

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

November 28, 2017

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, November 28, 2017, at 5:30 p.m. in the Anaheim Campus Board Room.

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

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Molly McClanahan, Jacqueline Rodarte, and Student Trustees Daniel Sebastian and Andrew Washington. Absent: None.

RESOURCE PERSONNEL PRESENT: Cheryl Marshall, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Julie Kossick, District Director, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology, Greg Schulz, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, Provost, North Orange Continuing Education; Deborah Ludford, District Director, Information Services; Eldon Young, representing the District Management Association; Candace Lynch, representing the North Orange Continuing Education Academic Senate; Bryan Seiling representing the Cypress College Academic Senate; Josh Ashenmiller, representing the Fullerton College Faculty Senate; Dana Clahane, representing United Faculty; Rod Lusch, representing CSEA; Kent Stevenson, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Lisa Campbell, Gilbert Contreras, Lourdes Cruz, Rod Garcia, Mark Greenhalgh, Stewart Kimura, Lisa McPheron, Kristine Nikkhoo, Jose Ramon Nuñez, Deb Perkins, Eddie Roth, and Dani Wilson from Fullerton College; Santanu Bandyopadhyay, Paul de Dios, Philip Dykstra, Richard Fee, Michael Flores, Celeste Phelps, Marc Posner, and Ty Volcy from Cypress College; Margie Abab, Terry Cox, Tina King, Stephanie Paramore, and Cedric Smoots from North Orange Continuing Education; and Ashraf Demian, Ivy Hwee, Victor Manchik, Tami Oh, Kai Stearns Moore, Kashu Vyas, and Rick Williams from the District Office.

VISITORS: Antoine Abi-Abdallah, Chuck Allen, Rogelio Gaspar, Irene Gomez, Sarah Ochoa, and Tom To.

COMMENTS: MEMBERS OF THE AUDIENCE:

- A. **Antoine Abi-Abdallah** addressed the Board to read a letter he received which he attributed to a Fullerton College administrator.

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

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

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes, including Student Trustees Sebastian and Washington's advisory votes.

BLOCK VOTE APPROVAL OF PERSONNEL ITEMS: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Barbara Dunsheath 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 Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes.

REPORTS

- A. **Chancellor's Report: Fullerton College Annual Report and Institutional Effectiveness Report:** As part of the Chancellor's Report, **Greg Schulz**, Fullerton College President, presented the Fullerton College Annual Report and Institutional Effectiveness Report. The presentation highlighted the College's new mission statement, student academic success, student athlete accomplishments, parental educational attainment, closing the achievement gap, dual enrollment, Student Success Scorecard data, community involvement, accreditation, and commencement. Dr. Schulz concluded the presentation by thanking **Jose Ramon Nuñez** and **Danielle Fouquette**, who served as the Fullerton College Accreditation Co-Chairs, and all those involved in producing the Annual Report and Institutional Effectiveness Report.

In the ensuing question and answer period, the Board acknowledged the contributions of those involved, praised both reports for their narrative, and for inclusion of Student Success Scorecard data. It was also suggested that future reports include charts that incorporate the figures that relate to the percentages provided in order to better compare year-to-year data.

(See Supplemental Minutes #1205 for a copy of the presentation.)

(See Supplemental Minutes #1205 for a copy of the Chancellor's full report.)

COMMENTS

- A. **Valentina Purtell**, North Orange Continuing Education Provost, reported on the launch of NOCE's Hunger-Free Campus Initiative legislated by AB 453, the *Pastries with the Provost* campus forums taking place to provide an opportunity for staff to ask questions related to on-going changes, and that the US Department of Health and Human Services approved NOCE's Institutional Research Board committee application.

(See Supplemental Minutes #1205 for a copy of the Provost's full report.)

- B. **JoAnna Schilling**, Cypress College President, reported on the grand opening of the Cypress College Food Bank, the Coffee with the Board and Chancellor hosted by the College, the end of the semester arts events, and the selection of student athletes to the All-Orange Empire Conference First and Second Teams.

(See Supplemental Minutes #1205 for a copy of the President's full report.)

- C. **Greg Schulz**, Fullerton College President, thanked **Stewart Kimura, Lisa Campbell, Dani Wilson, Kristin Nikkhoo, Mark Greenhalgh,** and **Deb Perkins** for their work on the Fullerton College Integrated Plan, and reported that the College's football team is headed to Sacramento City College to vie for the State championship for the second consecutive year on December 9.

(See Supplemental Minutes #1205 for a copy of the President's full report.)

- D. **Eldon Young** shared that the District Management Association has completed their survey of professional development topics for the upcoming year, and are hosting their holiday party on December 8.

- E. **Candace Lynch** expressed appreciation to **Valentina Purtell** for hosting the *Pastries with the Provost* events in order to share information school-wide, and stated that the NOCE Academic Senate will begin an academic calendar discussion to consider moving to a semester calendar that aligns with the Colleges.

- F. **Bryan Seiling** reported that the next meeting of the Cypress College Academic Senate will take place on November 30, and a guided pathways workgroup meeting will occur on December 1.

- G. **Josh Ashenmiller** reported that the Fullerton College Faculty Senate is working on their Winter Intercession recommendation.

- H. **Dana Clahane** reported that the United Faculty and District negotiating teams held their first meeting, and expressed concern regarding the statewide proposal for an online community college.

- I. **Kent Stevenson** shared that **Sam Russo**, AdFac President Emeritus, is receiving radiation treatment and asked everyone to keep him in their thoughts.

- J. **Student Trustee Daniel Sebastian** reported on the Cypress College Food Awareness Week events including the 30 full turkey meals that were distributed and on-campus preparations for finals week.

- K. **Student Trustee Andrew Washington** reported on the *Annual Harvest Feast*, hosted by the INCITE Program, which fed over 180 student athletes, and the two food drives hosted by Business Management department students and Associated Students, MEChA, and the Ethnic Studies department.

- L. **Trustee Stephen T. Blount** reported on his attendance at the CCLC Annual Convention and the Fullerton College football game where he participated in handing out the trophies.

- M. **Trustee Ryan Bent** shared information regarding poverty being the largest obstacle facing students in California, and statistics associated with poverty and students. He also reported on his visit with the Cypress College Legacy Scholars.
- N. **Trustee Jacqueline Rodarte** reported on her attendance at the NOCE Coffee with the Board and Chancellor, and acknowledged **Chuck Allen** for his efforts in planning the inaugural Fullerton College President's Gala.
- O. **Trustee Barbara Dunsheath** reported on several of the sessions she attended during the CCLC Annual Convention and urged everyone to "bring a pal" to Strategic Conversation #19 on April 10, 2018. She also encouraged her fellow trustees to participate in the CCLC "Excellence in Trusteeship" professional development program.
- P. **Trustee Molly McClanahan** reported on her attendance at the District Audit Committee meeting, and the Fullerton College Student Health Advisory Committee meeting that focused on the need and response to the mental health crisis.

MINUTES: It was moved by Student Trustee Andrew Washington and seconded by Trustee Ryan Bent to approve the Minutes of the Regular Meeting of November 14, 2017. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes, including Student Trustees Sebastian and Washington's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted for the District to continue to utilize the Office Depot contract piggyback from the Foundation for California Community Colleges for purchases and services the contract offers to the District.

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

Item 3.b: By block vote, authorization was granted to award Bid #1718-07, Anaheim Tower 7th & 10th Floors Tenant Improvements to Paul C. Miller Construction Co. as the lowest overall responsive and responsible bidder in the amount of \$3,574,000 including \$200,000 allowance.

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

Item 3.c: By block vote, authorization was granted to award DSA Inspection Services for the Anaheim Tower 7th & 10th Floors Tenant Improvements Project to Vital Inspection Services, Inc. in the amount of \$161,704.

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

Item 3.d: By block vote, authorization was granted for the Board to adopt the proposed prequalification questionnaire and the related rating system to prequalify a pool of general contractors that could bid on construction projects districtwide.

Item 3.e: By block vote, authorization was granted to expend \$159,192.00 for the one-time perpetual licenses, one-time training, and annual maintenance for Tableau Software, Inc. software beginning November 30, 2017 through November 29, 2018, and to continue maintenance in future years at a rate of \$33,600 annually with an increase of no more than 4% each year thereafter.

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

INSTRUCTIONAL RESOURCES

Item 4.a: The Board received and reviewed the 2017-2019 Integrated Plans by Cypress College, Fullerton College, and North Orange Continuing Education (NOCE) as a first reading and directed that they be placed on the December 12, 2017 Board meeting agenda for approval.

Valentina Purtell thanked Stephanie Paramore, Margie Abab, and Cedric Smoots for their work on the NOCE Integrated Plan, while JoAnna Schilling thanked Celeste Phelps, Paul de Dios, Tom To, and Ashley Griffith for their work on the Cypress College Integrated Plan.

During the discussion, trustees inquired about integration with the District and the importance of having singular, integrated responses; the lack of guided pathways; integration and better coordination of professional development; and the ability to scale the practices of successful programs like Puente and the Legacy Program with guided pathways.

Item 4.b: The Board received and reviewed highlights relating to the Cypress College 2017-2018 Professional Development Program. The Program's expenditures are estimated to include, but are not limited to:

- \$40,000 for conferences, workshops and on-campus speakers and presentations
- \$ 7,000 for Adjunct Orientation, New Faculty Seminar, and other on-campus events
- \$19,000 for Professional Expert Pay for Coordinator(s)
- \$3,000 for supplies
- \$6,000 for Clerical support (2 thirteen week Adult Hourly)

Item 4.c: By block vote, the Board ratified the the amendment of the 2017-2018 NOCCCD-Fullerton College and Brea Olinda Unified School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

Item 4.d: By block vote, authorization was granted for the Fullerton College Technology and Engineering Division/Fashion Department to conduct an optional, out-of-country field trip coinciding with approved summer curriculum, FASH 196 International Fashion Studies. The cost is \$3,500, to be paid by each student, includes air, hotel, and ground transportation. The instructor's trip will be paid by Fashion Perspective Tours.

HUMAN RESOURCES

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

LEAVE OF ABSENCE

Hormel, James	CC	Theater Arts Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 08/28/2017-11/13/2017
Li-Bugg, Wenying Cherry	AC	Vice Chancellor, Ed. Services/Technology Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 10/02/2017-10/27/2017
St. John, Paul	FC	Accounting Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 10/02/2017-10/16/2017

ADDITIONAL DUTY DAYS @ PER DIEM

Foster, Marcia	FC	Head Coach, Women's Basketball	15 days
Nielson, Tony	FC	Forensics Coach	11 days
Rodriguez, Jeanette	FC	Forensics Coach	11 days
Samano, Jeffrey	FC	Forensics Coach	11 days
Webster, Perry	FC	Head Coach, Men's Basketball	15 days

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

RETIREMENT

Stokes, Beth	AC	Human Resources Specialist 12-month position (100%) Eff. 06/01/2018 PN DEN993
--------------	----	--

RESIGNATION

Cho, Eunice	FC	Financial Aid Coordinator 12-month position (100%) Eff. 11/14/2017 PN FCC600
-------------	----	---

PROBATIONARY RELEASE

@01682584	FC	12-month position (100%)
-----------	----	--------------------------

Eff. 11/17/2017
PN FCC775

@01306727 FC 12-month position (100%)
Eff. 11/18/2017
PN FCC818

NEW PERSONNEL

Bulone, Anne-Marie CC Campus Safety Officer
12-month position (100%)
Range 31, Step A + 5% Shift
Classified Salary Schedule
Eff. 12/02/2017
PN CCC778

Madrigal, Rodrigo CC Driver/Skilled Mechanic Assistant
12-month position (100%)
Range 34, Step A
Classified Salary Schedule
Eff. 12/11/2017
PN CCC697

Simper, Brett FC Facilities Custodial Coordinator II
12-month position (100%)
Range 34, Step A + 10% Shift
Classified Salary Schedule
Eff. 11/29/2017
PN FCC931

Sixtos, Danielle FC Admissions & Records Technician
12-month position (100%)
Range 33, Step A
Classified Salary Schedule
Eff. 11/29/2017
PN FCC982

PROMOTION

O'Daniel, Christi FC Administrative Assistant I
12-month position (100%)
PN FCC986

To: FC Administrative Assistant II
12-month position (100%)
Range 36, Step E + 5% Longevity
Classified Salary Schedule
Eff. 11/29/2017
PN FCC925

VOLUNTARY CHANGES IN ASSIGNMENT

Alfajora, Jonette	AC	<p>Risk Management Technician (75%)</p> <p>Temporary Change in Assignment To: AC Account Clerk II (25%) Range 33, Step C AC Risk Management Technician (75%) Range 36, Step B Classified Salary Schedule Eff. 11/02/2017 -06/30/2017</p>
Felipe, Victoria	CC	<p>Administrative Assistant II (50%)</p> <p>Extension of Temporary Change in Assignment To: CC Administrative Assistant III (30%) Range 41, Step B CC Administrative Assistant II (20%) Range 36, Step C Classified Salary Schedule Eff. 01/01/2018 – 06/30/2018</p>
Marquardt, Summer	FC	<p>Account Clerk II (100%)</p> <p>Temporary Change in Assignment To: FC Account Clerk II (25%) Range 33, Step E + 15% Longevity + PG&D FC Administrative Assistant II (75%) Range 36, Step E + 15% Longevity + PG&D Classified Salary Schedule Eff. 11/13/2017 – 06/30/2018</p>
Zerue, Adam	FC	<p>Facilities Custodian II (100%)</p> <p>Return to Regular Assignment Eff. 12/04/2017</p>

LEAVES OF ABSENCE

Coggi, Anita	FC	<p>Administrative Assistant II (100%) Military Leave With Pay Eff. 11/02/2017</p>
Diaz, Angela	NOCE	<p>Instructional Assistant (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 11/13/2017 – 02/09/2018 (Consecutive Leave)</p>
Ebright, Jami	FC	<p>Accounting Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and</p>

		Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 11/07/2017 -- 02/04/2018 (Intermittent Leave)
Hoang, Christine	AC	Administrative Assistant/Purchasing (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 11/01/2017 -- 12/08/2017 (Intermittent Leave)
Hoang, Elizabeth	FC	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 09/21/2017 – 01/05/2018 (Consecutive Leave)
Jenkins, Jana	FC	Health Services Specialist (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 10/24/2017 -- 03/23/2018 (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 #1205 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 #1205 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 #1205 for a copy of the volunteer listing.)

GENERAL

Item 6.a: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount that the Board establish Tuesday, December 12, 2017 as the date of the Board's Organizational Meeting and to so inform the County Superintendent. The Board reviewed the 2018 suggested calendar of meetings and made no additional revisions to the schedule. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes, including Student Trustees Sebastian and Washington's advisory votes.**

Item 6.b: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jacqueline Rodarte that the Board adopt the following proposed, revised Board Policies:

- BP 1000, The North Orange County Community College District
- BP 1001, District Mission, Vision, & Values Statement
- BP 2340, Agendas
- BP 2350, Speakers
- BP 3740, Web Sites
- BP 4020, Program and Curriculum Development
- BP 4225, Course Repetition
- BP 4250, Probation, Dismissal, and Readmission
- BP 5040, Student Records, Directory Information, and Privacy
- BP 5140, Disabled Student Programs and Services
- BP 5500, Standards of Student Conduct and Discipline
- BP 6300, Fiscal Management
- BP 6620, Naming Facilities and Properties
- BP 6700, Civic Center and Other Facilities Use
- BP 7240, Management Employees
- BP 7330, Certification of Freedom From Communicable Disease

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes, including Student Trustees Sebastian and Washington's advisory votes.

Item 6.c: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Ryan Bent that the Board adopt the proposed, new Board Policy and Administrative Procedure 7700, Whistleblower Protection.

During the discussion, proposed BP 7700 was further modified to correct grammatical errors in Sections 1.1, 1.2, and 1.3, and to revise the second sentence in Section 2.0 to read, "Employees who in good faith report these activities and/or assist the District in its investigation will be protected."

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes, including Student Trustees Sebastian and Washington's advisory votes.

Item 6.d: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Ryan Bent that the Board adopt the following proposed, revised Board Policies:

- BP 4025, Philosophy and Criteria for Associate Degree, General Education, and Bachelor's Degree
- BP 4100, Graduation Requirements for Degrees and Certificates

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes, including Student Trustees Sebastian and Washington's advisory votes.

CLOSED SESSION: At 6:55 p.m. Board President Molly McClanahan 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 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Chancellor.

RECONVENE MEETING: At 9:07 p.m., Board President Molly McClanahan reconvened the meeting in open session.

ADJOURNMENT: At 9:07 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Jacqueline Rodarte to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, McClanahan, and Rodarte voting yes.**

Prepared By Recording Secretary for
Jeffrey P. Brown, Secretary, Board of Trustees