

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

September 9, 2014

The Board of Trustees of the North Orange County Community College District met for its Meeting on Tuesday, September 9, 2014, at 5:30 p.m. in the Board Room at the Anaheim Campus.

Board President Jeffrey P. Brown called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Present: Jeffrey P. Brown, Barbara Dunsheath, Leonard Lahtinen, Molly McClanahan, Donna Miller, M. Tony Ontiveros, and Student Trustees Omar Pichardo and Stephen Tith. Trustee Michael Matsuda arrived at 6:29 p.m. Absent: None.

RESOURCE PERSONNEL PRESENT: Fred Williams, Vice Chancellor, Finance & Facilities; Julie Kossick, District Director, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Rajen Vurdien, President, Fullerton College; Bob Simpson, President, Cypress College; Greg Schulz, Provost, School of Continuing Education; Richard Fee, representing DMA; Adam Gottdank, representing the School of Continuing Education Academic Senate; Jolena Grande, representing the Cypress College Academic Senate; Sam Foster, representing the Fullerton College Faculty Senate; Dale Craig, representing United Faculty; Rod Lusch, representing CSEA; Sam Russo, representing ADFAC; and Violet Ayon, Recording Secretary.

OTHER EMPLOYEES PRESENT: Carlos Ayon, Lisa McPheron, Jose Ramon Nuñez, and Richard Storti from Fullerton College; Santanu Bandyopadhyay, Christie Diep, Tina Johannsen, Phil Dykstra, Marc Posner from Cypress College; Lorenze Legaspi from the School of Continuing Education; and Rod Garcia, Tami Oh, Kai Stearns Moore, and Kashu Vyas from the District Offices.

VISITOR: Mary Dalessi.

COMMENTS: MEMBERS OF THE AUDIENCE:

- A. **Dale Craig** addressed the Board with his concerns regarding the Board's transparency as it relates to the Orange County Grand Jury Report on Orange County Community Colleges. He recommended the Board post on the District's web site the Grand Jury Report, as well as the District's response to the report.

BLOCK VOTE APPROVAL: NON-PERSONNEL ITEMS: It was moved by Trustee Molly McClanahan and seconded by Trustee Leonard Lahtinen that the following non-personnel item be approved by block vote:

Finance & Facilities: 4.a

Motion carried with Trustees Brown, Dunsheath, Lahtinen, McClanahan, Miller, and Ontiveros voting yes, including Student Trustees Pichardo and Tith's advisory votes.

BLOCK VOTE APPROVAL: PERSONNEL ITEMS: It was moved by Trustee M. Tony Ontiveros and seconded by Trustee Molly McClanahan 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 Brown, Dunsheath, Lahtinen, McClanahan, Miller, and Ontiveros voting yes.

REPORTS

A. **Chancellor's Report: Vice Chancellor Fred Williams** reported that Chancellor Doffoney is home resting after a medical procedure on Monday. He will return to the office next week. Mr. Williams reported that Information Services staff has successfully implemented the District-wide Priority Registration enhancements for fall 2014. He added that the online orientation system is in full use and staff has requested enhancements from the vendor based on the system's use thus far. Further content is being added to the Institutional Effectiveness online system available through myGateway to meet ACCJC requirements. Human Resources staff has continued negotiations with CSEA representatives and have agreed on a Memorandum of Understanding related to the PERS pick up issue. Finance staff has been working on the CCFC 311 Report and the proposed budget being presented this evening.

(See Supplemental Minutes #1136 for a copy of the full report.)

B. **Vision, Mission, Values Statements:** Vice Chancellor Fred Williams stated that the District's 2012 Integrated Planning Manual & the NOCCCD District-wide Strategic Plan 2012-2014 calls for a review of the District's Mission, Vision, and Values statements beginning in September. Chancellor Doffoney will convene a group to review the statements, and distribute a District-wide request for input on revisions to the three statements. Chancellor Doffoney will also facilitate discussion of the feedback on the effectiveness of communication across the District as reported in the NOCCCD District-wide Satisfaction Survey. He asked that Members of the Board please forward Chancellor Doffoney their suggestions for updating the Vision, Mission, and Values statements, which are found on the inside front cover of the agenda packet.

COMMENTS

A. **Dr. Vurdien** introduced the new Fullerton College Director of Campus Communications Lisa McPheron. He reported that fall enrollment is at 95% of seats filled with an unduplicated headcount of 25,801. The Saturday offerings, 59 sections are well attended by 1,999 weekend students. He reported that along with the Fullerton Joint Union High School District and California State University Fullerton,

Fullerton College is the recipient of the statewide Golden Bell Award from the California School Boards Association.

- B. **Dr. Simpson** reported that fall enrollment at Cypress College is in full swing and he reported on numerous campus activities. Orange County Sheriff Sandra Hutchins has been selected as the Cypress College Americana Person of the Year and will be recognized on February 28, 2015, at the Cypress College Americana event.
- C. **Dr. Schulz** reported on School of Continuing Education (SCE) enrollment this fall trimester, as well as the opening day event. He announced the employees of the year:
- | | |
|--------------------|-----------------------------------|
| Less Lassetter | Adjunct Faculty |
| Julie Brown | Full-time Faculty |
| Cathryn Neiswender | Manager |
| Elaine Loayza | Classified |
| Julie Schoepf | Outstanding Colleague of the Year |
- D. **Adam Gottdank** reported that the SCE Academic Senate has begun the semester and numerous activities are being planned.
- E. **Jolena Grande** expressed her delight at attending the Special Board Meeting on August 30 and enjoyed the Brown Act Training and Student Success presentation conducted that day. She reported that the Cypress College Academic Senate is currently reviewing the draft of the Cypress College Student Equity Plan and finalizing the revision of the Senate's constitution and bylaws.
- F. **Sam Foster** reported that the Fullerton College Faculty Senate has met and discussed at length the possibility of NOCCCD offering a baccalaureate degree program. The Senate unanimously recommends that NOCCCD actively pursue such a program.
- G. **Rod Lusch** reported that CSEA reached tentative agreement on the PERS issue for classified employees; the voting/ratification will take place on September 11.
- H. **Student Trustee Stephen Tith** reported on Fullerton College campus activities. He especially noted the shoe drive taking place as a fundraiser for the Chris Lamm Memorial Food Bank, which provides basic necessities for students in need.
- I. **Trustee Barbara Dunsheath** commended the School of Continuing Education opening day event, especially the break-out sessions she attended.
- J. **Trustee Donna Miller** reported on Strategic Conversation #16, which is scheduled for March 24, 2015, on the topic of Student Equity. Ms. Miller echoed Trustee Dunsheath's comments about the SCE opening-day event.
- K. **Trustee Leonard Lahtinen** introduced Mary Dalessi, Fullerton College Foundation President. He also commented on the District's web site improvement.

- L. **Trustee Molly McClanahan** reported on her attendance at the Orange County Legislative Task Force and at that meeting Wayne Wedin emphasized the need to include individuals from the business community and business corporations.

MINUTES: It was moved by Trustee M. Tony Ontiveros and seconded by Trustee Barbara Dunsheath that the Board approve the minutes of its Regular Meeting of August 26, 2014, and its Special Closed Session Meeting of August 30, 2014. **Motion carried with Trustees Brown, Dunsheath, Lahtinen, McClanahan, Miller, and Ontiveros voting yes, and including Student Trustees Pichardo and Tith's advisory votes.**

PUBLIC HEARING: At 6:09 p.m., Board President Jeffrey P. Brown opened the public hearing on the Proposed 2014-15 District Budget: Vice Chancellor Fred Williams and District Director of Fiscal Affairs Rodrigo Garcia presented the District's 2014-15 Proposed Budget.

The presentation included a review of the Budget Book, the Strategic Directions Budget Matrix, a Fiscal Analysis, and Outstanding Issues. Mr. Garcia provided the following highlights:

- **Budget Book:** A review of the section descriptions and purpose. He added that the Budget Book includes new information, which is a Cost-of-Living Adjustment on page 2 and the STRS Estimated Increase Cost on page 3.
- **Strategic Directions Budget Matrix:** The Strategic Directions Budget Matrix identifies how the various sites throughout the District have allocated their respective Strategic Directions funds.
- **Fiscal Analysis:** A review of the District's Fiscal Analysis indicates the following:

Ongoing Unrestricted Revenue Summary:	\$171,116,672
Ongoing Unrestricted Expenditure Summary:	<u>\$167,255,552</u>
Ongoing surplus	<u>\$ 3,861,120</u>

- **Outstanding Issues:** The following are outstanding issues that may negatively impact the District's budget:
 - STRS rate increases
 - State revenue shortfalls (tax revenue increase is only temporary and the redevelopment shortfall)
 - Retiree Benefits Annual Required Contribution (ARC)
 - Pension reform and healthcare matters
 - Continuing concerns of the Governor's dislike of the enrollment funding formula and the expectation of the continuation of "outcome measured funding" to be revisited in future years.

Trustee Matsuda arrived at 6:29 p.m.

In the ensuing, lengthy discussion, Finance staff were complemented on the well-organized, easy-reading budget book and the following clarification was provided by staff in

response to Trustee inquiries: (1) once the campus strategic plans have been approved, the Strategic Plan Funds will be allocated; (2) Proposition 30 provides for temporary funding; (3) redevelopment funds go to the State, they are not kept by the District; (4) Fullerton College staff will research as to how food service surplus funds can be spent and allocated on campus; (5) the District pays only for institutional memberships – not individual memberships – per Board policy; (6) the District's Chief Executive Officers believe a 5% growth in FTEs is reachable and then possibly recoup funds that become available from college districts that do not reach their FTES targets; (7) the Vice Chancellor, Educational Services & Technology, will be reviewing extended day funding; and (8) the Council on Budget and Facilities will be reviewing the operating allocations.

Trustees offered the following suggestions: (1) community discussions should be held to address pages 2 and 3 of the Budget Book, as well as the list of outstanding issues; (2) consider reconsidering District payment for employees' individual memberships related to their work; (3) there is a need to revisit the District's Child Care funding; and (4) consider posting Trustees' expenses, including stipends, benefits, travel, etc., on the District's web site.

Board resource table personnel expressed the following concerns: (1) many classified positions laid off during the Orange County bankruptcy period continue to remain unfilled; (2) the perception that employees are not involved with the budget development process and the Budget Book presented to the Council on Budget & Facilities (CBF) as an information item – not a discussion item with opportunity for input; and (3) that \$1 million was put into the Retiree Benefit Fund without employee input.

In response to the concerns, the following clarification was provided: (1) as of January of each year, budget development information is available at all CBF meetings; (2) the allocation of \$1 million into the Retiree Benefit Fund is at the Board's direction to show the ACCJC that the District is indeed trying to meet its obligation; (3) the campuses' budget committees provide budget information as it becomes available throughout the year; and (4) Vice Chancellor Williams offered to go to the various constituent groups' meetings or to meet with individuals to explain the budget.

At 7:43 p.m. Trustee Leonard Lahtinen moved and Trustee M. Tony Ontiveros seconded to close the public hearing. **Motion carried with Trustees Brown, Dunsheath, Lahtinen, Matsuda, McClanahan, Miller, and Ontiveros voting yes, and including Student Trustees Pichardo and Tith's advisory votes.**

(See Supplemental Minutes #1136 for a copy of the presentation.)

Item 3.a: Upon conclusion of the public hearing, it was moved by Trustee Michael Matsuda and seconded by Trustee Leonard Lahtinen that the Board adopt the 2014-2015 Proposed Budget with a General Fund Budget totaling \$255,297,801 and associated funds as summarized in the Proposed Budget Book and approved the Gann Appropriation Limit, which is \$297,747,116. In addition, the Board adopted a resolution to certify the approval of entering into agreements and any amendments with the California Department of Education and authorized the Vice Chancellor, Finance & Facilities, or the District Director, Fiscal Affairs, to sign contract documents for fiscal year 2014-2015. **Motion carried with Trustees Brown, Dunsheath, Lahtinen, Matsuda, McClanahan, Miller,**

and Ontiveros voting yes, and including Student Trustees Pichardo and Tith's advisory votes.

FINANCE & FACILITIES

Item 4.a: By the block vote, the Board ratified purchase order numbers P0096447 - P0097876 through August 27, 2014, totaling \$1,212,415.34, and check numbers C0040721 – C0040814, totaling \$3,224,417.36; check numbers F0179978 - F0180582, totaling \$815,864.59; check numbers Q0003743 - Q0003774, totaling \$2,528.00; check numbers 88430113 - 88430953, totaling \$7,056,852.74; check numbers 70063731 - 70064106, totaling \$44,853.18; and disbursements E8541275 - E8547539, totaling \$6,616,178.25, through August 31, 2014.

Item 4.b: The Board received and reviewed the Proposition 39 funding allocation for years 2014-15 for three projects within the District.

Item 4.c: It was moved by Trustee Leonard Lahtinen and seconded by Trustee Donna Miller to enter into a contract with School Services of California, Inc. from September 10, 2014, through May 31, 2015, to conduct a Compensation Study, for the amount of \$135,000 plus additional reasonable expenses.

During the ensuing discussion, Vice Chancellor Fred Williams clarified that this is a compensation study as to where the NOCCCD salaries compare to other community college districts for all categories of positions. CSEA President Rod Lusch insisted that there was an agreement for this to be conducted in-house. Upon conclusion of discussion, the motion carried with **Trustees Brown, Dunsheath, Lahtinen, Matsuda, McClanahan, Miller, and Ontiveros voting yes, including the Student Trustees advisory votes.**

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the contract 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

Cebrian, Gayle	FC	Cosmetology Instructor Eff. 01/01/2015 PN FCF662
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CHANGE IN SALARY CLASSIFICATION

Bicksler, Bonnie	FC	Reading Instructor (ADJ) From: Column 1, Step 0 To: Column 2, Step 0 Eff. 08/25/2014
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2014 FALL SEMESTER,
TRIMESTER

Albrecht, Christopher	CC	Column 1, Step 0
Bergdale, Abbie	FC	Column 1, Step 0
Borbon, Eva	CC	Column 1, Step 0
Brandan, Melissa	CC	Column 1, Step 0
Browne, Lindsay	CC	Column 1, Step 0
Carey, Jamie	CC	Column 1, Step 3
Flint, Stephanie	FC	Column 1, Step 0
Funderburk, Michelle	FC	Column 1, Step 1
Gibson, Jess	CC	Column 3, Step 0
Gonzalez, Antonio	CC	Column 1, Step 0
Han, Il Gu	CC	Column 1, Step 0
Hawkins, Mark	FC	Column 1, Step 0
Hines, Joe	FC	Column 1, Step 0
Inthavong, Akhom	CC	Column 1, Step 0
Jones, Vita	FC	Column 1, Step 0
Lacuesta, George	SCE	Column 1, Step 0
Moe, Bryan	FC	Column 2, Step 0
Most, Rosemary	FC	Column 1, Step 0
Nava, Michelle	FC	Column 1, Step 0
Neis, Robert	FC	Column 1, Step 0
OBrite, Patricia	FC	Column 1, Step 0
Ortega, Mark	FC	Column 1, Step 0
Park, Sarah	SCE	Column 1, Step 0
Petrosspour, Solange	FC	Column 1, Step 0
Pineda, Edward	CC	Column 1, Step 0
Pinedo, Victor	CC	Column 2, Step 0
Reid, Michael	FC	Column 1, Step 0
Schulze, Michael	FC	Column 1, Step 0
Touchard, Blake	CC	Column 2, Step 0
Vu, Tim	CC	Column 1, Step 0
White, Tina	CC	Column 1, Step 0
Wilsey, Darren	FC	Column 1, Step 0
Winek, John	FC	Column 2, Step 0
Wolman, Jack	CC	Column 1, Step 0

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Maduena, Jeanette	CC	Column 2, Step 0
Patrick, Michelle	SCE	Column 1, Step 0

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Giroux, Randall	FC	Column 1, Step 0
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Adams, Virgil	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 9 hours Eff. 07/03/2014-07/09/2014
Cadena, Maria	FC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 20 hours Eff. 06/16/2014-07/30/2014
Chadwick, Janice	FC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 20 hours Eff. 06/16/2014-07/30/2014
Orlijan, Kimberly	FC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 20 hours Eff. 06/16/2014-07/30/2014
Ssensalo, Renee	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 20.5 hours Eff. 07/01/2014-08/11/2014
Tebay, John	FC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class C Not to exceed 20 hours Eff. 06/16/2014-07/30/2014

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

RESIGNATION

Kanny, Mary CC Research Analyst
 12-month position (100%)
 Eff. 09/13/2014
 PN CCC780

NEW PERSONNEL

Hoang, Elizabeth FC Administrative Assistant II
 12-month position (100%)
 Range 36, Step A
 Classified Salary Schedule
 Eff. 09/10/2014
 PN FCC918

Huynh, Thydan FC Student Services Specialist
 12-month position (100%)
 Range 36, Step A
 Classified Salary Schedule
 Eff. 09/10/2014
 PN FCC632

Sampson, Stephanie CC Sports Information/Marketing Representative
 12-month position (100%)
 Range 36, Step C
 Classified Salary Schedule
 Eff. 09/15/2014
 PN CCC902

PROMOTION

Luna, Berta SCE Administrative Assistant I
 12-month position (50%)
 PN SCC885

To: SCE Administrative Assistant II
 12-month position (100%)
 Range 36, Step A
 Classified Salary Schedule
 Eff. 09/10/2014
 PN SCC976

VOLUNTARY CHANGES IN ASSIGNMENT

Acierno, Darin FC Office Coordinator (87.5%)

Permanent Increase in Months & Percent Employed
 From: 11.5 months, 87.5%

To: 12 months, 100%
Eff. 09/01/2014
PN FCC998

Crockrom, Lessie'

FC Administrative Assistant II (100%)

Permanent Increase in Months Employed
From: 11 Months
To: 12 Months
Eff. 09/01/2014
PN FCC946

Cronin, Lori

FC Health Services Assistant (100%)

Temporary Change in Assignment
To: FC Health Services Administrative Assistant
10.5-month position (100%)
Range 36, Step E + 20% Longevity + PG&D
Classified Salary Schedule
Eff. 08/25/2014 – 12/31/2014

Hamblet, Nitzya

FC Administrative Assistant I (100%)

Temporary Increase in Months Employed
From: 10 months
To: 10 months + 7 days
Eff. 07/28/2014 – 08/31/2014

Permanent Increase in Months Employed
From: 10 Months
To: 12 Months
Eff. 09/01/2014
PN FCC716

Horrocks, Debbie

FC Administrative Assistant I (50%)

Permanent Increase in Months & Percent Employed
From: 10 months, 50%
To: 12 months, 100%
Eff. 09/01/2014
PN FCC887

Louie-Jeu, Kim

FC Evaluator (75%)

Permanent Increase in Percent Employed
From: 75%
To: 100%
Eff. 10/01/2014
PN FCC864

Perkins, Deborah FC Tutorial Services Coordinator (100%)

Permanent Increase in Months Employed

From: 11 Months

To: 12 Months

Eff. 09/01/2014

PN FCC792

NEW CLASSIFIED MANAGEMENT JOB DESCRIPTION

District Manager, Internal Audit
(See pages 5.b.5 to 5.b.7)

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 #1136 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 #1136 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 #1136 for a copy of the volunteer listing.)

CLOSED SESSION: At 7:54 p.m., Trustee Leonard Lahtinen moved to recess to closed session. Board President Jeffrey P. Brown stated that on the grounds set forth in the agenda and that with respect to item 2.b, **“The facts or circumstances relating to closed session Per Section 54956.9(d)(2),(3) and (4), and (e)(2) CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One Case, involves the Board’s response to the Grand Jury’s Report on Orange County Community College Districts.”**

RECONVENE OPEN SESSION: At 8:54 p.m., Board President Jeffrey P. Brown reconvened the meeting in open session.

ADJOURNMENT: At 8:55 p.m., it was moved by Trustee Molly McClanahan and seconded by Trustee M. Tony Ontiveros to adjourn the meeting. **Motion carried with Trustees Brown, Dunsheath, Lahtinen, Matsuda, McClanahan, Miller, and Ontiveros voting yes.**