

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RONALD REAGAN BOARD OF TRUSTEES ROOM-RM 145
HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK COLLEGE**

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
May 21, 2012**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Marcia Milchiker, Clerk
Bill Jay, Member
David B. Lang, Member
Frank M. Meldau, Member
Heather Park, Student Member

Administrative Officers:

Gary Poertner, Chancellor
David Bugay, Vice Chancellor, Human Resources
Robert Bramucci, Vice Chancellor, Technology and Learning Services
Tod Burnett, President Saddleback College
Debra Fitzsimons, Vice Chancellor, Business Services
Randy Peebles, Associate Vice Chancellor, Economic Development
Glenn Roquemore, President Irvine Valley College

CALL TO ORDER: 5:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

*Members of the public may address the Board on items listed to be discussed in **closed session**. Speakers are limited to **two minutes each**.*

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Employment (GC Section 54957) (3)
 - 1. Public Employee Employment (3)

- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. SOCCCD Faculty Association
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 2. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 3. Police Officers Association (POA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 4. Administrators and Managers: Unrepresented Employees
 - a. Agency Designated Negotiator: Gary Poertner

- C. Conference with Real Property Negotiators (GC Section 54956.8)(1)
 - 1. Lease of Property by District: Portion of Saddleback College site: MG Promenade Apartments LLC, 28032 Marguerite Parkway, Mission Viejo
 - a. Agency Designated Negotiator: Debra Fitzsimons, Ph.D.

- D. Conference with Legal Counsel (GC Section 54956.9) (1)
 - 1. Anticipated Litigation/Significant Exposure to Litigation (GC Section 54956.9[b][1] and [b][3][C])
 - a. C.H. v. SOCCCD - claim rejection

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

At the April 30 meeting, the board reported approval in closed session of a three month leave of absence for a classified employee. That report was incorrect; the approval was for a one-month leave of absence.

On a 6-0 vote, the board approved an unpaid leave with benefits from May 28, 2012 through June 17, 2012 to a part-time classified employee.

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On a 6-0 vote, the board rejected claim from a student against the district.

2.2 Invocation

Led by Trustee Bill Jay

2.3 Pledge of Allegiance

Led by Trustee David Lang

2.4 Resolutions / Presentations / Introductions

Swearing In: Student Trustee Heather Park
Resolution: Valerie Senior, Saddleback College Employee of the Year
Resolution: Barry Miller, Irvine Valley College Employee of the Year
Resolution: Patti Helton, District Services Employee of the Year
Resolution: Irvine Valley College Model United Nations Team,
2012 National Champions
Resolution: Irvine Valley College Speech and Debate Team,
2012 National Champions

2.5 Public Comments

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. **Speakers are limited to up to two minutes each.***

3.0 REPORTS

3.1 Oral Reports: Speakers are limited to up to two minutes each.

- A. Board Reports
- B. Chancellor's Report
- C. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

4.1 SOCCCD: Basic Aid Allocation Recommendation for FY 2012-2013

Presentation by Vice Chancellor Fitzsimons on the basic aid allocation recommendation process prior to incorporating basic aid recommendations into the Tentative Budget in June 2012.

Vice Chancellor Fitzsimons presented a report on Basic Aid allocation recommendation.

5.0 **CONSENT CALENDAR ITEMS**

All matters on the consent calendar are routine items and are to be approved in one motion unless a Board member requests separate action.

Trustee Padberg requested to pull item 6.8 from the General Action items.

Trustee Prendergast requested to pull and vote separately on item 5.5 and item 5.6.

On a motion made by Trustee Jay and seconded by Trustee Lang, the balance of the consent calendar was approved on a 6-0 vote.

5.1 **SOCCCD: Board of Trustees Meeting Minutes**

Approve minutes of a regular meeting held on April 30, 2012.

5.2 **Irvine Valley College: Forensics Team Activities 2012-13**

Approve participation of the Forensics Team and their coaches in the 2012-13 speech tournament schedule. Funding will be through the combined budget allocations of student government (ASIVC), department general fund, staff development, and the college Foundation, for a budget not to exceed \$54,100.

5.3 **Irvine Valley College: Award of Bid 295D: Bookstore Operations Agreement**

Approve a two year agreement with the option for three, one year extensions with Follett Higher Education Group for bookstore operations services. This is a revenue generating contract with benefits provided to the college equaling approximately \$370,000 annually and \$150,000 in a one-time contribution.

5.4 **Saddleback College and Irvine Valley College: Speakers**

Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.

5.5 **SOCCCD: Revolving Cash Fund Signatures: Adopt Resolution No. 12-21**

Adopt resolution authorizing the District Director, Fiscal Services as designated custodian and signatory and Gary L. Poertner, Chancellor, and Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services as the designated alternate signatories of the revolving cash fund.

On a motion made by Trustee Lang and seconded by Trustee Prendergast, this item was approved on a 6-0 vote.

- 5.6 **SOCCCD: Renewal of Systems Maintenance Agreement for District-Wide Network Infrastructure**
Approve renewal of maintenance agreement using CMAS Contract No. 3-08-70-0255Q with AT&T of Texas at a cost of \$155,461.

This item was approved on a 6-0 vote.

- 5.7 **Saddleback College: Award of Bid 2003: Cafeteria Operation and Food Vending Services**
Approve a three year agreement with two, one year extensions with S&B Foods for cafeteria operation services. This is a revenue contract with benefits provided to the college via catering, scholarships and commissions equaling approximately \$72,000 annually based on estimated sales and \$12,000 in a one-time contribution.
- 5.8 **SOCCCD: Award of Bid 296D: Trash Collection Services**
Approve a five year agreement with CR&R Incorporated for trash collection services. The estimated annual cost at Saddleback College is \$27,754, Irvine Valley College is \$12,346 and ATEP is \$2,074.
- 5.9 **Saddleback College: Award of Bid 2003: Coffee Cart Operation Agreement**
Approve a three year agreement with the option for two, one year extensions with The Drip Coffee for coffee cart services. This is a revenue contract with benefits provided to the college via donations and commissions equaling approximately \$20,400 annually based on estimated sales.
- 5.10 **Saddleback College: East Bridge Replacement Project: Change Order No. 1 and Notice of Completion**
Approve change order request decreasing the contract amount by \$65,284.37 with Griffith Company and authorize the filing of the Notice of Completion. The total revised contract amount is \$511,101.63.
- 5.11 **Saddleback College: Substitution of Subcontractor: James B. Utt Memorial Learning Resource Center Renovation: Bowtile, Corp.**
Approve the removal of Bowtile, Corp and its substitution by Universal Flooring Systems, Inc. at no impact on the cost of the project.
- 5.12 **Saddleback College: Award of Bid 295D: Bookstore Operations Agreement**
Approve a two year agreement with the option for three, one year extensions with Follett Higher Education Group. This is a revenue generating contract with benefits provided to the college equaling approximately \$600,000 annually and \$310,000 in a one-time contribution.

- 5.13 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 12-22 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the April 30, 2012 Meeting of the Board of Trustees.
- 5.14 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-20 to Amend 2011-2012 Adopted Budget**
Adopt resolution to amend the 2011-2012 adopted budget.
- 5.15 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-04069 through P12-04296 amounting to \$940,343.31 and P13-00039 through P13-00062 amounting to \$117,320.06. Confirming requisitions dated April 11, 2012 through May 1, 2012 totaling \$61,642.62.
- 5.16 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations as detailed in the exhibit.
- 5.17 **SOCCCD: Payment of Bills**
Approve check no. No. 157880 through 158602 processed through the Orange County Department of Education, totaling \$5,745,913.16; and check no. 010372 through 010381, processed through Saddleback College Community Education, totaling \$3,484.27; and check no. 008985 through 008991, processed through Irvine Valley College Community Education, totaling \$47,999.05.
- 5.18 **SOCCCD: Gifts to the District and Foundations**
Approve the acceptance of donations.
- 5.19 **SOCCCD: April/May 2012 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Consolidated Elections for Members of Governing Boards**
Approve Resolution 12-19 to notify the Orange County Department of Education of the consolidated election specifications.

On a motion made by Trustee Jay and seconded by Trustee Lang this item was approved on a 6-0 vote.
- 6.2 **SOCCCD: Board Policy Revision: BP-5608: Tuition Refunds, BP-5605: Residence Determination, BP-4050: Employee Use of District**

Motor Vehicles

Discussion/Approval

On a motion made by Trustee Lang and seconded by Trustee Milchiker, this item was approved on a 6-0 vote.

- 6.3 **SOCCCD: Board Policy Revision: BP-3220: Institutional Membership in Organizations, BP-3101: Budget Management, BP-2100.1: Delegation of Authority to the Academic Senate**
Accept for review and study.

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a 6-0 vote.

- 6.4 **SOCCCD: Request to Rescind Spring 2013 Sabbatical**
Approve request from Richard White to rescind approval of sabbatical leave for the Spring 2013 semester.

On a motion made by Trustee Lang and seconded by Trustee Milchiker, this item was approved on a 6-0 vote.

- 6.5 **SOCCCD: Administrator and Manager New Position Description Titles and Range Placement on the Integrated Salary Schedule**
Approve new position descriptions, titles and ranges for administrators and managers.

On a motion made by Trustee Jay and seconded by Trustee Prendergast, this item was approved on a 6-0 vote.

- 6.6 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund.

On a motion made by Trustee Lang and seconded by Student Trustee Park, this item was approved on a 6-0 vote.

- 6.7 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Change of Status, Out of Class Assignments, Leave of Absence, Volunteers.

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a 6-0 vote.

- 6.8 **SOCCCD: SOCCCD Police Officers Association Master Agreement**
Approve tentative agreement between the District and the SOCCCD POA for the period July 1, 2012 through June 30, 2015.

This item was pulled by administration.

7.0 **REPORTS**

- 7.1 **SOCCCD: Board Requested Report: Feasibility of Purchasing Manufactured Pool from Olympic Trials in Oklahoma for IVC**
The report provides information regarding the current status of the pool.
- 7.2 **Saddleback College and Irvine Valley College: Annual Accreditation Reports**
Annual accreditation reports for the Accrediting Commission for Community and Junior Colleges.
- 7.3 **SOCCCD, Saddleback College, Irvine Valley College, and Advanced Technology and Education Park: Mission Statements**
Annual review of the district and college mission statements.
- 7.4 **Saddleback College: Speakers**
A listing of speakers for events and/or classes at Saddleback College.
- 7.5 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.6 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.7 **SOCCCD: Monthly Financial Status Report**
The reports display the adopted budget, revised budget and transactions through April 30, 2012.
- 7.8 **SOCCCD: Retiree (OPEB) Trust Fund**
This report is for period ending April 30, 2012.
- 7.9 **SOCCCD: List of Board Requested Reports**
The report is coordinated and prepared by the Office of the Vice Chancellor, Business Services.
- 7.10 **SOCCCD: Quarterly Investment Report**
This report is for the quarter ending on March 31, 2012.

8.0 WRITTEN REPORTS

Reports by the following individuals and groups should be written and submitted through the docket process prior to distribution of the Board agenda packet.

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development
- E. President, Irvine Valley College
- F. President, Saddleback College
- G. Vice Chancellor, Technology and Learning Services
- H. Vice Chancellor, Human Resources
- I. Vice Chancellor, Business Services
- J. Irvine Valley College Classified Senate
- K. California School Employees Association
- L. Saddleback College Classified Senate
- M. Associated Student Government, Saddleback College
- N. Associated Student Government, Irvine Valley College
- O. Police Officers Association

9.0 ADDITIONAL ITEMS

ADJOURNMENT (or continuation of closed session if required): **9:00 P.M.**

The meeting was adjourned at 7:45 p.m. in memory of Trustee Tom Fuentes.



Gary L. Poertner, Secretary