

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

November 8, 2016

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, November 8, 2016, at 5:30 p.m. in the Anaheim Campus Board Room.

Board President Barbara Dunsheath called the meeting to order at 5:30 p.m. and asked Albert Martinez to lead the Pledge of Allegiance to the Flag.

**TRUSTEE ROLL CALL:** Present: Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Leonard Lahtinen, Molly McClanahan, Jacqueline Rodarte, and Student Trustees Scott Begneski and Tanya Washington. Absent: M. Tony Ontiveros.

**RESOURCE PERSONNEL PRESENT:** Cheryl Marshall, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Greg Schulz, President, Fullerton College; Bob Simpson, President, Cypress College; Valentina Purtell, Interim Provost, School of Continuing Education; Deborah Ludford, District Director, Information Services; Olivia Veloz, representing the District Management Association; Adam Gottdank, representing the School of Continuing Education Academic Senate; Bryan Seiling representing Cypress College Academic Senate; Pete Snyder, representing Fullerton College Faculty Senate; Tina Johannsen, representing United Faculty; Rod Lusch, representing CSEA; Kent Stevenson, representing ADFAC; and Alba Recinos, Recording Secretary.

**OTHER ADMINISTRATORS AND EMPLOYEES PRESENT:** Gilbert Contreras, Rod Garcia, and Jose Ramon Nuñez from Fullerton College; Santanu Bandyopadhyay, Karen Cant, Philip Dykstra, Marc Posner, and Susan Rittel from Cypress College; Jennifer Perez from the School of Continuing Education; and Jenney Ho, Julie Kossick, Tami Oh, and Kai Stearns Moore from the District Office.

**VISITORS:** Mary Dalessi, Ed Lopez, Albert Martinez, Young Min, Eduardo Montalvo, and Jeff Trueman.

**COMMENTS: MEMBERS OF THE AUDEIENCE:**

- A. **Albert Martinez**, Fullerton College Student and Veterans Club President, addressed the Board to share Veterans Week activities, which include the planting of 6,870 flags on campus, and the screening of the documentary "The Hornet's Nest" on November 10.

**BLOCK VOTE APPROVAL OF NON-PERSONNEL ITEMS:** It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Jacqueline Rodarte that the following non-personnel items be approved by block vote:

Finance & Facilities: 3.a, 3.b

Instructional Resources: 4.b, 4.c

**Motion carried with Trustees Blount, Brown, Dunsheath, Lahtinen, McClanahan, and Rodarte voting yes, including Student Trustees Begneski and Washington's advisory votes.**

**BLOCK VOTE APPROVAL OF PERSONNEL ITEMS:** It was moved by Trustee Molly McClanahan and seconded by Trustee Jacqueline Rodarte that the following personnel items be approved by block vote:

Human Resources: 5.a, 5.b, 5.c, 5.d, 5.e

**Motion carried with Trustees Blount, Brown, Dunsheath, Lahtinen, McClanahan, and Rodarte voting yes.**

## REPORTS

- A. **Cypress College Annual Report and Institutional Effectiveness Report:** President Bob Simpson presented the Cypress College Annual Report and Institutional Effectiveness Report. The presentation highlighted the College's Science, Engineering, and Math building and Veterans Resource Center Measure J construction projects; its baccalaureate degree pilot program; campus initiatives and events to promote diversity, inclusiveness, and equity; the number of associate degrees, transfer degrees, and certificates awarded; FTES and student demand; and its emergence as a State-wide leader in campus energy efficiency.

Subsequent to the presentation, Dr. Simpson answered questions regarding feeder schools, dual enrollment partnerships, and distribution of the annual report. The presentation concluded with the Board praising President Simpson on a beautifully produced annual report.

(See Supplemental Minutes #1181 for a copy of the presentation.)

- B. **Chancellor Cheryl Marshall** reported that at its last District Consultation Council meeting, the committee approved moving forward with a District-wide Enrollment Management Advisory Committee (DEMAC). The DEMAC will operate at a strategic level to develop best practices for enrollment and will include broad membership that will include all constituency groups to help ensure all aspects of enrollment processes are considered and strengthened. Dr. Marshall also reported that the District has been selected for a spring 2017 Institutional Effectiveness Partnership Initiative (IEPI) technical assistance visit to assist with enrollment management and assessment of District-wide planning and decision making.

(See Supplemental Minutes #1181 for a copy of the Chancellor's full report.)

## COMMENTS

- A. **Valentina Purtell**, School of Continuing Education Interim Provost; **Bob Simpson**, Cypress College President; and **Greg Schulz**, Fullerton College President, reported on activities from their respective areas.

- B. **Olivia Veloz** reported on the Cypress College Fall Research Symposium, David Cook receiving the Fullerton College Classified Recognition Award, and her attendance at the SCE Student Equity Conference.
- C. **Adam Gottdank** provided an overview of the recommendations made by Accreditation Chair Leanne Greenlee during her recent WASC accreditation pre-visit, and stated that at its Fall Plenary, the State-wide Academic Senate passed a resolution in support of modification of the CCCApply standard application for non-credit enrollment.
- D. **Bryan Seiling** congratulated Cypress College for producing a fantastic Annual Report, and expressed his pride in working at the College.
- E. **Pete Snyder** reported on his attendance at the Fall Plenary Session, and recent discussions on common assessment, Strong Workforce funding, and a Fullerton College IEPI visit request.
- F. **Tina Johannsen** announced the Annual Joint United Faculty Academic Senate meeting will take place on January 29, and noted that United Faculty looks forward to working towards comparability with the newly elected trustees.
- G. **Rod Lusch** stated how proud he was of the District for the attention and treatment it provides its veterans.
- H. **Kent Stevenson** reported on negotiation committee meetings in preparation for the next round of negotiations, and the appointment of representatives to the District Consultation Council and Technology Coordinating Council.
- I. **Student Trustee Tanya Washington** reported on her attendance at the Cypress College Leadership Team meeting and UMOJA Conference, and plans to attend the upcoming Americana Kick-off event and the Student Senate for California Community Colleges General Assembly.
- J. **Student Trustee Scott Begneski** thanked the Fullerton College faculty members who participated in the Halloween Haunt costume contest, and also expressed his gratitude to the District for its support and appreciation of veterans.
- K. **Trustee Stephen T. Blount** reported on his attendance at the Cypress Chamber of Commerce Networking Breakfast where Dr. Simpson was the featured speaker.
- L. **Trustee Molly McClanahan** congratulated Fullerton College on a successful and exciting Dia De Los Muertos event.
- M. **Trustee Leonard Lahtinen** welcomed Ed Lopez, Trustee Area 2 Candidate, and the Cypress College students in attendance to the Board meeting.
- N. **Trustee Barbara Dunsheath** announced that the Cypress College 50<sup>th</sup> Anniversary celebration will take place on April 1, 2017. Dr. Dunsheath also noted that the CCLC Annual Convention is November 17-19, and that the District will have a group participating in a strategic conversations presentation.

**MIINUTES:** It was moved by Trustee Molly McClanahan and seconded by Trustee Stephen T. Blount to approve the Minutes of the Regular Meeting of October 25, 2016. **Motion carried with Trustees Blount, Brown, Dunsheath, Lahtinen, McClanahan, and Rodarte voting yes, including Student Trustees Begneski and Washington's advisory votes.**

## **FINANCE & FACILITES**

**Item 3.a:** By block vote, the Board ratified purchase order numbers P0109918 - P0113549 through October 24, 2016, totaling \$6,394,197.59, and check numbers C0044237 - C0044363, totaling \$209734.27; check numbers F0205752 - F0207476, totaling \$789,373.71; check numbers Q0005139 - Q0005200, totaling \$6,346.96; check numbers 88456967 - 88458018, totaling \$5,366.661.11; check numbers V0031394 - V0031397, totaling \$5,745.00; check numbers 70077971 - 70079059, totaling \$258,253.10; and disbursements E8659050 - E8669257, totaling \$12,317,676.11, through October 31, 2016.

**Item 3.b:** By block vote, authorization was granted for the 2016-2017 General Fund, Bond Building Fund, and Capital Outlay Fund transfers netting to the amount of \$3,166,684 and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

**Item 3.c:** The Board received and reviewed the District's Quarterly Financial Status Report for the quarter ended September 30, 2016, as required by §58310 of Title 5.

**Item 3.d:** The Board received and reviewed the Quarterly Investment Report for the quarter ended September 30, 2016.

**Item 3.e:** The Board received and reviewed the 2015-2016 Travel Expense Report.

**Item 3.f:** It was moved by Trustee Barbara Dunsheath and seconded by Trustee Molly McClanahan to enter into a pre-construction phase agreement with Sundt Companies, Inc. in the amount not to exceed of \$644,551 to begin the constructability process of the new Science, Engineering, and Mathematics Building and new Veterans' Resource Center which includes the Renovation of the Student Activities Center Building at Cypress College. The term of the agreement shall be effective November 9, 2016 through December 31, 2018.

Subsequent to clarification on the construction phases of the project, the future bidding process, rationale for selecting Sundt Companies, and identification of the District selection committee members, the **motion carried with Trustees Blount, Brown, Dunsheath, Lahtinen, McClanahan, and Rodarte voting yes, including Student Trustees Begneski and Washington's advisory votes.**

Further authorization was granted for the Vice-Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

## **INSTRUCTIONAL RESOURCES**

**Item 4.a:** It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jacqueline Rodarte to approve the Final Report of the Mid-term Educational Master Plan Review and Update.

In the ensuing discussion, Vice Chancellor Li-Bugg addressed questions related to logistics, next steps, access to reference materials, telepresence capabilities, instructional programs, classroom usage, universal design, technology, and interdisciplinary connections.

**Motion carried with Trustees Blount, Brown, Dunsheath, Lahtinen, McClanahan, and Rodarte voting yes, including Student Trustees Begneski and Washington's advisory votes.**

(See Supplemental Minutes #1181 for a copy of the Final Report of the Mid-term Educational Master Plan Review and Update.)

**Item 4.b:** By block vote, the Board approved the summary of curriculum changes for Cypress College, effective Fall 2017. The curricula have been signed by the Campus Curriculum Committee Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

(See Supplemental Minutes #1181 for a copy of the curriculum summary.)

**Item 4.c:** By block vote, the Board approved the summary of curriculum changes for Fullerton College, effective Fall 2017. The curricula have been signed by the Campus Curriculum Committee Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

(See Supplemental Minutes #1181 for a copy of the curriculum summary.)

## **HUMAN RESOURCES**

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

### RETIREMENTS

Bennett, Erica	FC	Librarian Eff. 02/25/2017 PN FCF843
Johnson, Robert	CC	Photography Instructor Eff. 06/09/2017 PN CCF895

### RECLASSIFICATION

Arriaza, Cecilia	FC	Director, Transfer Center 12-month position (100%) Range 12, Column E
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To: Director, Transfer Center  
 12-month position (100%)  
 Range 16, Column E  
 Management Salary Schedule  
 Eff. 08/01/2016  
 PN FCM969

CHANGE IN SALARY CLASSIFICATION

Tavasolian, Amber	FC	English Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 09/13/2016
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PAYMENT FOR INDEPENDENT LEARNING CONTRACTS-2016 FALL SEMESTER

Assef, Celia	FC	\$10.00
Bouza, Laura	FC	\$10.00
Cummings-Sumner, Vonn	FC	\$10.00
Davidson, Deborah	FC	\$20.00
Gonzalez, Amber	FC	\$10.00
Howey, Dennis	FC	\$10.00
Lundergan, Robert	FC	\$10.00
Markley, Karen	FC	\$10.00
Minton, Jeff	FC	\$10.00
Perez, Marie	FC	\$10.00
Shiroma, Ryan	FC	\$40.00
Wade, Marcu	FC	\$90.00
Webster, Perry	FC	\$10.00
Young, Renee	FC	\$40.00

LEAVES OF ABSENCE

Nabahani, Melanie	CC	English Instructor Load Banking Leave With Pay (6.67%) Eff. 2016 Fall Semester
Talwar, Ambika	CC	English Instructor Load Banking Leave With Pay (20.00%) Eff. 2016 Fall Semester
Walker, Jane	CC	Nursing Instructor Personal Leave Without Pay (100%) Eff. 09/19/2016-10/04/2016

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2016 FALL SEMESTER, TRIMESTER

Garcia, Devon	CC	Column 1, Step 1
Glowalla, Geoffrey	CC	Column 2, Step 1

Peters, Ruth	FC	Column 2, Step 1
Sung, Chi Su	CC	Column 1, Step 1
Von Soosten, Craig	CC	Column 1, Step 1

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

### RETIREMENTS

Brown, Peggy	AC	Payroll Specialist 12-month position (100%) Eff. 08/01/2017 PN DEC995
Ingles, Pamela	FC	Administrative Assistant III 12-month position (100%) Eff. 02/01/2017 PN FCC978
Smead, Gail	CC	Administrative Assistant II 12-month position (100%) Eff. 12/31/2016 PN CCC839

### RESIGNATIONS

Martinez, Maria	AC	District Manager, Payroll 12-month position (100%) Eff. 12/03/2016 PN DEM992
Sandoval, Juan	AC	Facilities Security Officer 12-month position (100%) Eff. 11/15/2016 PN DEC959

### NEW PERSONNEL

Each, Kathryn	FC	Administrative Assistant III/Business & CIS 12-month position (100%) Range 41, Step E Classified Salary Schedule Eff. 11/21/2016 PN FCC765
Jara, Jacqueline	FC	Admissions & Records Technician 12-month position (100%) Range 33, Step A Classified Salary Schedule Eff. 11/21/2016 PN FCC968

Uppal, Harpreet                      SCE    Special Project Manager/Student Equity  
 Temporary Management Position (100%)  
 Range 2, Special Project Admin Daily Rate Schedule  
 Eff. 11/09/2016 – 06/30/2017  
 PN SCT965

CHANGE IN SALARY STEP

Amaya, Victor                      FC     Theater Technician (100%)  
 From: Range 41, Step A  
 To:    Range 41, Step E

PROMOTION

Thomason, MichelleFC        Administrative Assistant I  
 10-month position (100%)  
 PN FCC934

To:    FC Administrative Assistant II  
 12-month position (100%)  
 Range 36, Step A  
 Classified Salary Schedule  
 Eff. 11/09/2016  
 PN FCC846

VOLUNTARY CHANGES IN ASSIGNMENT

Brown, Nicholette                SCE    High School Records Technician (50%)

Temporary Change in Assignment  
 To:    SCE High School Records Technician  
 12-month position (50%)  
 Range 36, Step A  
 Classified Salary Schedule  
 SCE Admissions and Records Technician  
 12-month position (50%)  
 Range 33, Step B  
 Classified Salary Schedule  
 Eff. 11/01/2016 – 12/31/2016

Cook, David                      FC     Instructional Assistant  
 10-month position (100%)  
 PN FCC831

Permanent Lateral Transfer  
 To:    FC Instructional Assistant  
 12-month position (100%)  
 Eff. 11/09/2016  
 PN FCC971



Corona, Shontel	SCE	Admissions and Records Technician (100%)  Return to Regular Assignment Eff. 11/01/2016
Corona, Shontel	SCE	Admissions and Records Technician 12-month position (100%) PN SCC955  Temporary Change in Assignment To: SCE Records Coordinator 12-month position (100%) Eff. 11/01/2016 PN SCC952
Holmes, Roy	CC	Facilities Custodian II (100%)  Temporary Change in Assignment To: CC Facilities Custodian Coordinator II 12-month position (100%) Range 34, Step B + 10% Shift Classified Salary Schedule Eff. 10/01/2015 – 10/31/2015 Range 34, Step C + 10% Shift Eff. 11/01/2015 – 04/12/2016, 09/14/2016, 09/28/2016, 10/06/2016, 10/10/2016, and 10/19/2016

### LEAVES OF ABSENCE

Boss, Brian	FC	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Personal Necessity Leave and Vacation Until Exhausted; Unpaid Thereafter Eff. 10/31/2016 – 11/30/2016 (Consecutive Leave)
Cazales, Yadira	CC	Production Center Coordinator (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/14/2016 – 11/29/2016 (Consecutive Leave)
Hightower, Janae	FC	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/27/2016 – 12/01/2016 (Consecutive Leave)
Jackson-Reed, Leslie	SCE	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA)

		Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 11/08/2016 – 11/22/2016 (Consecutive Leave)
Johnson, Jessica	FC	Special Projects Coordinator (100%) Family Medical Leave (FMLA/PDL/CFRA) Paid Leave Using Sick Leave and Vacation Until Exhausted; Unpaid Thereafter Eff. 11/06/2016 – 01/02/2017 (Consecutive Leave)
Luminarias, Thaddeus	FC	Administrative Assistant II (100%) Unpaid Personal Leave Eff. 10/18/2016 – 11/02/2016
Sefried, Daniel	AC	Groundskeeper (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/31/2016 – 01/29/2016 (Consecutive Leave)
Uppal, Harpreet	SCE	Special Project Manager/Student Equity Unpaid Personal Leave Eff. 11/14/2016 – 11/23/2016 (Consecutive Leave)
Verjan, Maria	FC	Facilities Custodian II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 08/01/2016 – 10/28/2016 (Consecutive Leave)

**Item 5.c:** By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1181 for a copy of the professional expert personnel listing.)

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

(See Supplemental Minutes #1181 for a copy of the hourly personnel listing.)

**Item 5.e:** By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1181 for a copy of the volunteer listing.)

**Item 5.f:** It was moved by Trustee Leonard Lahtinen and seconded by Trustee Jeffrey P. Brown to approve the negotiated Tentative Agreement with respect to salary negotiations for the 2016/2017 academic year, inclusive of all terms and conditions specified in the written Agreement between Adjunct Faculty United and the District, as follows:

**Off-Schedule Salary Adjustment for the Fall 2016 Semester/Trimester**

Unit Members who taught credit classes or performed counseling or librarian services at the colleges during the Fall 2016 semester will be paid an off-schedule bonus equal to five point six percent (5.6%). This payment will be computed by calculating Fall 2016 semester service at five point six percent (5.6%) using the salary schedule rates in effect August 22, 2016.

Unit Members who taught non-credit classes or performed counseling services in the School of Continuing Education during the Fall 2016 noncredit trimester shall be paid an off-schedule bonus equal to five point six percent (5.6%). This payment will be computed by calculating Fall 2016 trimester service at five point six percent (5.6%) using the salary schedule rates in effect September 12, 2016.

All off-schedule salary adjustments will be subject to retirement based upon retirement member type (Classic/PEPRA).

### **Spring 2017 Semester/Winter 2017 Trimester**

An across the board salary increase of three and one-quarter percent (3.25%) to be applied to Adjunct Faculty salary schedule A and B effective January 29, 2017 and schedule C effective January 8, 2017.

The Board also approved the 2016-2017 Adjunct Faculty Salary Schedule which reflects the three and one-quarter percent (3.25%) on-schedule adjustment.

Trustees complimented the negotiating teams for working on the agreement, and the **motion carried with Trustees Blount, Brown, Dunsheath, Lahtinen, McClanahan, and Rodarte voting yes, including Student Trustees Begneski and Washington's advisory votes.**

(See Supplemental Minutes #1181 for a copy of the Agreement and the salary schedule.)

### **GENERAL**

**Item 6.a:** The Board directed that the agenda for November 22, 2016 include the establishment of December 13, 2016, as the date of its Organizational Meeting, and received as information the tentative dates for Board meetings in 2017, along with the dates of national and state conferences and conventions.

In reviewing the Tentative Board Meeting Calendar for 2017, the Board requested that the first meetings in the months of January and July be cancelled, and that the first meeting in August be marked as tentative, with the meeting only taking place if deemed necessary.

**Item 6.b:** It was moved by Trustee Molly McClanahan and seconded by Trustee Jacqueline Rodarte that the Board adopt the *Governing Board Protocols* recommended by the Board Protocol Subcommittee.

Subsequent to clarification that the protocol outlined does not preclude or stifle trustees from communicating with individuals, the **motion carried with Trustees Blount, Brown, Dunsheath, McClanahan, and Rodarte voting yes, including Student Trustees Begneski and Washington's advisory votes, and Trustee Lahtinen abstaining.**

(See Supplemental Minutes #1181 for a copy of the *Governing Board Protocols*.)

**CLOSED SESSION:** At 7:12 p.m., Board President Barbara Dunsheath adjourned the meeting to closed session per the following sections of the Government Code:

**Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES; - Employee Organizations: 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 APPOINTMENTS: Provost, School of Continuing Education and Cypress College President**

**RECONVENE MEETING:** At 7:52 p.m., Board President Barbara Dunsheath reconvened the meeting in open session.

**ADJOURNMENT:** At 7:52 p.m., it was moved by Trustee Molly McClanahan and seconded by Trustee Stephen T. Blount to adjourn the meeting. **Motion carried with Trustees Blount, Brown, Dunsheath, Lahtinen, McClanahan, and Rodarte voting yes.**

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Prepared By Recording Secretary for  
Jacqueline Rodarte, Secretary, Board of Trustees