

**APPROVED**

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

August 8, 2006

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, August 8, 2006, at 5:30 p.m. at the Board Room at the Anaheim Campus.

President Donna Miller called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL** - Present: Jeff Brown, Barbara Dunsheath, Leonard Lahtinen, Michael Matsuda, Molly McClanahan, Donna Miller, Manny Ontiveros, and Student Trustees Elsa Garcia and Crystal Sandoval. Absent: None.

**RESOURCE PERSONNEL PRESENT**: Jerome Hunter, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; 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; Joumana McGowan, representing the Fullerton College Faculty Senate; Dale Craig representing United Faculty; Beverly Harrington, representing CSEA; Sam Russo, representing Adjunct Faculty United; and Violet Ayon, Recording Secretary.

**OTHER ADMINISTRATORS AND EMPLOYEES PRESENT**: Andrea Hanstein, Barbara Hollowell, Jonathan Morrell, Adam O'Connor, and Janet Portolan from Fullerton College; and Nancy Byrnes from Cypress College.

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

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

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

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

**REPORTS:**

- A. As a part of the Chancellor's Report, **Vice Chancellor Fred Williams** provided an update on the 2006-07 State Budget. Highlights of the update include \$8,553,670 of one-time funds for the District as follow: 1) \$871,543 of Prop. 98 reversion account funds to be used for one-time general purposes – with no restrictions; 2) \$2,339,704 in one-time grants for general purpose funding – however, funds may not be used as local match of on-going physical plant and instructional materials requirements; 3) \$1,195,880 in one-time grants for “career technical education equipment, materials, and minor facility remodeling” – additional guidelines forthcoming from the State System Office; 4) \$1,522,885 of re-appropriation of basic skills 2005-06 over-cap funding for one-time basic skills and immigrant education purposes – funds to be expended at local discretion for research, curriculum development, professional development, articulation, assessment, counseling, tutoring, instructional materials, and other one-time purposes directly related to the enhancement of basic skills and immigrant education programs; 5) \$1,411,829 for scheduled maintenance projects, architectural barrier removal, seismic repairs, or hazardous substance projects only; and 6) \$1,411,829 for equipment and library materials only.

On-going funds of \$756,926 for the District include: 1) \$378,480 for scheduled maintenance projects provided that an operations and maintenance expenditure level is maintained equivalent to or greater than the 1995-96 level – there is a 1:1 match requirement (seismic repairs and hazardous substance projects have no match requirement); and 2) \$378,446 for equipment and materials that increase the use of modern technology for instructional purposes and for allowable student support services equipment – there is a 3:1 match requirement.

Mr. Williams noted that the above funds were unknown at the time the District's Tentative Budget was developed in June. These funds will be added to the District's Proposed Budget that will be presented to the Board at its September 12, 2006, meeting.

- B. Also included as a part of the Chancellor's Report, a District-wide marketing update was provided by **Christie Wallace Noring, Kathie Hodge, Margie Lewis, and Gary McGuire**. Ms. Wallace Noring reported on 1) District advertisements in local weekly newspapers from late July through August; 2) national marketing consultant services; 3) District-wide involvement in a nation-wide media preferences survey; and 4) funding of various campus marketing activities by the District Public Affairs Office.

Dr. Hodge reported the following: 1) Fullerton College's website has been updated; 2) an eight-fold brochure was mailed to 220,000 households; 3) she emphasized availability of parking and on-line enrollment advertised in a marketing postcard; 4) two banners posted over Chapman Avenue; 5) individual hand-held fans with “I'm a fan of Fullerton College” slogan distributed to concert attendees; 6) letters to School of Continuing Education High School Program graduates; 7) a college profile on myspace.com; 8) improvement of campus signage/maps; 9) three “quick-fix” information booths on campus; 10) employment of student ambassadors; 11) lapel

buttons for all faculty/staff at convocation; 12) free window clings for those students purchasing a parking permit; 13) bookmark distribution; and 14) radio announcements on KROQ for two weeks.

Dr. Mike Kasler reported the following activities for Cypress College: 1) advertising at local universities, in local publications/weekly newspapers, on radio stations, on local cable, and on/in Orange County Transit Authority (OCTA) buses; 2) updating of the college's website; 3) email blasts to potential students who have visited the college website; 4) marketing activities include postcard mailing, inclusion in "Preview" magazine to high school students, and email reminders to students; and 5) construction-related activities include a) improved quality and quantity of directional/identification signage/banners, b) campus directory maps, c) maps emailed to faculty and staff for distribution to students, d) three information booths on campus the first two weeks of school, e) providing six-ounce water bottles to students, f) emails to faculty and staff requesting patience and assistance for students, and g) employment of student ambassadors.

Dr. Gary McGuire reported the following for the School of Continuing Education (SCE): 1) the "Pathways" mailer to English-as-a-Second Language and High School Program potential students; 2) focus groups gathered information regarding class schedule improvements; 3) class schedule distributed two weeks earlier than in the past; 4) researching availability of additional community outlets for distribution of class schedules; 5) employment of student ambassadors going door-to-door at local neighborhoods; 6) offering classes at local businesses; 7) call system to improve retention of students; and 8) the updating of the SCE website.

Chancellor Hunter reported on the discussions held with Chancellor's Staff in reviewing best practices for marketing activities and putting them into place with the additional District marketing funds.

Board Members commended staff for the extensive marketing activities and efforts in increasing enrollments. Specific suggestions from Board Members included 1) the usage of public service announcements; 2) more marketing activities geared to parents of potential students; 3) more marketing activities geared to the Asian and Latino communities via their respective cultural media; and 4) consideration of activities at other college districts.

## COMMENTS:

- A. **Student Trustee Crystal Sandoval and Elsa Garcia** reported on their attendance at the Community College League of California Student Trustee Orientation Workshop. Miss Garcia also reported on her participation on the State Student Senate and the Consultation Council.
- B. **Trustee Michael Matsuda** extended his gratitude to Dr. Margie Lewis for her collaboration with the Anaheim Union High School.

- C. **Trustee Barbara Dunsheath** reported on her attendance at the Great Teachers Seminar.

**MINUTES:** It was moved by Trustee Jeff Brown and seconded by Trustee Molly McClanahan that the minutes of the Regular Meeting of July 25, 2006, be approved as submitted. **Motion carried with Trustee Donna Miller abstaining, and including the Student Trustees' advisory votes.**

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

**Item 3.a:** By the block vote, the Board ratified purchase order numbers P0037840 through P0042079 through July 18, 2006, totaling \$15,708,374.50, and check numbers C0016321 through C0016380, totaling \$820,260.55; check numbers F0096599 through F0096794, totaling \$525,025.02; check numbers 88233687 through 88235431, totaling \$5,696,342.08; and check numbers V0030499 through V0030501, totaling \$2,000.00; check numbers 70008669 through 70008930, totaling \$39,034.00, all from July 1 through 27, 2006.

#### **INSTRUCTIONAL SERVICES:**

**Item 4.a:** By the block vote, authorization was granted for Fullerton College to accept a \$250 cash donation from the Fullerton Host Lions Club in support of the Guardian Scholars Program.

**Item 4.b:** By the block vote, authorization was granted for expenditures of \$75,000 related to the Fullerton College Staff Development Program for the 2006-07 academic year for memberships and subscriptions, training materials, travel and conference attendance, training and retreats, transportation, consultants, contracted services, reassigned time and professional expert services, supplies, refreshments, and teaching awards.

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

#### **HUMAN RESOURCES:**

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

#### CHANGE IN SALARY CLASSIFICATION

Anderson, Janna	FC	English Instructor From: Class B Eff. 08/16/2006	To: Class C
Berger, Margaret	FC	Radio/Audio Production Instructor From: Class D Eff. 08/16/06	To: Class E

Lee, Scott	FC	Counselor From: Class B Eff. 07/01/2006	To: Class C
Martinez, Sofia	CC	Sociology Instructor (ADJ) From: Column 1, Step 1 Eff. 08/21/2006	To: Column 1, Step 2
Nguyen, Gregory	FC	Mathematics Instructor From: Class B Eff. 08/16/2006	To: Class C
Nunley, Rosalyn	FC	Cosmetology Instructor (ADJ) From: Column 1, Step 1 Eff. 08/21/2006	To: Column 1, Step 2
Seidel, Jay	FC	Journalism Instructor From: Class C Eff. 08/16/2006	To: Class D
Stokes, Sheilah	FC	English Instructor From: Class B Eff. 08/16/2006	To: Class C
Vermy, Arthur	FC	Foreign Language Instructor (ADJ) From: Column 2, Step 1 Eff. 08/21/2006	To: Column 2, Step 2

LEAVE OF ABSENCE WITHOUT PAY

Finn, Stacie	CC	Dramatic Arts Instructor Personal Leave (100%) Eff. 2006/2007 Academic Year	
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LEAVE OF ABSENCE WITH PAY

Clahane, Dana	FC	Mathematics Instructor Load Bank Leave (26.67%) Eff. 2006 Fall Semester	
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CANCELLATION OF LEAVE OF ABSENCE WITH PAY

Hughes, Deidre	FC	English Instructor Load Bank Leave From: 21.67% To: 0.00% Eff. 2006 Fall Semester	
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2006 FALL SEMESTER, TRIMESTER

Anthony, Robert	CC	Column 1, Step 0
Fagan, Suzanne	CC	Column 2, Step 0
Khalid, Omar	FC	Column 1, Step 0
Krizan, Kim	FC	Column 1, Step 0
Mitchell, James	FC	Column 2, Step 0
Moore, Laurie	SCE	SCE Hourly Rate
Ninh, Joseph	FC	Column 1, Step 0
Rietveld, Liza	FC	Column 1, Step 0
Rosen, David	FC	Column 1, Step 0
Snellen, Cara	CC	Column 1, Step 0

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Ransom, Alan	CC	Administrative Duties Class E, Step 22 Regular and Contract Faculty Overload Nonteaching Schedule Eff. 08/14/2006
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**Item 5.b:** By the block vote, authorization was granted for the following classified personnel matters:

RETIREMENT

Magness, Ronald	FC	Facilities Coordinator (100%) Eff. 10/17/2006 PN FCC857
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NEW PERSONNEL

Suphamark, Pinlux	CC	Instructional Assistant/Photography 12-month position (100%) Range 36, Step A+5% Shift Eff. 8/15/2006 PN CCC936
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PROMOTION

Negrete, Rena	FC	Admissions & Records Technician (100%) Range 33, Step E+5% Long (\$3,629) PN FCC825
	To:	FC Admissions & Records Specialist 12-month position (100%)

Range 36, Step E+5% Long (\$3,908)  
 Eff. 8/01/2006  
 PN FCC773

VOLUNTARY CHANGES IN ASSIGNMENTS

Carpenter, Terry	CC	Administrative Assistant I (50%)  Temporary Increase in Percent Employed From: 50% To: 100% Eff. 10/02/2006 - 6/30/2007
Edwards, Arnette	CC	Financial Aid Technician (100%)  Temporary Decrease in Months Employed From: 12 months To: 11 months Eff. 7/26/06 - 6/30/07
Rose, Catherine	CC	Instructional Aide (45%)  Temporary Increase in Percent Employed From: 45% To: 100% Eff. 7/10/2006 - 6/30/2007

PROFESSIONAL GROWTH & DEVELOPMENT

Torres, Monica	SCE	Instructional Assistant (40%) 1 <sup>st</sup> Increment (\$140) Eff. 7/01/2006
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VOLUNTEER PERSONNEL WITHOUT PAY

Deadrick, Rock	CC	Summer Dance Festival Eff. 7/28/2006 - 8/05/2006
O'Neil, J. Robert	FC	Men's Basketball Eff. 7/01/2006 - 6/30/2007
Russo, Bobby	FC	Men's Basketball Eff. 7/01/2006 - 6/30/2007

**Item 5.c:** By the block vote, authorization was granted for the following Professional Experts:

PROFESSIONAL EXPERTS

Alexander, John	CC	Technical Expert II Quick Start Partnership Grant (QSP) Level C, Eff: 08/09/06 to 12/22/06
Alvarez, Angela	SCE	Technical Expert II EL Civics Curriculum Developer Level C, Eff: 07/24/06 to 09/08/06
Arellano, Peggy	SCE	Project Expert EL Civics Grader Level A, Eff: 07/24/06 to 09/08/06
Balan, Kamala	FC	Project Expert Assistant to ASC Director Level A, Eff: 08/01/06 to 12/15/06
Beard, Michael	CC	Technical Expert II Quick Start Partnership Grant (QSP) Level C, Eff: 08/09/06 to 12/22/06
Blanchard, Donald	CC	Technical Expert II Quick Start Partnership Grant (QSP) Level C, Eff: 08/09/06 to 12/22/06
Blanchard, Donald	CC	Technical Expert II T-TEN Toyota Technical Education Network Level C, Eff: 01/08/07 to 05/24/07
Bolin, Michael	CC	Technical Expert II Quick Start Partnership Grant (QSP) Level C, Eff: 08/09/06 to 12/15/06
Bronson, Lora	SCE	Project Coordinator OAP Program Assistant (Temporary) Level B, Eff: 08/28/06 to 01/26/07
Cagley, Janet	SCE	Technical Expert II EL Civics Curriculum Developer Level C, Eff: 07/24/06 to 09/08/06
Gulmesoff, Monika	CC	Project Expert Dental Hygiene Clinic Translator Level A, Eff: 08/21/06 to 05/07/07

Ha, Chalene	CC	Technical Expert II Quick Start Partnership Grant (QSP) Level C, Eff: 08/09/06 to 12/20/06
Ha, Chalene	CC	Technical Expert II Quick Start Partnership Grant (QSP) Level C, Eff: 01/22/07 to 06/04/07
Kahlon, Harinder	SCE	Technical Expert II EL Civics Curriculum Developer Level C, Eff: 07/24/06 to 09/08/06
Lamm, Christine	FC	Technical Expert II Collaborative Teacher Preparation Grant Level C, Eff: 07/26/06 to 06/30/07
Lynch-Thompson, C.	SCE	Technical Expert II EL Civics Curriculum Developer Level C, Eff: 07/24/06 to 09/08/06
Mang, Cathleen	SCE	Technical Expert II EL Civics Curriculum Developer Level C, Eff: 07/24/06 to 09/08/06
Maske, Zara	SCE	Project Expert EL Civics Grader Level A, Eff: 07/24/06 to 09/08/06
Miller, Jeanne	CC	Technical Expert II Title V: Revising Hybrid Training Program Level C, Eff: 07/27/06 to 08/17/06
Montez, Margarita	CC	Project Expert Dental Hygiene Clinic Translator Level A, Eff: 08/21/06 to 05/07/07
Nordquist, Douglas	FC	Project Expert Track & Field, Assistant Coach Level A, Eff: 07/12/06 to 12/20/06
Ozbolt, Sheila	SCE	Project Expert EL Civics Grader Level A, Eff: 07/24/06 to 09/08/06
Pittaway, Daniel	SCE	Not-For-Credit Instr II VESL: Electricity/Construction Level C, Eff: 09/15/06 to 12/01/06

Powers, Miguel	FC	Technical Expert II Transfer Achievement Program (TAP) Level C, Eff: 07/24/06 to 06/30/07
Pravongviengkham, N.	FC	Project Expert Women's Basketball Program Level A, Eff: 08/01/06 to 03/31/07
Ramos, Ryan	CC	Project Expert Noel-Levitz Student Satisfaction Survey Level A, Eff: 07/26/06 to 11/22/06
Rivers Senghor, Diana	SCE	Technical Expert II EL Civics Curriculum Developer Level C, Eff: 07/24/06 to 09/08/06
Rodriguez, Gina	CC	Project Expert Advanced Transportation Technology (ATTEi) Level A, Eff: 09/07/06 to 12/22/06
Rodriguez, Gina	CC	Project Expert Quick Start Partnership Grant (QSP) Level A, Eff: 09/07/06 to 12/22/06
Serrano, Helen	SCE	Project Expert EL Civics Grader Level A, Eff: 07/24/06 to 09/08/06
Shier, Carol	FC	Technical Expert II Transfer Achievement Program (TAP) Level C, Eff: 07/24/06 to 06/30/07
Stantis, George	SCE	Project Expert SB70 "Quick Start," and CACT Level A, Eff: 07/31/06 to 12/08/06
Sueng, Su-Chen	SCE	Technical Expert II VTEA Project: Early Childhood Education Level C, Eff: 07/13/06 to 09/09/06
Taylor, Gail	CC	Technical Expert II Event Coordinator for Americana 2007 Level C, Eff: 07/28/06 to 04/09/07

SCE TUITION PROGRAMS–2006 SPRING TRIMESTER

Adamo, Frank	SCE	SCE Tuition Rate
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SCE TUITION PROGRAMS–2006 SUMMER INTERSESSION

Baker, Joseph	SCE	SCE Tuition Rate
Gagne, Patrick	SCE	SCE Tuition Rate
Islas, Lidia	SCE	SCE Tuition Rate
Montero, Norma	SCE	SCE Tuition Rate
Murphy-Eaton, Maureen	SCE	SCE Tuition Rate

SCE TUITION PROGRAMS–2006 FALL TRIMESTER

Aparicio, Ruth	SCE	SCE Tuition Rate
Cinamon, Seth	SCE	SCE Tuition Rate
Islas, Lidia	SCE	SCE Tuition Rate
McLaughlin, Barbara	SCE	SCE Tuition Rate
Montero, Norma	SCE	SCE Tuition Rate

SCE TUITION PROGRAMS–2007 WINTER TRIMESTER

Aparicio, Ruth	SCE	SCE Tuition Rate
Islas, Lidia	SCE	SCE Tuition Rate
Montero, Norma	SCE	SCE Tuition Rate

SCE TUITION PROGRAMS–2007 SPRING TRIMESTER

Aparicio, Ruth	SCE	SCE Tuition Rate
Islas, Lidia	SCE	SCE Tuition Rate
Montero, Norma	SCE	SCE Tuition Rate

SCE TUITION PROGRAMS–2007 SUMMER INTERSESSION

Islas, Lidia	SCE	SCE Tuition Rate
Montero, Norma	SCE	SCE Tuition Rate

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

(See Supplemental Minutes #965 for a copy of the hourly personnel listing.)

**GENERAL:**

**Item 6.a:** The Board received as a first reading, revised Board Policy 1001, District Mission, and directed that the revised policy be placed on the August 22, 2006, Board agenda for action, thereby allowing the Board sufficient time for a first and second reading on policy matters.

**CLOSED SESSION:** At 6:33 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**

**RECONVENE OPEN SESSION:** At 7:36 p.m., Board President Donna Miller reconvened the meeting in open session.

**ADJOURNMENT:** At 7:38 p.m., it was moved by Trustee Molly McClanahan and seconded by Trustee Michael Matsuda to adjourn the meeting. **Motion carried unanimously by those Members present.**

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Manny Ontiveros, Secretary  
Board of Trustees