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# AGENDA

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Coast Community College District  
Regular Meeting of the Board of Trustees  
Date: February 4, 2009 4:30 p.m. Closed Session 6:30 p.m. Regular Meeting  
Board Room - 1370 Adams Avenue  
Costa Mesa, CA 92626

## 1. Procedural Matters

### 1.00 Pcedural Matters

- a. Call to Order
- b. Roll Call
- c. Public Comment (Closed Session)

### 1.01 Recess to Closed Session

*Conducted in Accordance with applicable sections of California law. Closed Sessions are not open to the public.*

The following item(s) will be discussed in Closed Session:

#### 1. Conference with Labor Negotiator (pursuant to Section 54957.6 of the *Government Code*):

District's representative: Board President Jim Moreno  
Unrepresented employee: Vice-Chancellor, Human Resources

#### 2. Public Employee Discipline/Dismissal/Release

#### 3. Conference with Legal Counsel: Existing Litigation (pursuant to sub-section "a" of Section 54956.9 of the *Government Code*):

*Morganstern v. Orange Coast College et al.*, Orange County Superior Court Case No. 30-2008-00109222  
*Zandieh v. Coast Community College District*, Orange County Superior Court Case No. 30-2008-00108991  
*Orellana v. Coast Community College District*, Orange County Superior Court Case No. 30-2008-00114631  
*Lewis v. Coast Community College District et al.*, Orange County Superior Court Case No. 30-2008-00114263  
*Steidinger v. Coast Community College District*, Orange County Superior Court Case No. 30-2008-00109197  
*Nguyen v. Coast Community College District* (CFE Arbitration) (Arbitration No. 08-01)  
*Coast Federation of Educators v. Coast Community College District*, PERB Case No. LA-CE-5056-E  
*Coast Federation of Educators v. Coast Community College District* (Arbitration No. 08-02)

#### 4. Conference with Legal Counsel: Anticipated Litigation (pursuant to sub-section "b" of Section 54956.9 of the *Government Code*):

Claim filed by Jessica Medina and Marco Medina

#### 5. Conference with Real Property Negotiators (pursuant to Section 54956.8)

Property: 1527-1533 Monrovia Avenue, Newport Beach, CA

Agency Negotiators: Ding-Jo Currie, Ph.D., President, Coastline College  
Patrick Strader, District Land Development Consultant  
Toliver Morris, WM Commercial Real Estate

Negotiating Parties: Eric C. Smyth, Michael A. Hefner, VOIT Commercial Brokerage

Under Negotiation: Price and Terms

6. Conference with Real Property Negotiators (pursuant to Section 54956.8)

Properties: 1505 and 1515 Monrovia Avenue, Newport Beach, CA

Agency Negotiators: Ding-Jo Currie, Ph.D., President, Coastline College  
Patrick Strader, District Land Development Consultant  
Toliver Morris, WM Commercial Real Estate

Negotiating Parties: Kirstin Emershaw, Monrovia Avenue, LLC

Under Negotiation: Price and Terms

7. Public Employment (pursuant to Section 54957(b)(1))

- a. Authorization for Special Assignments
- b. Appointment of Substitutes, Academic Staff
- c. Appointment of Academic Staff
- d. Appointment of Classified Staff to Advertised Positions

Senior Director College Information Technology  
Corporate Education & Workforce Programs Coordinator  
Athletic Equipment Manager  
Accounting Technician Senior  
Online Instructional Assistant

- e. Appointment of Special Category, Hourly Staff
- f. Authorization for Professional Experts

1.02 Reconvene Regular Meeting at 6:30 p.m.

1.03 Pledge of Allegiance – Board Clerk Patterson

1.04 Public Comment (Open Session - Items on Agenda)

*At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board. Persons wishing to make comments are allowed five minutes per item. A "Request to Address the Board of Trustees" card needs to be completed and filed with the Manager of Board Operations prior to speaking.*

*The Board requests that the public speak on matters which are on this agenda at the time that the item is considered by the Board. Public Comment regarding matters not on the Agenda will be taken at a later point in the Agenda. Please note that the Board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda for Board consideration.*

*It is the intention of the Coast Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact the Manager of Board Operations at, (714) 438-4848, at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.*

1.05 Approval of Minutes

- a. Regular Meeting of: January 21, 2009

1.06 Acceptance of Retirements

## **2. General Information and Reports**

### **2.00 Reports**

- a. Report from the Chancellor
- b. Report from the Presidents
- c. Reports from the Officers of Student Government Organizations
- d. Reports from the Academic Senate Presidents
- e. Reports from Employee Representative Groups
- f. Reports from the Board of Trustees
- g. Consideration of Association of Community College Trustees (ACCT) and California Community Colleges League (CCLC) Meetings and Conferences
- h. Review of Board Meeting Dates
- i. Opportunity for the Board to Review the Board Directives Log
- j. Opportunity for Board of Trustees' Review and Discussion of Student Representative, Board of Trustees Policy, 010-2-14
- k. Opportunity for Board of Trustees' Review and Discussion of Student Representative Selection Process
- l. Opportunity for Board of Trustees' Review and Discussion of Policy 010-2-5, General Rules For Meetings

2.01 Review of the Coast Community College District Auditor's Report, Fiscal Year 2007-2008

2.02 Review of Internal Audit Report

2.03 Review of Buildings and Grounds Reports

## **3. Consent Calendar**

### **3.00 Consent Calendar**

3.01 CURRICULUM (None)

3.02 TRAVEL AUTHORIZATIONS - BOARD & STAFF

3.02.01 Authorization for Student Trips - Coastline Community College

3.02.02 Authorization for Student Trips - Golden West College

3.02.03 Authorization for Student Trips - Orange Coast College

3.03 GENERAL ITEMS

3.03.01 Authorization for Special Projects - Coastline Community College

Project/Activity: Garden Grove Career Expo

Project/Activity: 2009 Empowering Irvine Families Resource Faire

3.03.02 Authorization for Special Projects - Golden West College

Project/Activity: Chefs for Scholarships (Patrons Annual Fundraiser)

Project/Activity: "Lights, Camera, Action/TV Production" – High School Outreach Event for TV

Project/Activity: RHORC Use of GWC Human Patient Simulator Lab

Project/Activity: Casino Night and Dance

Project/Activity: African-American Heritage Month

Project/Activity: Welcome Back BBQ/Concert

Project/Activity: Red Cross Donor Days

Project/Activity: On-Campus Events and Activities for International Students

### 3.03.03 Authorization for Special Projects - Orange Coast College

Project/Activity: Employee Wellness Program: "Working on Wellness" (WOW)

Project/Activity: OCC Math Meet

Project/Activity: President's Day 5K Run

Project/Activity: Comedian to Perform in OCC Quad

Project/Activity: Hypnotists to Perform in OCC Quad

Project/Activity: Banff Film Festival

Project/Activity: Friends of the Library Book Sale

Project/Activity: Pat & Phyllis Memorial Golf Tournament at Strawberry Farms

Project/Activity: Exhibition of Anderson Art Collection

Project/Activity: Countywide Counselor's Workshop 2009 "Connecting the Disconnected Student

### 3.03.04 Authorization to Enter Standard Telecourse Agreements - Coastline Community College

### 3.03.05 Approval of Clinical Contracts - Golden West College

### 3.03.06 Authorization for Purchase of Institutional Memberships - Orange Coast College

### 3.03.07 Community Activities - Orange Coast College

### 3.03.08 Sailing Program - Orange Coast College

## 3.04 PERSONNEL ITEMS

a. Acceptance of Resignations and/or Approval of Layoffs, Exhaustion of Benefits and Terminations

b. Authorization for Leaves of Absence

c. Authorization for Changes in Assignments, Academic Staff

d. Authorization for Temporary Out of Class and Special Assignments, Classified Staff

e. Authorization for Schedule Changes, Classified Staff

f. Authorization for Changes in Salary Schedules

g. Approval of Sabbatical Leave Requests

## 3.05 ADDITIONAL PERSONNEL ITEMS

### 3.05.01 Authorization for Independent Contractors - Coastline Community College

### 3.05.02 Authorization for Independent Contractors - Golden West College

### 3.05.03 Authorization for Independent Contractors - Orange Coast College

### 3.05.04 Authorization for Staff Development - Golden West College

## 3.06 FINANCIAL APPROVALS

### 3.06.01 Approval of Purchase Orders

### 3.06.02 Ratification/Approval of Checks

### 3.06.03 Check List for General Obligation Bond Fund

#### **4. Action Items**

##### **4.00 Action Items**

4.01 Authorization to Enter Agreements - Coastline Community College (None)

4.02 Authorization to Enter Agreements - Golden West College (None)

4.03 Authorization to Enter Agreements - Orange Coast College

- a. Approval to Enter Into a Non-Standard Agreement between Coast Community College District and SAF Software Products, Inc. for the Purpose of Meeting the Early Alert Requirements of the Title III Grant

4.04 Authorization to Enter Agreement - District

- a. Approve Agreement with Vicenti, Lloyd & Stutzman LLP

4.05 Buildings and Grounds

- a. Authorization to File Notice of Completion
- b. Bid Tabulations and Award of Contract: Orange Coast College Snack Bar Renovation; Bid No. 1956
- c. Approve Change Order No. 2; Golden West College Learning Resource Center; Bid No. 1963

4.06 General Items of Business – District

- a. Adoption of Accountability Reporting for Community Colleges
- b. Authorization to Provide Life Insurance to Part-time Faculty in the CCA/CTA Bargaining Unit with More Than 3.0 LHE's But Less Than 7.5 LHE's
- c. Authorization to Employ the Services of CultureSync for Consulting Services to the Board of Trustees
- d. Authorization to Employ the Services of Townsend Public Affairs for District Lobbying and Public Relations Services
- e. Authorization to Employ the Services of Cambridge West Partnership LLC

4.07 Resolutions

- a. Coast Community College District Board of Trustees Resolution #09-11 Resolution Expressing Support of the American Recovery and Reinvestment Act

#### **5. Public Comment (items not listed on the Agenda)**

5.00 Public Comment (Open Session - items not listed on the Agenda)

#### **6. Adjournment**

6.00 Adjournment

**1.00 Procedural Matters**

Meeting: 02/04/2009 Regular Meeting  
Category: 1. Procedural Matters  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

## Procedural Matters

- a. Call to Order
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- d. Recess to Closed Session
- e. Reconvene Regular Meeting at 6:30 p.m.
- f. Pledge of Allegiance - Board Clerk Patterson

**Additional Administrative Content**

Created on 12/16/2008 at 09:09 AM by Jodi Rodriguez. Last update on 01/29/2009 by Jodi Rodriguez.

**1.01 Recess to Closed Session**

Meeting: 02/04/2009 Regular Meeting  
Category: 1. Procedural Matters  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content****Closed Session**

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4. Conference with Legal Counsel: Anticipated Litigation (pursuant to sub-section "b" of Section 54956.9)

Claim filed by Jessica Medina and Marco Medina

5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (pursuant to Section 54956.8)

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Patrick Strader, District Land Development Consultant

Toliver Morris, WM Commercial Real Estate

Negotiating Parties: Kirstin Emershaw, Monrovia Avenue, LLC

Under Negotiation: Price and Terms

7. Public Employment (pursuant to Section 54957(b)(1))

a. Authorization for Special Assignments

It is recommended that authorization be given for the following special assignments grouped by operation cost center. Board approved, contractual special pay rates listed below by pay type as follows: LOV = Librarian Overload, OVR = Overload, MTM = Full Time Certificated Instructional Misc. Teaching Rate, MTA = Part Time Misc. Teaching Rate, IUM = Full Time Certificated Instructional Unit Assistant, IUH = Part Time Certificated Instructional Unit Assistant, EXM = Full Time Certificated Extra Pay, EXH = Part Time Certificated Extra Pay, UNT = Part Time Certificated Unit Regular, PDM = Full Time Certificated Per Diem, PDH = Part Time Certificated Per Diem, INT = Intersession, SUM = Summer.

**COASTLINE COLLEGE**

ANATOMY/PHYSIOLOGY TELECOURSE

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	
<u>Kaliski, Lucy</u>	01/22/09	06/30/09	EXH	\$30.34	
Local advisor & review textbook content.					

INSTRUCTIONAL UNIT ASSISTANT STIPEND

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>DISCIPLINE</u>
Wild, Michelle	01/31/09	05/31/09	IUM	\$4491.00	Special Programs

NAVY COLLEGE PACE PROGRAM

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	
<u>Barnes, Ralph</u>	01/01/09	01/31/09	EXH	\$250.00	
Course development for Philosophy 100.					
<u>Behr, George</u>	01/01/09	01/31/09	EXH	\$250.00	
Course revision for Computer Science 100.					

SPECIAL ASSIGNMENT

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	
<u>Bauman, Jane</u>	02/20/09	02/21/09	EXM	\$43.10	
Guest lecturer CCC Art Gallery.					
<u>Lockwood, Frederick</u>	01/05/09	01/31/09	EXH	\$30.34	
Revised courses for Business Certificate of Achievement.					
<u>Parent, Nancy</u>	01/05/09	06/30/09	EXH	\$30.34	



Multi-Site/Multi Modal Instructional Delivery.

**BASIC COMMUNICATION SKILLS**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	
Herera, Patrick	12/01/08	06/30/09	EXH	\$30.34	
Vo, Son Kim	01/05/09	06/30/09	EXH	\$30.34	

**TEACHING TEENS STAFF DEVELOPMENT WORKSHOP**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	
DeVirgilio, Desiree	01/05/09	06/30/09	EXH	\$30.34	
Najera, Michael	01/05/09	06/30/09	EXH	\$30.34	

**PART TIME ACADEMIC COUNSELOR FOR STUDENTS**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
Yaron, Sharon	01/31/09	06/30/09	UNT	\$76.16	.50

The following CCC instructors providing instructional opportunities for Navy Onshore programs personnel for Military Contract Education, during Spring semester, to be paid \$75.60/hr based on 0.60 x maximum overload rate.

Gutierrez, Pedro  
Warner, Michael

**GOLDEN WEST COLLEGE**

**SPECIAL ASSIGNMENT**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	
<u>Bouzar, Pete</u>	01/31/09	05/31/09	EXM	\$43.10	
Math Assessment.					
<u>Johnson, Leilani</u>	08/25/08	12/14/08	EXM	\$43.10	
Assisted the administration of the Water Polo teams.					
<u>Jones, Michele</u>	03/06/09	05/10/09	EXH	\$30.34	
Local advisor & review textbook content.					
<u>Palmer, Leslie</u>	01/31/09	05/31/09	UNT	\$59.16	
Part time librarian providing reference services. NTE 7 hours per week.					

**PART TIME ACADEMIC COUNSELOR FOR STUDENTS**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
Duenas, Yolanda	01/31/09	05/31/09	UNT	\$71.77	4

Lane, Andrea	01/31/09	05/31/09	UNT	\$67.55	9
Nelson, Terence	01/31/09	05/31/08	UNT	\$67.55	4
Nguyen, Steve	01/31/09	05/31/09	UNT	\$76.16	8
Rapp, Paula	01/31/09	05/31/09	UNT	\$76.16	16
Tenno, Milton	01/31/09	05/31/09	UNT	\$79.94	8

#### FULL TIME ACADEMIC COUNSELOR FOR EOPS STUDENTS

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
Bush, Hoai-Huong	01/05/09	01/29/09	INT	\$93.57	6
	03/30/09	04/03/09	EXM	\$93.57	18
	01/31/09	05/31/09	OVR	\$72.00	4
Chovan, Maria	01/31/09	05/31/09	OVR	\$72.00	4
Marchbank, Earnest	01/31/09	05/31/09	OVR	\$72.00	6
Sambrano, Michelle	01/05/09	01/29/09	INT	\$83.03	6
	03/30/09	04/03/09	EXM	\$83.03	18
	01/31/09	05/31/09	OVR	\$72.00	4
Terry, Russell	01/05/09	01/29/09	INT	\$103.44	6
	03/30/09	04/03/09	EXM	\$103.44	18

#### COACHES STIPEND

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>DISCIPLINE</u>
Kopp, Kyle	04/01/09	04/30/09	EXM	\$4463.00	Women's Swim
Pierce, Lowell	04/01/09	04/30/09	EXM	\$4463.00	Track
Taylor, Scott	04/01/09	04/30/09	EXM	\$4463.00	Men's Swim
Villarreal, Robert	04/01/09	04/30/09	EXM	\$4464.00	Baseball

#### FULL TIME LIBRARIAN

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
Cassens, Treisa	01/31/09	05/31/09	OVR	\$72.00	2
Davis-Wolfe, Julie	01/31/09	05/31/09	OVR	\$72.00	4

Garcia, Gonzalo	01/31/09	05/31/09	OVR	\$72.00	4
Ross, Roxana	01/31/09	05/31/09	OVR	\$72.00	4

#### ALTERNATIVE METHODS PROJECTS

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	
Broyles, Zhenghong	08/25/08	12/14/08	OVR	\$72.00	
Online teaching course in order to obtain a certification of online teaching.					
Davis-Wolfe, Julie	08/25/08	12/14/08	OVR	\$72.00	
Developed three instructional, closed-captioned, audio and visual videos for library resources.					
Madrigal, Stella	08/25/08	12/14/08	OVR	\$72.00	
Completed Introduction to Blackboard Course/Workshop.					

#### SCIENCE OLYMPIAD

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
Bernard, Phillip	02/23/09	02/27/09	EXH	\$43.10	8
Cordova, Joan	02/23/09	02/27/09	EXH	\$43.10	8
Green, Katherine	02/23/09	02/27/09	EXM	\$43.10	8
Grimes, Carol	02/23/09	02/27/09	EXM	\$43.10	8
Lamantia, Mary	02/23/09	02/27/09	EXM	\$43.10	8
Miller, Stephen	02/23/09	02/27/09	EXM	\$43.10	8
Quan, Hah	02/23/09	02/27/09	EXM	\$43.10	8
Speakman, Teresa	02/23/09	02/27/09	EXM	\$43.10	8
Vail, Travis	02/23/09	02/27/09	EXM	\$43.10	8
Wimmer, Rhonda	02/23/09	02/27/09	EXM	\$43.10	8

#### ORANGE COAST COLLEGE

#### INSTRUCTIONAL UNIT ASSISTANT STIPEND

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>DISCIPLINE</u>
Adelmann, Daniel	02/01/09	05/31/09	IUM	\$2994.00	Allied Health
Barnard, Donna	02/01/09	05/31/09	IUM	\$2994.00	English
Behr, Laura	02/01/09	05/31/09	IUM	\$2994.00	Contest Supervisor
Bender, Edward	02/01/09	05/31/09	IUM	\$1497.00	Geology

		9			
Campbell, Laurie	02/01/09	05/31/09	IUM	\$2994.00	FCS
Carroll, Kathy	02/01/09	05/31/09	IUM	\$4491.00	Speech Communications
Cooper, Barbara	02/01/09	05/31/09	IUM	\$2994.00	Hospitality
Cox, Steven	02/01/09	05/31/09	IUM	\$3847.29	Digital Media Arts
Dale, John	02/01/09	05/31/09	IUM	\$2994.00	Library
Elliott, Kelli	02/01/09	05/31/09	IUM	\$3742.50	Biology/Marine Science/Ornamental Horticulture
Foster, Rodney	02/01/09	05/31/09	IUM	\$4985.00	APT/Aviation Maintenance Technology/Machine Welding
Gillissen, Blade	02/01/09	05/31/09	IUM	\$3847.29	Photography
Golson, Daniel	02/01/09	05/31/09	IUM	\$3847.29	Theater Arts
Harlon, Anna	02/01/09	05/31/09	IUM	\$4491.00	Curriculum/SLO
Keesler, Kathleen	02/01/09	05/31/09	IUM	\$2991.00	ESL
Kings, Rose Ann	02/01/09	05/31/09	IUM	\$4985.00	Architecture/Drafting
Knox, John	02/01/09	05/31/09	IUM	\$4491.00	Athletics
Kuchek, Wendy	02/01/09	05/31/09	IUM	\$4491.00	Math/Engineering
Kuntzler-Yett, Betil	02/01/09	05/31/09	IUM	\$2058.37	Anthropology
Kuo, Daniel	02/01/09	05/31/09	IUM	\$1871.25	Economics
Lazarus, Robert	02/01/09	05/31/09	IUM	\$3847.29	Film Video Broadcasting
Lohman, Benjamin	02/01/09	05/31/09	IUM	\$2994.00	Forensics
Maran, Janice	02/01/09	05/31/09	IUM	\$4491.00	PE
Marcina, Vesna	02/01/09	05/31/09	IUM	\$2058.37	Political Science/American Studies
Mason, Douglas	02/01/09	05/31/09	IUM	\$3181.12	History/Humanities
Melrose, Charlene	02/01/09	05/31/09	IUM	\$3555.37	Psychology
Morgan, Carleton	02/01/09	05/31/09	IUM	\$1497.00	Library
Mucciario, Thomas	02/01/09	05/31/09	IUM	\$3386.25	Chemistry
Mucciario, Thomas	02/01/09	05/31/09	IUM	\$3742.50	Chemistry/Physical Science
Myers, Kevin	02/01/09	05/31/09	IUM	\$3847.29	Art

Naesse, Irene	02/01/09	05/31/09	IUM	\$935.62	Geography
Nauta, Dale	02/01/09	05/31/09	IUM	\$4491.00	Math/Engineering
Parker, Kenneth	02/01/09	05/31/09	IUM	\$2994.00	English
Perkins, Marc	02/01/09	05/31/09	IUM	\$2245.50	Biology
Peters, Timothy	02/01/09	05/31/09	IUM	\$4895.01	Technology/Construction/HVAC /Electronics
Pettus, Candice	02/01/09	05/31/09	IUM	\$3181.12	Sociology/ Gender Ethnic Studies
Ring, David	02/01/09	05/31/09	IUM	\$3181.12	Philosophy/ Religious Studies
Schneiderman, Robert	02/01/09	05/31/09	IUM	\$2994.00	Counseling
Soto, Ricardo	02/01/09	05/31/09	IUM	\$3847.29	Music
Tarlos, Theresa	02/01/09	05/31/09	IUM	\$935.62	Geography
Wickremesinghe, Manoj	02/01/09	05/31/09	IUM	\$2994.00	Counseling

#### COACHES STIPEND

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>DISCIPLINE</u>
Altobelli, John	04/01/09	04/30/09	PDM	\$4463.00	Baseball
Behr, Laura	04/01/09	04/30/09	PDM	\$4463.00	Women's Crew
Iacopetti, Anthony	04/01/09	04/30/09	PDM	\$4463.00	Men's Swim
Knox, John	04/01/09	04/30/09	PDM	\$4463.00	Track & Field
Maran, Janice	04/01/09	04/30/09	PDM	\$4463.00	Women's Tennis
Ochoa, Marco	04/01/09	04/30/09	PDM	\$4463.00	Track & Field
Spencer, Steve	04/01/09	04/30/09	PDM	\$4463.00	Men's Basketball
Thornton, Michael	12/15/08	01/14/09	PDH	\$2427.52	Women's Basketball
Watson, Don	04/01/09	04/30/09	PDM	\$4463.00	Women's Swimming

#### PART TIME ACADEMIC COUNSELOR FOR STUDENTS

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>HOURS</u>
Lam, My My	12/04/08	01/31/09	EXH	\$59.16	8

#### SPECIAL ASSIGNMENT

<u>NAME</u>	<u>START DT</u>	<u>END</u>	<u>PAY TYP</u>	<u>PAY</u>	
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		<u>DT</u>		<u>RATE</u>	
<u>Berta, Melissa</u>	01/12/09	01/30/09	INT	\$84.50	
Faculty Coordinator for Title III Grant.					
<u>Grossman, Marianne</u>	02/03/09	05/31/09	EXH	\$30.34	
To act as Yoga leader for the Wellness Program.					
<u>Kraft, Richard</u>	05/01/09	05/31/09	EXM	\$43.10	
Curate Photo Gallery Exhibitions.					
<u>Merlo, Adrienne</u>	01/05/09	01/23/09	EXH	\$30.34	
Presenting a Blackboard workshop for Spanish Instructors.					
<u>Perkins, Marc</u>	02/01/09	20/20/09	EXM	\$43.10	
Presenter for faculty workshop.					
<u>Schmidt, Valerie</u>	02/02/09	05/29/09	PDH	\$30.34	
Replacement cataloging duties.					
<u>Sweesy-Barger, Millie</u>	02/03/09	05/31/09	EXH	\$30.34	
To act as Yoga leader for the Wellness Program.					

#### PART TIME LIBRARIANS

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>NTE HOURS</u>
Daugherty, Seth	02/04/09	05/27/09	EXH	\$59.67	48

#### STUDENT LEARNING OUTCOMES

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	
Ring, David	02/01/09	02/28/09	EXM	\$43.10	
Yanaga, Randall	02/01/09	02/28/09	EXM	\$43.10	

#### FACULTY INTERNSHIP GRANT

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	
Funez-Gonzalez, Juani	04/01/09	04/30/09	EXM	\$43.10	
Laux, John	04/01/09	04/30/09	EXM	\$43.10	

#### TECHNOLOGY PREP ORIENTATION

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	
Henry, Lorraine	03/01/09	03/31/09	EXM	\$43.10	
Jones, Barbara	03/01/09	03/31/09	EXM	\$43.10	
Sachs, Loren	03/01/09	03/31/09	EXM	\$43.10	

Shine, Brenda	03/01/09	03/31/09	EXM	\$43.10	
Taylor, Margaret	03/01/09	03/31/09	EXM	\$43.10	

**PT FACULTY ROUNDTABLE**

<u>NAME</u>	<u>START DT</u>	<u>END DT</u>	<u>PAY TYP</u>	<u>PAY RATE</u>	<u>NTE HOURS</u>
Bendz, Guadalupe	01/21/09	01/21/09	EXH	\$30.34	2.0
Boone, Rick	01/21/09	01/21/09	EXH	\$30.34	2.0
Holland, Michael	01/21/09	01/21/09	EXH	\$30.34	2.0
Jones, Christianne	01/21/09	01/21/09	EXH	\$30.34	2.0
Moriarty, Kathleen	01/21/09	01/21/09	EXH	\$30.34	2.0

Overload assignments for the following evening counselors, payment to be a maximum of \$72.000/hr based on 1/1000th of their placement on the CFE/AFT Local 1911 Faculty Unit Contract, for the period 01/31/09 to 05/31/09 for CCC, GWC and OCC assignments. Multiple statements indicate two or more separate assignments. LGF indicates Large Group Factor. This employment is subject to the general instructional needs of the college and/or the specific division. Assignments are not to exceed LHE stated:

**GWC**

<u>Name</u>	<u>LHE</u>
Bush, Hoai-Huong Dang	2.00
Dickerson, Karen	1.00
Hinton, Karen	3.00

**OCC**

<u>Name</u>	<u>LHE</u>
Adelmann, Daniel	2.62

Overload assignments for the following instructors, payment to be a maximum of \$72.000/hr based on 1/1000th of their placement on the CFE/AFT Local 1911 Faculty Unit Contract, for the period 01/31/09 to 05/31/09 for CCC, GWC and OCC assignments. Multiple statements indicate two or more separate assignments. LGF indicates Large Group Factor. This employment is subject to the general instructional needs of the college and/or the specific division. Assignments are not to exceed LHE stated:

**CCC**

<u>Name</u>	<u>LHE</u>
Lovig, Margaret	
04/06/09-05/31/09	2.41
Wild, Michelle	1.20

**GWC**

<u>Name</u>	<u>LHE</u>
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Babb, Susan	6.00
Bishop, Joyce	4.50
Bowlby, Margot	6.50
Carle, Spencer	1.50
Carmel, Diana	6.05
Chapman, Nina	4.50
Chu, Alice	5.50
Conley, Brian	6.60
Cosand, Keisha	1.00
Drover, Christopher	4.50
Farris, James	0.50
Goldstick, Deborah	6.27
Hamilton, Christopher	6.00
Harelson, Karen	6.73
Ibranossian, Agatha	4.00
Isonio, Steven	4.50
Johnson, Leilani	3.16
Keegan, Mary Kay	6.27
Kelly, Darla	6.33
Nguyen, Jimmy	1.00
Pascoe, Kimberly	3.00
Reck, James	1.50
Reyna, Edward	6.55
Sambrano, Michelle	2.00
Tamanaha, Stephen	2.00
Thorne, Clyde	
04/06/09-05/31/09	6.00
Ullrich, Richard	6.68
Valenzuela, Yvonne	
04/06/09-05/31/09	7.50
Watkins, Derrick	6.00
Woo, Mai-Ying	6.00
Yeargain, Frank	6.66

### OCC

<u>Name</u>	<u>LHE</u>
Abernathy, Dean	6.67
Adan, Amina	4.50
Alabi, Jessica	1.50
Arnold, Herrick	1.50
Bachmann, Robin	3.00
Banoczi, Walter	6.24
Barber, William	0.33
Beard, Daniel	1.00
Belcher, Mary	1.40
Bise, Robert	6.00
Bosich, Jill Kristine	0.66
Breece, William	3.00
Cahiyakal, Jennifer	0.10
Carlson, Ravin	5.34
Castano, Robert	2.17
Coaty, Patrick	4.50
Cooper, Barbara	1.36
Cortez, Jose	2.66
Drew, Rendell	6.00



Farrell, Daniel	2.62
Foster, Rodney	4.00
Funez-Gonzalez, Juani	1.50
Galvery, William	6.00
Golden, Jill	0.16
Gonzales, Jarren	3.00
Hassapis, Phylcia	4.76
Henry, Lorraine	4.75
Hutchison, Richard	2.00
Isaac, Darryl	3.00
Katz, Eleanor	4.50
Kelly, Marilyn	1.50
Kings, Roseanne	2.00
Kubiak, Renee	1.25
Kunzler-Yett, Betil	6.00
Kuo, Daniel	1.50
Lawell, Cheri	1.00
Maher, Deborah	6.00
Marcina, Vesna	1.50
Mason, Douglas	4.50
McClanahan, Ann	3.00
Melrose, Charlene	6.00
Myers, Joy	2.32
Naesse, Irene	2.00
Nudelman, Jack	3.50
Ortiz, Oscar	3.33
Perez Stable Cox, Olga	6.00
Peters, Timothy	5.90
Pettus, Candice	6.00
Pham, Lien	4.50
Reber-Bonhall, Cynthia	0.87
Sachs, Loren	4.09
Shine, Brenda	0.50
Shrock, Cheryl	4.00
Simpson, Melissa	3.11
Smith, Susan	1.50
Smolin, James	3.00
Steinfeld, Thomas	0.02
Tarlos, Theresa	6.00
Timmons, Terry	3.00
Wynne, Ann	3.00
Yanga, Randall	4.00
Young, Richard	4.00
Zombek, Mark	0.51

Overload assignments for the following evening librarians, payment to be a maximum of \$72.000/hr based on 1/1000th of their placement on the CFE/AFT Local 1911 Faculty Unit Contract, for the period 01/31/09 to 05/31/09 for CCC, GWC and OCC assignments. Multiple statements indicate two or more separate assignments. LGF indicates Large Group Factor. This employment is subject to the general instructional needs of the college and/or the specific division. Assignments are not to exceed LHE stated:

#### GWC

<u>Name</u>	<u>LHE</u>
Cassens, Treisa	1.00

Davis-Wolfe, Julie	1.00
Garcia, Gonzalo	1.00

**b. Appointment of Substitutes, Academic Staff**

It is recommended that the following individuals be appointed as substitutes, as defined by California Ed Code 87480, appointments not to exceed 20 working days, and subject to Board policies governing such appointments, to be paid \$45.69/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered the 2008-09 academic year.

Coastline College  
Syed, Erum

Golden West College  
Drum, Jean  
Palmer, Leslie

Orange Coast College  
Green, Voiza

**c. Appointment of Academic Staff**

In accordance with Board policies and procedures, the following academic staff are recommended for appointment for service during the period shown below. Employment and payment for services will follow upon notification that all required documents have been completed and filed. Assignments are only for the time period specified or the hours per week as stated (multiple statements indicate two or more separate assignments). Salary placement may be revised upon presentation of evidence of additional education and/or experience:

Faculty

<u>NAME</u>	<u>LOC</u>	<u>TITLE</u>	<u>START-END DT</u>	<u>PLCMT</u>
Ngo, Michelle	GWC	Temporary Counselor	01/31/09-06/15/09	Q-IV-03

Revision to Previous Board action

<u>NAME</u>	<u>LOC</u>	<u>TITLE</u>	<u>START DT</u>	<u>PLCMT</u>
Lawler, William	GWC	Instructor, PE - Women's Volleyball	01/31/09	A-II-07*

\* Due to additional education.

**PART-TIME FACULTY ASSIGNMENTS – 2009**

**FALL**

Assignments during the period 08/25/08-12/14/08 for CCC, GWC and OCC unless otherwise noted and not to exceed 9 LHE. LHE = Lecture Hour Equivalency.

**Coastline College**

<u>Name</u>	<u>LHE</u>
Nguyen, Diem	2.000

**Orange Coast College**

<u>Name</u>	<u>LHE</u>
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Gold, Jeffrey	3.375
Huberg, Trina	9.000

### **SPRING**

Assignments during the period 01/31/09-05/31/09 for CCC, GWC and OCC unless otherwise noted and not to exceed 10 LHE. LHE = Lecture Hour Equivalency.

### **Coastline College**

<u>Name</u>	<u>LHE</u>
Abel, Robert	3.0000
Ables, Dorothy E.	3.0000
Adler, Roberta S.	9.0000
Ahlman, Mary	8.0000
Alexander, David O.	2.7490
Allen, Stacey L.	3.0000
Amitoelau, Sylvia E.	7.6250
Anderson, Marvette V.	6.2180
Andruss, Kathleen A.	3.3330
Aprile, Judy L.	7.8330
Ardolino, Maureen A.	7.5000
Armendariz, Patricia S.	9.0000
Arreaga, Elizabeth C.	3.0000
Atallah, Joseph H.	3.0000
Aubry, Michael H.	6.0000
Bai, Hannah	3.7500
Bailly, Jennifer N.	3.0000
Barnes, Ralph T.	8.0000
Barnes, Stephen G.	4.0000
Barrett, Debra A.	9.0000
Beaver, Dorothy A.	8.0000
Belanger, Albert G.	8.0000
Betz, Paul B.	6.0000
Blackman, Darin R.	7.5000
Boddie, Richard B.	4.5000
Borcoman, Kelvin D.	6.0000
Bouley, Harold C.	3.0000
Bovard, Kelly R.	6.0000
Briggs, June K.	1.7770
Brock, Marilyn V.	3.0000
Brown, Debra G.	6.0000
Bunnell, Dona R.	6.9940
Calcanas, Christina M.	7.5000
Caldwell, Avery L.	3.7500
Candelaria, Patricia A.	3.0000
Cao, Thomas T.	6.0000
Capocciana, John M.	7.5000
Carlson, Beverly H.	6.9960
Carlucci, Michael A.	3.0000
Carpenter, Linda L.	6.0000
Cast, Steven N.	8.7500

Chabra, Shashi	9.0000
Chambers, Malcolm C.	6.0000
Chang, Yu A.	7.0000
Chapman, Cheryl A.	9.0000
Chase, Suzanne C.	9.0000
Chen, Eric Y.	7.5000
Chow, Brian L.	6.0000
Churgel, Marlene L.	9.0000
Cisneros, Mark E.	9.0000
Clay, Caron D.	3.5540
Cole, Maureen A.	9.0000
Cooper, David G.	3.0000
Corbin, Steve L.	6.7500
Covert, Robert V.	6.0000
Crawfis, Robert P.	6.0000
Crockett, David A.	3.2500
Crowley, Debra M.	8.5000
Crowley, Erin K.	7.5000
Cucci, Nancy H.	1.3330
Cummins, Megan S.	7.5000
Curtis, Michael D.	6.0000
Dalbey, Elizabeth D.	9.0000
Davis, Georgette E.	9.0000
Davis, Loretta H.	9.0000
Davis, Penny S.	8.0000
Dawes, Arthur F.	3.7500
De Carlo, Joseph W.	3.0000
De Witt, Stanley D.	3.0000
Devirgilio, Desiree M.	8.2470
Devoe, Todd T.	3.0000
Diaz-Brown, William J.	3.0000
Dietrich, Phillip W.	4.0000
Do, Anhvy T.	6.0000
Don, Rachel	8.5000
Doren, Ricia	8.0000
Doyle, John A.	6.0000
Dye, David A.	3.2500
Eber, Lorie P.	6.0000
Edwards, Kathryn A.	5.6000
El-Ahraf, Amer M.	3.0000
Elbettar, Jihad R.	6.0000
Ely, Cynthia Jean W.	8.0000
Everett, Michael C.	5.0000
Farr, Jon S.	1.8330
Farrington, Brenda G.	3.0000
Feiner, Henri	9.0000
Fernald, Theresa G.	3.1080
Flores, Robert R.	1.6250
Forbes, Junko	6.0000
Freeman, William D.	3.0000

Fuller, David J.	5.0000
Gandall, Beverly	9.0000
Garvin, Timothy A.	6.0000
Gettinger, Amy	8.0000
Giancarlo, Jennifer G.	7.5000
Gill, Tina K.	5.0000
Glassman, Keith L.	2.6660
Godfrey, Don W.	7.0000
Gordon, Kimberly H.	6.0000
Gundy, Afaf R.	7.0000
Haas, Roland R.	2.7500
Hampton, Jancy R.	9.0000
Hayes, Carol E.	1.5000
Henry, Charles M.	3.0000
Henson, Jennifer L.	7.5000
Hill, Shawn A.	3.0000
Hogan, Mikel M.	6.0000
Howe, Sonja S.	1.6250
Hurley, Regina C.	2.3320
Irvin, Teresa L.	3.0000
Isbell, Donald R.	3.7500
James, Scott A.	3.0000
Jason, Diana	5.5000
Kerr, Jeffrey T.	7.5000
Klein, Ronald K.	1.7500
Kobata, Sarah A.	3.0000
Kozis, Nicholas P.	3.7500
Kroll, Stephen R.	4.0000
Kurz, Sally L.	6.0000
Lascoe, Marion	1.3330
Lembke, Phyllis A.	6.0000
Levy, Eli	1.7770
Lin, George Zou C.	2.3320
Long, Barbara L.	3.7500
Lowther, Gene R.	3.0000
Maccoun, Wendy	8.0000
Maharaj, Peter S.	4.6250
Man, Georgina Ching T.	9.0000
Maniaci, Vera	8.0000
Mann, Claire J.	9.0000
Marks, Karen A.	3.0000
Martenuk, Stephen W.	3.7500
Martin, Melissa L.	1.5000
Martin, Susan Q.	6.0000
Masters, Melinda J.	7.5000
Mattar, Mary Anne Y.	9.0000
Maynard, Linda C.	9.0000
McCliman, Michelle M.	3.0000
McGeoch, Norma C.	8.0000
McNamara, John E.	6.0000
Mefford, Christopher D.	8.0000

Mendoza, Jaime	9.0000
Menzing, Todd E.	3.0000
Metoyer, Rebecca A.	3.7500
Mielke, Tammy M.	3.0000
Mihatov, Steven T.	3.0000
Miller, Rosemary F.	8.0000
Mohr, Cheryl F.	9.0000
Monroe, Jennifer L.	8.0790
Morehouse, Karen B.	3.0000
Morin, Linda M.	3.0000
Mozell, Harold	6.0000
Najera, Michael A.	7.5000
Nguyen, David C.	9.0000
Nguyen, Diem T.	9.0000
Nguyen, Kelly K.	4.0000
Nguyen, Ky N.	4.0000
Nichols, Kristen J.	9.0000
Nusrat, Rehana J.	6.0000
Oelstrom, Jeanne A.	5.6660
Offenhauser, Tyler D.	3.0000
Ondracek, Theodore M.	3.0000
Ortega, Yvonne L.	6.0000
Ostrowski, Kenneth R.	3.2500
Palmer, Catherine T.	9.0000
Parent, Nancy A.	7.5000
Pasino, James A.	6.0000
Patterson, Teresa V.	2.0000
Pecoraro, Michaelene F.	6.0000
Petropoulos, Mary E.	3.0000
Platfoot, Shirley S.	4.1250
Pourreza, Atousa	9.0000
Proppe, Jean R.	6.0000
Quast, Gerald A.	9.0000
Ratzlaff, Duane	8.0000
Reisch, Carla M.	9.0000
Rewers, Keven M.	7.7500
Richter, Otto G.	9.0000
Rico, Beverly G.	1.8750
Rigali, Rebecca L.	2.3320
Rodriguez, Lisa J.	3.0000
Rogoff, Meri I.	6.0000
Ruhle, James L.	3.0000
Ryan, Diane A.	4.8850
Sagen, Arthur J.	3.0000
Sallee, Mark C.	3.0000
Sandberg, Rhonda L.	6.2170
Sayasy, Ny K.	3.7500
Schilling, James P.	2.6660
Schindelbeck, Judy A.	7.5000
Smith, Michelle D.	1.3330

Smith, Ronald Q.	3.7500
Spickard, Kathleen L.	1.9980
Steddum, Michelle R.	2.0000
Stillings, Lisa M.	5.0000
Talmage, Dorrie M.	6.0000
Terry, Ladd J.	6.0000
Tonelli, Barbaraleigh	6.0000
Vayo, Sunshine M.	6.0000
Walker, Don	0.7500
Ward, Michael S.	3.2500
Washington, Warren A.	3.0000
Watts, Susan C.	3.0000
West, Ruth B.	7.5000
Whitson, Stephen M.	5.0000
Wilson, Lora I.	0.6660
Worden, Mark K.	6.7500
Wrobel, Alfred J.	3.0000
Yaron, Sharon D.	7.3750

#### **Golden West College**

<u>Name</u>	<u>LHE</u>
Abdellateef, Marwa	9.0000
Agnew, Cassandra L.	3.0000
Al-Shawa, Ahmad A.	4.5000
Alcocer, Brandon W.	3.0000
Alvarez, Veronica I.	8.7500
Amezcuca, Araceli	5.7500
Anderson, Joan N.	6.0000
Anderson, Terry B.	8.0000
Armendaris, Francesca	8.0000
Ashrafmodarres, Reza	4.5000
Baitoo, Hilda	3.6700
Baumheckel, Kenneth R.	7.0000
Becker, Craig R.	9.0000
Benoe, Christopher S.	3.6700
Bergman, Martha H.	8.0000
Berry, Debra D.	6.7500
Birnie, Deborah D.	9.0000
Bitting, Kenneth W.	3.0000
Blackburn, Brenda G.	9.0000
Blackburn, Lisa N.	8.0000
Bogart, Dennis G.	2.0000
Bon, Denise M.	7.5000
Boswell, Glen D.	3.7500
Botello, Rebeca	3.0000
Bowers, Elizabeth R.	8.0000
Brady, Kenneth	4.0000
Brazney, Suzanne L.	8.1250
Brennan, Peter	4.0000
Brown, Helen H.	9.0000

Carney, Christopher J.	8.0000
Caterina, Amy L.	7.3400
Cavin, Andre J.	7.5000
Centeno, Deborah M.	8.0000
Chambers, Thomas A.	4.5000
Chandra, Jyoti	8.5630
Chaves, Sindy J.	5.0000
Cheek, Jeffry R.	2.0000
Chrisco, Tiffanie L.	3.7500
Cochrane, William H.	7.5000
Cohen, Herbert M.	8.7500
Collins, Micheal J.	3.0000
Conrad, Robert M.	3.0000
Cowan, Rory W.	6.8300
Crough, Deborah S.	2.2500
Cunningham, Christopher A.	7.3400
D'Alessandro, Michael S.	8.1250
Daigle, Maurice J.	4.7500
Daniel-Berhe, Sequare K.	5.2500
Dannov, Isabelle A.	8.7500
Davidson, Matthew T.	3.0000
Degaillande, Philippe G.	5.7500
Der-Mesropian, Emma	7.5000
Dinh, June T.	3.0000
Do, Tom H.	4.0000
Dodge, Anthony J.	2.4370
Doretti, Brett A.	3.0000
Dowlatsahi, Kristina N.	3.0000
Drum, Jean C.	7.0000
Dubois, Susan R.	2.2500
Duenas, Yolanda	3.2500
Duong, David H.	3.0000
Eagle, Ryan J.	9.0000
Eck, Brian E.	4.5000
Evanshine, Sharon K.	6.0000
Fan, Paul P.	6.0000
Farrell, Donna M.	1.0000
Ferry, Michelle L.	7.5000
Foster, Lara C.	3.0000
Frame, Stewart A.	9.0000
Fraser, Mark S.	8.5000
Frohn, Patrick R.	2.7500
Galbraith, Milton J.	3.0000
Garcia, Christopher A.	3.0000
Glassford, Guy C.	1.5000
Glumace, Sean D.	7.3400
Golbuff, Kimberly S.	9.0000
Greenwood, Richard B.	5.2500
Grimes, Pierre	6.0000
Hackmann, Debra J.	2.2500
Haig, Jeffrey D.	3.0000



Harrington Jr, Odell	5.4370
Heneks, Kasara	7.5000
Hobgood, John M.	7.5000
Jara, Ricardo A.	6.0000
Jasser, Mais Z.	9.0000
Johnson, Daniel R.	7.5000
Johnson, Douglas H.	3.0000
Kaliski, Lucy A.	8.7500
Kang, Henry R.	8.5000
Karpenski, Joseph G.	9.0000
Klaus, Raymond J.	3.7500
Krogfoss, William K.	9.0000
Langdon, Spencer K.	9.0000
Le, Thien B.	9.0000
Leipper, Bryan H.	1.6250
Leipzig, G V.	8.2500
Letvin, Bruce H.	4.5000
Long, James R.	6.0000
Lopez, Arthur E.	7.5000
Ma, Daniel K.	4.0000
Mack, Lorna J.	6.3900
Mahmood, Hassaan A.	7.3400
Manlowe, Melinda A.	9.0000
Manzullo, Michael J.	4.0000
Mariahazy, Laszlo	3.0000
Marten, Connie A.	3.0000
Mase, Michael F.	4.5000
Mathias, Richard C.	3.0000
Mc Cauley, Linda D.	6.2500
McGovern, Donna M.	8.5000
McPherson, Deborah K.	3.0000
Miele, Richard L.	9.0000
Miner, Robert K.	5.2500
Mushet, Linda S.	8.2600
Muzic, Renee L.	3.0000
Myers, Darya N.	4.0000
Najm, Tariq E.	8.0000
Neely, Joshua S.	7.5000
Nemeth, Angelika M.	3.6600
Nguyen, Frank	8.5000
Nguyen, Hang M.	7.5000
Nivans, David B.	7.5000
O'Dell, Daniel R.	2.4370
Orme, Denise M.	9.0000
Ormes, Guy N.	6.0000
Orwig, Bernice J.	8.2500
Pacheco, Pamela P.	9.0000
Palacios, Roberto	5.7500
Pattison, Patrick D.	2.0000
Pawson, John E.	8.7500

Pearce, Dianne L.	4.0000
Penna, Michael E.	5.2500
Perez, Jason T.	6.0000
Rami, Kiran H.	3.0000
Rapp, Paula J.	1.5000
Rasmussen, Myrna	9.0000
Redfield, Michael F.	9.0000
Rehmat, Shehnaz	7.5000
Revilla, Candace L.	5.5000
Reyes, Lourdes	3.0000
Rives, Nicky D.	5.0000
Robinson, David P.	4.8750
Rose, Sanford B.	3.0000
Selman, Matthew T.	2.4370
Shah, Sonali J.	8.5000
Simpson, Matthew C.	8.1250
Snyder, Mark R.	2.0000
Sullivan, Maureen P.	4.5000
Swanson, Donny R.	9.0000
Swendson, Paul D.	9.0000
Tamsamani, Zouhair	7.7500
Taylor, Christopher M.	2.5000
Taylor, Lisa M.	4.5000
Tenno, Milton H.	4.8750
Ternes, Linda M.	5.0000
Tran, Le V.	6.7500
Wells, Matthew E.	7.5000
Wimmer, Ronda R.	9.0000
Zugates, Michael	7.5000

The following GWC Part-time Police Academy Instructor to be paid hourly rates based on the Administration of Justice "C" salary schedule. Assignments are for the 2008-09 school year for the period 01/05/09 to 06/30/09, not to exceed 498 hours:

Kies, Dennis

#### d. Appointment of Classified Staff to Advertised Positions

In accordance with Board policies and procedures, the following Classified Staff are recommended for appointment to advertised positions; these include promotions, new hires, and rehires:

##### Classified Management

<u>Name</u>	<u>LO C</u>	<u>Title</u>	<u>Start Dt</u>	<u>PLCMT</u>	<u>Vacancy #</u>
Oberlin, Craig	OC C	Senior Director College Information Technology	02/05/09	G-30-04	O-018-09

##### Classified Management-Temporary

<u>Name</u>	<u>LO C</u>	<u>Title</u>	<u>Start-End Dt</u>	<u>PLCMT</u>	<u>Vacancy #</u>

Freilich, Rosanne	CC C	Corporate Education & Workforce Programs Coordinator	03/02/09-06/ 30/10	G-18-01	C-024-09*
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\*This position may be extended, modified or eliminated based on changes from the funding.

Classified

<u>Name</u>	<u>LO C</u>	<u>Title</u>	<u>Start Dt</u>	<u>PLCMT</u>	<u>Vacancy #</u>
Kaulani, Robert	OC C	Athletic Equipment Manager	02/05/09	E-47-02	O-020-09
Awolaye, Oluwaseyi	DIS T	Accounting Technician, Senior	03/17/09	E-51-01	D-001-09

Revision to Previous Board action

<u>Name</u>	<u>LO C</u>	<u>Title</u>	<u>Start Dt</u>	<u>PLCMT</u>	<u>Vacancy #</u>
Vasquez, David	GW C	Online Instructional Assistant*	01/05/09	E-44-01	G-009-09

\*Title correction.

**e. Appointment of Special Category, Hourly Staff**

**A. 160 Day Employees**

It is recommended that authorization be given for the following hourly personnel appointments in the performance of noncertificated duties which directly support administrative, classified, or student services and special projects, or are fulfilling noncertificated substitute services for classified employees temporarily absent, no assignment to exceed 160 working days pursuant to provisions of AB500 and the Agreement between the Coast Community College District and the Coast Federation of Classified Employees. (Please note: Budget numbers 100+ are General Fund; all others are Categorical Funds.)

EXTEND is noted when an already approved assignment has an extended end date.

Hourly/Temporary/Clerical/Secretarial, to provide clerical support including handling correspondence, maintaining files, answering phones, preparing reports and responding to public inquiries in one or more of the following campus and/or division offices: Instruction, Student Services or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LO C</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Caro, Hector	DIST	02/05/09	06/30/09	110001-160700	M,T,W,TH,F
Chau, Andy	GW C	02/05/09	06/30/09	110001-34950 2	M,T,W,TH,F
Lagana, Christiana	GW C	02/05/09	06/30/09	124006-36151 9	M,T,W,TH,F
Rusamiprasert, Laila	CC C	02/05/09	06/30/09	818030-84751 5	M,T,W,TH,F
Vo, Eryn	GW C	02/05/09	06/30/09	124036-34930 4	M,T,W,TH,F
	GW C	02/05/09	06/30/09	110001-34820 1	M,T,W,TH,F

Hourly/Temporary/Instructional/Research Assistant, to provide instructional support services to faculty and instructional divisions by assisting with pre-class preparations, maintaining various school records, scoring tests, tutoring, and coordinating instructional materials or equipment in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LO C</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Adling, Eva	OC C	02/05/09	06/30/09	812001-26270 2	M,T,W,TH,F
	OC C	02/05/09	06/30/09	110001-26270 1	M,T,W,TH,F
	OC C	02/05/09	06/30/09	120176-25100 8	M,T,W,TH,F
Villanueva, Danny	OC C	02/05/09	06/30/09	812035-21040 2	M,T,W,TH,F

Hourly/Temporary/Service/Maintenance, to perform a variety of semi-skilled maintenance, janitorial and repair work on campus buildings, equipment and facilities in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LO C</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Anderson, Elizabeth	OC C	02/05/09	06/30/09	812020-20540 1	M,T,W,TH,F
Baldwin, Hayden	OC C	02/05/09	06/30/09	127005-25890 0	M,T,W
Bui, Huy	OC C	02/05/09	06/30/09	127005-25890 0	M,T,W
Diaz, Amelga	CC C	02/05/09	06/30/09	110001-88520 2	M,T,W,TH,F
Lopez, David	GW C	02/05/09	06/30/09	813015-38140 1	S,SU
Mongkolsilapa, Charlie	GW C	02/05/09	06/30/09	813015-38140 1	S,SU
Nichols, Stevie	GW C	02/05/09	06/30/09	110001-38530 2	S,SU
Pham, Tino	OC C	02/10/09	06/30/09	812020-20540 3	M,T,W,TH,F
	OC C	02/10/09	06/30/09	812020-20540 2	M,T,W,TH,F
Stillinger, Josef	GW C	02/05/09	06/30/09	813015-38140 1	S,SU
Ton, David	OC C	02/05/09	06/30/09	812001-26160 5	T,TH
Vizcaino, Hector	GW C	02/05/09	06/30/09	813015-38140 1	S,SU
Walid, Ali	GW C	02/06/08	06/30/09	813015-38140 1	S,SU
West, Eric	OC C	02/05/09	06/30/09	127005-25890 0	M,TH,F
Williams, Heather	OC C	02/05/09	06/30/09	812020-20540 3	M,T,W,TH,F

Hourly/Temporary/Technical/Paraprofessional, to provide specialized and/or skilled technical support in such areas as classroom interpretation, computer operations, on-line editing, proctoring or special program research in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LO C</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Dao, Trang	G W C	02/05/09	06/30/09	110001-34715 1	M,T,W,TH,F
Monday, Michael	G W C	02/05/09	06/30/09	813001-31710 2	M,T,W,TH,F
Oshodi, Theresa	CC C	02/05/09	06/30/09	818030-87102 0	M,T,W,TH,F
Ryan, Keith	OC C	02/05/09	06/30/09	812035-21281 1	M,W,F

Hourly/Temporary Substitutes, pursuant to Section 7.2(A) of the Agreement between the Coast Community College District and the Coast Federation of Classified Employees, to take the place of a bargaining unit employee who is ill or on leave of absence for the time frame noted below.

<u>Name</u>	<u>LO C</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Lao, Albert	GW C	12/19/08	02/01/09	110001-380502	M,T,W,TH,F
Ramirez, Jorge	GW C	12/03/08	02/01/09	110001-380502	M,T,W,TH,F

#### B. Student Employees

It is recommended that authorization be given for the following hourly employment of either full time students enrolled in 12 or more units per semester, or part time students enrolled in less than 12 units per semester in any college work-study program, or in a work experience education program, with duties performed not to result in the displacement of any classified personnel, or impair existing services.

##### Golden West College

Drury, Derrick  
Flood, Thomas  
Nguyen, Huy  
Ortez, Matthew  
Tran, Andrew

##### Orange Coast College

Dinh, Thien  
Fitzgerald, Patricia  
Tran, Hien  
Ward, Brennden  
Yeung, Man

#### C. Substitutes

It is recommended that authorization be given for the following hourly Substitutes, on call, as needed to perform noncertificated substitute services for classified employees temporarily absent from departments which have state mandated coverage requirements, or which perform services directly related to the safety and maintenance of the campuses.

Orange Coast College

Hoshyarshar, Maryam

**f. Authorization for Professional Experts**

Gonzalez, Beth, OCC, to perform work for the Tech Prep Regional Coordination Grant, for the period 11/03/08 to 03/10/09, compensation to be \$1,000.00.

Segerblom, Christopher C., OCC, to present for the Sailing Center classes, for the period 01/05/09 to 06/30/09, compensation to be \$1,500.00.

The following OCC Professional Experts to perform work for the Tech Prep Career Link Grant in the Career Services Department, for the period 11/01/08 to 06/30/09, compensation to be \$1,000.00.

Daniels, Cheri L.  
Eggert, Steve  
Hayes, Ryan  
Ruzzi, Nicholas A.  
Willett, Michael V.

**Reconvene Regular Meeting at 6:30 p.m.**

**Additional Administrative Content**

Created on 12/16/2008 at 09:09 AM by Jodi Rodriguez. Last update on 01/30/2009 by Jodi Rodriguez.

## Agenda Item

### 1.02 Reconvene Regular Meeting at 6:30 p.m.

Meeting: 02/04/2009 Regular Meeting

Category: 1. Procedural Matters

Agenda Type: Information

Public Access: Yes

## Agenda Item Content

**Adopt Agenda as Amended**

## Additional Administrative Content

Created on Yesterday at 01:43 PM by Jodi Rodriguez. Last update on 01/30/2009 by Jodi Rodriguez.

## Agenda Item

### 1.03 Pledge of Allegiance

Meeting: 02/04/2009 Regular Meeting  
Category: 1. Procedural Matters  
Agenda Type: Information  
Public Access: Yes

#### Agenda Item Content

#### Additional Administrative Content

#### Action Agenda Details

Motion:

Created on Yesterday at 04:06 PM by Jodi Rodriguez. Last update on 01/30/2009 by Jodi Rodriguez.



## Agenda Item

### 1.04 Public Comment (Open Session - Items on Agenda)

Meeting: 02/04/2009 Regular Meeting  
Category: 1. Procedural Matters  
Agenda Type: Information  
Public Access: Yes

#### Agenda Item Content

*At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board. Persons wishing to make comments are allowed five minutes per item. A "Request to Address the Board of Trustees" card needs to be completed and filed with the Manager of Board Operations prior to speaking.*

*The Board requests that the public speak on matters which are on this agenda at the time that the item is considered by the Board. Public Comment regarding matters not on the Agenda will be taken at a later point in the Agenda. Please note that the Board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda for Board consideration.*

*It is the intention of the Coast Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact the Manager of Board Operations at, (714) 438-4848, at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.*

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Jodi Rodriguez. Last update on 01/30/2009 by Jodi Rodriguez.

## Agenda Item

### 1.05 Approval of Minutes

Meeting: 02/04/2009 Regular Meeting  
Category: 1. Procedural Matters  
Agenda Type: Information  
Public Access: Yes

#### Agenda Item Content

Regular meeting of: January 21, 2009



Min 01-21-09.pdf

#### Additional Administrative Content

Created on 12/18/2008 at 09:09 AM by Jodi Rodriguez. Last update on 01/30/2009 by Nancy Hill.

**Regular Meeting**  
**Board of Trustees**  
**Coast Community College District**

District Board Room

5:00 p.m. Closed Session 6:30 p.m. Regular Meeting

January 21, 2009

**MINUTES**

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on January 21, 2009 in the Board Room at the District Office.

**1. PROCEDURAL MATTERS**

**1.01. Procedural Matters**

**1. Call to Order**

Board President Jim Moreno called the meeting to order at 5:03 p.m.

**2. Roll Call**

Trustees Present: Mary Hornbuckle, Walter Howald, Jim Moreno, Jerry Patterson and Lorraine Prinsky.

Trustees Absent: Michael Battistone\*

\*Student Trustee Battistone arrived at 6:30 p.m. for the Re-convening of the Regular Meeting of the Board of Trustees.

**3. Public Comment**

There were no requests to speak during Public Comment.

**4. Recess to Closed Session**

The Board recessed to Closed Session at 5:04 p.m. to discuss the following items:

- a. Public Employee Discipline/Dismissal/Release (pursuant to Section 54957)

- b. Conference with Labor Negotiator (pursuant to Section 54957.6)  
Agency Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources  
Employee Organization: Coast Federation of Classified Employees (CFCE)
- c. Conference with Labor Negotiator (pursuant to Section 54957.6)  
Agency Designated Representative: Board President, Jim Moreno  
Unrepresented Employee: Acting Chancellor
- d. Conference with Legal Counsel – Existing Litigation (pursuant to Section 54956.9 (a))  
Name of Case: Coast Federation of Educators vs. Coast Community College District,  
PERB Case No. LA-CE-5056-E
- e. Public Employment (pursuant to Section 54957)  
Position: Acting Chancellor
- f. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (pursuant to Section 54956.8)  
Property: 1527-1533 Monrovia Avenue, Newport Beach, CA  
Agency Negotiators: Ding-Jo Currie, Ph.D., President, Coastline College  
Patrick Strader, District Land Development Consultant  
Toliver Morris, WM Commercial Real Estate  
  
Negotiating Parties: Eric C. Smyth, Michael A. Hefner, VOIT Commercial Brokerage  
Under Negotiation: Price and Terms
- g. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (pursuant to Section 54956.8)  
Properties: 1505 and 1515 Monrovia Avenue, Newport Beach, CA  
  
Agency Negotiators: Ding-Jo Currie, Ph.D., President, Coastline College  
Patrick Strader, District Land Development Consultant  
Toliver Morris, WM Commercial Real Estate  
  
Negotiating Parties: Kirstin Emershaw, Monrovia Avenue, LLC  
Under Negotiation: Price and Terms

## **5. Reconvene Regular Meeting**

The Board reconvened to Open Session of the Meeting at 6:35 p.m.

## **6. Pledge of Allegiance**

Vice President Lorraine Prinsky led the Pledge of Allegiance to the United States of America.

## **7. Public Hearing - Coast Federation of Classified Employees/American Federation of Teachers, AFL/CIO (CFCE/AFT), Local 4794 Initial Proposal to Reopen Negotiations between the Coast Federation of Classified Employees (CFCE) and the Coast Community College District**

There were no requests to address the Board during the Public Hearing.

**8. Public Hearing - Coast Community College District's Initial Proposal to Reopen Negotiations Between the Coast Community College District and Coast Federation of Classified Employees/American Federation of Teachers, AFL/CIO (CFCE/AFT), Local 4794**

There were no requests to address the Board during the Public Hearing.

**1.02 Approval of Minutes**

It was moved by Mr. Patterson and seconded by Mr. Howald to approve the Minutes of the Regular Meetings of November 19, 2008, December 10, 2008 and January 7, 2009. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**1.03 Acceptance of Retirements**

The Board expressed appreciation and congratulations to the following retiree with 10 or more years of service to the District:

Ouellette, Harriet, OCC, Staff Assistant, Classified Unit, retirement effective 12/31/08. Unused vacation to be paid in lump sum.

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to accept these retirements. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**1.04 Public Comment**

There were no requests to address the Board during Public Comment at this time.

**2. GENERAL INFORMATION AND REPORTS**

**2.01 Reports**

**1. Report from the Chancellor**

Acting Chancellor Joseph Quarles had no report.

**2. Reports from the Presidents**

The following college presidents provided brief reports to the Board:

Wes Bryan, President, Golden West College (GWC)  
Ding-Jo Currie, President, Coastline Community College (CCC)  
Bob Dees, President, Orange Coast College (OCC)

**3. Reports from the Officers of Student Government Organizations**

The following representatives provided reports on behalf of the student government organizations:

Kris Cutting, Student Senate, OCC  
David Lopez, President, ASGWC  
Jack Acosta, Student Advisory Council (SAC), CCC

**4. Reports from the Academic Senate Presidents**

The following Academic Senate Presidents provided brief reports to the Board:

Cheryl Stewart, Academic Senate President, CCC  
Eduardo Arismendi-Pardi, Academic Senate President, OCC

**5. Reports from Employee Representative Groups**

A report was presented by Barbara Price, President, Coast Community College Association/California Teachers Association National Education Association (CCA/CTA-NEA)

**6. Reports from the Board of Trustees**

Board members provided individual reports.

**7. Consideration of Association of Community College Trustees (ACCT) and California Community Colleges League (CCLC) Meetings and Conferences**

The Board reviewed the meeting dates listed for the ACCT and CCLC.

**8. Review of Board Meeting Dates**

The Board reviewed the scheduled Board Meeting dates presented in the January 21, 2009 Agenda.

**9. Report from Community Member**

Dr. Towers provided a report to the Board regarding the acceptance of transfer credits between colleges.

**10. Opportunity for the Board to Review the Board Directives Log**

The Board reviewed the Board Directives Log.

**11. District Agenda**

Reports were given by the following District and campus representatives relating to providing full, helpful, and District-wide coordinated customer services, including course registration, support services, counseling for rapid program completion, technology, and assistance with transfers throughout the District:

Joyce Black, Interim Associate Vice Chancellor of Education Services  
Jess Craig, Vice President of Student Services, OCC

Stan Francus, Interim Vice President of Student Services, GWC  
Vangie Meneses, Vice President of Student Services and Economic Development, CCC  
Dr. Shalaman Duke, Dean, Counseling and Special Programs, CCC  
Michael Battistone, Student Trustee  
David Lopez, President, ASGWC  
Jack Acosta, SAC, CCC

## **12. Opportunity for Board of Trustees' Discussion of Faculty Hiring Policy**

The Board reviewed and discussed the hiring policy for faculty and staff.

Speaking to the Topic:

Dean Mancina, President Coast Federation of Educators (CFE)

## **13. Presentation and Adoption of Accountability Reporting for Community Colleges**

Acting Chancellor Joseph Quarles noted that the ARCC is our report to the legislature as required by AB1417 and developed by the State Chancellor's Office as a result of law passed in 2004. The purpose of ARCC is to evaluate college performance on the State's educational outcome priorities, give a fair picture of college performance, provide colleges and districts with information to help them improve their programs, and provide consistency in reporting structure across the colleges. He added that the data comes from information that is provided to the System Office from our own MIS data. The System Office then compiles the report and sends the results to the colleges. The colleges then provide a one-page sheet with information about their college and programs. Dr. Quarles indicated that a copy of the data and self assessment for each of the colleges, a copy of the ARCC Guidelines from the League office; a copy of Executive Summary and Introduction to the ARCC, as presented by the System office to the legislature was attached to the Agenda; a full copy of the report is available from Educational Services and/or the Public Affairs Office. The College Presidents were also available to answer questions from the Board regarding individual college reports. Dr. Quarles added that staff would be happy to provide further information or report to the Board at a future meeting should more information be requested. The college presidents at this point could at least provide information with regards to, or make a statement, with regards to their college's report.

OCC President Dees reported that essentially, OCC has a pretty good record in most of the categories here, in comparison to colleges that are considered to be our equivalents across the state. President Dees explained to the Board that for ESL (English as a Second Language), there are reports for GWC and CCC but not for OCC under Basic Skills because OCC numbers their courses differently. Additionally, OCC courses have transfer credit so they are not considered Basic Skills. President Dees further explained that when the ARCC guidelines were set up statewide they had difficulty with ESL because programs differ around the state so much, and our three campuses differ a bit in that particular category. But as far as completion and overall success and retention, President Dees indicated that he felt OCC has done very well and has a good record.

Trustee Howald asked President Dees if the report in comparison with the college's peer group was helpful. He also asked which category or area he felt needed improvement.

President Dees responded that he thought the report was accurate, or helpful, in the sense that the colleges that he's personally aware of could draw immediate comparison with our own campus and the populations. He added that he didn't know if there were equivalents or how that was determined at the colleges he isn't aware of. He indicated OCC had some areas to improve on, such as retention.

President Moreno commented that he understood that some reference of these reports needed to be in the Minutes, and asked how this would be presented on the Agenda so the Board could address the issues they wanted discussed in this accountability reporting.

Trustee Hornbuckle noted that her brief research revealed that the Board of Trustees needed to interact with this report. She assumed that meant the Board should hear the report, and the assessment, and then ask any questions they had. She felt it did need to be reflected in the minutes in more detail than just the board voted to receive and file. Trustee Hornbuckle added that she had found some examples of the Board of Trustees interactions, which ranged from one paragraph to two or three pages, and provided that information to the Manager of Board Operations/Assistant to the Chancellor. She noted that in this particular case, the Board may want more detail in the actual Minutes, rather than just that the Board received and filed.

President Moreno noted that unofficial copies of the Minutes would be acceptable, so that with the action items, we could expand a little more where this report is discussed. He indicated that he would take lead from the college presidents on how those would be presented for discussion so the Board could cover the items of concern.

Trustee Patterson said it appeared to him that the Board needed an oral report from each college president, to which the Board would react. He asked if the Board was supposed to act on this report by approving it, and where the report would be sent.

Acting Chancellor Quarles responded that a form would need to be resubmitted, with a copy of the minutes attached, reflecting the statement Trustee Hornbuckle had made.

Trustee Patterson inquired regarding who filled in the statistical data, and Acting Chancellor Quarles responded that the System office provided the data.

Trustee Patterson confirmed that the System Office provided the data; the colleges reviewed it and provided the self-assessment. He asked the college presidents if they saw anything in the data, such as things they did or did not do well.

OCC President Dees noted one thing was missing in this report. He commented it was enlightening to know what's going on in colleges across the state, but what was missing was the conversation district-wide, regarding how our students are doing. The last count at OCC showed 600 students also enrolled in other institutions. He indicated he had always thought one thing we needed to do with this data was to see the strengths or weaknesses district-wide. For example, if students are not persisting at a high enough rate across the district, or at any one campus, he felt we needed to address that. President Dees added that the presentation tonight by Student Services showed strength as a district; that we have some very good programs and services in place district-wide so no matter where students go in the District they have access to the same basic services. He also indicated that he didn't believe there had been discussion on this data that could provide a format district-wide relating to curriculum success or persistence rate for students, and felt that would be beneficial.

Trustee Howald noted that he had spoken with Vice Chancellor Perry from the Systems Office, who developed the original ARCC, and that was why he asked President Dees questions relating to the broader perspective, in looking at colleges in his peer group and discussion within the three colleges. He indicated that, for the record on the minutes, each college president should present a short report and the same questions would be asked of each. He added that he was glad that President Dees had added retention as an area to look at in the future, and noted that the Board would like a follow up on this issue, to see how the college is doing in one year, and two years from now.



President Moreno pointed out that AB1417 passed in 2004. He commented that, in looking at reports that had been done, he didn't see this information for 2006-2007. He asked when this item had come to the Board previously.

President Currie responded that this was provided to the Board in a report last year, and she didn't believe there was an interactive session involved.

Trustee Hornbuckle indicated that she had gathered from reading the website, that initially a few districts experimented with the process and that's where the examples of the Board interactions came from. This is the first year that all districts were required to do it.

CCC President Currie reported that this report was a helpful tool for the college. She said that the first time they saw the data, they noted that there were a lot of errors, and they worked with the District and Chancellor's Office to dissect the data and understand how the data was reported. They still are in the process of correcting the coding. For example, the state coding for ESL has four levels; Coastline's ESL has nine levels. President Currie noted that the system did not allow that customization; however, because of this discussion from the college level to the District to the State Chancellors' level, the State had changed the coding to nine levels. She commented that there were improvements but the data was still not accurate, which she believes is because other areas of coding are still in process of making improvements. President Currie commented that these indicators at the college level are generic and that Coastline uses them as a peripheral indicator on how the college is doing year to year, as well as in comparison to peer institutions. At Coastline, what this did for institutional effectiveness documentation and continuous research, was cause them to dig a little deeper. She added that, for example, for persistence rates, they would go further finding their own data and looking at the strongest predictors of success within a generic set of predictors. They also look at disproportional studies – identifying barriers of particular student populations and looking at measures to mitigate those barriers. For Coastline, it was a stimulus to go into depth and breadth of more indicators of the college and effectiveness in serving students.

President Moreno asked if the assessment was prepared by the colleges.

President Currie responded that the self-assessment was prepared by the college, but noted that it was restricted by the current coding structure at the District. She added that the data was not exactly perfect but it was still used as an indicator.

Trustee Howald confirmed that assessments were for each college, not the District, and that each college was compared to a different peer group so they weren't compared with each other.

President Currie responded that statewide, each college community and population is different; Coastline has a large percentage of students enrolled in distance learning courses, which traditionally have a much higher attrition rate than regular courses. She indicated that the bottom line was that this was useful data for them to use as a self-evaluation tool and to look at how they're doing from year to year. Comparing to peers is nice but sometimes it's like comparing apples to oranges, because the type of students being served was very diverse.

Trustee Howald asked if the report was helpful and what areas President Currie felt could be improved for Coastline.

President Currie responded that this report was extremely helpful if the focus was not on the numbers alone, and Coastline had used it as a starting point to further their discovery about student success. They had used a few measures and changed some things they were doing. She noted that Coastline could always do better with student retention and the persistence rate because it's more cost effective to serve continuing students. President Currie noted that community colleges have been criticized for being "revolving doors" so she thinks this is an area we should pay attention to.

GWC President Wes Bryan reported that many of the indicators were part of Partnership for Excellence, so GWC began to look at themselves in relation to projects and the success of those projects on these indicators at the state level. He indicated that his process helped define those more clearly and provided the comparison groups. He said he was fairly happy with GWC's report which showed consistent progress in terms of student achievement and transfer, and felt they had made small but steady gains in those areas, as well as the annual success rate of completion of students in vocational courses. President Bryan indicated that there was concern in terms of completion rates of credit vocational courses, which was at 76% and credit Basic Skills courses at 60%. He felt GWC was doing some good things in those areas, but had concerns relating to ESL, which is an area of instruction that isn't coordinated well in this District and has the greatest learning challenges. The statistics showed some progress, but it bothered him that ESL improvement rate was 30%, where Basic Skills improvement rate was 54%. President Bryan felt the Basic Skills program itself had shown improvement, and that they had made progress in one area, but there was still some work to be done.

Trustee Howald noted that statewide, ESL has the most unreliable statistics.

President Bryan responded that ESL is the greatest challenge because it involves so many different languages and classrooms and teaching strategies. Additionally, they were not dealing with someone with just a language issue; usually there were other skill issues as well, as age variations. President Bryan indicated it was the biggest challenge in this multi-cultural state.

President Dees commented on the difficulty in tracking ESL students, and noted that students who began as ESL students moved into Basic Skills courses and succeeded, but left a different track record in ESL. He added that it's hard to place those students because their skills are all over the board; some of them are proficient orally, but their grammar or writing is very poor or vice versa; or their reading skills are different than their writing skills. President Dees indicated it was hard to put that type of student in a category, and that's why the statistics vary so much in every program.

Interim Associate Vice Chancellor Joyce Black noted that this report is a cluster analysis. She commented that OCC and GWC have a more traditional population and CCC has more distance education and an older cluster. Therefore, persistence is much lower at CCC because the students come and go more commonly. She indicated that it was an important consideration when looking at the numbers.

Jack Lipton, Legal Counsel, informed the Board that this item should come back to the Board to review and adopt.

Trustee Patterson indicated that he would like each of the college presidents to report back at the next Board meeting, regarding how this report helps them in helping the students or where it may lack, or if it told them something they didn't know. He asked them to report if it was a learning experience, if the data was incorrect, and/or if the data is being input improperly, and requested some feedback or critique from each college president for the Board to interact with.

It was moved by Mr. Howald and seconded by Ms. Hornbuckle that this item return to the Agenda of the February 18, 2009 Board Meeting for the Board to ask additional questions, and that tonight's interchange be recorded more verbatim so that it is included in the Minutes.

CCC Academic Senate President Cheryl Stewart pointed out that on each of the indicators, the peer group was different for each item. It's not one peer group for the whole list of items. She said that each item had a specific range of educational institutions that our college is being compared to. She discussed one way that the colleges, faculty and administrators could use this report, since the institutional challenges are so unique. When she looked at GWC's

improvement rate and saw the highest peer group indicator was 79%, we could contact that institution's Basic Skills coordinator or program director and find out what they were doing. Ms. Stewart indicated that, in addition to providing us information, this report provided the opportunity to make connections for finding different approaches to address areas of concern.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** None

### **Recess**

President Moreno called a short recess at 9:06 p.m.

### **Reconvene Regular Meeting**

The Board reconvened at 9:15 p.m.

#### **14. Opportunity for Board of Trustees Discussion of "The American Recovery and Reinvestment Act of 2009"**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle that this item be returned as a Resolution for adoption on the February 4, 2009 Agenda. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

### **2.02 Review of Buildings and Grounds Reports**

The Board reviewed the Buildings and Grounds Reports as presented in the January 21, 2009 Agenda.

### **3. CONSENT CALENDAR**

Trustee Patterson asked that *3.04 Personnel Items, 9. Authorization for Temporary Out of Class and Special Assignments, Classified Staff, Management - Out of Class in Salary Grade*, listed on page 124 of the Agenda, be removed from the Consent Calendar for separate discussion and vote. He also requested that *3.05.03 Authorization for Independent Contractors – OCC, \$10,000 and Over, Brailsford & Dunlavey*, listed on page 132 of the Agenda, be removed from the Consent Calendar for separate discussion and vote.

It was moved by Ms. Hornbuckle and seconded by Mr. Patterson to approve the Consent Calendar, with the exception of the two items on pages 124 and 132 of the Agenda, listed above. (Note: The Consent Calendar is attached to the Meeting Minutes. All background reports were included with the January 21, 2009 Agenda and are available on request.)

The motion was amended by Ms. Hornbuckle and seconded by Mr. Patterson to include clarification that the Instructional Unit Assistants are paid for the period of time listed at the rate of pay listed and the others are paid hourly at the rate of pay listed.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

## ITEMS REMOVED FROM THE CONSENT CALENDAR

### 3.04 Personnel Items

#### 9. Authorization for Temporary Out of Class and Special Assignments, Classified Staff

##### Management – Out of Class in Salary Grade:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>
Richey, Ardith	DIST	Director, Facilities & Planning	G-28	G-30	07/01/08	12/31/08

It was moved by Mr. Patterson and seconded by Dr. Prinsky, that this item be referred for discussion in Closed Session. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

### 3.05.03 Authorization for Independent Contractors – Orange Coast College

#### \$10,000 AND OVER

Brailsford & Dunlavey to perform a Student Housing Feasibility Study beginning January 22, 2009, through June 30, 2009, to be paid \$57,000 from ancillary funds.

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle to continue this item to the February 4, 2009 Board Meeting to be placed as an Action Item on the Agenda.

## 4. ACTION ITEMS

### 4.01 Authorization to Enter Agreements – Coastline Community College

#### 1. Approve Agreement between Chevron Products Company and Coast Community College District (Coastline Community College) for the Development and Hosting of Five Online Courses

It was moved by Mr. Patterson and seconded by Mr. Howald to approve the Agreement between Chevron Products Company and Coast Community College District (Coastline Community College) for the development and hosting of five online courses.

The Board further authorized the President of the Board of Trustees, or designee to sign the Agreement.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** Gross income of \$101,510

#### 2. Approve a Memorandum of Understanding with Commander, Navy Region Southeast and the Coast Community College District (Coastline Community College) to Acquire and Operate a National Test Center for College-Level Examination Program® (CLEP® eCBT) and Internet-based DSST® Testing Programs at Naval Air Station Pensacola, Florida

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve a Memorandum of Understanding with Commander, Navy Region Southeast and the Coast Community College

District (Coastline Community College) to Acquire and Operate a National Test Center for College-Level Examination Program® (CLEP® eCBT) and Internet-based DSST® Testing Programs at Naval Air Station Pensacola, Florida

The Board further authorized the President of the Board of Trustees or designee to sign this MOU.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** Expenses NTE \$15,000. A standard test administration fee of \$20 per test shall be paid for each test administered.

**3. Approve a Distribution Agreement with MMI Corporation and the Coast Community College District (Coastline Community College, Coast Learning Systems) to Distribute Coast Learning Systems Video Programs by DVD throughout the United States**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve a Distribution Agreement with MMI Corporation and the Coast Community College District (Coastline Community College, Coast Learning Systems) to distribute Coast Learning Systems Video Programs by DVD throughout the United States .

The Board further authorized the President of the Board of Trustees, or designee, to sign this Agreement.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** Projected revenue unknown, dependent upon sales.

**4.02 Authorization to Enter Agreements - Golden West College**

None

**4.03 Authorization to Enter Agreements - Orange Coast College**

None

**4.04 Authorization to Enter Agreement -- District**

**1. Authorization to Retain the Services of Lynne Davis, Partner with Employment Matters Counseling & Consulting LLP**

It was moved by Mr. Moreno and seconded by Mr. Patterson to continue this item to the February 4, 2009 Agenda.

A substitute motion was made by Ms. Hornbuckle and seconded by Mr. Howald to authorize payment to Employment Matters Counseling & consulting LLP with the understanding that work was performed with Lynne Davis acting as an investigator.

The Board further authorized the President of the Board of Trustees, or designee, to sign any Agreements or documents related to these services.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Dr. Prinsky, and President Moreno; Nay – Mr. Patterson.

**Fiscal Impact:** Fees to be paid from funds budgeted for legal services, depending on the number of harassment investigations assigned.

#### 4.05 Buildings and Grounds

##### 1. Authorization to File Notice of Completion

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to file a Notice of Completion on the following projects in compliance with Public Contract Code 7107 allowing for substantial completion by the public agency, or its agent (architect) of the work of improvement. Upon acceptance by the Chancellor or Vice Chancellor of Administrative Services, a Notice of Completion will be filed with the County of Orange Clerk Recorder's Office. Thirty-five (35) days after filing of the Notice of Completion and public notification to all subcontractors, the District is authorized to pay fees due, accepting all work and/or materials as satisfactorily completed by the contractors. In the event of a dispute between the District and the Contractor, the District may withhold from the retention an amount not to exceed 150 percent of the disputed amount.

Bid No. 1950; OCC Student Center Chiller Replacement  
Contractor: Refrigerated Air Mechanical Systems, Inc.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

##### 2. Bid Tabulations and Award of Contract: Golden West College Learning Resource Center, Phase IV; Bid No. 1963

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle that a contract be awarded to the lowest qualified base bid in Categories G, and J as shown below, and that the President of the Board of Trustees, or designee, be authorized to sign the contract documents.

	<u>Base Bid</u>
<u>Category G – Glass &amp; Glazing</u>	
Best Contracting Services, Inc. 19027 S. Hamilton Avenue, Gardena, CA 90248	\$2,548,000.00
<u>Category J – Asphalt, Site Concrete &amp; Paving</u>	
Landmark Site Contractors, Perris, CA 92570 314 E. Third Street, Perris, CA 92570	\$ 780,800.00

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** \$3,328,800.00 (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
GWC Learning Resource Center

**3. Approve Agreement with P2S Engineering; Orange Coast College Controls Upgrades in Three Buildings**

It was moved by Mr. Moreno and seconded by Ms. Hornbuckle to approve the Agreement with P2S Engineering for engineering services for Orange Coast College Controls upgrades in three buildings.

The scope of service is to include the following tasks:

1.	Technology (Building 114, 115)	\$18,000
2.	Literature and Language (Building 70)	\$23,300
3.	Administration (Building 1)	\$17,000

The Board further authorized the President of the Board of Trustees, or designee, to sign the agreement.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** \$58,300 (07/08 State Scheduled Maintenance 50%/District 50%)  
Master Plan Approved Project

**4. Approve Change Order No. 1; Golden West College Learning Resource Center; Bid No. 1953**

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle to approve Change Order No. 1; Golden West College Learning Resource Center Bid No. 1953. The Board further authorized the President of the Board of Trustees, or designee, to sign the Change Order and any related documents.

These changes are necessary for the following reasons:

**SMC Construction – Category A – Demolition and Underground Utilities**

1. Removal of Additional Concrete Slab \$ 9,415  
The depth and thickness of the existing concrete sidewalks to be demolished for the project were not detailed on the plans and drawings. After the demolition began, it was observed that the existing sidewalk was eighteen inches thick with the curbs being three feet deep. Typically, sidewalk concrete is not this thick and deep. It was determined that the contractor could not have known at bid time the additional concrete to be demolished and removed so the College has agreed to pay for a portion of the additional concrete removal.
2. Reroute the Irrigation Lines \$ 7,777  
While excavating for the installation of new underground site utilities, it was determined that no design was provided to supply the irrigation water to the west parking lot planters, the north California garden area or the south campus landscaped areas. The contractor had to reroute irrigation water lines to these areas.
3. Pothole the Existing Gas Line \$ 391  
During excavation, the contractor found unknown gas line. The gas line was active and serving the GWC Security Building. The gas line was not indicated on any as-built drawings for the campus and had to be potholed to determine what building it fed and where the line exited the project site.
4. Sewer Elevation Clarification Survey \$ 1,750

While excavating for the new sewer line, it was determined that the civil drawings had a discrepancy regarding the slope. An additional survey was required to determine the proper elevation for the sewer line.

5. Reinstall Temporary Fence \$ 191  
A twenty foot section of the construction fence had to be removed in order for the College to have access to the communication lines to the Security Building. The contractor had to reinstall the fence after the work was completed.
6. Cap Existing Security Building Sewer Line \$ 870  
While excavating for the new water line, the contractor discovered an existing sewer line not shown on any as-built drawings. The existing sewer line fed the GWC Security Building and had to be capped off.
7. Reroute Existing 6 Inch Sewer Line \$10,775  
During excavation, the contractor found an unforeseen sewer line. The College determined that the sewer line needed to be kept active and requested the contractor to reroute the line away from the new building utility system.
8. Remove 14 Foot Section of Transite Storm Drain Pipe \$ 6,647  
While removing the existing storm drain pipe, the contractor discovered that the existing pipe was transite and had to be removed as a hazardous material. Fourteen feet of pipe was removed by a certified hazardous removal firm.
9. Repair Existing 2 Foot Domestic Water Line \$ 3,105  
While removing tree trunk root balls at the northeast corner of project, the contractor hit an unforeseen water line. The College determined this water line was active and needed to be kept in service so the contractor repaired the line.
10. Removal of Existing Water Transite Pipe \$ 2,001  
While excavating, the contractor found an unknown transite water line. This line had to be removed by a certified hazardous removal firm.
11. Addition of Three Gates to the Construction Site \$ 3,645  
After the project began, it was determined that the construction site could not be accessed by all the trades unless additional gates were installed.
12. Additional Storm Drain Catch Basin System \$13,471  
After start of construction, it was determined that the existing drainage system for the GWC parking lot would flow back into the construction site. To remediate this problem, the contractor had to install a new catch basin system and connect it to the storm drain manhole.

Contract Amount: \$870,000 (C.O. 1: 6.9% Increase)

Total Change Orders: \$60,038 (6.9% Increase)

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** \$60,038 (Measure C - General Obligation Bond)  
Master Plan Approved Project  
GWC Learning Resource Center



#### **4.06 General Items of Business – District**

##### **1. Approval of Material Fees**

It was moved by Mr. Howald and seconded by Dr. Prinsky to approve the Materials Fees listed in the January 21, 2009 Agenda.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

##### **2. Approval to Process Voluntary FY 2009 Special Budget Advocacy Assessment from the Community College League of California**

It was moved by Mr. Howald and seconded by Mr. Patterson that approval be given to process a voluntary FY 2009 special budget advocacy assessment from the CCLC.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** \$8,800.00 from District general funds

#### **4.07 Resolutions**

##### **1. Adoption of Resolution #10 to Approve Nonresident Tuition Fee, 2009/2010**

It was moved by Mr. Patterson and seconded by Mr. Howald to adopt Resolution #10, to Approve Nonresident Tuition Fee, 2009/2010, as presented in the January 21, 2009 Agenda.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

**Fiscal Impact:** \$9.00 per unit increased revenue.

#### **4.08 Policy Implementation**

##### **1. Adoption of Policy 010-2-6.1, "Delineation of Authority to District Chancellor and College Presidents"**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to adopt Policy #010-2-6.1, "Delineation of Authority to District Chancellor and College President," as presented in the January 21, 2009 Agenda.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Dr. Prinsky, and President Moreno; Nay – Mr. Patterson

#### **5. PUBLIC COMMENT**

Jack Price, Chief Negotiator and Grievance Officer, CCA/CTA-NEA, discussed parity pay.  
Lynne Riddle, OCC Student, addressed the Board regarding the OCC Student Health Center

### **Recess to Closed Session**

The Board recessed to Closed Session at 10:42 p.m.

### **Reconvene Regular Meeting**

The Board reconvened to Open Session at 1:19 a.m. January 22, 2009 to report on action taken during Closed Session.

Christian Teeter, Manager of Board Operations/Assistant to the Chancellor, reported that on a motion by Trustee Howald and seconded by Trustee Hornbuckle, the Board of Trustees unanimously selected Coastline Community College President Ding-Jo Currie as Acting Chancellor to enable Vice Chancellor of Human Resources Joseph Quarles to return to his full-time duties in that capacity. This is effective January 22, 2009. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

Mr. Teeter reported that it was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve the out of class salary for Ardith Richey from G-28 to G-30 from June 30, 2008 through April 30, 2009, to correct a clerical error, as listed on page 124 of the January 21, 2009 Agenda. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

Mr. Teeter reported that on a motion by Mr. Patterson and seconded by Dr. Prinsky that the Board denied an appeal to a discrimination complaint filed by a former full-time employee. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Patterson, Dr. Prinsky, and President Moreno.

### **6. ADJOURNMENT**

There being no further business, it was moved by Mr. Moreno and seconded by Mr. Howald that the meeting be adjourned.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Dr. Prinsky, Mr. Patterson, and President Moreno.

The meeting was adjourned at 1:23 a.m. January 22, 2009.

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Secretary of the Board

## Agenda Item

### 1.06 Acceptance of Retirements

Meeting: 02/04/2009 Regular Meeting  
Category: 1. Procedural Matters  
Agenda Type: Information  
Public Access: Yes

#### Agenda Item Content

It is recommended that the following retirements of employees with 10 or more years of service to the District be accepted:

#### Faculty

Kay, Cherie S., GWC, Instructor, Physical Education, retirement effective 01/31/09.

Cherie was hired as an instructor of physical education in 1975 after graduating from Long Beach State University where she was a member of the women's tennis team. She served as the women's tennis coach at Golden West College for over twenty years as well as teaching tennis, badminton and fitness classes. The Physical Education Department wishes her well in her retirement.

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by CCCDHR. Last update on 01/30/2009 by Jodi Rodriguez.

2.00 Reports

Meeting: 02/04/2009 Regular Meeting  
 Category: 2. General Information and Reports  
 Agenda Type: Information  
 Public Access: Yes

Agenda Item Content

## General Information and Reports

(Reports shall be limited to five minutes per report)

- a. Report from the Chancellor
- b. Reports from the Presidents
- c. Reports from the Officers of Student Government Organizations
- d. Reports from the Academic Senate Presidents
- e. Reports from Employee Representative Groups
- f. Reports from the Board of Trustees
- g. Consideration of Association of Community College Trustees (ACCT) and California Community Colleges League (CCLC) Meetings and Conferences

February 7-11, 2009	Washington DC	ACCT Legislative Summit
March 2-3, 2009	Sacramento	Board of Governors Meeting
April 17-18, 2009	Sacramento	CCCT Board Meeting
April 26-28, 2009	Biloxi, MS	Governance Leadership Institute
May 1-3, 2009	Double Tree Sonoma	CCLC Annual Trustee Conference
May 4-5, 2009	Lake Tahoe CCD	Board of Governors Meeting
June 19-20, 2009	Sacramento	CCCT Board Meeting
July 13-14, 2009	Sacramento	Board of Governors Meeting
September 14-15, 2009	Sacramento	Board of Governors Meeting
October 6-10, 2009	San Francisco, TBD	ACCT Annual Congress
November 2-3, 2009	City College San Francisco	Board of Governors Meeting

- h. Review of Board Meeting Dates

February 18, 2009	Third Wednesday	(Regular Meeting)
February 28, 2009	Fourth Saturday	(Special Meeting/Board Retreat)
March 4, 2009	First Wednesday	(Regular Meeting)
March 18, 2009	Third Wednesday	(Workshop Meeting)
April 1, 2009	First Wednesday	(Regular Meeting)
April 15, 2009	Third Wednesday	(Service Awards Meeting)
May 6, 2009	First Wednesday	(Regular Meeting)
May 20, 2009	Third Wednesday	(Regular Meeting)
June 17, 2009	Third Wednesday	(Regular Meeting)
July 15, 2009	Third Wednesday	(Regular Meeting)
August 5, 2009	First Wednesday	(Regular Meeting)
August 19, 2009	Third Wednesday	(Regular Meeting)
September 2, 2009	First Wednesday	(Regular Meeting)
September 16, 2009	Third Wednesday	(Regular Meeting)

October 7, 2009	First Wednesday	(Regular Meeting)
October 21, 2009	Third Wednesday	(Workshop Meeting)
November 4, 2009	First Wednesday	(Regular Meeting)
November 18, 2009	Third Wednesday	(Regular Meeting)
December 9, 2009*	Second Wednesday	(Regular/Organizational Meeting)

\*Tentative

- i. Opportunity for the Board to Review the Board Directives Log - (See Attachment 1)



02-04-09.pdf

- j. Opportunity for Board of Trustees' Review and Discussion of Student Representative, Board of Trustees Policy 010-2-14  
Trustees Policy 010-2-14

In response to the Board Log Item #5 the Board of Trustees has an opportunity to review the current policy for the Student Representative, Board of Trustees Policy, 010-2-14.

At this time Trustees shall have the opportunity to discuss the Student Representative, Board of Trustees Policy and review the policy per the Education Code 72023.5(a)(2).

#### **INTRODUCTION** (Board of Trustees)

Adopted 12/14/83  
Revised 02/17/99  
Revised 08/16/06

### **STUDENT REPRESENTATIVE, BOARD OF TRUSTEES**

There shall be included within the membership of the Board of Trustees a non-voting student who shall be selected and shall serve in accordance with procedures established by the Board and set forth in Section 010-2-9.1. The Student Trustee of the Coast Community College District shall meet these minimum qualifications:

1. The District Student Trustee shall be enrolled in, and complete at least five units per semester, as a student of the Coast Community College District in both the Fall and Spring semesters of his/her term of office. In addition, the following requirements shall be met:
  - a) Hold at least a 2.0 cumulative GPA when applying for the position.
  - b) Maintain at least a 2.0 GPA during the term of office.
2. The Student Trustee may not have been on academic probation or under disciplinary sanction from a Coast Community College District college during the academic year prior to the term of office being sought or during the term of office as Student Trustee.
3. The Student Trustee must be at least 18 years of age before assuming office.
4. Student Trustee acts as a representative voice for students in the Coast Community College District.
5. Student Trustee shall chair District Student Council Meetings.

Student members are authorized to make and second motions at Board meetings. Student members may further designate for the record their support or opposition to any matter prior to the official Board vote. This designation, however, shall not be counted in the official vote. A designation shall be recorded in the Board meeting minutes. Such student shall have the right to attend all meetings of the Governing Board except those meetings prohibited by Education Code 72023.5(a)(2) or when the Board is in closed session. Such student member shall serve only one term commencing June 1 and ending May 31 of each year and shall not be eligible to succeed himself/herself.

Education Code 72023.5

k. Opportunity for Board of Trustees' Review and Discussion of Student Representative Selection Process

In response to the Board Log Item #9 and at the request of Trustee Patterson, the Board of Trustees reviewed the current policy for the Student Representative Selection Process, Policy, 010-2-14.1 at the May 2008 Board of Trustees meeting. Per the Board of Trustees direction, the policy has been reviewed by the District Student Council and they proposed slight modifications as noted below.

At this time Trustees shall have the opportunity to discuss the Student Representative Selection Process Policy. Trustee Patterson's proposed modifications to the policy are noted by ~~strikethroughs~~ for deletions and underlines for additions. The changes proposed by the District Student Council are noted by *italics*.

(Reference Attachment #7 – Current Board Policy, 010-2-14.1)

(Reference Attachment #8 – Trustee Patterson's Proposed Changes, May 2008)

(Reference Attachment #9 – District Student Council Recommended Changes using Trustee Patterson's Proposal)

**INTRODUCTION**

(Board of Trustees)

010-2-14.1  
Revised 09/18/85  
Revised 08/20/86  
Revised 06/26/91  
Revised 07/21/93  
Revised 09/06/95

**STUDENT REPRESENTATIVE  
SELECTION PROCESS DRAFT**

One student, ~~enrolled in a attendant at a member~~ enrolled in any college member or colleges of the Coast Community College District, shall be elected every year to serve as Student Trustee member of the Board of Trustees of the Coast Community College District.

The Student Trustee shall not be required to enroll during any summer session of the District.

**TERM OF OFFICE:**

The term of office of the Student Trustee shall be from June 1 of each year to May 31 of the next year.

**MANNER OF ELECTION OF STUDENT TRUSTEE:**

Any student of the Coast Community College District may apply to be Student Trustee on the form provided by the Chancellor's office. (A copy of this form may be found in Administrative Procedure 0010-2-9.1.) This form shall be returned to the District Advisor of the Coast Community College

District Student Council who will determine if all minimum qualifications are met. The names of the applicants meeting minimum qualifications, along with a summary of their qualifications, shall be submitted to the *District Student Council*. All other applications shall be discarded.

Student Trustee applicants must follow the approved procedures reviewed annually by the District Student Council and by the advisors.

The *District Student Council* shall, ~~at its option, may~~ interview all or any of the candidates before voting. When applicants are interviewed, interview questions must be previously cleared through the *District Student Council Advisor and the Vice Chancellor of Human Resources*. ~~so that questions are consistent with Affirmative Action requirements.~~

~~When all questions have been answered the~~ The District Student Council shall, ~~by secret ballot in open public session,~~ elect the person deemed best qualified to represent the students of the colleges in the position of Student Trustee.

A simple majority of the District Student Council Selection Committee, the chairperson abstaining, shall be required to elect. *The District Student Council Selection Committee shall be comprised of equal membership from each college with the current Student Trustee acting as chair. The membership from each college shall be two (2) representatives from the campus student government organization, selected by that organization to represent them on the District Student Council Selection Committee. A simple majority shall be a minimum of four (4) of the six members. In the event of a deadlock, the chair may cast the deciding vote. The final vote is to be taken during public meeting of the District Student Council Selection Committee.*

In the event that there shall be no more than a single candidate for the position, such candidate may be elected by a simple majority of a quorum of the District Student Council. A candidate so elected may not succeed himself/herself. A quorum shall be ~~a minimum of six~~ more than fifty percent of the members of the District Student Council, provided that each college is represented, and excluding the Student Trustee.

In the event of deadlock, the chairperson may cast the deciding vote.

In the event that no agreement on a candidate can be reached on the first vote, then successive votes may be taken after the elimination of the candidate (s) receiving the lowest numbers of votes until a remaining candidate receives the majority vote, or there is no quorum, by the last Student Council meeting in May, then the Student Council shall explore the following options and make its recommendation to the Board as appropriate:

In the event that there is no quorum to select the new Student Trustee by the last District Council meeting in May, then the District Student Council shall recommend that the current Student Trustee remain in office until the new Student Trustee is selected and to repeat the recruitment and selection process within four (4) months from the end of the previous Student Trustee's term (June 1 – September 30). In the event that the secondary selection process is not successful in selecting a new Student Trustee, the District Student Council may recommend to the Board that the position remain vacant for the academic year.

~~Option 1: Report to the Board that the Student Council is deadlocked and recommend that the Student Trustee's position remain unfilled until the deadlock is resolved.~~

~~Option 2: Recommend that the current Student Trustee continue until new Student Trustee is selected.~~

#### **ADDITIONAL QUALIFICATIONS FOR ELECTION AS STUDENT TRUSTEE:**

In addition to the minimum qualifications for the Student Trustee set forth in Board Policy 010-2-9, the Coast Community College District Student Council may, at its option, identify additional qualifications

reasonably related to the position of Student Trustee. Such qualifications may include but may not necessarily be limited to, the ability of the student to serve during the entire term of office; a minimum number of units taken each semester while in office in addition to the minimum required by law, requirements relating to previous enrollment as a student of the Coast Community College District, requirements of meeting with the Associated Students of each campus on a regular basis during the term of office.

Additional qualifications identified by the *District* Student Council must be approved by a *minimum of two-thirds* of the *entire membership*, the chairperson abstaining. Upon approval they shall be presented to the Student Advisory Council of Coastline Community College, the Student Council of Golden West College, and the *Orange Coast College Associated Student Senate* for acceptance before submittal to the Board of Trustees of Coast Community College District for approval and adoption.

#### **REMOVAL OF STUDENT TRUSTEE:**

A Student Trustee shall be removed from office if and when he/she fails to meet the qualifications of this office. A Student Trustee may be removed from office, for just cause, by the affirmative vote of seven of the nine members of the Student Council. The Student Council may conduct such a vote on its own motion or at the request of the Coastline Community College Student Advisory Council, the Golden West College Student Council, or the Orange Coast College *Associated Student Senate*.

Basis for removal by the Student Council shall include:

1. Failure to attend at least three consecutive regularly scheduled Board meetings for other than good cause;
2. Such other reasons as may be identified by the Student Council, providing that such reasons shall be approved by the Board of Trustees of Coast Community College District;
3. The student member shall be removed for any reason as is otherwise specified or required by law.

The District Student Council shall make reasonable efforts to consult with the Student Trustee prior to any action to remove said Trustee from office and shall review its findings with representatives of each college, the District Administration, and the District Board of Trustees prior to final action.

If the Student Trustee is removed from office, and no alternate has previously been identified by the *District* Student Council, a successor shall be elected by the *District* Student Council as soon as reasonably possible. Such successor shall serve for the remainder of the original term. The manner of election shall be as previously required by this policy.

#### **DISTRIBUTION OF MATERIALS:**

The Student Trustee shall receive all materials presented to the other Board members except for such materials as may relate to a matter to be considered in or acted upon by the Board during closed session.

Immediately prior to or at the beginning of the term of office of the Student Trustee, the Secretary of the Board of Trustees shall deliver to the Student Trustee a copy of this policy. District Student Council members shall also receive a copy of this policy.

#### **MILEAGE:**

The Student Trustee shall be entitled to the mileage allowance provided the regular Trustees.



## **I. Opportunity for Board of Trustees' Review and Discussion of Policy 010-2-5, General Rules For Meetings**

At the request of the President of the Board of Trustees and the Board Clerk, Trustees shall have the opportunity to discuss Policy 10-2-5, "General Rules For Meetings."

### **INTRODUCTION**

(Board of Trustees)

010-2-5

Revised 09/03/86

Revised 07/01/87

Last Revised 02/19/03

### **GENERAL RULES FOR MEETINGS**

The Board of Trustees of the Coast Community College District will hold Regular Meetings a minimum of once per month. Regular Meetings will be held on the first and third Wednesday of the month, at 6:30 p.m., in the Board Room of the District Office. Exceptions will occur during the months of January, June, July, and August when the Board will hold one Regular Meeting on the third Wednesday. In December, the Board will hold one Regular/Organizational Meeting on a Wednesday to be determined in accordance with State law. All Board Meeting Agendas will be posted in compliance with applicable law, and will clearly state the date, time, and location of the meetings.

The President of the Board will preside at all meetings, with the Board functioning as a committee of the whole on all matters. In the absence of the President, the Vice President or other Board Member shall be designated to preside. The Board shall use Roberts Rules of Order to conduct meetings, unless otherwise determined by the Board.

Special meetings may be called by the President of the Board or by a request issued in writing, and signed by a majority of members, stating the business to be transacted. Special meetings may be convened at any time with unanimous consent of the Board. Twenty-four hours written notice shall be given by the Secretary of the Board. No business may be transacted in special meetings except that specified on the posted Agenda.

A topical agenda will be prepared by the Secretary of the Board of Trustees for each meeting, and will be posted in a public place at least seventy-two (72) hours prior to the start of each Regular Meeting, and at least twenty-four (24) hours prior to the start of each Special Meeting, unless as otherwise specified in the Education Code.

The Board will take no action on any matter other than items on the written agenda or Board adopted addendum to the agenda, except as otherwise permitted by law. The agenda, as written and presented, will be followed unless the Board President, with the consent of the Board, determines a need to alter the order.

A majority of the Board of Trustees of the District shall constitute a quorum for the transaction of all business, and a majority of the entire membership of the Board shall be necessary to take action on any motion. All votes of the Board of Trustees shall be public.

Education Code 72120

Government Code Section 54954.2

Roberts Rules of Order, (S.C. Robert, ed. 1981)

### **Additional Administrative Content**

### **Action Agenda Details**

Motion:



## Agenda Item

### 2.01 Review of the Coast Community College District External Auditor's Report, Fiscal Year 2007-2008

Meeting: 02/04/2009 Regular Meeting  
Category: 2. General Information and Reports  
Agenda Type: Information  
Public Access: Yes

#### Agenda Item Content

An Audit report of District operations for fiscal year 2007/2008 has been completed and is submitted for review . The District Administrative Services staff, campus Business Office staff, and Internal Audit Services have reviewed the audit and prepared the following summary:

The audit report includes three findings regarding compliance issues and three findings regarding internal controls. The District Fiscal Affairs Office, campus Business Offices, and Internal Audit Services have developed an action plan to respond to the recommendations suggested by the external auditors.

The audit report concludes that the "...financial statements listed in the aforementioned table of contents present fairly, in all material respects, the financial position of the Coast Community College District as of June 30, 2008, and the results of its operations, changes in net assets and cash flows for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America."  
(See Attached bound Audit Report)

#### Additional Administrative Content

Created on 01/20/2009 at 08:31 AM by Rickard Kudlik. Last update on 01/29/2009 by Jodi Rodriguez.

**2.02 Review of Internal Audit Report**

Meeting: 02/04/2009 Regular Meeting  
Category: 2. General Information and Reports  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

The following Activity Report for the period October 1, 2008 through December 31, 2008, is submitted by: Richard Kudlik, CPA, Director of Internal Audit Services.

**A. STATUS OF AUDIT WORK PERFORMED DURING THE QUARTER ENDED DECEMBER 2008**

1. Change Fund Audit – During the reporting period, Internal Audit Services performed random counts of change funds as well as EOPS/CARE gas and meal cards at all of the campuses. No significant issues were noted.
2. Review of Bank Reconciliations – During the reporting period, Internal Audit Services reviewed account reconciliations for open bank accounts for the quarter ended September 30, 2008.
3. Payroll – During the reporting period, Internal Audit Services reviewed changes made to each payroll report from July 1, 2008 through September 30, 2008 and selected a random sample of changes to ensure that proper authorization existed to justify the change made to the respective payroll report. No significant issues were noted.
4. GASB 35 Facilitation (Capital Assets) – During the reporting period, Internal Audit Services assisted the campuses in the input of capital assets purchased exceeding the \$5,000 threshold previously set. In addition, random selections were made of assets purchased during fiscal 2008/2009 at each campus and verified as being tagged with the assigned asset number.
5. Construction Project Audits – During the reporting period, Internal Audit Services regularly attended two (2) weekly construction project meetings and others as requested, at all campuses to ensure proper compliance with District procedures and state requirements.
6. Coordination of External Audit – During the reporting period, Internal Audit Services continued to coordinate the audit of Vicenti, Lloyd & Stutzman, LLP for the fiscal year 2007/2008. The final District audit report will be presented to the Board of Trustees at the February 4, 2009 meeting. The District report was filed with the State Chancellor's Office prior to the December 31, 2008 deadline, as required. In addition, the final GO Bond Performance audit report was presented to the Citizens' Oversight Committee at its December 10, 2008 meeting.

**Additional Administrative Content**

Created on: 12/16/2008 at 09:09 AM by Rickard Kudlik. Last update on 01/29/2009 by Jodi Rodriguez.

**2.03 Review of Buildings and Grounds Reports**

Meeting: 02/04/2009 Regular Meeting  
Category: 2. General Information and Reports  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content****Orange Coast College Sailing Center Upgrade (Addition of Women's Locker Room in Boathouse)**

Architects: City Lights Design/BFA  
Construction Start: March 2008  
Funding Source: Measure C General Obligation Bond  
**Project Status: Project is underconstruction with estimated completion date of May 2009.**

**Orange Coast College Child Care Afterschool Classroom**

Architect: Taylor Architects  
Construction Start: December 2008  
Funding Source: OCC Foundation  
**Project Status: This project has just started construction and is on schedule.**

**OCC Softball Field**

Architect: tBP Architecture  
Bid Process: January/March 2009  
Construction Start: Est. April 2009  
Funding Source: Measure C Obligation Bond

**Orange Coast College New Consumer Health & Science Lab Building**

Architect: LPA Architecture  
Final Project Proposal Phase: May 2005  
Programming/Working Drawings: July 2007 to March 2008  
DSA Approval: April to August 2008  
Funding Source: Measure C General Obligation Bond and State Capital Outlay Funds  
**Status: The OCC ABC Building has DSA approved drawings but the approval process by the State Chancellor's Office has been delayed. District Facilities has submitted the construction bid documents to the State for approval. Once approved by the State the project should be by April 2009.**

**Golden West College Learning Resource Center**

Architect: Steinberg Group (Construction Manager: URS)  
DSA Approval: March 2008  
Bid Process: Rebid in phases  
Funding Source: Measure C General Obligation Bond  
**Status: All contractors have been mobilized, submitted their submittal schedules and baseline schedules and Phase I and II have started construction. Phase IV (final phase) contractors have received contract documents. The project is currently on schedule.**

**Golden West College Energy Project**

ESCO Company: Southland Industries  
Construction: January 2007  
Est. Completion: 2009  
Funding Source: Measure C General Obligation Bond

**Status:** Southland Industries has finished with the retrofit of the Group 5 and buildings and construction on Group 6 has begun. This project is scheduled to be completed earlier than the original contract due to the hard work of Southland Industries. Project is now scheduled to be complete in Spring 2009.

**Additional Administrative Content**

Created on 12/18/2008 at 09:09 AM by CCCDBG. Last update on 01/29/2009 by Jodi Rodriguez.

**3.00 Consent Calendar**

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

## CONSENT CALENDAR

Items on the Consent Calendar may be adopted by a single motion of the Board of Trustees.

To have an item considered separately a request must be made prior to the adoption of the motion to approve the Consent Calendar

**Additional Administrative Content**

Created on 12/19/2008 at 04:31 PM by Ralene Hambly. Last update on 01/29/2009 by Jodi Rodriguez

## Agenda Item

### 3.01 CURRICULUM (None)

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

## Agenda Item Content

## Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Raine Hambly. Last update on 01/29/2009 by Jodi Rodriguez.



**3.02 TRAVEL AUTHORIZATIONS - BOARD & STAFF**

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content****(1) Meetings for the Board of Trustees**

None.

**(2) Meetings for Faculty and Staff**

Robin A Boyle, Mil/Cont Ed Tech Int (CCC), to attend the Coast Guard Education Fair, February 9-11, 2009, Philadelphia, PA, without loss of salary, with reimbursement for allowable expenses of \$1,200, including travel by Air Coach, to be paid from Contract Education Auxiliary funds.

Robin A Boyle, Mil/Cont Ed Tech Int (CCC), to attend the Coast Guard Station San Diego, March 3, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$150, to be paid from Contract Education Auxiliary funds.

Robin A Boyle, Mil/Cont Ed Tech Int (CCC), to attend the Coast Guard Station San Diego, March 31, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$150, to be paid from Contract Education Auxiliary funds.

Robin A Boyle, Mil/Cont Ed Tech Int (CCC), to attend the Integrated Support Command - Coast Guard, February 24, 2009, San Pedro, CA, without loss of salary, with reimbursement for allowable expenses of \$50, to be paid from Contract Education Auxiliary funds.

Wes Bryan, President (GWC), to attend the Association of California Community College Administrators 2009 Annual Conference, February 19, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$300, including a registration fee of \$225, to be paid from President's College Conference funds.

Kathleen M Burton, Staff Assistant, Senior (OCC), to attend the California Community College Student Affairs Association Professional Conference, March 4 - 9, 2009, Napa, CA, without loss of salary, with reimbursement for allowable expenses of \$1,000, including a registration fee of \$100, travel by Air Coach, to be paid from ASOCC funds.

Denise A Cabanel-Bleuer, Instructor (OCC), to attend the Honors Transfer Council of California, February 6, 2009, Walnut, CA, without loss of salary, with reimbursement for allowable expenses of \$100, to be paid from ASOCC funds.

Denise A Cabanel-Bleuer, Instructor (OCC), to attend the Honors Transfer Council of California - Student Research Conference, February 28, 2009, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$100, to be paid from ASOCC funds.

Denise A Cabanel-Bleuer, Instructor (OCC), to attend the Honors Transfer Council of California, March 20, 2009, Orange, CA, without loss of salary, with reimbursement for allowable expenses of \$100, to be paid from ASOCC funds.

Denise A Cabanel-Bleuer, Instructor (OCC), to attend the Honors Transfer Council of California, May 8, 2009, Mission Viejo, CA, without loss of salary, with reimbursement for allowable expenses of \$100, to be paid from ASOCC funds.

Thomas A Chambers, Hourly Instructor (GWC), to attend the National Education Association - Higher

Education Conference, March 26 - 29, 2009, Portland, OR, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$185, travel by Air Coach, to be paid from CCA Conference funds.

Cheryl A Chapman, Hourly Instructor (CCC), to attend the Instructional Technology Council 2009 e-Learning Conference, February 20-25, 2009, Portland, OR, without loss of salary, with reimbursement for allowable expenses of \$1,970, including a registration fee of \$420, travel by Air Coach, to be paid from PDI Conference & Workshops, ISD Ancillary funds. The reason for this revision is to correct registration amount, add mileage and add an additional budget number.

Cheryl A Chapman, Hourly Instructor (CCC), to attend the Tech Ed 2009, March 22-25, 2009, Ontario, CA, without loss of salary, with reimbursement for allowable expenses of \$500, to be paid from CareerLink/Tech Prep Grant Funds. Lodging required to attend early morning and late evening meetings.

Jess Craig, Vice President (OCC), to attend the Psychological Needs of Returning Veterans - Online Conference, February 5, 2009, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$350, including a registration fee of \$350, to be paid from VP of Student Services Mgmt Conference funds.

Ding-Jo H Currie, President (CCC), to attend the Community College League of California, Southern CEO Conference, April 22-23, 2009, Temecula, CA, without loss of salary, with reimbursement for allowable expenses of \$355, including a registration fee of \$280, to be paid from College Support funds.

Lynn M Dahnke, Telecrs Marketng Dir (CCC), to attend the Instructional Technology Council 2009 e-Learning Conference, February 21-24, 2009, Portland, OR, without loss of salary, with reimbursement for allowable expenses of \$1,300, including travel by Air Coach, to be paid from ISD Marketing Ancillary funds.

Corine L Doughty, Director, Career Services (OCC), to attend the California Community College Association for Occupational Education, March 10 - 13, 2009, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$2,000, including a registration fee of \$395, travel by Air Coach, to be paid from VTEA funds.

Corine L Doughty, Director, Career Services (OCC), to attend the Educating for Careers, February 22 - 24, 2009, Garden Grove, CA, without loss of salary, with reimbursement for allowable expenses of \$450, including a registration fee of \$405, to be paid from Tech Prep Regional Coord Grant funds

Jill Golden, Instructor (OCC), to attend the Culinology 101 - Part 1, March 24 - 28, 2009, Guelph, Ontario, Canada, without loss of salary, with reimbursement for allowable expenses of \$1,100, including travel by Air Coach, to be paid from Academic Senate PDI - Full Time. The reason for this revision is to change the dates and location.

Elaine K Hill, Telecourse Mrktng Co (CCC), to attend the Instructional Technology Council 2009 e-Learning Conference, February 21-24, 2009, Portland, OR, without loss of salary, with reimbursement for allowable expenses of \$1,500, including a registration fee of \$200, travel by Air Coach, to be paid from ISD Marketing Ancillary/Coast Learning Systems funds.

Shawn A Mann, Mgr Mil Prg Outreach (CCC), to attend the Set up and Configuration of National Testing Center, February 12, 2009, Naval Submarine Base, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$160, to be paid from Contract Education Auxiliary funds.

Edward A McKenney, Dean Mil/Cont Ed Pro (CCC), to attend the Briefing for Air Force Education Officials, February 9-12, 2009, Barksdale Air Force Base, LA, without loss of salary, with reimbursement for allowable expenses of \$1,500, including travel by Air Coach, rental car and insurance, to be paid from Contract Education Auxiliary funds.

Christopher J McNally, Hourly Instructor (OCC), to attend the Train the Trainer, February 15 - 20, 2009, Seattle, WA, without loss of salary, with reimbursement for allowable expenses of \$2,901, including a registration fee of \$1245, travel by Air Coach, rental car and insurance, to be paid from Sailing Center.

Kathryn L Mueller, Dean (OCC), to attend the Association of California Community College Administrators 34th Annual Conference, February 18 - 20, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$400, including a registration fee of \$295, to be paid from ASOCC funds.

Kathryn L Mueller, Dean (OCC), to attend the Association of California Community College Administrators 34th Annual Conference, February 18 - 20, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$295, including a registration fee of \$295, to be paid from ASOCC funds. The reason for this revision is to reduce reimbursement amount out of sensitivity to budget concerns.

Linda S Nakauchi, Div/Area Office Coord (GWC), to attend the Managing Multiple Projects, Objectives and Deadlines, April 1, 2009, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$235, including a registration fee of \$189, to be paid from Matriculation Credit Office funds.

Robert D. Nash, Dir, Inst Design & Fac Support (CCC), to attend the Innovations 2009, March 15-18, 2009, Reno, NV, without loss of salary, with reimbursement for allowable expenses of \$1,400, including travel by Air Coach, to be paid from CDMA Professional Development Funds, ISD Development Travel Expense Funds Auxiliary funds.

Glen A Profeta, Dir Web Services (OCC), to attend the Secure Information Technology, March 4 - 6, 2009, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$475, to be paid from Web Site Services funds.

Rena D Quinonez, Inst Assoc-Couns/Gdn (OCC), to attend the California Placement Association, March 13, 2009, Glendora, CA, without loss of salary, with reimbursement for allowable expenses of \$145, including a registration fee of \$70, to be paid from Ancillary funds.

Lugene M Rosen, Hourly Instructor (OCC), to attend the Southwest Texas Popular Culture Association, February 25 - March 1, 2009, Albuquerque, NM, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$140, travel by Air Coach, to be paid from CCA/CTA Professional Development funds. The reason for this revision is to change the control number.

Tracy W Teregis, Temp Instructor (CCC), to attend the Fourth Annual Brain Injury Rehabilitation Conference, February 20-21, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$385, including a registration fee of \$385, to be paid from PDI Conference & Workshops.

Chau N Tran, Mil/Cont Ed Tech Int (CCC), to attend the Coast Guard Sector San Diego, February 17, 2009, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$150, to be paid from Contract Education Auxiliary funds.

Yvonne Valenzuela, Counselor (GWC), to attend the Puente Program Regional Training, February 19-20, 2009, Riverside, CA, without loss of salary, with reimbursement for allowable expenses of \$300, to be paid from Puente Project funds.

Katherine A Watson, Hourly Instructor (CCC), to attend the International Conference on College Teaching and Learning, April 12-17, 2009, Jacksonville, FL, without loss of salary, with reimbursement for allowable expenses of \$545, including a registration fee of \$545, to be paid from PDI Conference & Workshops funds.

Michelle R Wild, Instr/Coord (CCC), to attend the Virginia Advisory Council on Military Education

Conference 2009, February 23-27, 2009, Williamsburg, VA, without loss of salary, with reimbursement for allowable expenses of \$1,750, including a registration fee of \$175, travel by Air Coach, rental car and insurance, to be paid from Contract Education Auxiliary funds.

Connie M Wombold, Div/Area Office Coordinator (CCC), to attend the The Indispensable Assistant, February 23, 2009, San Bernardino, CA, without loss of salary, with reimbursement for allowable expenses of \$200, including a registration fee of \$149, to be paid from General funds.

Mark K Worden, Web Mm Dev Mil Pgms (CCC), to attend the Set up and Configuration of National Testing Center, February 12, 2009, Naval Submarine Base, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$50, to be paid from Contract Education Auxiliary funds.

Naomi Yoshida-Tan, Calwks Pgm Of Spc Sr (GWC), to attend the Managing Multiple Projects, Objectives and Deadlines, April 1, 2009, Irvine, CA, without loss of salary, with reimbursement for allowable expenses of \$225, including a registration fee of \$189, to be paid from TANF/CALWORKS funds.

#### **Additional Administrative Content**

Created on 12/16/2008 at 09:09 AM by Jane Burton. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 3.02.01 Authorization for Student Trips - Coastline Community College

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type:  
Public Access: Yes

#### Agenda Item Content

It is requested that the following student trips be approved. The list of participating students, advisors, and any waiver forms will be on file in the appropriate office prior to the trip.

Conference/Activity: Getty Museum  
Location: Los Angeles  
Dates: Saturday, February 28, 2009  
Department: Art Department  
Transportation: District Transportation

Conference/Activity: Balboa Pavilion  
Location: Newport Beach  
Dates: Saturday, April 18, 2009  
Department: Art Department  
Transportation: Personal Vehicles  
Conference/Activity: Vons Store  
Location: Costa Mesa  
Dates: February 18, 2009  
Department: Special Programs and Services for the Disabled  
Transportation: Personal Vehicles

Conference/Activity: Target Store  
Location: Costa Mesa  
Dates: March 18, 2009  
Department: Special Programs and Services for the Disabled  
Transportation: Personal Vehicles

Conference/Activity: Starbucks  
Location: Costa Mesa  
Dates: May 6, 2009  
Department: Special Programs and Services for the Disabled  
Transportation: Personal Vehicles

Conference/Activity: Extended Opportunity Programs and Services  
Region VIII Student Leadership Conference 2009  
Location: University of California, Irvine  
Dates: April 24, 2009; 7:30 a.m. – 2:00 p.m.  
Department: EOPS  
Cost/purpose/funding source: NTE \$525; EOPS funds  
Transportation: Personal Vehicles

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Laurie Swancutt. Last update on 01/29/2009 by Laurie Swancutt.

## Agenda Item

### 3.02.02 Authorization for Student Trips - Golden West College

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type:  
Public Access: Yes

#### Agenda Item Content

It is requested that the following student trips be approved. The list of participating students, advisors, and any waiver forms will be on file in the appropriate office prior to the trip.

Conference/Activity: Puente Program Northern California Campus Tour

Location: Northern California

Dates: March 31 – April 3, 2009

Department: Puente Program

Cost/purpose/funding source: \$8,000 for transportation, lodging, and food; Puente Program funds

Conference/Activity: Student Rally

Location: Pasadena, CA

Dates: February 27, 2009

Department: Associated Students of Golden West College (ASGWC)

Cost/purpose/funding source: \$200 for transportation and food; ASGWC funds

Conference/Activity: Student Rally

Location: Sacramento, CA

Dates: March 15 & 16, 2009

Department: Associated Students of Golden West College (ASGWC)

Cost/purpose/funding source: \$2,000 for transportation, lodging and food; ASGWC funds

Conference/Activity: Spring/Summer 2009 International Student Off-Campus Day Trips

Location: Various (see below)

Dates: Spring/Summer 2009

Department: International Student Program

Cost/purpose/funding source: Peggy Conley, Javier Alcala, and Janelle Leighton, International Students Program Staff (GWC) to sponsor spring/summer 2009 international student off-campus day trips to include trips to sporting and cultural events, a community picnic, beach party, end of semester dinner/recognition, an amusement park, and a trip to the movies. A list of all students for each event will be on file in the division dean's office prior to departure. Cost NTE \$4,000 for food, materials and admission to be paid from International Student Program funds.

Transportation: Travel by district transportation when applicable.

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Dolores Harper. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 3.02.03 Authorization for Student Trips - Orange Coast College

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

#### Agenda Item Content

It is requested that the following student trips be approved. The list of participating students, advisors, and any waiver forms will be on file in the appropriate office prior to the trip.

Project/Activity: 11<sup>th</sup> Annual Vietnamese Culture Night

Date: March 15, 2009

Department: OCC Extended Opportunity Programs and Services & Cooperative Agencies Resources for Education (EOPS/CARE)

Purpose: Host 100 EOPS/CARE students to experience Vietnamese Culture Awareness

Cost/Purpose/Funding Source: NTE \$1,200.00 from EOPS/CARE funds

Conference/Activity: California Geographical Society Annual Conference

Location: Santa Ynez, CA

Date: April 30-May 3, 2009

Department: Geography – Irene Naesse, Instructor

Cost/Purpose/Funding Source: \$1,200 registration and lodging cost to be paid by Foundation funds

Transportation: District

Spring 2009/OCC Overnight Athletic Trips:

Cheer & Dan, Coaches: Mike Reynolds and Dan Sapp

February 6-9, 2009 - Spirit Sport Championships, Palm Springs, Ca

February 18-24, 2009 - United Performing Association Americup Challenge, Minneapolis, MN

April 7-13, 2009 - National Cheerleaders Association Collegiate Championships, Daytona Beach, FL

Orange Coast College Speech Team to participate in the following events:

February 7-8, 2009 Sunset Cliffs Classic Pt. Loma, CA

February 14-15, 2009 Arizona Swing Glendale, AZ

February 18-19, 2009 Speech Showcases OCC

March 25-26, 2009 Speech Showcases OCC

Team will be accompanied on trips by Courtney Anderson, Ben Lohman, Sherana Polk, Shawn O'Rourke, and Lucas Ochoa, OCC Instructors in Speech. Food expenses and necessary travel expenses to be paid by participants and or ASOCC funds. Revision to Board Action to add additional events. Previous Board approval 9/3/08.

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Lynnanne Minton. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 3.03 GENERAL ITEMS

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

#### Agenda Item Content

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Jodi Rodriguez. Last update on 01/29/2009 by Jodi Rodriguez.



## Agenda Item

### 3.03.01 Authorization for Special Projects - Coastline Community College

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

#### Agenda Item Content

Project/Activity: Garden Grove Career Expo

Date: Wednesday, April 22, 2009; 1 – 4 p.m.

Location: Garden Grove Center

Department: Orange County One-Stop Center

Purpose: Job Fair

Cost/purpose/funding source: No cost to District or College

Project/Activity: 2009 Empowering Irvine Families Resource Faire

Date: Wednesday, March 18, 2009

Location: Irvine High School

Department: Developmentally Delayed Learner Department

Purpose: Recruitment and Student Outreach

Cost/purpose/funding source: NTE 600; AB77 and Special Programs Foundation funds

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Laurie Swancutt. Last update on 01/29/2009 by Laurie Swancutt.

**3.03.02 Authorization for Special Projects - Golden West College**

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content**

Project/Activity: Chefs for Scholarships (Patrons Annual Fundraiser)

Date: September 20, 2009

Department: Patrons

Purpose: Fundraising for scholarships

Cost/purpose/funding source: \$3,000 for supplies and printing; from Patrons

Project/Activity: "Lights, Camera, Action/TV Production" – High School Outreach Event for TV Production Careers

Date: January 15, 2009

Department: Outreach

Purpose: A high school outreach event in coordination with Vital Link/Connecting Students to Their Future & KOCE.

Cost/purpose/funding source: No cost.

Revision to previous Board action of 10/1/08 to change date from January 13, 2009.

Project/Activity: RHORC Use of GWC Human Patient Simulator Lab

Date: February - June, 2009

Department: Regional Health Occupations Resource Center (RHORC)

Purpose: Use of lab for telemetry and critical care students

Cost/purpose/funding source: \$3,000 for facility rental; from RHORC Trust funds

Project/Activity: Casino Night and Dance

Date: March 20, 2009

Department: Associated Student of Golden West College (ASGWC)

Purpose: The ASGWC wish to host a dance and casino night on campus for the college students before spring break.

Cost/purpose/funding source: \$2,500 for facility rental and food/refreshments; from ASGWC funds

Project/Activity: African-American Heritage Month

Date: February, 2009

Department: ASGWC

Purpose: To educate students and our community contributions of African-Americans and to celebrate their heritage and culture.

Cost/purpose/funding source: \$800 for supplies, refreshments entertainment and equipment; from ASGWC funds

Project/Activity: Welcome Back BBQ/Concert

Date: February 10, 2009

Department: ASGWC

Purpose: Welcome event for students and staff

Cost/purpose/funding source: \$1,200 for entertainment and food/refreshments; from ASGWC funds

Project/Activity: Red Cross Donor Days

Date: March 11 & 12, 2009

Department: ASGWC

Purpose: Opportunity for Red Cross to allow students to donate blood.

Cost/purpose/funding source: \$150 for facility rental and refreshments; from ASGWC funds

Project/Activity: On-Campus Events and Activities for International Students

Date: Spring/Summer 2009

Department: International Student Program

Purpose: Golden West College International Student Program to hold on-campus events and activities for international students, including a welcome back party, student success workshops, Diversity Week activities, Peace Conference activities, student support luncheons with the campus psychologist, International Student Club sponsored lunch meetings, and a monthly International Coffee Hour.

Cost/purpose/funding source: \$4,000 for food, materials and refreshments; from International Student Program funds.

**Additional Administrative Content**

Created on 12/16/2008 at 09:09 AM by Dolores Harper. Last update on 01/29/2009 by Jodi Rodriguez.

**3.03.03 Authorization for Special Projects - Orange Coast College**

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content**

Project/Activity: Employee Wellness Program: "Working on Wellness" (WOW)

Date: 2008-2009 School Year

Department: Sponsored by the OCC Physical Education & Athletics Division

Purpose: Program for contract employees to include fitness assessments, exercise prescription, and incentive programs; Fitness Center will be used for exercise, and Physical Education & Athletics Division staff will provide assessments and training.

Cost/Purpose/Funding Source: Cost to depend on number of participants, to include refreshments during accomplishment recognition events, to be paid by Foundation and President's Office funds.

Project/Activity: OCC Math Meet

Date: March 20, 2009

Department: Mathematics & Science

Purpose: Host Math Meet for approximately 150 high school students; invitees include Orange County high school students, faculty, and counselors; event includes testing, dinner, and an awards ceremony.

Cost/Purpose/Funding Source: NTE \$5,000 from Outreach and Foundation funds; there will be no charge to participating students or schools

Project/Activity: President's Day 5K Run

Date: February 16, 2009

Department: Physical Education & Athletics/Foundation

Purpose: Invite CCCD alumni, students, faculty, and staff and local community members

Cost/Purpose/Funding Source: NTE \$5,000 from Foundation funds and event proceeds

Project/Activity: Comedian to Perform in OCC Quad

Date: February 25, 2009

Department: OCC College Life Program

Purpose: Activities and entertainment in the OCC Quad

Cost/Purpose/Funding Source: NTE \$3,000 for refreshments, stage, rental, and other miscellaneous expenses to be paid from ASOCC funds

Project/Activity: Hypnotists to Perform in OCC Quad

Date: March 25, 2009

Department: OCC College Life Program

Purpose: Activities and entertainment in the OCC Quad

Cost/Purpose/Funding Source: NTE \$3,000 for refreshments, stage, rental, and other miscellaneous expenses to be paid from ASOCC funds

Project/Activity: Banff Film Festival

Date: March 18, 2009

Department: Foundation and Library

Purpose: Fundraiser for Friends of the Library

Cost/Purpose/Funding Source: NTE \$500 from Foundation funds

Project/Activity: Friends of the Library Book Sale

Date: April 22, 2009

Department: Foundation and Library

Cost/Purpose/Funding Source: NTE \$500 from Foundation funds

Project/Activity: Pat & Phyllis Memorial Golf Tournament at Strawberry Farms

Date: April 6, 2009  
Department: Physical Education & Athletics/Foundation  
Purpose: Raise funds for the OCC Baseball Team  
Cost/Purpose/Funding Source: NTE \$20,000 paid from event proceeds and Foundation funds

Project/Activity: Exhibition of Anderson Art Collection  
Date: February 5, 2009  
Department: Frank M. Doyle Arts Pavilion  
Purpose: Invite CCCD alumni, students, faculty, and staff and local community members  
Cost/Purpose/Funding Source: NTE \$5,500 from Foundation funds for reception, installation, signage, transportation of art work, and invitations

Project/Activity: Countywide Counselor's Workshop 2009 "Connecting the Disconnected Student: From Clueless to Focused" at University California Irvine Student Center  
Date: March 5, 2009  
Department: Career Services Department  
Purpose: Host workshop for up to 250 middle and high school counselors  
Cost/Purpose/Funding Source: NTE \$35,000 to include participants, conference center rental fee, speaker fees, food, stipends, consultants, marketing, and printed materials to be paid an amount NTE \$10,000 from Career Link/Tech Prep 08-09 grant funds and NTE \$25,000 from Tech Prep Regional Coordination Consortium Grant funds

#### **Additional Administrative Content**

Created on 12/16/2008 at 09:09 AM by Lynnanne Minton. Last update on 01/29/2009 by Lynnanne Minton.

## Agenda Item

### 3.03.04 Authorization to Enter Standard Telecourse Agreements - Coastline Community College

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

#### Agenda Item Content

After review by the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to enter into the following standard agreements for the lease of telecourses.

#### CULTURAL ANTHROPOLOGY: OUR DIVERSE WORLD

Diablo Valley College (CA)

NILRC (IL) - 16426

NILRC (IL) - 16433

#### TRANSITIONS THROUGHOUT THE LIFE SPAN

University of Cincinnati – Raymond Walters College (OH)



Telecourses.pdf

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Nicki Salcedo. Last Update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 3.03.05 Approval of Clinical Contracts - Golden West College

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

## Agenda Item Content

After review by legal counsel, Rutan & Tucker, the College President, and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to enter into clinical contracts with the following institutions in connection with the various Allied Health programs which are a part of the Coast Community College District curriculum. (Non-standard agreements are attached to each Trustee's Agenda.)

## RENEWAL

Lakewood Regional Medical Center

Nonstandard Affiliation Agreement (See Attachment #3)

**Fiscal Impact:** Students are required to obtain personal liability insurance during enrollment in an Allied Health program. The District shall provide professional liability insurance and Worker's Compensation insurance for each student participating in approved clinical rotations (For field experience agreements, the District provides only Worker's Compensation insurance.) These District provided insurance coverages are in effect while the student is on-site at facility. The District realizes savings by utilizing off-campus clinical and field experience training facilities.



Lakewood Regional Medical Center Agreement.pdf

## Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Dolores Harper. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 3.03.06 Authorization for Purchase of Institutional Memberships - Orange Coast College

Meeting: 02/04/2009 Regular Meeting

Category: 3. Consent Calendar

Agenda Type: Action (Consent)

Public Access: Yes

## Agenda Item Content

### RENEWAL

Association for Core Texts and Courses (ACTC) – 2008-2009 - \$350.00

Membership will provide national support in seeking to build better core text and liberal arts education including conferences and activities.

## Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Lynnanne Minton. Last update on 01/29/2009 by Jodi Rodriguez.



## Agenda Item

### 3.03.07 Community Activities - Orange Coast College

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

#### Agenda Item Content

The following not-for-credit classes will be advertised and offered by the Community Education Office during the period of February 5 – June 30, 2009. Payment to the presenter will be based on a negotiated fixed rate (F) or percentage of income based on course enrollment (P).

#### PROFESSIONAL EXPERTS

PIT AND FISSURE SEALANT CERTIFICATION, Fee \$400, 12 hours. Presenter: Joy Myers. (P)

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Lynnanne Minton. Last update on 01/29/2009 by Lynnanne Minton.

**3.03.08 Sailing Program - Orange Coast College**

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

**Agenda Item Content**

The following non-credit classes will be offered by the Marine Programs Office during the period of January 22, 2009 – December 30, 2009. The presenters will be paid at a fixed rate or percentage of income based on actual enrollment. Instructor fees will be charged against individual ticket budget numbers and paid from Sailing Center funds. (P)=percentage and (F) =flat rate.

**NEW BOARD ITEMS****PROFESSIONAL EXPERTS**

Roscoe Fowler to perform specialized marine maintenance and repair on Sailing Center boats, docks and facilities, as well as miscellaneous donations to the program. Work to be performed between December 1, 2008, and June 30, 2009. (F)

**INDEPENDENT CONTRACTORS**

Chris Brown's Performance Marine for the purpose of providing engine repair and maintenance services for OCC Sailing's vessels from December 10, 2008, to June 30, 2009, to be paid an amount NTE \$6000 from Sailing Center funds.

Charles Hawley for the purpose of acting as moderator for Safety At Sea Seminars and to serve as cook/watch captain aboard *Alaska Eagle* from January 15 to June 30, 2009, to be paid an amount NTE \$3,500 from Sailing Center funds.

**SPECIAL EVENTS**

Conference/Activity: Host training for sail, powerboat and professional mariner instructors. Training to include US SAILING seminars as well as training by in-house instructors.

Dates: TBA - between February 5, 2009, and June 30, 2009

Department: Sailing Center

Cost/Purpose/Funding Source: No cost to the District. The purpose of the training is to provide current instructors with advanced learning opportunities to improve programs for students. Some meals included. Expenses to be paid from Sailing Center Funds.

**Additional Administrative Content**

**3.04 PERSONNEL ITEMS**

Meeting: 02/04/2009 Regular Meeting  
 Category: 3. Consent Calendar  
 Agenda Type: Information  
 Public Access: Yes

**Agenda Item Content**

**a. Acceptance of Resignations and/or Approval of Layoffs, Exhaustion of Benefits and Terminations**

It is recommended that the following resignations be accepted and/or layoffs and terminations be authorized:

Classified

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Action</u>	<u>Effective Date</u>
Neumann, Eric	DIS	Accounting Tech. Senior	Resign	01/30/09

**b. Authorization for Leaves of Absence**

It is recommended that authorization be given for the following leaves of absence:

Classified

McDonald, Patti, OCC, Library Admissions and Records Technician III, Classified Unit, intermittent LOA/wop under the Family and Medical Leave Act of 1993, not to exceed 480 hours, beginning 09/29/08.

Ngo, Michelle, GWC, Staff Assistant, Classified Unit, 100% LOA/wop for the period 02/02/09 through 06/12/09.

Padilla, Rina, OCC, Financial Specialist/BFAP, Classified Unit, 100% LOA/wop under the Family and Medical Leave Act of 1993 for the period 01/15/09 to 04/08/09.

Revisions to Previous Board Actions

Administrative Leaves

Moser, Melissa, OCC, Director of Financial Aid, revise start date from 01/01/09 to 02/05/09 and end date from 02/28/09 to 04/03/09.

**c. Authorization for Changes in Assignments, Academic Staff**

It is recommended that authorization be given for the following changes in both contract and part-time assignments for academic personnel:

Faculty

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>
Retardo, Kathy	GW C	Temp Instructor, Nursing	100%	84.6%	01/31/09	05/31/09

**d. Authorization for Temporary Out of Class and Special Assignments, Classified Staff**

It is recommended that authorization be given for the following changes for Classified Staff working temporarily Out of Class:

Classified

Name	LOC	From	To	Start Dt	End Dt	PLCMT
Sanchez, Raul	OCC	Senior Tech	Special Assignment	01/22/09	04/22/09	E-59-05*
Truong, Jonathon	OCC	Senior Tech	Special Assignment	01/22/09	04/22/09	E-59-05*

\* Includes 7.5% diff.

Revisions to Previous Board Action

Classified Management

Name	LOC	From	To	Action	PLCMT
Profeta, Glen	OCC	Director of Web Services	Director of Technical Support Services	Extend end date from 01/10/09 to 04/09/09	G-28-07

Classified Contract

Name	LOC	From	To	Action	PLCMT
Phan, Phuong Bach Thi	OCC	Matriculation Office Assistant	Special Assignment	Extend end date from 11/20/09 to 02/28/09	E-42-05*
Sanchez, Jorge	OCC	Maintenance Lead	Special Assignment	Extend end date from 01/01/09 to 04/01/09	E-53-05*
Schindler, David	OCC	Groundskeeper	Special Assignment	Extend end date from 01/01/09 to 04/01/09	E-50-05*
Whiteside, Sandra	OCC	Systems Network Analyst II	Special Assignment	Extend end date from 01/01/09 to 03/31/09	E-69-05* + 2.5%PGD

\*Includes 7.5% diff.

**e. Authorization for Schedule Changes, Classified Staff**

It is recommended that authorization be given for the following temporary or permanent schedule changes in Classified Staff:

Temporary Schedule Changes

Name	LOC	Title	From	To	Start Dt	End Dt
Garcia, Doreen	OCC	Instructional/Food Service Worker I	50%	100%	01/22/09	06/30/09
Phan, Phuong Bach Thi	OCC	Receptionist	56.25%	100%	01/01/09	06/30/09

#### **f. Authorization for Changes in Salary Schedules**

It is recommended that authorization be given for the following changes in the District salary schedules:

<u>Classification</u>	<u>Range</u>	<u>Changes</u>
Nurse Practitioner	E-68	Add to schedule effective 02/05/09
Nursing Innovation Grant Clerk Intermediate	E-38	Add to schedule effective 02/05/09

#### **g. Approval of Sabbatical Leave Requests**

The following sabbatical leaves have been recommended by the appropriate College Sabbatical Leave Committees and the College Presidents. The cost of the recommended sabbaticals is within the funds provided for in the agreement between the Faculty Unit of the Coast Federation of Employees/American Federation of Teachers, Local 1911, and the Coast Community College District. After review by the Vice Chancellor for Human Resources, it is recommended by the Chancellor that the following sabbaticals be approved:

##### **ORANGE COAST COLLEGE**

##### Sabbatical Leave Dates

Carlson, Ravin	Fall 2009
DeSurra, Christopher	Fall 2009
Gordon, Lee	Fall 2009; Fall 2010
Hollander, Gena	Fall 2009
Kelly, Dennis	Spring 2010
Kennedy, Patrick	Fall 2009
Lerma, Maria	Fall 2009; Spring 2010
Malaty, Martha	Fall 2009; Spring 2011
Perkins, Mark	Fall 2009; Spring 2010
Ring, David	Spring 2010
Schneiderman, Robert	Spring 2010
Shannon, Kevin	Fall 2009; Spring 2012



Personnel.pdf

#### **Additional Administrative Content**

#### **Action Agenda Details**

**Motion:**

**3.05 ADDITIONAL PERSONNEL ITEMS**

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content**

**Additional Administrative Content**

Created on 12/16/2008 at 09:09 AM by Jodi Rodriguez. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 3.05.01 Authorization for Independent Contractors - Coastline Community College

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

#### Agenda Item Content

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement:

#### \$10,000 AND OVER

Isbell, Jeffrey C. to create additional animations for the Chemistry telecourse programs and to create illustrations for the Chemistry textbook, February 5, 2009 – June 30, 2009, for a fee NTE \$23,500 to be paid by funds received in support of this project. (Revision is to increase assignment and dollar amount. Prior Board Approval: 9/3/08)

Denise Cusano Instructional Design, Inc. to provide upgrades to Process Technology, Health, Safety and Equipment courses, creation of Process Technology Systems and Instrumentation courses, and development of employee training media, February 5, 2009 – June 30, 2009, for a fee NTE \$59,500 to be paid from funds received in support of this project.

#### UNDER \$10,000

Fitzpatrick, Colin to provide audio voice-over for the Open Learning Language Initiative (OLLI), July 1, 2008 – June 30, 2009, for a fee NTE \$1200 to be paid from grant funds received from the William and Flora Hewlett Foundation. (Revision is to increase NTE amount. Prior Board Approval: 6/18/08)

#### Additional Administrative Content

Created on 12/18/2008 at 09:09 AM by Laurie Swancutt. Last update on 01/29/2009 by Laurie Swancutt.

## Agenda Item

### 3.05.02 Authorization for Independent Contractors - Golden West College

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

#### Agenda Item Content

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement.

#### \$10,000 AND OVER

Ballet Repertory Theater to present the Nutcracker Ballet, December 12-24, 2008, to be paid 50% of gross ticket sales from Theater Income funds. (retroactive due to late paperwork)  
Revision to previous Board action of 1/7/09 to change from "Under \$10,000" to "\$10,000 and over."

#### UNDER \$10,000

The following individuals to serve as independent contractors, pursuant to the District's standard independent contractor agreement, as judges for the GWC Science Olympiad February 27, 2009. Dates of employment will be February 21 – 27, 2009. Cost NTE \$248 per person to be paid from department funds:

Bernard, Patricia  
Fusco, Judy  
Grannell, Roswitha  
Leonard, Linda  
McKibben, James  
McKibben, Patricia  
Pierce, Patrick  
Speakman, David  
Valenzuela, Gabriela  
Wu, Ankuo

David Scott Whyte to assist in the Golden West College Criminal Justice Training Center Division by assisting coordinator, distributing information, and acting as a liaison with member consumer panel from January through June, 2009, to be paid \$2,000 from Orange County Mental Health Department Grant funds.

Various Panelists to discuss and answer questions and assist presenter for the Golden West College Criminal Justice Training Center from January through June, 2009, to be paid \$1,500 per panelist from Orange County Mental Health Department Grant funds.

Darren Doershel to perform maintenance and repair of TV studio and production truck for Golden West College Broadcast Video Production Department from January 16 – June 30, 2009. Payment NTE \$5,000 from general funds.

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Dolores Harper. Last update on 01/29/2009 by Jodi Rodriguez.



## Agenda Item

### 3.05.03 Authorization for Independent Contractors - Orange Coast College

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

#### Agenda Item Content

The following are to serve as independent contractors pursuant to the District's standard independent contractor agreement.

\$10,000 AND OVER

UNDER \$10,000

Charter Talent to provide David Gold, Comedian, to perform in the OCC Quad on February 25, 2009, to be paid \$2,200 from ASOCC funds.

Dedmond, Rebecca, Dr., Director, School Counseling and The Freshman Transition Initiative at George Washington University, to provide the keynote address at the Counselor's Workshop, March 5, 2009, to be paid an amount NTE \$2,500 to include travel, per diem, and honorarium from both CareerLink District Tech and Tech Prep Regional Coordination project funds.

Dinwiddie, Janis, dba Dinwiddie Events to coordinate the 10<sup>th</sup> Annual Business Conference and Expo on May 2, 2009, at Orange Coast College, to be paid a fee of \$3,750 plus reimbursement of allowable expenses NTE \$5,000 from Foundation funds and event proceeds.

Fleming, Kevin to present "Other Ways to Win" at the Countywide Counselor's Workshop on March 5, 2009, to be paid \$1,250 from Tech Prep Regional Collaborative Grant funds.

Lerman, Carol to co-chair, coordinate, and perform other duties required in order to facilitate the Countywide Counselors Workshop on March 5, 2009, for the period February 5, 2009, to June 30, 2009, to be paid \$3,500 from Tech Prep Regional Collaborative Grant funds.

Maclary, Edward to serve as guest speaker for the OCC Chamber Singers, February 23, 2009, to be paid \$500 from ASOCC and Ancillary funds.

RCP Advance Life Support to provide CPR training to 17 staff members of the Orange Coast College Early Childhood Lab School on April 17, 2009, to be paid an amount NTE \$935 from Lab School ancillary funds.

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Lynnanne Minion. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 3.05.04 Authorization for Staff Development - Golden West College

Meeting: 02/04/2009 Regular Meeting

Category: 3. Consent Calendar

Agenda Type: Action (Consent)

Public Access: Yes

#### Agenda Item Content

Activity: Spring 2009 Faculty Workshops

Date: February 20, March 20, April 17, 2009

Purpose: Effective strategies to help all students succeed – basic skills

Cost/Purpose/Funding Source: \$16,300 (\$300 stipend to attend all three); Basic Skills Grant

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Dolores Harper. Last update on 01/29/2009 by Dolores Harper.

## Agenda Item

### 3.06 FINANCIAL APPROVALS

Meeting: 02/04/2009 Regular Meeting

Category: 3. Consent Calendar

Agenda Type: Information

Public Access: Yes

#### Agenda Item Content

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Jodi Rodriguez. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 3.06.01 Approval of Purchase Orders

Meeting: 02/04/2009 Regular Meeting

Category: 3. Consent Calendar

Agenda Type: Action (Consent)

Public Access: Yes

#### Agenda Item Content



PurchaseOrderDIST.pdf

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by CCCDPurch. Last update on 01/29/2009 by Jodi Rodriguez.

## Purchase Orders

PO NUM	NAME OF VENDOR	SITE	OBJECT CODE	AMOUNT
P0315047	CW Driver Construction Management - OCC Softball (GOB) Board Date:11/19/08	OCC-GB	6160	366,160.00
P0315068	GWC Bookstore Spring 2009 book service for continuing EOPS students	GWC	7605	170,000.00
P0315067	GWC Bookstore Spring 2009 book service for new EOPS students.	GWC	7605	78,000.00
P0315115	Keystone Engineering Solutions Inc Engineering services for ABC Building (GOB)	OCC-GB	6206	56,231.00
P0315105	Postmaster Open PO for Postage	DIS	5831	40,000.00
P0315056	Dell Higher Education Desktop computers for Business & Commerce classrooms	CCC	6412	36,677.92
P0315122	Dell Higher Education Enterprise software for multiple server application	DIS	5699	26,858.00
P0315121	Dell Higher Education Dell computer servers for District Information Services.	DIS	6401	26,194.21
P0315042	Beach Paving Inc Refurbish 41 campus parking lot speed bumps	OCC	5665	16,400.00
P0315171	Professional Plumbing Inc ABC Bldg new water, sewer & gas lines (GOB)	OCC-GB	6120	14,430.00
P0315123	Commvault Systems Inc CommVault backup agents and support	DIS	5699	12,936.47
P0315060	Digital Networks Group Inc Data cabling system for two CCC classrooms	CCC	6412	12,446.70
P0315119	Computerland of Silicon Valley Windows / SQL software LIC and media	DIS	5699	10,922.78
P0315120	VeriSign Inc Internet security certificates and support	DIS	5699	10,499.00
P0315082	Western Graphics Plus Printed promotional items	OCC	5899	10,000.00
P0315071	Novo Solutions Inc	DIS	5699	9,906.25
P0315046	Anaheim Palms Telecom Center	CCC	5899	8,925.00
P0315080	A-1 Fence	OCC-GB	6129	8,475.00
PO308135	Xerox Corp	OCC	5682	7,916.00

## Purchase Orders

P0315113	Graybar Electric	GWC	4677	7,774.25
P0315039	Bekins Moving Solutions	GWC-GB	5899	7,742.00
P0315149	Mission Printing	OCC	4321	7,100.00
P0315142	Apple Computer Inc	CCC	4315	7,026.60
P0315128	Telenomics Inc	DIS	5638	6,716.50
P0315081	Southland Industries	GWC-GB	6250	5,957.00
P0315069	GWC Bookstore	GWC	7605	5,500.00
P0315077	AYU Technology Solution LLC	CCC	5699	5,360.88
P0315126	System One Business Products	OCC	6411	4,951.11
P0315048	ALD Security Innovations	CCC	6412	3,961.60
P0315163	Computerland of Silicon Valley	CCC	5699	3,641.96
P0315076	Sehi Computer Products Inc	CCC	4315	3,395.61
P0315040	Dell Higher Education	OCC-GB	6412	3,371.28
P314805	Dre Medical Supplies	OCC	6411	3,232.50
P0315150	Blue Sky Outfitters	GWC	4312	3,191.25
P0315159	Study in the USA Inc	CCC	5899	3,151.69
P0315114	MB Herzog Electric Inc	GWC	6256	3,120.00
P0315059	Dell Higher Education	CCC	6412	3,108.64
P0315162	Community College League of Calif	CCC	5306	3,100.00
P0315038	ACT Inc	CCC	5699	3,017.00
P0315052	KOSA	OCC	5850	3,000.00
P0315147	Amtek Construction	OCC-GB	6120	2,518.00
P0315107	Wenger Corp	OCC	4312	2,132.23
P0315070	Optima Network Services Inc	DIS	5657	2,040.00
P0315050	Wards Natural Science	OCC	6411	1,985.02
P0315127	Apple Computer Inc	OCC	6412	1,982.88
P0315054	Calif Stage & Lighting	OCC	4312	1,847.47
P0315112	Samy's Camera	CCC	6411	1,837.08
P0315133	Anixter	DIS	4312	1,688.33
P0315104	New Readers Press	OCC	4312	1,512.50
P0315078	Office Depot	CCC	4312	1,500.00
P0315136	Follett Higher Education Group Inc #1094	OCC	4312	1,500.00
P0315079	Computerland of Silicon Valley	CCC	5699	1,346.88
P0315057	Dell Higher Education	OCC	4315	1,300.00
P0315152	Mission Printing	OCC	4321	1,282.23
P0315111	Dell Higher Education	CCC	4315	1,248.07
P0315124	JK Electronics	GWC	4312	1,200.00
P0315118	Network Performance Systems Inc	CCC	5699	1,182.01
P0315083	CCC Bookstore	CCC	4312	1,000.00
P0315132	Office Depot	DIS	4312	1,000.00
P0315088	Hardy Diagnostics	OCC	4312	980.75
P0315148	Corporate Business Interiors Inc	OCC-GB	4312	959.80
P0315093	Ceramic Services	OCC	5657	935.00
P0315166	Burmax Co Inc	GWC	4312	890.23

## Purchase Orders

P0315097	Embee Technologies	OCC	4315	884.66
P0315098	CDWG	OCC	4312	883.18
P0315049	Image Printing Solutions	OCC	4321	862.00
P0315055	Xerox Corp	CCC	6412	859.95
P0315099	Computerland of Silicon Valley	CCC	5699	845.84
P0315125	Part-Time Press	GWC	4312	833.40
P0315151	United Direct Marketing Inc	GWC	4312	787.65
P0315096	Arakawa Hanging Systems USA Inc	DIS	4312	704.92
P0315041	Embee Technologies	OCC	4315	700.29
P0315116	Dell Higher Education	GWC	5638	698.19
P0315061	Dell Higher Education	OCC	4315	659.21
P0315141	Sehi Computer Products Inc	CCC	4312	652.90
P0315045	AmericasPrinter.com	GWC	4321	634.65
P0315091	Aardvark Clay Supply	OCC	4312	620.04
P0315117	Office Depot	GWC	4312	600.00
P0315075	Tapes and ...	OCC	4312	518.28
P0315043	ACT Inc	CCC	5699	506.43
P0315094	Saddleback Golf Cars	OCC	4312	500.00
P0315074	Thomson West	DIS	4285	452.60
P312220	Cintas	CCC	5899	450.00
P0315084	Baker & Taylor	GWC	6301	442.44
P0315058	CDWG	CCC	5699	437.86
P0315129	Apple Computer Inc	OCC	4315	435.31
P314616	Davies Publishing	OCC	4312	431.56
P0315044	AmericasPrinter.com	GWC	4312	426.69
P0315156	Sehi Computer Products Inc	CCC	4315	425.41
P0315143	Office Depot	GWC	4312	410.18
P0315155	Psychological Assessment Resou	GWC	4312	376.80
P0315139	OCLC Inc	OCC	5110	373.11
P0315157	Waxie Sanitary Supply	GWC	4312	371.13
P0315146	CDWG	CCC	4315	369.58
P0315169	Amazon.com	CCC	4312	369.09
P0315086	Largest Mixer	CCC	5899	350.00
P0315103	Assn for Core Texts & Courses	OCC	5320	350.00
P0315135	Graphic Edge	OCC	5899	325.00
P0315062	Office Depot	GWC	4315	323.24
P0315063	Office Depot	GWC	4315	323.24
P0315110	Pitney Bowes	DIS	4312	293.06
P0315154	Edits	GWC	4312	288.61
P0315168	Jazz-Z -Beauty Products	GWC	4312	286.40
P0315064	Office Depot	OCC	4315	273.58
P0315137	Sehi Computer Products Inc	OCC	4315	271.65
P0315066	Sehi Computer Products Inc	GWC	4315	261.43
P315085	Ctr for Education & Employment Law	CCC	4285	260.24

Purchase Orders

P0315095	Sims-Orange Welding Supply Inc	OCC	4312	250.00
P0315073	Matthew Bender & Co., Inc	OCC	6301	244.39
P0315167	Dermal Products Inc	GWC	4312	238.89
P0315158	Prestige Foil Inc	GWC	4321	231.71
P0315106	Integra Lifesciences Corp	OCC	4312	212.03
P0315089	Masterworks Press	OCC	4312	207.73
P314815	Advance Magazine Group	OCC	4312	203.82
P0315092	Ganahl Lumber Co	OCC	4312	200.00
P0315065	Office Depot	OCC	4312	192.82
P0315090	Jim's Music Center	OCC	4312	191.63
P0315165	Amber Products	GWC	4312	184.25
P0315072	Sehi Computer Products Inc	DIS	4312	168.74
P0315051	Insight Media	OCC	4312	157.27
P0315109	Meixler Technologies Inc	DIS	5899	155.40
P0315160	Council of Chief Librarians	CCC	5306	150.00
P0315053	MCM	OCC	4312	140.99
P0315164	Eva's Esthetics	GWC	4312	137.92
P0315102	Sehi Computer Products Inc	CCC	4312	135.03
P0315138	Office Depot	DIS	4312	133.89
P0315144	Office Depot	GWC	4312	129.29
P0315130	CDWG	OCC	4312	108.71
P314965	Hitt Marking Devices Inc	DIS	4312	100.00
P0315100	Office Depot	DIS	4312	90.58
P0315087	Carolina Biological Supply	OCC	4312	90.11
P0315140	Chronicle of Higher Education	DIS	5306	82.50
P0315101	Sehi Computer Products Inc	OCC	4312	71.91
P0315145	Office Depot	GWC	4312	66.53
P0315108	Sign Concepts	OCC	4312	48.10
P0315131	Office Depot	DIS	4312	43.99
	<b>Total</b>			<b><u>1,080,764.71</u></b>

Object Code Legend

3000-3999 Staff Benefits  
 4200-4299 Books, Replacement of  
 4300-4799 Supplies/Printing  
 5100-5199 Consultants/Lecturers  
 5200-5299 Conferences/Travel  
 5300-5399 Dues/Memberships/Subscriptions  
 5400-5499 Insurance  
 5500-5599 Utilities/Services/Contracts  
 5600-5601 Film Rental  
 5630-5673 Repairs/Equipment and Facilities  
 5682-5699 Lease/Rentals



**Purchase Orders**

5700-5899 Other Expense of Operations  
6100-6299 Site/Site Improvements/Building  
6300-6399 Books, New Acquisitions  
6400-6499 Equipment, New/Replacement

## Agenda Item

### 3.06.02 Ratification/Approval of Checks

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

## Agenda Item Content



CheckApproval.pdf

## Additional Administrative Content

Created on 12/16/2008 at 08:09 AM by CCCDBudge. Last update on 01/29/2009 by Jodi Rodriguez.

NUMBER	NAME OF VENDOR	AMOUNT
0124256	Coast Community College Dist. Medical claims	638,822.03
0124373	Kaiser Permanente Medical Premiums	241,599.17
0124497	ACSIG Dental / Edge Dental Claims & Admin Fees	231,297.48
0124503	Keenan & Associates FY 08/09 PIPS Workers Compensation Premiums	217,314.00
0124504	Medco Health Solutions Inc Medical Prescription Claims	183,452.59
0124189	Constellation New Energy Inc Electricity district wide	181,777.19
0124142	Southern Calif Edison Co Electricity district wide	156,887.12
0124501	Coast Community College Dist. Medical claims	133,777.64
0124165	Medco Health Solutions Inc Medical Prescription Claims	107,786.48
0124636	Newport-Mesa Unified Sch Dist Lease payment for Mesa Verde Ctr	104,619.20
0124412	Employment Development Dept-EDD 4TH QTR UIC 08	102,601.31
0124239	Trend Offset Printing Bid 1944 Printing 2009 Spring Schedules/DL Guide	76,086.03
0124235	Systems Technology Associates Inc HP proactive services for District Info Service.	69,720.00
0124404	Community College League of Calif OCC Library online database	65,727.82
0124559	Official Payments Corp Credit card processing fees	65,112.95
0124528	Dell Higher Education Desktop computers for Digital Media classroom	60,085.06
0124505	Accuvant Software license renewal for Information Services.	46,836.69
0124186	CCCD Student Refunds Student refunds	38,594.33
0124521	CCCD Student Refunds Student refunds	37,279.83
0124621	Dell Higher Education Desktop computers for Digital Media classroom	36,513.62
0124377	Vision Service Plan Premiums for VSP Claims	28,684.89
0124184	CCC Sac Student fees for Coastline	28,302.00
0124371	Delta Health Systems Administrative Fees	25,716.00
0124492	Xerox Corp Invoices for district wide maintenance agreements	25,300.19
0124520	CCCD - SEOG	23,760.00

## Check Approvals

0124587	The Gas Company	21,517.12
0124369	Blue Cross	16,524.54
0124086	Atkinson, Andelson, Loya, Ruud & Romo	16,174.31
0124656	United States Postal Service	15,002.00
0124524	Constellation New Energy Inc	14,404.30
0124560	Oracle Corp	13,441.00
0124579	Spicers Paper Inc	13,148.53
0124180	Cambridge West Partnership LLC	12,782.25
0124336	Salazar Climate Consulting	12,525.00
0124669	Cambridge West Partnership LLC	12,375.00
0124253	Xerox Corp	11,442.51
0124585	The Gas Company	10,525.97
0124274	City of Huntington Beach	9,831.18
0124438	Making Connections	9,800.00
0124270	Calif Design Printing & Marketing	9,710.00
0124586	The Gas Company	9,701.56
0124118	OC Auditor-Controller	9,385.00
0124574	Sasco	9,195.00
0124366	Xerox Corp	9,024.38
0124271	CareerAmerica LLC	9,000.00
0124647	Raubolt Consulting Services Inc	8,725.23
0124618	Coast Fitness Repair Shop	8,704.23
0124358	USJournal of Academics	8,585.50
0124666	American Red Cross	8,400.00
0124442	Marsh Risk & Insurance Svcs	8,342.00
0124259	Apple Computer Inc	8,213.08
0124551	Medco Supply Co	7,990.60
0124502	First Colony Life Insurance Co	7,966.74
0124667	B & P Services Inc	7,920.00
0124593	Union Bank of California	7,915.41
0124589	Time Warner Cable	7,695.53
0124304	Kimball Midwest	7,032.90
0124113	Mesa Consolidated Water Dist	6,986.25
0124600	Xerox Corp	6,897.03
0124083	AT&T	6,591.98
0124456	Office Depot	6,480.22
0124348	ThreeForks Inc	6,274.07
0124314	Moore Energy	6,246.10
0124642	Postmaster	6,000.00
0124393	Baker & Taylor	5,972.03
0124470	Southern Calif Edison Co	5,864.32
0124455	Ocean View School District	5,768.85
0124592	Union Bank of California	5,638.97
0124526	CR & R	5,443.84
0124493	OCC Food Services	5,315.20
0124544	James Jackson Productions Inc	5,232.00
0124330	Point & Click Solutions	5,100.00
0124179	Benner Metals Corp	5,096.02
0124607	alPunto Advertising	5,000.00
0124484	Verizon California	4,721.43
0124219	Office Depot	4,600.53
0124556	OC Register	4,400.00

0124258	Allsteel Inc	4,206.07
0124340	Southern Calif Edison Co	4,188.98
0124566	Physicians Sales & Service	4,041.40
0124439	Mandate Resource Services LLC	4,000.00
0124370	Care Resources Inc	3,968.00
0124285	Edwards Service	3,942.36
0124399	CCC Contract Education	3,940.41
0124268	Baker & Taylor	3,912.21
0124251	Susan Wilcox	3,875.00
0124298	Hoover Printing & Lithography	3,866.07
0124534	Fisher Scientific	3,752.75
0124387	Andtech Corporation	3,643.50
0124376	Vision Service Plan	3,642.65
0124077	AT&T	3,615.45
0124432	Knorr Systems Inc	3,604.13
0124230	Southern Counties Oil	3,543.73
0124098	Coastal Press Inc	3,519.12
0124411	Emergency Medical Products Inc	3,486.31
0124329	Pocket Nurse	3,477.50
0124276	Computerland of Silicon Valley	3,440.46
0124563	Pacific Lift & Equipment Co Inc	3,250.00
0124421	GWC Bookstore	3,231.69
0124653	Systems Technology Associates Inc	3,202.96
0124449	Neo Networking Inc	3,000.00
0124407	CTI-Valueline	2,953.65
0124542	Thomas Hersh	2,914.00
0124231	Special Pay Retirement Plan	2,851.93
0124491	World-Wide Fire Inc	2,764.94
0124220	Pitney Bowes	2,751.00
0124191	DataPipe Inc	2,750.00
0124539	Harbinger Knowledge Products Inc	2,638.90
0124360	Verizon Wireless	2,630.49
0124414	Fisher Scientific	2,614.72
0124575	Sehi Computer Products Inc	2,566.18
0124623	Education 4 Work	2,500.00
0124293	Grainger	2,442.83
0124095	City of Garden Grove	2,432.09
0124417	Gale Group	2,420.93
0124651	Southern Calif Edison Co	2,401.23
0124477	Truroll Inc	2,400.00
0124149	The Gas Company	2,331.11
0124114	Metro Car Wash	2,289.69
0124316	Mary Mortlock	2,219.75
0124361	Verizon Wireless	2,182.67
0124194	Fisher Scientific	2,103.26
0124325	OC Auditor-Controller	2,060.00
0124349	Time Warner Cable	2,050.00
0124187	Cerritos Franchise Inc	2,000.00
0124602	Yosemite Water	1,967.91
0124474	The Gas Company	1,958.86
0124278	Custom Building Maintenance	1,950.00
0124588	Thyssenkrupp Elevator	1,938.00

## Check Approvals

0124601	Xerox Corp	1,929.21
0124663	Western Graphics Plus	1,904.43
0124554	Nextel Communications	1,869.67
0124500	CCCD Workers Comp Trust Fund	1,850.61
0124200	Great Western Sanitary Supply	1,847.61
0124240	Turning Point Coaching	1,825.00
0124631	Jeffrey Isbell	1,800.00
0124471	Supertech Inc	1,780.00
0124215	Mesa Consolidated Water Dist	1,773.25
0124343	State Board of Equalization	1,734.00
0124555	Nextel Communications	1,728.30
0124475	Thomson West	1,720.46
0124486	VWR International Inc	1,710.02
0124375	Unum Ltc	1,675.70
0124272	Certified Transportation Serv	1,674.18
0124169	ACS Affiliated Computer Services	1,616.84
0124144	Supply Technology	1,616.25
0124498	CCCD Workers Comp Trust Fund	1,605.03
0124166	Medco Health Solutions Inc	1,600.56
0124122	OCC Phi Theta Kappa	1,564.00
0124661	VWR International Inc	1,552.04
0124374	Kaiser Permanente	1,541.04
0124633	JFTB/MWR	1,534.25
0124097	CIWEA	1,500.00
0124643	Glen Profeta	1,500.00
0124286	Emergency Medical Products Inc	1,478.25
0124512	Aquatic Eco-Systems Inc	1,458.22
0124267	Austin Hardwoods	1,451.72
0124111	Margaret Lovig	1,444.55
0124431	Key Equipment Finance	1,412.93
0124354	Unisource Worldwide Inc	1,411.46
0124627	Hardy Diagnostics	1,366.68
0124145	Tape Company	1,303.13
0124311	Marianna Inc	1,286.12
0124446	Mary Mortlock	1,260.00
0124457	Pak West Paper and Packaging	1,252.49
0124109	Kappa Medical Inc	1,236.00
0124549	MASS Group Inc	1,235.12
0124307	Leonard Chaidez Tree Service	1,230.00
0124609	AmericasPrinter.com	1,226.20
0124461	Port Mesa Happy Child Preschool	1,225.00
0124529	Dept of Toxic Substances Ctrl	1,215.00
0124428	Hoover Printing & Lithography	1,212.19
0124490	Susan Wilcox	1,200.00
0124640	Bob Perkins	1,200.00
0124518	CCC	1,171.98
0124207	Island Color Inc	1,127.41
0124624	Fisher Scientific	1,127.32
0124328	Phoenix Group Info Systems	1,117.84
0124427	Home Depot	1,112.18
0124339	Smith Pipe & Supply Inc	1,111.98
0124344	T-Mobile	1,093.00

Check Approvals

0124155	United Direct Marketing Inc	1,073.04
0124525	Timothy Cooley	1,050.27
0124275	Coaches Choice	1,034.40
0124409	Dell Higher Education	1,003.60
0124185	CCCD E.O.P.S. Account	1,000.00
0124467	Sesac Inc	995.28
0124288	Facilities Protection Systems	995.00
0124615	Carolina Biological Supply	987.02
0124648	Ryonet Corp	984.29
0124629	Hoover Printing & Lithography	979.45
0124622	Design Science Inc	957.44
0124408	Daniels Tire Service	951.69
0124210	Kawashima Photography	942.81
0124562	Oxygen Service Co	941.67
0124126	Pocket Nurse	904.95
0124087	B & H Photo-Video	891.79
0124499	CCCD Workers Comp Trust Fund	888.80
0124620	Declues, Burkett & Thompson, LLP	886.64
0124181	Matthew Carlton	877.16
0124573	Saddleback Golf Cars	865.74
0124273	Chevron USA Inc	863.84
0124668	C2 Reprographics	861.08
0124254	Xerox Corp	855.94
0124517	Business Office Solutions	842.84
0124571	Reliable Elevator of OC	840.00
0124159	VWR International Inc	838.68
0124530	Displays2Go	836.76
0124212	Lab Safety Supply	834.77
0124228	So Cal Commercial Printing	820.47
0124245	Verizon Wireless	816.66
0124540	Hasler Financial Services LLC	807.42
0124458	Pearson Dental Supply Inc	801.84
0124112	Christopher McNally	800.00
0124548	Michael Mangan	800.00
0124426	Hewlett Packard	794.24
0124632	JAS Productions	785.00
0124634	Marriott Wardman Park Hotel	779.74
0124085	AT&T	779.20
0124241	US Bank	767.59
0124649	Sehi Computer Products Inc	766.26
0124558	Office Depot	758.25
0124508	Roberta Adler	750.00
0124424	Haselrig Jr, Bernard R	749.23
0124596	Walters Wholesale Electric Co	748.82
0124182	Carolina Biological Supply	743.48
0124192	Dept of Justice	728.00
0124124	Pak West Paper and Packaging	723.37
0124527	Crestline Co Inc	701.24
0124115	Mixon Consulting Inc	695.00
0124478	Universal Medical Inc	681.18
0124552	Lois Miller	680.12
0124312	Minuteman Plumbing	675.00

0124385	AMC Inc	671.25
0124576	Matthew Simpson	667.30
0124313	Montgomery Hardware Co	659.22
0124583	System One Business Products	656.23
0124305	Janelle Leighton	630.91
0124297	Home Depot	619.48
0124506	ADAM Inc	619.00
0124301	Johnstone Supply	614.16
0124511	Andtech Corporation	607.58
0124564	Paramount Fitness Equipment	603.83
0124654	The Buddy Group Inc	600.00
0124081	AT&T	599.98
0124610	AT&T	598.10
0124578	Southern Calif Edison Co	597.76
0124075	Aqua-Clear Water Treatment Specialists Inc	595.00
0124209	JK Electronics	594.27
0124515	Boys and Girls Club of Huntington Valley	594.00
0124236	The Gas Company	592.39
0124405	Comprehensive Control Systems	577.52
0124594	United States Postal Service	565.00
0124264	AT&T	562.72
0124147	TechSmith Corp	561.25
0124146	Michael Taylor	557.09
0124541	Lorraine Henry	554.81
0124617	Chef's Toys Advantage	546.56
0124171	AT&T	545.52
0124242	Verizon Wireless	543.37
0124089	Elizabeth Barton	540.22
0124331	Powertron Battery Co	538.96
0124080	AT&T	534.45
0124204	Int'l Academic Services	517.04
0124143	Cheryl Stewart	516.99
0124106	Hoover Printing & Lithography	515.05
0124416	Fry's Electronics	514.42
0124388	Artiga, Jose	507.34
0124107	Infobase Publications	505.98
0124396	Calif Chamber of Commerce	505.75
0124454	OCC Petty Cash	504.62
0124516	Marjorie Bunten	498.73
0124136	Sehi Computer Products Inc	489.62
0124078	AT&T	488.71
0124379	Vision Service Plan	488.26
0124347	The Gas Company	488.04
0124168	Accurate Termite & Pest Control	478.00
0124091	Cintas First Aid & Safety	475.09
0124567	Omid Pourzanjani	474.03
0124451	Nextel Communications	468.07
0124248	Verizon Wireless	460.19
0124372	First Health	457.60
0124319	New Readers Press	453.60
0124565	Paton Group	450.61
0124108	KAMC	450.00



## Check Approvals

0124158	Verizon California	448.28
0124637	Nextel Communications	448.15
0124523	Comtel Pro Media	442.00
0124183	Cartridge World	441.73
0124290	Gale Group	417.10
0124193	Federal Express Corp	410.84
0124510	John Altobelli	409.22
0124545	Jeppesen Sanderson Inc	407.05
0124244	Verizon Wireless	402.19
0124188	Thomas Chambers	400.00
0124198	Garden Grove Unified Schools	400.00
0124418	Garden Grove Unified Schools	400.00
0124519	CCC Petty Cash	398.51
0124176	Baker & Taylor	392.77
0124123	OCLC Inc	391.11
0124400	Chem Pro Laboratory Inc	388.00
0124638	Nextel Communications	385.73
0124119	OCC Alpha Gamma Sigma	385.00
0124162	Workplace Resource	384.30
0124279	Daniels Tire Service	382.43
0124536	GWC Foundation	375.00
0124170	Lydia Arbizo	373.41
0124178	Battery Systems	371.20
0124531	EBSCO Subscription	368.54
0124141	SMS Systems Maintenance Services Inc	365.00
0124641	Pivot Point International Inc	363.37
0124130	Rhino Electric Supply	360.81
0124599	Stephen Woodyard	356.50
0124202	Home Depot	356.10
0124522	City of Westminster	351.41
0124597	Wards Natural Science	349.53
0124121	OCC Food Services	337.97
0124410	ECS Refining	336.60
0124211	Khuong, Nhut	335.29
0124287	ERC Wiping Products Inc	335.00
0124646	Pyro-Comm Systems Inc	335.00
0124445	Mesa Consolidated Water Dist	334.50
0124205	Integra Lifesciences Corp	330.23
0124199	Go With Jo Travel	329.90
0124280	Dept of General Services	316.83
0124383	ACTT: Assn of Classroom Teacher Testers	316.39
0124257	Aircraft Spruce & Specialty Co	315.46
0124448	NCH Software Inc	310.75
0124611	Austin Hardwoods	310.16
0124353	Turf Tire Distributors	308.17
0124569	Victor Quiros	304.00
0124190	CW Dixon Associates Inc	300.00
0124603	Genevieve Zuidervaat	300.00
0124134	Sargent-Welch	299.03
0124645	Public Economics Inc	292.97
0124238	Thomson West	290.73
0124655	Thomson West	290.73

## Check Approvals

0124453	O'Brien, Eileen	290.00
0124386	Amtech Elevator Services	287.50
0124406	Copy 4 Less	283.92
0124133	Safety 1st Pest Control Inc	283.50
0124074	Academic Superstore	282.03
0124398	CCC Chief Student Services Admin Assn (CCCCS	280.00
0124433	Konica Minolta Business Solutions USA Inc	277.65
0124437	Los Angeles Times	272.45
0124260	ASTC Polymers, Inc	271.69
0124117	Newport Exterminating	269.50
0124167	Accrediting Commission-CJC	266.80
0124614	Calif Tape Products	262.48
0124535	Robert Flint	261.61
0124263	AT&T	260.91
0124284	Eberhard Equipment	259.56
0124436	Los Angeles Times	258.40
0124093	City Of Newport Beach	255.76
0124591	Triarch Inc	254.71
0124156	United Parcel Service	250.00
0124291	Giordano, Trudie	250.00
0124299	Howell, Patricia	250.00
0124380	AACC	250.00
0124323	Madjid Niroumand	248.32
0124213	LiNKS Sign Language & Interpreting Services	248.00
0124309	LiNKS Sign Language & Interpreting Services	248.00
0124355	United Capital Funding	243.04
0124216	Mouser Electronics	240.69
0124214	Medical Processor Services	240.00
0124403	City of Fountain Valley	239.62
0124177	Banc of America Leasing	238.78
0124246	Verizon Wireless	236.11
0124572	RR Donnelley	229.85
0124135	Security Signal Devices	229.60
0124225	Refrigeration Unlimited	228.64
0124295	GWC Food Services	228.19
0124218	New Readers Press	226.80
0124196	Fry's Electronics	226.13
0124247	Verizon Wireless	226.00
0124472	The Gas Company	223.83
0124488	Waxie Sanitary Supply	217.36
0124105	Home Depot	211.94
0124557	OC Wholesale Flowers	211.19
0124333	ProQuest LLC	209.46
0124626	Lori Genova	209.02
0124229	Southern Calif Edison Co	208.69
0124132	Alison Riggio	207.68
0124570	Cynthia Reber-Bonhall	203.45
0124206	Iron Mountain Off-Site Data Protection	202.11
0124395	CACCRAO	200.00
0124468	Siemens Water Technologies Corp	198.89
0124450	New Readers Press	198.45
0124463	Safety & Fire Equipment Co Inc	195.00

Check Approvals

0124217	Luz Natanson	194.23
0124332	Preferred Property Maintenance	194.00
0124533	Daniel Farrell	190.00
0124334	Amy Rangel	189.66
0124397	CCC	186.00
0124590	Toshiba Business Solutions	184.19
0124657	United States Postal Service	180.00
0124658	United States Postal Service	180.00
0124659	United States Postal Service	180.00
0124129	Linda Rhines	178.31
0124103	Steven Goetz	178.17
0124201	Hasler Inc	177.79
0124382	ACCCA	175.00
0124076	AT&T	174.33
0124079	AT&T	174.01
0124265	AT&T	174.01
0124094	City of Fountain Valley	169.20
0124125	Pep Boys	165.94
0124568	Omid Pourzanjani	165.00
0124553	Mouser Electronics	163.67
0124255	Katy Zarty	162.50
0124394	Bob's Shade & Linoleum	161.63
0124420	Kimberly Guinn	160.00
0124401	Berlynn Ching	158.54
0124221	Pocket Nurse	158.15
0124224	Eloisa Rangel	157.32
0124346	Karen Thayer	157.16
0124422	Harbor Freight Tools	156.97
0124140	Smardan Supply Co- Orange Coast	156.92
0124327	Office Equipment Finance Services	155.64
0124619	Cone Instruments	154.50
0124232	Storage Place	150.00
0124538	Kenneth Hamdorf	150.00
0124561	Bernice Orwig	150.00
0124584	Scott Taylor	150.00
0124616	CDT Inc	150.00
0124514	Bosch Diagnostics	149.99
0124233	Suburban Water Systems	149.81
0124151	Thomson Reuters/Barclays	146.00
0124250	Westerskov, Victoria	145.98
0124359	Verizon California	143.52
0124425	Rumi Hashimoto	140.40
0124197	Gabel's Cosmetics Inc.	140.08
0124625	Fry's Electronics	140.06
0124464	Sargent-Welch	139.31
0124489	West Coast Dental Group of Orange	138.13
0124392	Austin Hardwoods	137.83
0124628	Home Depot	135.18
0124153	Uline	135.05
0124434	Lab Safety Supply	134.48
0124447	Mouser Electronics	133.48
0124296	Tracy Heffelman	133.38

0124138	Sigma-Aldrich Inc	132.05
0124303	Kerns, Justin M	132.00
0124507	Daniel Adelmann	131.06
0124237	The Shredders	130.00
0124262	AT&T	129.52
0124173	AT&T	128.62
0124175	AT&T	128.14
0124485	Vu, Lilly K.	128.00
0124441	Marlin P Jones Inc	126.95
0124630	Iron Mountain Records Mgmt	125.00
0124092	CIT Technology Fin Serv Inc	122.84
0124226	Jodi Rodriguez	122.20
0124613	Bulbman Inc	121.00
0124345	Taverna, Julie	120.00
0124452	Binh Nguyen	117.39
0124429	Iron Mountain Records Mgmt	114.30
0124150	The Shredders	112.00
0124652	Mary Christine Sullivan	109.84
0124494	Stater Brothers	109.46
0124137	Shell Oil	109.01
0124363	Jocelyn Wang	108.80
0124650	Siemens Building Technologies Inc	108.00
0124381	Aardvark Clay Supply	105.37
0124543	Home Depot	104.44
0124315	Kimberly Morita	103.56
0124249	Wards Natural Science	102.96
0124152	Toshiba Business Solutions	101.03
0124476	Celicia Tran	99.45
0124608	Amer Council on Education	98.90
0124487	Jocelyn Wang	97.53
0124604	Western Exterminator Co	94.50
0124110	Kelly Paper	90.29
0124356	USA Mobility Wireless Inc	89.64
0124283	Durbin, Marcia	89.25
0124384	Aircraft Spruce & Specialty Co	88.78
0124321	Binh Nguyen	88.05
0124662	Western Exterminator Co	88.00
0124639	Kim Thi Nguyen	87.75
0124581	Stater Brothers	85.15
0124532	Eversoft	85.12
0124222	Prudential Overall Supply Co	84.06
0124289	Federal Express Corp	81.69
0124157	Verizon California	81.22
0124131	Ricoh Business Systems Inc	80.81
0124269	Bernan Associates	80.00
0124243	Verizon Wireless	75.14
0124402	Chronicle of Philanthropy	72.00
0124660	Erica Valle	71.79
0124547	Jeanette Lee	69.35
0124227	Security Signal Devices	68.00
0124357	USA Mobility Wireless Inc	65.93
0124419	Grainger	65.11

## Check Approvals

0124337	Robert Sanders	65.04
0124308	Brian Lewis	61.17
0124252	Alan Williams	60.84
0124460	Pocket Nurse	60.50
0124317	Mu Alpha Theta	60.00
0124322	Nguyen, Loc	60.00
0124326	OC Auditor-Controller	60.00
0124362	Vuong, Chau M.	60.00
0124443	Martin, Marja	60.00
0124195	Ford Electronics Inc	59.94
0124160	Wards Natural Science	58.13
0124300	James Publishing Inc	57.80
0124444	Master Recording Supply Inc	57.07
0124234	Soronit Suos	56.24
0124223	Prudential Overall Supply Co	56.05
0124644	Prudential Overall Supply Co	56.05
0124320	Nghiem, Kevin	56.00
0124537	GWC Petty Cash	55.57
0124102	Federal Express Corp	54.35
0124595	Berton Vite	54.16
0124389	AT&T	53.67
0124364	Western Exterminator Co	52.50
0124351	Tran, Jessica	52.00
0124342	Springdale Ace Hardware	51.91
0124580	Caroline Spoja	51.83
0124302	Rita Jones	51.30
0124203	Marie Hulett	50.90
0124338	Seal's Health Care	50.50
0124469	Smog & Gas of Costa Mesa	50.00
0124479	USA Mobility Wireless Inc	49.46
0124101	Corine Doughty	49.10
0124172	AT&T	48.18
0124318	Murdie, Cathy	48.00
0124127	Prudential Overall Supply Co	47.48
0124088	Baker & Taylor	47.44
0124598	Western Exterminator Co	44.50
0124099	Constellation New Energy Inc	44.18
0124082	AT&T	43.93
0124423	Leslie Hargrove	41.08
0124161	Tammy West	40.00
0124480	USA Mobility Wireless Inc	39.80
0124116	Mobile Edge	38.79
0124367	Xerox Corp	37.24
0124482	Verizon California	36.42
0124352	Turf Star Inc	35.60
0124292	Marcia Gordon	35.43
0124459	Diep Pham	35.10
0124473	The Gas Company	34.91
0124483	Verizon California	33.89
0124378	Vision Service Plan	33.30
0124430	Thomas Juno	32.29
0124350	Tran, Jessica	31.64

## Check Approvals

0124635	Mutual Liquid Gas & Equipment	30.00
0124466	Security Signal Devices	29.95
0124582	Dejah Swingle	29.69
0124440	Marianna Inc	29.50
0124324	Nolo Press Inc	28.36
0124090	Scott Broberg	27.83
0124208	JD Lock & Key	27.15
0124481	USA Mobility Wireless Inc	27.14
0124104	Hitt Marking Devices Inc	25.59
0124096	City of Huntington Beach	25.17
0124365	Westminster Chamber of Commerce	25.00
0124163	Yosemite Water	23.63
0124462	Cheryl Rojas	23.40
0124341	Sports Health	22.63
0124391	AT&T	22.53
0124306	Leighton, John	21.53
0124612	Baker & Taylor	21.40
0124415	Flinn Scientific Inc	20.58
0124550	Joumana McGowan	20.00
0124174	AT&T	15.51
0124261	AT&T	15.51
0124266	AT&T	15.51
0124390	AT&T	15.51
0124128	Prudential Overall Supply Co	15.18
0124148	The Gas Company	14.65
0124465	Seal's Health Care	12.50
0124154	Union 76	12.00
0124435	Tommy Le	11.86
0124100	Crown Ace Hardware	10.75
0124509	Allied Refrigeration Inc	10.42
0124120	OCC Associated Students	10.00
0124281	Sumair Devani	10.00
0124282	Mai Anh Doan	10.00
0124294	Stephanie Guth	10.00
0124310	Luan Luu	10.00
0124513	David Baird	10.00
0124577	Sims-Orange Welding Supply Inc	9.69
0124139	Sims-Orange Welding Supply Inc	9.37
0124084	AT&T	8.93
0124495	USA Mobility Wireless Inc	8.36
0124277	Corporate Express	7.52
0124546	Heather Larson	6.73
0124413	Federal Express Corp	6.66
0124335	Rhino Electric Supply	3.65

Total

\$ 3,736,917.71

## Agenda Item

### 3.06.03 Check List for General Obligation Bond Fund

Meeting: 02/04/2009 Regular Meeting  
Category: 3. Consent Calendar  
Agenda Type: Action (Consent)  
Public Access: Yes

#### Agenda Item Content



CheckApprovalBond.pdf

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by CCCDBudge. Last update on 01/29/2009 by Jodi Rodriguez.

## List of Checks for General Obligation Bond Fund

NUMBER	NAME OF VENDOR	AMOUNT	PROJECT
124606	LPA Inc OCC New Interdisciplinary Bldg	419,346.81	420290
124605	C2 Reprographics	9,819.28	420356
124496	Division of State Architect	8,110.20	420365
124664	C2 Reprographics	4,417.98	420207
124665	CW Driver	274.74	420101
124368	State Board of Equalization	94.00	420340
	<b>Total</b>	<b>\$ 442,063.01</b>	



## Agenda Item

### 4.00 Action Items

Meeting: 02/04/2009 Regular Meeting  
Category: 4. Action Items  
Agenda Type: Action  
Public Access: Yes

## Agenda Item Content

# ACTION ITEMS

## Additional Administrative Content

Created on 12/19/2008 at 04:30 PM by Laune Swancutt. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 4.01 Authorization to Enter Agreements - Coastline Community College (None)

Meeting: 02/04/2009 Regular Meeting

Category: 4. Action Items

Agenda Type: Action

Public Access: Yes

## Agenda Item Content

## Additional Administrative Content

Created on 12/19/2008 at 04:28 PM by Laurie Swancutt. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 4.02 Authorization to Enter Agreements - Golden West College (None)

Meeting: 02/04/2009 Regular Meeting

Category: 4. Action Items

Agenda Type: Information

Public Access: Yes

## Agenda Item Content

## Additional Administrative Content

Created on: 12/16/2008 at: 09:09 AM by Dolores Harper. Last update on: 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 4.03 Authorization to Enter Agreements - Orange Coast College

Meeting: 02/04/2009 Regular Meeting  
Category: 4. Action Items  
Agenda Type: Action  
Public Access: Yes

#### Agenda Item Content

- a. **Approval to Enter Into a Non-Standard Agreement between Coast Community College District and the SARS Software Products, Inc. for the Purpose of Meeting the Early Alert Requirements of the Title III Grant**

After review by the college President, District Risk Services, and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to enter into a non-standard agreement between the Coast Community College District (Orange Coast College) and the SARS Software Products, Inc. for the purpose of meeting the early alert requirements of the Title III grant, beginning February 5, 2009, until terminated. (See SARS Software Agreement Attachment # 4)

It is further recommended that the Board President, or designee, be authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Impact:** Orange Coast College to pay one-time amount of \$9,096.25 and \$1,350 annually thereafter from Title III Grant funds.



SARS\_ALRT.pdf

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Lynnanne Minton. Last update on 01/29/2009 by Jodi Rodriguez.

**4.04 Authorization to Enter Agreement - District**

Meeting: 02/04/2009 Regular Meeting  
Category: 4. Action Items  
Agenda Type: Information  
Public Access: Yes

**Agenda Item Content****a. Approve Agreement with Vicenti, Lloyd & Stutzman LLP**

After review by the Vice Chancellor of Administrative Services and the District General Counsel, it is recommended that the Board approve the agreement with Vicenti, Lloyd & Stutzman LLP for auditing and accounting services. This agreement covers the audit period beginning July 1, 2008 and ending June 30, 2009. Audit fieldwork for the engagement shall occur between February 5, 2009 and December 31, 2009. (See Attachment #6)

It is further recommended that the President of the Board of Trustees, or designee, be authorized to sign the agreement and any related documents indicating approval by the Board.

**Fiscal Impact: \$150,760**

**Additional Administrative Content****Action Agenda Details**

**Motion:**

Created on 12/16/2008 at 08:09 AM by CCCDAAdvc. Last update on 01/30/2009 by Jodi Rodriguez.

## Agenda Item

### 4.05 Buildings and Grounds

Meeting: 02/04/2009 Regular Meeting

Category: 4. Action Items

Agenda Type: Action

Public Access: Yes

#### Agenda Item Content

a. Authorization to File Notice of Completion

b. Bid Tabulations and Award of Contract: Orange Coast College Snack Bar Renovation; Bid No. 1956

c. Approve Change Order No. 2; Golden West College Learning Resource Center; Bid No. 1963



BuildingsAndGrounds0204.pdf

#### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by CCCDBG. Last update on 01/29/2009 by CCCDBG.

**a. Authorization to File Notice of Completion**

It is recommended that authorization be given to file a Notice of Completion on the following projects in compliance with Public Contract Code 7107 allowing for substantial completion by the public agency, or its agent (architect) of the work of improvement. Upon acceptance by the Chancellor or Vice Chancellor of Administrative Services, a Notice of Completion will be filed with the County of Orange Clerk Recorder's Office. Thirty-five (35) days after filing of the Notice of Completion and public notification to all subcontractors, the District is authorized to pay fees due, accepting all work and/or materials as satisfactorily completed by the contractors. In the event of a dispute between the District and the Contractor, the District may withhold from the retention an amount not to exceed 150 percent of the disputed amount.

**GWC Energy Upgrade; Refurbishment of Library Air Handlers/Replacement of Fan Coils**

Contractor: Southland Industries – Phase V  
 Buildings:  
     Student Center  
     Bookstore

**b. Bid Tabulations and Award of Contract: Orange Coast College Snack Bar Renovation; Bid No. 1956**

Notices were published on September 9 and September 16, 2008 in the newspaper as well as in four trade journals requesting bids. Fifty bid packages were delivered or picked up by prospective bidders. Eight bids were received.

The bids were opened on January 20, 2009 for the Orange Coast College Snack Bar Renovation; Bid No. 1956.

After careful review by the Orange Coast College Vice President of Administrative Services, Coast Community College District Risk Services Manager and Director of Facilities and Planning, it is recommended that **ALL BIDS BE REJECTED** due to bids being in excess of available funding.

	<u>Base Bid</u>
1. MJ Contractors, Inc. (Withdrew bid due to clerical error)	\$360,000.00
2. Exclusive Construction, Glendora, CA 91741	\$485,000.00
3. Macerich Construction, Orange, CA 92865	\$505,000.00
4. Brackett Construction, Inc., Hollywood, CA 90028	\$546,198.42
5. Avi-Con Inc. dba CA Construction, Riverside, CA 92507	\$547,000.00
6. Y & M Construction, Inc., Gardena, CA 90248	\$548,791.00
7. General Consolidated Constructors, Inc., Corona, CA 92881	\$589,000.00
8. Cornerstone General, Inc., Whittier, CA 90603	\$691,617.00

**Fiscal Impact:** None

**c. Approve Change Order No. 2; Golden West College Learning Resource Center; Bid No. 1963**

After review by the Vice President of Administrative Services, Director of Facilities & Planning and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given for Change Order No. 2 to Golden West College Learning Resource Center as described in the Change Order document attached to each Trustee's agenda. It is further recommended that the President of the Board of Trustees, or designee, be authorized to sign the Change Order and any related documents. (See Attachment #2)

These changes are necessary for the following reasons:

Category G – Glass & Glazing (Best Contracting Services, Inc.)

1. Credit for Deletion of Scope – Stainless Steel Place Closure <\$312,000>

Construction manager negotiated this value engineering for the deletion of the installation of a continuous 1/8" stainless steel plate closure and galvanized metal hat channels.

Contract Amount: \$2,548,000 (C.O. 2: 12% Decrease)

Total Change Orders: \$<\$251,962>

**Fiscal Impact:** <\$312,000> (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
GWC Health Science Building



**4.06 General Items of Business - District**

Meeting: 02/04/2009 Regular Meeting  
Category: 4. Action Items  
Agenda Type: Action  
Public Access: Yes

**Agenda Item Content****a. Adoption of Accountability Reporting for Community Colleges**

Assembly Bill 1417, passed by the state legislature in 2004, triggered the creation of a measurement system to evaluate performance in meeting statewide educational outcome priorities, identified as the Accountability Reporting for Community Colleges (ARCC). The colleges' self-assessment data was submitted in early 2008 as per the required deadline. The legislation requires that Trustees interact with the report by March 31, 2009 and that a copy of the board minutes be submitted to the System Office showing evidence of public comment, review and adoption. The Board of Trustees discussed this item at its January 21, 2009 meeting.

Upon presentation of the ARCC report, it is recommended by the Chancellor that the Board adopt the 2008 ARCC self-assessment reports for Coastline Community College, Golden West College, and Orange Coast College.

**b. Authorization to Provide Life Insurance to Part-time Faculty in the CCA/CTA Bargaining Unit with More Than 3.0 LHE's But Less Than 7.5 LHEs**

At the Regular Meeting of the Board held on November 19, 2008 the Board directed staff to negotiate with the CCA regarding life insurance for part-time faculty members. The following parameters were established:

1. The proposed life insurance will apply to those part-time faculty members who work for the District less than 7.5 LHEs and more than 3.0 LHEs.
2. The benefit is not to exceed the estimated cost of \$78,000 to \$82,000 per year
3. The determination to be made of who administers the program and how to avoid significant administrative cost to the District.
4. Return to the Board on February 4, 2009 for board approval from a fact-finding roundtable which would consist of the negotiating parties.

The District team met with the representatives of the Coast Community College Association-California Teachers Association (CCA/CTA) on December 16, 2008 and reached a tentative agreement adhering to the Board's established parameters about how the plan would be implemented.

After extensive review by the CCA/CTA and the Vice Chancellor of Human Resources, it is recommended by the Vice-Chancellor that the Board ratify the tentative agreement in order to provide life insurance to part-time faculty with more than 3.0 LHE's but less than 7.5 LHEs.

The life insurance benefit is \$25,000 per employee and will be provided in the Fall and/or Spring semesters through ING Employee Benefits/Reliastar. If approved, the implementation will begin March 1, 2009. (See Attachment # 5)

**Fiscal Impact:** For 2009, the anticipated fiscal impact will be \$54,000.00 (from General Funds)



**c. Authorization to Employ the Services of Townsend Public Affairs (TPA) for District Legislative Advocacy and Public Relations Services**

At the request of the President of the Board of Trustees, it is recommended that the Coast Community College District employ Townsend Public Affairs (TPA) to perform legislative advocacy consulting services in Sacramento, California and Washington, DC. The scope of work for these legislative advocacy services shall be as specified in the TPA proposal (including but not limited to the acquisition of funding for career and technology and green educational programs), including other services as directed by the Board of Trustees or Chancellor.

The contract shall be month to month, with a term from February 15, 2009 through June 30, 2010, subject to termination by either party upon giving 30 days written notice. The monthly retainer for these services shall be \$7,500 per month, plus actual reasonable and necessary costs approved by District.

The General Counsel is directed to prepare the contract agreement and the Board President, or designee, is authorized to sign the contract on behalf of the Board of Trustees.

**Fiscal Impact:** \$7,500 per month.

**d. Authorization to Employ the Services of CultureSync for Consulting to the Board of Trustees**

At the request of the President of the Board of Trustees it is recommended that the Coast Community College District employ CultureSync to provide consulting services to the Board. The scope of work for these consulting services will be to facilitate a retreat for the Board on February 28, 2009, and to conduct any necessary advance preparations required in advance of the retreat day.

The contract shall commence on February 5, 2009 and end on April 1, 2009, subject to provisions of the District's standard Independent Contractor Agreement.

The General Counsel and Secretary of the Board are directed to finalize the agreement and the Board President, or designee, is authorized to sign the contract on behalf of the Board of Trustees.

**Fiscal Impact:** \$7,000 for FY 2008-09.

**e. Authorization to Employ the Services of Cambridge West Partnership LLC**

At the request of the Acting Chancellor, it is recommended that the Coast Community College District employ Cambridge West Partnership LLC for provision of the services of Joyce Black in the capacity of Interim Associate Vice Chancellor of Educational Services, effective January 1, 2009 through January 31, 2009, for the amount of \$12,600, and subject to the provisions of the District's standard Independent Contractor Agreement.

The General Counsel and Vice Chancellor of Administrative Services are directed to finalize the agreement and the Board President, or designee, is authorized to sign the contract on behalf of the Board of Trustees.

**Fiscal Impact: \$12,600 for the Month of January 2009**

**Additional Administrative Content**

**Action Agenda Details**

**Motion:**

Created on 12/16/2008 at 09:09 AM by CCCDAAdsvc. Last update on 01/30/2009 by Christian Teeter.

**4.07 Resolutions**

Meeting: 02/04/2009 Regular Meeting  
Category: 4. Action Items  
Agenda Type: Action  
Public Access: Yes

**Agenda Item Content**

a.

**Coast Community College District Board of Trustees  
Resolution #09-11**

**Resolution Expressing Support of the American Recovery and Reinvestment Act**

WHEREAS the Board of Trustees of the Coast Community College District closely monitors budget issues at the local, State and Federal levels of government, and watches carefully economic and financial trends that will impact the District; and

WHEREAS the Board of Trustees of the Coast Community College District is greatly concerned about the weakening economy and the impacts of California State budget reductions on the welfare of the District's students; and

WHEREAS President Barack Obama has asked the United States Congress to pass the American Recovery and Reinvestment Act in order to stimulate the moribund United States economy; and

WHEREAS the provisions of the American Recovery and Reinvestment Act, those specifically related to Title IX, provide strong support to the nation's community colleges, proposing to assist them in meeting the increasing needs of students and communities that they serve;

THEREFORE BE IT RESOLVED that the Board of Trustees of the Coast Community College District expresses its full support of the American Recovery and Reinvestment Act and encourages the United States Congress to give the proposal its highest consideration.

**Additional Administrative Content**

Created on 12/16/2008 at 09:09 AM by CCCDAdsync. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 5.00 Public Comment (Open Session - items not listed on the Agenda)

Meeting: 02/04/2009 Regular Meeting  
Category: 5. Public Comment (items not listed on the Agenda)  
Agenda Type: Information  
Public Access: Yes

### Agenda Item Content

*At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board. Persons wishing to make comments are allowed five minutes per item. A "Request to Address the Board of Trustees" card needs to be completed and filed with the Manager of Board Operations prior to speaking.*

*The Board requests that the public speak on matters which are on this agenda at the time that the item is considered by the Board. Public Comment regarding matters not on the Agenda will be taken at this time. Please note that the Board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda for Board consideration.*

### Additional Administrative Content

Created on 01/07/2009 at 04:39 PM by Jodi Rodriguez. Last update on 01/29/2009 by Jodi Rodriguez.

## Agenda Item

### 6.00 Adjournment

Meeting: 02/04/2009 Regular Meeting  
Category: 6. Adjournment  
Agenda Type: Information  
Public Access: Yes

### Agenda Item Content

### Additional Administrative Content

Created on 12/16/2008 at 09:09 AM by Nancy Hill. Last update on 01/29/2009 by Jodi Rodriguez.

**COAST COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES' DIRECTIVES LOG**  
*Prepared by the Manager of Board Operations*

#	Meeting Date	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda due Date	Status I = In Progress P=Pending
1	8/15/07	Walt Howald	Academic Senate Presidents & College Presidents Vice Chancellor of Admin. Svs.	Report back to the Board on the how the new Banner Software is working after its implementation. Report on Banner's efficiency.	February 18, 2009	P
2.	3/5/8	Jerry Patterson; 2 <sup>nd</sup> Jim Moreno	Vice Chancellor HR	Review of Faculty Hiring Policy		P
3	3/5/08	Jerry Patterson; 2 <sup>nd</sup> Jim Moreno	Vice Chancellor HR	Review of Management hiring policy	February 18, 2009	P
4	3/5/08	Jerry Patterson; 2 <sup>nd</sup> Walt Howald	Staff	Revisit Participatory Governance Policies and Procedures	February 18, 2009	P
5	5/7/08	Jerry Patterson; 2 <sup>nd</sup> Walt Howald	Secretary of the Board  Staff	A. Refer this Policy (#Policy 010-2-14, Student Representative, Board of Trustee.) to the Chancellor, the District Student Council and each college Student Government for their comments and brought back for Board review in October 2008.  B. Forward this policy (Policy 010-2-14.1, Student Representative Selection Process) to the 2008-2009 District Student Council and college Student Governments for review.	February 4, 2009	P
6	5/7/08	Jerry Patterson; 2 <sup>nd</sup> Armando Ruiz	Board Clerk/Secretary of the Board	Staff to identify the criteria for determining whether items would be placed in the Action section or the Consent Calendar of the Agenda and report back to the Board.  A policy will be drafted that describes a dollar amount and other details, and will be submitted for review on March 4, 2009.	March 4, 2009	P
7	7/16/08	Walt Howald; 2 <sup>nd</sup> Jim Moreno	Associate Vice Chancellor Ed. Svs.	The Vice Presidents at the three colleges, Academic Senate Presidents among other District-wide groups will discuss coordination of college curricula matters including CTE and occupational course and program duplication. Associate	March 4, 2009	P

#	Meeting Date	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda due Date	Status I = In Progress P=Pending
				Vice Chancellor will guide the discussion.		
8	8/6/08	Jerry Patterson; 2 <sup>nd</sup> Walt Howald	Associate Vice Chancellor Ed Svs.	Develop Board Policy relating to Academic Senate Presidents, including reporting structure, defined organizational chart, definition of committee planning structure, and definition of Board of Trustee responsibilities in relation to the Academic Senate	March 18, 2009	P
9	9/17/08	Mary Hornbuckle; 2 <sup>nd</sup> Jim Moreno	Board President; Secretary of the Board	Set February 28, 2009 as a Board Retreat to discuss District Agenda Item #5, "Develop shared trust and vision among trustees, Board and chancellor."  Planning to occur for additional retreat session with Board, Chancellor, College Presidents, Vice Chancellors, Academic Senate Presidents and Union Presidents		—
10	9/17/08	Jim Moreno; 2 <sup>nd</sup> Mary Hornbuckle	Staff	Provide status of diversity in the District. Strongly suggest to the extent possible that College Presidents and Human Resources ensure diverse committees in the hiring process. Request for a presentation on diversity in hiring be presented to the Board annually	February 18, 2009	
11	10/15/08	Mary Hornbuckle; 2 <sup>nd</sup> Michael Battistone	Vice President Administrative Services	Review in 6 months of success of facility rentals and make recommendations of what adjustments are necessary	April 1, 2009	
12	12/10/08	Jim Moreno; 2 <sup>nd</sup> Mary Hornbuckle	Vice Chancellor Human Resources	Travel Moratorium: Refer with report back to meet with unions regarding specifics of Agreements to see areas that can be decided in the future--Staff, Trustees travel	February 18, 2009	
13	1/7/09	Jerry Patterson; 2 <sup>nd</sup> Loraine Prinsky	Vice Chancellor Human Resources	Revise policy with suggestions from stakeholders; describe methods in place to accommodate classified staff	Vice Chancellor to set date	
14	1/7/09	Jerry Patterson; 2 <sup>nd</sup> Jim Moreno	Board President/District General Counsel	Report to Board ongoing cost on a monthly basis with invoices of Barboza & Associates, reviewed by General Counsel and approved by Board President	Ongoing	
15	9/17/08		Chancellor & Staff	Identify and build alternative local revenue sources in foundations, corporations, land use, and elsewhere.	2008-2010	
16	9/17/08		Associate Vice Chancellor	Capture all the above in Vision 2020, a strategic plan for the District over the coming decade. Regular attention to it and updating as necessary are assumed.	February 18, 2009	



#	Meeting Date	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda due Date	Status I = In Progress P=Pending
17	9/17/08		Chancellor & College Presidents & Associate Vice Chancellor Educational services	Develop meaningful and implemented policies and procedures for program review (academic and administrative), based on carefully surveyed and monitored District educational needs, student learning outcomes enrollment, overall effectiveness addressing all accreditation issues cited in the 2008 Team Report, and best use of limited resources among the three colleges and District Office.	April 1, 2009	
18	9/17/08		Chancellor & Vice Chancellor of Human Resources	Prepare a succession plan for faculty, staff, and administration, based on careful identification of estimated dates of retirement and field of work—and tied into District educational needs and program review. Included are training programs to develop future leaders from among those in the District's employ.	July 15, 2009	
19	9/17/08		Chancellor	In line with the prior task, refine and advance the relationships among the three colleges and District Office, including creation of District-wide governance bodies and assumption of a more directive and active role for the Chancellor's Office. The result will be active coordination of the District's various components. While the District still will work through its three colleges, the Chancellor's Office also will play a far more significant role in helping the colleges to collaborate, respond to local need, and allocate funding accordingly.	2008-2009 Final report March 2009	



# CHANGE ORDER

**Distribution to:**

**BOARD  
FACILITIES  
ARCHITECT  
CONST. MANAGER  
INSPECTOR  
CAMPUS**

**Trustees  
Ardith Richey  
Steinberg Architects  
URS Corp  
TYR  
Janet Houlihan**

**PROJECT:** Coast Community College District  
Golden West College Learning Resource Center  
15744 Goldenwest Street  
Huntington Beach, CA 92647

**CHANGE ORDER NUMBER:** 2

**NOTICE TO PROCEED:  
CALENDAR DAYS:**

**CONTRACTOR:**  
Best Contracting Services, Inc.  
19027 S. Hamilton Ave., Gardena, CA 90248

**CONTRACTOR PROJECT NO:** 1963

**Changes to Contract:**

1. Credit for Deletion of Scope Associated with Installation of 1/8" Stainless Plate Closure and Galvanized Metal Hat Channels Furring per Detail 13/A820 <\$312,000>

Original Contract Sum:	\$2,548,000
Net Changes of Previous Change Orders:	<u>\$ 0</u>
Contract Sum Prior to this Change Order:	\$2,548,000
Change Order ( <del>In</del> crease) (Decrease)	<u>-\$ 312,000</u>
New Contract Sum:	\$2,236,000
Contract Time ( <del>In</del> crease) ( <del>De</del> crease) (Unchanged)	
Completion Date After This Change Order:	

Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this Change Order. Contractor agrees to perform the above-described work in accordance with the above terms and in compliance with applicable sections of the Contract Documents. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Conditions of the contract Documents.

**Best Contracting**

**Coast Community College District**

By: \_\_\_\_\_

By: C.M. Brahmbhatt, Vice Chancellor

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT ("Agreement") is made and entered into as of the later of January 15, 2009, or the execution of the Agreement by both parties (the "Effective Date") between Golden West College ("School"), and Lakewood Regional Medical Center, Inc., a California corporation, doing business as Lakewood Regional Medical Center ("Hospital").

### RECITALS:

- A School offers to enrolled students a degree program in the field of health science.
- B Hospital operates a comprehensive inpatient acute care facility licensed in the State of California ("State").
- C School desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in an acute care facility.
- D Hospital has agreed to undertake training activities and to make its facility available to identified students of School for such purposes.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

#### 1. RESPONSIBILITIES OF SCHOOL.

a. **Clinical Program.** School shall be responsible for the implementation and operation of the clinical component of its program at Hospital ("Program"), which Program shall be approved in advance by Hospital. Such responsibilities shall include, but not be limited to, the following (i) orientation of students to the clinical experience at Hospital; (ii) provision of classroom theory and practical instruction to students prior to their clinical assignments at Hospital; (iii) preparation of student/patient assignments and rotation plans for each student and coordination of same with Hospital; (iv) continuing oral and written communication with Hospital regarding student performance and evaluation, absences and assignments of students, and other pertinent information; (v) supervision of students and their performance at Hospital; (vi) participation, with the students, in Hospital's Quality Assurance and related programs; and (vii) performance of such other duties as may from time to time be agreed to between School and Hospital.

All students, faculty, employees, agents and representatives of School participating in the Program while on Hospital premises ("Program Participants") shall be accountable to Hospital's Administrator. School shall be responsible for causing all Program Participants to comply with the terms of this Agreement.

b. **Student Statements.** School shall require each Program Participant to sign a Statement of Responsibility in the form attached hereto as Exhibit A, and a Statement of Confidentiality in the form attached hereto as Exhibit B.

c. **Health of Program Participants.** School shall provide to Hospital satisfactory evidence that each Program Participant is free from contagious disease and does not otherwise present a health hazard to Hospital patients, employees, volunteers or guests prior to his or her participation in the Program. Such evidence shall include without limitation the completion of a two step tuberculin skin test (within the last six months) or evidence that each Program Participant is free of symptoms of pulmonary disease if the skin test is positive, a chest x-ray following a positive TB test result, negative drug screening, physical examination, proof of rubella, and rubeola immunity by positive antibody titers or 2 doses of MMR, and evidence of completion of the series of three hepatitis B vaccinations (if required by applicable law or Hospital policy). School and/or the Program Participant shall be responsible for arranging for the Program Participant's medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in the Program at Hospital. In no event shall Hospital be financially or otherwise responsible for said medical care and treatment.

d. **Dress Code; Meals.** School shall require the students assigned to Hospital to dress in accordance with dress and personal appearance standards approved by School. Such standards shall be in accordance with Hospital's standards regarding same. Program Participants shall pay for their own meals at Hospital.

e. **Performance of Services.** All faculty provided by School shall be duly licensed, certified or otherwise qualified to participate in the Program at Hospital. School shall have a specially designated staff for the performance of the services specified herein. School and all Program Participants shall perform its and their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws, rules and regulations of Hospital and any rules and regulations of School as may be in effect from time to time. Neither School nor any Program Participant shall interfere with or adversely affect the operation of Hospital or the performance of services therein.

f. **OSHA Compliance.** School shall be responsible for compliance by Program Participants with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992, and as may be amended or superseded from time to time (the "Regulations"), including, but not limited to accepting the same level of responsibility as "the employer" would have to provide all employees with (1) information and training about the hazards associated with blood and other potentially infectious materials, (2) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (3) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (4) information as to the reasons the employee should participate in hepatitis B vaccination and post-exposure evaluation and follow-up. School's responsibility with respect to the Regulations also shall include the provision of the hepatitis B vaccination or documentation of declination in accordance with the Regulations.

g. **Training.** Prior to a student's first assignment at Hospital, the assignment of a School employee, agent or representative to work at Hospital or the first date of service

(after the Effective Date) of a faculty member at Hospital, School shall require that the individual view a videotape regarding Hospital's patient information privacy policies and practices provided to School by Hospital pursuant to the license grant in Section 13 hereof (the "Video") in its entirety and achieve a passing score (as defined by Hospital from time to time) on the questions at the end of the Video. School shall maintain training records for a minimum of six years, including, without limitation, the names of those students, School employees, agents, representatives and faculty members that viewed the Video, date and time that each viewed the Video and the score that each received on the questions at the end of the Video ("Training Records"). Further, School shall make the Training Records available to Hospital promptly, and without charge, upon Hospital's request.

h. **Background Verifications.** School shall provide Hospital with a description of its background investigation processes, shall attest to Hospital School has completed a background check for each Program Participant in the form attached hereto as Exhibit C, and disclosed to Hospital any positive findings for a Program Participant to the extent permitted by law and shall provide Hospital or its designee access to the background screening results upon reasonable notice. A background check will be considered "completed" if it includes, at a minimum, all of the following elements: (1) 7 year criminal background check in current and previous counties of residence and employment, (2) confirmation that the Program Participant is not listed as sexual offender and, if requested by Hospital, in any child abuse registry (3) evidence that the Program Participant is eligible to participate in all federal and state health programs and verification that the Program Participant is not on the OIG or GSA exclusion list and (4) any other element required by Hospital to meet state law requirements. Hospital shall have the right to require the withdrawal of any Program Participant in the event that Program Participant fails to meet the standards established by Hospital for acceptable background.

i. **Drug Screens.** Drug testing of students will only be performed in the event of reasonable suspicion and/or post incident. The screen will be conducted at the facility in which the student is attending.

j. **Indemnification.** School shall indemnify and hold Hospital harmless from and against any and all liability and costs, including attorneys' fees, resulting from a breach of Subsection 7.d. by School, Program Participants, School's agents or subcontractors.

## 2. **RESPONSIBILITIES OF HOSPITAL.**

a. Hospital shall accept the students assigned to the Program by School and cooperate in the orientation of all Program Participants to Hospital. Hospital shall provide the opportunities for such students, who shall be supervised by School and Hospital, to observe and assist in various aspects of acute care patient care. Hospital shall coordinate School's rotation and assignment schedule with its own schedule and those of other educational institutions. Hospital shall at all times retain ultimate control of the Hospital and responsibility for patient care.

b. Upon the request of School, Hospital shall assist School in the evaluation of each Program Participant's performance in the Program. However, School shall at all times remain solely responsible for the evaluation and grading of Program Participants.

3. **MUTUAL RESPONSIBILITIES.** The parties shall cooperate to fulfill the following mutual responsibilities:

a. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from Hospital or School.

b. Any courtesy appointments to faculty or staff by either the School or Hospital shall be without entitlement of the individual to compensation or benefits for the appointed party.

4. **WITHDRAWAL OF PROGRAM PARTICIPANTS.**

a. Hospital may immediately remove from the premises any Program Participant who poses an immediate threat or danger to personnel or to the quality of medical services or for unprofessional behavior.

b. Hospital may request School to withdraw or dismiss a Program Participant from the Program at Hospital when his or her clinical performance is unsatisfactory to Hospital or his or her behavior, in Hospital's discretion, is disruptive or detrimental to Hospital and/or its patients. In such event, said Program Participant's participation in the Program shall immediately cease. Subject to the provisions of Subsection 4.a. above, it is understood that only School can dismiss the Program Participant from the Program at Hospital.

5. **INDEPENDENT CONTRACTOR.** The parties hereby acknowledge that they are independent contractors, and neither the School nor any of its agents, representatives, students or employees or Program Participants shall be considered agents, representatives, or employees of Hospital. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto. School shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No Program Participant shall look to Hospital for any salaries, insurance or other benefits. The provisions set forth herein shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

6. **NON-DISCRIMINATION.** There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, sexual orientation, veteran status, disability or other legally protected classification in either the selection of students, or as to any aspect of the clinical training; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the Program.

7. **CONFIDENTIALITY.**



a. **Hospital Information.** School recognizes and acknowledges that, by virtue of entering into this Agreement and fulfilling the terms of this Agreement, School and Program Participants may have access to certain information of Hospital that is confidential and constitutes valuable, special and unique property of Hospital. School agrees that neither School nor any Program Participant will at any time, (either during or subsequent to the term of this Agreement), disclose to others, use, copy or permit to be copied, without Hospital's express prior written consent, except in connection with the performance of School's and Program Participant's duties hereunder, any confidential or proprietary information of Hospital, including, without limitation, information which concerns Hospital's patients, costs, or treatment methods developed by Hospital, and which is not otherwise available to the public.

b. **Terms of Agreement.** Except for disclosure to School's legal counsel, accountant or financial advisors (none of whom shall be associated or affiliated in any way with Hospital or any of its affiliates), neither School nor any Program Participant shall disclose the terms of this Agreement to any person, unless disclosure thereof is required by law or otherwise authorized by this Agreement or consented to by Hospital in writing. Unauthorized disclosure of the terms of this Agreement shall be a material breach of this Agreement and shall provide Hospital with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to School.

c. **Patient Information.** Neither School nor any Program Participant shall disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by Hospital in writing, any medical record or other patient information regarding Hospital patients, and School and Program Participant shall comply with all federal and state laws and regulations, and all bylaws, rules, regulations, and policies of Hospital and Hospital's medical staff, regarding the confidentiality of such information. School acknowledges that in receiving or otherwise dealing with any records or information from Hospital about Hospital's patients receiving treatment for alcohol or drug abuse, School and Program Participant are bound by the provisions of the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2, as amended from time to time.

d. **Privacy of Health Information.**

School and Hospital are each Covered Entities (as defined in 45 C.F.R. § 160.103) and conduct their activities under this Agreement as an Organized Health Care Arrangement (as defined in 45 C.F.R. § 164.501). As such, School and Hospital may share Protected Health Information, as defined in 45 C.F.R. 164.501, and Individually Identifiable Health Information (as defined in 42 U.S.C. § 1320d(6)) (collectively, "Protected Health Information") for purposes of training students and other treatment, payment and health care operations of the Organized Health Care Arrangement. School and Program Participants shall comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320 through d-8 ("HIPAA"), and the requirements of any regulations promulgated thereunder, including, without limitation, the federal privacy regulations as contained in 45 C.F.R. Parts 160 and 164, and the federal security standards as contained in 45 C.F.R. Parts 160, 162 and 164 (collectively, the "Regulations").

School and Program Participants shall not request, use or further disclose any Protected Health Information other than as permitted by this Agreement. School and Program Participants will implement appropriate safeguards to prevent the request for, use or disclosure of Protected Health Information other than as permitted by this Agreement. School will promptly report to Hospital any uses or disclosures, of which School or Program Participants become aware, of Protected Health Information in violation of this Agreement, HIPAA or the Regulations. In the event that School contracts with any agents or independent contractors to whom School provides Protected Health Information, School shall include provisions in such agreements pursuant to which School and such agents or independent contractors agree to the same restrictions and conditions that apply to School with respect to Protected Health Information. School will make its internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of the United States Department of Health and Human Services to the extent required for determining compliance with HIPAA and the Regulations.

In the event a Hospital patient (or the patient's personal representative) requests access to Protected Health Information in a Designated Record Set (as defined in 45 C.F.R. § 164.501) of Hospital from School or a Program Participant, School or the Program Participant shall immediately forward such request and any such Protected Health Information in its, his or her possession to Hospital. If a Hospital patient (or the patient's personal representative) requests an amendment of Protected Health Information in a Designated Record Set of Hospital from School or a Program Participant, then School or the Program Participant shall immediately forward such request and any such Protected Health Information in its, his or her possession to Hospital. Further, School or a Program Participant shall incorporate any amendment approved by Hospital into any amended Protected Health Information in School's or the Program Participant's possession.

If School or a Program Participant receives a request for an accounting of disclosures of Protected Health Information from a Hospital patient (or the patient's personal representative), then School or the Program Participant shall within five days forward the request to Hospital. School shall assist Hospital to determine whether any such request for an accounting is a request for an accounting of Hospital's disclosures or of School's disclosures. If Hospital determines that the request is a request for an accounting of School's disclosures, then School shall provide the patient with the accounting required by 45 C.F.R. § 164.528. If Hospital determines that the request is a request for an accounting of Hospital's disclosures, then School and Program Participants shall within 10 days forward any information in School's or Program Participants' possession that is required for Hospital to make the accounting required by 45 C.F.R. § 164.528.

No attorney-client, accountant-client or other legal or equitable privilege shall be deemed to have been waived by School or Hospital by virtue of this Subsection.

e. **Audit.** School shall, within five business days of a written request from Hospital, make available during normal business hours at School or Hospital all records, books, agreements, systems, policies and procedures relating to the use or disclosure of PHI for the purpose of allowing Hospital to audit and determine School's compliance with this Section 7. If Hospital discovers any violation of this Section 7, School shall promptly remedy such violation following receipt of written notice describing the violation from Hospital and shall certify in writing that it cured the violation.

f. **Survival.** The provisions set forth in this Section 7 shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

**8. INSURANCE.**

a. School and Hospital shall secure and maintain at all times during the Term, at their respective sole expense, commercial general liability insurance, (such coverage to include, without limitation, claims based on a violation of Subsection 7.d. or any applicable State law or regulation concerning the privacy of patient information, if such insurance is reasonably available) covering themselves and their respective employees. School shall either provide coverage on behalf of Program Participants (students) or require Program Participants (students) to secure such coverage. If Program Participants (students) provide coverage on their own behalf, such coverage must be placed with an insurer approved by Hospital. Such coverage provided by School and Hospital may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per occurrence. Such insurance shall not be cancelable except upon 30 days' prior written notice to the other party. Such coverage shall be primary and non-contributory. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.

b. School and Hospital shall each secure and maintain at all times during the Term, at their respective sole expense, workers' compensation and employers' liability insurance covering their respective employees. Such coverage provided by School and Hospital may be afforded via commercial insurance or self-insurance at the following limits:

Workers' Compensation:	Statutory limits
Employers' Liability:	\$1,000,000 each accident;
	\$1,000,000 disease policy limit;
	\$1,000,000 disease each employee

Both School and Hospital agree to endorse such policy to (1) waive subrogation in favor of each other, and (2) have a 30-day notice of cancellation. Such coverage shall be primary and non-contributory. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage. School shall either provide coverage on behalf of Program Participants (students) or require Program Participants (students) to secure health insurance coverage. If Program Participants (students) provide coverage on their own behalf, such coverage must be placed with an insurer approved by Hospital.

c. School shall either provide coverage on behalf of Program Participants (students) or require Program Participants (students) to secure health insurance coverage. If Program Participants (students) provide coverage on their own behalf, such coverage must be placed with an insurer approved by Hospital.

d. School and Hospital each shall secure and maintain at all times during the Term, at their respective sole expense, professional liability insurance (medical malpractice), (such coverage to include, without limitation, claims based on a violation of Subsection 7.d. or any applicable State law or regulation concerning the privacy of patient information, if such

insurance is reasonably available) covering themselves and their respective employees. School shall either provide coverage on behalf of Program Participants (students) or require Program Participants (students) to secure such coverage. If Program Participants (students) provide coverage on their own behalf, such coverage must be placed with an insurer approved by Hospital. Such coverage provided by School and Hospital may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per claim/occurrence and \$3,000,000 aggregate. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.

Such insurance shall not be cancelable except upon 30 days' prior written notice to the other party. Such coverage shall be primary and non-contributory. This coverage shall be either (1) on an occurrence basis or (2) on a claims-made basis. If the coverage is on a claims-made basis, both School and Hospital hereby agree that prior to the effective date of termination of their respective current insurance coverage, both parties shall purchase, at their respective expense, either a replacement policy annually thereafter having a retroactive date no later than the Effective Date or tail coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of the respective parties current coverage or prior to termination of this Agreement. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.

9. **TERM.** The term of this Agreement ("Term"), shall be five (5) years commencing on the Effective Date. At the end of the Term and any Term Extension (as defined herein), the Term shall be automatically extended for additional terms of one (1) year each (a "Term Extension"), unless either party provides the other with written notice of termination as provided herein. As used herein, "Term" shall mean the period of time beginning on the Effective Date and ending on the last day of either the Term or the last Term Extension, as applicable.

#### 10. **TERMINATION.**

a. **Termination.** Either party may terminate this Agreement at any time without cause upon at least thirty (30) days' prior written notice, provided that all students currently enrolled in the Program at Hospital at the time of notice of termination shall be given the opportunity to complete their clinical Program at Hospital, such completion not to exceed six (6) months.

b. **Effect of Expiration or Other Termination.** Upon expiration or other termination of this Agreement, School shall and shall cause Program Participants to either return or destroy all Protected Health Information received from Hospital or created or received by School or Program Participants on behalf of Hospital, and which School or Program Participants still maintain in any form. Notwithstanding the foregoing, to the extent that Hospital agrees that it is not feasible to return or destroy such Protected Health Information, the terms and provisions of Section 7 of this Agreement shall survive termination of this Agreement and such Protected Health Information shall be used or disclosed solely for such purpose or purposes which prevented the return or destruction of such Protected Health Information.

c. **Termination During the First Twelve Months.** In the event this Agreement is terminated during the first twelve months of the Term, the parties shall be

prohibited from entering into the same arrangement with each other until after the expiration of the first twelve of the Term. The provisions of this Subsection shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

11. **ENTIRE AGREEMENT.** This Agreement and its accompanying Exhibits contain the entire understanding of the parties with respect to the subject matter hereof and supersede all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

12. **SEVERABILITY.** If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

13. **LICENSE.** As between School and Hospital, Hospital is the sole and exclusive owner of the Video. Hospital hereby grants to School a limited, non-transferable, non-exclusive license to use and display the Video solely to perform the obligations set forth in Subsection 1.g. School has no right otherwise to use the Video except as set forth in this Section.

14. **ARBITRATION.** Any dispute or controversy arising under, out of or in connection with, or in relation to this Agreement, or any amendment hereof, or the breach hereof shall be determined and settled by final and binding arbitration in the county in which the Hospital is located in accordance with the Commercial Rules of Arbitration ("Rules") of the Judicial Arbitration and Mediation Services ("JAMS") before one arbitrator applying the laws of the State. The parties shall attempt to mutually select the arbitrator. In the event they are unable to mutually agree, the arbitrator shall be selected by the procedures prescribed by the JAMS Rules. Any award rendered by the arbitrator shall be final and binding upon each of the parties, and judgment thereof may be entered in any court having jurisdiction thereof. The costs shall be borne equally by both parties. This provision shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

15. **ENTIRE AGREEMENT; MODIFICATION; GOVERNING LAW; COUNTERPARTS; NOTICES; WAIVER; BINDING EFFECT.** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. This Agreement shall be construed in accordance with the laws of the State and shall survive the expiration or other termination of this Agreement. This Agreement may be executed in one or more counterparts, all of which together shall constitute only one Agreement. All notices hereunder shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, or deposited with the overnight courier addressed at the place identified on the signature page below. A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure. School shall not assign or transfer, in whole or in part, this Agreement or any of School's rights, duties or obligations under this Agreement without the

prior written consent of Hospital, and any assignment or transfer by School without such consent shall be null and void. This Agreement is assignable by Hospital without consent or notice.

16. **COMPLIANCE OBLIGATIONS.** School has received, read, understood, and shall abide by Tenet's Standards of Conduct. The parties to this agreement shall comply with Tenet's Compliance Program and Tenet's policies and procedures related to the Anti-Kickback Statute and the Stark Law. Tenet's Standards of Conduct, summary of Compliance Program, and policies and procedures are available at: <http://www.tenethealth.com/TenetHealth/OurCompany/EthicsBusinessConduct>. Further, the parties to this Agreement certify that they shall not violate the Anti-Kickback Statute and/or the Stark Law.

17. **EXCLUSION LISTS SCREENING.** School shall screen all of its current and prospective owners, legal entities, officers, directors, employees, contractors, and agents ("Screened Persons") against (a) the United States Department of Health and Human Services/Office of Inspector General List of Excluded Individuals/Entities (available through the Internet at <http://www.oig.hhs.gov>), and (b) the General Services Administration's List of Parties Excluded from Federal Programs (available through the Internet at <http://www.epls.gov>) (collectively, the "Exclusion Lists") to ensure that none of the Screened Persons (y) are currently excluded, debarred, suspended, or otherwise ineligible to participate in Federal healthcare programs or in Federal procurement or nonprocurement programs, or (z) have been convicted of a criminal offense that falls within the ambit of 42 U.S.C. § 1320a-7(a), but have not yet been excluded, debarred, suspended, or otherwise declared ineligible (each, an "Ineligible Person"). If, at any time during the term of this Agreement any Screened Person becomes an Ineligible Person or proposed to be an Ineligible Person, School shall immediately notify Hospital of the same. Screened Persons shall not include any employee, contractor or agent who is not providing services under this Agreement.

Lakewood Regional Medical Center, Inc., a  
California corporation, doing business as  
Lakewood Regional Medical Center

School:

By: \_\_\_\_\_  
Mark D. Korth  
Chief Executive Officer  
Date: \_\_\_\_\_  
3700 E. South Street  
Lakewood, CA 90712

By: \_\_\_\_\_  
Wes Bryan, President

Date: \_\_\_\_\_  
15744 Golden West Street  
Huntington Beach, CA 92647

District:

By: \_\_\_\_\_  
C.M. Brahmbhatt, Vice Chancellor  
Administrative Services

Date: \_\_\_\_\_

## EXHIBIT A

### STATEMENT OF RESPONSIBILITY

For and in consideration of the benefit provided the undersigned in the form of experience in evaluation and treatment of patients of Lakewood Regional Medical Center ("Hospital"), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by the undersigned while participating in the Program operated by Golden West College ("School") at Hospital unless such injury or loss arises solely out of Hospital's gross negligence or willful misconduct.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Program Participant

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Witness

## EXHIBIT B

### CONFIDENTIALITY STATEMENT

The undersigned hereby acknowledges his/her responsibility under applicable federal law and the Agreement between Golden West College ("School") and Lakewood Regional Medical Center ("Hospital"), to keep confidential any information regarding Hospital patients and proprietary information of Hospital. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of Hospital, except as required by law or as authorized by Hospital. The undersigned agrees to comply with any patient information privacy policies and procedures of the School and Hospital. The undersigned further acknowledges that he or she has viewed a videotape regarding Hospital's patient information privacy practices in its entirety and has had an opportunity to ask questions regarding Hospital's and School's privacy policies and procedures and privacy practices.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Program Participant

\_\_\_\_\_  
Witness



## EXHIBIT C

### HEALTH AND BACKGROUND SCREENING ATTESTATION

Golden West College

**HEALTH OF PROGRAM PARTICIPANTS.** School affirms the Program Participant(s) listed below have completed the following health screenings or documented health status as follows:

1. Tuberculin skin test within the past 12 months or documentation as a previous positive reactor or a chest x-ray taken within the past 12 months; and
2. Proof of Rubella and Rubeola immunity by positive antibody titers or 2 doses of MMR; and
3. Varicella immunity, by positive history of chickenpox or proof of Varicella immunization; and
4. Proof of Hepatitis B immunization or completion of a certification of declination of vaccine, if patient contact is anticipated.

**BACKGROUND CHECKS.** School has conducted a retrospective background check on all students assigned to the program and members of staff/faculty responsible for supervision and/or instruction prior to their participation in clinical activities. Unless Hospital is notified in writing, all background checks are negative. The background check included the following:

1. Social Security number verification.
2. Criminal Search (7 years )
3. Violent Sexual Offender & Predator registry
4. HHS/OIG/GSA
5. Other: \_\_\_\_\_

**ATTENDING STUDENTS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

**STAFF:**

1. \_\_\_\_\_
2. \_\_\_\_\_

School acknowledges this information will be available to all Tenet affiliates as reasonably necessary.

SCHOOL:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ATTACHMENT #1 -STUDENT PARTICIPATION AGREEMENT**  
**For The**  
**Nursing Program - Golden West College and Allied Health Programs - Orange Coast College**

This Student Participation Agreement is entered into by and between the Coast Community College District, a public educational agency ("District") and \_\_\_\_\_ ("Student"), concerning the Student's participation in a clinical experience rotation ("Clinical Rotation").

In consideration of District allowing Student to participate in the Clinical Rotation at Clinical Facility, Student hereby agrees with the following requirements for participation:

1. Compliance With Laws, Rules and Regulations. While participating in the Clinical Rotation, Student at all times shall abide by and comply with all applicable local, state and federal laws, rules, statutes, ordinances, regulations, policies and procedures, including but not limited to those of District and Clinical Facility. The supervision of Student at Clinical Facility shall be the responsibility of Clinical Coordinator.

2. Background Check. All students will be required to submit an application for, complete, and submit a pre-clinical background check. The background check will include a Social Security number and address verification, a three county felony criminal history, seven year history of a state sex offender search, and a Medicare/Medicare Sanctioned Fraud List verification (OIG/GSA search). The background checks will be performed by a service approved by the District and must be completed prior to beginning the first clinical rotation. Student understands that the results of background checks will be provided to the clinical sites by the District before patient care or clinical work commences. The procedures for such background checks are set forth in the District's written "Background Check Procedure" which will be provided upon request.

Student's Initials \_\_\_\_\_

3. No Unsupervised Patient Care. There shall be no direct, hands-on patient care by any Student participating in the Clinical Rotation unless said care is provided under the supervision and control of medical or nursing staff and in conformance with all applicable laws, rules, regulations, statutes, ordinances and policies.

4. Confidentiality. Student hereby understands that patient records are confidential and that confidentiality is protected by the rules and regulations of District, all healthcare providers where Student may receive clinical experience and by federal law. Student therefore hereby agrees to keep strictly confidential and hold in trust all confidential information of any healthcare provider and/or its patients and not to review, disclose or reveal any confidential information to any third party without the prior written consent of the patient and healthcare provider.

Student has been advised of and is aware of the federal Health Insurance Portability and Accountability Act of 1996 as codified at 42 U.S.C. § 1320 through d-8 ("HIPAA") and understands the requirements and regulations promulgated thereunder requiring strict confidentiality of patient records. Student understands the federal privacy regulations as contained in 42 C.F.R. Part 164 and the federal security standards as contained in 45 C.F.R. Part 142 (collectively the "Regulations"). Student shall not use or further disclose any protected health information of the patient or any information as defined in 45 C.F.R. 164.504, or individually identifiable health information in 42 U.S.C. § 1320d (collectively the "Protected Health Information"), other than as permitted in writing by the healthcare provider and the

requirements of HIPAA or its regulations. Student further understands that Student is only allowed to review patient records that are directly related to Student's assignment and for which Student has been specifically authorized to review by student's instructor.

Violations of this confidentiality protection by Student shall subject Student to immediate removal from any clinical experience, a possible failing grade and possible expulsion from Coast Community College District and any of its colleges.

5. Release and Hold Harmless. Student hereby releases, discharges, and agrees to hold harmless District, District's governing board ("Board"), and each of their trustees, instructors, employees, agents and representatives from any and all liability arising out of or in connection with Student's enrollment in the nursing program (Golden West College) or allied health programs (Orange Coast College) and participation in its classes, training courses, activities, field trips, practice sessions, hospital clinical experiences, and related exercises. For the purpose of this release, liability means all claims, demands, losses, causes of action, suits or judgments of any kind that Student or Student's heirs, executors, administrators, and assigns may have against District, Board, College, and any of their trustees, employees, agents, and representatives or that any other person or entity may have against District, Board, College, and any of their trustees, instructors, employees, agents, and representatives because of Student's failure to pass any course or class or obtain any particular grades, personal injury, accident, illness or death, or because of any loss of or damage to property that occurs to Student or to Student's property during Student's participation in the nursing program or allied health program including classes, training courses, activities, field trips, practice sessions, hospital clinical experiences, and related exercise, that result from any cause, including but not limited to District's, Board's, College's, or their trustees', employees', agents', or representatives' own passive or active negligence or other acts other than fraud, willful misconduct or violation of law.

Student's Initials \_\_\_\_\_

6. Acknowledgement of Inherently Dangerous Activities and Assumption of the Risk Thereof. Student acknowledges that the nature of Student's training in the nursing program/allied health programs may involve dangerous and hazardous activities, including but not limited to exposure to disease, blood borne pathogens, illness, personal injuries and possible death. Student acknowledges the inherently hazardous and dangerous nature of these activities and voluntarily participates therein and assumes all risk of injury, illness, or death from Student's participation therein. Student represents and warrants that Student is mentally and physically fit, capable, able and willing to participate in these inherently hazardous and dangerous activities without any limitations.

Student's Initials \_\_\_\_\_

7. No Right to Employment/Removal. Student understands and agrees that Student's participation in the Clinical Rotation does not create any right to employment at Clinical Facility. Student understands and agrees that Student may be removed from the Clinical Rotation at any time for any reason, except in violation of any law. If Student is asked to leave by any representative of Clinical Facility, Student shall do so promptly and without protest.

8. General Rules.

a) Students entering the clinical phase of their education Shall read and familiarize Student with all the rules, regulations and obligations of the Clinical Facility and shall at all times strictly abide thereby.

b) Clinicals are scheduled courses with specific days and times. Student is to adhere to these and adjust any outside work or activities accordingly. Student must complete a physical within a six-month period prior to the start of the clinical phase (see supplied form). The physical may be completed

at the college health center, Student's private physician, or group health care facility. Blood work, urinalysis, and annual T.B. tests or chest x-rays are required as may be immunizations (rubella, rubeola and varicella titer) or proof of immunity. Hepatitis B vaccine is highly recommended by College or waiver must be signed. Certain clinical sites will not allow Student participation without Hepatitis B vaccination. The completed information must be returned to the clinical coordinator or director of Student's program. See Student's program or clinical coordinator for specific details.

c) Any Student participating in a clinical rotation shall, at the request of Clinical Facility, provide a current statement from a physician that the Student is in good health and capable of participating in the Rotation. Clinical Facility may require that any Student, returning from an extended absence caused by illness or injury, submit to a physical examination or present a statement from a physician indicating that the Student is capable of resuming clinical activities. Any such physical examination shall be the financial responsibility of Student.

d) All Students in a clinical rotation must have an active CPR card (per specific program protocol). If Student's CPR card expires at any time during clinical training, it is Student's responsibility to become recertified. Student will be removed from clinical experience rotation if Student does not have an active CPR card.

e) In programs that require Allied Health 115 – Patient Care, Student must enroll in Patient Care just prior to entry into the clinical phase, in accordance with the program schedule sequence. Students taking Allied Health 115 will become CPR certified.

f) Student must adhere to appropriate dress code and grooming standards designated by Clinical Facility. This may include a laboratory coat or uniform. Closed, soft-soled shoes are required. A nametag will be provided that must be worn at all times at Clinical Facility site. See Student's program director or clinical coordinator for specific requirements for Student's program.

g) Specific clinical sites may have certain health related requirements and may include drug testing, Hepatitis B vaccination, or blood work. Student is expected to meet the requirements of the site when scheduled to be at that site. There may be exposure to hazardous materials and blood borne pathogens in the clinical setting. Student must adhere to all safety and universal precautionary measures.

h) Student must have adequate reliable transportation to the clinical site and will be responsible for parking.

9. Acknowledgement. Student has read this Student Participation Agreement including the Background check requirement in paragraph 2, the Release requirement in paragraph 4, and the Assumption of Risk requirement in paragraph 5. Student has read and agrees to abide by and comply with all terms of this Participation Agreement. Student understands that failure to abide by and comply with any term may subject Student to immediate removal from any clinical experience, a possible failing grade and possible expulsion from Coast Community College District and any of its colleges.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student ID Number

**SARS Software Products, Inc.**

SARS-ALRT©

# ***Software License Agreement***

## **Order No. 08214**

**Customer Name and Mailing Address:**

Orange Coast College  
2701 Fairview Road  
Costa Mesa, California 92628-5005

**Terms and Conditions**

SARS Software Products, Inc. (SSP) will license to Customer the Software identified on the License Order-Schedule(s) attached to this license agreement subject to the terms and conditions set forth below:

**1. Definitions**

- 1.1 **Customer** means the entity named on the individual License-Order Schedule(s).
- 1.2 **Documentation** means the on-line help file and printed materials supplied by SSP with the Software.
- 1.3 **New Release** means a new version of the Software. A New Release, as opposed to an Update, is a major change to the Software, involving major changes to the system, added features, and database structural changes, as well as any on-screen help Documentation changes, and improvements to correct errors and defects.
- 1.4 **Proprietary Information** means Software, Documentation, including printed materials, and any other information confidential to SSP or its licensors.
- 1.5 **Principal Period of Maintenance ("PPM")** means 8:30 am to 5:00 p.m. PST/PDT, Monday through Friday, excluding SSP designated holidays.
- 1.6 **Professional Services** means technical, consulting or other services provided by SSP which are outside the scope of the Support Agreement.
- 1.7 **Software** means the object code version of computer programs, including the on-line help file, and any related Documentation for the Software identified in the License Order -Schedule(s). Unless otherwise indicated, Software includes Updates and New Releases.
- 1.8 **Support Service** means the software support services described in the Support Agreement; section 4.
- 1.9 **Support Agreement** means the Support Agreement between the parties.
- 1.10 **SSP** means SARS Software Products, Inc.
- 1.11 **Then-Current Charges** means SSP then-current hourly rate for such services, including any travel time to and from Customer site, plus out-of-pocket expenses incurred, including but not limited to travel, meals, lodging, and miscellaneous necessary supplies.
- 1.12 **Update** means a minor change to the current release of the Software. An Update is issued to maintain the operational quality of the Software and may contain patches, modules, corrections or new features that are small.

**2. Effective Date**

This Agreement will become effective when signed by both parties and will continue in effect unless terminated in accordance with the provisions set forth in this Agreement.

**3. Software**

- 3.1 SSP will provide one set of the Software that is the most current on the date that the Software is provided.
- 3.2 SSP will provide all Updates and New Releases of the Software as long as the Support Agreement is in effect.

**4. Payment**

- 4.1 Customer will pay the license fee set forth in the License-Order Schedule(s), which will be invoiced when the Software is provided.
- 4.2 Customer will pay charges for Support Service, as applicable, which will be invoiced in advance annually.
- 4.3 Customer will pay charges for Support Services provided during times other than the PPM and for Professional Service at Then-Current Charges, which will be invoiced as the services are performed.
- 4.4 All charges must be paid no later than 30 days from the date of the invoice. SSP may impose a late payment charge equal to the lesser of (a) 1-1/2 % per month or (b) the maximum rate allowed by law.

**5. Taxes**

Customer will pay any tax SSP becomes obligated to pay by virtue of this Agreement, exclusive of taxes based on the net income of SSP.

## 6. Protection of Proprietary Information

- 6.1 Customers will keep in confidence and protect Proprietary Information from disclosure to third parties and restrict its use as provided in this Agreement. Customer acknowledges that unauthorized disclosure of Proprietary Information may cause substantial economic loss to SSP or its licensors. All materials containing Proprietary Information will be marked with "Proprietary", "Confidential", or in a manner which gives notice of its proprietary nature. Proprietary Information will not be copied, in whole or in part, except when essential for correcting, generating or modifying Proprietary Information for Customer's authorized use. Each copy, including its storage media, will be marked by Customer with all notices which appear on the original.
- 6.2 Upon termination or cancellation of any license granted under this Agreement, Customer will destroy (and certify destruction in writing) or return to SSP all copies of the Software the license for which has been so terminated or canceled, and any other related Proprietary Information in Customer's possession.
- 6.3 Any ideas, concepts, know-how, data processing techniques, Software, Documentation, printed materials, diagrams, schematics or blueprints developed by SSP personnel (alone or jointly with Customer) in connection with any services provided to Customer will be the exclusive property of SSP. SSP grants to Customer a non-exclusive, royalty-free license to use any of the foregoing in accordance with the terms of this Agreement.
- 6.4 This Section 6 will survive termination or cancellation of this agreement.

## 7. License

- 7.1 SSP grants to Customer a personal, non-exclusive, non-transferable and limited license to use the Software and related Documentation according to the terms and conditions of this Agreement, solely for Customer's internal data processing requirements. Customer is authorized to use as many copies of the Software as are licensed. Customer's use of Software will also be governed by any additional conditions which SSP may provide on or prior to SSP providing the Software.
- 7.2 Customer may use the Software for the purpose of developing and running other software programs for its internal use only. Customer shall not market or sublicense the Software, or any software program developed with the Software. Customer may combine Software with other programs or materials to form an updated work provided that upon discontinuance or termination of the license, the Software will be removed from the updated work and returned to SSP. Customer shall not use the Software in service bureau mode or to provide consulting services.
- 7.3 Customer will not decompile, disassemble, reverse engineer or modify any Software provided under the Agreement. Customer will make and maintain no more than one archival copy (for backup purposes) of the Software which will contain all legends and notices and will be subject to the same conditions and restrictions as the original.
- 7.4 This Agreement does not transfer to Customer title to any intellectual property contained in any Software, Documentation or Proprietary Information.
- 7.5 Customer shall not be entitled to use any Software unless Customer has a valid written license to use the Software and all applicable charges for the use of the Software have been paid.

## 8. Support and Professional Services

- 8.1 During the initial term of the Support Agreement, and each renewal term for which Customer pays the applicable renewal fee, SSP shall provide Support Services to Customer as set forth in the Support Agreement.
- 8.2 SSP, in its sole discretion, may provide Professional Services ordered by the Customer at SSP's Then-Current Charges. SSP will endeavor to provide such Professional Services on a timely basis, subject to availability of qualified personnel and the difficulty and scope of the services to be provided. SSP may assign, reassign and substitute personnel at any time, and may provide the same or similar services to other customers.

## 9. Warranties and Disclaimers

- 9.1 SSP warrants that the Software in unaltered form will perform in substantial conformance with the Documentation for a period of twelve (12) months from the date that SSP provides the original version of the Software. In the event the Software fails to perform as warranted, as Customer's sole and exclusive remedy, SSP, at its option, will either (a) make reasonable efforts to correct such errors reflecting significant deviations from the Documentation as are reported to SSP by Customer during the warranty period, or (b) terminate this Agreement and refund the license fees paid.
- 9.2 This warranty is void if failure of the Software has resulted from accident, alteration, misuse or misapplication. SSP does not warrant that (a) the functions contained in the Software will meet Customer's requirements, (b) the Software will operate in combinations selected for use by Customer, or (c) the Software will operate uninterrupted or error free. Customer is solely responsible for verifying the correctness and accuracy of all data and calculations.
- 9.3 **EXCEPT AS EXPRESSLY STATED IN THIS AGREEMENT, THERE ARE NO WARRANTIES, EXPRESSED OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE. SSP DISCLAIMS THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AS TO ALL SSP SOFTWARE. SSP WARRANTIES EXTEND SOLELY TO CUSTOMER.**

## 10. Limitation of Liability

- 10.1 Unless further limited elsewhere in this Agreement, the entire liability of SSP and Customer's exclusive remedy for damages from any cause related to or arising out of this Agreement, regardless of the form of action, whether in contract or in tort, will not exceed the charges paid by Customer to SSP for the Software which is the subject matter of or directly related to the causes of action asserted.
- 10.2 In no event will SSP be liable for (a) any incidental, indirect, special or consequential damages including, but not limited to, loss of use, revenues, profits or savings, even if SSP knew or should have known of the possibility of such damages, (b) claims, demands or actions against Customer by any person, except as provided in Section 11, or (c) loss or damage to Customer's data from any cause.
- 10.3 SSP shall not be liable for any damages arising out of the use of software products developed by Customer utilizing the Software.
- 10.4 SSP may direct Customer to third parties having products which may be of interest to Customer for use in conjunction with the Software. Notwithstanding any SSP recommendation, referral or introduction, Customer will independently investigate and test third party products and services and will have sole responsibility for determining suitability for use of third party products and services. SSP has no liability with respect to claims relating to or arising from use of third party products and services.

**11. Patent, Copyright and Trade Secret Indemnification**

- 11.1 SSP, at its own expense, will defend and indemnify Customer against claims the Software infringes a United States patent or copyright or misappropriates trade secrets protected under United States law, provided Customer (a) gives SSP prompt written notice of such claims, (b) permits SSP to defend or settle the claims, and (c) provides all reasonable assistance to SSP in defending or settling the claims.
- 11.2 In addition to the rights and duties under Section 11.1, as to any Software which is subject to a claim of infringement or misappropriation, SSP may elect to (a) obtain the right of continued use of such Software for Customer, (b) replace or modify the Software to avoid such claim, or (c) if neither alternative is available on commercially reasonable terms, terminate this license and refund a prorata share of the license fee paid by Customer based upon the number of days that Customer licensed the Software and a total Software life of five years. For example, if SSP terminates the license after 548 days (18 months), SSP shall refund 70 percent of the license fee (Refund Percentage =  $1 - 548/(365 \times 5)$ ).
- 11.3 SSP will not defend or indemnify Customer if any claim of infringement or misappropriation (a) is asserted by a parent, subsidiary or affiliate of Customer, (b) results from Customer's alteration or modification of the Software, (c) results from use of the Software in combination with non-SSP software, or (d) results for the use of an earlier version of the Software when the claim could have been avoided by Customer's installing an Update or a New Release.
- 11.4 This Section 11 states the entire liability of SSP and Customer's sole and exclusive remedies for patent or copyright infringement and trade secret misappropriation.

**12. Termination and Cancellation**

- 12.1 Without prejudice to other remedies, SSP may cancel this Agreement or any order placed under it for default and repossess the Software if, upon written notice, Customer fails to (i) make any payment identified as delinquent within ten (10) days or (ii) cure any default relating to Sections 6 or 7 within thirty (30) days.
- 12.2 Termination or cancellation of this Agreement will not affect any rights or duties arising under it with respect to Proprietary Information.

**13. Other Provisions**

- 13.1 All risk of loss or damage to Software passes to Customer upon receipt.
- 13.2 Neither party will be liable for failure to fulfill its obligations when due to causes beyond its reasonable control.
- 13.3 Any failure or delay by either party in exercising any right or remedy will not constitute a waiver.
- 13.4 With respect to the Software and other materials provided hereunder, including Documentation and Proprietary Information, Customer acknowledges that it is familiar with and agrees to comply with the export laws and regulations of the United States of America and any other country in which it operates.
- 13.5 THIS AGREEMENT WILL BE GOVERNED BY THE LOCAL LAW OF THE STATE OF CALIFORNIA.
- 13.6 This Agreement and the Support Agreement constitutes the entire agreement between the parties with respect to the Software provided hereunder and supersedes all prior proposals and agreements, both oral and written, and all other written and oral communications between the parties. The terms and conditions of this Agreement will supersede all other terms and conditions submitted by the Customer, including any preprinted terms on any Customer purchase orders.
- 13.7 SSP may assign this Agreement without Customer's consent. Any such assignment, however, will not change the obligations of SSP to Customer. Customer will not assign or transfer its rights or obligations under this Agreement without prior written consent of SSP. Any assignment or transfer prohibited by this provision will be void.
- 13.8 This Agreement can be modified only by a writing signed by a duly authorized representative of SSP.
- 13.9 No legal action or proceeding, regardless of its form, related to or arising out of this Agreement, may be brought by either party more than two (2) years after the cause of action first occurred.
- 13.10 Each paragraph and provision of this Agreement is severable, and if one or more paragraphs or provisions are declared invalid, the remaining provisions will remain in full force and effect.

Customer acknowledges it has read and understands this Agreement (including all attached schedules, addenda, and amendments) and is not entering into this Agreement on the basis of any representations not expressly set forth in it.

Agreed and Accepted:  
SARS Software Products, Inc.

Customer  
Orange Coast College

Joanne Fields Doty  
(Signature)

\_\_\_\_\_  
(Signature)

Joanne Fields Doty  
(Printed/Typed Name)

\_\_\_\_\_  
(Printed/Typed Name)

Vice President  
(Title)

\_\_\_\_\_  
(Title)

December 17, 2008  
(Date)

\_\_\_\_\_  
(Date)

**SARS Software Products, Inc.****SARS-ALRT©**

# ***Support Agreement***

## **Order No. 08214**

**Customer Name and Mailing Address:**

Orange Coast College  
2701 Fairview Road  
Costa Mesa, California 92628-5005

**Software Terms and Conditions**

SARS Software Products, Inc. (SSP) will provide Support Services to Customer for the Software identified on the License Order-Schedule of the Software License Agreement subject to the terms and conditions set forth below:

**1. Definitions**

- 1.1 **Customer** means the entity named on the individual License-Order Schedule(s).
- 1.2 **Documentation** means the on-line help file and printed materials supplied by SSP with the Software.
- 1.3 **License Agreement** means the License Agreement between the parties.
- 1.4 **New Release** means a new version of the Software. A New Release, as opposed to an Update, is a major change to the Software, involving major changes to the system, added features, and database structural changes, as well as any on-screen help Documentation changes, and improvements to correct errors and defects.
- 1.5 **Off-Hours** means all hours other than the PPM.
- 1.6 **Other Software** means any software other than the most current version of the Software.
- 1.7 **Principal Period of Maintenance ("PPM")** means 8:30 am to 5:00 p.m. PST/PDT, Monday through Friday, excluding SSP designated holidays.
- 1.8 **Software** means the object code version of computer programs, including the on-line help file, and any related Documentation for the Software identified in the License Order-Schedule(s). Unless otherwise indicated, Software includes Updates and New Releases.
- 1.9 **Support Maintenance Fee** means the annual fee that the Customer pays to SSP for the services described in Section 4.
- 1.10 **Support Services** means the software Support Services described in Section 4.
- 1.11 **Then-Current Charges** means SSP then-current hourly rate for services, including any travel time to and from Customer site, plus out-of-pocket expenses incurred, including but not limited to travel, meals, lodging, and miscellaneous necessary supplies.
- 1.12 **Update** means a minor change to the current release of the Software. An Update is issued to maintain the operational quality of the Software and may contain patches, modules, corrections or new features that are small.

**2. Term**

- 2.1 Unless otherwise specified on the License Order-Schedule, the initial term for Support Services will be twelve months and will commence on the date SSP provides the Software. Following the initial term, support will continue on an annual renewal basis unless terminated or canceled by either party with 60 days written notice prior to the expiration of the current term.

**3. Support Maintenance Fee**

- 3.1 Customer shall pay SSP an annual Support Maintenance Fee for the services described in Section 4. For the initial term of this Agreement, the annual Support Maintenance Fee is included as part of the license fee paid pursuant to the License Agreement between the parties. For any renewal term of this Agreement, the annual Support Maintenance Fee shall be the annual fee that SSP charges to customers for the services described in Section 4.

**4. Software Support Description**

The specific Support Services are described below:

- 4.1 **Telephone or Electronic-Mail Services.** SSP personnel will provide assistance by voice or electronic communication during the PPM by answering questions regarding the use of the Software and helping Customer identify, verify, and resolve problems with the Software.
- 4.2 **Software Error Resolution Services.** SSP will make reasonable efforts to correct any material errors in the Software which are reported in writing to SSP by Customer and which can be reproduced and adequately documented. Customer will install all error corrections.
- 4.3 **Software Updates.** SSP may periodically update current releases of Software. SSP will notify Customer of the Update which will be made available via the Internet. Customer will install all Updates.



- 4.4 Software New Releases.** SSP will provide Customer with any standard New Releases of the Software which are released by SSP on a general basis. Customer will install all New Releases. Any custom modifications to such New Releases which are required to meet Customer's specific requirements or to incorporate prior modifications made for Customer shall be subject to SSP Then-Current Charges and conditions.
- 4.5 Software On-Site Support.** SSP will provide on-site service if a Software problem remains unresolved only after Customer has utilized telephone or electronic mail Services as prescribed in Section 4.1.
- 4.6 Additional Support.** SSP will provide additional telephone and e-mail support, provided the frequency and length of calls is reasonable, as determined by SSP in its sole discretion.
- 5. Support Limitations and Exclusions**
- 5.1** Support Services will be provided for SSP's most current release of Software only. SSP will make reasonable efforts to fix errors reflecting material deviations from the Documentation as are reported to SSP by Customer, unless such failure has resulted from accident, misuse, alteration, or misapplication of the Software.
- 5.2** Commencing 60 days after a New Release, SSP shall have no obligation to provide Support Services for any version of the Software other than that New Release.
- 5.3** SSP shall have no obligation to provide any Support Services on Customer's site, except in cases where SSP is unable to provide the Support Services from its own service center. If SSP provides Support Services on Customer's site and determines that any apparent problem with the Software which is reported to SSP by Customer is due to (a) hardware problems, (b) Other Software problems, (c) improper treatment or use or operation of the Software, (d) failure to perform any tests or procedures recommended by SSP for the purpose of identifying and/or resolving any problems, (e) use by unqualified personnel, (f) alterations of the Software by Customer or any third party without SSP's prior written approval or any damage caused thereby, (g) use of any version of the Software other than the most recent New Release, or (h) failure to comply with the terms and conditions of this Agreement or any other agreement with SSP, such support effort shall be billed by SSP at the Then-Current Charges, and paid by Customer.
- 5.4** Support Services provided by SSP at Customer request during Off-Hours may be subject to SSP Then-Current Charges.
- 5.5** SSP shall have no obligation to provide installation, support, maintenance, diagnostics, or repair for any hardware or associated operating system. Hardware maintenance is the sole responsibility of Customer.
- 5.6** SSP shall have no obligation to provide, install, or support any network component or wiring. Network maintenance is the sole responsibility of the Customer.
- 5.7** PPM hours of service are subject to change at any time with no less than three (3) days notice by SSP.
- 5.8** SSP shall have no obligation to provide (a) specification changes requested by Customer, customization of the Software, or development of data input, or (b) support for Customer-written applications. Any such services are not covered by this Agreement.
- 6. Customer Responsibilities**
- 6.1** During Support Service, Customer must provide any and all passwords for the network client workstations, file server, or any other server or client workstation. It is the responsibility of the Customer to then change all passwords after support has been provided.
- 6.2** Backup of Software data files on a regular basis is the sole responsibility of Customer. In the advent of system failure, and without required backup, SSP will make a "best effort" attempt at recovery of said binary information at SSP Then-Current Charges.
- 6.3** Customer will designate one contact to serve as liaison with SSP for support requests. SSP may impose an additional fee if Customer elects to designate additional contacts. Customer may change its contact personnel by written notice to SSP.
- 7. Taxes**
- 7.1** Customer will pay any tax SSP becomes obligated to pay by virtue of this Agreement, exclusive of taxes based on the net income of SSP.
- 8. Limitation of Liability**
- 8.1** Unless further limited elsewhere in this Agreement, the entire liability of SSP and Customer's exclusive remedy for damages from any cause related to or arising out of this Agreement, regardless of the form of action, whether in contract or in tort, will not exceed the charges paid by Customer to SSP for the Software which is the subject matter of or directly related to the causes of action asserted.
- 8.2** In no event will SSP be liable for (a) any incidental, indirect, special or consequential damages including, but not limited to, loss of use, revenues, profits or savings, even if SSP knew or should have known of the possibility of such damages, (b) claims, demands or actions against Customer by any person, or (c) loss or damage to Customer's data from any cause.
- 9. Termination and Cancellation**
- 9.1** This Agreement shall terminate upon termination of the License Agreement.
- 10. Other Provisions**
- 10.1** Neither party will be liable for failure to fulfill its obligations when due to causes beyond its reasonable control.
- 10.2** Any failure or delay by either party in exercising any right or remedy will not constitute a waiver.
- 10.3** THIS AGREEMENT WILL BE GOVERNED BY THE LOCAL LAW OF THE STATE OF CALIFORNIA.
- 10.4** This Agreement and the License Agreement constitutes the entire agreement between the parties with respect to the Support Services provided hereunder and supersedes all prior proposals and agreements, both oral and written, and all other written and oral communications between the parties. The terms and conditions of this Agreement will supersede all other terms and conditions submitted by the Customer, including any preprinted terms on any Customer purchase orders.
- 10.5** SSP may assign this Agreement without Customer's consent. Any such assignment, however, will not change the obligations of SSP to Customer. Customer will not assign or transfer its rights or obligations under this Agreement without prior written consent of SSP. Any assignment or transfer prohibited by this provision will be void.

10.6 This Agreement can be modified only by a writing signed by a duly authorized representative of SSP.

10.7 No legal action or proceeding, regardless of its form, related to or existing out of this Agreement, may be brought by either party more than two (2) years after the cause of action first occurred.

10.8 Each paragraph and provision of this Agreement is severable, and if one or more paragraphs or provisions are declared invalid, the remaining provisions will remain in full force and effect.

Customer acknowledges it has read and understands this Agreement (including all attached schedules, addenda, and amendments) and is not entering into this Agreement on the basis of any representations not expressly set forth in it.

**Agreed and Accepted:**

**SARS Software Products, Inc.**

**Customer**

**Orange Coast College**

Joanne Fields Doty  
(Signature)

\_\_\_\_\_  
(Signature)

Joanne Fields Doty  
(Printed/Typed Name)

\_\_\_\_\_  
(Printed/Typed Name)

Vice President  
(Title)

\_\_\_\_\_  
(Title)

December 17, 2008  
(Date)

\_\_\_\_\_  
(Date)

**SARS Software Products, Inc.**

SARS-ALRT®

***License Order - Schedule*****Order No. 08214***This is not an Invoice***Software Licenses and Support Services Charges****List Products Applicable to This Agreement**

Item Number	Description	Quantity	Software License Charge	Support Services Charge	Training and Other Charges
1	SARS-ALRT Software License Number of Users: Unlimited	1	7,500.00		
2	SARS-ALRT Software Support Initial One Year Term: Commencing with	1		No Charge	
3	SARS-ALRT Remote Training: 1 Day	1			1,000.00
4	Shipping	1			15.00
5	Sales Tax (7.75%)	0	581.25	N/A	N/A

**Total \$9,096.25****Special Terms and Conditions:**

**Agreed and Accepted:**  
**SARS Software Products, Inc.**

Joanne Fields Doty  
 (Signature)

Joanne Fields Doty  
 (Printed/Typed Name)

Vice President  
 (Title)  
December 17, 2008  
 (Date)

**Agreed and Accepted:**  
**Customer**  
**Orange Coast College**

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Printed/Typed Name)

\_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Date)





**PART-TIME FACULTY GUIDELINES > 3.0 -<7.5 LHE'S**  
**FOR**  
**LIFE INSURANCE**

**ELIGIBILITY -**

Part-time faculty members hired for more than 3.0 but less than 7.5 LHE's at the beginning of each semester shall be eligible to participate in the life insurance program which provides \$25,000 in life insurance upon the death of an eligible member. Load Assignment must take place no later than Monday, the third week of the semester. This will be the Window Period for each semester.

Those enrollees who fall below the minimum load requirement after the Window Period closes shall retain benefits for the duration of that semester. Continued eligibility for all enrollees in the program will be determined during the Window Period at the beginning of each semester.

**EFFECTIVE DATES -**

The following Effective dates and End dates of coverage will apply:

**Fall Semester**

10/1 thru 2/28

**Spring Semester**

3/1 thru 7/31

Coverage terminates on the last day of the month in which the member is eligible for coverage.

**SUMMER COVERAGE -**

Summer coverage will be provided to those benefits eligible members who are eligible during both the Fall and Spring Semesters

**FALL SEMESTER**     +     **SPRING SEMESTER**     >     **SUMMER COVERAGE**

Oct. through Feb.     +     Mar. through July     >     August & September

**ENROLLMENT -**

Members enrolling into the program should complete a life insurance enrollment card.

A list of eligible employees as provided by the District Employment Services and Records Department will be provided to the CCA/CTA Union President by Human Resources.

Life Insurance Cards will be provided to the CCA/CTA Union President to disperse to eligible members. The completed original cards and a copy of each will be sent to the District Benefits Office for filing.

**BENEFICIARY**

On the enrollment card, the employee will name a beneficiary/beneficiaries. If a card is not on file upon the

death of an eligible member, the insurance company will pay the proceeds in the following order:

1. Spouse or Domestic Partner
2. Natural and adopted children
3. Parents
4. Estate

#### **BREAK IN ELIGIBILITY**

Those members who have a break in coverage due to the member falling below the minimum number of LHE's prior to the close of the window period may have their coverage reinstated during the **next** Semester Window Period in which they are eligible.

#### **COVERAGE -**

Eligible employees will have \$25,000 in life insurance and \$25,000 in AD&D (Accidental Death & Dismemberment).

#### **COST TO EMPLOYEE -**

This is a District paid benefit

#### **CONTINUATION OF COVERAGE (COBRA CONTINUATION) -**

Life insurance is not continued under COBRA.

#### **CONVERSION -**

Eligible members may convert their life coverage to an individual plan at the end coverage. Employees must contact the Benefits Office for a Conversion Form.