

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

August 25, 2009

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, August 25, 2009, at 5:30 p.m. in the Anaheim Campus Board Room.

Board President Leonard Lahtinen called the meeting to order at 5:34 p.m. and Cindy Garcia led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL - Present: Jeff Brown, Leonard Lahtinen, Michael Matsuda, Molly McClanahan, Donna Miller, M. Tony Ontiveros, and Student Trustees Cindy Garcia and Rajan Vaidya. Trustee Barbara Dunsheath arrived at 6:04 p.m. Absent: None.

RESOURCE PERSONNEL PRESENT: Ned Doffoney, Chancellor; Claudette Dain, District Director, Fiscal Affairs; Jeff Horsley, Vice Chancellor, Human Resources; Kathie Hodge, President, Fullerton College; Mike Kasler, President, Cypress College; Christine Terry, Provost, School of Continuing Education; Christie Noring, District Director, Public Affairs; Deborah Ludford, District Director, Information Services; Vaniethia Hubbard, representing the District Management Association; Andrea Sibley-Smith, representing the School of Continuing Education Academic Senate; Marcus Wilson, representing the Fullerton College Faculty Senate; Rob Johnson, representing the Cypress College Academic Senate; Fola Odebunmi, representing United Faculty; Rod Lusch, representing CSEA; Sam Russo, representing Adjunct Faculty United; and Violet Ayon, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Larry Buckley, Toni DuBois, Debra Gerard, Andrea Hanstein, Scott McKenzie, Adam O'Connor, and Janet Portolan from Fullerton College; Karen Cant, Gilbert Contreras, Bob Simpson, and Catherine Whitsett from Cypress College; Bob Hughes, Dorothy Owens-Whitehurst, and Kenneth Robinson from the District Offices; and Denise Simpson and Terrie Taylor from the School of Continuing Education.

VISITORS: Pete Cruz, Stephen Gold, Jose Gonzalez, Dave McCormac, Kayta Penado, J. M. Sarihong, Danial Shaker, Deborah Shepley of HMC Architects, Dorothy and John Uzzi.

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

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

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

Motion carried, including the Student Trustees' advisory votes.

REPORTS

A. **Honor Retirees:** As a part of the Chancellor's Report, **Dave McCormac** and **Dorothy Uzzi**, from Fullerton College, and **Stephen Gold**, from Cypress College, were honored upon their recent retirement.

B. **Chancellor Ned Doffoney** reported that the 2009 fall term is off to a successful start. The colleges are responding to the demand while keeping in mind the limited resources available. Staff are continually monitoring the State Budget and any significant changes will be conveyed to Board members and all employees. In addition, he and Dr. Don Rickner are increasing attention toward growing the District's Foundation and have scheduled meetings with leaders of the nation's most successful community college foundations. Along with increasing attention on growing the District's Foundation, Dr. Doffoney has increased discussion on the well being of students; specifically, student success.

Dr. Doffoney announced that the American Association of Community Colleges is seeking nominations for Outstanding Alumni, who will be honored at the organization's April conference in Seattle.

C. **Discussion Regarding Trustees Identifying Those Cities and School Districts Within NOCCCD's Service Area Which They Will Contact Individually in an Effort to Improve Communication:** Trustee M. Tony Ontiveros suggested that cities of Anaheim, Cypress, and Fullerton, along with the high school districts in the NOCCCD service area be considered for individual communication by Board members. He suggested attendance at city council meetings and meetings with high school superintendents. Trustees indicated support for Mr. Ontiveros' suggestion, however, requested that all cities/school districts within the service area be included. Chancellor Doffoney indicated he will draft a letter of introduction to the city leadership on the Trustees' behalf and request their organization's availability for NOCCCD trustee's attendance at their meetings.

In addition, Trustee Matsuda reported that the Anaheim Union High School District is interested in making a presentation on its Career Tech Program to the NOCCCD Board of Trustees.

D. **Kathie Hodge**, Fullerton College President; **Mike Kasler**, Cypress College President; and **Chris Terry**, Provost of the School of Continuing Education, reported on activities from their respective areas.

As part of his report, Dr. Kasler introduced Gil Contreras the new Cypress College EOPS Manager.

COMMENTS:

- A. **Marcus Wilson** thanked Board President Lahtinen for his comments at the Fullerton College Convocation. In addition, he reported that thousands of students were unable to take classes because of the budget reductions to the extended day budget.
- B. **Fola Odebunmi** announced that the United Faculty newsletter will be distributed in the near future. She added that faculty were very appreciative of the collaboration with administration in determining which classes would be cancelled.
- C. **Rod Lusch** expressed his gratitude for invitations to the Cypress and Fullerton colleges' back-to-school events. He also thanked President Lahtinen for his supportive comments for classified staff.
- D. **Student Trustee Cindy Garcia** commended those Cypress College students in the audience, as well as those students who helped with the campus introductions to new students.
- E. **Student Trustee Rajan Vaidya** reported on his participation, along with Student Trustee Cindy Garcia, at the Community College League of California Student Trustee Workshop.
- F. **Trustee Jeff Brown** commended Fullerton College for its outreach to the surrounding residential community.
- G. **Trustee Donna Miller** announced that Strategic Conversation #11 will focus on student success and is scheduled for October 27 on the Fullerton College campus.
- H. **Trustee Molly McClanahan** commented on a recent invitation to a local city mayor's prayer breakfast and urged that no District funds be spent on such events.
- I. **Trustee Leonard Lahtinen** announced that the Association of Community College Trustees Congress is scheduled for October 7 - 10, 2009, in San Francisco and he inquired as to trustees' desire to attend. Chancellor Doffoney encouraged trustees to highly consider attendance at this event, at which important information will be available. In consideration of budget constraints only Trustee Barbara Dunsheath will attend.

Also, Mr. Lahtinen commended faculty for adding students to their classes and inquired on the withdrawl/drop date. He went on to note that within one minute of on-line registration opening, there were waitlists for several classes. Dr. Kasler announced that Saturday classes and late start classes are still available at Cypress

College. Dr. Hodge reported that seats are available for late start classes at Fullerton College.

MINUTES: It was moved by Trustee Molly McClanahan and seconded by Trustee M. Tony Ontiveros that the Board approve the minutes of the Regular Meeting of August 11, 2009, as submitted. **Motion carried with Trustee Donna Miller abstaining from the vote, and including the Student Trustees' advisory votes.**

FINANCE & FACILITIES:

Item 3.a: Considerable discussion was held regarding the proposed agreement with HMC Architects for the development of an Educational and Facilities Master Plan. Concern was expressed regarding scope and detail of work to be provided and related costs. Deborah Shepley, of HMC Architects, responded to inquiries from the Board and stated that determination of all aspects of the project will determine the final fee.

Upon conclusion of discussion, it was moved by Trustee Leonard Lahtinen and seconded by Trustee Barbara Dunsheath to grant authorization to enter into an agreement with HMC Architects to develop and prepare an Educational and Facilities Master Plan for the North Orange County Community College District, as per RFP #2008-005, for an amount not to exceed \$400,000, plus printing and other engineering costs for an amount not to exceed \$20,000, for a total not-to-exceed amount of \$420,000, commencing August 26, 2009, through August 25, 2011. **Motion carried, including the Student Trustees' advisory votes.**

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

Item 3.b: The Board received and reviewed the Quarterly Investment Report for the quarter ended June 30, 2009.

(See Supplemental Minutes #1030 for a copy of the report.)

Item 3.c: Trustee Leonard Lahtinen moved and Trustee Michael Matsuda seconded that the Board receive and review the District's Quarterly Financial Status Report for the quarter ended June 30, 2009, as required by §58310 of Title 5. **Motion carried, including the Student Trustees' advisory votes.**

(See Supplemental Minutes #1030 for a copy of the report.)

Item 3.d: By the block vote, the Board adopted a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations.

Further authorization was granted to rescind the previous resolutions and any accounts not listed on the resolution and still open be closed immediately. In order to adequately safeguard and manage District assets, two authorized signatures are required on each check on every account. Additionally, account signers, banks, and credit unions are not authorized to issue counter checks or cashier's checks on any of the accounts.

Item 3.e: By the block vote, authorization was granted to enter into an agreement with Partners Consulting at a cost not to exceed \$49,500 for identity synchronization consulting services through December 31, 2009.

Further authorization was granted for the Vice Chancellor, Finance and Facilities, to execute the agreement with the vendor on behalf of the District. Additional authorization was granted for the District Director, Information Services, to execute the mutually agreed upon statements of work on behalf of the District.

INSTRUCTIONAL RESOURCES

Item 4.a: By the block vote, retroactive authorization was granted to enter into an agreement with the Foothill-De Anza Community College District for the School of Continuing Education's Strategic Statewide Initiative Hub Grant for Workplace Learning in the amount of \$30,000 for the period of July 1, 2009, through December 31, 2009. This agreement is contingent upon the approval, receipt of funds from, and obligation of funds by, the California Community College Chancellor's Office to the North Orange County Community College District.

Further authorization was granted for the Vice Chancellor, Finance & 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.

HUMAN RESOURCES:

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

RETIREMENT

Gorno, Richard	CC	Management/Marketing Instructor Eff. 08/01/2009 PN CCF916
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RESIGNATION

Lighthiser, Marissa	CC	Librarian Eff. 07/31/2009 PN CCF885
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CHANGE IN SALARY CLASSIFICATION

Al-Shawa, Ahmad	CC	Chemistry Instructor (ADJ) From: Column 3, Step 0 To: Column 3, Step 1 Eff. 08/17/2009
Andrews, Christopher	FC	English Instructor (ADJ) From: Column 1, Step 0 To: Column 1, Step 1 Eff. 08/17/2009
Brown, David	FC	Librarian From: Class B To: Class C Eff. 08/12/2009
Castillo, Lorena	FC	Mathematics Instructor (ADJ) From: Column 1, Step 0 To: Column 1, Step 1 Eff. 08/17/2009
Dahlke, Steven	FC	Music Instructor (ADJ) From: Column 2, Step 2 To: Column 3, Step 2 Eff. 08/17/2009
Deliyska, Mira	FC	Foreign Language Instructor (ADJ) From: Column 1, Step 0 To: Column 1, Step 1 Eff. 08/17/2009
Derrick, Michele	SCE	DSPS NonCredit Instructor (ADJ) From: Column 1, Step 0 To: Column 1, Step 1 Eff. 09/14/2009
Entus, Robert	CC	Chemistry Instructor (ADJ) From: Column 3, Step 0 To: Column 3, Step 1 Eff. 08/17/2009
Folayan, Elaine	CC	English Instructor (ADJ) From: Column 3, Step 0 To: Column 3, Step 1 Eff. 08/17/2009

Ford, Michael	CC	Physical Education Instructor (ADJ) From: Column 2, Step 0 To: Column 2, Step 1 Eff. 08/17/2009
Harvey, Carol	CC	Nursing Instructor From: Class B To: Class C Eff. 08/12/2009
Guerrero, Lisa	CC	Sociology Instructor (ADJ) From: Column 1, Step 0 To: Column 1, Step 1 Eff. 08/17/2009
Johnson, Cory	FC	Music Instructor (ADJ) From: Column 1, Step 1 To: Column 1, Step 2 Eff. 08/17/2009
Landis, Gary	CC	Chemistry Instructor (ADJ) From: Column 3, Step 0 To: Column 3, Step 1 Eff. 08/17/2009
Lorge, Mary	SCE	ESL Instructor (ADJ) From: Column 2, Step 0 To: Column 2, Step 1 Eff. 09/14/2009
Luna, Kenneth	CC	Foreign Language Instructor (ADJ) From: Column 2, Step 0 To: Column 2, Step 1 Eff. 08/17/2009
Meyer, Barbara	CC	Dramatic Arts Instructor From: Class B To: Class C Eff. 08/12/2009
Monreal, Maria	FC	Anthropology Instructor From: Class C To: Class D Eff. 08/12/2009
Pham, Anh	FC	Mathematics Instructor (ADJ) From: Column 1, Step 1

		To: Column 1, Step 2 Eff. 08/17/2009
Rainey, Arthur	FC	CIS Instructor (ADJ) From: Column 2, Step 0 To: Column 2, Step 1 Eff. 08/17/2009
Skaar, Susan	CC	Photography Instructor (ADJ) From: Column 1, Step 0 To: Column 1, Step 1 Eff. 08/17/2009
Shomph, Crystal	CC	Theater Arts Instructor (ADJ) From: Column 1, Step 0 To: Column 1, Step 1 Eff. 08/17/2009
Streeter, Kathryn	CC	Dance Instructor (ADJ) From: Column 1, Step 0 To: Column 1, Step 1 Eff. 08/17/2009
Torres, Ty	FC	Speech Instructor (ADJ) From: Column 1, Step 0 To: Column 1, Step 1 Eff. 08/17/2009
Yaryan, Jeanette	CC	Music Instructor (ADJ) From: Column 2, Step 0 To: Column 3, Step 0 Eff. 08/17/2009

LEAVES OF ABSENCE

Allen, Maala	FC	Biological Science Instructor Load Banking Leave with Pay (5.00%) Eff. 2009 Fall Semester
Petrie, David	CC	Mathematics Instructor Load Banking Leave with Pay (20.00%) Eff. 2009 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2009 FALL SEMESTER, TRIMESTER

Bosworth, Heather	FC	Column 1, Step 0
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Botta, Valerie	FC	Column 1, Step 0
Christensen, Walter	CC	Column 2, Step 0
Dravigne-Lehman, Katrina	FC	Column 2, Step 0
Duron, Renee	CC	Column 1, Step 0
Emry, Robert	FC	Column 3, Step 2
Fetters, Douglas	CC	Column 1, Step 0
Hernandez, Sharayah	FC	Column 1, Step 0
Hidalgo, Angela	FC	Column 2, Step 0
Hoover, Leah	FC	Column 2, Step 0
Kauffman, Michael	FC	Column 1, Step 0
Leng, Brian	FC	Column 1, Step 0
Love, Kelly	FC	Column 2, Step 0
Maher, Thomas	FC	Column 1, Step 0
Mitchell, Mandy	CC	Column 1, Step 0
Nazarenko, Larissa	FC	Column 1, Step 0
Ott, Serena	FC	Column 1, Step 0
Terra, Rebecca	CC	Column 3, Step 0
Wheeler, Daniel	FC	Column 1, Step 0
Zuidervaart, Genevieve	CC	Column 1, Step 2

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Allison, Minnie	CC	Administer Mathematics Proficiency Exams Class E Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Clancy, Lee	CC	Administer Mathematics Proficiency Exams Class B Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Coopman, Jennifer	CC	Administer Mathematics Proficiency Exams Class E Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Gibby, Cheryl	CC	Administer Mathematics Proficiency Exams Class E Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year

Godshalk, Kathryn	CC	Administer Mathematics Proficiency Exams Class C Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Hamman, Elizabeth	CC	Administer Mathematics Proficiency Exams Class B Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Lee, Eunju	CC	Administer Mathematics Proficiency Exams Class B Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Mao, Chaolin	CC	Administer Mathematics Proficiency Exams Class F Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Morvan, Laurie	CC	Administer Mathematics Proficiency Exams Class D Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Mottershead, Allen	CC	Administer Mathematics Proficiency Exams Class E Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Nusbaum, David	CC	Administer Mathematics Proficiency Exams Class E Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Paek, Sylvia	CC	Administer Mathematics Proficiency Exams Class C Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year

Petrie, David	CC	Administer Mathematics Proficiency Exams Class E Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Plett, Christina	CC	Administer Mathematics Proficiency Exams Class E Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Shrout, Cynthia	CC	Administer Mathematics Proficiency Exams Class E Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year
Watson, Karen	CC	Administer Mathematics Proficiency Exams Class C Lec Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2009-2010 Academic Year

STUDENT INTERNS WITHOUT PAY

Taii, Fifi	FC	Counseling Department Eff. 07/22/2009-12/14/2009
Temal, Diana	FC	Cadena Transfer Center Eff. 07/02/2009-08/16/2009

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

VOLUNTARY CHANGES IN ASSIGNMENTS

Cook, David	FC	Instructional Assistant (50%) Temporary Increase in Percent Employed From: 50% To: 75% Eff. 8/18/2008 – 5/30/2010
Jimenez, Victor	CC	Facilities Custodian II (100%) Temporary Change in Assignment

To: CC Facilities Custodian Coordinator II
 12-month position (100%)
 Range 34, Step D+10% Shift+15% Long
 Eff. 7/17/2009, 7/20/2009 – 7/24/2009

LEAVES OF ABSENCE

Levy, Denise	SCE	Grants & Special Projects Assistant (100%) Family Medical Leave (Intermittent) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 8/05/2009 – 12/31/2009
Lopez, Joan	SCE	Instructional Assistant/High School Lab (100%) Family Medical Leave (Intermittent) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 8/03/2009 – 12/31/2009

PROFESSIONAL GROWTH & DEVELOPMENT

Caudillo, Julie	SCE	Instructional Assistant (100%) 3 rd Increment (\$350) Eff. 7/01/2011
Wheeler, Jennifer	CC	Instructional Aide (62.5%) 3 rd Increment (\$218.75) Eff. 7/01/2011

VOLUNTEER PERSONNEL WITHOUT PAY

Cartmell, Caitlin	CC	Chemistry Department Eff. 2009 – 2010 Fiscal Year
Cashdollar, Jamie	SCE	ESL Program Eff. 8/04/2009 to 8/13/2009
Gomez, Christopher	CC	Physical Education Eff. 2009 – 2010 Fiscal Year
Jang, Ji Young	CC	Biology Department Eff. 2009 – 2010 Fiscal Year
Zee, Stephanie	FC	International Student Center Eff. 9/01/2009 – 6/30/2010

Item 5.c: By the block vote, authorization was granted for the hourly personnel per the hourly personnel listing.

(See Supplemental Minutes #1030 for a copy of the hourly personnel listing.)

GENERAL:

Item 6.a: The Board received as an information item proposed, new Administrative Procedure 2431, Chancellor Selection, which was drafted by the Board Subcommittee on the Selection of a Chancellor. The Board referred this item to the Chancellor for submittal to Chancellor's Cabinet for review.

During discussion of proposed AP2431, considerable concern was expressed regarding the constituent groups' nominations vs. an appointment to the selection committee. Some Board members expressed a desire to have a selection committee comprised of Board-appointed members in order to ensure the diversity of the committee. The Board would appoint constituents' committee members from the names of individuals nominated by the constituent groups. Concern was also expressed regarding the following: 1) faculty union representation, and the possibility of having a representative from each faculty union; 2) that student representation not be limited to the Student Trustees but rather any student from the colleges; 3) the participation of the non-voting Equal Opportunity/Diversity representative; 4) Section 5.2, which allows for the Board to reject the finalists and conduct their own independent review of the applications; and 5) campus forums should be required.

Upon conclusion of discussion, the Board requested that as proposed AP2431 goes through the Chancellor's Cabinet process, that written justification be provided for any revisions to the proposed administrative procedure, which will return to the Board for final approval.

Item 6.b: It was moved by Trustee Molly McClanahan and seconded by Trustee Michael Matsuda to appoint Michael Matsuda as the District's trustee representative and Wayne Wedin as the District's community representative on the Orange County Community Colleges Legislative Task Force for the 2009-10 year. **Motion carried unanimously, including the Student Trustees' advisory votes.**

Item 6.c: It was moved by Trustee M. Tony Ontiveros and seconded by Trustee Barbara Dunsheath to appoint Ken Vialva as Cypress College Student representative and Andrew Carrol as Taxpayer Organization representative on the North Orange County Community College District Citizens' Oversight Committee, effective September 2009 to September 2011. **Motion carried unanimously, including the Student Trustees' advisory votes.**

Item 6.d: It was moved by Trustee Donna Miller and seconded by Trustee Michael Matsuda to adopt Resolution No. 09/10-03, Support of President Obama's "American

Graduation Initiative.” **Motion carried unanimously, including the Student Trustees’ advisory votes.**

(Please refer to Supplemental Minutes #1030 for a copy of the resolution.)

Item 6.e: It was moved by Trustee Michael Matsuda and seconded by Trustee Donna Miller that the Board approve a budget of \$2,500 from the District Public Affairs budget to cover the cost of nine monthly Orange County Community Colleges Legislative Task Force meeting lunches and one fourth of the cost of the annual Legislators Breakfast. **Motion carried unanimously, including the Student Trustees’ advisory votes.**

CLOSED SESSION: At 7:47 p.m., Board President Lahtinen adjourned the meeting per the following sections of the Government Code:

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR JEFF HORSLEY, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 1606, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.

RECONVENE OPEN SESSION: At 9:33 p.m., Board President Leonard Lahtinen reconvened the meeting in open session.

ADJOURNMENT: At 9:35 p.m., it was moved by Trustee Molly McClanahan and seconded by Trustee M. Tony Ontiveros to adjourn the meeting. **Motion carried unanimously.**

Prepared By Recording Secretary for
Barbara Dunsheath, Secretary, Board of Trustees