

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

March 11, 2014

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, March 11, 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, Donna Miller, Molly McClanahan, and M. Tony Ontiveros and Student Trustee Claudia Peña. Student Trustee Don Lundy arrived at 6:15 p.m. Absent: Trustee Michael Matsuda.

**RESOURCE PERSONNEL PRESENT:** Ned Doffoney, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Rajen Vurdien, President, Fullerton College; Santanu Bandyopadhyay, Executive Vice President, Cypress College; Greg Schulz, Provost, School of Continuing Education; Deborah Ludford, District Director, Information Services; Gilbert Contreras, representing the District Management Association; Gary Zager, representing Cypress College Academic Senate; Sam Foster, representing the Fullerton College Faculty Senate; Dale Craig, representing United Faculty; Rod Lusch, representing CSEA; and Violet Ayon, Recording Secretary.

**OTHER ADMINISTRATORS AND EMPLOYEES PRESENT:** Carlos Ayon, Toni DuBois, Savannah Jones, Richard Storti, and Olivia Veloz from Fullerton College; Phil Dykstra and Jolena Grande from Cypress College; Lorenze Legaspi from the School of Continuing Education; and Rod Garcia, Tami Oh, and Rick Williams from the District Offices.

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

**BLOCK VOTE APPROVAL: NON-PERSONNEL ITEMS:** It was moved by Trustee Barbara Dunsheath and seconded by Trustee Donna Miller that the following non-personnel items be approved by block vote:

Finance & Facilities: 3.a, 3.b, 3.c, 3.d, 3.e, 3.f, 3.g, 3.h, 3.i, 3.j  
Instructional Resources: 4.a, 4.b

**Motion carried unanimously by those members present, including the Student Trustee's advisory vote.**

**BLOCK VOTE APPROVAL: PERSONNEL ITEMS:** It was moved by Trustee M. Tony Ontiveros and seconded by Trustee Donna Miller that the following personnel items be approved by block vote:

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

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

## REPORTS

- A. **Chancellor Ned Doffoney** expressed his gratitude to the Trustees for their attendance and to the 50+ District-wide volunteers that worked at the recent League for Innovation Conference in Anaheim. He commended Kai Stearns Moore and Melissa Utsuki for their leadership and coordination of the registration process at the conference.

Chancellor Doffoney reported that 20 faculty positions for 2014-15 and approximately a dozen management and staff positions being recruited have now closed and are in the selection processes at the campus levels. In addition, the Vice Chancellor, Educational Services & Technology, position closed February 28 and the selection committee is paper screening more than a dozen candidates. Human Resources staff are exploring online applicant tracking systems for compatibility with Banner and the District's current policies and procedures.

Information Services staff continue to work on student success initiatives, wireless access at the Anaheim Campus, bookstore interface to provide book information, and MIS reporting cleanup.

(See Supplemental Minutes #1125 for a copy of the complete report.)

- B. **Fullerton College Academic Support Program & Services Presentation:** Olivia Veloz, Director of the Fullerton College Academic Support Program & Services, conducted a presentation on Student Success and Bridging the Achievement Gap. The presentation focused on the Fullerton College Incite Program, which provides academic support to the student athletes. Services such as tutoring, Skills Center services, and Writing Center services are provided to the 400+ student athletes, along with orientation, educational plans, and monitoring of academic progress. She provided data showing that students in the Incite Program and who participated in the aforementioned services had higher term-to-term persistence, higher course retention, and higher student success (completion) over three semesters.

(See Supplemental Minutes #1125 for a copy of the complete presentation.)

- C. **Commendations:** As a part of the Chancellor's Report, Deborah Ludford and Irma Ramos received commendations from the Board for their recent statewide recognition as Chief Information Systems Officers Association Excellence in Technology Leadership Award and the Association of California Community College Administrators Award for Progress in Diversity, respectively.

**COMMENTS**

- A. **Rajen Vurdien** thanked Olivia Veloz on her presentation and Trustee Molly McClanahan for her efforts to help students succeed via her participation with the Fourth Annual Women's Forum and Tea. He noted that the High School Theater Festival will be held March 14 at Fullerton College. He commended Toni DuBois for her statewide participation on the Implementation and Oversight Committee for Senate Bill 1440 in which she represents all the students services offices of California on that committee.
- B. **Santanu Bandyopadhyay** reported that the Nursing Program accreditation team is on the Cypress College campus conducting its visit. He noted that Cypress College has twelve different programs offered in Health Sciences where the students take the licensing examinations. In six out of the twelve areas, students have registered a 100% success rate.
- C. **Greg Schulz** reported that about two dozen SCE students are preparing for the DSP&S Basketball Olympics. In addition, he commented on SCE's planning meetings.
- D. **Gilbert Contreras** reported that this is his last meeting as he has taken a Dean of Student Services position at Cerritos College beginning April 1. Richard Fee will represent DMA at subsequent Board meetings.
- E. **Candace Lynch Thompson** announced that she will be attending the State Academic Senate Curriculum Regional meeting to present on non-credit curricular options.
- F. **Gary Zager** reported the statewide Academic Senate meeting was held at Cypress College recently.
- G. **Sam Foster** announced that the Fullerton College Speech Department hosted the 10<sup>th</sup> Annual Fullerton Express Debate Tournament at which two Fullerton College students took fifth place. He also reported that the Machine Technology Department, under the guidance of Dan O'Brien, hosted the statewide HTEC Conference with over 150 participants from around the state.
- H. **Student Trustee Claudia Peña** reported on her tour of the Capitol in Sacramento, and her upcoming graduation from Cypress College.
- I. **Trustee Barbara Dunsheath** reported on her participation on a recent accreditation team visit to Riverside Community College District and noted several accreditation areas of interest for all colleges.
- J. **Trustee Donna Miller** congratulated Gil Contreras on his new position. She reported on the Orange County Community Colleges Legislative Task Force activities and reminded everyone of Strategic Conversation #15 on March 25 at Cypress College.

- K. **Trustee M. Tony Ontiveros** found that the State Controller's Office has funds due to Cypress College, Fullerton College, and the NOCCCD, along with funds for individuals.
- L. **Trustee Molly McClanahan** reported on her attendance at the recent League for Innovation Conference in Anaheim. She especially commended Martha Kanter on her keynote address at the conference. Ms. McClanahan strongly encouraged the purchase of "Teaching With the Brain in Mind: What Neuroscience Can (and Cannot) Tell Us About How Students Learn" and the creation of staff development activities around this topic.
- M. **Trustee Leonard Lahtinen** also reported on his attendance at the conference and commended the District's employees' volunteerism at the conference. He reminded everyone of the Fullerton College Centennial Gala, which will be held May 17, 2014, in the campus quad.

**MINUTES:** It was moved by Trustee Leonard Lahtinen and seconded by Student Trustee Claudia Pena that the Board approve the minutes of its Regular Meeting of February 25, 2014, as submitted. **Motion carried by those members present with Trustees Molly McClanahan and 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 P0093991 - P0093758 through February 19, 2014, totaling \$615,870.48, and check numbers C0040062 - C0040186, totaling \$54,457.27; check numbers F0173797 - F0174848, totaling \$923,277.06; check numbers Q0003380 - Q0003450, totaling \$12,001.95; check numbers 88424167 - 88425076, totaling \$4,028,100.07; check numbers V0031203 - V0031208, totaling \$5,774.57; and disbursements E8522596 - E8527799, totaling \$4,934,878.53, through February 28, 2014.

**Item 3.b:** By the block vote, authorization was granted for the 2013-2014 General Fund budget transfers netting to the amount of \$946,728 and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

**Item 3.c:** By the block vote, authorization was granted to make adjustments to General Fund revenue and expenditure budgets in accordance with the revised fiscal year 2013-2014 allocations. It is further requested that a resolution be adopted to adjust budgets and authorize expenditures within the General Fund pursuant to the California Code of Regulations Title 5, Section 58308.

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.

<b>SITE</b>	<b>PROJECT NAME</b>	<b>LENGTH OF CONTRACT</b>	<b>TOTAL ADJUSTMENT</b>
AC	California Community College Chancellor's Office Categorical Programs - Revised Allocation Adjustment Staff Diversity	7/1/13 – 6/30/14	\$ 13,260
CC	California Community College Chancellor's Office Categorical Programs - Revised Allocation Adjustment Basic Skills BFAP CalWORKs DSPS EOPS SSSP TANF	7/1/13 – 6/30/14	176,692 44,650 90,547 155,125 124,905 468,511 1,061
FC	California Community College Chancellor's Office Categorical Programs - Revised Allocation Adjustment Basic Skills BFAP CalWORKs DSPS EOPS SSSP TANF	7/1/13 – 6/30/14	(31,426) 5,000 90,539 485,421 201,752 606,603 396
SCE	California Community College Chancellor's Office Categorical Programs - Revised Allocation Adjustment Basic Skills DSPS Non-Credit SSSP	7/1/13 – 6/30/14	77,365 81,952 144,160
	<b>GRAND TOTAL – GENERAL FUND</b>		\$ <b><u>2,736,513</u></b>

**Item 3.d:** By the block vote, authorization is requested to file the Notice of Completion for Bid #2013-12, Renovation of Areas 2-7 & Parking Lot 5 at Fullerton College, with Century Paving, Inc. and pay the final retention payment when due.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, to sign the Notice of Completion on behalf of the District.

**Item 3.e:** By the block vote, authorization was granted to award Bid #2014-03, Lighting Retrofit Kits for Cypress College, to E. Sam Jones Distributor, Inc. as the lowest responsive and responsible bidder in the amount of \$610,729.20. The bid will

commence on March 12, 2014, with the option to renew for two additional one-year increments.

Additionally, authorization was granted that the Board provide other school districts, community colleges, district campuses, any public corporation or agency, including any county, city, town or public corporation or agency within the State of California the ability to purchase the identical items excluding installation and services at the same price and upon the same terms and conditions of this bid.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to issue a purchase order and execute a contract on behalf of the District.

**Item 3.f:** By the block vote, the Board approved Deductive Change Order #1 for Bid #2013-03, Equipment Move & Anchorage Fullerton College Technology & Engineering Complex, with Lacy Construction in the amount of \$11,899.

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

**Item 3.g:** By the block vote, the Board adopted Resolution No. 13/14-14 for the Approval of Change Order as an Amendment to the Existing Contract with Gilbert & Stearns for PW 1011-003, Fullerton College Technology & Engineering Complex Project, and approved the award of additional work totaling \$29,219, without competitively bidding such work.

Further authorization was granted that the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, execute all agreements and complete all necessary documents for the additional work.

**Item 3.h:** By the block vote, the Board adopted Resolution No. 13/14-15 for the Approval of Change Order as an Amendment to the Existing Contract with Precision Concrete Construction, Inc. for PW 1011-003, Fullerton College Technology & Engineering Complex Project, and approved the award of additional work totaling \$3,806, without competitively bidding such work.

Further authorization was granted that the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, execute all agreements and complete all necessary documents for the additional work.

**Item 3.i:** 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 \$32,305.

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

**Item 3.j:** By the block vote, authorization was granted to enter into a contract with Blackboard Learn for managed hosting services for a three-year period beginning June 1, 2014, and ending on May 30, 2017, at a cost not to exceed \$234,763.

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:** By the block vote, authorization was granted for the Fullerton College summary of curriculum changes, to be effective fall 2014.

(See Supplemental Minutes #1125 for a copy of the curriculum listing.)

**Item 4.b:** By the block vote, authorization was granted for the Cypress College summary of curriculum deactivations, additions, and revisions, effective fall 2013 and fall 2014.

(See Supplemental Minutes #1125 for a copy of the curriculum listing.)

### **HUMAN RESOURCES**

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

#### RETIREMENT

Jaurequi, Robert	FC	Counselor Eff. 07/01/2014 PN FCF872
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#### MANAGEMENT PROFESSIONAL GROWTH AND DEVELOPMENT

Fishman, Darlene	CC	Director, Nursing Doctoral Stipend (\$2600) Eff. 07/01/2014
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#### ADDITIONAL DUTY DAYS @ PER DIEM

Bevec, Gina	FC	Head Coach, Wmn's T & F	15 days
Byrnes, Tim	FC	Assist. Coach, M&W T & F	11 days
Conrad, Robin	FC	Director of Dance Production	4 days
Fuscardo, Nicholas	FC	Head Coach, Baseball	15 days
Giles, Scott	FC	Head Coach, Wmn's Tennis	13 days
Plum-Widner, Alix	FC	Director of Dance Production	4 days
Price, Rhett	FC	Assist. Coach, M&W Swim/Dive	8 days
Rosa, Melanie	FC	Director of Dance Production	4 days
See, Roger	FC	Head Coach, Men's Tennis	13 days
Snyder, Pete	FC	Head Coach, M&W Swim/Dive	13 days

LEAVES OF ABSENCE

Pickler, Scott	CC	Physical Education Instructor Load Banking Leave With Pay From: 20.87% To: 19.5 % Eff. 2014 Spring Semester
Wright, Doris	FC	Cosmetology Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/24/2014-04/18/2014

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2014 SPRING SEMESTER, TRIMESTER

Beilke, Ines	FC	Column 2, Step 0
Chemama, Maryline	CC	Column 1, Step 0
Monahan, Kevin	CC	Column 1, Step 0

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Beilke, Ines	FC	Column 2, Step 0
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TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Luna, Rosemary	CC	Column 1, Step 0
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**Item 5.b:** By the block vote, authorization was granted for the following classified personnel matters, which are within budget:

RETIREMENT

Barnes, Paula	FC	Clerical Assistant II 11-month position (100%) Eff. 04/16/2014 PN FCC706
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RESIGNATION

Hanstein, Andrea	FC	Director, Campus Communications 12-month position (100%) Eff. 05/01/2014 PN FCM988
Kinrade, Kathleen	CC	Nurse Practitioner 12-month position (50%)



Eff. 05/31/2014  
PN CCC739

### NEW PERSONNEL

Macias de Llamas, Maricruz	FC	Facilities Custodian I 12-month position (100%) Range 27, Step A + 10% Shift Classified Salary Schedule Eff. 03/12/2014 PN FCC681
Morse, Ethan	FC	Laboratory Clerk/Radio 11-month position (60%) Range 31, Step A + 5% Shift Classified Salary Schedule Eff. 03/12/2014 PN FCC659
Tran, Kevin	FC	Student Services Technician/Counseling 12-month position (100%) Range 33, Step A Classified Salary Schedule Eff. 03/12/2014 PN FCC727
Williams, Stephen	FC	Facilities Custodian I 12-month position (100%) Range 27, Step E + 10% Shift Classified Salary Schedule Eff. 03/12/2014 PN FCC680
 <u>LEAVES OF ABSENCE</u>		
Carmichael, Christopher	CC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/21/2014 -- 03/30/2014 (Consecutive Leave)
Dugan, Michele	CC	Student Services Specialist Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/24/2014 -- 02/24/2014 (Intermittent Leave) Eff. 02/25/2014 -- 03/27/2014 (Consecutive Leave)
Rodriguez, Miguel	CC	Facilities Custodian II (100%)

Family Medical Leave (FMLA/CFRA)  
Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 02/24/2014 -- 03/10/2014 (Consecutive Leave)

Shocklee, Marion                      CC    Administrative Assistant II  
Family Medical Leave (FMLA/CFRA)  
Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 02/21/2014 -- 02/21/2015 (Intermittent 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 #1125 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 # 1125 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 #1125 for a copy of the volunteer listing.)

## GENERAL

**Item 6.a:** It was moved by Trustee M. Tony Ontiveros and seconded by Trustee Leonard Lahtinen to accept the Fullerton College Accreditation Midterm Report.

During review of the Midterm Report, Trustee Barbara Dunsheath expressed the following concerns: 1) evidence is missing to back up key statements in the report; 2) verification is missing for the phrase “building/changing a culture”; 3) the “Next Steps” section includes only four items, when there were five recommendations.

In response to Dr. Dunsheath’s concerns, Fullerton College President Rajen Vurdien stated that the additional information will be provided and that Fullerton College had only four items identified as a part of its self-improvement plan, which is separate from the accreditation recommendations. Dr. Dunsheath requested, and the Board agreed, that continuous updates be provided from Fullerton College to the Board.

Trustee Molly McClanahan expressed concern regarding the Board’s role in accreditation and suggested the Trustees receive relevant training in this area.

Upon conclusion of discussion, the **motion carried unanimously by those members present, including the Student Trustees’ advisory votes.**

**Item 6.b:** It was moved by Trustee M. Tony Ontiveros and seconded by Trustee Barbara Dunsheath to adopt Resolution No. 13/14-13, Trustee Absence, verifying that Trustee Molly McClanahan was absent on February 11 and February 25, 2014, due to hardship and, therefore, eligible to receive compensation for the Regular Board meetings held on those dates. **The motion carried unanimously by those members present, including the Student Trustees' advisory votes.**

A signed Affidavit from Ms. McClanahan verifying her absence due to hardship will be on file in the Chancellor's Office.

**CLOSED SESSION:** At 6:55 p.m., Board President Jeffrey P. Brown adjourned the meeting to closed session per the following sections of the Government Code:

**Per Section 55957.6: 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 55957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**

**Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CHANCELLOR.**

**RECONVENE OPEN SESSION:** At 8:25 p.m., Board President Jeffrey P. Brown reconvened the meeting in open session.

**ADJOURNMENT:** At 8:26 p.m., it was moved by Trustee M. Tony Ontiveros and seconded by Trustee Leonard Lahtinen to adjourn the meeting. **Motion carried unanimously.**

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Prepared By Recording Secretary for  
Michael Matsuda, Secretary, Board of Trustees