

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MINUTES OF THE SPECIAL BOARD OF TRUSTEES' MEETING
February 3, 2022
via Zoom Teleconference**

PRESENT**Members of the Board of Trustees:**

Marcia Milchiker, President
Timothy Jemal, Vice President
Carolyn Inmon, Member
Barbara J. Jay, Member
T.J. Prendergast, III, Member
James R. Wright, Member

ABSENT

Terri Whitt Rydell, Clerk

Administrative Officers:

Kathleen F. Burke, Chancellor
Ann-Marie Gabel, Vice Chancellor, Business Services
Cindy Vyskocil, Vice Chancellor, Human Resources
Elliot Stern, Saddleback College
John Hernandez, President, Irvine Valley College

Also present at the meeting were:

District Staff and Consultants:

Denice Inciong, District Director, Research, Planning and Data Management
Paul Mitchell, Redistricting Partners

IN RESPONSE TO THE COVID-19 PANDEMIC AND ITS IMPACT ON PUBLIC MEETINGS UNDER THE BROWN ACT, ON MARCH 17, 2020, GOVERNOR NEWSOM SIGNED EXECUTIVE ORDER N-29-20, AND MORE RECENTLY PURSUANT TO EXECUTIVE ORDER N-1-22 ISSUED ON JANUARY 5, 2022, THAT SUSPENDS, ON AN EMERGENCY BASIS PURSUANT TO GOVERNMENT CODE 8571, CERTAIN PROVISIONS OF THE BROWN ACT'S GENERAL REQUIREMENTS FOR PUBLIC MEETINGS. ACCORDINGLY, THE REQUIREMENTS OF THE BROWN ACT REQUIRING THE PHYSICAL PRESENCE OF BOARD MEMBERS AT MEETINGS OF THE BOARD AND PROVIDING A PHYSICAL SPACE FOR MEMBERS OF THE PUBLIC TO OBSERVE AND PARTICIPATE HAVE BEEN SUSPENDED UNTIL FURTHER NOTICE.

Consistent with the foregoing, this Board Policy Subcommittee Meeting of the Board is being held as a virtual meeting. To this meeting, Board Members, interested parties, and members of the public will be able to call or sign-in to the meeting at 5:00 p.m. on Thursday, February 3, 2022.

Zoom Link: <https://soccdd.zoom.us/j/98162847194?pwd=L1BzUjdicGVOOGZUbUhleHdoSHFidz09>

Zoom Webinar ID: 981 6284 7194 Zoom Meeting Passcode: 552268

Zoom Call-In numbers:

(888) 788-0099 US Toll-free
(877) 853-5247 US Toll-free

Dial (for higher quality, dial a number based on your current location):

US: +1 (669) 900-6833 or +1 (253) 215-8782 or +1 (346) 248-7799 or
+1 (312) 626-6799 or +1 (646) 558-8656 or +1 (301) 715-8592

Consistent with the provisions of AB 361, the above-noticed meeting of the Board of Trustees shall take place as follows:

Members of the Board of Trustees may participate remotely via Zoom Videoconferencing.

If members choose to participate remotely, their locations will not be noticed nor will public access be available at their local offices.

Members of the public may participate via Zoom Videoconferencing using the link

above or by **calling in to the meeting at (877) 853-5247 (Toll Free) or (888) 788- 0099 (Toll Free) Meeting ID: 981 6284 7194, Passcode: 552268**

Persons with disabilities needing assistance such as listening devices or other accommodations, please notify the Chancellor's Office at (949) 582-4840 at least 12 hours prior to the meeting so arrangements can be made.

You are hereby notified that a special meeting of the Board of Trustees has been called for Thursday, February 3, 2022 starting at 5:00 p.m., via Zoom Videoconferencing, for the purpose of holding in public session a Board Self-Evaluation

Workshop and Retreat.

An opportunity will be provided at the beginning of the meeting for public comments on this item.

Members of the public wishing to comment on an agenda item or another topic within the jurisdiction of the Board of Trustees will be given the opportunity to make public comments directly, via remote access, and in real time during the meeting. Members of the public wishing to make a comment will be asked to use the raise hand feature, and unmute and must comply with the two (2) minute time limit.

1. CALL TO ORDER

Procedural: 1.1 Call to Order 5:00 P.M.

Procedural: 1.2 Roll Call - Establishment of Quorum

Trustee Inmon was present via video. Due to technical difficulties, she could not vote. Trustee Whitt Rydell was marked absent from the special meeting

Procedural: 1.3 Public Comments

There were no public comments

Procedural: 1.4 Invocation Led by Trustee Wright

Procedural: 1.5 Pledge of Allegiance Led by Trustee Inmon

Due to technical issues Trustee Inmon experienced at the start of the meeting, Trustee Jemal led the Pledge of Allegiance

2. DISCUSSION ITEMS - Board of Trustees Self-Evaluation Workshop and Retreat

Action, Information: 2.1 SOCCCD: Resolution No. 22-02, Authorizing Remote Teleconference Board Meetings Pursuant to AB 361

On a motion made by Trustee Jay and seconded by Trustee Wright, the Board voted to authorize remote teleconference board meetings effective February 3, 2022 through March 6, 2022. The motion was approved on a 5 to 0 roll-call vote with Trustee Whitt Rydell absent and Trustee Inmon unable to vote due to technical difficulties.

Discussion, Procedural: 2.2 Redistricting Maps

A Public Hearing was held to allow the Board to review the revisions to the maps associated with District 1, 3, 5 and 6 based on board member comments from the last public hearing held on January 24, 2022. Paul Mitchell presented the current map lines within South Orange County Community College District. The board reviewed and discussed the original Draft Plan 3 that sought to preserve existing lines and unify Laguna Hills versus the new Draft Plan 4 that sought to preserve existing lines and unify Laguna Hills and Laguna Woods.

A motion to reconsider Draft Plan 4 was made by Trustee Milchiker and seconded by Trustee Jay, the motion failed on a 2 to 4 vote with Trustees Jay and Milchiker voting in the affirmative and Trustees Inmon, Jemal, Prendergast and Wright casting negative votes.

The final map, Draft Plan 3, will be posted seven days prior to the regular meeting. The final map will be approved by the Board at its regular Board meeting on Monday, February 28, 2022.

Discussion: 2.3 Presentation on the Brown Act

Trustee T.J. Prendergast made a brief presentation on the Brown Act and reviewed the meeting requirements, public rights and social media information regarding regular and special board meetings. Trustee Prendergast reviewed *Fundamentals for Real Life Situations* as it pertains to The Brown Act from a presentation made at the CCLC Annual Convention in November 2019 by the Law Firm, Atkinson, Andelson, Loya, Ruud and Romo (aalrr).

Discussion: 2.4 Board Procedural

a. Rotation of Board Officers

Trustee Prendergast offered a suggestion on the election of board officers that occurs at the organizational meeting every December. He recommended that the senior most member, in time served on the board, should start the rotation of board officers at the next organizational meeting. This process would satisfy the Grand Jury's recommendation and gives everyone an equal opportunity to be a board officer. Trustee Milchiker is the senior board member with the most time served and would have the first right of refusal to be president. If Trustee Milchiker refuses the role, then the next person in line would take the president's role. The following year, the roles would shift up one.

After further discussion, board members decided not to consider this item for further discussion or action.

b. Response to correspondence sent to board members

Board members discussed the process for communications received by the Board. It was agreed that Board members will forward email communication and mail correspondence to the Chancellor for assistance, and she will involve the college presidents as needed. A response will be sent by the Chancellor or college President to the sender of the

communication on the Board's behalf. Board members were reminded by Trustee Inmon that, per the advice of legal counsel, the best practice would be not to respond individually and instead to respond with one voice.

At 6:24 p.m. the Board took a 5-minute break.

The meeting was called to order at 6:41 p.m.

Discussion: 2.5 Board of Trustees' Self-Evaluation and Employee Evaluation

Dr. Denice Inciong, District Director of Research, Planning and Data Management, and currently a visiting Dean at the State Chancellor's Office, reviewed the results of the Board's Self-evaluation Survey and Employee Survey as well as the progress of the Board goals for 2021 and the development of the Board goals for 2022.

Dr. Inciong presented the online Board of Trustees' Annual Evaluation Dashboard, found on the District's website, under the Board Self-Evaluation site, updated with this year's results.

Dr. Inciong presented the self-evaluation results on the 20 questions that were sent on the survey to the Board, in particular, the scores on Roles and Responsibilities of the Board. Overall, trustees strongly agree (5) or agree (4) with their roles and responsibilities with most of the goals having an average rating over 4.0.

The dashboard does not include comments, only the ratings. Therefore, Dr. Inciong provided a thematic analysis of the three questions where the board and employees provided comments.

Board members' comments on their strengths and accomplishments include:

- Respectful and collegial
- Cohesive and works well together as a team
- Commitment to understand and address issues
- Professional and Confidential

The areas where board members indicated the Board might improve included the following:

- Evaluation of goals; regular report on progress
- Set clear goals on policy issues and board authority
- Continue to improve, strive for excellence

The Board's comments revealed what the Board's goals, priorities, or tasks should be for the coming year:

- Evaluation of the learning during the pandemic and understanding issues around virtual learning
- Be a strong advocate for the community
- Continue to be fiscally sound
- Chancellor's Search

According to the comments on the employee survey, the strengths and accomplishments of the Board include:

- Safety precautions/Vaccine Mandate
- Professionalism/Approachable
- Serve and support faculty and students
- Fiscal responsibility
- Listening and Communication

The areas where the Board might improve include:

- Improved communication/transparency
- Education on issues for decision-making
- More support for faculty/staff
- More involvement in college activities

The employees' comments top themes revealed what the Board's goals, priorities, or tasks should be for the coming year:

- Continue to support faculty/employees/students
- Continue commitment to maintaining Covid safety measures
- Increase communication/transparency

At 6:56 p.m. Trustee Jemal made a motion and Trustee Prendergast seconded to extend the meeting to 7:30 p.m. The motion was approved on a 6-0 roll-call vote with Trustee Whitt Rydell absent.

Discussion: 2.6 Progress on Development of Annual Board Goals

Board members reviewed the goal evaluation and recommendation to revise Goals 1-6 for 2021 in alignment to the SOCCCD District-wide Strategic Plan 2020-2025. Recommendations and goal evaluation were also provided for Goals 7-10.

1. Establish the baseline to increase the number of students annually who earn associate degrees, certificates, or nine (9) units in a CTE program.

2. *Establish baseline to increase the number of students transferring annually.*
3. *Establish the baseline for students completing CTE Outcomes Survey.*
4. *Establish baseline to reduce average units accumulated by students who complete degrees.*
5. *Establish a baseline using Proportionality Index (PI) to decrease achievement gaps in college identified groups.*
6. *Maintain enrollment and re-envision delivery of extended learning programs (community and adult education programs, and emeritus institutes).*
7. *Provide enhanced student support with a student-centered design including the commencement of the student housing feasibility study.*
8. *Continue to develop the ATEP campus in the following areas:*
 - *Increase enrollments above the 2018-2019 base of 1,702.*
 - *Finalize planning for Saddleback College building(s).*
 - *Continue to identify and evaluate prospective tenants.*
9. *Support strategies and budgets that ensure the long-term fiscal health of the colleges and the District.*
10. *Monitor District response to COVID-19 and create opportunities for changes in teaching and working environments going forward to enhance safety and sustainability efforts.*

The proposed 2022 Board Goals appear in **bold** as follows:

- 1. Monitor progress on the District-wide, Irvine Valley and Saddleback Strategic Plans 2020-2025.**
 - **Increase degrees, certificates, and CTE program units**
 - **Increase transfers**
 - **Increase participation of CTEOS**
 - **Reduce unit accumulation for degree completion**
 - **Decrease achievement gaps in disproportionately impacted groups**
 - **Maintain Adult Education and Emeritus program enrollment**
 - **Student-Centered Goal focus on Student Housing**
 - **Increase ATEP enrollments**
- 2. Support the development of baccalaureate degrees.**
- 3. Completion of the student housing feasibility study and analysis of results for future planning.**
- 4. Continue to develop the ATEP campus in the following areas:**
 - **Begin construction on**
 - **Saddleback @ATEP**
 - **Finalize negotiations and approve ground leases with Advantech and PRPJPA (Goddard School); begin construction on each.**
 - **Continue to identify and evaluate prospective tenants for ATEP**
- 5. Support strategies and budgets that ensure the long-term fiscal health of the colleges and the District, including identifying funding streams to implement the District-wide Technology Strategic Master Plan (DTSMP).**
- 6. Support opportunities to enhance safety and sustainability efforts in learning and workplace environments.**

The Board of Trustees decided they will review and study the recommended revised 2022 board goals at the February 28 Board Meeting and will adopt the goals at the March 28 Board Meeting.

3.0 ADJOURNMENT

On a motion made by Trustee Prendergast and seconded by Trustee Wright, the meeting was adjourned at 7:30 p.m. on a unanimous roll-call vote with Trustee Whitt Rydell absent.

Kathleen F. Burke
Secretary, Board of Trustees