

**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 22, 2016**

PRESENT

Members of the Board of Trustees:

Timothy Jemal, President
David B. Lang, Clerk
Barbara J. Jay, Member
Marcia Milchiker, Member
T.J. Prendergast, III, Member
Terri Whitt, Member
Lemar Momand, Student Member

Administrative Officers:

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

ABSENT

James R. Wright, Vice President
Robert Bramucci, Vice Chancellor, Technology and Learning Services

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**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.***

One public comment was heard by the Board regarding CSEA contract negotiations.

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b.))(1 matter)
 - A. Public Employee Discipline, Dismissal, Release (GC Section 54957(b.))(1 matter)
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
 - A. California School Employees Association (CSEA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
 - B. Police Officers Association (POA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.5 Conference with Real Property Negotiators (GC Section 54956.8)
 - A. Lease of Property *by District*: Portion of Saddleback College site: Fowler Property Acquisitions, LLC (formerly MG Promenade Apartments LLC), 28032 Marguerite Parkway, Mission Viejo; *regarding price and terms of payment*. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.
 - B. Lease of Property *by District*: Portion of Advanced Technology Park (ATEP) site: Los Angeles Football Club, 15445 Lansdowne Road, Tustin; *regarding price and terms of payment*. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.
- 1.6 Conference with Legal Counsel (GC Section 54956.9) (1 case)
 - A. Anticipated Litigation (GC Section 54956.9(d)(2), (e)(1) (1 case)
 1. Placeholder

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 6-0 vote with Trustee Wright absent, the Board approved a general intermittent leave without pay from March 1 through June 1, 2016 to a part-time classified employee at Saddleback College.

2.2 Invocation

Led by Trustee Tim Jemal

2.3 Pledge of Allegiance

Led by Trustee David Lang

2.4 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. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

One public comment regarding interest in candidacy for Trustee Area 3.

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. Associated Student Government Reports
 - E. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

4.1 **Saddleback College and Irvine Valley College: Board Report Active Shooter Preparations and Training**

Representatives from Saddleback College and Irvine Valley College will do a presentation and/or be available to answer questions regarding active shooter preparations and training at both colleges.

At the request of Trustee Terri Whitt, Saddleback College Police Chief Pat Higa and IVC Police Chief Will Glen provided a high level overview of the planning and training being implemented at each college to prepare for an active shooter incident.

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.

Student Trustee Momand requested to pull item 5.4 and Trustee Whitt requested to pull item 5.6 from the consent calendar for separate discussion/action.

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on January 25, 2016.
- 5.2 **Saddleback College: Curriculum Revisions for the 2016-17 Academic Year**

Approve the proposed curriculum changes and additions for the 2016-17 academic year at Saddleback College.

5.3 Saddleback College: Revision of Instructional Material Fees in Math Science and Engineering Courses

Approve the Saddleback College revised Instructional Material Fees in Math Science and Engineering courses for 2016/2017.

5.4 SOCCCD: Saddleback College, Cafeteria Operation Services Agreement, Amendment No. 2, S & B Foods

Approve Amendment No. 2 Saddleback College Cafeteria Operation Services agreement with S & B Foods for the first one-year extension beginning July 1, 2015 and ending June 30, 2016.

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

5.5 Saddleback College: Student Out-of-State Travel, 64th National Student Nursing Association Convention (NSNA), March 30, 2016 through April 3, 2016, Orlando, Florida

Approve the student out-of-state travel for eight students and one faculty advisor to attend the 64th Annual NSNA Convention in Orlando, Florida at a cost not to exceed \$6,764.48 for the time period of March 30, 2016 through April 4, 2016.

5.6 Saddleback College: Student Travel, Study Abroad Program to Southeastern Brazil, June 12, 2016 to June 25, 2016

Approve the Saddleback College study abroad program: Southeastern Brazil in the summer of 2016 as summarized in directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.

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

5.7 Saddleback College: Study Abroad Program to Santander, Spain, from July 1, 2016 to August 1, 2016

Approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain in the summer of 2016 as summarized in EXHIBIT B, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in EXHIBIT C.

5.8 Saddleback College: Student out of state travel, Fashion 218: New York Study Tour, New York, NY

Approve the Saddleback College: Student out of state travel, Fashion 218: New York Study Tour, New York, NY, from June 13, 2016 through June 18, 2016.

- 5.9 **Saddleback College: Student Travel, Study Abroad Program to Ireland, June 26, 2016 to July 17, 2016**
Approve the Saddleback College study abroad program to Ireland, June 26, 2016 to July 17, 2016, as summarized in EXHIBIT A, and authorizes the administration to execute the Education Tour Field Study Travel Contractor Agreement with the Seorianta Ltd T/A Rainta for coordinating all travel agreements in EXHIBIT C.
- 5.10 **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.
- 5.11 **Irvine Valley College: Model United Nations Program, Out-of-State Travel, National Model United Nations Conference, March 25–31, 2016, New York, NY**
Approve the IVC Model United Nations Program out-of-state conference travel for up to 20 students and two faculty advisors to attend the National Model United Nations – New York Conference from March 25 – 31, 2016.
- 5.12 **Irvine Valley College: Instrumental Music Area – Wind Symphony Out-of-State Travel to the College Band Directors National Association Western/Northwestern Regional Conference at the University of Nevada, Reno, March 15-20, 2016**
Approve the 2016 Out-of-State Travel to the 2016 College Band Directors National Association Western/Northwestern Regional Conference at University of Nevada, Reno, March 15-20, 2016.
- 5.13 **Irvine Valley College: Out-of-State Travel, Phi Theta Kappa Nevada/California Regional Conference, April 1 – 3, 2016, Las Vegas, Nevada**
Approve the out-of-state student travel for up to eight students and two faculty advisors to attend the Phi Theta Kappa Nevada/California Regional Conference from April 1-3, 2016.
- 5.14 **Irvine Valley College: Out-of-State Travel, Phi Theta Kappa 98th International Convention, April 6 – 10, 2016, National Harbor, Maryland**
Approve the out-of-state student travel for up to eight students and two faculty advisors to attend the Phi Theta Kappa 98th International Convention in National Harbor, Maryland, from April 6-10, 2016.
- 5.15 **Saddleback College and Irvine Valley College: Community Education, Summer 2016**
Approve Community Education courses, presenters, and compensation for Summer Session 2016.
- 5.16 **Irvine Valley College: Curriculum Revisions for the 2016-2017 Academic Year**

Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2016-2017 academic year, pursuant to Title 5, Section 53200 et seq.

- 5.17 **SOCCCD: Irvine Valley College and Saddleback College, Amendment No. 1, Digital Catalog Software, Digital Architecture**
Approve Amendment No. 1 with Digital Architecture of Lakeland, FL, for the first one-year extension beginning November 20, 2015 and ending November 19, 2016, in an amount not to exceed \$25,493 for annual operational fees.
- 5.18 **SOCCCD: Office Supplies Contract, Extension of Agreement, Amendment No. 2, Office Max Solutions**
Approve the agreement with Office Max Solutions for an additional year beginning March 27, 2016 through March 26, 2017.
- 5.19 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve trustees' requests for attending conference(s).
- 5.20 **SOCCCD: Retiree Other Post-Employment Benefits (OPEB) Trust Actuary Report and Recommended Funding**
Accept Nyhart Company's 2016 actuarial report and allocate \$6.4 million for the unfunded liability and \$4.7 million to fund the normal cost for FY 2016-2016.
- 5.21 **SOCCCD: Budget Amendment: Adopt Resolution No. 16-03 to Amend FY 2015-2016 Adopted Budget**
Adopt Resolution No. 16-03 to amend the FY 2015-2016 Adopted Budget.
- 5.22 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the current reporting period ending January 31, 2016
- 5.23 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.
- 5.24 **SOCCCD: January 2016 Change Orders / Amendments**
Ratify change orders and amendments as listed.
- 5.25 **SOCCCD: December 2015 - January 2016 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: OCSBA Marian Bergeson Award Nomination**
Determine if the board wishes to nominate a trustee for the Marian Bergeson Award, and if so, approve the nomination for transmittal to Orange County Department of Education.

The board did not nominate a candidate for the Marian Bergeson Award. Therefore, no action was taken on this item.

6.2 **SOCCCD: Board of Governors 2016 Classified Employee of the Year Award**

Endorse nomination for transmittal to the California Community College Chancellor's Office.

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

6.3 **SOCCCD: FY 2018 – 2019 Five Year Construction Plan**

Approve the district's order of priority for the FY 2018 – 2019 Five Year Construction Plan.

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

6.4 **SOCCCD: Mobile Modular Management Corporation Agreements**

Ratify the contract take over agreement and the lease agreement with Mobile Modular Management Corporation for five mobile modular units to be used for Irvine Valley College instruction, effective January 1, 2016 for a 36 month contract period.

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

6.5 **SOCCCD: District-wide ADA Transition Plan Consultant Services, Cordoba Corporation**

Approve the district-wide ADA Transition Plan Consultant Services agreement with Cordoba Corporation, in the amount of \$616,176.

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

6.6 **SOCCCD: Establishment of Funding Plan for STRS and PERS Rate Increases**

Adopt Resolution No. 16-04 to establish the SOCCCD Pension Rate Stabilization Program Fund and to authorize funding the known liability of \$39.6 million in the SOCCCD Pension Rate Stabilization Program Fund by committing to allocate \$14.5 million in the current fiscal year, \$12.6 million in FY 2016-2017 and the remaining \$12.6 million in FY 2017-2018 for unrestricted general fund positions. These amounts will be used when developing the FY 2016-2017 and FY 2017-2018 SOCCCD budgets.

On a motion made by Trustee Prendergast and seconded by Trustee

Milchiker, the item was amended to reflect the board authorized funding of the known liability. The type of fund will be confirmed by the Board of Trustees at a future board meeting. This item was approved as amended on a 6-0 vote.

- 6.7 **SOCCCD: Board Policy Revision: BP-2100 Delegation of Authority to the Chancellor, BP-3200.1 Contracts, BP-3200 Purchasing and Contracts, BP-4006 Medical Examination, Communicable Disease, and Tuberculosis Testing, BP-4007 Health Examinations, BP-4161 Professional Development and Growth, BP-4215 Student Employment, BP-4306 Calendar, Committees, BP-6180 Career and Technical Educational Program Advisory**
Accept for review and study.

A formatting change was noted on the agenda cover page. Under recommendation, the word “approve” was replaced with “accept for review and study.”

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

- 6.8 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Reduced Workload Program with STRS Retirement, Resignation/Retirement/Conclusion of Employment.

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

- 6.9 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Change a Categorical Funded Position, Reclassification, Reorganization, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

- 6.10 **SOCCCD: Annual Report on First Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**
Approval of one-year contract for employees who have completed one year as full-time tenure-track faculty members.

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

- 6.11 **SOCCCD: Annual Report on Second Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**
Approval of two-year contract for employees who have completed two years as full-time tenure-track faculty members.
On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a 6-0 vote.
- 6.12 **SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure**
Approval of tenure for full-time faculty members who have completed the four-year tenure-track plan.
- A revision was made to Exhibit A, page 1 of 1. Saddleback College counselor Michael Engels was removed from the list based on his employment status as Interim Dean.
- On a motion made by Trustee Lang and seconded by Trustee Whitt, this item was approved on a 6-0 vote.

On a motion made by Trustee Prendergast and seconded by Trustee Milchiker, the board voted to extend the meeting to 9:15 p.m.

7.0 REPORTS

- 7.1 **SOCCCD: Annual Report on Third Year Probationary Faculty Continuation of Tenure-Track Status**
Listing of full-time tenure-track faculty members entering into the second year of a two-year contract previously approved by the Board of Trustees.
- 7.2 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.3 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Monthly Financial Status Report**
The reports display the adopted budget, revised budget and transactions through January 31, 2016.
- 7.5 **SOCCCD: Facilities Plan Status Report -**
Status of current construction projects.
- 7.6 **SOCCCD: Retiree (OPEB) Trust Fund**
Report from period ending January 31, 2016.

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. Vice Chancellor, Technology and Learning Services
- E. Vice Chancellor, Human Resources
- F. Vice Chancellor, Business Services
- G. Irvine Valley College Classified Senate
- H. California School Employees Association
- I. Saddleback College Classified Senate
- J. Police Officers Association

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 9:02 p.m. in memory of Dr. Juan Francisco Lara, retired Vice Chancellor at the University of California, Irvine and Lisa Austin, Senior Administrative Assistant in the Health Sciences and Human Services Division at Saddleback College.



Gary L. Poertner, Secretary