

APPROVED

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

November 23, 2004

The Board of Trustees of the North Orange County Community College District met for a Regular Meeting on Tuesday, November 23, 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. Tony Jones 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; Fred Williams, Interim Vice Chancellor, Finance & Facilities; Kathleen Hodge, President, Fullerton College; Mike Kasler, Executive Vice 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; Tony Jones, representing United Faculty; Rebecca Sandoval, representing CSEA; Sam Russo, representing ADFAC; and Violet Ayon, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Allan Abutin, Ron Beeler, Bob Davis, Vihn Dang, Carol Dumas, Hank Eggers, Monica Farias, Ann-Marie Gabel, Karla Garcia, Rebecca Guillen, Jean Guyton, Raine Hambley, Robert Hughes, Beth Mooney, Richard Oberlin, Dorothy Owens-Whitehurst, and Tom Wallace from the District Offices; Irene Beck, Pat Carnes, Linda Gunderson, Vaniethia Hubbard, Jim Kennedy, Diane Mendoza, Jennifer Perez, Chris Terry, and Lorraine Wicks from the School of Continuing Education; Jim Arbogast, Peggy Austin, Nancy Byrnes, Karen Cant, Pat Ganer, Pat Humpres, Mike Kasler, Kathy Llanos, Nancy Livingston, and Bob Nadell from Cypress College; Joe Carrithers, Andrea Hanstein, Lis Leyson, Joumana McGowan, Adam O'Connor, and Janet Portolan from Fullerton College.

VISITOR: Debbie Pasquale.

PUBLIC COMMENTS:

- A. **Jim Arbogast**, from Cypress College, addressed the Board regarding the District's Bond Program. He expressed his disappointment as a taxpayer with the handling of the District's Measure X Bond Program.

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

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

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

REPORTS:

- A. As a part of the Chancellor's Report, the "**Partners in Chime**" Choir from the School of Continuing Education Older Adults Program performed "Joy to the World" and "Silver Bells."
- B. Also included as a part of the **Chancellor's Report**, the following retirees were honored for their years of service to the District: Jean Guyton from Information Services and Patricia Carnes from the School of Continuing Education.
- C. Included in the Chancellor's Report, was the presentation of the **School of Continuing Education Annual Report** by Dr. Gary McGuire, Provost. The report included information on staff accomplishments, community involvement and personal accomplishments, employees of the year, new employees, 2003-04 tenured faculty, strategic plan highlights for 2003-04, the 2003-04 Academic Senate, goals, success stories, revenues and expenses, and student demographics.

(See Supplemental Minutes #930 for a copy of the School of Continuing Education Annual Report.)

- D. **Chancellor Hunter** introduced a discussion on the Community College League of California (CCLC) Report of the Workgroup on Community College Finance. Fred Williams conducted a presentation which identified the following six sections of the Report: 1) providing a stable, reliable and equitable funding allocation; 2) maintaining quality instruction and student support services; 3) ensuring educational access for students; 4) providing a stable and predictable student fee policy; 5) maintaining the

state's investment in facilities and student support services; and 6) prioritizing student access to quality instruction and student service.

(See Supplemental Minutes #930 for a copy of the presentation.)

Andrea Sibley-Smith recommended the Board's consideration of the Board of Governor's proposal over the CCLC Report. She indicated that the Board of Governor's proposal is much more favorable to non-credit than the CCLC Report.

Chancellor Hunter noted that low-wealth districts are sticking together in support of equalization funding included in the Report's recommendations. However, there is concern regarding the impact to students with the proposed student fees. Upon conclusion of discussion, the Board encouraged the Chancellor to communicate, as appropriate, to CCLC the District's support for the model in general, however, to note that it requires additional study.

- E. **Mike Kasler**, Executive Vice 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.

COMMENTS:

- A. **Student Trustee Victoria Rizo** reported on Fullerton College student activities.
- B. **Student Trustee Karen Johnson** reported on the Thanksgiving Food Baskets that will be delivered to 25 families.
- C. **Trustee Jeff Brown** reported on his recent attendance at the meeting of the County Nominating Committee on Election of Members of the County Committee on School District Organization and at the Community College League of California Conference. Mr. Brown stated he was pleased to see so many employees from the District participating as presenters and attendees and the conference.
- D. **Trustee Leonard Lahtinen** reported on his attendance at the Orange County Legislative Task Force meeting. He reported that at the meeting of the District Foundation he was informed that the investments are doing well. He commended Carol Smythe for her ability to retain a higher investment rate for one of the scholarship funds held by the Foundation.
- E. **Trustee Donna Miller** reported on her attendance at the Community College League of California Conference.

MINUTES: It was moved by Trustee Leonard Lahtinen and seconded by Trustee Donna Miller to approve as submitted the minutes of the Regular Meeting of November 9, 2004. **Motion carried unanimously, including the Student Trustees' advisory votes.**

FINANCE & FACILITIES:

Item 3.a: By the block vote, authorization was granted to enter into an agreement with National Computer Systems for basic tax reporting service, which includes the mailing of 1098T forms to students, submitting electronic file to the Internal Revenue Service, and providing the District with an electronic copy of the information. This agreement will be for the period commencing November 24, 2004, through September 30, 2005, at a cost not to exceed \$35,000.

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

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

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

Item 3.d: Upon removal of bid package #6, Plumbing, and a correction to the award number, it was moved by Trustee Otto Lacayo and seconded by Trustee Jeff Brown that the Board award PW0405-507, Cypress College Reconstruction and Administration and Student Activity Center, to the following contractor as the lowest bidder meeting specifications included in bid package #8, Electrical, and to issue an agreement as follows:

| Bid Package # | Bid Package Description | Contractor Name | Bid Amount |
|----------------------|--------------------------------|------------------------|--------------------|
| 8 | Electrical | Baker Electric | \$1,232,000 |
| | | GRAND TOTAL | \$1,232,000 |

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

Further authorization was granted for the Chancellor to execute the agreements on behalf of 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.

Item 3.e: By the block vote, authorization was granted to award Bid 2004-08, Asphalt Repair, Sealing and Striping at Cypress College, to J. B. Bostick Company, Inc., as the lowest bidder meeting specifications.

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| <u>Base Bid #1</u> | \$71,765.00 |
| Circle Drive Loop, Campus entrances, Theater drop-off. Provide labor and materials to asphalt repair, seal overly and striping in accordance to the specifications. | |

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| <u>Base Bid #2</u> | \$36,125.00 |
| Parking Lot #9 Provide labor and materials to asphalt repair, seal overly and striping in accordance to the specifications. | |

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| <u>Alternate Base Bid #1</u> | \$ 13,035.00 |
| Parking Lots #2 (including auto yard), #3 and #8 Provide labor and materials to asphalt repair, seal overly and striping in accordance to the specifications. | |

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| <u>Alternate Base Bid #2</u> | \$ 16,010.00 |
| Parking Lots #4, #5, and #7 Provide labor and material to asphalt repair, seal overly and striping in accordance to the Specifications | |

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| TOTAL | \$136,935.00 |
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Further authorization was granted for the District Director of Purchasing to execute the agreement on behalf of 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.

INSTRUCTIONAL SERVICES:

Item 4.a: After a presentation by Pat Ganer, Cypress College Self Study Chair, and Joe Carrithers, Fullerton College Self Study Chair, and a question and answer session, it was moved by Trustee Molly McClanahan and seconded by Trustee Donna Miller to approve the Cypress College and Fullerton College Self Study Reports. **Motion carried unanimously, including the Student Trustees' advisory votes.**

(See Supplemental Minutes #930 for a copy of the Self Study Reports.)

Item 4.b: By the block vote, authorization was granted for the Cypress College Music Department to accept a monetary donation in the amount of \$4,000 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.

HUMAN RESOURCES:

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

RETIREMENT

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| Overholser, Larry | FC | Carpenter (100%) Eff. 1/19/2005 |
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NEW PERSONNEL

| | | |
|----------------------|----|---|
| Kim-Shepard, AeYoung | FC | Administrative Assistant I 12-month position (100%) Range 33, Step A Eff. 11/15/2004 |
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| Sefried, Daniel | AC | Groundskeeper 12-month position (100%) Range 29, Step A Eff. 11/18/2004 |
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|---------------|-----|---|
| Shah, Darshna | SCE | Clerical Assistant I 12-month position (100%) Range 29, Step A Eff. 11/17/2004 |
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PROMOTION

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|------------------|----|---|
| Hoang, Christine | AC | Buyer (100%) Range 39, Step E+15% Long+PG&D (\$4,225.51) |
| | | To: AC Administrative Assist/Purchasing Management Salary Schedule 12-month position (100%) Range 5, Step F+PG&D (\$4,586.67) Eff. 11/24/2004 |

LEAVES OF ABSENCE

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|--------------------|----|--|
| Mestemacher, Karen | FC | Child Care Teacher I (100%) Family Medical Leave Eff. 10/28/2004 - 11/22/2004 (With Pay) |
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Claimant: City of Huntington Beach
Agency Claimed Against: NOCCCD

Per Section 54945.8: CONFERENCE WITH REAL PROPERTY NEGOTIATOR Jerome Hunter, Chancellor, regarding:

Property: 1000 Leslie Street
 La Habra, CA 90631
Negotiating Parties: Fullerton Joint Union High School District
Under Negotiations: Terms and conditions

Per Section 54956.9 DISCUSSION ON PENDING LITIGATION

One possible case.

RECONVENE OPEN SESSION: At 9:35 p.m., Board President Nancy Rice reconvened the meeting in open session and reported the following:

It was moved by Trustee Donna Miller and seconded by Trustee Manny Ontiveros to reject the claim presented by the City of Huntington Beach against the North Orange County Community College District improperly named North Orange County College/Fullerton College. **Motion carried unanimously.**

ADJOURNMENT: At 9:37 p.m., it was moved by Trustee Molly McClanahan and seconded by Trustee Otto Lacayo to adjourn the meeting. **Motion carried unanimously.**

Otto Lacayo, Secretary
 Board of Trustees