

**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
January 27, 2014**

PRESENT

Members of the Board of Trustees:

T.J. Prendergast, President
Nancy M. Padberg, 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
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**. 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.***

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- A. Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957) (6)
 - 1. Public Employee Employment (1)
 - a. Classified Employees
 - 2. Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (5)
 - a. Director, Student Life (IVC)
 - b. Director, Emeritus Instructional Program (SC)
 - c. Dean, Business Science/Economic & Workforce Development
 - d. Faculty (SC)
 - e. Faculty (IVC)
- B. Conference with Real Property Negotiators (GC Section 54956.8)(1)
 - 1. Sale or Exchange of Property by District: Portion of ATEP Site, Parcel 3: City of Tustin, 300 Centennial Way, Tustin
 - a. Agency Designated Negotiator: Debra Fitzsimmons, Ph.D. Regarding exchange of land and terms of payment

RECONVENE OPEN SESSION: 6:00 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 7 to 0 vote, the board approved a three month unpaid leave of absence with benefits to a classified employee at Saddleback College.

2.2 Invocation

Led by Trustee David Lang

2.3 Pledge of Allegiance

Led by Trustee Marcia Milchiker

2.4 Recognitions: Speakers are limited to two minutes each.

A. Resolutions
None

B. Commendations

1. Saddleback College: President Burnett commended nine Bridge 2 Engineering grant students who were accepted to NASA's National Community College Aerospace Scholars Program.

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. 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.***

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 **Irvine Valley College Approach to Student Success Act of 2012**
Representatives from Irvine Valley College made a presentation in response to Task Force Recommendation 2: Strengthen Support for Entering Students, Section 2.2 Diagnostic assessment, orientation, and educational plan.

Vice President of Student Services Linda Fontanilla, Counseling Dean Elizabeth Cipres, Counselor and Articulation Officer Tiffany Tran and Counseling Chair Robert Melendez presented on Irvine Valley College's approach to the Student Success Act of 2012.

4.2 **SOCCCD: Business Process Analysis (BPA) for the HR/Financial Software System Procurement and Implementation Project**
Report on meetings conducted district-wide to review and analyze our current business practices to become more efficient and improve services.

Vice Chancellor Debra Fitzsimons, Vice Chancellor David Bugay, Saddleback College Vice President Carol Hilton and Irvine Valley College Fiscal Services Director Davit Khachatryan presented a background on the outdated software systems and processes for Human Resources and Finance.

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.

Items 5.3, 5.5, 5.6, 5.7, 5.15, 5.16 and 5.21 were pulled from the consent calendar for discussion/action.

On a motion made by Trustee Jay and seconded by Trustee Jemal, the balance of the consent calendar was approved on a 7-0 vote.

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on December 16, 2013.

5.2 Saddleback College: Grant Acceptance, Faculty Entrepreneurship Champion Mini-grant Project

Accept the sub-award of \$4,200 from Solano Community College District.

5.3 Saddleback College: Study Abroad Program to Santander, Spain

Approve the Saddleback College study abroad program to Santander, Spain in the summer of 2014 and direct administration to execute the Educational Tour/Field Study Travel Contractor Agreement with *Travel and Education* for coordinating all travel agreements.

Trustee Wright requested to pull this item. On a motion made by Trustee Wright and seconded by Trustee Padberg, this item was approved on a 7-0 vote with an amendment to the division name, Liberal Arts Division.

5.4 Saddleback College: Community Education, Spring 2014 – Additional Class Offerings

Approve the Community Education courses, presenters, and compensation

5.5 Saddleback College: Transfer Degrees for the 2013/14 Academic Year

Approve the proposed changes in curriculum to new Transfer Degrees.

Trustee Jemal requested to pull this item. On a motion made by Trustee Prendergast and seconded by Trustee Jemal, this item was approved on a 7-0 vote.

- 5.6 **Saddleback College: Cosmetology and Cosmetician Instruction Agreement - Amendment No. 2 to Hair California Beauty College Agreement**
 Approve the Saddleback College Cosmetology and Cosmetician Amendment No. 2 to the agreements with Hair California Beauty College to renew the term for one year for the period, July 1, 2013 to June 30, 2014.
 Trustee Prendergast requested to pull items 5.6 and 5.7. On a motion made by Trustee Prendergast and seconded by Trustee Jemal, both items were approved on a 7-0 vote.
- 5.7 **Saddleback College: Cosmetology and Cosmetician Instruction Agreement - Amendment No. 4 to Lake Forest Beauty College Agreement**
 Approve the Saddleback College Cosmetology and Cosmetician Amendment No. 4 to the agreements with Advance Beauty College to renew the term for one year for the period, July 1, 2013 to June 30, 2014.
- 5.8 **Irvine Valley College: Forensics Team Out-of-State Travel – Flagstaff, Arizona**
 Approve the out-of-state travel request for two students and one advisor to attend the National Parliamentary Tournament of Excellence in Flagstaff, Arizona, from March 14-18, 2014, at a cost not to exceed \$1,300.
- 5.9 **Irvine Valley College: Grant Acceptance, Orange County United Way Volunteer Income Tax Assistance (VITA)**
 Accept grant award of \$2,400.
- 5.10 **Irvine Valley College: Grant Acceptance, Career Development Work-Based Learning Linkages to Professional Organizations, Year Six**
 Accept sixth year grant award of \$200,000 from California Community Colleges Chancellor's Office.
- 5.11 **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.
- 5.12 **SOCCCD: Trustees' Requests for Attending Conferences**
 Approve/ratify Trustees' requests for attending conference/meeting.
- 5.13 **SOCCCD: Student Out-of-State Travel to Federal Briefing at the U.S. Capitol**
 Approve out-of state travel for one student to participate with district administrators/managers in a federal briefing at the U.S. Capitol on Thursday, February 27, 2014. Focus of briefing is SOCCCD's innovative student success tools, including MAP, Sherpa, predictive analytics and the student success dashboard.

5.14 **SOCCCD: Budget Amendment: Adopt Resolution No. 14-02 to Amend FY 2013-2014 Adopted Budget**

Adopt resolution to amend the adopted budget.

5.15 **SOCCCD: Agreement for Professional Services for Barranca Entrance Phase III Design Services at Irvine Valley College with Environmental, Planning, Development Solutions, Inc.**

Approve consultant agreement for \$101,000.

Trustee Lang requested to pull this item. On a motion made by Trustee Padberg and seconded by Trustee Prendergast, this item was approved on a 7-0 vote with the correction of the consultant's name under Exhibit A, page 23 of 25, #4 under Exhibit B – Kling Consulting Group, Inc.

5.16 **SOCCCD: Quest Energy LEED Commissioning Services – Amendment No. 2 for Life Sciences Building at Irvine Valley College**

Approve \$20,000 amendment for new contract total of \$105,500.

Trustee Jemal requested to pull this item. On a motion made by Trustee Padberg and seconded by Trustee Wright, this item was approved on a 7-0 vote.

5.17 **SOCCCD: Architectural Services - Amendment No. 2 for Land Exchange Demolition, ATEP with gkkworks**

Approve \$44,769 amendment for a contract total of \$101,319.

5.18 **SOCCCD: External Evaluator Services at Saddleback College**

Approval of consultant agreement with Pacific Research & Evaluation LLC for \$169,490.

5.19 **SOCCCD: Adoption of Resolution No. 14-01 Voided or Stale-dated Warrants (Checks)**

Adopt resolution voiding the stale-dated warrants.

5.20 **SOCCCD: Academic Year 2014-2015 Non-Resident Tuition Fees for Foreign & Out-Of-State Students**

Approve non-resident tuition fee changes which are in line with statewide average, along with decrease in capital outlay fees.

5.21 **SOCCCD: Authorization for District Institutional Memberships FY 2013-2014**

Approve memberships and estimated dues for organizations.

Trustee Jemal requested to pull this item. On a motion made by Trustee Padberg and seconded by Trustee Jay, this item was approved on a 7-0 vote.

- 5.22 **SOCCCD: A400 Design Build Project, IVC Change Order No. 1, Swinerton Builders**
Approve change order for no additional cost to existing contract amount.
- 5.23 **SOCCCD: Fine Arts HVAC Upgrades and Interior Renovations at Saddleback College, Architectural Agreement with gkkworks**
Approve agreement with gkkworks for \$250,000.
- 5.24 **SOCCCD: BGS Fire Repair at Saddleback College, Architectural Agreement with R2A Architecture**
Approve agreement with R2A Architecture for \$113,703.
- 5.25 **SOCCCD: Gifts to the District and Foundations**
Accept donations.
- 5.26 **SOCCCD: Payment of Bills**
Approve checks no. 175555 through 176559 processed through the Orange County Department of Education, totaling \$8,925,619.34; and checks no. 010863 through 010924, processed through Saddleback College Community Education, totaling \$431,712.44; and checks no. 009194 through 009215, processed through Irvine Valley College Community Education, totaling \$226,355.05.
- 5.27 **SOCCCD: Purchase Order/Confirming Requisitions**
Approve purchase orders processed in accordance with the general priorities of the adopted budget and numbered P14-02574 through P14-02906 amounting to \$66,499,306.04. Approve confirming requisitions dated November 25, 2013 through January 7, 2014, totaling \$168,874.06.
- 5.28 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the period ending December 31, 2013.
- 5.29 **SOCCCD: November, December 2013 and January 2014 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Approval of Agreements for HR/Financial Software System and Implementation Partner, Workday and CedarCrestone, Inc.**
Approve agreement with Workday and CedarCrestone, Inc.

On a motion made by Trustee Lang and seconded by Trustee Milchiker, the board voted unanimously to divide the item based on the two vendors.

On a motion made by Trustee Padberg and seconded by Trustee Milchiker, the agreement with Workday, Inc. was approved on a 6-0 vote with Trustee Lang abstaining.

On a motion made by Trustee Padberg and seconded by Trustee Milchiker, the agreement with CedarCrestone, Inc. was approved on a 6-0 vote with Trustee Jay abstaining.

6.2 **Saddleback College: Grant Acceptance – California Community Colleges Chancellor’s Office Common Assessment Initiative, Butte-Glenn Community College District Sub-Recipient Agreement No. 14-055**

Accept the award of \$600,000 from Butte-Glenn Community College District.

On a motion made by Trustee Padberg and seconded by Trustee Jemal, this item was approved on a 7-0 vote.

6.3 **SOCCCD: CCCT Board of Directors Nominations**

Approve possible nomination(s) for transmittal to the CCCT office.

The Board did not nominate a candidate to the CCCT Board. Therefore, no action was taken on this item.

6.4 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**

Authorize payment to Trustee Padberg who was absent from the December 16, 2013 meeting of the Board of Trustees.

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

6.5 **SOCCCD: ATEP Site Foundation and Infrastructure Demolition, Change Order No. 2, U.S. Demolition**

Approve change order with contractor for a decrease of \$4,013 which will result in lower project total of \$1,461.357.

On a motion made by Trustee Jay and seconded by Trustee Jemal, this item was approved on a 7-0 vote.

6.6 **SOCCCD: ATEP Site Foundation and Infrastructure Demolition, Notice of Completion, U.S. Demolition**

Authorize the filing of the Notice of Completion to contractor for a final contract amount of \$1,461,357.

On a motion made by Trustee Padberg and seconded by Trustee Jemal,

this item was approved on a 7-0 vote.

- 6.7 **SOCCCD: Technology & Applied Sciences Building Swing Space, Saddleback College, Architectural Agreement, Amendment No. 2**
Approve amendment with R2A Architecture in the amount of \$163,420, for a total fee of \$694,420.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a 7-0 vote.

- 6.8 **SOCCCD: Board Policy Revision: BP-146-Chancellor Succession, BP-4011.1-Hiring: Full-time Faculty, BP-4040-Public Disclosure of Employee Compensation, BP-4076-Compensation, BP-4700-Whistleblower Protection, BP-5130-Financial Aid**
Accept for review and study.

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a 7-0 vote.

- 6.9 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointment, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Title Change of Full-Time, Academic Faculty Positions, Reduced Workload Program with STRS Retirement

On a motion made by Trustee Jay and seconded by Trustee Jemal, this item was approved on a 7-0 vote.

- 6.10 **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, Authorization to Change Classified Positions, Authorization to Eliminate and Create Classified Positions, Authorization to Reorganize 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 Padberg and seconded by Trustee Jemal, this item was unanimously approved with a correction to Exhibit A, first footnote on page 1 of 12; the college listed should be Saddleback College.

- 6.11 **SOCCCD: 2014-2015 Bonded Sabbatical Recommendations**
Approve Faculty Sabbatical Leaves for the 2014-2015 Academic Year as Recommended by the SOCCCD District-wide Sabbatical Committee.

On motion made by Trustee Jay and seconded by Trustee Padberg, this

item was unanimously approved with correction to the number of requested sabbatical leaves to five (5).

7.0 REPORTS

7.1 SOCCCD: List of Board Requested Reports

Status of board requested reports of the South Orange County Community College District 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: Facilities Plan Status Report

Status of current construction projects.

7.5 SOCCCD: Monthly Financial Status Report

This report displays the adopted budget, revised budget and transactions through December 31, 2013.

7.6 SOCCCD: Quarterly Financial Status Report

The quarterly report as of December 31, 2013 for FY 2013-2014.

7.7 SOCCCD: Retiree (OPEB) Trust Fund

The report is for period ending December 31, 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. Police Officers Association

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 8:17 p.m. in memory of District Services Human Resources Specialist, Anita McDonald.



Gary L. Poertner, Secretary