

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

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**Date: Wednesday, April 22, 2009**

**Location: District Board Room  
1370 Adams Ave., Costa Mesa, CA**

**Time: 5:00 p.m.**

***A G E N D A   I T E M S***

- 1. Call to Order**
- 2. Pledge of Allegiance – Student Trustee Michael Battistone**
- 3. Roll Call**
- 4. Opportunity for Public Comment (Items on the Agenda)**

*Members of the public have the opportunity to address the Board of Trustees on any item that has been described in this notice, before or during consideration of the item. Persons wishing to make comments are allowed 5-minutes. A "Request to Address the Board of Trustees" card needs to be completed and filed with the Secretary of the Board of Trustees prior to speaking.*

- 5. Adoption of Revisions to Board of Trustees' Policy 050-1-17-1, "Search and Selection of the Coast Community College District Executive Management Employees"**

The Board approved revisions to Policy 050-1-17-1, "Search and Selection of the Coast Community College District Executive Management Employees" at the April 15, 2009 meeting. After review by the Board Clerk, it is recommended by the Board President that the Board approve additional revisions to the policy, as noted in Attachment #1. The revisions are noted in **bold** and ~~strikethrough~~.

- 6. Appointment of Representatives to Search Committees for Chancellor and College President**

After review by the Board Vice President and Board Clerk, acting as Trustee representatives to the Chancellor Search committee, it is recommended that the Board of Trustees appoint Ms. Bonnie Bruce to serve as Community Representative to the Search Committee for the Chancellor, Coast Community College District position. It is further recommended that the Board appoint Wes Bryan as the College President Representative to the Search Committee for the Chancellor, Coast Community College District position.

In addition, it is recommended by the Board President, acting as Trustee representative to the Search Committee for the President, Orange Coast College position, that Ms. Katrina Foley be appointed to serve as Community Representative to the committee. (See Attachment #2)

**7. Recess to Closed Session**

**8. Closed Session**

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

- a. Public Employment (Pursuant to Government Code 54957)
  - i. Interim Chancellor, Coast Community College District
- b. Conference with Labor Negotiator (Pursuant to Government Code 54957.6)
  - i. Unrepresented Employee: Interim Chancellor, Coast Community College District

District Negotiator: Trustee Jim Moreno, Board President

- c. Conference with Legal Counsel: Existing Litigation (Pursuant to subsection (a) of Government Code 54956.9)

*Nguyen vs. Coast Community College District (CFE Arbitration) (Arbitration #08-01)*

*Coast Federation of Educators vs. Coast Community College District, PERB Case #LA-CE -5056- E*

- d. Conference with Labor Negotiator (Pursuant to Government Code 54957.6)  
Agency Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources

Employee Organizations: Coast Federation of Educators/American Federation of Teachers, Local 1911 and the Coast Community College District

**9. Report of Action from Closed Session (if Any)**

**10. Appointment of Interim Chancellor, Coast Community College District**

**11. Approval of the Employment Agreement between the Coast Community College District and Interim Chancellor, Coast Community College District**

After review by the District General Counsel, it is recommended by Board Clerk Patterson and Trustee Howald that the Board of Trustees approve the Employment Agreement with the Interim Chancellor, Coast Community College District, effective July 1, 2009.

## **12. Approval of Coastline Community College Special Project, “Early College High School Principals’ and Liaisons’ Meeting**

After review by the College Vice President of Instruction, it is recommended by the College President/Acting Chancellor that the Board of Trustees approve the Coastline Community College Early High School Principals’ and Liaisons’ Meeting special project.

Project/Activity: Early College High School Principals’ and Liaisons’ Meeting

Date: Thursday, April 30, 2009; 8 a.m. – 5 p.m.

Location: Garden Grove Center

Department: Coastline in cooperation with the Foundation for California Community Colleges

Purpose: Meeting of Southern California Early College High School Principals and Liaisons

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

## **13. Approval of Minutes**

- a. Meeting of April 1, 2009
- b. Meeting of April 15, 2009
- c. Meeting of April 19, 2009

## **14. Approval of Educational Administrator Form Agreement**

After review by the District General Counsel, it is recommended by the Acting Chancellor that the Board of Trustees approve the Educational Administrator Form Agreement. A copy of the Form Agreement is attached to each Trustee’s Agenda (See Attachment #3).

## **15. Adjournment**

*It is the intention of the Coast Community College District to comply with the Americans with Disabilities Act (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 Secretary of the Board of Trustees at (714) 438-4848, as soon as possible to the meeting to inform us of your particular needs so that appropriate accommodations may be made.*



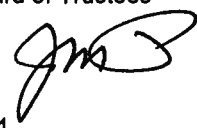
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## MEMORANDUM

April 17, 2009

To: Trustee Jim Moreno, Board President  
Trustee Lorraine Prinsky, Ph.D., Board Vice President  
Trustee Mary L. Hornbuckle  
Trustee Walter G. Howald  
Student Trustee Michael Battistone

cc: Ding-Jo Currie, Ph.D., Acting Chancellor  
Joseph N. Quarles, Ed.D., Vice Chancellor of Human Resources  
Jack P. Lipton, Ph.D., District General Counsel  
Christian Teeter, Secretary of the Board of Trustees

From: Trustee Jerry Patterson, Board Clerk 

Re: Proposed Revision to Policy 50-1-17-1

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This item was listed on the Agenda for the April 15<sup>th</sup> meeting.

Attached are revisions to the policy which will be placed on the April 22<sup>nd</sup> meeting Agenda for approval.

These revisions do four things:

- 1) Confirm that community members to the Search Committees are appointed by the Board of Trustees
- 2) Change the total number of Search Committee Members for each position to 13.
- 3) For the Chancellor Search Committee, adds "or the Board of Trustees" to the College President appointment reference.
- 4) For the Chancellor Search Committee, the revision adds "or designee of the Board of Trustees" for the Search Committee Advisor.

Attachment



**GENERAL PERSONNEL POLICIES**  
(Employment Principles)  
**50-1-17-1**

Approved 11/19/07  
Last Revised 04/15/09

**SEARCH AND SELECTION OF THE  
COAST COMMUNITY COLLEGE DISTRICT  
EXECUTIVE MANAGEMENT EMPLOYEES**  
Effective 11/19/07

- Chancellor -
- Vice Chancellors -
- College Presidents -

**POLICY**

This Policy is intended to comply fully and be interpreted in a manner consistent with all applicable state and federal laws and regulations, including but not limited to the Board of Governor's equal employment opportunity regulations. Further, this Policy is intended to respect all applicants who apply for a position in the Coast Community College District (CCCD), as well as the students, community members, and employees who serve on the Search and Selection Committees. The need for senior administrators hiring and staffing recommendations within the Coast Community College District is the responsibility of the District Chancellor. The CCCD culture requires that there be a process of determination of position need and ultimately a recommendation to the Board of Trustees with consultation between the Chancellor and the Board of Trustees.

The purpose of this policy is to provide a framework and hiring standard for the selection of the best people to join the Coast District family of employees, so that ultimately our students and community will be served in an exemplary way.

The Search Committee, after constituted, will prepare a job description in consultation with the Vice Chancellor of Human Resources, set minimum qualifications based on state law, and list desirable qualifications. Prior senior executive job descriptions and announcements will be made available to the Search Committee. All members of the Search Committee, before actual paper screening, will undergo training by the Human Resources Department and will receive a copy of the District's hiring policies.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

50-1-17-1

Cont'd

### **ADMINISTRATIVE PROCEDURES**

#### **Announcement of the Position**

The position shall be open for a minimum of 30 working days. The recruitment period will be extended where the applicant pool has fewer than 6 minimally qualified applicants.

Announcements will state that if reference letters are included with their application packet, the letters will be used as part of the determination as to whether the applicant may receive an invitation for an interview.

Executive management employees refers to the positions of Chancellor, Vice Chancellors, and College Presidents.

#### **Search and Selection Committees Composition**

##### **CHANCELLOR**

The Search Committee for the position of Chancellor is as follows:

- Two Board members appointed by the Board of Trustees.
- One community member **appointed by the Board of Trustees**
- One College President appointed by the Chancellor **or the Board of Trustees**
- Three Academic Senate representatives appointed by the Senates of the three colleges
- One Student Trustee or Designee
- One representative of Coast Federation of Classified Employees (CFCE) appointed by CFCE
- One representative of Coast Federation of Educators (CFE) appointed by CFE
- One representative of Coast Community College Association/California Teachers Association (CCA/CTA) appointed by CCA/CTA
- One administrative representatives appointed by Coast District Management Association (CDMA)
- One Confidential employee appointed by the Confidential employees

**TOTAL: 12 13 members**

**Advisor: Vice Chancellor, Human Resources or designee of the Board of Trustees**

The Search Committee shall appoint the Search Committee chair.

The Search Committee shall endeavor to recommend 3 to 5 unranked finalists it feels are best qualified to the Selection Committee. If in the consensus of the Search Committee through the Chair is that fewer than 3 candidates would be advanced to the Selection Committee, it can recommend (a) a new search and a reopening announcement, or (b) that a reopening be deferred for a period of time. The Coast Community College District is committed to achieving diverse representation in candidate pools and in Selection Committees.

The Selection Committee shall consist of the five (5) elected Trustees.



## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

50-1-17-1

Cont'd

### **VICE CHANCELLOR**

The Search Committee for the position of Vice Chancellor is as follows:

- One Board member appointed by the Board of Trustees
- One community member **appointed by the Board of Trustees**
- One Vice Chancellor appointed by the Chancellor
- One College President appointed by the Chancellor
- Three Academic Senate representatives appointed by the Senates of the three colleges
- One Student Trustee or Designee
- One representative of Coast Federation of Classified Employees (CFCE) appointed by CFCE
- One representative of Coast Federation of Educators (CFE) appointed by CFE
- One representative of Coast Community College Association/California Teachers Association (CCA/CTA) appointed by CCA/CTA
- One administrative representative appointed by Coast District Management Association (CDMA)
- One Confidential employee appointed by the Confidential employees

**TOTAL: 12 13 members**

Advisor: Chancellor or designee.

The Search Committee members shall appoint the Search Committee chair.

The Search Committee shall endeavor to recommend 3 to 5 unranked finalists it feels are best qualified to the Selection Committee. If in the consensus of the Search Committee through the Chair, is that fewer than 3 candidates would be advanced to the Selection Committee, it can recommend (a) a new search and a reopening announcement, or (b) that a reopening be deferred for a period of time. The Coast Community College District is committed to achieving diverse representation in candidate pools and in Selection Committees.

The Selection Committee shall consist of the five (5) elected Trustees, with the advice of the Chancellor.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

50-1-17-1

Cont'd

### **PRESIDENT**

The Search Committee for the position of College President is as follows:

- One Board member appointed by the Board of Trustees
- One community member appointed by the Board of Trustees
- \*One representative from the college filling the position, appointed by the sitting college President
- One College President appointed by the Chancellor
- Three Academic Senate representatives from the college filling the position, appointed by the Senate
- One Student Trustee or Designee
- One representative of Coast Federation of Classified Employees (CFCE) from the college filling the position, appointed by CFCE
- One representative of Coast Federation of Educators (CFE) from the college filling the position, appointed by CFE
- One representative of Coast Community College Association/California Teachers Association (CCA/CTA) from the college filling the position, appointed by CCA/CTA
- Two administrative representatives appointed by the Coast District Management Association (CDMA) of the College Unit

**TOTAL: 12 13 members**

Advisor: Chancellor or designee

\*In special circumstances, the Chancellor shall appoint this representative.

The Committee members shall select the Search Committee chair.

The Search Committee shall endeavor to recommend 3 to 5 unranked finalists it feels are best qualified for the position to the Selection Committee. If in the consensus of the Search Committee through the Chair is that fewer than 3 candidates would be advanced to the Selection Committee, it can recommend (a) a new search and a reopening announcement, or (b) that a reopening be deferred for a period of time. The Coast Community College District is committed to achieving diverse representation in candidate pools and in Selection Committees.

The Selection Committee shall consist of the five (5) elected Trustees, with the advice of the Chancellor.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

50-1-17-1

Cont'd

### **Responsibilities**

The Chancellor is responsible for:

1. After seeking input from the members of Chancellor's Cabinet, determining position needs and making such determinations as recommendations to the Board of Trustees.
2. Supporting the pursuit of diversity throughout the entire Search and Selection processes.
3. Articulating the District's needs regarding the position to the Search and Selection Committee Members.
4. Assisting the Search Committee in the creation of the position announcement for all positions except Chancellor.
5. Ensuring the integrity of the procedures established by this Policy.

The Vice Chancellor for Human Resources is responsible for:

1. Developing Search and Selection procedures that support this Policy.
2. Providing training to all members of Search and Selection Committees to ensure that the activities of the committees comply with applicable state and federal laws and regulations, this Policy, and the Human Resources search and selection procedures developed to support this Policy. This training will include providing each member of the Search and Selection Committees with a written copy of the District Executive Management Hiring Policy and the Human Resources Search and Selection procedures.
3. Supporting the Coast District's pursuit of diversity in the hiring of employees
4. Facilitating the implementation of the procedures established by this policy, including being a resource to the Search and Selection Committees when requested to do so by a committee or committee member.
5. Ensuring that only applications that are received by the closing date of the position are forwarded to the Search Committee.
6. Coordinating the recruitment/advertising campaign for the position.

7. Providing logistical and clerical support as needed to the Search and Selection Committees.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

50-1-17-1

Cont'd

8. Reviewing the paper-screening criteria and interview questions for the Search Committee, and the interview questions for the Selection Committee to ensure compliance with local, state, and federal laws.
9. Coordinating the reference-checking phase of the Selection process.

The Search Committee members are responsible for:

1. In consultation with the Chancellor, creating the recommended position announcement/job announcement. The creation of the position announcement/job description will include the determination of the minimum and desired qualifications for the position. For the position of Chancellor, the position announcement/job description will be created in consultation with the Board of Trustees.
2. Supporting the pursuit of diversity throughout the Search process.
3. Selecting the Chair of the committee.
4. In consultation with the Vice Chancellor for Human Resources, determining the calendar plan for the steps in the search process, including the days and times of all committee meetings and an interview schedule that is sensitive to the needs of applicants and meets the needs of every member of the Selection Committee.
5. Reviewing all applications to determine the minimum qualifications for the position have been met.
6. Determining paper-screening criteria based upon the position's required and desired criteria as stated in the position announcement and paper-screening each application that meets the minimum qualifications for the position. Applications that do not meet the minimum qualifications as stated in the position announcement shall not be considered by the Search Committee.
7. Determining which applicants will be invited to an interview based upon the accumulated results of the paper-screening process.
8. Determining interviewing criteria.
9. Interviewing each interviewed applicant equivalently, respectfully, and conscientiously.

## **GENERAL PERSONNEL POLICIES**

(Employment Principles)

50-1-17-1

Cont'd

10. Discussing the relative strengths and weaknesses of the applicants interviewed. Professional experience by individual committee members with applicants shall be shared by committee members as a part of this discussion.
11. Recommending the most highly qualified applicants to the Selection Committee. If the Search Committee is unable to recommend a minimum of three (3) applicants to the Selection Committee, the position will be reopened for additional applicants.
12. Excusing committee members for the remainder of the process if they are unable to attend every meeting and interview.
13. Respecting the confidentiality of the Search process.

The Chair of the Search Committee is responsible for:

1. Setting agendas and conducting all meetings of the committee.
2. Representing the Search Committee to the Vice Chancellor for Human Resources, the Chancellor, and the Board of Trustees.
3. Serving as the Search Committee's representative to the Selection Committee.

The Selection Committee members are responsible for:

1. Respecting the work of the Search Committee by interviewing every applicant forwarded by the Search Committee for their consideration.
2. Supporting the pursuit of diversity during the Selection process.
3. Creating interview questions for the finalist applicants.
4. Developing an interview schedule that is sensitive to the needs of applicants and meets the needs of every member of the Selection Committee.
5. Interviewing all applicants equally, respectfully, and conscientiously.
6. Recognizing that the Search Committee did not have access to any reference checking information provided to the Selection Committee.

7. Respecting the confidentiality of the Selection process.

8. Selecting the candidate who best fulfills the requirements of the position.

**BONNIE J. BRUCE**  
9163 CALADIUM AVENUE  
FOUNTAIN VALLEY, CA 92708  
(714) 841-0218

**PROFESSIONAL BACKGROUND**

<b>Present</b>	<b>Owner/Director Chancy and Bruce Educational Resources, Inc.</b>
<b>2000 - 2005</b>	<b>ADVISOR, CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD APPOINTED BY GOVERNOR GRAY DAVIS (July, 2000)</b>
Bill 1548	Advisor to Board Member. Co-Manager for Implementation of Assembly
	the Initiative for Education and the Environment
Sept., 2004)	Served as Advisor to the Chair of the Board (June, 2000 -
	Appointed to serve as Interim Executive Director for 6 months while a nation-wide search was conducted (January, 2001 - June, 2001) Approximately 400 employees, \$145 million dollar budget.
<b>1984 - present</b>	<b>FOUNDER AND OWNER OF CHANCY &amp; BRUCE EDUCATIONAL RESOURCES, INC.</b>
	<b>Early Childhood Consultant with 250 Early Childhood Centers</b>
developmental	Developed Parent Education Programs, Staff Development Seminars, Developmental Assessment Tool Conducted studies to differentiate developmental youngness and
Continuum of	delays in young children Published Early Childhood Curriculum Guide, Early Childhood
for	Development ages three to six, and Early Childhood Activities Booklet Parents.
Childhood	Interfaced with over 100,000 children and parents and 250 Early Centers
<b>1990 -2000</b>	<b>CONSULTANT</b>
School	Disabilities Coordinator for Head Start, Bellflower Unified School District Coordinator, Preschool Early Intervention Program, Bellflower Unified District Instructor, UCI University Extension, Child Development Classes Instructor, Montessori Academy, Child Development Classes
<b>1990- 2000</b>	<b>HUNTINGTON BEACH HIGH SCHOOL DISTRICT BOARD OF TRUSTEES Elected Member and Two-Term President</b>
school,	Appointed in 1990, Elected in 1992, and 1996. Responsible for educational and administrative policies for six comprehensive high schools, continuation high
Board, 1995	and adult school. \$100 million dollar budget, 14,000 students. President of and 1999.
<b>1977 - 1982</b>	<b>TULLAHOMA CITY SCHOOL DISTRICT, Tullahoma, Tennessee Substitute Teacher/ Resource Special Education Teacher</b>

## **EDUCATION AND CREDENTIALS**

MIDDLE TENNESSEE STATE UNIVERSITY, MURFREESBORO, TENNESSEE  
Master of Education, Emphasis Special Education (1982)

WEST VIRGINIA WESLEYAN COLLEGE, BUCHANNON, WEST VIRGINIA  
Bachelor of Science, Home Economics - Human Development and Family  
Studies (1966)

TEACHING CREDENTIAL - STATE OF CALIFORNIA  
Single Subject, Preschool - Adult, Specialist, Learning Handicapped, Preschool-  
Adult

## **PROFESSIONAL ORGANIZATIONS**

ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN, AMERICAN  
ASSOCIATION OF  
CONSUMER SCIENCES, LEARNING DISABILITIES OF AMERICA, CALIFORNIA  
SCHOOL BOARDS ASSOCIATION, ASSOCIATION FOR CURRICULUM AND  
INSTRUCTION,  
INTERNATIONAL SOCIETY FOR YOUNG CHILDREN

## **CIVIC ORGANIZATIONS**

FOUNTAIN VALLEY CHAMBER OF COMMERCE, AMERICAN HEART  
ASSOCIATION,  
WOMEN IN LEADERSHIP, SOROPTIMIST OF WESTMINSTER, (Awarded  
Woman of Distinction Award in Education), PRETEND CITY GOVERNING  
BOARD, PTA, FRIENDS OF THE LIBRARY, AMERICAN ASSOCIATION  
OF UNIVERSITY WOMEN, LEAGUE OF WOMEN VOTERS



Michelle M. Lents

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Katrina Anne Foley

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Facsimile: (949) 756-5261

**Internet:** [www.lentsfoley.com](http://www.lentsfoley.com)

A Professional Law Partnership

## ***KATRINA ANNE FOLEY***

Katrina Foley was elected to the Costa Mesa City Council in November 2004 and again in 2008. Katrina's focus is on making Costa Mesa better for families. She has two school age boys and is married to Casey Swanson, a local teacher.

Katrina serves as the Chair to the Redevelopment Agency and City Council liaison to the following: Annexation Sub-Committee, OC Fair, Newport-Mesa Unified School District, Youth in Government Program, and Child Care & Youth Services Committee, Cultural Arts Committee, and Santa Ana River Trail Blue Ribbon Committee.

Katrina also has served her community as Chair of the Coast Community College Citizens Oversight Committee, as a Trustee for the Vector Control Board, and Council representative for the Advisory Counsel to the Orange County Great Park. Prior to her election, she served on the city's Planning Commission for more than five years, as a member of the Newport-Mesa Unified School District Measure A Oversight Committee, and the Costa Mesa Human Relations Committee.

Katrina also volunteers her time on several non-profit boards. She is a Director and Secretary for the Costa Mesa Community Athletic Foundation. She has also served as a Director for four countywide non-profit boards: the Girl Scouts, the Orange County Women Lawyers Association, the Orange County Trial Lawyers Association, and Orange County HeadStart. Katrina is a member of the Hispanic and Celtic Bar Associations, and volunteers her time for numerous civic organizations including the Sonora Elementary School PTA, where she is President.

### **Successful Businesswoman & Employment Lawyer**

Katrina is a managing partner in the woman-owned law firm Lents & Foley, LLP in Newport Beach. The firm was established in 1998. In 2001 and 2004, Katrina was honored by Women in Leadership and the National Association of Women Business Owners' at the annual Remarkable Women Awards event.

### **Educated in the Public School System**

Katrina is a proud graduate of HeadStart, UCLA (BA - English), and Seattle University (Juris Doctorate) on a Dean's Scholarship. Upon graduating law school, Katrina received numerous public service awards including the National Association of Women Lawyers 1996 Outstanding Woman Graduate, and Washington State Trial Lawyers Association Public Service Award.

### **Awards and Recognitions**

In December 2007, Katrina was awarded the Advocating Healthy Families Super Star Award from the Health Funders Partnership of Orange County, and in April 2007, she was awarded the Childs Pace John Upton Award for her work to enrich and lighten the load of families in Costa Mesa.

Katrina is dedicated to collaborating within the community to improve the lives of children and families.



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Coast Community College District ("District") and \_\_\_\_\_ ("Administrator") hereby enter into this Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."

2. **Position.** The District hereby employs Administrator in the position of \_\_\_\_\_.

3. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are integrated into this Agreement.

4. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job specifications for the named position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or the supervising administrator(s).

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing \_\_\_\_\_ and ending \_\_\_\_\_. This Agreement expires on \_\_\_\_\_ and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule \_\_\_\_, Range \_\_ Step \_\_, payable on a monthly basis. Salary for a service period less than the full academic year shall be paid on a prorated basis. Initial placement and advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is \_\_\_\_ months.

8. **Health and Welfare Benefits.** District shall provide the Administrator with health and welfare benefits as approved by the Board of Trustees for all District educational administrators. Such benefits shall be as currently provided or as subsequently modified by the Board of Trustees.

9. **Fringe Benefits.** Administrator shall receive all fringe benefits including, but not limited to, vacation, sick leave, holidays, leaves of absence, and reimbursement of job-related expenses, as specified in Board policy and regulations. Such benefits shall be as currently provided or as subsequently modified by the Board of Trustees.

10. **Evaluation.** Administrator should be evaluated within six months after initial employment in an administrative assignment. Thereafter, Administrator shall be evaluated pursuant to District policy and regulations. An evaluation should be completed prior to November 30 of the last academic year of the Agreement for administrators with agreements exceeding one year,

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, the Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, shall be in accordance with the Board Policy #050-1-16 and *Education Code* § 87458. Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Dismissal or Imposition of Penalties During the Term of the Agreement:** The grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall include, but are not limited to, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and violation of law or District policy or procedures. Administrator shall be entitled to due process protections as required by law.

13. **Buy-Out of Agreement.** Pursuant to *Government Code* § 53260, if the District terminates this Agreement without cause, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

14. **Reassignment During the Term of the Agreement.** The Board of Trustees may, without cause, reassign Administrator to any administrative or faculty position for which Administrator is qualified. In consideration of the District's right of reassignment, the District shall pay to Administrator his or her current salary for the remainder of the term of this Agreement.

15. **Savings Clause.** If any provision of this Agreement is held to be contrary to law, all other provisions shall continue to remain in full force and effect.

16. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

17. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

The Parties have duly executed this Agreement on the dates indicated below.

\_\_\_\_\_  
Jim Moreno  
President, Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

