

**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
February 27, 2012**

PRESENT

Members of the Board of Trustees:

Nancy M. Padberg, President
T.J. Prendergast, Vice President
Marcia Milchiker, Clerk
William O. Jay, Member
David B. Lang, Member
Frank M. Meldau, Member
Jordan J. Larson, Student Member

Administrative Officers:

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

ABSENT

Thomas A. Fuentes, Member

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 Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (2)
 - 1. Public Employee Employment/Discipline/Dismissal/Release (2)
- B. Conference with Labor Negotiators (GC Section 54957.6)
 - 1. California School Employees Association (CSEA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
 - 2. Police Officers Association (POA)
 - a. Agency Designated Negotiator: David Bugay, Ph.D.
- C. Conference with Real Property Negotiators (GC Section 54956.8)
 - 1. Lease of Property by District: Portion of ATEP site: Corner of Valencia and Landsdowne Road, Tustin with Orange County Rescue Mission.
 - a. Agency Designated Negotiator: Debra Fitzsimons, Ph. D.
 - 2. 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)(2)
 - 1. Anticipated Litigation/Significant Exposure to Litigation

RECONVENE OPEN SESSION: 6:00 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Marcia Milchiker

2.3 Pledge of Allegiance

Led by Trustee Mike Meldau

2.4 Resolutions / Presentations / Introductions

Resolution - Brandye D'Lena: 2011 District Services Outstanding Manager of the Year

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 Report(s)
 - 1. Trustee Prendergast requested a report on the feasibility of purchasing a 50-meter pool shell for Irvine Valley College.
 - 2. Trustee Padberg requested a combined presentation from the college presidents on the veterans' programs at Saddleback, IVC and ATEP.
 - 3. Trustee Milchiker requested a report on what is happening statewide with the future of the Emeritus Institute.
 - 4. Trustee Meldau requested a report on campus safety issues affecting students.

4.0 DISCUSSION ITEM

4.1 SOC CCD: AR-3110 Basic Aid Allocation Process

A PowerPoint presentation will be made by Vice Chancellor Debra L. Fitzsimons to outline the Basic Aid Allocation Process and to gather input from the Board of Trustees.

Vice Chancellor Debra Fitzsimons provided an overview of Administrative Regulation (AR) 3110 which will accompany the new Board Policy 3110 on Basic Aid Funding Allocation Process and details the process used to make recommendations to the board of trustees.

4.2 Irvine Valley College: Academic Senate Curriculum Review Report

A representative from Irvine Valley College Academic Senate will present a curriculum report.

IVC Curriculum Chair Jody Titus presented a curriculum report outlining 12 new and 40 revised programs for a total of 52 programs, including a new transfer model curriculum degree in Theater Arts.

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 on a specific item, and states the compelling reason for separate action.

Trustee Padberg requested to pull and vote separately on items 5.3, 5.4, 5.5, and 5.9. Trustee Lang requested to pull and vote separately on items 5.7, 5.8, 5.11 and 5.25.

On a motion made by Trustee Jay and seconded by Trustee Prendergast 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 January 23, 2012.

5.2 Saddleback College: Standardize Saddleback College and Irvine Valley College Parking Citation Bail Schedules SB 857, and California Vehicle Code 40203.5 (a)

Approve an increase of \$8.00 to the bail schedule for parking violations at Saddleback College.

5.3 Saddleback College: Grant Acceptance, CTE Pathways Initiative, Allied Health Expansion, Health Careers "Boot Camp" Project

Accept this award of \$250,000 from the California Community College Chancellor's Office for the CTE Pathways Initiative Grant 11-129-001.

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

5.4 Saddleback College: Grant Acceptance, Career Technical Education Community Collaborative Grant Renewal

Accept this award of \$411,350 from the California Community College Chancellor's Office for CTE Grant 11-140-890.

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

5.5 Saddleback College/RapidTech: Consultant Agreement

Approve the contract for TAG Consulting in the amount of \$26,000.00 paid through the National Science Foundation (NSF) grant.

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

5.6 Saddleback College: Main Electrical Room Site Drainage Project: Change Order No. 1 and Notice of Completion

Approve change order decreasing the contract amount by \$47,555.27 with Atom Engineering Construction, Inc. The total revised contract amount is \$175,842.73. Authorize the filing of the Notice of Completion and release of retention 35 days after filing.

- 5.7 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 1 to Inspector of Record Scope of Work**
Approve amendment to increase contract amount by \$60,000.00 with Joyce Inspections and Testing, Inc. The total revised contract amount is \$316,824.00.

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

- 5.8 **Saddleback College: James B. Utt Memorial Learning Resource Center Renovation Project: Amendment No. 3 to Geotechnical Engineers Scope of Work**
Approve amendment to increase contract amount by \$80,000.00 with American Geotechnical, Inc. The total revised contract amount is \$309,532.00.

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

- 5.9 **Irvine Valley College: Sub-Award Grant Acceptance North Orange County Community College District, New Media & Entertainment**
Approve the sub-award agreement in the amount of \$2,500.00.

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

- 5.10 **Irvine Valley College: Landscaping Project: Change Order No. 2**
Approve change order increasing the contract amount by \$2,274.04 with Diversified Landscape Management, Inc. The total revised contract amount is \$1,203,808.04.

- 5.11 **Irvine Valley College: Life Sciences: Geotechnical Consultant Agreement – Amendment No. 2**
Approve amendment to agreement with C.E.M. Lab Corp. increasing the contract amount by \$57,927.00. The total revised contract amount is \$234,552.00.

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

- 5.12 **Irvine Valley College: Landscaping Project: Contract Amendment No. 3 for Increased Architectural Services**
Approve amendment with RJM Design Group, Inc. increasing the contract amount by \$2,295.00. The total revised contract amount is \$149,225.00.

- 5.13 **Saddleback College and Irvine Valley College: Curriculum and Certificates/Degrees Revisions for 2012-2013**
Approve proposed changes in curriculum for the 2012-2013 academic year.
- 5.14 **Saddleback College and Irvine Valley College: Revised 2012-2013 Instructional Material/Laboratory Fees**
Approve revised instructional material and laboratory fees for 2012-2013.
- 5.15 **Saddleback College and Irvine Valley College: Community Education, Summer 2012**
Approve Community Education courses, presenters, and compensation for Summer Session 2012.
- 5.16 **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.
- 5.17 **SOCCCD: 2013-2014 Academic Calendar**
Accept for review and study the proposed Academic Calendar for 2013-2014.
- 5.18 **SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts**
Approve the authorized signature list.
- 5.19 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**
Adopt resolution 12-06 (Exhibit A) authorizing payment to Trustee Fuentes who was absent from the January 23, 2012 Meeting of the Board of Trustees.
- 5.20 **SOCCCD: Budget Amendment: Adopt Resolution No. 12-07 to Amend 2011-2012 Restricted General Fund**
Adopt resolution to amend the 2011-2012 adopted budget.
- 5.21 **SOCCCD: Award of Bid: Office Supplies Contract**
Approve award of bid to Office Max Solutions.
- 5.22 **ATEP: Site Foundation and Infrastructure Demolition and Grading: Architectural Services Agreement**
Approve agreement with gkkworks in the amount of \$139,000.00.
- 5.23 **SOCCCD: Gifts to the District and Foundations**
Approve the acceptance of donations.
- 5.24 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations as detailed in the exhibit.

5.25 **SOCCCD: January/February 2012 Contracts**

Ratify contracts as listed.

On a motion made by Trustee Jay and seconded by Trustee Meldau the Board voted to divide the item to remove Hall & Foreman, Inc. from the list of contracts. Item was approved on a 6-0 vote.

On a motion made by Trustee Lang and seconded by Trustee Meldau the balance of the item except for the Hall & Foreman, Inc. contract, was approved on a 6-0 vote.

On a motion made by Trustee Jay and seconded by Trustee Prendergast the Hall & Foreman, Inc. contract, was approved on a 5-1 vote with Trustee Lang abstaining.

5.26 **SOCCCD: Purchase Order/Confirming Requisitions**

Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P12-02804 through P12-03194 amounting to \$2,007,662.53. Approve confirming requisitions dated January 4, 2012 through February 7, 2012 totaling \$168,908.70.

5.27 **SOCCCD: Payment of Bills**

Approve check no. 155111 through 156198 processed through the Orange County Department of Education, totaling \$5,672,975.78; and check no. 010328 through 010341, processed through Saddleback College Community Education, totaling \$129,008.55; and check no. 008954 through 008969, processed through Irvine Valley College Community Education, totaling \$130,856.81.

6.0 GENERAL ACTION ITEMS

6.1 **Saddleback College and Irvine Valley College: Courses, Programs and Services offered at ATEP**

Approve initial program areas to be offered by the colleges on the permanent ATEP campus.

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

6.2 **SOCCCD: OCSBA Marian Bergeson Award Nomination**

Determine if the Board wishes to make any trustee nominations for the Marian Bergeson Award.

No action was taken on this item.

- 6.3 **SOCCCD: OCSBA Board of Directors Interest Form**
Determine if the Board wishes to nominate a trustee for the OCSBA Board of Directors.

No action was taken on this item.

- 6.4 **SOCCCD: Board Policy Revision: BP-4091-Administrator Retreat Rights, BP-4117-Family Medical Leave for Administrators and Classified Management Personnel, BP-4700-Whistleblower Protection, BP-5604-Eligibility for Admission, BP-4090-Evaluation of Administrators and Classified Management Personnel, BP-4082-Medical Benefits for Administrators and Classified Management Personnel While on Leave, BP 3600- Disposition of District Property, BP-4002.1-Authorization for Employment**
Discussion/Approval

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

- 6.5 **SOCCCD: Board Policy Revision: BP-4076-Compensation, BP-4210-Enrollment Priorities, BP-4345-Catastrophic Leave, BP-5130-Financial Aid, BP-4018-Alcohol and Controlled Substances Testing, BP-4125-Retirement Incentive Plan for Educational Administrators**
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.

- 6.6 **SOCCCD: Annual Report on Probationary Faculty Recommended for Tenure**
Approval of second and third/fourth year faculty contracts.

This item was advanced by Trustee Padberg prior to Discussion Item 4.2.

A correction of a 4th year faculty last name was noted on page 3 of Exhibit A. The correct spelling should be changed to Frank Gonzalez.

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

- 6.7 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Reclassification of Academic Faculty Positions, Authorization to Eliminate Academic Administrative Position and/or Position Numbers, Authorization to Establish and Announce Academic Administrative Position, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking, Resignation/ Retirement/Conclusion of Employment.

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

- 6.8 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Reclassification of Classified Positions, Reorganization of Classified Positions, Authorization to Change a Classified Position, Change of Status, Out of Class Assignments, Leave of Absence, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

- 6.9 **SOCCCD: Organizational Assessment for Administrators and Classified Managers**
Approve a new integrated District Administrator Manager Salary Schedule.

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

7.0 **REPORTS**

- 7.1 **Irvine Valley College and Saddleback College: Speakers**
Approve a listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.

- 7.2 **ATEP: 5 Year Site Development Plan and Timeline**
Identified as a board approved goal (#6) in the District-wide Strategic Plan 2011-14, the ATEP 5 Year Site Development Plan and Timeline Summary with the incremental steps to complete the planning and construction for the next buildings at the ATEP site will be routinely updated as needed and published on the district website for college and district staff to utilize for information and planning.

- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.

- 7.4 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.

- 7.5 **SOCCCD: Monthly Financial Status Report**
The reports display the adopted budget, revised budget and transactions through January 31, 2012.

- 7.6 **SOCCCD: Quarterly Financial Status Report**
This report is as of December 31, 2011 for the 2011/2012 fiscal year.

- 7.7 **SOCCCD: Quarterly Investment Report**
This report is for the quarter ending on December 31, 2011.

7.8 **SOCCCD: Retiree (OPEB) Trust Fund**
This report is for period ending January 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 & 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 of SC
- N. Associated Student Government of IVC
- O. Police Officers' Association

9.0 **ADDITIONAL ITEMS**

The meeting was adjourned at 8:35 p.m. in memory of former Saddleback College President, Richard McCullough and former Board of Trustee member, Lee Rhodes.

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



Gary L. Poertner, Secretary