

**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
December 16, 2013**

PRESENT

Members of the Board of Trustees:

T.J. Prendergast, Vice President
Marcia Milchiker, Clerk
Bill Jay, Member
Timothy Jemal, Member
David B. Lang, Member
James R. Wright, Member
David Robinson, Student Member

Administrative Officers:

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

ABSENT

Nancy M. Padberg, President
Randy Peebles, Associate Vice Chancellor, Economic Development

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.***

Two public comments were heard by the board in regards to item A.2.a. of the closed session agenda.

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (3)
 - 1. Public Employee Employment (2)
 - a. Classified Employees
 - 2. Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (1)
 - a. Director, Student Life (IVC)

RECONVENE OPEN SESSION: 5:30 P.M.

It is the Board's intent to reconvene in public session at the time specified herein. If closed session business has not been completed by the time public session is scheduled to be reconvened, the Board may either remain in closed session longer, or reconvene in public and again recess to a closed session after completion of the public agenda. After the completion of any subsequent closed session, the Board shall again reconvene in public, and make any necessary reports of action taken before adjourning the meeting.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 6-0 vote, with Trustee Padberg absent, the board approved an unpaid leave from January 7, 2014 through June 1, 2014 to a classified employee at Saddleback College.

On a 6-0 vote, with Trustee Padberg absent, the board approved a general leave of absence without benefits from January 2, 2014 through May 23, 2014 to a classified employee at Saddleback College.

2.2 Invocation

Led by Trustee David Lang

2.3 Pledge of Allegiance

Led by Trustee Jim Wright

2.4 Resolutions/Commendations

A. Resolutions

None

B. Commendations

1. Saddleback College – President Tod Burnett commended Deputy Chief of Police, Jim Pyle, who is retiring after 35 years of service.
2. Saddleback College – President Tod Burnett commended five architecture students for winning a student design award at the Orange County American Institute of Architects Competition.
3. Saddleback College – President Tod Burnett commended ten journalism students for winning awards in writing, layout and design.

2.5 **Annual Organizational Meeting and Facilities Corporation Meeting**

A. Election of Officers

On a motion made by Trustee Lang and seconded by Trustee Wright, Trustee Prendergast was nominated President of the Board of Trustees. This motion passed on a 6-0 vote.

On a motion made by Trustee Wright and seconded by Trustee Lang, Trustee Padberg was nominated Vice President of the Board of Trustees. This motion passed on a 6-0 vote.

On a motion made by Trustee Jemal and seconded by Trustee Lang, Trustee Milchiker was nominated Clerk of the Board of Trustees. This motion passed on a 6-0 vote.

B. Appointment of Secretary and Assistant Secretary

On a motion made by Trustee Lang, seconded by Trustee Milchiker and unanimously carried on a 6-0 vote, Chancellor Poertner was appointed Secretary and Vice Chancellor Fitzsimons was appointed Assistant Secretary.

C. Appointment of Trustee Representatives

Representative to the Nominating Committee to the Committee on School District Organization:

On a motion made by Trustee Jay and seconded by Trustee Jemal, Trustee Prendergast was appointed Representative and Trustee Jemal was appointed Alternate Representative. This motion passed on a 6-0 vote.

District's Political Action Representative to Orange County School Boards Association:

On a motion made by Trustee Milchiker and seconded by Trustee Lang, Trustee Wright was appointed Representative to the Orange County School Boards Association. This motion passed on a 6-0 vote.

Representative to the Orange County Legislative Task Force:

On a motion made by Trustee Jemal and seconded by Trustee Jay, Trustee Milchiker was appointed Representative to the Orange County Legislative Task Force and Trustee Lang was appointed Alternate Representative. This motion passed on a 6-0 vote.

Representatives to the SOCCCD Audit Committee to serve on the Pre-Audit and Exit Meetings

On a motion made by Trustee Jay and seconded by Trustee Milchiker, Trustee Lang was appointed Chair, Trustee Jemal and Trustee Padberg were appointed Representatives. This motion passed on a 6-0 vote.

D. Establishment of Regular Meeting Dates

On a motion made by Trustee Lang and seconded by Trustee Jay, the Board approved the Board Meetings for the 2014 calendar year. The motion passed on a 6-0 vote.

E. Establishment of Agenda Planning Calendar

On a motion made by Trustee Lang and seconded by Trustee Wright, the Agenda Planning Calendar was approved on a 6-0 vote.

F. Approval of Agenda Format

On a motion made by Trustee Jay and seconded by Trustee Milchiker, the Agenda Format was approved with one amendment. The student government representatives will follow the president's reports as item 3.1.,E. This motion was approved on a 5-1 vote with Trustee Lang abstaining.

G. Special Meeting of the Board of Directors, Facilities Corporation

On a motion made by Trustee Milchiker, seconded by Trustee Jay and unanimously carried on a 6-0 vote, the same persons holding membership on the SOCCCD Board of Trustees were elected as directors of the Facilities Corporation 2013 of the South Orange County Community College District to a term of office extending until the next annual organizational meeting.

Trustee Prendergast was appointed President, Trustee Padberg was appointed Vice President, Trustee Milchiker was appointed Secretary, and Vice Chancellor Fitzsimons was appointed Chief Financial Officer to a term of office extending until the date of the next annual organizational meeting.

Chancellor, Gary Poertner, was appointed to the office of Assistant Secretary and the Vice Chancellor of Business Services, Dr. Debra Fitzsimons, was appointed to the office of Assistant Treasurer.

2.6 **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. College Presidents' Reports (*Written Reports included in Section 8.0*)
- D. Board Request(s) for Reports

4.0 **DISCUSSION ITEMS**

4.1 None

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 Wright requested to pull item 5.2, Trustee Prendergast requested to pull item 5.4, and Trustee Lang requested to pull item 5.9 from the consent calendar for separate discussion/action.

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on November 25, 2013.
- 5.2 **Irvine Valley College: Goodwill Industries of Orange County/DPI Amended Agreement for Interpreting Services for Fiscal Year 2013-2014**
Approve amendment to the agreement increasing the amount by \$90,000.
The total revised agreement amount is \$95,000.
- On a motion made by Trustee Lang and seconded by Trustee Jemal, this item was approved on a 6-0 vote.
- 5.3 **Saddleback College: Student Out of State Travel – Scottsdale, AZ**
Approve the out-of-state travel request for up to 4 students and 2 advisors to attend the Student Veterans of America National Conference in Scottsdale, AZ from Thursday, January 2, 2014 through Sunday, January 5, 2014, at a cost not to exceed \$3,380.
- 5.4 **Saddleback College: Purchase of Four 12-Passenger Vans**
Approve award of bid to Raceway Ford in the amount of \$107,123.48.
- On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 6-0 vote.
- 5.5 **Saddleback College and Irvine Valley College: Speakers**
Approve the general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.6 **SOCCCD: Budget Amendment: Adopt Resolution No. 13-42 to Amend FY 2013-2014 Adopted Budget**
Adopt resolution to amend the adopted budget.
- 5.7 **SOCCCD: Contract with eNamix for Quality Assurance Services**
Approve agreement with eNamix in the amount of \$81,600 for the term January 2, 2014 to June 30, 2014.
- 5.8 **SOCCCD: Construction Management Services Pool**
Approve the pool of firms for Construction Management services for no greater than a five year period.
- 5.9 **SOCCCD: Amendment to the 2011 Irvine Valley College Facilities Master Plan**
Approve the amendment to the Master Plan.

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

- 5.10 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-02352 through P14-02573 amounting to \$1,130,237.72. Approve confirming requisitions dated November 6, 2013 through November 24, 2013 totaling \$114,609.01.
- 5.11 **SOCCCD: Payment of Bills**
Approve check no. 174947 through 175554 processed through the Orange County Department of Education, totaling \$4,133,286.81; and check no. 010856 through 010862, processed through Saddleback College Community Education, totaling \$5,632.50; and check no. 009188 through 009193, processed through Irvine Valley College Community Education, totaling \$1,145.88.
- 5.12 **SOCCCD: Transfer of Budget Appropriations**
Approve the transfer of budget appropriations for the period ending November 30, 2013.
- 5.13 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.14 **SOCCCD: November 2013 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **Irvine Valley College: Resolution to Support Irvine Valley College Application for “Community College Pathway to Law School” Initiative**
Adopt Resolution No. 13-44 to support Irvine Valley College participation in the Community College Pathway to Law School initiative sponsored by the California State Bar’s Council on Access & Fairness.

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

- 6.2 **Saddleback College: Resolution to Support Saddleback College Application for “Community College Pathway to Law School” Initiative**
Adopt Resolution No. 13-45 reflecting support of Saddleback College in its application to participate in the State Bar Initiative – Pathway to Law School 2+2+3.

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

6.3 Saddleback College: Sciences Building – Hire Construction Management Firm

Approve an agreement with Kitchell CEM, Inc. in the amount of \$1,172,950.

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

6.4 SOCCCD: Board Policy Revision: BP-4101.1-Faculty Salary Classification Changes and Initial Classification Placement, BP-4306-Calendar

Discussion/Approval

On a motion made by Trustee Jemal and seconded by Trustee Wright, this item was approved by a 6-0 vote.

6.5 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting

Authorize payment to Trustee Jemal who was absent from the November 25, 2013 meeting of the Board of Trustees.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 5-0 vote with Trustee Jemal abstaining.

6.6 SOCCCD: Academic Personnel Actions – Regular Items

Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Authorization to Temporarily Increase Span of Control of an Administrative Position, Extension of Administrative Assignment, Reassignment of Full-Time Faculty, Reorganization of Reporting Structure, Administrator Contract Extensions

On a motion made by Trustee Lang and seconded by Trustee Jemal, this item was approved on a 5-1 vote with Trustee Wright casting a negative vote.

6.7 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Change Classified Positions, Authorization to Eliminate and Create Classified Positions, 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 Jemal, this item was approved on a 6-0 vote.

7.0 REPORTS

7.1 **Saddleback College and Irvine Valley College**

A report on Financial Aid debit cards requested by Trustee Milchiker.

Irvine Valley College Vice President of Student Services, Linda Fontanilla and Saddleback College Director of Financial Aid, Christian Alvarado presented a report on cost/benefit of using Higher One to distribute financial aid funds to our students and colleges.

7.2 **Saddleback College and Irvine Valley College**

A report on campus security cameras requested by Trustee Jemal.

Saddleback College Chief of Police Chris Wilkinson, Irvine Valley College Chief of Police Will Glen, and Saddleback College IT Director, Anthony Maciel presented a report on Campus Public Safety Cameras.

7.3 **Saddleback College and Irvine Valley College**

A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.

7.4 **SOCCCD: Basic Aid Report**

Report on projected receipts and approved projects.

7.5 **SOCCCD: Facilities Plan Status Report**

Status of current construction projects.

7.6 **SOCCCD: Monthly Financial Status Report**

This report displays the adopted budget, revised budget and transactions through November 30, 2013.

7.7 **SOCCCD: Retiree (OPEB) Trust Fund**

The report is for period ending November 30, 2013.

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

*Reports by the following individuals and groups may be written and submitted through the docket process prior to distribution of the Board agenda packet. **Speakers are limited to two minutes each.***

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Associate Vice Chancellor, Economic Development

- E. Vice Chancellor, Technology and Learning Services
- F. Vice Chancellor, Human Resources
- G. Vice Chancellor, Business Services
- H. Irvine Valley College Classified Senate
- I. California School Employees Association
- J. Saddleback College Classified Senate
- K. Associated Student Government of SC
- L. Associated Student Government of IVC
- M. Police Officers Association

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 8:11 p.m.



Gary L. Poertner, Secretary