup>nd</sup> Increment (\$350)  
 Eff. 7/01/2005

3<sup>rd</sup> Increment (\$350)  
 Eff. 7/01/2006

Marquez, Mary      FC      Executive Assistant (100%)  
 3<sup>rd</sup> Increment (\$350)  
 Eff. 7/01/2005

#### VOLUNTEER PERSONNEL WITHOUT PAY

Jones, Tim      FC      Baseball Team

		Eff. 2004 - 2005 school year
Ketcham, Christopher	CC	Physical Education 2004 - 2005 school year
Scott, Jill	FC	Basketball Team Eff. 2004 - 2005 school year
Woelke, Peggy	FC	Basketball Team Eff. 2004 - 2005 school year

CHANGE TO BOARD AGENDA OF OCTOBER 12, 2004

RETIREMENT

Miranda, Marlene	CC	Director, Financial Aid (100%) From: Eff. 1/19/2005 To: Eff. 3/18/2005
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**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

Bangerter, Renee	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 11/10/04 to 06/30/05
Bangerter, Renee	FC	Technical Expert II In-Class Demo Station Trainer Level C, Eff: 11/10/04 to 06/30/05
Brown, Flora	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 10/27/04 to 06/30/05
Fouquette, Danielle	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 10/29/04 to 06/30/05

Glen, Todd	FC	Project Manager MultiMedia/Entertainment/New Media Consortium Level C, Eff: 11/10/04 to 05/31/05
Henderson, Angela	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 10/27/04 to 06/30/05
Kelly, Aaron	SCE	Not-For-Credit Instr II EL Civics Level C, Eff: 10/27/04 to 02/16/05
Kiswaga, Imelda	SCE	Project Expert REBRAC Level A, Eff: 10/01/04 to 10/31/04
Kyle, Diana	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 10/27/04 to 06/30/05
Lamm, Christine	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 10/27/04 to 06/30/05
Lopez, Adela	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 11/11/04 to 06/30/05
Lowe, Claudia	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 10/27/04 to 06/30/05
Melella, Laura	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 10/27/04 to 06/30/05
Pinkowitz, Barbara	CC	Project Manager, Not to Exceed \$9,800 Tech Prep Allocation Grant Level C, Eff: 10/27/04 to 06/30/05

Portman, Sharon	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 11/11/04 to 06/30/05
Rodgers, Carolanne	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 10/27/04 to 06/30/05
Root, Neva	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 10/27/04 to 06/30/05
Serrano, Helen	SCE	Not-For-Credit Instr II EL Civics Level C, Eff: 10/27/04 to 02/16/05
Tapley, George	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 11/10/04 to 06/30/05
Turner, Frederick	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 11/12/04 to 05/08/05
Varela, Anita	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 11/10/04 to 06/30/05
Ward, Sheryl	CC	Project Manager Teacher Preparation Program Project Level C, Eff: 01/18/05 to 06/09/05
Warhurst, Donelda	FC	Technical Expert II Title V - Collaborative Teacher Preparation Grant Level C, Eff: 10/27/04 to 06/30/05

SCE TUITION PROGRAMS–2004 SUMMER INTERSESSION

Calles, Adolfo	SCE	SCE Tuition Rate
Cooper, Chelsea	SCE	SCE Tuition Rate

Lansing, Sally	SCE	SCE Tuition Rate
Salazar, Ximena	SCE	SCE Tuition Rate

SCE TUITION PROGRAMS–2004 FALL TRIMESTER

Courtright, Ferneth	SCE	SCE Tuition Rate
Deitrick, Ronald	SCE	SCE Tuition Rate
Groves, Sally	SCE	SCE Tuition Rate
Kuruppu, Maduka	SCE	SCE Tuition Rate
Lansing, Sally	SCE	SCE Tuition Rate
Miller, Christopher	SCE	SCE Tuition Rate
Nabulsi, Ziad	SCE	SCE Tuition Rate
Salazar, Ximena	SCE	SCE Tuition Rate

SCE TUITION PROGRAMS–2005 WINTER TRIMESTER

Nabulsi, Ziad	SCE	SCE Tuition Rate
Roman, Carol	SCE	SCE Tuition Rate
Thomas, Ron	SCE	SCE Tuition Rate

SCE TUITION PROGRAMS–2005 SPRING TRIMESTER

Nabulsi, Ziad	SCE	SCE Tuition Rate
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**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 #929 for a listing of hourly personnel.)

**Item 5.e:** Upon discussion of the Hay process, which is used for evaluation of salary placement of positions, it was moved by Trustee Leonard Lahtinen and seconded by Trustee Molly McClanahan to revise the Management Salary Schedule to include additional salary ranges 29 and 30. **Motion carried unanimously, including the Student Trustees' advisory votes.**

(See Supplemental Minutes #929 for a copy of the revised Management Salary Schedule.)

**GENERAL**

**Item 6.a:** It was moved by Trustee Donna Miller and seconded by Trustee Manny Ontiveros that the Board schedule on the agenda for November 23, 2004, the establishment of December 14, 2004, as the date of its Organizational Meeting. **Motion carried unanimously, including the Student Trustees' advisory votes.**

**Item 6.b:** The Board received as an information item revised Board Policy 2220, Committee of the Board, and revised Board Policy 2340, Agendas. The proposed, revised policies will be placed on the November 23, 2004, board agenda for action, thereby allowing the Board sufficient time for a first and second reading for policy matters.

**CLOSED SESSION:** At 7:21 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 EVALUATION: CHANCELLOR**

**RECONVENE OPEN SESSION:** At 9:27 p.m., Board President Nancy Rice reconvened the meeting in open session and reported the following:

On October 26, 2004, the Board took action in closed session to approve a compromise and release agreement between the District and a management employee.

**ADJOURNMENT:** At 9:30 p.m., it was moved by Trustee Molly McClanahan and seconded by Trustee Jeff Brown to adjourn the meeting. **Motion carried unanimously by those members present.**

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Otto Lacayo, Secretary  
Board of Trustees

