

## APPROVED

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

June 27, 2006

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, June 27, 2006, at 5:30 p.m. at the Board Room at the Anaheim Campus.

President Donna Miller called the meeting to order at 5:35 p.m. and Chancellor Jerry Hunter led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL** - Present: Barbara Dunsheath, Leonard Lahtinen, Michael Matsuda, Molly McClanahan, Donna Miller, Manny Ontiveros, and Student Trustees Elsa Garcia and Crystal Sandoval. Absent: Jeff Brown.

**RESOURCE PERSONNEL PRESENT**: Jerome Hunter, Chancellor; Claudette Dain, District Director, Fiscal Affairs; Jeff Horsley, Vice Chancellor, Human Resources; Kathie Hodge, President, Fullerton College; Mike Kasler, Executive Vice President, Cypress College; Gary McGuire, Provost, School of Continuing Education; Christie Wallace Noring, District Director, Public Affairs; Deborah Ludford, District Director, Information Services; Frank Smith, representing the District Management Association; Andrea Sibley-Smith, representing the School of Continuing Education Academic Senate; Steve Gold, representing the Cypress College Academic Senate; Dale Craig representing United Faculty; Rod Lusch representing CSEA; and Violet Ayon, Recording Secretary.

**OTHER ADMINISTRATORS AND EMPLOYEES PRESENT**: Ron Beeler, Rodrigo Garcia, and Dorothy Owens-Whitehurst from the District Offices; Andrea Hanstein, Barbara Hollowell, Jonathan Morrell, Adam O'Connor, and Janet Portolan from Fullerton College; Pat Humpres from Cypress College; and Greg Schulz and Terrie Taylor from the School of Continuing Education.

**VISITOR**: Ed Fitzgerald from FLCM.

**COMMENTS: MEMBERS OF THE AUDIENCE**: There were no comments from the public.

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

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

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

**REPORTS:**

- A. **Chancellor Hunter** reported that the firm of Bartell & Associates LLC has been hired to conduct the District's actuarial study.
- B. **Gary McGuire**, Provost, School of Continuing Education; **Mike Kasler**, Cypress College Executive Vice President; and **Kathie Hodge**, Fullerton College President, reported on their respective activities.

**COMMENTS:**

- A. **Andrea Sibley-Smith** thanked Trustees Leonard Lahtinen and Donna Miller for attending the School of Continuing Education Classified Luncheon.
- B. **Student Trustee Crystal Sandoval** reported on Fullerton College campus activities.
- C. **Student Trustee Elsa Garcia** distributed information on the Statewide Strategic Plan and reported on Cypress College campus activities.
- D. **Trustee Leonard Lahtinen** commented on a recent newspaper article regarding a commitment to diversity in employment ranks and encouraged District-wide staff development activities in support of diversity.
- E. **Trustee Barbara Dunsheath** commented on her attendance at the Cypress Chamber of Commerce Dinner where Dr. Margie Lewis was awarded the Woman of the Year Award.

**MINUTES:** It was moved by Trustee Leonard Lahtinen and seconded by Trustee Manny Ontiveros that the minutes of the Regular Meeting of June 13, 2006, be approved as submitted. **Motion carried unanimously, including the Student Trustees' advisory votes.**

**FINANCE & FACILITIES:**

**Item 3.a:** Upon discussion on the need for an update on the District's redevelopment agreements, it was moved by Trustee Leonard Lahtinen and seconded by Trustee Manny Ontiveros to grant authorization to accept new revenue of \$477,486 and to adopt a resolution to accept new revenue, establish and/or adjust budgets, and authorize expenditures within the Capital Outlay Fund, pursuant to the California Code of Regulations Title 5, §58308. **Motion carried unanimously by those Members present, including the Student Trustees' advisory votes.**

Resolution adopted. (See Supplemental Minutes # 963)

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

During discussion, it was noted that an update report will be available from the Public Economics firm by the end of the calendar year.

**Item 3.b:** By the block vote, authorization was granted for the 2005-06 General Fund, Bond Fund, and Capital Outlay Fund Budget Transfers netting to the amount of \$94,403 and adopted resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Resolutions adopted. (See Supplemental Minutes # 963)

**Item 3.c:** By the block vote, authorization was granted to enter into an agreement with The Liquidation Company to conduct an auction for the sale of surplus and obsolete supplies and equipment on July 22, 2006. The auction company will collect the gross proceeds from the sale; the proceeds will be split 75% to the District and 25% to the auction company.

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

**Item 3.d:** By the block vote, authorization was granted to award Bid 2006-03, Exterior and Interior Signage for the Anaheim Campus, to TFN Architectural Signs, Inc. as the responsive and responsible bidder meeting specifications for interior signage and to issue an agreement for a total cost not to exceed \$50,000. This bid is for one year with an option to renew the contract for two additional years.

Further authorization was granted for the District Director, Purchasing, to execute the agreement for the District, and approve and forward to the Board for ratification and 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, the Board ratified the current change orders for the public works projects listed per the Change Order Request, with a total of \$276,293.60.

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

**Item 3.f:** Upon a presentation on the District's Tentative Budget for Fiscal Year 2006-07, it was moved by Trustee Molly McClanahan and seconded by Trustee Michael Matsuda to approve the Tentative Budget for Fiscal Year 2006-07 and to set a public hearing for September 12, 2006, at the Anaheim Campus Board Room at or about 6 p.m. pursuant to §58301 of Title 5, California Code of Regulations to provide the public with an opportunity to comment on the budget prior to the adoption of the District's Proposed Budget for Fiscal Year 2006-07. **Motion carried unanimously by those Members present, including the Student Trustees' advisory votes.**

(See Supplemental Minutes #963 for a copy of the Tentative Budget.)

Upon conclusion of the presentation, a discussion ensued regarding fundraising activities and the use of fundraised funds, as well as specialized programs/services and co-curricular activities geared to retaining students in college. Upon conclusion of discussion, it was agreed to provide the Board with a list of student support programs/services and co-curricular activities.

**Item 3.g:** By the block vote, authorization was granted to enter into a Districtwide agreement with Geotechnical Solutions, Inc., for an amount not to exceed \$336,000, retroactive to March 1, 2006, and ending June 30, 2008. The agreement shall cover the following projects:

- Fullerton College, Chilled Water Distribution System
- Fullerton College, Campus Commons, Bldg. 200
- Fullerton College, Classroom/Office Building
- Fullerton College, Physical Education Complex
- Fullerton College, Site Restoration
- Wilshire School of Continuing Education
- Cypress College, Student Center & Bookstore
- Cypress College, Remodel for Efficiency
- Cypress College, Access Plan

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

#### **INSTRUCTIONAL SERVICES:**

**Item 4.a:** By the block vote, authorization was granted to enter into Subcontract Agreements with the North Orange County Regional Occupational Program for an amount not to exceed \$13,800; the Fullerton Joint Union High School District for an amount not to exceed \$12,500; the Anaheim Union High School District for an amount not to exceed \$13,300; the Placentia-Yorba Linda Unified School District for an amount not to exceed \$9,500; the Brea-Olinda Unified School District for an amount not to exceed \$5,000; and the Los Alamitos Unified School District for an amount not to exceed \$5,200 for their participation in the Tech Prep Education Project at Cypress and Fullerton colleges.

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 CONTRACT	TOTAL CONTRACT	AUTHORIZED SIGNATORIES ON BEHALF OF DISTRICT
CC/FC	California Community Colleges System Office Categorical Programs - Tech Prep Education Project SubContracts	07/01/06-06/30/07		For the agreements and any amendments to modify the agreements, and any related documents: Chancellor, or Vice Chancellor, Finance and Facilities, or District Director, Fiscal Affairs
	North Orange County Regional Occupational Program		\$13,800	
	Fullerton Joint Union High School District		\$12,500	
	Anaheim Union High School District		\$13,300	
	Placentia-Yorba Linda Unified School District		\$9,500	
	Brea-Olinda Unified School District		\$5,000	
	Los Alamitos Unified School District		\$5,200	

### HUMAN RESOURCES:

**Item 5.a:** By the block vote, authorization was granted for the following academic personnel matters:

#### RESIGNATION

Beatty, Kimberly                      CC    English Instructor  
Eff. 07/06/2006  
PN CCF772

#### NEW PERSONNEL

Lynch-Thompson,  
Candace                                  SCE    English as a Second Language Instructor  
Class B, Step 1  
Eff. 09/5/2006  
PN SCF982

REHIRE

Aguirre, Yolanda                      FC    Cal/WORKS Counselor  
 Temporary Contract (100%)  
 Specially-funded pursuant to E.C. 87470  
 Class B, Step 09, Stipend in lieu of benefits  
 Eff. 07/01/2006-06/30/2007

CHANGE IN SALARY CLASSIFICATION

Brewer, Connie                      CC    Sociology Instructor (ADJ)  
 From: Column 1, Step 1    To: Column 1, Step 2  
 Eff. 08/21/2006

Dugan, Michele                      CC    Counselor (ADJ)  
 From: Column 2, Step 1    To: Column 2, Step 2  
 Eff. 05/30/2006

Gober, Joel                            CC    Biology Instructor  
 From: Class B, Step 1    To: Class F, Step 9  
 Eff. 08/16/2006

Hill, James                            FC    English Instructor (ADJ)  
 From: Column 1, Step 1    To: Column 1, Step 2  
 Eff. 08/21/2006

Hummer, Nazilla                      FC    Earth Science Instructor (ADJ)  
 From: Column 1, Step 0    To: Column 2, Step 0  
 Eff. 05/30/2006

Kvaska, Colleen                      FC    Nutrition Instructor (ADJ)  
 From: Column 1, Step 1    To: Column 1, Step 2  
 Eff. 08/21/2006

Landis, Lenore                        CC    Chemistry Instructor  
 From: Class B, Step 1    To: Class D, Step 7  
 Eff. 08/16/2006

Sanders, Cassandra                    FC    Physical Education Instructor (ADJ)  
 From: Column 2, Step 1    To: Column 2, Step 2  
 Eff. 08/21/2006

LEAVE OF ABSENCE WITHOUT PAY

Disney, Betty                         CC    Art Instructor  
 Personal Leave (100%)  
 Eff. 2006-2007 academic year

**Item 5.b:** Upon clarification on the revised job description for the Executive Director, College Foundation it was moved by Trustee Leonard Lahtinen and seconded by Trustee Manny Ontiveros to grant authorization for the following classified personnel matters:

RESCISSION OF RETIREMENT

Burns, Kristeen                      FC    Registrar (100%)

RESIGNATION

Castellanos, Varinea                FC    Student Services Specialist (100%)  
Eff. 6/28/2006  
PN FCC764

NEW PERSONNEL

Deitrick, Kirk                        FC    Laboratory Clerk/Radio  
11-month position (60%)  
Range 31, Step A  
Eff. 6/20/2006  
PN FCC659

Jones, Laquita                      CC    Clerical Assistant I  
12-month position (100%)  
Range 29, Step B  
Eff. 6/26/2006  
PN CCC770

REHIRES

Gleason, Terence                    FC    Special Projects Manager/Instructional  
Technologies Specialist for Distance Learning  
Temporary Management Position (100%)  
Range 2, Spec Project Adm Daily Rate  
Schedule+stipend in lieu of benefits  
Eff. 7/01/2006 - 8/17/2006  
PN FCT990

Randle, Milton                        FC    Special Projects Manager/Mesa Grant  
Program  
Temporary Management Position (100%)  
Range 2, Spec Proj Adm Daily Rate  
Schedule+stipend in lieu of benefits  
Eff. 7/01/2006 - 7/31/2006  
PN FCT988

VOLUNTARY CHANGE IN ASSIGNMENT

McKeown, Tania                      FC    User Support Analyst (50%)

Increase in Months and Percentage of  
Employment and Removal from 39-Month  
Reemployment List

From: 10-month position (50%)  
To: 12-month position (100%)  
Range 50 (GR), Step E  
Eff. 7/01/2006

LEAVE OF ABSENCE WITHOUT PAY

Moghaddam, Maryam              FC    Instructional Aide (50%)  
Personal Leave  
Eff. 6/28/2006 - 6/29/2006

REVISED CLASSIFIED MANAGEMENT JOB DESCRIPTION, SALARY RANGE 25

Executive Director, College Foundation & Community Relations

(See Supplemental Minutes #963 for a copy of the job description.)

**Motion carried unanimously by those Members present.**

**Item 5.c:** By the block vote, authorization was granted for the employment of hourly personnel for the dates indicated.

(See Supplemental Minutes #963 for a copy of the hourly personnel listing.)

**Item 5.d:** It was moved by Trustee Molly McClanahan and seconded by Trustee Manny Ontiveros that the Board approve the negotiated agreement with respect to salary and benefits for fiscal year 2005-06, inclusive of all terms and conditions specified in the written Agreement between CSEA Chapter #167 and the District as follows:

- I. The Classified Salary Schedule will be increased by four and eighty-five hundredths (4.85) percent across the schedule, retroactive to July 1, 2005.
- II. There will be no increase in the optional fringe benefit allowance amount for the 2005-2006 fiscal year.

**Motion carried unanimously by those Members present.**

The Board further approved the Classified Salary Schedule, which reflects the 4.85% salary adjustment.

(See Supplemental Minutes #963 for a copy of the Classified Salary Schedule.)

**Item 5.e:** It was moved by Trustee Manny Ontiveros and seconded by Trustee Molly McClanahan that the Board approve the increase to the Executive Officer Salary Schedule by four and eighty-five hundredths (4.85) percent across the schedule, retroactive to July 1, 2005. **Motion carried unanimously by those Members present.**

#### **GENERAL:**

**Item 6.a:** It was moved by Trustee Leonard Lahtinen and seconded by Trustee Manny Ontiveros that the Board adopt Resolution 05/06-19, Trustee Absence, verifying that Trustee Michael Matsuda was ill on June 13, 2006, and therefore, eligible to receive compensation for the Board meeting held on that date. A signed Affidavit from Mr. Matsuda verifying his absence due to illness will be on file in the Chancellor's Office. **Motion carried unanimously by those Members present, including the Student Trustees' advisory votes.**

**Item 6.b:** The Board received as an information item revised Board Policy 3540, Sexual Assaults on Campus and directed staff that the proposed, revised policy be placed on the July 25, 2006, Board agenda for action, thereby allowing the Board sufficient time for a first and second reading on policy matters.

**Item 6.c:** The Board received as an information item revised Board Policy 6550, Disposal of Property and directed staff that the proposed, revised policy be placed on the July 25, 2006, Board agenda for action, thereby allowing the Board sufficient time for a first and second reading on policy matters.

**Item 6.d:** It was moved by Trustee Barbara Dunsheath and seconded by Trustee Molly McClanahan that the Board approve the District-wide Strategic Plan for further development and implementation during the 2006-07 academic year. **Motion carried unanimously by those Members present, including the Student Trustees' advisory votes.**

The District-wide Strategic Plan represents phase one of the planning process, which involved numerous meetings of both the Board of Trustees and the District Planning Council, as well as a review of existing and new data during 2005-06. During phase two, the District-wide and individual campus plans will be tied together and implemented by teams that include groups already working on planning and new groups established expressly to address the new focus areas and goals of the District-wide Strategic Plan.

Trustee Molly McClanahan commended Trustee Barbara Dunsheath, Deborah Ludford, Christie Wallace Noring, and Chancellor Hunter for their leadership in the development of the Strategic Plan.

During discussion of the Strategic Plan, Trustee Molly McClanahan suggested, and the Board agreed, to have the District's mission and vision statements included in the inside

cover of the Board agenda, as well as the mission statements for Cypress College, Fullerton College, and the School of Continuing Education.

Board President Donna Miller extended her gratitude to Board Members, the Board Strategic Plan Steering Committee, the District Planning Council members, and everyone else who was involved in the process of developing the Strategic Plan. She especially commended Chancellor Hunter for his vision and leadership in bringing the Strategic Plan to fruition.

**CLOSED SESSION:** At 7:03 p.m., Board President Donna Miller 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 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CHANCELLOR**

**Per Section 54956.9(a)(c): PENDING LITIGATION: Advice from Legal Counsel Regarding Pending Litigation and Related Government Code Claim.**

**RECONVENE OPEN SESSION:** At 8:13 p.m., Board President Donna Miller reconvened the meeting in open session.

**ADJOURNMENT:** At 8:15 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.**

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Manny Ontiveros, Secretary  
Board of Trustees