
AGENDA

**Coast Community College District
Regular Meeting of the Board of Trustees
Date: Wednesday, February 2, 2011
5:00 p.m. Closed Session 6:30 p.m. Regular Meeting
Board Room - 1370 Adams Avenue, Costa Mesa, CA 92626**

1.00 Preliminary Matters I

1.01 Call to Order

1.02 Roll Call

1.03 Public Comment (Closed 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 Secretary of the Board of Trustees 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 Secretary of the Board of Trustees at, (714) 438-4848, as soon as possible to inform us of your particular needs so that appropriate accommodations may be made.

1.04 Recess to Closed Session

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

1.04.01 Public Employment (Pursuant to Government Code 54957 (b)(1))

1. Faculty Special Assignments
2. Substitute Faculty
3. Full-time Faculty
4. Part-time Faculty
5. Educational Administrators
 - a. Interim Vice President of Student Services
 - b. Interim Vice President Student Services & Economic Development
6. Classified Management
7. Classified Staff

8. Reclassification and Reorganization/Reassignment
9. Classified Temporary Assignments
10. Hourly Staff
11. Substitute Classified
12. Clinical Advisor/Summer
13. Medical Professional Hourly Personnel
14. Student Workers

Public employment materials are available upon request from the Board of Trustees' Office

**1.04.02 Conference with Legal Counsel: Existing Litigation
(Pursuant to sub-section "a" of Government Code Section 54956.9)**

Morgenstern v. Orange Coast College et al., Orange County Superior Court
Case No. 30-2008-00109222
Jacobson v. Coast Community College District (Arbitration)
Coast Community College Association vs. Coast Community College District,
PERB Case#LA-CE-54-36-E
Coast Community College District vs. MEP, Inc. et al., Orange County Superior
Court Case No. 30-2010-00380564
NGB Enterprises vs. Coast Community College District, Orange County Superior
Court Case No. 2010-00423404
Coast Community College Association vs. Coast Community College District (Arbitration)

**1.04.03 Conference with Labor Negotiator
(Pursuant to Government Code Section 54957.6)
Agency Negotiator: Deborah Hirsh, Vice Chancellor, Human Resources**

Employee Organizations:
Coast Federation of Classified Employees (CFCE),
Coast Community College Association-California Teachers
Association/National Education Association (CCCA-CTA/NEA),
Coast Federation of Educators/American Federation of Teachers (CFE/AFT),
Unrepresented Employees: Association of Confidential Employees (ACE),
Unrepresented Employees: Coast District Management Association (CDMA),
Educational Administrators

**1.04.04 Public Employee Discipline/Dismissal/Release
(Pursuant to Government Code Section 54957)**

- 1.05 Reconvene Regular Meeting at 6:30 p.m.**
- 1.06 Pledge of Allegiance – Trustee Jerry Patterson, President**
- 1.07 Report of Action in Closed Session (if any)**
- 1.08 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 Secretary of the Board 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 Secretary of the Board at, (714) 438-4848, as soon as possible to inform us of your particular needs so that appropriate accommodations may be made.

2.00 Informative Reports I

(Oral reports shall be limited to a maximum of three minutes. If requested and provided to the Board during the oral report, a written report shall be included as part of the public record. These reports generally will cover issues such as past and upcoming activities, student enrollment, budgetary issues, student concerns, and employee concerns)

2.01 Report from the Chancellor

2.02 Reports from the Presidents

2.03 Reports from the Presidents of Student Government Organizations

2.04 Reports from the Academic Senate Presidents

2.05 Reports from the Presidents of Employee Representative Groups

2.06 Reports from the Board of Trustees

2.07 Reports from the Board Committees & Review of Board Committee Meeting Dates

3.00 Informative Reports II

3.01 Quarterly Financial Status Report

3.02 Annual Report of the District Management Professional and Staff Development Program Committee for 2009-2010, in Compliance with BP 7886, Management Professional and Staff Development Program

3.03 Annual Report of the District Classified Professional Development Program for 2009-2010, in Compliance with BP 7854, Coast Community College District Classified Employees Professional Development Program Guidelines

3.04 Annual Report from Coast Colleges' Foundation Directors

3.05 Opportunity for the Board to Review Proposed Revisions to Board Policy 6701 Use of Facilities and Board Policy 6702 Usage Fees for Facilities and/or Equipment Coastline - Golden West - Orange Coast

4.00 Matters for Review, Discussion and/or Action I

4.01 Board Meeting Dates

- 4.02 Meetings and Conferences of the American Association of Community Colleges (AACC), Association of Community College Trustees (ACCT) & California Community College League (CCLC)**
- 4.03 The Board Directives Log**
- 4.04 Buildings and Grounds Reports**
 - Orange Coast College New Consumer Health & Science Lab (ABC) Building
 - Orange Coast College Student Center Renovation
 - Golden West College Learning Resource Center
 - Coastline College Newport Beach Learning Center
- 5.00 Matters for Review, Discussion and/or Action II**
 - 5.01 Opportunity for the Board of Trustees to Discuss Proposed New Policy BP 3600, Auxiliary Organizations**
 - 5.02 Initial Proposal of the Coast Federation of Educators/American Federation of Teachers Local 1911 to Negotiate a Successor Agreement with the Coast Community College District**

CONSENT CALENDAR

- 6.00 Travel**
 - 6.01 Authorization for Attendance at Meetings and/or Conferences**
- 7.00 Curriculum Approval**
 - 7.01 DIS – Curriculum Approval**
- 8.00 Authorization for Student Trips**
 - 8.01 GWC – Student Trips**
- 9.00 Authorization for Special Projects**
 - 9.01 GWC – Special Projects**
 - 9.02 OCC – Special Projects**
- 10.00 Authorization to Apply for Funded Programs**
 - 10.01 DIS - Authorization to Apply for Funded Programs**
- 11.00 Authorization to Enter Into Standard Telecourse Agreements**
 - 11.01 CCC – Authorization to Enter Into Standard Telecourse Agreements**

- 12.00 Approval of Clinical Contracts**
 - 12.01 GWC – Clinical Contracts**
- 13.00 Approval of Standard Agreements**
 - 13.01 OCC – Standard Agreements**
- 14.00 Authorization for Purchase of Institutional Memberships**
 - 14.01 OCC – Institutional Memberships**
- 15.00 Authorization for Community Activities**
 - 15.01 OCC – Community Activities**
- 16.00 Personnel Items**
 - 16.01 DIS – 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 Schedule Changes, Classified Staff
 - e. Authorization for Professional Experts
- 17.00 Authorization for Independent Contractors**
 - 17.01 CCC – Independent Contractors**
 - 17.02 DIS – Independent Contractors**
 - 17.03 GWC – Independent Contractors**
 - 17.04 OCC – Independent Contractors**
- 18.00 Authorization for Staff Development**
 - 18.01 DIS – Authorization for Staff Development**
- 19.00 Approval of Purchase Orders**
 - 19.01 DIS – Purchase Orders**
- 20.00 Ratification/Approval of Checks**
 - 20.01 DIS – Ratification/Approval of Checks**

21.00 Check List for General Obligation Bond Fund

21.01 DIS –General Obligation Bond Fund

ACTION SECTION

22.00 Approval of Agreements

22.01 DIS – Approval of Employment Agreement, Interim Vice President Student Services & Economic Development, CCC

22.02 DIS – Approval of Employment Agreement, Interim Vice President of Student Services, GWC

22.03 OCC – Approve Non-Standard Agreement between the Greenwood & Hall Financial Aid Solutions and the Coast Community College District to Provide Federal Student Aid Verification Services

22.04 OCC – Approve Non-Standard Agreement between Odyssey Power and the Coast Community College District for the Annual Renewal of the Service and Support Contract for Mitsubishi 75kva UPS, Onan Generator & ATS, Fire Suppression System, Liebert Air Conditioning to the Information Technology Building on the Orange Coast College Campus

23.00 Buildings and Grounds Approvals

23.01 DIS – Authorization for Addendum No. 2 to URS Corporation; Golden West College Learning Resource Center

23.02 DIS – Authorization to File Notice of Completion

24.00 General Items of Business

24.01 DIS – Report and Adoption of Accountability Reporting for Community Colleges

24.02 DIS – Acceptance of Resignation/Retirement of Dr. Ding-Jo H. Currie, Chancellor, Coast Community College District

24.03 DIS – Approval of Chancellor Recruitment Process

25.00 Personnel Action Items

25.01 DIS – Authorization of Voluntary Separation Program

26.00 Approval of Minutes

26.01 Approval of Minutes

27.00 Close of Meeting

27.01 Public Comment (Items Not on Agenda)

27.02 Adjournment



PRELIMINARY MATTERS
(White Pages)

**Wednesday, February 2, 2011
Regular Meeting**

1. Preliminary Matters

Subject **1.01 - 1.08 Preliminary Matters**
Meeting Feb 2, 2011 - Regular Meeting
Category 1. Preliminary Matters
Access Public
Type Preliminary Matters, Consent

1.01 Call to Order

1.02 Roll Call

1.03 Public Comment (Closed Session - Items on Agenda)

1.04 Recess to Closed Session

1.04.01 Public Employment (Pursuant to Government Code 54957 (b)(1))

1.04.02 Conference with Legal Counsel: Existing Litigation (Pursuant to sub-section "a" of Government Code Section 54956.9)

1.04.03 Conference with Labor Negotiator (Pursuant to Government Code Section 54957.6)

1.04.04 Public Employee Discipline/Dismissal/Release

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

1.06 Pledge of Allegiance -Trustee Jerry Patterson, President

1.07 Report of Action in Closed Session (if any)

1.08 Public Comment (Open Session - Items on Agenda)

GENERAL INFORMATION AND REPORTS
(White Pages)

2. Informative Reports I

Subject	2.01 - 2.07 Informative Reports
Meeting	Feb 2, 2011 - Regular Meeting
Category	2. Informative Reports I
Access	Public
Type	Informative Reports

2.01 Report from the Chancellor

Dr. Ding-Jo H. Currie

2.02 Reports from the Presidents

Dr. Loretta Adrian, Coastline Community College

Dr. Dennis Harkins, Orange Coast College

Wes Bryan, Golden West College

2.03 Reports from the Presidents of Student Government Organizations

Lisa Okamoto, Coastline Community College

David Salai, Golden West College

Catherine Tran, Orange Coast College

2.04 Reports from the Academic Senate Presidents

Nancy Jones, Coastline Community College

Theresa Lavarini, Golden West College

Vesna Marcina, Orange Coast College

2.05 Reports from the Presidents of Employee Representative Groups

Ann Nicholson, Coast Federation of Classified Employees (CFCE)

Dr. Barbara Price, Coast Community College Association-California Teachers Association/National Education Association (CCCA-CTA/NEA)

Dean Mancina, Coast Federation of Educators/American Federation of Teachers (CFE/AFT)

Christina Irvin, Association of Confidential Employees (ACE)

Vince Rodriguez, Coast District Management Association (CDMA)

2.06 Reports from the Board of Trustees

Trustee Jerry Patterson, Board President

Trustee Jim Moreno, Board Vice President

Trustee Dr. Lorraine Prinsky, Board Clerk

Trustee Mary L. Hornbuckle

Trustee David A. Grant

Student Trustee Lee Fuller

2.07 Reports from the Board Committees & Review of Board Committee Meeting Dates

Accreditation Committee

Audit and Budget Committee
Career Technical Education Committee
Land Development Committee
Legislative Affairs
Personnel Committee
Orange County Legislative Task Force

Career Technical Education - February 3, 2011 at 10:30 a.m., Board of Trustees' Conference Room

Audit and Budget - February 8, 2011 at 3:00 p.m., Board of Trustees' Conference Room

Land Development - March 10, 2011 at 1:00 p.m., Board of Trustees' Conference Room

3. Informative Reports II

Subject **3.01 - 3.05 Informative Reports**
Meeting Feb 2, 2011 - Regular Meeting
Category 3. Informative Reports II
Access Public
Type Informative Reports

3.01 Quarterly Financial Status Report

Section 58310 of Title 5 of the *California Code of Regulations* requires that the District file a Quarterly Financial Status Report (Form CCFS-311Q) with the State Chancellor's office each quarter. Attached to each Trustee's agenda is the Second Quarter Financial Status Report ending December 31, 2010. The report contains the CCFS-311Q State Chancellor's Report, a General Fund Financial Status Report and Fund Balance Report for all funds. (See Attachment # 3)

Fiscal impact: None

3.02 Annual Report of the District Management Professional and Staff Development Program Committee for 2009-2010, in Compliance with BP 7886, Management Professional and Staff Development Program
(See Attachment # 1)

3.03 Annual Report of the District Classified Professional Development Program for 2009-2010, in Compliance with BP 7854, Coast Community College District Classified Employees Professional Development Program Guidelines
(See Attachment # 2)

3.04 Annual Report from Coast Colleges' Foundation Directors

Foundation Directors from Coastline Community College, Golden West College, Orange Coast College, and the District will be giving updates on their Foundation Board, activities, financials, and plans for the new year.

3.05 Opportunity for the Board to Review Proposed Revisions to Board Policy 6701 Use of Facilities and Board Policy 6702 Usage Fees for Facilities and/or Equipment Coastline - Golden West - Orange Coast

Trustees shall have the opportunity to review proposed revisions to Board Policy 6701 Use of Facilities and Board Policy 6702 Usage Fees for Facilities and/or Equipment Coastline - Golden West - Orange Coast. Additions to the policy are in **bold** and deletions are in ~~strike through~~. After Trustee review and comment, these proposed revisions to the policy will be returned to the February 16, 2011 meeting for adoption. (See Attachment # 6)

File Attachments

[Copy of Professional Development Annual Report Fiscal Year 2009 - 2010.pdf \(25 KB\)](#)

[Management Compliance Rpt 09-10.pdf \(18 KB\)](#)

[BUSINESS OPERATIONS 2011.pdf \(247 KB\)](#)

4. Matters for Review, Discussion and/or Action I

Subject	4.01 - 4.04 Matters for Review, Discussion and/or Action
Meeting	Feb 2, 2011 - Regular Meeting
Category	4. Matters for Review, Discussion and/or Action I
Access	Public
Type	Matters for Review, Discussion and/or Action

4.01 Board Meeting Dates

February 5, 2011 - Board Retreat Meeting
February 16, 2011 - Regular Meeting
March 2, 2011 - Regular Meeting
March 16, 2011 - Regular/Study Session
April 6, 2011 - Regular Meeting
April 20, 2011 - Service Awards
May 4, 2011 - Regular Meeting
May 18, 2011 - Regular Meeting
June 15, 2011 - Regular/Study Session
July 20, 2011 - Regular Meeting
August 3, 2011 - Regular/Study Session
August 17, 2011 - Regular Meeting
September 7, 2011 - Regular/Study Session
September 21, 2011 - Regular Meeting
October 5, 2011 - Regular Meeting
October 19, 2011 - Regular/Study Session
November 2, 2011 - Regular Meeting
November 16, 2011 - Regular Meeting
December 14, 2011 - Organizational Meeting

4.02 Meetings and Conferences of the American Association of Community Colleges (AACC), Association of Community College Trustees (ACCT), California Community College League (CCLC), & California Community College Trustees (CCCT)

February 13-16, 2011 Washington D.C., ACCT National Legislative Summit
March 8-11, 2011 Pacific Grove, CCLC Asilomar Leadership Skills Seminar
March 16-18, 2011 Las Vegas, NV, ACCT, Governance Leadership Institute
March 21, 2011 Sacramento, CA, CCLC, Phi Theta Kappa All-California Academic Team Awards
April 9-12, 2011 New Orleans, LA, AACC's Annual Convention
April 15-16, 2011 Sacramento, CA, CCCT Executive Committee and Board Meetings
April 29- May 1, 2011 Monterey, CA, CCLC Annual Trustees Conference
June 17-18, 2011 Sacramento, CA CCCT Executive Committee and Board Meetings
June 23-25, 2011 Ventura Beach, CA, CCLC, Classified Leadership Institute
August 3-5, 2011 Washington D.C., ACCT, New Trustee Governance Leadership Institute
August 12-13, 2011 San Francisco, CA, CCLC Student Trustee Workshop
October 12-15, 2011 Dallas, TX, ACCT Annual Leadership Congress
November 17-19, 2011 San Jose, CA, CCLC, Annual Convention and Partner Conferences

4.03 The Board Directives Log

The Board Directives Log tracks requests made by the Board of Trustees. A copy of the Board Directives

Log is available for review in the Board of Trustees' Office and at Board Meetings. The Board may take action pertaining to matters on the Log by adding, deleting, or modifying items.

4.04 Buildings and Grounds Reports

Orange Coast College New Consumer Health & Science Lab (ABC) Building

Architect: LPA Architecture
Construction Manager: CW Driver
Est. Completion: January 2011
Funding: Measure C General Obligation Bond and State Capital Outlay Funds

Project Status: After exhausting all efforts, this building is open to students. While the building is fully functional, a minimal amount of finish and corrective work remains and will be completed during off-hours. Notices of Completion will be presented for approval at the February 16th Board meeting. The project team will shift focus to contractor close-out, change order resolution, and Leadership in Energy Efficient Design (LEED) accreditation.

Orange Coast College Student Center Renovation

Architect: AEPC Architecture
Construction Manager: CW Driver
DSA Approval: April 2010
Construction Start: June 2010
Est. Completion: January 2011
Funding: Measure C General Obligation Bond

Project Status: Construction is complete, contractors demobilized, and the contractor close-out process has begun. The Notices of Completion are recommended for Board approval on this agenda, and change orders will be negotiated and likely presented on the 2/16 agenda. Pending any unforeseen circumstances, there will be no further updates on this project.

Golden West College Learning Resource Center

Architect: Steinberg Group
Construction Manager: URS
DSA Approval: March 2008
Construction Start: July 2008
Est. Completion: April 2011
Funding Source: Measure C General Obligation Bond

Project Status: A takeover agreement between Coast Community College District and American Fire & Casualty Insurance, the performance bond holder on this project, was executed on January 6, 2011 and the project is currently remobilizing. Harbor Construction Company, Inc. has been selected as the successor contractor and will complete the project on behalf of T&Y Construction. Harbor and their subcontractors have begun working on "critical path" tasks while finalizing a detailed completion schedule. It is anticipated that construction will be completed in April.

Coastline College Newport Beach Learning Center

Architect: LPA Architecture
Construction Manager: CW Driver
DSA Approval (Phase II: Building Construction): Pending (Estimated January 2011)
Est. Construction Start: August 2010 (Phase I: Site Preparation)
Est. Completion: June 2012

Funding: Measure C General Obligation Bond

Project Status: Due to some DSA required structural revisions, the bid deadline has been extended to February 15th to allow adequate time for bidders to assess scope changes and revise their bids. A recommendation for award will be presented on the March 2nd Board agenda for consideration.

File Attachments

[02-02-11 Meeting.pdf \(16 KB\)](#)

5. Matters for Review, Discussion and/or Action II

Subject	5.01 - 5.02 Matters for Review, Discussion and/or Action
Meeting	Feb 2, 2011 - Regular Meeting
Category	5. Matters for Review, Discussion and/or Action II
Access	Public
Type	Matters for Review, Discussion and/or Action

5.01 Opportunity for the Board of Trustees to Discuss Proposed New Policy BP 3600, Auxiliary Organizations

At the Request of the Board President, Trustees shall have the opportunity to discuss Proposed New Policy BP 3600, Auxiliary Organizations. After Trustee review and comment, this policy will be returned to the Action Section of the February 16, 2011 Agenda for adoption. (See Attachment # 5)

5.02 Initial Proposal of the Coast Federation of Educators/American Federation of Teachers Local 1911 to Negotiate a Successor Agreement with the Coast Community College District

The Coast Federation of Educators, AFT Local 1911, AFL-CIO (Federation) submits the following for public review and comment as part of the process of negotiating to replace the current bargaining unit agreement that expires on June 30, 2011.

The Coast Federation of Educators, AFT Local 1911, AFL-CIO, believes that the faculty are the backbone of the Coast Community College District. When faculty are given optimum environment, support, and respect, they can maximize their effectiveness which in turn helps our students reach their goals. Successful students benefit the community at large, and ultimately, our state, California. Reaching these educational goals can be achieved through the interests of fairness in compensation, quality in programs, and excellence in reputation.

Increasingly, more is being asked of faculty with less time and support. Many of our disciplines are rapidly evolving, requiring constant updating of expertise in our fields. Additionally, much updating is required for licensing and accreditation of programs. Students are coming to our classrooms with an increasingly wider variety of needs and skill levels, demanding more of their instructors. Faculty are being asked to provide more documentation to address technological changes and reporting agency mandates, well beyond the standard grading and evaluations mandated in our contract. Fiscal constraints have reduced our ranks by more than 20% over the last 10 years, adding layers of responsibility to full-time tenured faculty and part-time faculty as they take on the department, discipline, and college responsibilities previously provided by their former colleagues, well beyond what is stipulated in our current contract. Meanwhile, the number of students we serve has increased, further amplifying demands on an already overtaxed faculty.

The bargaining unit agreement between the Coast Federation of Educators and the Coast Community College District has not been fully renegotiated since 2002. In the interim, the parties have negotiated modifications to a handful of articles, but the agreement in its current state is long overdue for updating and currency. For example, the special working conditions associated with distance learning, absolutely necessary for online student success, are barely mentioned in our contract. Distance learning has grown exponentially during the last eight years.

As a result of extensive surveys and meetings with our members, experience with enforcement of the current contract, and changing conditions of the workplace, the Federation has formed a team that has been preparing to negotiate a successor agreement. We believe the faculty, the students, the District, and the larger community will be well served by this new agreement. Therefore, we offer the following interests for negotiation. The Federation reserves its rights to modify its initial proposal, for example, by opening

additional articles and/or sections, as it deems necessary and appropriate.

The following Federation interests will be served by the opening and negotiating of the articles identified in parentheses:

- Amending and defining terms used in the agreement, including but not limited to the definition of our unit (Article 2)
- Clarifying the role of the calendar committee and duty vs. non-duty days (Article 3)
- Amending and clarifying the rights of the District as they relate to faculty working conditions (Article 4)
- Increasing the rights of the Federation to reflect current practices, needs, and technology (Article 5)
- Increasing the usefulness of faculty evaluations to improve instruction (Article 8)
- Increasing the Federation's involvement in program review as it relates to working conditions (Article 9)
- Addressing textbook issues, and improving working conditions for IUA's / Department Chairs (Article 10)
- Addressing faculty workload concerns, loading factors, developing a viable overload banking program, and improving representation to our members (Article 11)
- Increasing faculty safety at the workplace, clarifying faculty office issues, clarifying duty vs. non-duty days, and improving scheduling processes. (Article 12)
- Addressing partial day sick leave issues, transfer of sick leave to colleagues, and other sick leave issues (Article 14)
- Negotiating a new article that standardizes and clarifies processes and procedures regarding student complaints and grievances against faculty (replacing Article 15)
- Improving faculty leave rights (Article 17)
- Clarifying issues regarding the pre-retirement program, and offering retirement incentives for members. (Article 18)
- Expanding professional development opportunities for members in order to stay abreast of changes in their fields of expertise (Article 21)
- Improving transfers and reassignments to better serve faculty in their instructional areas (Article 22)
- Increasing the rights of faculty to their intellectual property (Article 23)
- Strengthening faculty organizational rights (Article 25)

File Attachments

[Auxiliary Organizations Policy.pdf \(105 KB\)](#)



CONSENT CALENDAR

(Yellow Pages)

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.

6. Travel

Subject	6.01 DIS - Authorization for Attendance at Meetings and/or Conferences
Meeting	Feb 2, 2011 - Regular Meeting
Category	6. Travel
Access	Public
Type	Consent

Meetings for the Board of Trustees

None.

Meetings for Faculty and Staff

RAYLINE J ANDERSON, Child Devlpmnt Spclt (OCC), to attend the Music to Make Transitions Fun, February 5, 2011, Garden Grove, CA, without loss of salary, with reimbursement for allowable expenses of \$25, including a registration fee of \$25, to be paid from Children's Center Foundation Funds.

MICHELLE R ARANT, Child Care Centr Spv (OCC), to attend the Observation and Assessment Training, February 3, 2011, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$25, including a registration fee of \$25, to be paid from Children's Center Foundation Funds.

MICHELLE R ARANT, Child Care Centr Spv (OCC), to attend the Music to Make Transitions Fun, February 5, 2011, Garden Grove, CA, without loss of salary, with reimbursement for allowable expenses of \$25, including a registration fee of \$25, to be paid from Children's Center Foundation Funds.

DING-JO H CURRIE, Chancellor (CCCD), to attend the University of California Berkley Executive Leadership Academy, February 28-March 1, 2011, San Antonio, TX, without loss of salary, with reimbursement for actual expenses, including travel by Air Coach, to be paid from Chancellor's Conference Funds.

WANDA N DOTY, Dst Acct Pay/Bgt Mgr (CCCD), to attend the SunGard Summit 2011, March 19 - 23, 2011, New Orleans, LA, without loss of salary, with reimbursement for allowable expenses of \$2,500, including a registration fee of \$925, travel by Air Coach, to be paid from Mgmt Prof & Staff Development, Voyager Conference Funds.

CORINE L DOUGHTY, Director, Career Services (OCC), to attend the California Community College Association of Occupational Educators, March 20 - 25, 2011, Oakland, CA, without loss of salary, with reimbursement for allowable expenses of \$2,500, including a registration fee of \$395, travel by Air Coach, to be paid from Perkins Career Development State Advisory Grant.

FERNANDO GONZALEZ, Accounting/Fiscal Specialist (OCC), to attend the California Community College Association of Occupational Educators, March 22 - 25, 2011, Oakland, 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 Perkins Career Development State Advisory Grant.

CENDY GUADARRAMA, Hrly/Temp Service (OCC), to attend the Young Artist Spring Workshop, March 12, 2011, Garden Grove, CA, without loss of salary, with reimbursement for allowable expenses of \$25, including a registration fee of \$25, to be paid from Children's Center Foundation Funds.

RAINE L HAMBLY, Educ & Grant Serv Coordinator (CCCD), to attend the Educating for Careers, March 2 - 5, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$1,600, including a registration fee of \$355, travel by Air Coach, to be paid from CTE Community Collaborative Grant, to present resources created by a District grant.

DANNY C JONES, Administrative Dean (CCC), to attend the Innovation Mission-Driven Institutions 'Role in Reshaping Higher Education' Meeting, February 9-11, 2011, Tempe, AZ, without loss of salary, with reimbursement for allowable expenses of \$125, to be paid from Executive Dean's Discretionary Expense.

RICHARD B KUDLIK, Dir Of Intrnl Ad Svc (CCCD), to attend the Community College Internal Auditors Spring 2011 Conference, May 4 - May 6, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$50, travel by Air Coach, to be paid from Internal Audit Mgmt Conference Funds, to learn about audit issues affecting California community colleges.

RICHARD B KUDLIK, Dir Of Intrnl Ad Svc (CCCD), to attend the State of Education in Orange County 2011, February 24, 2011, Costa Mesa, CA, without loss of salary, with reimbursement for allowable expenses of \$20, including a registration fee of \$20, to be paid from Internal Audit Mgmt Conference Funds. Sponsored by Orange County Department of Education.

MICHELLE K MA, Dir Mktg & Pub Rel (CCC), to attend the Business Education Statewide Advisory Committee (BESAC) Annual Conference, April 4-7, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$500, to be paid from BESAC Grant Funds.

RICHARD C MATHIAS, Hourly Instructor (CCC), to attend the Business Education Statewide Advisory Committee (BESAC) Meeting, February 4-5, 2011, Fresno, CA, without loss of salary, with reimbursement for allowable expenses of \$500, including rental car and insurance, to be paid from CTE-VTEA BESAC Funds. Due to the location in the Central Valley, Instructor will rent a car in OC and get reimbursement for rental and gas, in lieu of airfare, not to exceed coach airfare equivalency.

CHRISTINA D NGUYEN, Counselor (CCC), to attend the Guiding the Health Professions Student, February 25, 2011, Long Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$15, including a registration fee of \$15, to be paid from PDI Conference & Workshops.

MARTHA M PARHAM, Dist Dir Mark & Pub (CCCD), to attend the Association of Community College Trustees National Legislative Summit, February 11-19, 2011 (Vacation: Feb. 11, 14-19), Washington, DC, without loss of salary, with reimbursement for allowable expenses of \$1,850, including travel by Air Coach, to be paid from Public Information Management Conference Funds.

JASMAH S PIERSTORFF, Child Care Centr Ast (OCC), to attend the Little Scientist Training (Part II), March 26, 2011, Garden Grove, CA, without loss of salary, with reimbursement for allowable expenses of \$25, including a registration fee of \$25, to be paid from Children's Center Foundation Funds.

RENA D QUINONEZ, Staff Specialist (OCC), to attend the 2011 California Placement Association Conference: Beyond Survival, Thriving in a Tough Economy, March 3 - 4, 2011, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$600, including a registration fee of \$200, to be paid from Perkins Career Development State Advisory Grant.

VINCENT P RODRIGUEZ, Dean, Distance Learning (CCC), to attend the Innovation Mission-Driven Institutions 'Role in Reshaping Higher Education' Meeting, February 9-11, 2011, Tempe, AZ, without loss of salary, with reimbursement for allowable expenses of \$125, to be paid from DL Funds.

BONITA L ROOHK, Dean (GWC), to attend the National Science Foundation Visiting Committee Meeting,

March 4-5, 2011, Portland, OR, without loss of salary, with no reimbursement authorized from District funds, no cost to District/Campus.

DEJAH L SWINGLE, CTE Cmty Coll Grant Coord tmp (CCCD), to attend the Educating for Careers, March 2 - 5, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$1,500, including a registration fee of \$305, travel by Air Coach, to be paid from CTE Community Collaborative Grant. To present resources created by a District grant.

DANIELA A THOMPSON, Payroll Systems Manager (CCCD), to attend the SunGard Summit 2011, March 19 - 23, 2011, New Orleans, LA, without loss of salary, with reimbursement for allowable expenses of \$2,500, including a registration fee of \$925, travel by Air Coach, to be paid from Mgmt Prof & Staff Development, Voyager Conference Funds.

MARIA S TULLAI DAVIS, Child Care Centr Ast (OCC), to attend the Little Scientist Training (Part II), March 26, 2011, Garden Grove, CA, without loss of salary, with reimbursement for allowable expenses of \$25, including a registration fee of \$25, to be paid from Children's Center Foundation Funds.

LYNN M WALKER, Hourly Instructor (CCC), to attend the California Teachers to Speakers of Other Languages Annual 2011 State Conference, April 7-10, 2011, Long Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$208, including a registration fee of \$105, to be paid from PDI Conference & Workshops.

DEBBIE L WOMACK, Child Devlpmnt Spclt (OCC), to attend the Young Artist Spring Workshop, March 12, 2011, Garden Grove, CA, without loss of salary, with reimbursement for allowable expenses of \$25, including a registration fee of \$25, to be paid from Children's Center Foundation Funds.

TRACY C YOUNG, Int Audit Asst Sr (CCCD), to attend the Community College Internal Auditors Spring 2011 Conference, May 4 - May 6, 2011, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$50, travel by Air Coach, to be paid from Internal Audit CFCE Conference Funds, to learn new updates and audit issues affecting California community colleges.

7. Curriculum Approval

Subject **7.01 DIS - Curriculum Approval**
Meeting **Feb 2, 2011 - Regular Meeting**
Category **7. Curriculum Approval**
Access **Public**
Type **Consent**

Approval of New Courses

Approval of Course Revisions/Retirements/Suspensions/Reinstatements

Approval of Programs/Options/Retirements/Suspensions/Reinstatements

Approval of General Education/Graduation Requirements/Majors

File Attachments

[Curriculum.pdf \(109 KB\)](#)

Approval of New Courses

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following course(s) be approved for inclusion in the curriculum:

Golden West College

Effective Fall 2011

Cosmetology G023 – Cosmetology, Level III; 8.0 units

52 lecture hours and 292 non-lecture hours; prerequisite: COSM G022; fee: none; grading method: letter grade. An advanced course in cosmetology that acquaints the student with basic scientific theory in electricity as it applies to cosmetology, heat and light energy, neurology, osteology, occupational safety precautions of HIV/AIDS and hepatitis B, disorders of the skin, scalp and hair, salon management, ergonomics. This course acquaints the student with the principles of advanced facials and manicuring and introduces long hair design. The student engages in manipulative training and practices these skills on patrons from the community in a beauty salon atmosphere. Level III is the third in a series of five. Each week of instruction consists of 40 hours or 8 hours per day.

Cosmetology G024 – Cosmetology, Level IV; 8.0 units

52 lecture hours and 292 non-lecture hours; prerequisite: COSM G023; fee: none; grading method: letter grade. An advanced course in cosmetology that acquaints the student with scientific theory in cosmetic chemistry, hazardous substances, wigs and hair pieces, professional development, business skills, employment opportunities, personal record keeping, salesmanship and the principles of advanced hair sculpting, coloring and styling techniques. The student engages in manipulative training and practices these skills on patrons from the community in a beauty salon atmosphere. Level IV is the fourth in a series of five. Each week of instruction consists of 40 hours or 8 hours per day.

Cosmetology G025 – Cosmetology, Level V; 8.0 units

52 lecture hours and 292 non-lecture hours; prerequisite: COSM G024; fee: none; grading method: letter grade. An advanced course in Cosmetology which acquaints the student with the State Board of Cosmetology examination and preparation for job interview skills. The student engages in advanced manipulative training and practices these skills on patrons from the community in a beauty salon atmosphere. Level V is the fifth in a series of five. Each week of instruction consists of 40 hours or 8 hours per day.

Orange Coast College

Effective Fall 2011

Photography A102 – Careers in Photography 1 unit

2 lecture hours; prerequisites: none; fee: none; grading method: student option. Introduction to careers in photography and the Photography program at Orange Coast College. Recommended to anyone interested in pursuing photography as a career goal.

Approval of Course Revisions/Retirements/Suspensions/Reinstatements

Course Revisions:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following course revisions be approved for inclusion in the curriculum:

Golden West College

Effective Fall 2011

	FROM	TO
<u>Photography G190 – Photography Fundamentals and Digital Imaging</u>		
Course Title:	Photo Fundamentals and Digital Imaging	Intro to Photography - Digital
Repeatability:	None	One Time

Orange Coast College

Effective Fall 2011

	FROM	TO
<u>Computer Information Systems A187 – Oracle Database Administration</u>		
Units:	3.0	4.0
Weekly Hours:	3 Lecture	4 Lecture
<u>Counseling A102 – Becoming A Master Student</u>		
Course Number:	A102	A105
Course Title:	Becoming a Master Student	Strategies for College Success
<u>Culinary Arts A150 – Quantity Food Preparation</u>		
Discipline Title:	Culinary Arts	Food Service Management
<u>Early Childhood A240 – Inclusion of Children with Disabilities</u>		
Units:	3.0	1.0
Weekly Hours:	3 Lecture	1 Lecture
<u>Medical Assisting A289 – Medical Assisting Specialty Procedures</u>		
Units:	1.0	1.5
Weekly Hours:	1 Lecture/1 Lab	1 Lecture/2 Lab
<u>Physical Education A105 – T'ai Chi Chih</u>		
Units:	0.5	0.5 - 2.0
Weekly Hours:	.25 Lecture/.75 Non-lecture	.25 Lecture/.75 Non-lecture – 1 Lecture/3 Non-lecture

Course Retirements:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following course(s) be approved for retirement from the curriculum:

Golden West College

Effective Fall 2011

ART G170 – Graphic Design Principles
ART G174 – Intro to Page Layout & Design-Adobe InDesign
ART G176 – Desktop Publishing Using QuarkXpress
ART G177 – Graphic Design Principles on the Computer
ART G178 – Intro to Web Page Design
ART G179 – Prepress
ART G222 – Digital Imaging

Course Suspensions:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following course(s) be approved for suspension from the curriculum:

Golden West College

Effective Fall 2011

BVP G101 – History of Radio, Television, and Broadcasting
BVP G111 – Writing for News Media
BVP G152 – Acting for the Camera
BVP G164 – 3D Graphics Production

Orange Coast College

Effective Fall 2011

Photography A126 – Digital Imaging with Photography

Course Reinstatement:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following course(s) be approved for reinstatement in the curriculum:

Orange Coast College

Effective Fall 2011

Digital Media Arts & Design A289 – Portfolio Development

Approval of Programs/Options/Retirements/Suspensions/Reinstatements

Program Suspension:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following program/option be approved for suspension:

Orange Coast College

Effective Fall 2011

Medical Assisting – Administrative Program (Certificate of Achievement)
Medical Assisting – Medical Insurance (Certificate of Achievement)
Medical Assisting – Medical Transcription (Certificate of Achievement)

Program Retirement:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following program/option be approved for retirement:

Orange Coast College

Effective Fall 2011

Costume Careers – Costume Dresser (Certificate of Achievement)
Costume Careers – Costume Stitcher (Certificate of Achievement)

Approval of General Education/Graduation Requirements/Majors

General Education/Graduation Requirements:

The College Curriculum Committee, with concurrence of the College President and the Chancellor, recommends the following program/option be approved for General Education/Graduation in the curriculum:

Orange Coast College

Effective Fall 2011

2011/12 GRADUATION & GENERAL EDUCATION REQUIREMENTS

Counseling A100 – Introduction to College

AA Degree Option 1 – General Education Requirement
Area E – Life Skills

Counseling A101 – New Horizons: Men/Women

AA Degree Option 1 – General Education Requirement
Area E – Life Skills

Counseling A109 – Developing & Understanding Happiness

AA Degree Option 1 – General Education Requirement
Area E – Life Skills

8. Authorization for Student Trips

Subject	8.01 GWC - Student Trips
Meeting	Feb 2, 2011 - Regular Meeting
Category	8. Authorization for Student Trips
Access	Public
Type	Consent

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.

Track Overnight Trips

Locations & Dates:

April 11-13, 2011 SoCal Championships @ Antelope Valley College (if qualified)

May 19-21, 2011 State Championships @ American River College (if qualified)

Department: PE/Athletics

Cost/purpose/funding source: \$1,500 for lodging, transportation and food from trusts funds

9. Authorization for Special Projects

Subject **9.01 GWC - Special Projects**
Meeting Feb 2, 2011 - Regular Meeting
Category 9. Authorization for Special Projects
Access Public
Type Consent

Inland Coalition Counselor/Career Guidance Conference

Date(s): Spring 2011 (TBA)

Department: Health Professions-HWI/RHORC

Purpose: Provide workshop to provide Inland Empire middle school, high school and community college counselors with in-depth resources for careers in health care

Cost/purpose/funding source: \$1,500 for food and supplies from RHORC Trust funds

Preceptor Instructor Course at Rio Hondo College

Date(s): March 9-10, 2011

Department: Health Professions-HWI/RHORC

Purpose: Provide two-day workshop to prepare preceptor instructors

Cost/purpose/funding source: \$1,500 for food and supplies from RHORC Trust funds

Medical Surgical Nursing Certification Course at Fountain Valley Hospital

Date(s): March 29-30, 2011

Department: Health Professions-HWI/RHORC

Purpose: Provide two-day workshop to prepare nurses for certification

Cost/purpose/funding source: \$1,500 for food and supplies from RHORC Trust funds

Theater Production "*A Streetcar Named Desire*"

Date(s): November 12 – 21, 2011

Department: Theater

Purpose: Theater performance/production

Cost/purpose/funding source: \$12,500 for royalties, scenery, costumes, sound and lighting supplies, advertising, printing and mailing, production personnel and refreshments from District Theater, Theater Trust, and ASB funds, covered by admission fees collected (\$12 general, \$10 ASB/GWC; seniors and children under 12)

Theater Production "*The Importance of Being Earnest*"

Date(s): October 14 – 23, 2011

Department: Theater

Purpose: Theater performance/production

Cost/purpose/funding source: \$12,500 for royalties, scenery, costumes, sound and lighting supplies, advertising, printing and mailing, production personnel and refreshments from Distri

Subject 9.02 OCC - Special Projects
Meeting Feb 2, 2011 - Regular Meeting
Category 9. Authorization for Special Projects
Access Public
Type Consent

Banff Radical Reels Film Festival

Date: March 23, 2011

Department: Foundation and Library

Purpose: Fundraiser for Friends of the Library

Cost/purpose/funding: Total Amount \$2,500; from proceeds

Friends of the Library Book Sale

Date: April 26, 2011

Department: Foundation and Library

Purpose: Fundraiser for the Friends of the Library

Cost/purpose/funding: Total Amount \$500; from Foundation Funds

Photo Swap Meet

Date: February 26, 2011

Department: Foundation and Photography Department

Purpose: To raise funds for the Photography program

Cost/purpose/funding: no cost

Drama Lab Hosting Visiting Scholar Robert Cohen

Series of lectures and Workshops on Dramatic Theory

Date: Week of February 17, 2011

Department: OCC- Visual and Performing Arts/Theater Arts

Purpose: Student Outreach and Professional Growth

Cost/Purpose/Funding Source: Total Contract Amount \$7,500 for speaker fees, hospitality, and event promotion. To be paid from Foundation funds.

Creating Scholars Speakers Series - Visiting Scholar Guest Lecturer

Date: February 2011

Purpose: Carol Mavor to deliver several lectures.

Cost/Purpose/Funding Source: Total amount \$2,000: round-trip airfare, promotion, advertising, gift to speaker, reception food/beverage. Speaker will not receive a fee or honorarium. To be paid from Honors Program and ASOCC funds

Green Coast Days

Date: April 6, 2011

Department: Associated Students of Orange Coast College, Honors Program, Staff Development, Business and Computing Division, and Technology Division

Purpose: OCC International Business Club, OCC Marine Science Club, OCC Honors Program, OCC Staff Development, Business and Computing Division, and Technology Division Purpose: Exhibition of alternative energy powered vehicles, technologies and events on water conservation, sustainability and the environment.

Cost/Purpose/Funding Source: Total Amount \$18,500; Materials, supplies, rentals, food, entertainment, speakers, awards. to be paid for from Foundation, Staff Development, ASOCC, and Club Funds,

Guest Lecture by Photographer Michel Tcherevkoff

Free Event open to students and general public

Date: Friday February 25, 2011

Department: OCC- Visual and Performing Arts/Photography Dept.

Location: Fine Arts Lecture Hall

Purpose: Community and Student Outreach

Cost/Purpose/Funding Source: No cost to college. Sponsored by Canon.

Non-Violence and Reconciliation Lecture and Conference

Date: February 23 – February 27, 2011

Department: Staff Development and Staff Diversity

Purpose: Performing public lecture and workshops on Non-Violence and Reconciliation Programs

Cost/Purpose/Funding Source: Staff Development and Staff Diversity Funds

Staff Diversity Events

Date: February 3 – June 30, 2011

Department: Orange Coast College Staff Development and Human Resources

Purpose: To promote and educate campus constituents on issues surrounding diversity

Cost/Purpose/Funding: Total Amount \$5,000.00; to cover food, entertainment, mailings, publications, special events, and other miscellaneous expenses. To be funded through Staff Diversity funds.

Honor Society's Membership Fees for EOPS and CARE students who participate in Honor Society Programs such as Mu Alpha Theta, Alpha Gamma Sigma, Phi Alpha Mu, Psi Beta Honorary Society, and Phi Theta Kappa

Date: Spring 2011

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

Purpose: To pay Honor Society's membership fees for EOPS and CARE students

Cost/Purpose/Funding Source: Cost will vary depending on each society, to be paid from EOPS/CARE funds.

Land – People – Era Chinese photo exhibit and Ning Yeh exhibit

Dates: February 9 – March 23, 2011; Public Opening Reception: Friday, February 11, 6-10 pm. Student Soft Opening: February 9th, 2011. 5-8 pm.

Department: Frank M. Doyle Arts Pavilion/ Visual and Performing Arts

Purpose: Exhibition and reception. Catering, refreshments, materials, installation supplies, plexi-glass, signage, printing, transport of art, all items included in mounting exhibit and reception.

Cost/Purpose/Funding Source: Expenses \$4000 To be funded through ASOCC and Co-Curricular Funds

Land – People – Era Chinese photo exhibit and Ning Yeh exhibit

Date: January 15 – April 20, 2011

Department: Frank M. Doyle Arts Pavilion/ Visual and Performing Arts

Purpose: Exhibition pick up and return of artworks to artists by director and staff person or student volunteer as assistant only.

Cost/Purpose/Funding Source: Expenses \$1000 To be funded through ASOCC and Co-Curricular Funds

The Art of Melvin Sokolsky- Curatorial collaboration with Month of Photography L.A.

Date: March 1st – May 20th 2011 Exhibition: April 1 – April 29, 2011

Department: Frank M. Doyle Arts Pavilion/ Visual and Performing Arts

Purpose: Exhibit materials, installation supplies, signage, printing, framing, transport of art, all items included in mounting exhibit and reception.

Cost/Purpose/Funding Source: Expenses \$5000 To be funded through ASOCC, Co-Curricular Funds and additional sponsors.

The Art of Melvin Sokolsky- Curatorial collaboration with Month of Photography L.A.

Date: Reception - Saturday, April 23, 6-10 pm Exhibition April 1 – April 29, 2011

Department: Frank M. Doyle Arts Pavilion/ Visual and Performing Arts

Purpose: Public reception with fashion show and music entertainment. Catering and all refreshments

Cost/Purpose/Funding Source: Expenses \$2000 To be funded through ASOCC, Co-Curricular Funds and additional sponsors.

10. Authorization to Apply for Funded Programs

Subject **10.01 DIS - Authorization to Apply for Funded Programs**
Meeting **Feb 2, 2011 - Regular Meeting**
Category **10. Authorization to Apply for Funded Programs**
Access **Public**
Type **Consent**

It is recommended that authorization be given to apply for the following funded programs and/or projects and to participate, if funded, as outlined below. It is further recommended that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign any related documents as appropriate.

Coastline College has applied for funding from The Council for Adult and Experiential Learning (CAEL) for a grant project titled: **"Maps to Credentials – Prior Learning Assessment: Plans and Programs at Coastline Community College"**. This grant will be used to fund an expansion of Coastline's present program to develop a comprehensive student roadmap and tracking system.

Fiscal Impact: If funded, Coastline College will receive \$64,000 during the 2011-2012 fiscal year.

11. Authorization to Enter Into Standard Telecourse Agreements

Subject **11.01 CCC - Standard Telecourse Agreements**
Meeting Feb 2, 2011 - Regular Meeting
Category 11. Authorization to Enter Into Standard Telecourse Agreements
Access Public
Type Consent

It is recommended that the Board authorize the Board President, or designee, to sign the Agreements and any related documents, indicating approval by the Board of Trustees.

CULTURAL ANTHROPOLOGY: OUR DIVERSE WORLD
Consortium of Distance Education (NJ)
Term of Agreement: January 1, 2011 – December 31, 2013

Fiscal Impact: No direct cost to the District. Projected revenue unknown, depending on utilization of the telecourses by the lessees and number of students enrolled in the courses.

File Attachments

[Telecourses.pdf \(36 KB\)](#)

12. Approval of Clinical Contracts

Subject	12.01 GWC - Clinical Contracts
Meeting	Feb 2, 2011 - Regular Meeting
Category	12. Approval of Clinical Contracts
Access	Public
Type	Consent

After review by District General Counsel and the College President, it is recommended by the Chancellor that authorization be given to enter into an Agreement or an Amendment with the following institutions relating to instructional programs within the Coast Community College District. The Board President, or designee, is authorized to sign the agreements, amendments, or any related documents, indicating approval by the Board of Trustees. (Only copies of non-standard agreements or amendments are attached to each Trustee's agenda.)

Cornerstone	Standard Clinical Affiliation Agreement
Costa Mesa, California	
January 1, 2011 – December 31, 2015	
Compensation – None	

13. Approval of Standard Agreements

Subject **13.01 OCC - Standard Agreements**
Meeting Feb 2, 2011 - Regular Meeting
Category 13. Approval of Standard Agreements
Access Public
Type Consent

Approve Standard Consignment Agreement between Ning Yeh and Coast Community College District/Orange Coast College Frank M. Doyle Arts Pavilion/Visual and Performing Arts.

Background: Merchandise and artworks will be on consignment at the gallery store to support the exhibition. Inventory will remain in the gallery starting February 2, 2011 and continue on until we return inventory, approximately April 2011.

Goal/Purpose: Merchandise for the gallery store, which will be sold. The Arts Pavilion will pay commission of agreed upon amount to vendor and earn revenue from the sales of items to support programming and events. This goal is to generate revenue for the Arts Pavilion exhibits and programs.

Comment: Consignment Agreement approved by Rick Services and Legal Advisor.

Fiscal Impact: Source: No funds needed all merchandise on consignment.

Approve Standard Consignment Agreement between High Noon Culture & Art Corp and Coast Community College District/ Orange Coast College Frank M. Doyle Arts Pavilion /Visual and Performing Arts.

Contact Yan Li HaiDianQu MaDianNaLu #2 CaiHongDaSha 3rd Floor
Beijing, China 100088

Background: Photographs will be on consignment at the gallery to support the exhibition. Inventory will remain in the gallery starting February 2, 2011 and continue on until we return inventory, approximately April 2011.

Goal/Purpose: Photographs for exhibit sold through the gallery store. The Arts Pavilion will pay commission of agreed upon amount to vendor and earn revenue from the sales of items to support programming and events. This goal is to generate revenue for the Arts Pavilion exhibits and programs.

Comment: Consignment Agreement approved by Rick Services and Legal Advisor.

Fiscal Impact: Source: No funds needed all merchandise on consignment.

Approve Standard Consignment Agreement between Artist, Lisa Dowling and Coast Community College District/ Orange Coast College Frank M. Doyle Arts Pavilion /Visual and Performing Arts.

Background: Jewelry artwork will be on consignment at the gallery to support the exhibition. Inventory will remain in the gallery between February 2, 2011 and continue on until we return inventory. Approximately April 2012.

Goal/Purpose: Jewelry will be sold through the gallery store. The Arts Pavilion will pay commission of agreed upon amount to vendor and earn revenue from the sales of items to support programming and events.

This goal is to generate revenue for the Arts Pavilion exhibits and programs.

Comment: Consignment Agreement approved by Rick Services and Legal Advisor.

Fiscal Impact: Source: No funds needed all merchandise on consignment.

14. Authorization for Purchase of Institutional Memberships

Subject **14.01 OCC - Institutional Memberships**
Meeting **Feb 2, 2011 - Regular Meeting**
Category **14. Authorization for Purchase of Institutional Memberships**
Access **Public**
Type **Consent**

Name and Acronym: California Association of Community College Registrars and Admissions Officers (CACCRAO)

Term of Membership: 2010-2011

Cost: \$200.00

Purpose: This is a statewide association of Student Services Deans, Directors, and Registrars for the California Community Colleges. They meet throughout the year to discuss issues affecting the California Community Colleges.

15. Authorization for Community Activities

Subject **15.01 OCC - Community Activities**
Meeting **Feb 2, 2011 - Regular Meeting**
Category **15. Authorization for Community Activities**
Access **Public**
Type

REVISION TO PREVIOUS BOARD ACTION

Pursuant to the District's Standard Contract Agreement, Kraft Foods Global, Inc., has contracted with Orange Coast College's Community and Contract Education department to provide contract training to incumbent workers in the following training programs: Kraft Foods Leadership Training and Coaching Series for Supervisors and Managers.

Professional Expert Alicia Maciel will teach Kraft Foods Leadership Training and Coaching Series for Supervisors and Managers and will provide 133 hours (*Revised from 108 hours*) of instruction and will be paid \$150 per hour. Classes will be held at Kraft Foods Global, Inc., 1500 E. Walnut, Fullerton, CA.
(*Original Board Approval on 1/19/11*)

16. Personnel Items

Subject	16.01 DIS - Personnel Items
Meeting	Feb 2, 2011 - Regular Meeting
Category	16. Personnel Items
Access	Public
Type	Consent

- 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 Schedule Changes, Classified Staff
- e. Authorization for Professional Experts

File Attachments

[Open.pdf \(18 KB\)](#)

PERSONNEL ITEMS

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>
Hidalgo, Iris	OCC	EOPS/CARE Specialist	39 mo	01/13/11
Washington, Vanessa	GWC	Bookstore Clerk 2	Resign	01/27/11

b. Authorization for Leaves of Absence

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

Classified

Paine, Allison, OCC, Staff Aide, LOA/wop for the period 01/24/11 through 05/31/11 for personal reasons.

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

Winter, Nicolas, OCC, Instructor, ESL, revise Pre-Retirement Reduced Load/Option Program from 80% to 60% effective Fall 2011.

d. Authorization for Schedule Changes, Classified Staff

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

Permanent Schedule Change

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>From</u>	<u>To</u>	<u>Effective date</u>
Burton, Jane	DIST	Staff Assistant	75%	85%	02/03/11

Temporary Schedule Change

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>
Beale, Michael	OCC	Specialist Aide	100%	80%	01/31/11	05/31/11
Ngo, Michelle	GWC	Staff Assistant	100%	80%	02/03/11	05/27/11

e. Authorization for Professional Experts

It is recommended that authorization be given for the following professional experts:

Professional Experts over \$10,000.00

Baiz, Richard C., CCC, to coordinate all projects for the Latino Youth Leadership Conference, for the period 01/03/11 to 06/30/11, to be paid by timecard at \$100.00 per unit, 9.23 units per week for 26 weeks,

compensation to be \$24,000.00.

Beichner, Brian, OCC, to deliver Career Services and Career Education workshops, for the period 02/10/11 to 6/30/11, to be paid \$100.00 per unit, 25 units per week for 12 weeks, compensation to be \$30,000.00

Zuniga, Karla, OCC, to perform work for the HIT Grant Coordination, Career Education, for the period 02/03/11 to 06/30/11, to be paid by timecard at \$100.00 per unit, 11.43 units per week for 21 weeks, compensation to be \$24,000.00.

Other Professional Experts

Carrizo, Michael A., GWC, to provide clerical and administrative support to the Classified Professional Development committee, per agreement with CFCE, for the period 02/03/11 to 06/30/11, to be paid at \$10.00 per unit, 25 units per week for 20 weeks, compensation to be \$5,000.00.

Mickey, David, GWC, to serve as a Sound Designer for the GWC theater production "Doubt," for the period 02/02/11 to 03/02/11, to be paid by timecard at \$100.00 per unit, 1.5 units per week for 4 weeks, compensation to be \$600.00.

Mickey, David, GWC, to serve as a Sound Designer for the GWC theater production "Joseph and the Amazing Technicolor Dreamcoat," for the period 03/02/11 to 06/30/11, to be paid by timecard at \$100.00 per unit, 1 unit per week for 12 weeks, compensation to be \$1,200.00.

Navarro, Christian G., GWC, to serve as a Sound Designer for the GWC theater production "Doubt," for the period 02/02/11 to 05/16/11, to be paid by timecard at \$100.00 per unit, 0.714 units per week for 14 weeks, compensation to be \$600.00.

Revision to Previous Board Action

Nieman, Michelle J., CCC, to provide instructional design and technical writing/editing services for the Technology Based Learning Grant/ESL for Nurses program for Instructional Systems Development, for the period 12/10/10 to 03/09/11, to be paid by timecard at \$100.00 per unit, 17 units per week for 12 weeks, increase compensation from \$15,300.00 to \$20,400.00.

17. Authorization for Independent Contractors

Subject **17.01 CCC – Independent Contractors**
Meeting **Feb 2, 2011 - Regular Meeting**
Category **17. Authorization for Independent Contractors**
Access **Public**
Type **Consent**

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

\$10,000 AND OVER

Revision to Previous Board Action

IC Name: Edwards, Cindy Lee

Services: Provide technical training and instructional design consultation to assist Fremont College faculty in the creation of 14 hybrid/online courses.

Payment Schedule/Compensation: (Revision to increase contract amount by \$2,000, resulting in a total amount of \$10,190 to be paid upon completion of project deliverables. Prior Board Approval: 11/17/10)

Term of Agreement: February 3, 2011 – February 28, 2011

Source of Funding: Funded by Fremont College

UNDER \$10,000

IC Name: Bishop, Naomi

Services: To revise the Physical Anthropology Student Guide and Test Bank lessons currently accompanying the telecourse, Physical Anthropology, ensuring that the guide corresponds to the revised version of the textbook.

Payment Schedule/Compensation: 16 lessons @ \$150/lesson for a total contract of \$2400, to be paid upon completion of each lesson.

Term of Agreement: February 3, 2011 – June 30, 2011

Source of Funding: ISD Publications Revisions

IC Name: Farr, Patti

Services: Input and edit content and learning assets for at least 12 Seaport lessons for the grant-funded Technology Based Learning Initiative (ESL for Nurses) project, as well as assist in conducting quality reviews and testing of lessons.

Payment Schedule/Compensation: 4 lessons at \$416.66 per lesson, 8 lessons at \$416.67 per lesson, for a total of \$5,000.

Term of Agreement: February 3, 2011 – June 30, 2011

Source of Funding: Technology Based Learning Initiative (TBLI) grant

Subject **17.02 DIS - Independent Contractors**
Meeting Feb 2, 2011 - Regular Meeting
Category 17. Authorization for Independent Contractors
Access Public
Type Consent

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

\$ 10,000 and OVER

IC Name: Beeson, Tayer & Bodine, APC

Services: Facilitate the negotiations with the Coast Federation of Educators /American Federation of Teachers (CFE/AFT) Local 1911 and the Coast Federation of Classified Employees (CFCE).

Payment Schedule/Compensation: NTE \$28,300 for facilitation of negotiation sessions with CFE/AFT and CFCE, for one facilitator per session at \$1500 per day plus reasonable travel expenses. Payment after services rendered and invoiced.

Terms of Agreement: February 1, 2011 – June 30, 2011

Source of Funding: District Funds

File Attachments

[IC AGREEMENT N. BODINE 2-2-11 BOARD.pdf \(166 KB\)](#)

Subject **17.03 GWC - Independent Contractors**
Meeting Feb 2, 2011 - Regular Meeting
Category 17. Authorization for Independent Contractors
Access Public
Type Consent

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

UNDER \$10,000

IC Name: Camburn, Herbert
Services: Design services for theater production
Payment Schedule/Compensation: \$1,200 to be paid within 30 days of service completion and invoice submittal
Term of Agreement: February 2 – June 30, 2011
Source of Funding: Theater Income Trust funds

IC Name: Mumm, Robert
Services: Lighting design services for theater production
Payment Schedule/Compensation: \$1,200 to be paid within 30 days of service completion and invoice submittal
Term of Agreement: February 2 – June 30, 2011
Source of Funding: Theater Income Trust funds

Subject **17:04 OCC - Independent Contractors**
Meeting Feb 2, 2011 - Regular Meeting
Category 17. Authorization for Independent Contractors
Access Public
Type Consent

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

UNDER \$10,000

IC Name: Dr. Bernard LaFayette

Services: Performing public lecture on Non-Violence and Reconciliation Programs

Payment Schedule/Compensation: Total contract amount of \$3000.00 plus reimbursable expenses for lodging and travel. To be paid upon receipt of invoice

Term of Agreement: February 23 - 27, 2011

Source of Funding: To be paid from Staff Diversity Funds

IC Name: Kate LaFayette

Services: Performing public lecture on Non-Violence and Reconciliation Programs

Payment Schedule/Compensation: Total contract amount to consist of reimbursable expenses for lodging and travel. To be paid upon receipt of invoice.

Term of Agreement: February 23 - 27, 2011

Source of Funding: To be paid from Staff Diversity Funds

IC Name: Carol Mavor

Services: Guest lecturer in honors and non-honors English classes

Payment: roundtrip airfare from Manchester, England to Los Angeles area airport to a total of \$800.00

Term of Agreement: February 3, 2011 to February 28, 2011

Source of Funding: To be paid from ASOCC/Honors Program funds

REVISION TO PREVIOUS BOARD ACTION

IC Name: Christopher Carranza

Services: Provide Piano Tuning for Dance Dept.

Payment Schedule/Compensation: Revised to increase contract amount to \$1,500 and 30 hours at the rate of \$50/hour for term of Contract.

Term of Agreement: 2010 - 2011 Fiscal Year

Source of Funding: ASOCC and Ancillary Funds
(Original Board Date - July 21, 2010.)

18. Authorization for Staff Development

Subject **18.01 DIS - Authorization for Staff Development**
Meeting Feb 2, 2011 - Regular Meeting
Category 18. Authorization for Staff Development
Access Public
Type Consent

OPTION I - TUITION, BOOKS, AND FEES:

Name	Course/Seminar	Date	Amount
William Knowles Network Systems Analyst I OCC	X474.48 Advanced PMBOK Guide Applications Project Management Certificate Fee UCI Extension	2/24/11 – 2/26/11	\$1,064.00
Connie Marten Instructional Assist. GWC	MGMT x452.1 Human Resources and the Law UCI Extension	1-4-11 / 3-22-11	\$1,200.00
Claire Kyllingstand HR Specialist GWC	C150 History of California CCC	2-28-11 / 5-29-11	\$250.00
Tran Ha Acct. Tech CCC	B6027 Perspectives in Change Leadership Argosy University	01-10-11 / 03-02-11	\$1,824.00
Linda Kiser Secretary, Career & Tech Ed GWC	30666 Elementary Spanish OCC	01/31/11 – 05-29-11	\$366.00
Maria Mai A&R Specialist, CCC	R7031 Methods & Analysis of Quantitative Research L7452 Leadership & Ethics Argosy University	01/10/11 – 03/02/11 03/03/11 – 04/23/11	\$3,250.00
Rachel Cervantes A&R Tech III CCC	91010 Microsoft Excel 1 90846 Microsoft Excel II CCC	02/03/11 – 03/27/11 04/7/11 – 05-29-11	\$200.00
Ashley Graves Military Contract Ed Tech CCC	Fren1 Elementary French PGE0G1 Earth Surface Study LBCC	01/10/11 – 05/24/11 01/10/11 – 05/24/11	\$520.00
Tijai Nguyen Staff Asst OCC	EDUC 603 Inquiry I: Quantitative Research EDUC 653 Theories of Counseling & Psychology EDUC 680 Human Development University of Redlands	01/10/11 – 04/01/11 01/10/11 – 04/01/11 01/10/11 – 04/01/11	\$3,250.00

Michael Beale Learning Specialist Aide OCC	EDS 280 Foundational Elements of Adult Learning Disability Intervention EDS 282 Assessing Cognitive Skills in Adults w/Learning Disabilities CSU Sacramento	8/23/10 – 10/10/10 10/22/10 – 12/11/10	\$1,579.38
Helen Quach Course Assistant CCC	10142 CJ 475T Topics Administration Justice Seminar CSU Fullerton	1/03/11 – 01/21/11	\$1,000.00

OPTION II SALARY DIFFERENTIAL:

Agustinus Susanto Account Tech. CCC	Certificate of Achievement in Marketing / Accounting OCC/CCC	Spring 2011 – Spring 2012	1.5%
Rini Sukaesih A&R Tech II OCC	Certificate of Achievement in Marketing / Accounting OCC/CCC	Spring 2011 – Spring 2012	1.5%

19. Approval of Purchase Orders

Subject **19.01 DIS- Purchase Orders**
Meeting Feb 2, 2011 - Regular Meeting
Category 19. Approval of Purchase Orders
Access Public
Type Consent

File Attachments

[PurchaseOrderDIST.pdf \(14 KB\)](#)

PO NUM	NAME OF VENDOR	SITE	OBJECT CODE	AMOUNT
P0322881	Enterprise Fleet Mgmt 5 yr District wide vehicle lease/maintenance. Board Date: 08/18/10	DIS	6411	43,500.00
P0322255	Henry Schein Inc ABC Bldg Dental Lab equipment (GOB)	OCC-GB	6411	40,303.69
P0322885	El Camino Asphalt Paving Corp OCC campus parking lots asphalt repairs	OCC	5665	40,000.00
P0322808	Amer West Landscape Inc Special Services Bldg #10 landscape (GOB)	OCC-GB	6124	34,820.09
P0322883	El Camino Asphalt Paving Corp OCC asphalt remove & replace parking lot (GOB)	OCC-GB	6120	32,500.00
P0322811	Mallinckrodt Inc OCC ABC Bldg premier ventilator (GOB)	OCC-GB	6401	30,208.21
P0322872	Fisher Scientific ABC Biology instructional equipment (GOB)	OCC-GB	4312	21,363.46
P0322880	El Camino Asphalt Paving Corp OCC asphalt remove & replace parking lot (GOB)	OCC-GB	6120	19,500.00
P0322882	Essel Technologies Services Inc Newport Beach Learning Center asbestos abatement oversight service (GOB)	CCC-GB	6129	19,060.00
P0322892	Exclusive Construction Temporary kitchen plumbing removal (GOB)	OCC-GB	5899	14,750.00
P0322870	OptiTex USA Inc ABC instructor station & apparel CAD System software license (GOB)	OCC-GB	5699	14,126.12
P0322816	SIGMANet Inc Hardware for intrusion protection system	CCC	4315	13,994.26
P0322809	Stryker Sales Corp OCC ABC Bldg consumer health & science lab equipment (GOB)	OCC-GB	6402	11,818.41
P0322585	Sears Commercial One	OCC-GB	4312	8,517.64
P0322918	Butte Community College Dist	GWC	5899	8,500.00
P0322913	Fisher Scientific	OCC-GB	4312	8,194.33
P0322873	Innovation Wireless LLC	OCC-GB	4312	7,726.20
P0322658	Donation Automation Corp	CCC	5112	7,500.00
P0322896	Digital Networks Group Inc	OCC-GB	6250	6,643.36
P0322810	Bullseye Scale Co Inc	OCC-GB	4312	5,864.84
P0322904	Andtech Corporation	OCC-GB	5899	5,748.00
P0322907	Oracle America Inc	DIS	5638	5,744.15
P0322797	Trustwave Holdings Inc	OCC	5638	5,620.00
P0322803	Irvine Pipe & Supply	OCC	4312	5,390.00
P0322878	Buddy's All-Star Inc	GWC	4312	4,930.75
P0322903	Electro Systems Electric	OCC-GB	5899	4,388.00
P0322807	Smarthome	OCC	4312	4,038.00
P0322868	Carroll Promotions Inc	DIS	4312	3,100.00
P0322877	truWest Inc	GWC	4312	2,876.33
P0322855	Bushido Martial Arts Supplies	GWC	4312	2,850.00

Purchase Orders

P0322802	AJ Kirkwood & Associates Inc	OCC	4312	2,820.00
P0322835	B & H Photo-Video	GWC	4315	2,738.94
P0322819	Chef's Toys Advantage	OCC	4312	2,718.32
P0322884	Digital Networks Group Inc	OCC-GB	6411	2,705.95
P0322869	Titan Environmental Solutions Inc	DIS	5653	2,500.00
P0322814	Pride Sash	OCC	7601	2,277.00
P0322908	CAPP:Computerized Assess & Placement	OCC	5638	1,800.00
P0322893	Digital Networks Group Inc	OCC-GB	6250	1,752.43
P0322894	Digital Networks Group Inc	OCC-GB	6250	1,752.43
P0322890	Digital Networks Group Inc	OCC-GB	6250	1,730.32
P0322891	Digital Networks Group Inc	OCC-GB	6250	1,730.32
P0322851	Fisher Scientific	CCC	4312	1,683.09
P0322900	Office Depot	GWC	4312	1,650.00
P0322895	Digital Networks Group Inc	OCC-GB	6250	1,607.12
P0322889	Digital Networks Group Inc	OCC-GB	6250	1,546.27
P0322853	Fisher Scientific	CCC	4312	1,515.45
P0322799	Office Depot	OCC	4312	1,508.73
P0322837	Nat'l League for Nursing Accrediting Comm	GWC	5320	1,500.00
P0322919	Home Depot	GWC	4312	1,470.00
P0322874	FJS Distributors Inc	OCC-GB	6411	1,468.13
P0322886	Digital Networks Group Inc	OCC-GB	6250	1,463.41
P0322887	Digital Networks Group Inc	OCC-GB	6250	1,463.41
P0322888	Digital Networks Group Inc	OCC-GB	6250	1,463.41
P0322815	Dell Higher Education	OCC	6412	1,419.85
P0322831	Hoover Printing & Lithography Inc	DIS	4321	1,408.31
P0322914	Sign-Mart	OCC-GB	6250	1,342.27
P0322921	Hoover Printing & Lithography Inc	DIS	4321	1,223.44
P0322827	OCC Food Services	OCC	4312	1,216.00
P0322906	Lowe's HIW Inc	OCC-GB	6411	1,208.27
P0322920	Art Supply Warehouse	CCC	4312	1,161.16
P0322806	OCB Reprographics	OCC	4312	1,125.10
P0322852	Fisher Scientific	CCC	4312	1,124.39
P0322846	Carolina Biological Supply	CCC	4312	1,076.37
P0322830	Hoover Printing & Lithography Inc	DIS	4321	1,054.88
P0322805	Extron Electronics	OCC	4677	1,000.00
P0322902	OCC Food Services	OCC	5879	1,000.00
P0322911	Therapy Physics Inc	OCC-GB	5899	1,000.00
P0322824	Western Graphics Plus	OCC	4312	967.88
P0322553	World Book Inc	GWC	6301	945.04
P0322854	Follett Higher Education Group Inc #1181	GWC	7605	900.00
P0322823	NCS Pearson Inc	OCC	4312	877.84
P0322800	Toshiba Business Solutions	OCC	5657	800.00
P0322899	Office Depot	OCC	4312	800.00
P0322794	CCC Foundation/Api Council	DIS	5320	750.00
P0322843	Fisher Scientific	CCC	4312	708.49
P0322821	Psychological Assessment Resources Inc	OCC	4312	671.31
P0322801	Hearlihy	OCC	4312	652.53
P0322910	InfoSend	DIS	4321	648.42
P0322916	LawTech Publishing Co Ltd	GWC	4312	643.40

Purchase Orders

P0322840	Psychological Assessment Resources Inc	GWC	4312	590.91
P0322876	Sport & Cycle Inc	GWC	4312	503.86
P0322817	Office Depot	GWC	4312	500.00
P0322818	Office Depot	OCC	4312	500.00
P0322836	ImPACT Applications Inc	DIS	5899	500.00
P0322844	Follett Higher Education Group Inc #1181	GWC	4312	500.00
P0322822	Forrest Manufacturing Co Inc	OCC	4312	459.21
P0322838	LaserWerx	GWC	4312	456.75
P0322812	Tri-Anim Health Services	OCC-GB	4312	428.69
P0322915	Garden Grove Unified Schools	GWC	4312	400.00
P0322849	Flinn Scientific Inc	CCC	4312	344.22
P0322829	GST	DIS	4312	343.32
P0322845	Biopac Systems Inc	CCC	4312	335.81
P0322898	Dell Higher Education	OCC	4312	322.13
P0322897	Computerland of Silicon Valley	OCC	5699	318.00
P0322847	Oriental Trading Co Inc	CCC	4312	307.42
P0322798	Office Depot	GWC	4312	275.86
P0322841	Flinn Scientific Inc	CCC	4312	257.32
P0322909	Chronicle Guidance Publications Inc	OCC	5699	231.00
P0322839	Edits	GWC	4312	228.40
P0322905	Workplace Resource	OCC	4312	215.33
P0322795	mac guys	OCC	5657	205.50
P0322848	S & S Worldwide	CCC	4312	204.93
P0322857	Tustin Awards Inc	DIS	4312	200.00
P0322813	Graybar Electric	OCC-GB	4312	193.64
P0322832	Sehi Computer Products Inc	DIS	4312	180.79
P0322804	Follett Higher Education Group Inc #1094	OCC	4312	178.38
P0322833	Getty Images (US) Inc	CCC	5306	159.95
P0322917	Calif District Attorneys Assn	GWC	4312	151.47
P0322850	Fisher Scientific	CCC	4312	136.32
P0322912	Seaside Printing Co Inc	DIS	4321	129.90
P0322858	Garden Grove High School	OCC	5850	125.00
P0322842	James Publishing Inc	GWC	4312	116.58
P0322828	Quality Aire	OCC	5657	100.00
P0322860	Corona Del Mar High School	OCC	5850	100.00
P0322862	Estancia High School	OCC	5850	90.00
P0322871	Triarch Inc	OCC-GB	4312	85.47
P0322866	Fountain Valley High School	OCC	5850	85.00
P0322796	Office Depot	CCC	4312	81.47
P0322867	Edison High School	OCC	5850	75.00
P0322859	Bolsa Grande High School ASB	OCC	5850	55.00
P0322863	Newport Harbor High School	OCC	5850	55.00
P0322864	Marina High School	OCC	5850	55.00
P0322865	Huntington Beach High School	OCC	5850	55.00
P0322861	Costa Mesa High School	OCC	5850	50.00
P0322820	Chef's Toys Advantage	OCC	4312	38.61
P0322825	Hitt Marking Devices Inc	OCC	4312	26.17
P0322922	Highsmith	DIS	4312	22.40
P0322856	Office Depot	GWC	4315	15.64

Total**\$513,155.97****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
5700-5899 Other Expense of Operations
6100-6299 Site/Site Improvements/Building
6300-6399 Books, New Acquisitions
6400-6499 Equipment, New/Replacement

20. Ratification/Approval of Checks

Subject **20.01 DIS - Ratification/Approval of Checks**

Meeting **Feb 2, 2011 - Regular Meeting**

Category **20. Ratification/Approval of Checks**

Access **Public**

Type **Consent**

File Attachments

[CheckApproval.pdf \(218 KB\)](#)

NUMBER	NAME OF VENDOR	AMOUNT
0151385	PacifiCare of California Medical Premiums	591,880.42
0151443	Coast Community College Dist CCCD Medical Claims	322,604.58
0151848	ACSIG Dental / Edge District Dental Claims and Admin Fees	308,165.33
0151504	OCC AS #1500-1050-58520 College service charges	297,117.96
0151532	Kaiser Foundation Health Plan Inc Medical Premiums	294,860.38
0151655	Medco Health Solutions Inc Medical Prescription Claims	169,506.13
0151382	Keenan & Associates District PIPS Worker's Compensation Premiums	168,125.00
0151653	Coast Community College Dist CCCD Medical Claims	149,281.71
0151336	Constellation NewEnergy Inc Electricity District wide	117,193.97
0151850	Coast Community College Dist CCCD Medical Claims	115,230.88
0151585	Newport-Mesa Unified Sch Dist Lease payment for Mesa Verde Center	104,619.20
0151427	Southern Calif Edison Co Electricity District wide	92,854.39
0151383	Medco Health Solutions Inc Medical Prescription Claims	85,578.95
0151436	WestEd Services for SB70 Evaluation Grant	77,204.19
0151452	Accuvant Computer network security maintenance contract	63,978.67
0151479	Commvault Systems Inc Software maintenance renewal for District wide	50,776.03
0151413	Medical Graphics Corp Medical equipment & software for OCC Allied Health	49,658.24
0151797	Pacific Blue Micro Hardware and software maintenance renewal	45,031.20
0151484	Elavon Credit Card Merchant Fees	41,396.92
0151547	Burke Williams & Sorensen LLP District General Counsel Legal Service	39,577.18
0151444	Coast Community College Dist CCCD Medical Claims	38,076.80

0151656	Reliastar Life Insurance Co	36,495.48
	Life Insurance Premiums	
0151517	SunGard Higher Education Inc	34,837.26
	Tech Support and Service for Project Voyager	
0151831	Xap Corp	28,710.45
	Online Admission System Maintenance	
0151445	Delta Health Systems	27,889.00
	Medical Administrative Fees	
0151450	Vision Service Plan	27,247.88
	CCCD Annual Vision Claims	
0151671	Carter Brothers Fire & Life Safety	23,260.00
0151753	Community College League of Calif	22,681.54
0151774	I Paradigms Inc	21,578.70
0151786	Making Connections	21,000.00
0151474	CCCD Student Refunds	20,815.80
0151672	CCCD Student Refunds	19,825.36
0151440	Blue Cross	17,079.56
0151712	The Gas Co	15,675.58
0151624	SunGard Higher Education Inc	15,472.00
0151849	Alliant Insurance Services Inc	13,750.00
0151723	World-Wide Fire Inc	13,393.15
0151377	Cambridge West Partnership LLC	12,000.00
0151437	Xerox Corp	11,933.51
0151365	Southern Calif Edison Co	11,469.57
0151497	Mesa Consolidated Water Dist	11,257.33
0151620	Southern Calif Edison Co	10,650.65
0151430	The Gas Co	10,156.94
0151741	B & P Services Inc	10,082.63
0151330	Benner Metals Corp	9,985.53
0151518	Superior Asphalt Paving Inc	9,699.00
0151345	GWC Admissions & Records	9,111.00
0151686	ii Fuels, Inc	8,090.47
0151782	Law Offices of Rick L Eby	8,000.00
0151324	Amico Scientific Corp	7,609.57
0151724	Xerox Corp	7,415.21
0151446	First Colony Life Insurance Co	7,205.20
0151531	First Colony Life Insurance Co	7,205.20
0151494	HRMS Inc	7,200.00
0151805	RJ's Coaching & Consulting	7,000.00
0151661	Amazon.com	6,987.09
0151524	Union Bank	6,412.18
0151711	The Gas Co	6,397.74
0151594	OC Treasurer-Tax Collector	6,250.50
0151448	PacifiCare of California	6,108.26
0151789	Montgomery Hardware Co	5,692.13
0151537	Andtech Corporation	5,649.65
0151675	City of Huntington Beach	5,631.05

0151487	GovConnection Inc	5,480.38
0151633	Townsend Public Affairs Inc	5,240.00
0151555	Constellation NewEnergy Inc	5,200.29
0151432	Union Bank	5,103.06
0151442	CCCD Workers Comp Trust Fund	4,960.24
0151412	LRH Consulting	4,608.00
0151814	Special Pay Retirement Plan	4,535.87
0151549	Callahan & Blaine	4,251.79
0151441	Care Resources Inc	4,027.50
0151622	Sun Environmental Engineering Services Inc	4,000.00
0151379	CCCD Workers Comp Trust Fund	3,928.79
0151467	Baker & Taylor	3,857.64
0151775	ii Fuels, Inc	3,684.11
0151739	Apple Computer Inc	3,672.83
0151639	US Bank	3,444.99
0151534	Vision Service Plan	3,442.85
0151416	Office Depot	3,414.01
0151645	Waxie Sanitary Supply	3,060.22
0151795	On-Site LaserMedic Corp	3,050.86
0151721	Western Graphics Plus	2,990.68
0151579	LiNKs Sign Language & Interpreting Services	2,937.00
0151631	Time Warner Cable	2,904.00
0151677	Dell Higher Education	2,843.02
0151742	Baker & Taylor	2,822.55
0151411	ii Fuels, Inc	2,812.11
0151823	Tremco Inc	2,792.70
0151359	Pitney Bowes Inc	2,751.00
0151659	ALC Networks Inc	2,700.00
0151756	Dept of Industrial Relations	2,700.00
0151460	AT & T	2,666.55
0151676	Coast Community College District	2,646.06
0151778	Irvine Pipe & Supply	2,623.05
0151543	B & P Services Inc	2,592.23
0151683	Goodwill of OC	2,568.75
0151784	MailFinance Inc	2,425.44
0151738	Apex Audio Inc	2,411.35
0151480	CompuCom Systems Inc	2,395.88
0151514	SARS Software Products Inc	2,390.00
0151681	Gale Group Inc	2,331.18
0151503	OCC Ancillary #1000-24750-5120	2,312.00
0151702	Pasco Scientific	2,301.32
0151763	Ganahl Lumber Co	2,283.15
0151737	Amico Scientific Corp	2,215.89
0151684	Heat Transfer Solutions Inc	2,200.00
0151673	Cerritos Franchise Inc	2,181.00
0151762	Follett Higher Education Group Inc #1094	2,165.34
0151809	SMH Colocation	2,150.00

0151380	CCCD Workers Comp Trust Fund	2,146.89
0151695	Nat'l League for Nursing	2,125.00
0151826	Verizon Wireless	2,059.54
0151364	Sehi Computer Products Inc	2,058.68
0151368	The Gas Co	2,056.26
0151648	Wild Packets	1,996.00
0151483	Dell Higher Education	1,956.93
0151630	Time Warner Cable	1,948.97
0151349	Microsoft Corp	1,903.13
0151718	Verizon Wireless	1,817.34
0151343	Fujifilm Medical Systems USA Inc	1,794.38
0151522	Total Recall Captioning Inc	1,787.50
0151657	Reliastar Life Insurance Co	1,750.14
0151502	New Readers Press	1,747.62
0151582	Mobile Modular Management Corp	1,738.91
0151829	David Whyte	1,710.00
0151472	CAPP:Computerized Assess & Placement Program	1,683.09
0151758	Dream Maker Publishing	1,646.25
0151802	Prado Olympic Shooting Park	1,625.00
0151705	Scott Electric	1,620.00
0151559	Corine Doughty	1,606.35
0151507	PGINET Consulting	1,575.00
0151654	Susan Martin	1,572.55
0151803	ProEducation Solutions LLC	1,567.50
0151449	Unum Ltc	1,558.40
0151334	City of Fountain Valley	1,550.42
0151476	Chem Pro Laboratory Inc	1,528.00
0151363	School Outfitters.com	1,511.79
0151697	North OC ROP	1,500.00
0151323	Amer Red Cross	1,456.90
0151632	Time Warner Cable	1,452.00
0151771	Hoover Printing & Lithography Inc	1,450.73
0151523	tw telecom holdings Inc	1,441.22
0151646	Western Graphics Plus	1,434.38
0151667	Atkinson Andelson Loya Ruud & Romo	1,432.40
0151455	Amazon.com	1,413.20
0151759	Driver's Alert Inc	1,380.00
0151338	Dept of Justice	1,372.00
0151357	Partners Data Systems Inc	1,363.00
0151780	Johnstone Supply	1,337.30
0151815	Sport Chalet Team Sales	1,335.79
0151461	AT & T	1,317.86
0151602	Phoenix Group Info Systems	1,315.90
0151685	Home Depot	1,309.51
0151612	Scott Electric	1,305.00
0151335	Constellation NewEnergy Inc	1,302.21
0151548	Adrienne Burton	1,229.90

0151389	ACS Education Services Inc	1,212.15
0151348	Lynde-Ordway Co	1,200.35
0151456	AMEC Geomatrix Inc	1,200.00
0151600	Olga Perez Stable Cox	1,200.00
0151735	Altaware Inc	1,200.00
0151457	Apex Audio Inc	1,164.65
0151541	Avalon Center at Garden Grove	1,160.00
0151700	Orkin Commercial Services	1,154.00
0151732	CCCD Workers Comp Trust Fund	1,143.30
0151572	Houghton Mifflin Learning Technology	1,084.95
0151384	Medco Health Solutions Inc	1,081.71
0151571	Nga Thi Hong	1,076.92
0151609	Linda Rhines	1,074.12
0151395	B & H Photo-Video	1,061.34
0151394	AT & T	1,060.98
0151595	OC Wholesale Flowers	1,059.23
0151679	Fisher Scientific	1,049.10
0151561	Facilities Protection Systems	1,045.00
0151410	Fisher Scientific	1,035.98
0151707	Sesac Inc	1,007.19
0151626	Calvin Tang	1,003.29
0151647	Susan Wilcox	1,000.00
0151769	HB Union High School District	1,000.00
0151819	The Gas Co	995.37
0151397	Chef Rubber LLC	985.37
0151521	Tool King	979.99
0151506	Office Depot	979.36
0151822	Times Community News	975.00
0151489	GWC Associated Students	960.00
0151551	Chem Pro Laboratory Inc	950.00
0151703	Pocket Nurse	949.21
0151807	Sehi Computer Products Inc	938.18
0151535	Daniel Adelman	923.14
0151587	Nextel Communications	903.56
0151554	Coast Community College Dist	900.00
0151746	Builders Security Locks & Services Inc	899.80
0151509	Photography by Tony Kawashima Inc	897.19
0151692	Marina Landscape Inc	895.00
0151796	Orkin Commercial Services	874.00
0151598	OCLC Inc	866.59
0151812	SoundTree	859.03
0151748	Business Office Solutions	847.50
0151806	Schindler Elevator Corp	840.00
0151512	Rhino Electric Supply	826.52
0151674	City of Fountain Valley	825.60
0151619	So Cal Commercial Printing	820.47
0151801	Portacraft Inc	815.63

0151770	Home Depot	809.98
0151800	Plastic Sales Southern Inc	795.85
0151367	The Gas Co	793.30
0151642	Verizon Wireless	775.92
0151470	Calif Tool Welding Supply	764.97
0151751	CCC Foundation/Api Council	750.00
0151434	Verizon California	740.79
0151828	Waxie Sanitary Supply	738.41
0151370	The Gas Co	720.18
0151329	Baker & Taylor	709.02
0151546	Marilyn Brock	700.00
0151496	JW Products	690.56
0151590	Ailene Nguyen	690.00
0151378	Amer Fidelity Assurance	689.50
0151747	Business Office Solutions	684.12
0151615	Shinoda Design Center Inc	674.40
0151765	Graybar Electric	668.27
0151581	Mesa Golf Carts Inc	665.90
0151414	Newport-Mesa Unified Sch Dist	665.00
0151781	Knorr Systems Inc	664.16
0151435	Verizon Wireless	663.97
0151832	Xerox Corp	661.39
0151569	Home Depot	656.98
0151386	A Daigger Co	650.37
0151501	Nat'l Restaurant Assn Solutions LLC	643.81
0151709	Staples Advantage	637.02
0151564	Flolight	632.04
0151644	VWR Int'l Inc	623.53
0151505	OCC Food Services	616.07
0151616	Siemens Water Technologies Corp	614.52
0151473	CCC Foundation	600.00
0151550	Cater, Carolyn MSW	600.00
0151787	Mariposa Women & Family Center	578.00
0151777	Iron Mountain	576.96
0151415	North Net Fire Training Center	560.00
0151361	Priority Mailing Systems LLC	553.82
0151788	Mesa Golf Carts Inc	549.19
0151588	Vincent Ngo	540.55
0151519	T-Mobile USA	538.10
0151516	Smardan Supply Co-Orange Coast	536.62
0151562	Daniel Farrell	535.54
0151447	First Health	523.25
0151589	Vincent Ngo	505.55
0151785	Main Electric Supply Co	490.94
0151701	Pacific Blue Micro	483.75
0151810	Smith Pipe & Supply Inc	477.11
0151333	Camcor Inc	475.03

0151596	OCC Petty Cash	471.48
0151680	Fry's Electronics	469.35
0151536	Amtech Elevator Services	461.44
0151736	Amer Assn-Paralegal Education	450.00
0151757	Dept of Justice	448.00
0151641	Verizon Wireless	445.17
0151643	Vex/Innovation First Inc	435.11
0151749	Calif Chamber of Commerce	433.55
0151354	OCE'	422.94
0151545	Suzanne Brazney	420.00
0151478	City Of Newport Beach	419.95
0151592	Shannon O'Connor	419.09
0151567	Garden Grove Unified Schools	400.00
0151817	The Gas Co	396.46
0151613	Security Signal Devices	387.45
0151401	Community College League of Calif	385.00
0151402	Community College League of Calif	385.00
0151404	Community College League of Calif	385.00
0151405	Community College League of Calif	385.00
0151583	Melissa Moser	382.84
0151578	KSR Associates LLC	382.80
0151332	Calif Tool Welding Supply	382.05
0151754	Consolidated Electrical Distributors	377.99
0151605	Steven Popovich	375.00
0151629	Michael Thornton	375.00
0151634	Duy Tran	375.00
0151490	GWC Foundation	372.47
0151638	United Rentals	370.89
0151688	Key Scientific Products	370.78
0151540	AT & T	364.91
0151621	Cheryl Stewart	364.00
0151693	Mesa Consolidated Water Dist	361.20
0151584	Melissa Moser	355.46
0151566	Galls Inc	353.44
0151687	Iron Mountain Records Mgmt	350.46
0151451	Academic Impressions	350.00
0151499	Mouser Electronics	346.08
0151618	SMS Systems Maintenance Services Inc	345.48
0151601	Performance Envelope Inc	340.12
0151374	West Payment Center	339.57
0151720	West Payment Center	339.57
0151387	Academic Senate	325.00
0151640	Verizon California	322.23
0151608	Victor Quiros	322.00
0151722	World Point	321.60
0151453	ACTT: Assn of Classroom Teacher Testers	320.81
0151560	Shannan Ellis-McCarthy	317.90

0151358	Pasco Scientific	313.50
0151498	Monograms Etc	313.20
0151425	Sehi Computer Products Inc	300.75
0151428	Jane Sprague	300.00
0151500	Nat'l Assn/Comm Coll Teacher Education Progr	300.00
0151699	OC Register	298.09
0151388	Accurate Termite & Pest Control	298.00
0151799	Pitney Bowes Inc	294.72
0151423	Safety 1st Pest Control Inc	283.50
0151322	Air Filter Depot	283.25
0151406	Community College League of Calif	280.00
0151745	Brink's Inc	279.56
0151636	Kathie Tran	278.68
0151539	Art Supply Warehouse	278.13
0151768	Hardy Diagnostics	277.64
0151663	AT & T	267.98
0151591	Mary O'Connor	266.40
0151466	B & P Services Inc	263.05
0151407	Computerland of Silicon Valley	261.69
0151491	GWC RHORC Trust	252.19
0151570	Benjamin Honbo	251.97
0151773	Hub Auto Supply	251.89
0151347	Darryl Isaac	250.38
0151337	ControlWorks Inc	250.00
0151604	Steven Popovich	250.00
0151606	Steven Popovich	250.00
0151628	Michael Thornton	250.00
0151525	Verizon Wireless	249.61
0151417	Priority Mailing Systems LLC	248.15
0151552	Chevron	240.78
0151424	School Outfitters	236.13
0151510	PL Hawn Co Inc	231.25
0151346	Home Depot	229.96
0151356	Pak West Paper & Packaging	229.46
0151813	Southern Calif Edison Co	226.28
0151409	FAES Inc	225.00
0151599	Pelion Benefits Inc	225.00
0151381	Delta Health Systems	218.75
0151573	Iron Mountain	218.44
0151623	Sun-X Auto Glass	217.50
0151816	State Board of Equalization	216.00
0151755	Daniels Tire Service	210.81
0151553	Clark, John W	210.16
0151827	VWR Int'l Inc	209.04
0151783	mac guys	205.50
0151485	Emergency Medical Products Inc	202.01
0151804	Pyro-Comm Systems Inc	200.00

0151469	Buswest LLC	199.96
0151698	Mary O'Connor	199.00
0151767	GWC Food Services	198.38
0151611	Lynn Rose	197.86
0151526	Verizon Wireless	197.41
0151429	The Gas Co	194.17
0151668	Benner Metals Corp	192.77
0151660	Allied Refrigeration Inc	188.25
0151488	Grainger	187.03
0151511	Amy Rangel	186.75
0151694	MSC Industrial Supply Co	185.30
0151744	Bernan Associates	182.00
0151635	Kathie Tran	181.68
0151734	Alan's Lawnmower & Garden Ctr Inc	180.66
0151691	LT Enterprises	180.00
0151468	Daniel Beard	179.42
0151708	Sparkletts	179.12
0151597	Oce' Imagistics Inc	177.08
0151627	The Shredders	177.00
0151422	Rhino Electric Supply	175.70
0151593	OC Treasurer-Tax Collector	171.00
0151399	City of Fountain Valley	170.88
0151458	AT & T	167.84
0151713	Thomson West	162.19
0151710	Suburban Water Systems	161.00
0151752	Cintas First Aid & Safety	160.36
0151454	Christina Amaral	160.19
0151538	Apperson Education Products	155.16
0151465	AT & T	150.18
0151557	Declues Burkett & Thompson LLP	150.00
0151527	Vortex Industries Inc	149.95
0151664	AT & T	144.88
0151475	CDT Inc	140.00
0151706	Security Signal Devices	139.00
0151740	AT & T	138.49
0151586	James Newton	138.00
0151362	Pyro-Comm Systems Inc	135.00
0151393	AT & T	133.86
0151678	Dish Network Chicago	128.43
0151793	Newport Exterminating	127.50
0151617	Smardan Supply Co-Orange Coast	127.30
0151373	Verizon California	126.03
0151398	CIT Technology Fin Serv Inc	123.98
0151477	CIT Technology Fin Serv Inc	123.98
0151520	Amy Thach	123.00
0151355	Office Depot	122.13
0151574	Darryl Isaac	116.46

0151390	Aegis Rapidtext Inc	115.50
0151764	Claudia Goodwin	114.00
0151791	Martin Naftel	114.00
0151830	Frank Woodard	114.00
0151508	Diep Pham	112.00
0151351	Nat'l Assn/Comm Coll Teacher Education Progr	110.00
0151682	Galls Inc	108.64
0151670	Calif Tool Welding Supply	107.01
0151558	Digital Networks Group Inc	106.11
0151528	Jocelyn Wang	105.80
0151426	Smardan Supply Co-Orange Coast	104.10
0151342	Fry's Electronics	102.20
0151716	Verizon California	100.28
0151658	Accurate Termite & Pest Control	100.00
0151529	WASFAA	99.00
0151696	Newport-Mesa Unified Sch Dist	95.00
0151766	GWC Associated Students	94.00
0151704	Scantron Corp	92.12
0151625	TALX Corp	91.20
0151665	AT & T	91.10
0151575	Eli Jaramillo	90.71
0151715	Verizon California	87.46
0151821	Time Warner Cable	82.93
0151486	Deborah Goldstick	80.00
0151776	Industrial Metal Supply	77.81
0151607	Prudential Overall Supply Co	77.49
0151669	Zhenghong Broyles	77.00
0151824	USA Mobility Wireless Inc	75.62
0151690	LabWest Inc	75.00
0151808	Siemens Water Technologies Corp	74.06
0151331	Bulbman Inc	71.94
0151719	Waxie Sanitary Supply	70.80
0151372	Verizon California	69.99
0151772	HSBC Business Solutions	67.25
0151463	AT & T	66.23
0151689	Konica Minolta Business Solutions Inc	64.15
0151515	Security Signal Devices	63.40
0151662	AT & T	62.56
0151492	Lorraine Henry	62.29
0151341	Follett Higher Education Group Inc #1094	60.81
0151743	Battery Systems Inc	60.68
0151513	Cheryl Rojas	60.00
0151391	AT & T	57.89
0151392	AT & T	57.89
0151761	Federal Express Corp	55.80
0151403	Community College League of Calif	55.00
0151408	Evan's Gunsmith Shooters World Inc	55.00

0151577	Sarah Kobata	54.95
0151580	Mesa Consolidated Water Dist	54.67
0151493	Home Depot	51.98
0151818	The Gas Co	50.71
0151576	JK Electronics Distributors Inc	50.61
0151614	Vida Shajie	50.00
0151328	AT & T	48.19
0151733	AA Equipment	47.65
0151565	Fry's Electronics	46.75
0151714	USA Mobility Wireless Inc	44.72
0151760	Eversoft	44.17
0151371	Thompson Building Materials	43.04
0151459	AT & T	41.61
0151438	Xerox Corp	40.30
0151568	Manuel Gomez	39.93
0151433	Verizon California	38.74
0151353	Nextel Communications	35.00
0151717	Verizon California	34.81
0151369	The Gas Co	33.78
0151431	Time Warner Cable	32.29
0151352	Linda Newman	30.00
0151481	Constellation NewEnergy Inc	30.00
0151792	Linda Newman	30.00
0151794	Nolo Press Inc	29.26
0151482	Crown Ace Hardware	27.14
0151375	Xerox Corp	27.00
0151400	City of Huntington Beach	26.16
0151825	Verizon California	25.81
0151563	Federal Express Corp	24.63
0151811	SoCal Office Technologies Inc	24.31
0151471	Elizabeth Caluag	24.00
0151495	Hub Auto Supply	21.75
0151603	Pitney Bowes Presort Services Inc	20.60
0151556	Crown Ace Hardware	19.19
0151418	Prudential Overall Supply Co	19.11
0151419	Prudential Overall Supply Co	18.62
0151533	Vision Service Plan	18.50
0151833	Follett Higher Education Group Inc #1094	18.11
0151462	AT & T	17.23
0151750	Calif Tool Welding Supply	17.20
0151820	The Gas Co	16.92
0151544	Amanda Best	16.50
0151366	The Gas Co	16.41
0151420	Prudential Overall Supply Co	16.28
0151360	Pitney Bowes Presort Services Inc	16.26
0151530	Tracy Young	15.10
0151421	Prudential Overall Supply Co	14.96

0151610	Rhino Electric Supply	14.64
0151350	MSC Industrial Supply Co	14.16
0151325	AT & T	13.35
0151637	Tustin Awards Inc	13.28
0151790	Mouser Electronics	12.89
0151666	AT & T	11.23
0151464	AT & T	11.22
0151326	AT & T	10.92
0151327	AT & T	10.92
0151779	JD Lock & Key	10.59
0151396	Bulbman Inc	10.05
0151339	Federal Express Corp	7.63
0151340	Fisher Scientific	3.30
0151798	Pharmedix	3.28
0151542	B & H Photo-Video	3.09
0151344	Grainger	2.77

Total**\$ 4,143,351.59**

21. Check List for General Obligation Bond Fund

Subject **21.01 DIS - General Obligation Bond Fund**
Meeting Feb 2, 2011 - Regular Meeting
Category 21. Check List for General Obligation Bond Fund
Access Public
Type Consent

File Attachments

[CheckApprovalBond.pdf \(16 KB\)](#)

NUMBER	NAME OF VENDOR	AMOUNT	PROJECT
0151649	Associates Purchasing	233,973.47	420356
	GWC Learning Resource Center		
0151842	Mobile Modular Management Corp	184,734.29	420297
	OCC Temporary Modular Bldgs		
0151376	Landmark Site Contractors	136,647.00	420356
	GWC Learning Resource Center		
0151847	Workplace Resource	70,368.49	420249
	OCC Student Center		
0151839	CW Driver	40,401.40	420249
	OCC Student Center		
0151843	MVE Institutional Inc	38,033.69	420201
	OCC Upgrd Auditorium Music Complex		
0151729	Mobile Modular Management Corp	35,763.54	420297
	OCC Temporary Modular Bldgs		
0151838	CC Commercial Cleaning	28,311.00	420207
	OCC Bldg CHS & Lab Sciences		
0151731	Walker Electric Inc	25,988.12	420292
	OCC Energy Efficiency Upgrade		
0151840	Interior Office Solutions	24,579.11	420207
0151727	LPA Inc	23,337.87	420894
0151726	GCI Construction Inc	22,855.00	420249
0151730	TYR Inc	16,622.00	420356
0151728	Main Electric Supply Co	13,781.64	420292
0151651	Mobile Modular Management Corp	8,173.65	420297
0151841	LPA Inc	7,665.18	420207
0151439	Rain Bird Services Corp	7,466.14	420283
0151652	Pacific Blue Micro	6,331.64	420292
0151725	Briggs Electric Inc	5,000.00	420292
0151650	Guida Surveying Inc	4,540.00	420201
0151844	Pacific Blue Micro	4,394.63	420207
0151837	C2 Reprographics	1,259.01	420894
0151846	Times Community News	750.00	420894
0151845	State Water Resources Ctrl Brd	375.00	420207
0151836	C2 Reprographics	172.46	420894
0151834	C2 Reprographics	121.35	420207
0151835	C2 Reprographics	36.87	420207

Total**\$ 941,682.55**

ACTION ITEMS

(Green Pages)

The following action items require individual motions and votes before these items can be implemented. Board actions which would have the effect of emending current District policies will be specifically noted. Current policies affected will be referenced.

22. Approval of Agreements

Subject	22.01 DIS - Approval of Employment Agreement, Interim Vice President Student Services & Economic Development, CCC
Meeting	Feb 2, 2011 - Regular Meeting
Category	22. Approval of Agreements
Access	Public
Type	Action

Approval of Employment Agreement, Interim Vice President Student Services & Economic Development CCC

After review by the Vice Chancellor of Human Resources, it is recommended by the Chancellor that the Board approve a new employment agreement with Lois Y. Wilkerson, CCC, Interim Vice President Student Services & Economic Development, effective March 1, 2011 through June 30, 2011. Compensation to be \$12,537.92 per month based on the appropriate step placement. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Attachment #7)

File Attachments

[WILKERSON INTERIM CONTRACT - 1-19-11 BOARD.pdf \(46 KB\)](#)

Subject **22.02 DIS - Approval of Employment Agreement, Interim Vice President of Student Services, GWC**

Meeting Feb 2, 2011 - Regular Meeting

Category 22. Approval of Agreements

Access Public

Type Action

Approval of Employment Agreement, Interim Vice President of Student Services

After review by the Vice Chancellor of Human Resources, it is recommended by the Chancellor that the Board approve the employment agreement with Stanley Francus, GWC, to serve as Interim Vice President of Student Services, effective February 28, 2011 through May 31, 2011. Compensation to be \$12,519.666 per month based on the appropriate step placement. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees (See Attachment # 11)

File Attachments

[INTERIM CONTRACT - Stanley Francus 2-2-11.doc \(38 KB\)](#)

Subject 22.03 OCC - Approve Non-Standard Agreement between the Greenwood & Hall Financial Aid Solutions and the Coast Community College District to Provide Federal Student Aid Verification Services

Meeting Feb 2, 2011 - Regular Meeting

Category 22. Approval of Agreements

Access Public

Type Action

Approve Non-Standard Agreement between the Greenwood & Hall Financial Aid Solutions and the Coast Community College District to Provide Federal Student Aid Verification Services

Background: Greenwood and Hall Financial Aid Solutions will provide OCC with a customized financial aid processing service. The service includes perform actual verification financial aid files and complete verification processing within seven (7) business days from receipt of file. After considering factors such as costs and processing time, Greenwood and Hall FAS will provide valuable benefits to the students to receive financial aid funds on time.

Goal/Purpose: Greenwood and Hall Financial Aid Solutions provides federal student aid verification services to the Financial Aid Office. Students will receive financial aid funds on time.

Comment: None

Recommendation Statement: After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the Agreement between Greenwood & Hall Financial Aid Solutions and the Coast Community College District for the purpose of providing federal student aid verification services to the Financial Aid Office. This agreement be approved as it is a valuable benefits to the students to receive financial aid funds on time. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Attachment # 8)

Fiscal Impact: \$45,000-categorical fund (BFAP)

File Attachments

[greenwoodHALL \(2\).pdf \(109 KB\)](#)

Subject **22.04 OCC - Approve Non-Standard Agreement between Odyssey Power and the Coast Community College District for the Annual Renewal of the Service and Support Contract for Mitsubishi 75kva UPS, Onan Generator & ATS, Fire Suppression System, Liebert Air Conditioning to the Information Technology Building on the Orange Coast College Campus**

Meeting Feb 2, 2011 - Regular Meeting

Category 22. Approval of Agreements

Access Public

Type Action

Approve Non-Standard Agreement between Odyssey Power and the Coast Community College District for the annual renewal of the Service and Support Contract for Mitsubishi 75kva UPS, Onan Generator & ATS, Fire Suppression System, Liebert Air Conditioning to the Information Technology Building on the Orange Coast College Campus

Background: Odyssey Power provides service and support for the Uninterruptable Power Source to the generator at the Information Technology building

Goal/Purpose: To provide uninterrupted power to IT services on the Orange Coast college Campus

Comment: None

Recommendation Statement: After review by the College President and District General Counsel, it is recommended by the Chancellor that the Board approve the annual renewal of the Service and Support contract for the Uninterruptable Power Source (UPS) and generator providing backup power to the Information Technology building on the Orange Coast College campus. The agreement will be from February 1, 2011 through January 31, 2012. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Attachment # 9)

Fiscal Impact: \$6,699.85

File Attachments

[Odyssey Agreement 1-26-11.pdf \(918 KB\)](#)

23. Buildings and Grounds Approvals

Subject	23.01 DIS - Authorization for Addendum No. 2 to URS Corporation; Golden West College Learning Resource Center
Meeting	Feb 2, 2011 - Regular Meeting
Category	23. Buildings and Grounds Approvals
Access	Public
Type	Action

Authorization for Addendum No. 2 to URS Corporation; Golden West College Learning Resource Center

1. Background

The Golden West College Learning Resource Center project has endured several delays which have impacted completion of the project. These sources including rain, architectural redesign, contractor errors, contractor-subcontractor disputes, and non-performance of the "critical path" contractor have resulted in the postponement of project completion by an estimated 346 calendar days.

URS Corporation was originally contracted to perform construction management services on this project for a duration of 640 calendar days, with completion by May 12, 2010. Since May of 2010, URS has been performing, in good faith, in an attempt to complete this project. The numerous scheduling variables outlined above resulted in the inability to identify a completion date and is largely responsible for delay in requesting authorization for additional services.

As a result of the recent termination of T&Y Construction, the biggest causal factor of continued project delay, it is expected that this project will be completed by April 30, 2011. The District has begun negotiating contract amendments attributed to project delays and will seek to recover additionally incurred expenses from all parties accountable for project delay.

2. Goal/Purpose

In order to facilitate completion of this project the District must extend our contract with the project construction manager, URS Corporation. This amendment will allow URS to continue to serve as the owner's representative through project completion in order to ensure the compliance with plans and specifications by the remaining and successor contractors. URS's extensive knowledge of the project history will also assist the District with the claims and closeout process.

3. Comments

The District and URS have agreed to reduce the project staffing to a level that will provide the support necessary to complete the project while reducing the monthly expenses by more than 50% for the remainder of the project.

4. Recommendation Statement

After review by the Vice President of Administrative Services, Assistant Director of Facilities Planning and Construction and the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that

authorization be given for Addendum No. 2 for additional construction management services for the Golden West College Learning Resource Center.

Additional scope of services, to include the following:

1. Extension of multiple prime construction management services for a maximum duration of 11 months from May 12, 2010 to April 30, 2011 as a result of project delays.

Currently due invoices will be submitted for campus review/approval and processed immediately. Future services will be billed monthly based on an actual time and material basis.

It is further recommended that the Board President be authorized to sign this addendum to the construction management agreement.

Fiscal Impact: \$784,587 (Measure C – General Obligation Bond Fund)
Master Plan Approved Project
GWC Learning Resource Center

Subject **23.02 DIS - Authorization to File Notice of Completion**
Meeting Feb 2, 2011 - Regular Meeting
Category 23. Buildings and Grounds Approvals
Access Public
Type Action

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.

OCC Student Center Renovation: Bid No. 1975

Contractor: U.S. Demolition, Inc.
 Category A – Demolition/Site Preparation

Contractor: EDGE Development, Inc.
 Category B – Concrete/Grading

Contractor: J.B. McGaliard & Sons, Inc.
 Category C – Masonry

Contractor: Cuyamaca Const., Inc.
 Category D – Rough Carpentry/Misc. Metals

Contractor: Best Contracting Services, Inc.
 Category E – Roofing/Waterproofing/Sheet Metal

Contractor: Liberty Glass & Metal, Inc.
 Category F – Glass & Glazing

Contractor: Sierra Lathing Company, Inc.
 Category G – Drywall/Plaster/Framing/Doors/Frames/Hardware

Contractor: J. Colavin & Son, Inc.
 Category H. Ceramic Tile

Contractor: Southcoast Acoustical Interiors, Inc.
 Category I – Acoustical Ceilings

Contractor: The M.S. Rouse Company, Inc.
Category J – Flooring

Contractor: Painting & Décor. LTD
Category K – Painting

Contractor: Gamma Builders, Inc.
Category L – Project Specialties

Contractor: A-1 Fire Protection, Inc.
Category N – Fire Protection

Contractor: Continental Plumbing, Inc.
Category O – Plumbing/Site Utilities

Contractor: Liberty Climate Control, Inc.
Category P – HVAC

Contractor: Dennison Electric, Inc.
Category Q – Electrical/Fire Alarm/Low Voltage Systems

OCC Student Center Kitchen Rebid: Bid No. 1982

Contractor: Kamran and Company, Inc.
Category M – Kitchen Equipment

Contractor: Day Star Industries, Inc.
Category R – Millwork/Finish Carpentry

24. General Items of Business

Subject **24.01 DIS - Report and Adoption of Accountability Reporting for Community Colleges**

Meeting Feb 2, 2011 - Regular Meeting

Category 24. General Items of Business

Access Public

Type

Report and 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 2010 as per the required deadline. The legislation requires that Trustees interact with the report by March 14, 2011 and that a copy of the board minutes be submitted to the System Office showing evidence of public comment, review and adoption.

Upon presentation of the ARCC report, it is recommended by the Chancellor that the Board adopt the 2010 ARCC self-assessment reports for Coastline Community College, Golden West College, and Orange Coast College. Copies of ARCC data attached to each Trustee's agenda. (See Attachment # 10)

Fiscal Impact: None

File Attachments

[ARCC 2010 GWC.pdf \(63 KB\)](#)

[ARCC 2010 CCC.pdf \(63 KB\)](#)

[ARCC 2010 OCC.pdf \(63 KB\)](#)

Subject **24.02 DIS - Acceptance of Resignation/Retirement of Dr. Ding-Jo H. Currie, Chancellor, Coast Community College District**

Meeting **Feb 2, 2011 - Regular Meeting**

Category **24. General Items of Business**

Access **Public**

Type **Action**

Acceptance of Resignation/Retirement of Dr. Ding-Jo H. Currie, Chancellor, Coast Community College District

It is recommended that the Board of Trustees accepts the resignation/retirement of Dr. Ding-Jo H. Currie, Chancellor, Coast Community College District effective June 30, 2011.

Subject **24.03 DIS - Approval of Chancellor Recruitment Process**
Meeting Feb 2, 2011 - Regular Meeting
Category 24. General Items of Business
Access Public
Type Action

Approval of Chancellor Recruitment Process

a. Selection of Search Consultant for the Chancellor Recruitment

Two search firm proposals are attached to each Trustee's agenda. (See Attachment # 4)

b. Formation of Search Committee Membership for Chancellor Recruitment 2011

Pursuant to Board Policy 7909, Search and Selection of the Coast Community College District Executive Management Employees, the Search Committee for the position of Chancellor consists of the following stakeholder groups and representatives they select.

- ~ Two Board Members appointed by the Board of Trustees - Pending
- ~ One community member appointed by the Board of Trustees - Pending
- ~ One College President appointed by the Chancellor or Board of Trustees - Pending
- ~ Three Academic Senate representatives appointed by the Senates of the three colleges. Theresa Lavarini or designee will serve for Golden West College. Representatives for Coastline College and Orange Coast College are pending.
- ~ One Student Trustee or Designee - Student Trustee Lee Fuller
- ~ One representative of Coast Federation of Classified Employees (CFCE) appointed by CFCE - Pending
- ~ One representative of Coast Federation of Educators (CFE) appointed by CFE - Dean Mancina
- ~ One representative of Coast Community College Association/California Teachers Association (CCCA/CTA) appointed by CCCA/CTA - Dr. Barbara Price
- ~ One administrative representative appointed by Coast District Management Association (CDMA) - Vince Rodriguez
- ~ One Confidential employee appointed by the Confidential employees - Christina Irvin

TOTAL: 13 members

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

c. Appointment of Community Representative for Chancellor Search Committee

d. Appointment of Trustee Members to Chancellor Search Committee

File Attachments

[CCCD Chancellor Proposal.pdf \(329 KB\)](#)

[Chancellor Search Proposal CC Search Services.pdf \(310 KB\)](#)

25. Personnel Action Items

Subject **25.01 DIS - Authorization of Voluntary Separation Program**
Meeting **Feb 2, 2011 - Regular Meeting**
Category **25. Personnel Action Items**
Access **Public**
Type **Action**

Authorization of Voluntary Separation Program

Background

Governor Brown's Budget Proposal for the 2011-12 FY, released in mid January, outlines very stark realities for the Community College System. Proposed cuts range from \$400 million, if certain temporary tax measures are extended by the voters of California in a special election scheduled for June of this year, to \$900 million if those measures fail. The Coast District could experience budget cuts ranging from \$12 million to as much as \$27 million.

Approximately 90% of the Districts Unrestricted General Fund is dedicated to salaries and benefits. The District cannot address budget cuts of this magnitude without impacting personnel. As it has been a stated goal of the Board of Trustees to avoid layoffs, opportunities for voluntary separations have been looked to previously for budgetary solutions. The Early Notification Departure Stimulus Program (ENDS) was implemented last year and was instrumental in closing a budget shortfall of more than \$13 million.

This Board agenda item, if approved, will authorize a Voluntary Separation Program (VSP) designed to help bridge the budget deficit anticipated for the 2011-12 FY.

In order to participate, interested employees shall provide an Irrevocable Letter of Resignation or Retirement specifying their intent to resign and/or retire from the District in writing between **February 2, 2011 and March 14, 2011** inclusive.

Employees participating in this program will be paid a one-time sum not-to-exceed \$10,000 after resignation or retirement from the District.

Recommendation Statement

Adopt the Voluntary Separation Program as specified in the attached documents. A report addressing the number of participants and fiscal impact will be presented to the Board following the conclusion of the program. (See Attachment # 12)

Fiscal Review & Impact

Fiscal impact will be driven by program participation.

File Attachments

[VSP 2-28-11.pdf \(49 KB\)](#)

26. Approval of Minutes

Subject	26.01 Approval of Minutes
Meeting	Feb 2, 2011 - Regular Meeting
Category	26. Approval of Minutes
Access	Public
Type	Action

After review by the Secretary of the Board of Trustees, it is recommended by the Board Clerk that the Minutes of the following meeting be approved:

Special Meeting of January 19, 2011

File Attachments

[Min 01-19-11 Special Meeting.pdf \(14 KB\)](#)

27. Close of Meeting

Subject	27.01 - 27.02 Close of Meeting
Meeting	Feb 2, 2011 - Regular Meeting
Category	27. Close of Meeting
Access	Public
Type	Action

27.01 Public Comment (Items Not 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 Secretary of the Board of Trustees 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 Secretary of the Board of Trustees at, (714) 438-4848, as soon as possible to inform us of your particular needs so that appropriate accommodations may be made.

27.02 Adjournment



Special Meeting

Board of Trustees

Coast Community College District

Board Conference Room

January 19, 2011 at 4:00 p.m.

MINUTES

A Special Meeting of the Board of Trustees of the Coast Community College District was held on January 19, 2011 in the Board Room at the District Office.

1. **Call to Order** –Board President Jerry Patterson called the meeting to order at 4:05 p.m.

2. **Roll Call**

Trustees Present: Jerry Patterson, Lorraine Prinsky, Jim Moreno, David Grant and Mary Hornbuckle

Trustees Absent: Student Trustee Lee Fuller was excused.

3. **Opportunity for Public Comment**

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

4. **Recess to Closed Session**

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

The Board recessed to Closed Session at 4:06 p.m. to discuss the following items:

4.01 Public Employment (Pursuant to Government Code 54957 (b)(1))

1. Faculty Special Assignments
2. Substitute Faculty
3. Full-time Faculty
4. Part-time Faculty
5. Educational Administrators
 - a. Director, Accessibility Center for Educ (ACE)
 - b. Accounting Assistant 1
6. Classified Management

7. Classified Staff
 - a. Typist Clerk Intermediate
 - b. Accounting Assistant 1
8. Reclassification and Reorganization/Reassignment
9. Classified Temporary Assignments
 - a. Military Contract Educ Tech III
 - b. Military Contract Educ Program Coordinator
 - c. Special Assignment
 - d. Child Development Specialist
 - e. Staff Aide
 - f. Special Assignment
 - g. Exec Assistant to Vice Chancellor
 - h. Application Project Coordinator
 - i. Student Fin Aid Coordinator
 - j. Staff Assistant Special Projects
 - k. Child Care Center Coordinator
 - l. Staff Specialist
10. Hourly Staff
11. Substitute Classified
12. Clinical Advisor/Summer
13. Medical Professional Hourly Personnel
14. Student Workers

Public employment materials are available upon request from the Board of Trustees' Office

4.02 Conference with Legal Counsel: Existing Litigation

(Pursuant to sub-section "a" of Government Code Section 54956.9)

Morgenstern v. Orange Coast College et al., Orange County Superior Court
Case No. 30-2008-00109222

Jacobson v. Coast Community College District (Arbitration)

Williams v. Barr, et al., US District Court Case No. SACVIO-47 DOC (MLGX)

Coast Community College Association vs. Coast Community College District,
PERB Case#LA-CE-54-36-E

Coast Community College District vs. MEP, Inc. et al., Orange County Superior
Court Case No. 30-2010-00380564

NGB Enterprises vs. Coast Community College District, Orange County Superior
Court Case No. 2010-00423404

Coast Community College Association vs. Coast Community College District (Arbitration)

4.03 Public Employee Discipline/Dismissal/Release

(Pursuant to Government Code Section 54957)

4.04 Conference with Labor Negotiator

(Pursuant to Government Code Section 54957.6)

Agency Negotiator: Deborah Hirsh, Vice Chancellor, Human Resources

Employee Organizations:

Coast Federation of Classified Employees (CFCE),

Coast Community College Association-California Teachers

Association/National Education Association (CCCA-CTA/NEA),

Coast Federation of Educators/American Federation of Teachers (CFE/AFT),

Unrepresented Employees: Association of Confidential Employees (ACE),

Unrepresented Employees: Coast District Management Association (CDMA),

Educational Administrators

4.05 Public Employee Performance Evaluation

(Pursuant to Government Code Section 54957)

Position: Chancellor

5. Report of Action from Closed Session

The Board reconvened to Open Session at 5:01 p.m. There was no report of action from Closed Session.

6. Adjournment

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

Motion carried with the following vote:

Aye: Mr. Patterson, Dr. Prinsky, Mr. Moreno, Mr. Grant and Ms. Hornbuckle

No: None

Absent: None

The meeting adjourned at 5:02 p.m.

Secretary of the Board of Trustees



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

#	Meeting Date	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda due Date	Status I = In Progress P = Pending
1	Nov 17, 2010	Mary Hornbuckle 2 nd Walt Howald	Board Clerk/Board Secretary	Provide report on work activities performed by Townsend Public Affairs	February 16, 2011	P
2	Nov 17, 2010	Jim Moreno 2 nd Mary Hornbuckle	Chancellor	Refer Bullying Report to a Policy Task Force to provide a draft policy on Bullying at a future Board Meeting.	Pending	P
3	Nov 17, 2010	Mary Hornbuckle 2 nd Jerry Patterson	Chancellor	Provide report on District transfers to UC and Cal State Universities.	February 2, 2011	P
4	Nov 17, 2010	Jerry Patterson 2 nd Jim Moreno	Chancellor	Provide status report on review of Board policies.	March 16, 2011	P
5	Nov 17, 2010	Lorraine Prinsky 2 nd Walt Howald	Chancellor	Request for a future update from November 2009 report on OCC Student Funding matters.	Feb 16, 2011	P
6	Nov 17, 2010	Mary Hornbuckle, 2 nd Walt Howald	Chancellor	Refer Policy 010-2-28 (BP 2228) Trustees Serving on Boards of Ancillary Organizations through the Task Force to the Foundation Directors for their input.	February 2, 2011	P
7	Aug 19, 2010	Mary Hornbuckle; 2 nd Lorraine Prinsky	Chancellor/District General Counsel	Review Agreement with Time Warner Cable for the purpose of utilizing a dedicated circuit connection between Golden West College data network and Time Warner Cable, and return to the Board in August 2011 for reconsideration.	August 2011	P
8	May 19, 2010	Jim Moreno; 2 nd Walt Howald	Chancellor / Vice Chancellor of Administrative Services	Provide the Board with a comprehensive report to include a two-year and five-year plan of what the District's anticipated Information Technology needs are, or are projected to be.	April 6, 2011	P
9	Dec 9, 2009	Lorraine Prinsky; 2 nd Walt Howald	Chancellor	Provide the Board with frequent updates on the District's compliance with the 50% Law and FON, and provide the Board with an understanding of the impact of the ENDS Program on the 50% Law	Ongoing	P

#	Meeting Date	Requested via Action by the Board of Trustees	Responsible District Party	Directive	Agenda due Date	Status I = In Progress P = Pending
10	July 16, 2008	Walt Howald; 2 nd Jim Moreno	Chancellor	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. Written status report on progress of President Obama's American Graduation Initiative.	Ongoing	P
11	Sept 17, 2008	Jim Moreno; 2 nd Mary Hornbuckle	Chancellor	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. Also include diversity and demographic breakdown of students at each campus and for all cities served by the District.	Spring 2011	P
12	Sept 17, 2008		Chancellor	Develop Vision 2020, a strategic plan for the District over the coming decade. Regular attention to it and updating as necessary are assumed.	May 18, 2011	P
13	Sept 17, 2008	Board	Chancellor	Refine and advance the relationship 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 will work through its three colleges, the Chancellor's Office will play a more significant role in directing the colleges to collaborate, respond to local need, and allocate funding accordingly.	February 2, 2011	P

Annual Report of the District Management Professional and Staff Development Program Committee for 2009-2010, in Compliance with Policy 090-1-8

In accordance with procedures established for the District Management Professional and Staff Development Program, the following report is provided to the Board of Trustees for fiscal year 2009-2010.

The Management Professional and Staff Development Program (MPSDP) funded expenditures in the amount of \$44,432.91 for 2009-10. Activities funded included conferences, workshops, and support toward degree programs for all interested District managers. Each District site was represented by a committee member who facilitated processing of the requests and application for funding.

The committee approved 37 applications for funds (20 classified managers and 17 educational managers). The approved fund allocations are broken down by site, management employee classification, and purpose of request.

PARTICIPANT UTILIZATION

	Total	%	Conf/Travel	%	Education	%
Classified Managers	\$25,957.91	58.4%	\$14,062.91	59.7%	\$11,895.00	56.9%
Educational Adm.	18,475.00	41.6%	9,475.00	40.3%	9,000.00	43.1%
TOTALS	\$44,432.91	100%	23,537.91	100%	20,895.00	100%

SITE UTILIZATION

	Total	%	Conf/Travel	%	Education	%
Coastline	\$14,150.00	31.8%	\$6,500.00	27.6%	\$7,650.00	36.6%
District	8,400.00	18.9%	3,900.00	16.6%	4,500.00	21.5%
Golden West	9,382.91	21.1%	5,137.91	21.8%	4,245.00	20.4%
Orange Coast	12,500.00	28.1%	8,000.00	34.0%	4,500.00	21.5%
TOTALS	\$44,432.91	100%	\$23,537.91	100%	\$20,895.00	100%

Note: The District also provided 11 workshops on various topics for managers and supervisors through participation in Southern California Community college District Employment Relations consortium at a cost of \$2,500. Total expenditures for Management Professional and Staff Development and special training as of June 30, 2010 totaled \$46,932.91.



Annual Report
Coast Community College District
Classified Professional Development Program
Fiscal Year 07/01/09 - 06/30/10

Summary of Activities:

Professional Development is defined as learning activity leading toward an opportunity for advancement as a District Classified Employee. It is not personal enrichment, training for advancement outside the classified unit or for departmental expenses.

For the fiscal year ending 6/30/10 the Classified Professional Development Program has approved 59 applications for the following programs.

Option I: Expense Reimbursement Program

This option reimburses expenses for tuition, books, and fees incurred when taking classes at an accredited institution. Forty-six (46) applications were approved for this option have received reimbursements.

Upon completion of the class(es), the applicant must demonstrate a final grade of "C" or better to qualify for reimbursement. Original receipts must be submitted with application, along with any other receipts for allowable fees.

The total annual eligibility per applicant is not to exceed \$3,000 for each fiscal year.

Option II: Salary Differential Program

This option provides a salary differential based on the receipts of a certificate or degree. Employees are not reimbursed for their academic expenses but are rewarded by receiving a salary increase by the percentages outlined below. Employees are paid by the number of units for each degree or professional certificate. The applicant must demonstrate that certification is equivalent to the rigor of the Credit Class-Based Certificates. Differentials are cumulative, but restricted to one in each listed category.

Certificate I (18-24 units) - 1.00% of employee salary
Certificate II (25 + units) - 1.50% of employee salary
AA Degree or AS Degree - 2.50% of employee's salary
BA Degree or BS Degree - 2.50% of employee's salary
MA Degree or MS Degree - 2.50% of employee's salary
Ph.D. or EdD - 2.50% of employee's salary

There were a total of (3) applicants approved during the 09-10 fiscal year.

Of the three (3) applicants applying for differential increase: one was approved for 1%, one was approved for 1.5% and the other for 2.5%.

Applicants are to submit final, official copies of his/her transcripts for the degree completion in order to process the salary differential.

Option II: Release Time Program

This option provides replacement cost for college-level class per school term. Supervisor's approval is required for all requests. If approval is denied, a valid reason must be given to the employee.

There were no applicants for this option this year.

Each applicant shall not exceed \$3,000 within each fiscal year.

Annual Report
Coast Community College District
Classified Professional Development Program
Fiscal Year 07/01/09 - 06/30/10

Professional Conference Program

Employees are encouraged to participate in various professional workshops and conferences that will enhance current work position and lead to upward mobility as a classified employee. All requests requiring release time must have supervisor's approval. If approval is denied, a valid reason must be given to the employee by the supervisor.

A total of ten (10) applications for Conference funding all were recieved and approved.

Conference reimbursements are limited to \$1,000 per applicant per fiscal year.

Vocational/Technical Education Program

This program allows employees in specialized curriculum wanting to pursue technical coursework. This option requires a memo signed by a supervisor in the affected area stating that the requested course or modules are the best or only ones offered in the particular type of education required for that area of expertise. This option must be taken on the employee's own time.

One application was submitted and approved for this option.

Each application shall not exceed \$3,000 within each fiscal year.

The following financial report shows the total dollar amount for the applications approved and processed for the fiscal year ending June 30, 2010.

Please see next page for tabulation totals.

Annual Report
Coast Community College District
Classified Professional Development Program
Fiscal Year 07/01/09 - 06/30/10

Option I	District Unit	Total Funds Used
Tuition, Books and Fees	OCC	\$16,970.80
	GWC	\$11,285.44
	CCC	\$28,866.47
	Dist	\$495.00
	Total Funds Used	\$57,617.71

Option II	District Unit	Total Funds Approved
Salary Differential	OCC	1.0% Differential
	GWC	1.5% Differential
		2.5% Differential

Option III	District Unit	Total Funds Approved
Release Time		

Vocational	District Unit	Total Fund Approved
------------	---------------	---------------------

Conferences	District Unit	Total Fund Approved
	OCC total of 7	\$4,177.99
	GWC	\$0.00
	CCC total of 3	\$1,727.79
	Dist	\$0.00
	Total Funds Used	\$5,905.78

TOTALS	
Beginning Balance	\$97,878.00
Funds Used 09-10	\$55,178.71
Pending Reimbursements	\$8,344.78
Coordinator Stipend	\$5,000.00
09-10 Ending Balance	\$29,354.51

Annual Report
Coast Community College District
Classified Professional Development Program
Fiscal Year 07/01/09 - 06/30/10

MEMORANDUM

Date: February 2, 2011

To: Honorable Board of Trustees and Dr. Ding-Jo Currie, Chancellor

From: Andy Dunn 

Re: Second Quarter Report CCFS-311Q Ending December 31, 2010

The Second Quarter Report is attached for your review with the following notations:

- Projected income is approximately the same as last year. The likelihood of receiving growth funds in the current year will be evaluated during the next quarter.
- Projected expenses are approximately the same as last year.
- The available reserve for contingency is \$13,500,000.

FTEs are estimated at 35,154 for 2010/2011, which is 1,000 below 2009/2010. Although the State budget includes \$126 million for growth, none of these funds were included in the district adopted budget. Current FTE projections will enable the district to earn available growth funds.

If I can provide additional information, please let me know.

AD/ms

Attachments

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q CERTIFY QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2010-2011

Quarter Ended: (Q2) Dec 31, 2010

District: (830) COAST

Your Quarterly Data is Certified for this quarter.

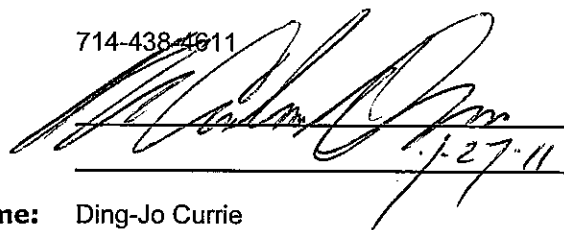
Chief Business Officer

CBO Name: William A. Dunn

CBO Phone: 714-438-4611

CBO Signature:

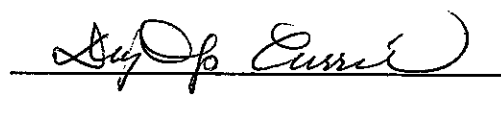
Date Signed:



Chief Executive Officer Name: Ding-Jo Currie

CEO Signature:

Date Signed:



Electronic Cert Date: 01/19/2011

District Contact Person

Name: Kim Allen

Title: Admin Director, Fiscal Affairs

Telephone: 714-438-4654

Fax: 714-438-4874

E-Mail: kallen@cccd.edu

California Community Colleges, Chancellor's Office
1102 Q Street Sacramento, California 95814-6511

Send questions to:

Christine Atalig (916)327-5772 atalig@ccccc.edu or Glen Campora (916)323-6899 gcampora@ccccc.edu

© 2007 State of California. All Rights Reserved.

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2010-2011

Quarter Ended: (Q2) Dec 31, 2010

District: (830) COAST

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	190,014,290	190,567,016	186,702,880	185,500,000
A.2	Other Financing Sources (Object 8900)	2,448	3,075	17,461	512,112
A.3	Total Unrestricted Revenue (A.1 + A.2)	190,016,738	190,570,091	186,720,341	186,012,112
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	188,498,979	191,053,827	185,988,908	182,500,000
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,710,979	2,020,556	1,819,367	3,913,052
B.3	Total Unrestricted Expenditures (B.1 + B.2)	195,209,958	193,074,383	187,808,275	186,413,052
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-5,193,220	-2,504,292	-1,087,934	-400,940
D.	Fund Balance, Beginning	28,794,303	23,601,080	21,096,788	19,698,262
D.1	Prior Year Adjustments + (-)	-3	0	-310,592	-452
D.2	Adjusted Fund Balance, Beginning (D + D.1)	28,794,300	23,601,080	20,786,196	19,697,810
E.	Fund Balance, Ending (C. + D.2)	23,601,080	21,096,788	19,698,262	19,296,870
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	12.1%	10.9%	10.5%	10.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	35,614	37,299	36,103	35,154
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		58,797,897	57,820,043	48,949,787
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	45,785,141	58,797,897	57,820,043	48,949,787

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	184,929,405	184,929,405	112,204,629	60.7%
I.2	Other Financing Sources (Object 8900)	500,000	500,000	262,112	52.4%
I.3	Total Unrestricted Revenue (I.1 + I.2)	185,429,405	185,429,405	112,466,741	60.7%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	183,209,058	184,492,475	73,530,718	39.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,407,032	3,913,052	2,286,970	58.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	184,616,090	188,405,527	75,817,688	40.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	813,315	-2,976,122	36,649,053	
L	Adjusted Fund Balance, Beginning	19,697,810	19,697,810	19,697,810	
L.1	Fund Balance, Ending (C. + L.2)	20,511,125	16,721,688	56,346,863	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	11.1%	8.9%		

V. Has the district settled any employee contracts during this quarter?**NO****If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**
Next year? YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

During the second quarter, the Legislative Analyst's Office (LAO) released their Fiscal Outlook report recognizing the precarious condition of the state budget and projecting a deficit through the end of the 2011-12 FY of more than \$25 billion. These projections were validated both by the Community College League of California (CCLC) and the California Community College Chancellor's Office (CCCCO) and estimates of reductions to the community college system ranging to as much as \$250 million were released by these two organizations.

With this new information in hand the Coast Administrative team revisited its projected Internal Operating Deficit for the 2011-12 FY adding to it an estimated \$7 million state cut for a total budget gap of approximately \$10 million in the coming year.

The District has since embarked on a multi-pronged approach to close this budget gap that will include varying degrees of negotiated and administratively driven solutions.

CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

VIEW QUARTERLY DATA

CHANGE THE PERIOD 

Fiscal Year: 2010-2011

District: (830) COAST

Quarter Ended: (Q2) Dec 31, 2010

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2007-08	Actual 2008-09	Actual 2009-10	Projected 2010-2011
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	190,014,290	190,567,016	186,702,880	185,500,000
A.2	Other Financing Sources (Object 8900)	2,448	3,075	17,461	512,112
A.3	Total Unrestricted Revenue (A.1 + A.2)	190,016,738	190,570,091	186,720,341	186,012,112
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	188,498,979	191,053,827	185,988,908	182,500,000
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	6,710,979	2,020,556	1,819,367	3,913,052
B.3	Total Unrestricted Expenditures (B.1 + B.2)	195,209,958	193,074,383	187,808,275	186,413,052
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-5,193,220	-2,504,292	-1,087,934	-400,940
D.	Fund Balance, Beginning	28,794,303	23,601,080	21,096,788	19,698,262
D.1	Prior Year Adjustments + (-)	-3	0	-310,592	-452
D.2	Adjusted Fund Balance, Beginning (D + D.1)	28,794,300	23,601,080	20,786,196	19,697,810
E.	Fund Balance, Ending (C. + D.2)	23,601,080	21,096,788	19,698,262	19,296,870
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	12.1%	10.9%	10.5%	10.4%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	35,614	37,299	36,103	35,154
-----	---	--------	--------	--------	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2007-08	2008-09	2009-10	2010-2011
H.1	Cash, excluding borrowed funds		58,797,897	57,820,043	48,949,787
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	45,785,141	58,797,897	57,820,043	48,949,787

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	184,929,405	184,929,405	112,204,629	60.7%
I.2	Other Financing Sources (Object 8900)	500,000	500,000	262,112	52.4%
I.3	Total Unrestricted Revenue (I.1 + I.2)	185,429,405	185,429,405	112,466,741	60.7%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-8000)	183,209,058	184,492,475	73,530,718	39.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,407,032	3,913,052	2,286,970	58.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	184,616,090	188,405,527	75,817,688	40.2%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	813,315	-2,976,122	36,649,053	
L.	Adjusted Fund Balance, Beginning	19,697,810	19,697,810	19,697,810	
L.1	Fund Balance, Ending (C. + L.2)	20,511,125	16,721,688	56,346,863	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	11.1%	8.9%		

V. Has the district settled any employee contracts during this quarter?

NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1:								
Year 2:								
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?

NO

Next year?

YES

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

During the second quarter, the Legislative Analyst's Office (LAO) released their Fiscal Outlook report recognizing the precarious condition of the state budget and projecting a deficit through the end of the 2011-12 FY of more than \$25 billion. These projections were validated both by the Community College League of California (CCLC) and the California Community College Chancellor's Office (CCCCO) and estimates of reductions to the community college system ranging to as much as \$250 million were released by these two organizations.

With this new information in hand the Coast Administrative team revisited its projected Internal Operating Deficit for the 2011-12 FY adding to it an estimated \$7 million state cut for a total budget gap of approximately \$10 million in the coming year.

The District has since embarked on a multi-pronged approach to close this budget gap that will include varying degrees of negotiated and administratively driven solutions.

Coast Community College District

Second Quarterly Report

2010-2011

All Funds

Fund	General	Child Development	GO Bond	Capital Outlay	Insurance Services	N/R Reimb Operations	Total
Assets	60,572,237	161,920	49,984,486	8,804,028	49,043,986	313,308	168,879,965
Due To System Posting	0	0	0	0	0	0	0
Liabilities	1,884,247	101,683	0	-1	0	1,567,581	3,553,510
Due To/From System Posting	0	0	0	0	0	0	0
Fund Balance	<u>58,687,990</u>	<u>60,237</u>	<u>49,984,486</u>	<u>8,804,029</u>	<u>49,043,986</u>	<u>-1,254,273</u>	<u>165,326,455</u>
Beginning Balance	19,698,262	0	63,037,733	8,310,973	45,366,944	0	136,413,912
Income							
Adjusted Budget	212,663,342	1,341,683	500,000	10,071,238	43,408,000	11,630,632	279,614,895
Actual	125,310,864	647,843	30,253	4,208,094	22,027,497	4,950,108	157,174,659
%	58.92%	48.29%	6.05%	41.78%	50.75%	42.56%	56.21%
Expenses							
Adjusted Budget	215,639,464	1,341,683	63,537,732	16,968,101	37,558,000	11,630,632	346,675,612
Actual	86,321,210	587,606	13,083,500	3,715,038	18,350,455	6,204,381	128,262,190
%	40.03%	43.80%	20.59%	21.89%	48.86%	53.35%	37.00%
Suspense Clearing	527	0	0	0	0	0	527
Accrual Adjustments	-453	0	0	0	0	0	-453
Audit Adjustments	0	0	0	0	0	0	0
Fund Balance	<u>58,687,990</u>	<u>60,237</u>	<u>49,984,486</u>	<u>8,804,029</u>	<u>49,043,986</u>	<u>-1,254,273</u>	<u>165,326,455</u>

Coast Community College District Financial Status Report

Second Quarterly Report Fiscal Year 2010/2011

<u>Object</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Year-to-Date Transactions</u>	<u>Ending Balance</u>
9110	CASH IN COUNTY TREASURY	15,857,103	33,092,684	48,949,787
9120	CASH IN BANKS	1,784,901	1,722,822	3,507,723
9125	CASH COLLECTN AWAITG DEPOSIT	924,766	-924,766	0
9130	REVOLVING CASH FUND	250,078	-78	250,000
9150	INVESTMENTS	79	0	79
9160/9169	ACCOUNTS RECEIVABLE	20,686,822	-13,728,323	6,958,499
9170	DUE FROM OTHER FUNDS	410,246	-310,246	100,000
9220	PREPAID EXPENSES	6,894	-6,894	0
9230	PREPAID EXPENSE/MID-MONTH	0	806,148	806,148
Total Assets		39,920,889	20,651,348	60,572,237

<u>Object</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Year-to-Date Transactions</u>	<u>Ending Balance</u>
9510	ACCOUNTS PAYABLE	2,059,415	-2,051,643	7,772
9511	MISC ACCRUALS YR-END	7,624,413	-6,713,166	911,247
9512	DEPOSIT REFUNDABLE	99	0	99
9514	ACCRUED PAYROLL PAYABLES	159,403	-159,403	0
9519	ACCTS PAYABLE ACCRUALS	278,170	-68,399	209,771
9520	DUE TO OTHER FUNDS	3,402,603	-3,402,603	0
9540	DEFERRED INCOME	5,913,543	-5,913,543	0
9541	CAPITAL LEASES	0	0	0
9550	SUMMER PAY WITHHELD	40,707	-27,087	13,620
9552	CALIF USE TAX PAYABLE	2,236	-1,956	280
9555	CA NON-RESIDENT W/H PAYABLE	582	-582	0
9571	ACCRUED VACATION	741,457	0	741,457
Total Liabilities		20,222,628	-18,338,381	1,884,247

<u>Object</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Year-to-Date Transactions</u>	<u>Ending Balance</u>
9711	NON-DESIGNATED FUND BALANCE	20,008,853	-310,591	19,698,262
9712	YEAR END APPROPRIATIONS	0	0	0
9713	ACCOUNTS RECEIVABLE ADJUSTMTS	0	-44	-44
9714	ACCOUNTS PAYABLE ADJUSTMENTS	-310,591	310,183	-408
		<u>19,698,262</u>	<u>-453</u>	<u>19,697,809</u>
	Fund Balance as of December 31, 2010			19,697,809
	Plus Total Revenues			125,310,864
	Less Total Expenditures			86,321,210
9910	Plus Suspense Clearing			527
9918	Less Suspense A Payroll			0
9919	Less Suspense B Payroll			0
	Total Fund Balance as of December 31, 2010			<u>58,687,990</u>

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
8120	HIGHER EDUCATION ACT	1,755,679	299,429
8130	WORKFORCE INVESTMENT ACT	5,216,966	1,158,937
8140	TANF-TRANSITIONL ASSIST TO NEEDY FAMILIES	121,140	40,215
8170	VOC&APPLIED TECH EDUCATION ACT	2,056,563	0
8199	OTHER FEDERAL REVENUE	1,319,973	838,839
Sub Total	8100 FEDERAL REVENUE	10,470,321	2,337,420
8612	STATE GENERAL APPORTIONMENT	65,350,000	37,399,058
8619	OTHER GENERAL APPORTIONMENTS	566,000	498,427
8622	EXTENDED OPPORTUNITY PROG &SVS	2,042,400	1,017,293
8623	DISABLED STUDENTS PROGRAMS&SVS	1,528,962	750,271
8624	CALWORKS	390,622	216,232
8625	TELE TECH INFRASTRUCTURE PROG TTIP	35,821	35,821
8629	OTHER CATEGORICAL APPORTIONMT	6,334,394	4,235,440
8653	INSTRUCTIONAL IMPROVEMENT GRT	256	256
8654	MIDDLE COLLEGE	0	0
8659	OTHER CATEGORICAL PROGRAMS	373,136	43,170
8672	HOMEOWNERS PROPERTY TAX RELIEF	700,000	109,458
8681	STATE LOTTERY PROCEEDS	5,028,622	650,492
8682	STATE MANDATED COSTS	0	0
Sub Total	8600 STATE REVENUE	82,350,213	44,955,918
8811	DISTRICT TAXES - SECURED ROLL	78,900,000	41,366,276
8812	DISTRICT TAXES-SUPPLEMNTL ROLL	1,500,000	701,632
8813	DISTRICT TAXES-UNSECURED ROLL	1,500,000	2,221,570
8816	DISTRICT TAXES-PRIOR YEAR	5,000,000	2,568,094
8817	EDU REVENUE AUGUMENTATION FUND	0	0
8818	REDEVELOPMENT PROPERTY TAXES	400,000	452,509
8831	CONTRACT INSTRUCTION	50,000	4,257,722
8840	SALES	100,000	32,445
8850	RENTALS	2,172,000	815,330
8861	INTEREST & INVESTMENT INCOME	400,000	323,147
8862	GAIN/LOSS ON INVESTMENT	0	-32,025

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
8871	CHILD DEVELOPMENT SERVICES	480,500	227,807
8874	ENROLLMENT FEES	12,800,000	11,595,208
8876	HEALTH FEES	1,819,711	2,061,279
8877	INSTRUCT MATERIAL FEES	755,606	581,678
8879	STUDENT RECORDS	230,000	63,564
8880	NON RESIDENT TUITION	7,525,000	7,315,025
8881	PARKING FEES	1,993,437	1,021,663
8889	OTHER STUDENT FEES	119,721	926,291
8892	TELECOURSE REVENUE	955,000	0
8893	PARKING FINES	593,684	347,687
8899	OTHER LOCAL INCOME	2,048,149	908,512
Sub Total	8800 LOCAL REVENUE	119,342,808	77,755,414
8912	SURPLUS PROPERTY SALES	500,000	262,112
8914	GAIN ON SALE OF ASSESTS	0	0
8981	INTERFUND TRANSFERS	0	0
Sub Total	8900 OTHER FINANCING SOURCES	500,000	262,112
	TOTAL REVENUE	212,663,342	125,310,864

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
1100	INSTRUCTORS REG CONTRACT	35,091,801	13,751,945
1200	NON-INSTRUCTNL REG CONTRACT	14,107,374	6,005,776
1300	INSTRUCTORS HOURLY	22,505,805	7,279,034
1400	NON-INSTRUCTNL HOURLY	2,682,939	968,859
Sub Total	1000 CERTIFICATED SALARIES	74,387,919	28,005,614
2100	NON-INSTR CLASSIF REG CONTRACT	43,329,353	18,149,620
2200	INSTR CLASSIF REG CONTRACT	3,747,221	1,535,519
2300	NON-INSTRUCTIONAL, HOURLY	4,405,969	1,738,583
2400	INSTRUCTIONAL HOURLY	879,501	556,310
Sub Total	2000 CLASSIFIED SALARIES	52,362,044	21,980,032
3000	EMPLOYEE BENEFITS	2,362,505	-67,933
3100	STRS-STATE TEACHERS RETIREMENT	3,719,366	2,039,325
3200	PERS-PUBLIC EMPLOYEES RETIREMENT	5,433,588	2,362,175
3300	OASDI-OLD AGE/SURVIVORS/DISABILTY INS	4,461,556	2,004,153
3400	HEALTH & WELFARE BENEFITS	19,413,505	8,190,146
3500	STATE UNEMPLOYMENT INS	695,997	216,894
3600	WORKERS COMPENSATION INS	1,642,996	872,560
3700	LOCAL RETIREMENT SYSTEM	11,139,700	5,569,850
3900	OTHER BENEFITS	0	0
Sub Total	3000 STAFF BENEFITS	48,869,213	21,187,170
4200	OTHER BOOKS	20,333	1,565
4300	INSTRUCTINL SUPPLIES	4,359,499	1,183,194
4400	MEDIA SUPPLIES	49,289	9,613
4600	FUEL, OIL & REPAIR PARTS	392,566	139,207
4900	OTHER SUPPLIES	0	0
Sub Total	4000 BOOKS, SUPPLIES & MATERIALS	4,821,687	1,333,579

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
5000	INDIRECT EXPENSE CHARGEBACK	273,444	15,297
5100	PERSONAL AND CONSULTANT SERVICES	883,396	147,382
5200	TRAVEL AND CONFERENCES	672,499	183,232
5300	DUES AND MEMBERSHIP	341,415	186,143
5400	INSURANCE	1,495,877	1,379,926
5500	UTILITIES	5,272,648	1,869,126
5600	RENT, LEASES AND REPAIRS	6,898,889	3,001,656
5700	LEGAL, ELECTION AND AUDIT EXPENSES	2,399,766	491,276
5800	OTHER OPERATING EXPENSES AND SERVICES	5,618,045	1,722,529
5900	OTHER	2,684,139	0
Sub Total	5000 CONTRACT SERVICES, OPERATING EXPENSES	26,540,118	8,996,567
6100	SITE IMPROVEMENTS	11,000	0
6200	BUILDING IMPROVEMENTS	35,162	418,923
6300	BOOKS (NEW)	133,055	80,051
6400	EQUIPMENT AND LEASE PURCHASE	3,324,684	1,684,879
Sub Total	6000 CAPITAL OUTLAY	3,503,901	2,183,853
7300	INTERFUND TRANSFER OUT	3,941,052	2,285,436
7500	STUDENT FINANCIAL AID	170,194	53,015
7600	OTHER PAYMENTS TO OR FOR STUDENTS	1,043,336	295,944
7900	RESERVE FOR CONTINGENCIES (BUDGET ONLY)	16,722,140	0
Sub Total	7000 OTHER OUTGO & RESERVES	21,876,722	2,634,395
	TOTAL EXPENDITURES	232,361,604	86,321,210



**SEARCH PROPOSAL FOR
CHANCELLOR
COAST COMMUNITY COLLEGE DISTRICT**

**For the
BOARD OF TRUSTEES**

Community College Search Services

January 22, 2011

Table of Contents

Community College Search Services	tab 1
Formal Proposal	tab 2
Generic Components for Comprehensive Search	tab 3
Current and Previous Searches	tab 4
Resumes of Tom Harris and James W. Walker	tab 5

Board of Trustees
Coast Community College District
1370 Adams Avenue
Costa Mesa, CA 92626

Dear Board of Trustees:

In response to your request, we are pleased to provide you with the enclosed information on Community College Search Services relative to your impending search for a **new Chancellor**.

Community College Search Services (CCSS) assists community colleges in all aspects of locating and hiring community college administrators. **We undertake comprehensive searches or any part of a search where assistance is needed.** We recruit, facilitate the hiring process, prepare reference reports, provide interim administrators and provide advice on any facet of hiring. CCSS is prepared to help in any way possible.

CCSS has recently completed assignments for the California State Chancellor, Citrus, Coast, Compton, Cuesta, Grossmont-Cuyamaca, Kern, Los Angeles, Mira Costa, Napa Valley, North Orange, Rancho Santiago, San Jose-Evergreen, Santa Barbara, Victor Valley and West Valley-Mission Community College Districts in California.

We know California, our prices are competitive and **we carry our own liability insurance**. If you wish further information on how we can help your District, we would be pleased to discuss our services with you in person.

Sincerely,

James W. Walker, Ed.D.

01/22/11

Board of Trustees
Coast Community College District
1370 Adams Avenue
Costa Mesa, CA 92626

Dear Board of Trustees:

This letter, with supporting documents, will serve as formal proposal and provide you with information for Community College Search Services (CCSS) to assist in your search for the position of **Chancellor for the Coast Community College District**. Community College Search Services has been in business since 1995. Our office is located at 376 Hamilton Avenue, Ventura, CA 93003. A statement of our qualifications plus specific references is presented under Part B of this document. A complete list of our successful searches is included with this document. Our firm is fully prepared to perform the services described in addition to any requested modification therein.

CCSS will provide comprehensive search services on process and provide search materials and guidance to the Board of Trustees, staff and search committee. Dr. Tom Harris would be the consultant for the search. Dr. Harris would serve as the consultant on site for Board consultation and communication. In addition, Dr. Harris would facilitate the search committee meetings and processes. The CCSS team would actively undertake the recruitment activities. Jim Walker would oversee the preparation of the reference reports. Our resumes are included for your perusal.

Our understanding of the services sought, are described below. Should our proposal be accepted, our firm is fully prepared to perform the services described.

A. Proposed Services

(1) Meet with Board of Trustees

Dr. Harris will meet with the Board of Trustees to explain and describe plans for the search process, develop guidelines for the searches and develop expectations for your **Chancellor** search. At this initial meeting, the application process, minimum qualifications and tentative calendar would be discussed and finalized as well.

(2) The Announcement, Job Description and Criteria

Subsequent to meeting with the Board of Trustees, Dr. Harris will meet with the search committee and/or designated staff to help clarify institutional priorities and leadership needs and determine challenges, issues and opportunities facing the District and Human Resources in the next five years. In addition, Dr. Harris will outline with the search committee, the personal and professional characteristics sought in the ideal candidate for the position. It is recommended that all the foregoing information derived at these meetings be included in the electronic announcement and serve as a basis for the evaluation of the candidates.

Dr. Harris will respond to and provide advice on the draft of the brochure for review, modification and approval by the Board of Trustees and designated staff.

(3) Candidate Recruitment

CCSS' approach to the Recruitment process would be as follows:

First, we provide advice and suggestions on California, regional and national advertising.

Second, we aggressively seek nominations. We provide the district with our up-to-date software that would include personally addressed letters signed by the President of the Board of Trustees. These letters would be sent to all

community college chancellors and presidents and other appropriate leaders in the United States seeking nominations for your position of **Chancellor**.

Third, utilizing our target databases, our firm would send a special mailing to selected individuals who possess the qualifications for and may have an interest in the position of **Chancellor** for your District.

In addition to the foregoing, we would conduct a telephone recruitment phase utilizing our telephone network. We follow up on all nominations, inquiries and attend community college conferences for recruiting purposes.

We have nationwide outreach capability based upon our national approach on recruitment utilizing our national network and software. We would seek to locate and recruit individuals who know, understand and have extensive experience in California. Our entire team is involved in the recruitment process.

(4) Candidate Evaluation

If desired, we can assist in assessing the completeness of application materials and the meeting of minimum qualifications and narrowing applications to a manageable number. We assist the search committee and facilitate the paper screening process. We provide materials and strategies for evaluation of the applications and selection of candidates for interviews.

(5) Candidate Interviews (for Semi-Finalists)

We assist the committee in the development of the questions for the interview and their congruence with the recruitment brochure. We also provide and/or assist in the development of materials for the interviews. In addition, we provide advice on facilities, scheduling and protocol for the interviews.

All the candidates selected for interviews are typically contacted by the search consultant and provided with timely and pertinent information. The search consultant greets the candidates, introduces them to the search committee, observes and takes notes during the interviews and later, if desired by the candidates, provides telephone feedback.

During the deliberation of the search committee to determine the finalists, the search consultant provides strategies and techniques to assist the committee in its selection.

At the conclusion of the committee interviews the search consultant informs all the candidates of their status and briefs the finalists on the next steps of the process.

(6) Comprehensive Reference Reports for Finalists

CCSS provides comprehensive in-depth background and reference reports on the finalists that will enable the Board of Trustees to select a new **Chancellor** with the confidence that it has appropriate background information on all the final candidates.

Once the search committee determines the finalists, our reference consultants begin the reference process. Utilizing twenty or more questions designed for this purpose, the reference consultants call ten to twelve references to obtain in-depth information for the comprehensive reference reports.

At this point in the search, the candidates understand that the reference consultants can contact anyone regarding their present or past employment. The comprehensive reference reports are fifteen to twenty pages long and follow a 'question' format. These reports are prepared for the exclusive use of the Board of Trustees.

As the consultants, we obtain signed release forms from the candidates permitting CCSS to contact candidate references and deliver the reports to the district. This crucial step protects the college as well as our firm.

In addition to the comprehensive reference reports, we will undertake an Internet search on the finalists to make certain that no adverse media information exists in the current and former college communities of the finalists.

If desired, we will provide criminal and background checks of the finalists.

(7) Board of Trustees Interviews

After the search committee interviews are completed, the applications of finalists are sent to the Board of Trustees for their deliberation and decision.

We facilitate the final interviews. We handle the logistics and assist with interview questions, appropriate documents and materials required by the Board of Trustees and key staff.

As consultants, we contact and inform the candidates not selected by the Board on the outcome of the interviews. We strongly recommend a site visit by members of the Board of Trustees and key staff to the institution of the recommended candidate and we assist in the planning of the visit.

If desired, we can assist the district in the contract negotiations with the successful candidate.

B. Community College Search Services Qualifications and Experience

CCSS has recently completed assignments for the California State Chancellor, Citrus, Coast, Compton, Cuesta, Grossmont-Cuyamaca, Kern, Los Angeles, Mira Costa, Napa Valley, North Orange, Rancho Santiago, San Jose-Evergreen, Santa Barbara, Victor Valley and West Valley-Mission Community College Districts in California.

We have completed over one-hundred full and partial searches. A list of completed searches is included in this proposal. We currently are assisting the Grossmont-Cuyamaca, Los Angeles, Peralta, San Jose-Evergreen and Victor Valley college districts.

For reference purposes, feel free to contact your counterparts and/or the chief executive officers or chief human resource officers in the aforementioned districts about our services. Specific references follow:

Mr. John Didion
Vice Chancellor, Human Resources
Rancho Santiago Community College District
Telephone: (714) 480-7489

Mr. Jeff Horsley
Vice Chancellor, Human Resources
North Orange County Community College District
Telephone: (714) 578-8402

Dr. Sandra Serrano, Chancellor
Kern Community College District
Telephone: 661.336.5104

Dr. Diane Woodruff, former Interim State Chancellor
California Community Colleges
Telephone: 916.835.4310

Dr. Edward Ortell, former Board President
Citrus Community College District
B 626.914.8821; R 626.303.5051

Susan Keith, former Board President
Citrus Community College District
B 626.914.8821; R 909.621.3776

Mona Field, Past President, Board of Trustees
Los Angeles Community College District
B 213.891.2044

Dr. Daniel La Vista, Chancellor
Los Angeles Community College District
Telephone: 213.891.2201

Dick Running, Board Chair
Linn-Benton Community College District (Oregon)
Telephone: 541.917.4204

William Garrett, Board President
Grossmont-Cuyamaca Community College District
Telephone: 619.644.7682

John Zumwalt, former Board President
Sequoias Community College District (College of the Sequoias)
B559.582.1056

C. Organizational Capacity

The foregoing information plus the collateral documents provide ample information about the viability of our organization and our successful completion of over hundred searches. Our references will attest to our effectiveness.

Our staff includes nine search consultants and a database and computer specialist, five reference consultants and an office manager. We are financially secure and carry our own liability insurance. We would be pleased to provide you with any additional documentation that you require.

The search methodologies that we utilize are described herein. Our processes, whether you employ all or part of them, have proven to be successful in practice. Of course, we can provide additional information and detail in an oral interview.

D. Services/Fee Structure

Our service fee for conducting a comprehensive search for the **Chancellor** position is \$28,000 including all CCSS' expenses in conducting the search.

The fee includes all of CCSS' expenses for the following:

- All visits to the district including all travel expenses (up to twelve days and six visits excluding initial consultation). However, the cost for additional site visits would be for expenses only within the twelve-day parameter.
- Software and assistance for the national mailing.
- CCSS target mailing of the brochure to key candidates in our database;
- Telephone and mailing expenses for recruiting candidates;
- Communicating with the Board of Trustees, or designees, search committee and liaison, candidates, and other staff as required;
- Development of search process materials for the search;

- Comprehensive reference reports for up to four finalists.

If the process established by the Board requires additional workdays by the CCSS consultant, the charge would be \$1000/day including expenses (more than twelve days). The charge for additional reference reports (more than four) would be \$1000 each.

The Expenses not included in the CCSS fee are as follows:

- Candidate travel;
- All position advertisements;
- Search committee incidentals;
- Search Team visits to candidate institutions;

We would be pleased to discuss our proposal and answer any questions about the proposal. We look forward to the opportunity to be considered to assist the **Coast Community College District** with this important activity.

Sincerely,

James W. Walker, Ed.D.

01/22/11

**Community College Search Services
Generic Components for Comprehensive Searches**

Brochure Development

- Meet with the board and search committee to determine challenges facing the District.
- Prepare draft brochure and distribute to the board and search committee.
- Finalize electronic brochure.

Candidate Recruitment

- Solicit candidate nominations from the board, search committee and community.
- Coordinate national mailing utilizing CCSS database.
- Advise on advertisement campaign.
- Undertake telephone recruitment effort utilizing CCSS network.

Candidate Evaluation

- Facilitate paper-screening process.
- Facilitate selection of preliminary candidates for interviews.

Preliminary Candidate Interviews (for Semi-Finalists)

- Prepare or assist in the preparation of questions for interviews.
- Provide all materials for interviews.
- Call and brief candidates selected for interviews.
- Facilitate and observe candidate interviews.
- Provide and facilitate process for selection of finalists.
- Inform all candidates of status after interviews
- Brief finalists.

College Forum for the Finalists

- Advise on arrangements for college forums.
- Provide evaluation materials for staff participation in forums.

Comprehensive Reference Reports (for Finalists)

- Provide questionnaire for final candidates.
- Prepare comprehensive reference reports on finalists.
- Provide the board with comprehensive reference reports.

Board Interviews for Finalists

- Assist the board in the preparation of interview questionnaire and materials.
- Facilitate board interviews.
- Provide information and advice to board as requested.
- Contact finalists on outcome of Board interviews.
- Assist in the planning and protocol for site visit for the finalist.
- Provide assistance and information on contract issues.
- Provide assistance on finalizing selection process.

**Community College Search Services
Full Searches Conducted**

**State Chancellor
California**

Chancellor

Peralta Community College District (Viera and Ramirez)

South Orange County Community College District
Los Angeles Community College District
Rancho Santiago Community College District
San Jose-Evergreen Community College District
Grossmont-Cuyamaca Community College District
San Bernardino Community College District
West Valley-Mission Community College District
North Orange County Community College District 2
Los Angeles Community College District 2
Chabot-Las Positas Community College District
Los Angeles Community College District 1
Yosemite Community College District
San Diego Community College District
North Orange County Community College District 1

Superintendent/President

Victor Valley College (Ramirez)

Napa Valley College
Linn-Benton Community College
MiraCosta College
Citrus College
Santa Barbara City College
Cuesta College
Imperial Valley College
Pasadena City College
College of the Desert
Victor Valley College
Rio Hondo College
Long Beach City College
College of the Sequoias
Glendale Community College
Allan Hancock College
Southwestern College
Cerritos College
Mira Costa College
Citrus College
Imperial Valley College

Mount San Antonio College
Lassen College
Rio Hondo Community College District
Antelope Valley Community College District
Palomar Community College District
Palo Verde Community College District
Sequoias Community College District

President

Evergreen College (Ramirez)
Los Angeles Mission College (Walker and Conrad)
Cuyamaca College (Ramirez)
San Jose City College
Mission College
Cerro Coso Community College
Coastline Community College
Cuyamaca College
Compton College (Provost)
Los Angeles City College
Bakersfield College
Los Angeles Southwest College
Los Angeles Mission College
San Bernardino Valley College
Grossmont College
Cerro Coso Community College
West Los Angeles College
Los Angeles Trade Technical College
Los Angeles Pierce College
Porterville College
Los Angeles City College
Bakersfield College
Santa Ana College 3
Reedley College
West Valley College
Los Angeles Trade Technical College 2
San Bernardino Valley College
Santiago Canyon College 2
West Los Angeles College
Moorpark College
Oxnard College
West Hills College, Coalinga
Los Angeles Southwest College
Los Angeles Trade Technical College 1
Los Angeles Harbor College
Los Angeles Mission College

Santiago Canyon College 1
Santa Ana College

Vice Chancellor or Educational Services & Planning
State Center Community College District

Vice Chancellor of Human Resources
Coast Community College District
Ventura County Community College District 2
Contra Costa Community College District
Ventura County Community College District 1

Vice Chancellor, Planning and Resource Development
Contra Costa Community College District

Vice Chancellor North Centers
State Center Community College District

Vice President, Business and Administrative Services
MiraCosta Community College District

Partial Assistance Searches**Chancellor**

San Jose-Evergreen CCD Interim
State Center Community College District
South Orange County CCD

Superintendent/President

Southwestern, Interim (Walker)
San Joaquin Delta, Interim

President

Fullerton College
Diablo Valley College
Evergreen Valley College
American River College
Los Angeles City College
Cuyamaca College
West Los Angeles College
Cypress College
Fullerton College
Grossmont College
Santa Ana College
Brookhaven College (Dallas)

Provost, School of Continuing Education

North Orange County Community College District

Executive Vice Chancellor of Administrative Services

Ventura County Community College District

Vice Chancellor, District wide Administrative Services

Contra Costa Community College District

Vice Chancellor, Finance and Administration

Contra Costa Community College District

Vice Chancellor, Human Resources and Organizational Development

Contra Costa Community College District

Vice Chancellor, District wide Planning and Educational Services

Contra Costa Community College District

Vice Chancellor, Educational Services
Kern Community College District

Associate Vice Chancellor of Human Resources
Los Rios Community College District
Ventura County Community College District

Executive Vice President
Mt. Hood Community College
Portland Community College

Vice President of Instruction, Academic Affairs or Student Learning
Central Oregon Community College
Porterville College
Cuesta College
Mission College
Mt. San Antonio College
Grossmont College

Vice President Student Services
Cuesta College

Vice President Administrative Services
Cuesta College
Mt. San Antonio College

Dean, Administrative Services
Cuyamaca College
Grossmont College

Dean, Communications and Fine Arts
Grossmont College

Dean, Humanities, Social and Behavioral Sciences
Grossmont College

Director, Human Resources
Ohlone College

Director, Nursing
Cuesta College

Director, Allied Health
Cuesta College

TOM HARRIS

Higher Education Consultant
PO Box 229
McCall, ID 83638

TELE: R (208) 634.3375
FAX: (208) 634.3375
E-mail harristk@frontiernet.net

EDUCATION

- Ed.D./Higher Education University of Southern California
- Master of Science/Education University of Southern California
- Bachelor of Arts/Psychology San Jose State College
- Associate of Arts/General Education Compton College

CALIFORNIA CREDENTIALS AND CERTIFICATES

- Community College Chief Administrative Officer Credential
- Community College Administrative Credential
- Los Angeles Bar Association Mediation Certificate
- Exceptional Children Credential
- General Secondary Credential

PROFESSIONAL POSITION HISTORY

- 2007-2008 Interim Superintendent/President, College of the Redwoods
- 2006-2007 Interim President, West Hills College, Coalinga
- 2005-2006 Interim President, Los Angeles Trade Technical College
- 2003-2004 Interim Superintendent/President, Shasta College
- 2002-2003 Interim President, San Bernardino Valley College
- 2001-2002 Interim President, Oxnard College
- 1999-Present Search Consultant
- 1990-1999 Chancellor, North Orange County Community College District
- 1984-1990 Superintendent/President, Merced Community College District
- 1980-1984 Vice President/Academic Affairs, Long Beach City College
- 1978-1980 College Dean, Long Beach City College
- 1974-1978 Campus Dean, Long Beach City College
- 1973-1974 Department Head/Child Dev & Parent Ed, Long Beach City College
- 1972-1973 Teacher/Child Dev & Parent Ed, Long Beach City College
- 1971-1972 Teacher/Counselor-Psychology, Sociology, Child Dev, Long Beach City College
- 1969-1971 Counselor/9th Grade, Franklin Junior High School, Long Beach
- 1966-1969 Teacher/Educable Mentally Retarded, Franklin Junior High School
- 1963-1966 Teacher/Educable Mentally Retarded, Roosevelt Junior High School, San Jose

PROFESSIONAL BOARDS AND ORGANIZATIONS

- Board of Directors/Anaheim Private Industry Council, Anaheim, California
- Board Member/St Jude's Hospital Foundation, Fullerton, California
- Chairperson/California Community College's Commission on Athletics
- Member/CACC Commission on Instruction
- Member/ACCCA Legislative Committee
- Board Chair/American Red Cross, Merced/Mariposa Chapter, California
- Board Member/American Heart Association
- Board of Directors/Merced Chamber of Commerce
- Board of Directors/Rotary Club of Merced
- Member/Private Industry Council of Long Beach
- Board of Directors/Goodwill Industries of Southern Los Angeles County
- Board of Directors/St. Mary Medical Center, Long Beach, California

HONORS

- Layman of the Year/South Coast Ecumenical Council, 1982
- Sister City Representative from San Jose, California, to San Jose, Costa Rica/Trinity Episcopal Church, 1965

JAMES W. WALKER**Personal Information**

Higher Education and Search Consultant
32483 Saddle Mtn. Dr.
Westlake Village, CA 91361

Tel: 805-279-0009
Fax: 818-879-2122
Email: walkerjw@sbcglobal.net

EDUCATION

Ed.D. University of Southern California
Higher Education and Community
College Administration

M.S. University of Notre Dame
Mathematics

B.A. Loyola University, Los Angeles

Attended: Oceanside-Carlsbad Junior College (MiraCosta College), Oceanside, CA

ADMINISTRATION EXPERIENCE

Interim Chancellor, Ventura County Community College District (2002-2003, 1994-1995)

President, Moorpark College (1992-2002)

Assistant Superintendent/Vice President, Instruction and Student Services,
College of the Canyons (1986-1992)

Dean, Division of Science and Mathematics, El Camino College (1977-1986)

TEACHING EXPERIENCE

Adjunct Professor, California Lutheran University, Graduate School of Education, Doctoral
Program (Fall 2003-present)

Professor, El Camino College (1966-1986)

Adjunct Professor, University of California, Los Angeles (1964-1966)

SEARCHES CONDUCTED OR IN PROGRESS

South Orange County CCD, Chancellor: 2010

Rancho Santiago CCD, Chancellor: 2009-'10

Los Angeles Community College District, Chancellor: 2009-'10

Cerro Coso College, President: 2009-'10

MiraCosta College, Superintendent/President: 2008

San Bernardino CCD, Chancellor: 2008

Bakersfield College, President: 2008

North Orange County CCD, Chancellor: 2007-'08

Santa Barbara City College, Superintendent/President: 2007-'08

Los Angeles Mission College, President: 2007-'08

San Bernardino Valley College, President: 2007

Cuesta College, Superintendent/President: 2007

Grossmont College, President: 2007

Cerro Coso College, President: 2007

Los Angeles Community College District, Chancellor: 2007

Victor Valley College, Superintendent/President: 2006-'07

Long Beach City College, Superintendent/President: 2006

Los Angeles Trade Technical College, President: 2006
Glendale College, Superintendent/President: 2005-'06
West Los Angeles College, President: 2005-'06
Los Angeles Pierce College, President: 2005
Porterville College, President: 2005
Los Angeles Community College District, Chancellor: 2004-'05
Allan Hancock College, Superintendent/President: 2004-'05
Bakersfield College, President: 2004-'05
Santa Ana College, President: 2004-'05
Cerritos College, Superintendent/President: 2004
MiraCosta College, Superintendent/President: 2003-'04
West Valley College, President: 2003-'04
Los Angeles City College, President: 2005
San Bernardino Valley College, President: 2003
Ventura County Community College District, Chancellor: 2003
Los Angeles Trade Technical College, President: 2002-'03
Mt. San Antonio College, Superintendent/President: 2002
West Los Angeles College, President, 2002

RECENT SERVICE ON BOARDS AND ORGANIZATIONS

Advisory Board, California State University, Channel Islands
Board of Trustees, Chair, Villanova Preparatory School
Board of Directors, California Community Colleges Chief Executive Officers Association
School of Education Advisory Committee, California Lutheran University
Camarillo Health Care District Advisory Board
Board of Visitors, Pepperdine University
Board of Directors, Moorpark Boys & Girls Club
Board of Directors, Eastern Ventura County Corporate YMCA
Board of Directors, Chair, Intelcom

RECENT PROFESSIONAL ACTIVITIES

Accreditation Teams:

D-Q University, Chair 2004
Cosumnes River College, Chair 2003
Western Career College, Chair 2001
Mt. San Jacinto College, Chair 1999
Las Positas College, Chair, 1999
West Valley College, Chair, 1995
Irvine Valley College, Chair, 1992
East Los Angeles College, 1991
Taft College, 1991
West Hills College, Chair of Interim Visit, 1990

West Hills College, 1988
College of San Mateo, 1985
ACCCA Mentor Program Retreat Presenter, 1995-present
ACCCA Participant in Mock Interview Program

HONORS

The Honorable Robert Lagomarsino Distinguished Service Award, California State University,
Channel Islands, 2002
Harry Buttimer Distinguished Administrator Award, Association of California Community
College Administrators, 2000
MiraCosta College Distinguished Alumni Award, 1995



Proposal Submitted to
the Board of Trustees of the
Coast Community College District
To Assist with the Search for Chancellor

January 21, 2011

Table of Contents

A. ACCT's Qualifications	3
1) Demonstration of National Community College Searches	3
2) Demonstration of Successful Searches	4
B. Search Consultant.....	6
C. Recruitment Services Provided	8
1. Demonstrated Ability to Work with the Screening Committee.....	8
2. Candidate Evaluation	8
3. Interview Expertise	9
4. Reference Checking Experience	9
5. Demonstrated Expertise in Facilitating Final Negotiations	10
D. Sample Work Plan	11
E. Recruitment	12
F. Fees and Expenses	14
G. Sample Timeline	15

Association of Community College Trustees

A. ACCT's Qualifications

1) Demonstration of National Community College Searches

Founded in 1972, the Association of Community College Trustees (ACCT) is the nonprofit educational organization representing Boards of Trustees of community, technical and junior colleges. ACCT's purpose is to strengthen the capacity of community, technical, and junior colleges to achieve their missions through effective Board of Trustees leadership, education and advocacy at local, state, and national levels.

ACCT has over 30 years of experience working with Governing Boards and providing expertise in the selection of chancellors and presidents. ACCT is uniquely positioned to provide comprehensive search assistance, recruitment of a diverse and high quality pool of candidates, advice and counsel on process, and preparation of search materials and guidance to the Board of Trustees. As the leading national association serving trustees, we have the built-in capacity to conduct a comprehensive national recruiting effort and help find the best leaders for our member districts and colleges.

ACCT is the only non-profit professional search consulting organization that:

- Focuses exclusively on the community college sector.
- Has a 30-year history of providing these services to Boards of Trustees of colleges, state systems and districts throughout the country.
- Has completed over 300 successful searches for chief executive officers including chancellors of community college districts, superintendents/presidents, and campus presidents.
- Provides comprehensive in-depth background and reference reports on candidates.
- As a national association has an extensive community college national network.

As your membership association, the ACCT's Board of Directors has approved the following guarantee of services:

1. Provide an honest assessment of ACCT's capacity to perform the assignment based on the information provided by the Board and college;
2. Furnish high level consultative support with a clear understanding that we work for the Board of Trustees;
3. Ensure that ACCT search consultant(s) treat any and all search related information with the utmost confidentiality;
4. Keep the Board fully informed about the process each step of way, with no surprises;

5. Neither encourage nor recruit, for a minimum of three years, presidents/chancellors who were successfully placed as a result of an ACCT search; and
6. Provide additional services and assistance needed by the board, as requested, to ensure a smooth leadership transition.

We are committed to be of service to you beyond the life of the search assignment.

A Reputation for Quality

ACCT has a proud tradition of providing exemplary service. The ACCT Board commissioned an independent audit of ACCT search services and the results gave high marks to our services which met and exceeded national norms for such services. In addition, all Boards and Search Committees evaluate our service at the conclusion of each search. Some of the strengths consistently cited are as follows:

- ACCT's ability to attract high-quality candidates -- particularly those who might not respond to an advertisement.
- ACCT's reputation for professionalism and equity ensure that a national pool of candidates will be broadly inclusive.
- ACCT's unique position within the national community college culture gives ACCT a clear advantage in providing a highly effective recruitment effort.
- ACCT's has a proven record of active identification and recruitment of minority and female candidates.
- ACCT's structured search practice ensures both internal and external constituents that the process is open and fair and that the candidate selected is the best from a national field.

2) Demonstration of Successful Searches

In the past 5 years we have completed over 80 successful searches.

We work closely with the governing board to assess institutional needs and to develop and facilitate a process for identifying and hiring a president or chancellor who meets the needs of the institution. At the conclusion of every search the members of the Search Committee and board members are asked to complete a 9 question evaluation form. ACCT services are consistently rated 4 (very good) to 5 (excellent).

The ACCT consultants and staff have supervised and provided assistance in searches all over the country. Below is a brief list of our most recent searches:

2010 Allegany College of Maryland, MD
Sussex Community College, NJ
Broome County College, NY
Alabama Community College System, AL

Harrisburg Area Community College, PA
 Cumberland County College, NJ
 Essex County College, NJ
 Garrett College, MD
 Gloucester Community College, NJ
 Harford Community College, MD
 Heartland Community College, IL
 Hillsborough Community College, FL
 Milwaukee Area Technical College, WI
 North Hennepin Community College, MN
 Northern New Mexico College, NM
 Northern Wyoming Community College District, WY
 Owensboro College, KCTCS, KY
 Southwestern Community College, NC
 St. Louis Community College-Forest Park, MO
 State Center Community College District, CA
 Union County College, NJ

2009

Arizona Western College, AZ
 Bossier Parish Community College, LA
 City College of San Francisco, CA
 Coast Community College District, CA
 Cochise Community College District, AZ
 College of the Mainland, TX
 College of the Marshall Islands, Marshall Islands
 Grand Rapids Community College, MI
 Hostos Community College, NY
 Jefferson College, MO
 Muskegon Community College, MI
 North Central State College, OH
 North Country Community College, NY
 Orange Coast College, Coast CCD, CA
 Riverside City College, RCCD, CA
 Schenectady County Community College, NY
 Solano Community College, CA
 Tomball College, Lone Star System, TX
 Yuba College, YCCD, CA

2008

College of DuPage, IL
 Community College of Allegheny County, PA
 Fox Valley Technical College, WI
 Fresno City College, State Center CCD, CA
 Hennepin Technical College, MN
 Illinois Valley Community College, IL
 Illinois Valley Community College, IL
 Kingwood College, Lone Star System, TX
 Lake Tahoe Community College, CA
 Las Positas College, CLPCCD, CA

Macomb Community College, MI
Moorpark College, Ventura County CCD, CA
Moreno Valley College, RCCD, CA
Mt. Hood Community College, OR
Northeast Higher Education District, MN
Northwest College, WY
Ohlone College, CLPCCD, CA
Rich Mountain Community College, AR
Truckee Meadows Community College, NV
Wisconsin Indianhead Technical College, WI

2007 Chaffey Community College, CA
Chippewa Valley Technical College, WI
Columbia College, Yosemite CCD, CA
Eastern Wyoming College, WY
Louisiana Community and Technical College System, LA
Mercer County Community College, NJ
North Idaho College, ID
Oxnard College, Ventura CCD, CA
Reading Area Community College, PA
SOWELA Technical Community College, Louisiana CTCS,
LA

2006 Barton County Community College, KS
Bay de Noc Community College, MI
City University of New York, NY
Frederick Community College, MD
Hennepin Technical College, MN
Henry Ford Community College, MI
Houston Community College System, TX
Joliet Junior College, IL
Modesto Junior College, CA
New Hampshire Community Technical College System, NH
Northland Technical Community & Technical College, MN
Quinsigamond Community College, MA
San Jose City College, San Jose/Evergreen CCD, CA
San Mateo Community College, CA
Western Nebraska Community College, NE

B. Search Consultant

Project staff available to assist the Coast Community College District Board of Trustees would include project oversight by Dr. Narcisa Polonio, Vice President of Board Leadership Services, and the Board Leadership Services staff.

- **Dr. Narcisa A. Polonio:** ACCT Vice President for Research, Education, and Board Leadership Services

Dr. Narcisa Polonio is responsible for coordinating all direct services to boards of trustees at ACCT. She has over 25 years of experience working with community colleges including serving as a president and a member of a board of trustees. Previous positions include: Chief Operating Officer for Replication and Program Strategies, Inc. (RPS) in Philadelphia, PA., president of Harcum College (PA); president Hudson County Community College (NJ); and Director, Office of Community Colleges, New Jersey Department of Higher Education. Narcisa served for seven years as faculty member for the Institute for Educational Management, Graduate School of Education, Harvard University. Narcisa attended Foothill Community College, CA, holds a BA in History from San Jose State University (CA), an MA from Stanford University (CA), an Ed.D. from the University of Massachusetts, Amherst, and attended the Institute for Educational Management at Harvard University. She also served for six years as a member of the College of St. Elizabeth Board of Trustees.

ACCT Staff available to assist with this search includes:

- **Julie Golder-Alion, J.D., BLS Coordinator:** Julie is a California native and has worked on over 50 CEO searches throughout the United States. She is responsible for coordinating all reference reports for ACCT and produces ACCT's Leadership Webinars. Prior to joining ACCT, Julie served as a Law Clerk for the Senate Finance Committee, studied China's legal system in Shanghai and spent 10 years working in public television. She received her J.D. at the University of Montana's School of Law.
- **Eida Berrio, Ed.D, Director, Search Services,** assist with searches, overall coordination and administration of Search Services. Eida has over 30 years experience in higher education, and is a member of the Board of Regents of Seton Hall University.
- **John Steinecke, Board Services Specialist:** Responsible for assisting in services to Boards of Trustees. Mr. Steinecke came to ACCT from The Search Group, LLC in Columbia, MD where he served as a recruiting manager, with over 15 years of experience providing consultative executive search services to businesses in the Washington/Baltimore area. He was appointed by the Governor of Maryland to the Board of Trustees of Prince George's Community College, Largo, MD in July 2002 and served until August 2010. Mr. Steinecke received a Bachelor of Arts degree in English Literature from Middlebury College, VT.
- **Elizabeth Alvarado, M.A., GISS and BLS Project Specialists:** Responsible for assisting in CEO search services to Boards of Trustees and in the Governance Institute for Student Success initiative. Elizabeth holds a Masters in Latin American and Caribbean Studies from New York University, and a B.A. in Print Journalism and Latin American Studies from Syracuse University.
- **Christina Sage, Project Management Associate:** Responsible for the finances of ACCT Board Leadership Services, organization of the Governance Leadership Institutes, and developing the program for ACCT's Annual Community College Leadership Congress. She received a B.A. in psychology from American University, DC.

- **Tyrone Freeman, Operations Assistant:** Assists with logistics and processing of applications. Previously, Tyrone worked at several non-profit organizations in the Washington, DC area.

C. Recruitment Services Provided

Search Schedule Parameters

We understand that the Coast Community College District wants to undertake a comprehensive search that encompasses working with the district, the colleges and community constituency groups and is collaborative, open and encourages discussion of alternate points of views. The ACCT search process is designed to respond to the needs and culture of the Coast Community College District and the Board of Trustees. We intend to work as a team with the college community to ensure the very best results. To that end, we will work with you to achieve the following:

- Assist in the preparation of a profile that would define the needs and desires of associated with the role of Chancellor.
- Candidate recruitment – organize a national effort to ensure the very best pool of candidates.
- Design a process that ensures active, informed involvement of all key constituencies and the Board.
- Coordinate preliminary confidential interviews and present background information on each candidate.
- Work with HR and Secretary of the Board of Trustees to design and orchestrate a collaborative and open process
- Provide guidance and comprehensive background reports (oral presentation)
- Assist the Board with contract negotiations.

The steps below, along with the Work Plan, provide insight into how an ACCT search works.

1. Demonstrated Ability to Work with the Search Committee

Facilitate application screening and interviews:

ACCT is prepared to either present all candidates who submitted applications to the Search Committee or we can review all applications and present top chancellor candidates to the Board.

2. Candidate Evaluation

Assist in the facilitation of the Screening and Interviewing Committee Meetings

One of the most effective steps in creating a college and community-wide 'buy in' of the final choice, and in establishing a bond within and among the Board members, is the candidate screening process.

- The ACCT Search Consultant will develop sample questions for the use of the Search Committee that will be based primarily on the established search criteria and on the challenges and opportunities identified during the institutional analysis meetings.

3. Interview Expertise

ACCT has demonstrated expertise in conducting in-depth interviews and facilitating the Board of Trustees interview process. We will assist the Board in interviewing candidates and in preparing appropriate questions for interviews.

ACCT proposes that the Board of Trustees schedule two-day candidate visits to the District and colleges. These visits would include formal interviews with the Board of Trustees and dinner with the candidate.

- The ACCT consultant will coordinate and schedule these visits and will provide sample interview questions for the governing Board's use.

4. Reference Checking Experience

Reference Checking: ACCT develops summary reference reports on all final candidates and these are presented orally to the Board. In addition talking to the individuals on the candidate's own list of references, we also contact eight to ten (or more) individuals who are not on the candidate's own list of references.

- These in-depth, summary reports on the final candidates are generally 10-12 pages in length. Candidates' qualifications and achievements are explored in relation to the specified requirements of the position.
- In conducting in-depth background and reference checks, ACCT's Reference Consultants will speak directly with individuals who are now, or who have been in the recent past, in a particularly good position to observe and evaluate the candidate's performance. Summary reference reports include information obtained from supervisors, subordinates and colleagues from current and previous institutions. These references and evaluations are combined to provide frank, objective appraisals.

Should the Board request credit background reports, civil and criminal court records reports, ACCT will provide this information for an additional cost.

5. Demonstrated Expertise in Facilitating Final Negotiations

ACCT will provide information on all the final candidates' current salary and benefits, as well as sample contracts and other relevant information. The ACCT consultant will assist the Board in reaching agreement with the final choice and, if desired, is available to assist in finalizing the terms and conditions of employment of the final candidate. The ACCT consultant will provide recommendations on methods for announcing the selection and introducing the final choice to the community.

D. Sample Work Plan

Below is a sample work plan. This sample work plan lays out the steps for all involved in the search process, every step of the way.

Tasks, services and activities necessary to successfully accomplish the search

	<i>Tasks</i>	<i>ACCT Services</i>	<i>Activities</i>
<u>Coast Community College District Board of Trustees</u>	<ol style="list-style-type: none"> 1. Define process for conducting search 2. Appoint Search Committee and Chair of Search Committee 3. Receive recommendation of finalist candidates from Search Committee 4. Conduct final interviews, review background information 5. Select, negotiate contract and make appointment 	<ol style="list-style-type: none"> 1. Assist Board in defining steps, timeline, approach for search, and be available to the Board 2. ACCT to provide advice and matrix on receiving nominations, selection, sample letters 3. ACCT to coordinate search calendar of activities with the Board 4. ACCT to keep the Chair of the Board informed 5. ACCT to provide advice on all aspects of the search 6. ACCT to provide advice and information on components of contract and compensation 7. ACCT to provide extensive background information – oral report 8. ACCT to provide advice on public announcement and the press 	<ol style="list-style-type: none"> 1. Board Meeting 2. Issue a report to the District 3. Keep District informed 4. Formally appoint and charge the Search Committee 5. Conduct final stage of search including interview finalist 6. Negotiate contract 7. Announce Appointment
<u>District Internal constituents</u>	<ol style="list-style-type: none"> 1. Make nominations 2. 	<ol style="list-style-type: none"> 1. ACCT to accept nominations and comments by e-mail from all college constituencies 2. ACCT to prepare regular progress report to keep college informed 	<ol style="list-style-type: none"> 1. Post position description and contact information on college's and ACCT's web pages 2. Provide input to Board on all candidates
<u>Search Committee</u>	<ol style="list-style-type: none"> 1. Carry out the process for finalizing the position description, review of applications, conduct initial interviews 2. Maintain confidentiality 	<ol style="list-style-type: none"> 1. ACCT to work closely in all Search Committee activities 2. ACCT to provide application review training 3. ACCT suggests format for reviewing, rating and discussing all applications 4. ACCT to provide relevant background information (oral report) on semi-final candidates 5. ACCT Reference reports will only be oral presentations 6. ACCT to assist in development of interview questions 	<ol style="list-style-type: none"> 1. Search Committee Meetings: Review and rate applications 2. Select and interview semi-final candidates 3. Forward recommendations to the Board
<u>The Board's Staff & HR</u>	<ol style="list-style-type: none"> 1. Assist in all tasks as defined in the ACCT Search Manual including receiving and creating files for all applications. 2. Logistical arrangements of 	<ol style="list-style-type: none"> 1. ACCT to provide guidance on all aspects of the search 2. ACCT to maintain daily, weekly contact with the search liaison 3. Work closely in the preparation of correspondence, reports and files 	<ol style="list-style-type: none"> 1. Handle logistics for all meetings 2. Distribute progress report 3. Post position announcement on web page 4. Post advertisements 5. Make travel arrangements for all

	all meetings 3. Distribution of progress reports 4. Coordinate review of applications, interviews 5. Provide staff support to the Board	4. ACCT to have contact with all candidates or nominations	candidates
<u>Applicants, Nominees, Candidates</u>	1. Accept applications	1. ACCT to coordinate all direct contact with semi-final and candidates 2. ACCT to recruit a pool of candidates that fit the position description 3. ACCT to reach out directly to highly qualified candidates 4. ACCT to investigate background and qualifications of selected candidates 5. ACCT to process all applications	1. Keep in contact with potential candidates 2. Ensure a rich and highly qualified pool of candidates 3. ACCT consultant assists the search liaison in informing all applicants, nominators, and candidates about the outcome of the search.

E. Recruitment

Institutional Analysis and Profile Development: ACCT will assist in the development of the characteristics, qualifications, expectations, opportunities and challenges for the next Chancellor.

Demonstrated Ability to Work closely with the Board of Trustees: We work closely with the Board of Trustees to define the process, set timeline and keep all constituencies informed at every step of the search process. For example, the suggested project schedule will be reviewed with the Board and adjusted according to the Board's priorities.

Communication

One of the ACCT search program's primary advantages is our focus on communication. We accomplish this in the following ways:

Regular progress reports are drafted by the Search Consultant and distributed by the Search Liaison to internal and external constituents and to the Board. The consultant communicates by telephone on a regular basis with the Board Chair.

The ACCT consultant will notify applicants of their status at each step in the process, and will notify semi-finalists and finalists of their selection. Candidates who are selected as semi-final candidates are contacted, and permission to begin reference checking is requested.

Following the interviews, the semi-final candidates are contacted to determine whether the candidates wish to continue in the search. The semi-final candidates who are not recommended to the Board also receive a call. Formal rejection letters are generally not sent until the close of the search.

At the completion of the search, all the semi-final candidates receive formal thanks, and members of the Board of Trustee receive an evaluation form with which they provide feedback on ACCT's search services. Finally, the ACCT consultant assists the search liaison in informing all applicants, nominators, and candidates, about the outcome of the search.

Confidentiality

All individuals involved in the ACCT search service, including Search Consultants and Reference Consultants, are pledged to honor the ACCT confidentiality policies, to respect the confidentiality of college information, and to protect candidates' personal and professional information.

In an ACCT search, unless mandated by state Sunshine or Open Information laws, the confidentiality of candidates is maintained until the candidate agrees to return to the college as a "final" candidate.

Advertising Communication Strategy and Materials

We prepare advertising webpage information and craft ad copy designed to attract highly qualified, excellent candidates representing diverse ethnic and cultural backgrounds.

ACCT will work with the College to design a web page announcement to be posted in the college's web page that will include information such as position profile, procedures for submitting an application, progress reports, timeline, information on the community and the District.

ACCT's BLS recommends the following national recruitment activities:

- **Personal Recruitment:** One-to-one confidential outreach to outstanding candidates including prominent community college leaders by the ACCT search consultant. The ACCT Search Consultants have longstanding relationships with the American Indian Higher Education Consortium, the National Council on Black American Affairs, the National Community College Hispanic Council, the American Association of Women in Community Colleges, and the American Council on Education's Office of Equity and Office of Women in Higher Education.
- **Recruitment at National Meetings:** the position will be prominently featured at ACCT's national meetings and will be featured in the Board Leadership Services display, AACC meetings and other national gatherings.
- **National Advertisements:** The Chronicle of Higher Education, Community College Week, Community College Times, Asian Pacific Careers, Hispanic Outlook in Higher Education, Diverse Issues in Higher Education, Asian Week, CCWC and others. ACCT will provide samples and advice on designing ads.

- **Mailing:** A formal request for nominations and profile materials will be sent to national and regional sources identified by ACCT. ACCT's relationships within community colleges, other higher education institutions, State Chancellor's IntraNet and business and industry (through the trustee database of more than 3,000 community leaders), ensure the broadest possible recruitment efforts.
- **Web Listing:** The announcement of the position would also appear on the Internet, via ACCT's home page and on the Coast Community College District's home pages.

Identify and attract potential candidates: ACCT is proud of its extensive network and pro-active identification of candidates from all backgrounds and regions of the country. The goal is always to recruit a rich pool and provide the Board with multiple high quality choices. We also are pro-active in the identification of minority and female candidates. Of the hundreds of searches that have been completed in the last twelve years, more than 50% of the college leaders selected by Board of Trustees have been female and/or minority candidates.

Diversity

Dr. Narcisa Polonio, The Vice President for Research, Education and Board Leadership Services has served or serves as a member of the faculty in the major leadership programs developed to identify and prepare minorities. This includes the following programs:

- Lakin Institute, sponsored by the African American Presidents' Roundtable
- Kaleidoscope, Leadership program for women of color
- NCCHC Fellowship Program sponsored by the National Community College Hispanic Council
- Tribal College Leadership Program sponsored by AIHEC
- American Council on Education, Office of Equity and ACE Fellows Program
- ACE's Office of Women in Higher Education, National Leadership Forum

Our commitment to provide in-kind assistance to these leadership programs and our on-going effort to mentor and promote minorities and women, have resulted in an extensive network of potential candidates.

F. Fees and Expenses

Fees and related costs associated with the consulting services.

ACCT's fee and expense structure is cost effective and represents an ethical and judicious use of public funds. **The ACCT fee for the Chancellor search for Coast Community College District searches would be \$35,000, *plus consultants travel expenses and costs for shipping materials*, for a full-service search and for the provision of all services outlined in this proposal.**

Services included in the ACCT fee:

- ACCT consultants and staff will be available on an ongoing basis (face to face, telephone (mobile), email, etc. to the Board and staff. We hold your hand through every step of the process
- Visits by the ACCT consultants to the District ACCT telephone and mailing expenses for recruiting candidates
- Communicating with the Board, candidates, and district liaison
- Development of candidate recruitment, evaluation, screening and interviewing
- Development of search process materials for each step in the search and work closely with the District's staff
- Summary reference reports (oral presentation) on up to five final candidates.

Sample Board Budget for the Search

Depending on the Board's search process decisions, the following are possible additional search expenses (not included in the ACCT fee):

Profile Brochure Printing/Mailing:		
Profile Brochure Printing: 2,000 copies (Optional)		\$2,500
Profile Brochure/Letter mailing (first class):		\$800
Semi-final Candidate Travel:		
8 Semi-final Candidates @\$500-700/each		\$4,000-5,600
Final Candidate Travel:		
3-5 Final Candidates/Spouses @ \$500-700/each		\$3,000-7,000
Position Announcements:		
National		\$7,000-10,000
Search Committee Incidentals:		
Refreshments/Meetings, etc.		\$500
Travel Reimbursement		\$200
Hotel for Semi-final Candidate Interviews per day		\$800
Board to Visit Final Candidate's Current Institution:		
Three Members @ \$700/each		\$2,100

G. Sample Timelines

The following timeline shows when specific elements in the Work Schedule will be completed and which deliverables will be provided. The actual search timeline would be amended and aligned to the needs of the Board.

**DRAFT TIMELINE FOR COAST COMMUNITY COLLEGE DISTRICT
CHANCELLOR SEARCH**

Early-February, 2011

Chancellor Search Committee Selected; set the stage for recruitment by preparing and posting advertisements for chancellor opening; prepare chancellor search web page

Late-February or Early-March, 2011

Chancellor Search Committee Orientation and Training: **Search Committee Meeting #1**

February - March, 2011

Recruit Candidates – national and regional recruitment; Recruit at the National Legislative Summit 2011, Washington D.C. and American Association of Community College's national conference 2011, New Orleans, LA

Thursday, April 14, 2011

Target Date for Applications

Mid April, 2011

Search Committee discussion and selection: Select 7 – 10 semifinal candidates to interview: **Search Committee Meeting #2**

Late April, 2011

Semi-finalists interviewed by Search Committee

Deliberation and selection of 3-5 unranked finalists to Board: **Search Committee Meeting #3**

Early-May, 2011

Finalists interviewed by Board

Late-May, 2011

Board of Trustees to announce next Chancellor of Coast Community College District

Thank you for inviting ACCT to submit a proposal. We look forward to serving your needs.

Dr. Narcisa A. Polonio

Vice President for Research, Education and Board Leadership Services

ACCT

1233 20th Street, NW, Suite 301

Washington, DC 20036
202-775-4670 (office), 202-276-1983 (mobile)
npolonio@acct.org



AUXILIARY ORGANIZATIONS

1.1 RECOGNITION AND ESTABLISHMENT OF AUXILIARY ORGANIZATIONS

- a. Recognition of the establishment of an auxiliary organization by the Board of Trustees pursuant to ~~Education Code~~ Section 72672(c) of the Education Code and ~~California Administrative Code, Title 5 Sections 59255 and 59257(a) of Title 5 of the California Code of Regulations~~ shall require: that, when an organization will serve the District, a recommendation of Board recognition be submitted to the Board of Trustees by the Chancellor; or that, when an organization ~~will~~ primarily will serve a College, a recommendation of Board recognition be submitted to the Board of Trustees by the Chancellor on behalf of a College President.
- b. Prior to the recognition of an auxiliary organization, a public hearing on the recommendation will be held at a time, place, and in the manner determined by the Board of Trustees;
- c. The approval by the Board of Trustees of the establishment of the auxiliary organization. ~~Approval by the Board of Trustees shall include a designation of the recognized services, programs, and functions and an identification of the number and category or categories of members of the Board of Directors of the auxiliary organization; and~~
- d. The approval of ~~an auxiliary organization shall involve approval of a written agreement between the District and the auxiliary organization, pursuant to Section 59257 of Title 5 of the California Code of Regulations under which one or more of the services, programs or functions described in California Administrative Code, Title 5, Section 59259 are to be performed.~~
- e. Each auxiliary organization shall comply with the California Public Records Act ("CPRA"), Section 6250 of the Government Code, except that information and documents identifying donors shall be considered exempt from disclosure under the CPRA.

1.2 RECOGNIZED SERVICES, PROGRAMS, AND FUNCTIONS

Auxiliary organizations may be recognized and established for the purpose of providing supportive services and specialized programs for the benefit of the Coast Community College District. Pursuant to Sections 59257(b) and 59259 of Title 5 of the California Code of Regulations, the services, programs, and functions which may be undertaken by auxiliary organizations and which have been determined by the Board of Trustees and the Board of Governors to be appropriate include:

Student association or organization activities;
Bookstores;

Food and campus services;
Student union programs;
Facilities and equipment, including parking;
Loans, scholarships, grants-in-aid;
Workshops, conferences, institutes, and federal projects;
Alumni activities;
Supplementary health services;
Gifts, bequests, devises, endowments, and trusts;
Public relations programs.

~~No auxiliary organization shall be authorized by the Board of Trustees to engage in any other function unless the Board of Governors amends Section 59259 of Title 5 by adding said function to the list of approved functions of auxiliary organizations.~~

In accordance with ~~Education Code~~ Section 72671 of the *Education Code*, the services, programs, and functions may be performed by an auxiliary organization as part of a joint powers agreement, upon approval by the Board of Trustees.

1.3 COMPOSITION AND SIZE OF BOARDS OF DIRECTORS

~~a. Pursuant to Section 59279(c) of Title 5 of the California Code of Regulations, The~~ Board of Directors of each auxiliary organization shall have the following composition:

- a. The Board of Directors of student associations or organizations shall consist primarily of students. The President or his/her representative shall attend and participate in meetings of the Board of Directors in order to advise on policy and to provide for the control and regulation required by law. ~~Education Code Section 76060.~~
- b. Any other District-approved auxiliary organization ~~that is established pursuant to Education Code Section 72670 et seq.~~ shall have a Board of Directors appointed in accordance with the organization's articles of incorporation or bylaws, and consisting of voting membership from each of one or more of the following categories:

District employees
Administration and staff
Faculty
Members of the community
Students

- c. The size of the Board of Directors of an auxiliary organization shall be at least large enough to accommodate ~~the one or more~~ all the categories from which board members are selected. Members of the Board of Directors shall serve without compensation in their role as directors.
- d. ~~Each nonprofit corporation that existed prior to the effective date of these Regulations, and that is subsequently reorganized and established as an auxiliary~~

~~organization under these Regulations, may continue to be governed by the Board of Directors existing at the time of recognition.~~

- e. Each auxiliary organization formed pursuant to ~~Section 72670 et seq.~~ of the ~~Education Code~~ shall have the benefit of the advice and counsel of at least one attorney admitted to practice in the State of California, and at least one licensed certified public accountant; however, neither the attorney nor the public accountant need be a member of the Board of Directors.
- f. At the annual organizational meeting, the President of the Board of Trustees, upon approval by the Board of Trustees, shall appoint, for a one-year term, a regular member of the Board of Trustees to serve as a liaison to the Board of Directors of each of the District's auxiliary organizations, as defined in Section 72670 of the Education Code, except for student organizations, as defined in Section 76060 of the Education Code. The liaison may, but is not required to, participate in fundraising activities for the auxiliary organization, serve on committees of the auxiliary organization, and make financial contributions to the auxiliary organization. Members of the Board of Trustees shall not serve as voting members of a Board of Directors of an auxiliary organization of the District.

1.4 BUSINESS MEETINGS

The Board of Directors of each auxiliary organization shall conduct its business meetings in public in accordance with the Brown Act, Sections 54940-54950 et seq. of the *Government Code*, and shall, during each fiscal year, hold at least one business meeting each quarter.

1.5 SALARIES, WORKING CONDITIONS, AND BENEFITS OF FULL-TIME EMPLOYEES

- a. ~~Except as otherwise provided in this Board Rule Policy,~~ the Board of Directors of each auxiliary organization shall, pursuant to ~~Education Code Section 72672(c) of the Education Code,~~ provide salaries, working conditions, and benefits for its full-time employees that are comparable to those provided District employees performing substantially similar services. For those full-time employees who perform services that are not substantially similar to the services performed by District employees, the salaries established shall be comparable to the salaries prevailing in other educational institutions in the area or commercial operations of like nature in the area.
- b. Pursuant to Section 72672(c) of the *Education Code*, ~~t~~The Board of Directors of each auxiliary organization may provide retirement benefits different from those provided comparable District employees and may withhold retirement benefits or permanent status benefits or both from temporary employees. For the purpose of this ~~Rule Policy~~, a "temporary employee" is:
 - (1) An employee employed for a specific research project, workshop, institute, or other special project funded by any grant, contract, or gift; or

(2) An employee whose contract of employment is for a fixed term not exceeding three years.

- c. Pursuant to Section 72672(c) of the *Education Code*, the Board of Directors of each auxiliary organization may withhold permanent status benefits from executive employees. For the purposes of this regulation, an executive employee is any management employee with responsibility for the development and execution of the auxiliary organization's policies and includes, but is not limited to, general managers, managers, directors, and the like, as determined by the Board of Directors of each auxiliary organization.
- d. Pursuant to Section 72672(d) of the *Education Code*, Should retirement benefits be provided, they may, but need not, be provided by the Public Employees' Retirement System.
- e. Any newly created auxiliary organization is exempted from the requirement of providing retirement benefits for a period not to exceed three years from the date on which the Board of Trustees recognizes the establishment of such auxiliary organization.

1.6 EXPENDITURES AND FUND APPROPRIATION

The Board of Directors of an auxiliary organization shall approve all expenditure authorizations. Appropriations of funds for use outside of the normal business operations of the auxiliary organization shall be approved in accordance with District policies and regulations. ~~Board of Trustee policy and further consistent regulations adopted by the Chancellor.~~

1.7 ACCOUNTING AND REPORTING

The Board of Directors of all auxiliary organizations, except those exempted in Section 72673 of the *Education Code*, shall

- a. Utilize a standard accounting and reporting system established by the Chancellor of the California Community Colleges, ~~in consultation with representatives of the Board of Governors.~~
- b. Implement financial standards which will assure the fiscal viability of such various auxiliary organizations. Such standards shall include proper provision for professional management, adequate working capital, adequate reserve funds for current operations, capital replacements, contingencies, and adequate provisions for new business requirements.
- c. Each District-wide auxiliary organization shall submit its programs and budgets for review at a time and in a manner specified by the Chancellor. Programs and budgets for auxiliary organizations primarily serving a College shall be submitted to that College President for review, and to the Chancellor.

- d. Should the President or Chancellor determine that any program or appropriation planned by an auxiliary organization is not consistent with District or College policy, the program or appropriation shall not be implemented. Further, should a program or appropriation which has received approval, upon review be determined to be operating outside the acceptable policy of the Board of Governors, the District, or the College, then that program or appropriation shall be discontinued by direction of the President until further review is accomplished and an appropriate adjustment is made.

1.8 FUNDS

- a. All money collected by or on behalf of a student body auxiliary organization shall be deposited in trust by the chief fiscal officer of the College. All such money shall be accounted for properly and, subject to the approval of the College President or designee and the appropriate officer of said organization, be deposited or invested in any one or more of the ways specified in Sections 76063 and 76064 of the *Education Code*.
- b. The chief fiscal officer of the College shall be custodian of all unexpended funds and money collected by or on behalf of a student body auxiliary organization and shall provide the necessary accounting records and controls for such funds. These funds may be expended by the custodian only upon the submission of an appropriate claim schedule by officers of said organization.
- c. Trust funds shall be used ~~specifically~~ exclusively for the purpose designated in the instrument creating the trust.
- d. Funds of an auxiliary organization shall be used for purposes consistent with District and College policy where applicable, and shall not be used:
- (1) To support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of this State or any subdivision thereof or any city, municipality, or local governmental entity of any kinds.
 - (2) To make personal loans for non-educationally related purposes, except that such loans be made when specifically authorized by a trust instrument under which the funds were received.
- e. An indemnity bond shall be obtained by an auxiliary organization for its fiscal officer who is responsible for handling funds of the auxiliary organization.
- f. Grants, bequests, trusts, donations, and gifts accepted by an auxiliary organization shall be maintained in accordance with policies and regulations established by the College and the District. With respect to proposed gifts to the District, the Chancellor shall decide, after consulting with the donor, whether a donor's proposed gift should be accepted by the District or referred to any auxiliary

organization. ~~Gifts to the District or any college thereof shall be accepted under the provisions of Education Code Section 72241~~

- g. Funds derived by an auxiliary organization from indirect cost payments and which are not needed to provide adequate working capital, reserve funds for current operations, capital replacements, contingencies and adequate provisions for new business requirements shall be appropriated in a manner consistent with policies established by the District; uses of such funds shall be regularly reported to the Board of Trustees, through the Chancellor.
- h. No District funds or resources, other than those funds or resources derived from gifts or bequests to the District, shall be transferred by the District, or by any College within the District, to any of its auxiliary organizations for the purpose of either avoiding laws or regulations which constrain community college districts or providing the District with an unfair advantage with respect to the application of any State funding mechanism. Such State funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for handicapped students.

1.9 **AUTHORITY AND RESPONSIBILITY OF AUXILIARY ORGANIZATIONS**

- a. Auxiliary organizations shall not offer courses for which State funding is received.
- b. All services, programs, and activities that may be undertaken by an auxiliary organization shall be maintained for the general benefit of the educational program of the District and its colleges. Upon Board of Trustees approval, an auxiliary organization may assume any of the services, programs, and activities listed in ~~Board Regulation this Policy 1.2 in order:~~
 - (1) To provide the fiscal means and the management procedures that allow the College and/or District to carry on educationally related activities not normally funded by the State;
 - (2) To provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the College and/or District in accordance with sound business practices.
- c. An auxiliary organization may not enter into any contract or other business arrangement involving real property, either by lease or by purchase, without the prior approval of the Board of Trustees. ~~College President.~~
- d. The District shall maintain a list of all auxiliary organizations in good standing.
 - (1) All auxiliary organizations which, after periodic review in the manner specified by ~~Board Regulation 1.10(e)~~, herein, are found to be in

compliance with applicable laws and regulations shall be included in this list.

- (2) When the Chancellor or the Board of Trustees has reason to believe that a particular organization should be removed from this list, ~~he/she/it or she~~ shall give the Board of Directors of such organization reasonable notice that a conference will be held to determine whether grounds for removal do, in fact, exist, and representatives of said board shall be entitled to be present at such conference and to be heard. Based upon such conference, the Chancellor shall decide whether a particular organization should be removed from the list. The Chancellor or the Board of Trustees may remove such an auxiliary organization from said list, and may make such other provisions consistent with law as may be appropriate with respect to an auxiliary organization not included on said list. Any such actions by the Chancellor shall be reported to the Board of Trustees for ratification.

1.10 RECORD-KEEPING

a. **Records and Annual Audit**

An auxiliary organization shall maintain adequate records and shall prepare an annual report showing its operations and financial status as may be required by the Board of Governors, District, or College President.

b. **Compliance Review by Chancellor**

For a District-wide auxiliary organization, the Chancellor's designee shall inspect and review all auxiliary organization procedures and practices to determine compliance with policies, rules, and regulations of the Board of Governors and the District, and make his/her recommendations to the Chancellor and the Board of Directors of the auxiliary organization regarding said procedures and practices. This shall be done at the end of the first complete year after approval, and at least every three years thereafter. The decision of the Chancellor shall be made after he/she has invited comments from the Board of Directors of the auxiliary organization. Reports and statements shall cover all activities of the organization.

c. **Compliance Review by College**

For an auxiliary organization which primarily serves a single College, the President's designee shall inspect and review all procedures and policies to determine compliance with ~~Education Code~~ Sections 72670 through 72682 of the Education Code, and with policies, rules and regulations of the Board of Trustees and policies of the College, and to make his/her recommendations to the President and the governing board of the auxiliary organization regarding said procedures and policies. The decision of the President on the recommendations of the President's designee shall be made after he/she has invited comments from the governing board of the auxiliary organization. This review ~~shall also~~ shall determine compliance with any written agreement with the District, and with the

auxiliary organization's articles of incorporation and bylaws, and shall be conducted on an annual basis.

d. **Audit**

Each auxiliary organization shall have an annual fiscal audit of any and all funds. The audit shall be performed by a certified public accountant in accordance with procedures prescribed by the Board of Governors, as contained in the "California Community College Auxiliary Organization Accounting and Reporting System." Copies of the annual audit report shall be submitted to the Board of Trustees and to the Board of Governors' Office within 30 days after it is received by the auxiliary organization. Thereafter, it shall be a public record, except as otherwise provided by law. Such audit may be conducted as part of a fiscal audit of the District itself.

Auxiliary organizations shall annually publish an audited statement of their financial condition which shall be disseminated as widely as feasible and be available to any person on request. A reasonable fee ~~may~~ be charged to cover the costs of providing a copy. When an auxiliary organization primarily serves a single college of the District, the auxiliary organization shall comply with this requirement by:

- (a) Publishing the audited financial statement in a campus newspaper; or
- (b) Publishing a notice in a campus newspaper indicating the on-campus location where copies of the financial statement may be obtained or reviewed; or
- (c) ~~Publishing or~~noticing the audited statement ~~in accordance with Board Regulations 1.10(a) and (b)~~ in a campus bulletin or other appropriate medium if a campus newspaper is unavailable.

1.11 **WRITTEN AGREEMENT**

A written agreement between the Coast Community College District and each auxiliary organization is required. ~~for the performance by such auxiliary organization of any of the services, programs and functions listed in Board Regulation 1.2. If any auxiliary organization performs more than a single service, program or function, then the written agreement may cover any number of the functions it performs or a separate agreement may cover each function performed.~~

The written agreement shall, among other things, provide for the following:

- a. The services, programs, or functions the auxiliary organization is to manage, operate, or administer.
- b. A statement of the reasons for administration of the functions by the auxiliary organization instead of by District or College under usual District procedures.

- c. The areas of authority and responsibility of the auxiliary organization and the District or College.
- d. The facilities and services to be made available by the District or College to permit the auxiliary organization to perform services, programs or functions specified in the written agreement.
- e. The charge or rental to be paid to the District by the auxiliary organization for the facilities used or services provided in connection with the performance of its function. The charge or rental specified shall not require involved methods of computation, and should be identified in sufficient time before it is incurred so that the organization may determine to what extent it shall be liable therefor.
- f. Full reimbursement to the District for services performed by the District or by District employees under the direction of or in support of the auxiliary organization. Student body auxiliary organizations may be exempt from reimbursing all or any portion of the costs for such services. Methods of proration where services are performed by District employees for the organization shall be simple and equitable.
- g. A simple but equitable method of determining in advance to what extent the organization shall be liable for indirect costs relating to federally-sponsored programs.
- h. The responsibility for maintenance and payment of operating expenses.
- i. A statement that, with respect to expenditures for public relations or other purposes which would serve to augment District appropriations for operation of the District, the auxiliary organization may expend funds in such amount and for such purposes as are approved by the Board of Directors of the auxiliary organization. The Board of Directors shall file with the Chancellor a statement of such policy on accumulation and use of public relation funds for all auxiliary organizations. The statement shall include the policy and procedure on solicitation of funds, source of funds, expenditures, and procedures of control. In the case of an auxiliary organization serving a College of the District, the College President shall file such a statement with the Chancellor.
- j. The disposition to be made of net earnings derived from facilities owned or leased by the auxiliary organization, including earnings derived from facilities owned or leased by the auxiliary organization, and provisions for reserves.
- k. The disposition to be made of net assets and liabilities on dissolution of the auxiliary organization or cessation of operations under the agreement.
- l. The covenant of the auxiliary organization to maintain its organization and to operate in accordance with Sections 72670 through 72682 of the *Education Code* and with the regulations contained in Chapter 5 (commencing with Section 59250) of Division 10, Part IV of Title 5 of the California Administrative

Code, Sections 59250 *et. seq.* of Title 5 of the *California Code of Regulations*, as well as District Policy Board Rules.

1.12 USE OF COLLEGE OR DISTRICT NAME

Except for student body associations organized and operating under Education Code Section 76060 of the *Education Code*, *et seq.*, no organization may use the name of the Coast Community College District or a community college of the District or otherwise represent a relationship with Coast Community College District or a College of the District, except pursuant to written license of the District, or unless the organization has been recognized and established as an auxiliary organization by the Board of Trustees and is in good standing with the District.

1.13 ADMINISTRATIVE AUTHORITY

The Chancellor or his/her designee shall provide, and may from time to time implement and revise, procedures for the administration of this Policy.

1.14 DEFINITIONS

a. Auxiliary Organization

The phrase "Auxiliary Organization" as used herein means the entities specified in Education Code Subsections 72670(a)-(e) and no other entities or organizations.

b. Board of Directors

The phrase "Board of Directors" as used herein means the governing board of an auxiliary organization.

c. Board of Trustees

The phrase "Board of Trustees" as used herein means the Board of Trustees of the Coast Community College District.

d. Board of Governors

The phrase "Board of Governors" as used herein means the Board of Governors of the California Community Colleges.

e. Chancellor

The term "Chancellor" as used herein means the Chancellor of the Coast Community College District or designee.

f. District

The term "District" as used herein means the Coast Community College District.

DRAFT



Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP 6701 Use of Facilities

Education Code 82537,82542

The use of college facilities including fee schedules for District and Non-District users shall be governed by rules and regulations established by the Board of Trustees in accordance with the Education Code.

Adopted September 3, 1986
Replaces CCCD Policy 040-2-1, Spring 2011

Coast Community College District
BOARD POLICY
Chapter 4
Business Operations

BP 6702 Usage Fees for Facilities and/or Equipment
Coastline – Golden West – Orange Coast

Education codes 81550-81553

All facility requests are processed through the individual campuses. User fees listed below are in addition to staffing fees (\$40.00 per staff per hour). Rates listed are all per hour. All equipment and personnel requests are coordinated through the following offices: Coastline Administrative Services; Golden West Administrative Services and Community Services; Orange Coast Maintenance & Operations and Bursar's Office.

CLASSROOMS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Up to 50	\$25.00	\$35.00
Up to 100	\$35.00	\$45.00
Up to 150	\$40.00	\$45.00
Up to 210	\$50.00	\$65.00
Up to 400	\$130.00	\$175.00
Lab Classroom	\$40.00	\$50.00
Computer Center/Lab	\$80.00	\$105.00

PARKING LOTS (4 hour minimum)		
Per Space	\$2.00-\$5.00	\$4.00 \$7.00

GYMNASIUM & RELATED

Additional deposit required for damages or unusual clean-up. Amount to be determined by campus personnel. Full or partial refund will be returned following inspection of facility after event has occurred.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Small Gym Floor	\$100.00	\$155.00
Large/Main Gym Floor	\$150.00	\$235.00
Dance Room	\$50.00	\$90.00
Strength/Fitness Studio	\$75.00	\$140.00
Foyer Area	\$35.00	\$45.00
Weight Room	\$75.00	\$140.00
Locker Room (per room)	\$45.00	\$80.00
Aerobics Room	\$45.00	\$80.00
Cardio Lab	\$45.00	\$80.00
Biddle Field	\$45.00	\$80.00

ATHLETIC FIELDS

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Track	\$75.00	\$140.00
Soccer	\$75.00	\$140.00
Practice Soccer	\$45.00	\$80.00
Softball Fields	\$115.00	\$165.00
Utility Fields	\$45.00	\$80.00
Baseball Field (90 min + \$40.00)	\$115.00	\$165.00
Par Course	\$115.00	\$165.00
Practice Football	\$45.00	\$80.00

TENNIS/OUTDOOR COURTS

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Tennis (Per court)	\$15.00	\$20.00
Volleyball/Basketball	\$35.00	\$45.00
Handball (GWC only, per court)	\$15.00	\$20.00

POOL

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Renter provided		
Certified Lifeguard required	\$80.00	\$115.00

OTHER FEES – ATHLETICS

Other fees not included in basic usage fee: One rate for Non-Profit and Commercial

- | | |
|------------------|------------|
| 1. Microphone | \$10.00/hr |
| 2. P.A./Stereo | \$40.00/hr |
| 3. Scoreboard | \$40.00/hr |
| 4. Event Markers | \$40.00/hr |

LEBARD STADIUM (4 hour minimum)

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
(No services)		
School games	\$400.00	
CIF Playoffs	\$600.00	
Non-profit Use	\$750.00	
Football Practice	\$275.00	
Commercial Use		\$1,500.00

Locker Rooms, Utility Fields, Strength lab, Handball 101 (classroom) and Training Room additional fees.

- Staffing at \$40 per person per hour.
- Lighting \$250

LEBARD STADIUM PARTIAL DAY USE RATES

(One rate for both Non-Profit and Commercial)

Stadium and Field House

1. Use of Stadium and Field House where wear and tear would occur to the facility: (i.e. football, soccer or rugby practice, etc.)
 - a. First hour \$400
 - b. Each additional hour \$180 (not to exceed 3 hours)
 - c. Labor costs not included Staffing at \$40 per person per hour.

2. Use of Stadium and Field House where no wear and tear would occur to the facility: (i.e. team pictures, commercial shoots, etc.)

- a. First hour: \$180
- b. Each additional hour \$60 (not to exceed 3 hours)
- c. Labor costs not included Staffing at \$40 per person per hour.

OCC HORTICULTURE GARDENS	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Garden	\$90.00	\$120.00
OCC QUAD	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Quad	\$90.00	\$120.00
OCC STUDENT CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Conference Rooms	\$15.00	\$20.00
Lounge	\$90.00	\$120.00
Main cafeteria Floor Area	\$135.00	\$190.00
Captain's Table	\$90.00	\$12.00
GWC COMMUNITY CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Cafeteria (4 hours min)		
Meetings and Seminars	\$115.00	\$165.00
Dances	\$150.00	\$235.00
College Center Patio	\$35.00	\$45.00
GWC COMMUNITY CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Room 102 (Dining Room)	\$35.00	\$75.00
With Kitchen Fee	\$15.00	\$20.00
OCC DRAMA LAB	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lab	\$165.00	\$235.00
OCC ART GALLERY	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Main Gallery	\$100.00	\$165.00
Children's Gallery	\$50.00	\$75.00
OCC ART CENTER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Foyer	\$115.001	\$165.00
OCC FACULTY HOUSE	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Lounge	\$35.00	\$75.00
GWC QUAD	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Quad	\$90.00	\$120.00
GWC AMPHITHEATER	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Theater	\$145.00	\$250.00

GWC THEATER (4 hour minimum)

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	\$200.00	\$300.00
Rehearsal	\$100.00	\$150.00

Basic usage fees include:

1. Main floor (340 seats)
2. Front and side stages
3. (1) Technical Coordinator (required)
4. (1) House Manager (required-performance only)
5. (30) lights-flat lighting plot
6. (2) dressing rooms-men's/ladies
7. (1) cashier's booth
8. (1) microphone on stand or podium
9. (1) tape deck and use of Theater sound system

Other fees not included in basic usage fee:

1. Technical Coordinator (required) \$45.00/hr
2. Fly crew person \$35.00
3. Lighting instruments \$10.00/instrument
4. Wireless microphone system \$450.00/day
5. Sound technician \$40.00/hr
6. Lighting technician \$40.00/hr
7. Stage technician \$35.00/hr
8. Spot light technician \$30.00/hr
9. Cashier \$25.00/hr
10. Spot Light \$100.00/4hrs
11. Stage Manager (required to be provide by renter)
12. Usher (4 required to be provided by renter)

GWC STAGE WEST

Arrangements must be made a minimum of six (6) weeks in advance of the event to execute a contract determining the technical assistance and equipment needed.

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Performance	\$100.00	\$145.00
Rehearsal	\$75.00	\$80.00

Basic usage fees include:

1. Full use of facility
2. 4-hour use of house
3. (1) technician

Other fees not included in basic usage fee:

1. Additional Staff
2. Custodial(hourly basic)

-

-

-

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
BASIC DANCE CONCERT/VARIETY SHOW	\$300.00	\$450.00

1. Full Stage
2. House (916 seats)
3. One hundred twenty-eight (128) lighting instruments
4. Two (2) technicians
5. Two (2) dressing rooms (if available)
6. Ticket booth
7. Six (6) microphones, stand and cables, tape or CD playback
8. House sound system (Board, EQ, speakers, amps, etc.)

FEES NOT INCLUDED IN BASIC USAGE FEES

- | | |
|--------------------------------|------------------------|
| 1. Staff Technician (overtime) | \$45.00/hr |
| 2. One hour manager (overtime) | \$35.00/hr |
| 3. Lighting instruments | \$10.00 per instrument |
| 4. Wireless microphone system | \$60.00 per channel |
| 5. Spotlight | \$100.00/4 hrs |

**EQUIPMENT RENTAL CHARGES-PER DAY
CCC-GWC-CCC**

Overhead	\$10.00
Caramate	\$15.00
Lecternette	\$15.00
Microphone/Cable	\$10.00
Data Projector	\$75.00
25" Color TV/VHS Cart	\$40.00
Stereo Cassette Player	\$10.00
PA System/Portable Speak Mic	\$50.00
LCD Projector	\$100.00
Pianos (Requires tuning each way (one for stage and one for rental paid by user)	
Upright	\$150.00 or current cost of tuning
Grand	\$200.00 or current cost of tuning

Extra Charges-Prevailing hourly rates (minimum \$40 per person per hour) including fringe benefits will be assigned.

1. Projectionist
2. AV technician
3. Lifeguards
4. Locker room attendant
5. Special security
6. Scoreboard operations
7. Extra Custodial
8. Security
9. Stage hands-special set-ups
10. Food service workers
11. Any other school employees required to work

BOATHOUSE RENTAL FEES/OCC	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Entire Facility -full day	\$2,000.00	\$5,000.00
Entire Facility-half day	\$1,500.00	\$2,000.00

Ground level areas including 100 linear feet of dock space (excluding lower bays)

Ground Level-full day	\$600.00	\$1,000.00
Ground level-half day	\$400.00	\$750.00

Upstairs bay view classroom maximum (50) persons day/eves

Upstairs-full day	\$250.00	\$500.00
Upstairs-half day	\$155.00	\$350.00

Upstairs bay view classroom maximum (125) persons day/eves

Upstairs-full day	\$450.00	\$650.00
Upstairs-half day	\$300.00	\$450.00

	<u>NON-PROFIT</u>	<u>COMMERCIAL</u>
Conference Room-Water View (12) people		
Conference room-full day	\$200.00	\$400.00
Conference room-half day	\$125.00	\$250.00
Kitchen usage-half day	\$50.00	
Kitchen usage-full day	\$75.00	

NOTE: Half day is four hours or less; anytime between 7:00 a.m. and 5:00 p.m.

Full day is more than four hours; anytime between 7:00 a.m. and 5:00 p.m.

Evening is anytime between 6:00 p.m. and 11:00 p.m.

Weekend and weekday rates are the same

RESTRICTED USE OF DISTRICT SERVICES, FACILITIES, OR EQUIPMENT BY DISTRICT EMPLOYEES

No employee of the Coast Community College District shall use any shop or laboratory facility or equipment of the District (excluding recreational facilities) on personal projects or for personal benefit unless such use has been approved by the administration in charge as making a contribution to the educational program, or unless the employee is enrolled in the program as a student. Employees shall pay the established rate, if any, for services offered by any instructional program the same as would students or members of the community. Any work or service performed for any employee shall be done only when consistent with the current instructional objectives of the particular program and if the performance of that same work or service is available to students or members of the community.

ORANGE COAST COLLEGE AND GOLDEN WEST COLLEGE PHYSICAL EDUCATION Facility Usage by District Employees

During Staffed Hours:

During Non-Staffed Hours:

OCC/GWC physical education staff with key access to department facilities may use such facilities and supervise the use by other staff members with the approval of the Physical Education and Athletics Dean. Non-staff individuals may not use such facilities without the written approval of the Dean.

DISPOSITION OF DISTRICT PROPERTY

The Board shall adhere strictly to procedures prescribed by the Education Code in the sale or lease of real property.

The Board shall authorize the disposal of surplus or obsolete supplies and equipment which are no longer suitable for District purposes and authorize the Chancellor or designee to dispose of such supplies and equipment in conformance with the law and District procedures.

Education Code 81360-81380, 81450-81459

LENDING OF EQUIPMENT

District property or equipment shall not be loaned to any individual or any organization for private use. District property or equipment may be loaned to other school districts or to public agencies in accordance with the Education Code. Such loans, in reasonable amounts and for reasonable periods, shall be the responsibility of the Chancellor following recommendation by one or more of the college presidents or the Vice Chancellor, Administrative Services.

Adopted September 18, 1985

Revised September 7, 1989

Revised April 5, 1994

Revised September 11, 1996

Revised June 25, 1997

Revised August 17, 2005

Revised XX/XX/XXXX

Replaces CCCD Policy 040-2-1.1, Spring 2011



COAST COMMUNITY COLLEGE DISTRICT
INTERIM EDUCATIONAL ADMINISTRATOR EMPLOYMENT CONTRACT

1. Parties. The Coast Community College District ("District") and Lois V. Wilkerson ("Administrator") hereby enter into this Interim 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 as Interim Vice President Student Services & Economic Development.

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 the duties, and accepts the responsibilities, of the position which may be delegated or assigned to Administrator by the Chancellor or the Board of Trustees.

5. Term. District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing 3/1/11, and ending on the day prior to the commencement of employment of the successor to this position, or on 6/30/11. This Agreement is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*.

6. Salary. Administrator shall be placed on the Academic Management Salary Schedule DL, step 10, range 34 (\$12,537.92 per month).

7. Health and Welfare Benefits. District shall provide Administrator with all health and welfare benefits that are granted to other District administrators.

8. Expenses. District shall reimburse Administrator for expenses incurred while performing official duties, pursuant to law and District policy.

9. Evaluation. Administrator shall be evaluated during the term of this Agreement, following procedures determined by the Chancellor and the Board of Trustees.

10. Termination of Agreement. The Agreement may be terminated by either Party without cause by providing the other Party with 30 days written notice.

11. Prior Position. If Administrator was employed by the District immediately prior to the commencement of this Agreement, then Administrator shall return to the prior position upon termination or expiration of this Agreement.

12. 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.

13. 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.

14. 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.

President, Board of Trustees

Date

Administrator

Date

GREENWOOD & HALL FINANCIAL AID SOLUTIONS AGREEMENT

THIS FINANCIAL AID SOLUTIONS AGREEMENT (the "Agreement") is entered into and effective as of the 3rd day of February, 2011 ("Effective Date") by and between PCS Link, Inc. dba Greenwood & Hall ("G&H") and Coast Community College District (OCC). OCC and G&H may be referred to herein individually as "Party" or collectively as "Parties". In consideration of the covenants and agreements set forth in this Agreement, the parties agree as follows.

1. **FAS Services.** G&H will provide OCC with Financial Aid Solutions ("FAS") services as detailed in Exhibit A attached hereto.
2. **Fees.** School agrees to pay G&H the fees set forth in Exhibit A. G&H will provide OCC an invoice on a monthly basis. OCC agrees to pay G&H based on such invoice within twenty (20) days of School's receipt of the invoice.
3. **Term.** The Agreement shall be in effect from February 3rd, 2011 through February 3rd 2014, (36 months) following the actual commencement of financial aid services by Greenwood & Hall.
4. **Termination.** Either party may terminate this Agreement at any time by providing the other party with a ninety (90) day advance written notice.
5. **Confidentiality.** All information, exchanged between the parties is confidential. Confidential Information shall include, but not be limited to, any information that either party discloses, whether in writing, electronically or orally, to the other party, whether in tangible or intangible form. By way of example and not limitation, Confidential Information includes: (i) any information concerning a party's, its agents' or licensors' technology, such as systems, source code, databases, hardware, software, programs, applications, engine protocols, routines, models, displays and manuals, including, without limitation, the selection, coordination, and arrangement of the contents thereof; (ii) any information concerning a party's, its agents' or licensors' financial or business plans or operations; and (iii) any "nonpublic personal information" as defined in the Gramm Leach Bliley Act about any customer of a party. Greenwood & Hall shall also not disclose the specific nature of financial aid services it will provide School under this Agreement without School's permission. School agrees to not share Greenwood & Hall pricing and/or terms with any other party. Confidential Information of a party shall not be disclosed by the other party without written consent, unless such disclosure is required by law, or pursuant to subpoena.
6. **Limited Liability; Limitation on Actions.** Except for damages caused by G&H negligent or other wrong doing. G&H's maximum liability under this exclusive remedy will be to compensate School for its actual damages sustained, up to the amount of the fees paid by School hereunder over the three months immediately preceding the

failure to perform. In no event will either party be liable for any special, consequential, indirect, exemplary or punitive damages arising out of this Agreement, even if advised of the possibility of such damages.

7. Notices. All notices or communications required under this Agreement by one of the parties hereto to the other shall respectfully be addressed as follows:

If to G&H: Greenwood & Hall
 Attention: John Hall
 1936 East Deere Avenue
 Suite 120
 Santa Ana, California 92705

If to School: Orange Coast College
 Attention: Melissa Moser
 2701 Fairview Road, Box 5005
 Costa Mesa, CA 92628-5005

8. Governing Law. This Agreement is executed and delivered within the State of California, and the parties hereto agree that it shall be construed, interpreted and applied in accordance with the laws of that State, without regard to conflicts of laws principles. Venue for any disputes arising under this agreement shall be heard in the Superior Court of California, County of Orange.
9. Entire Agreement; Severability; Modification; Waiver. This is the entire and exclusive statement of the Agreement between the parties, which supersedes and merges all prior proposals, understandings and all other agreements, oral and written, between the parties relating to this Agreement. In the event a court of competent jurisdiction finds any of the provisions of this Agreement to be so broad as to be unenforceable or invalid for any other reason, it is the parties' intent that such invalid provisions be reduced in scope or eliminated by the court, but only to the extent deemed necessary by the court to render the provisions of this Agreement reasonable and enforceable. This Agreement may be amended or modified only by a writing executed by both parties. The waiver or the failure of either party to exercise in any respect any right provided for herein shall not be deemed a waiver of any further right hereunder.
10. Insurance: G&H shall maintain Insurance.
11. Force Majeure. If by reason of a cause outside the reasonable control of a party, such party is unable in whole or in part to carry out any obligation hereunder, such party will not be in default during the continuance of such inability.

In witness whereof, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates of the prospective signatures..

PCS Link, Inc.

Coast Community College District (OCC)

Signature: _____

Signature: _____

Name: _____

Name: Jerry Patterson

Title: _____

Title: President, Board of Trustees

Date: _____

Date: _____

Exhibit "A" - To Financial Aid Solutions Agreement

1. **Description of FAS Services.** FAS Services will provide OCC with a customized financial aid processing service. Services shall include:
 - a. Perform actual Verification (CPS or Institutionally flagged)
 - b. C-Code and Conflicting Information resolution
 - c. Update/Request additional information via PowerFails.
 - d. G&H FAS will complete verification processing within seven (7) business days from receipt of file.
2. **School Obligations.** In order for the FAS Service to be successful, G&H will rely on the School to provide the following:
 - a. Designation of a School executive or manager to be G&H's primary contact for questions or issues arising with the Service
 - b. Access to School's Student Information System (SIS) and other database systems/services required to process files and support School
 - c. School email addresses for G&H personnel who are representing School, if necessary.
 - d. Provide all relevant materials the financial aid office would otherwise provide to students and/or parents
 - e. Work with G&H to develop the customized programs including school specific training.
 - f. Allow G & H to work Monday – Friday 5:00pm to 9:00pm PST and Saturday – Sunday 9:00am to 5:00pm PST.
 - g. Work with G&H to develop a work flow and processing plan to ensure smooth operations and lines of responsibility as well as clear policies/procedures for processing, file verification, and auditing.
 - h. Ability to access all student documents electronically - needed for processing.

3. Fees for Service.

NON-RECURRING FEES

One-Time Set-Up Fee:	\$ 2,500
Training:	\$ 40.00/Hour (waived)

<u>Files Opened/Reviewed</u>	<u>Per File</u>
	\$7.50

<u>Files Opened-2nd Review & Completed</u>	<u>Per File</u>
	\$5.00

OTHER FEES

Travel & Direct Expenses:	At Cost (If Applicable)
---------------------------	-------------------------

ODYSSEY POWER

December 15, 2010

Jack Linke
Orange Coast College
2701 Fairview Drive
Costa Mesa, CA 92626

Re: Preventative Maintenance Quote, OPCQ9154

Dear Jack:

I am pleased to submit this proposal for preventative maintenance services on your critical equipment. Included in this proposal are the following items for your review and consideration:

- **Equipment Preventative Maintenance Quote**
- **Scope of Work**
- **Customer References**

Thank you for the opportunity to work with you on this proposal. I look forward to following up with you in a few days for your feedback. In the interim, please feel free to contact me directly if I can be of any further assistance at 800-675-4545 ext 208.

Sincerely,



Dennis Gee
Regional Account Manager
Odyssey Power Corporation

Corporate Office: 625 N Shepard Street • Anaheim, CA 92806 • 1.800.675.4545
Northern CA: tel 408.954.7384 • fax 1.800.809.1993
www.odysseypower.com



QUOTE FOR SERVICE

Date	Quote #
12/15/10	OPCQ9154

Sold To:

Orange Coast College
Jack Linke
2701 Fairview Drive
Costa Mesa, CA 92626

Phone: (714)432-5952
E-mail: craig@cccd.edu

Equipment Location:

Orange Coast College
Jack Linke
2701 Fairview Drive
Server Room
Costa Mesa, CA 92626

Phone: (714)432-5952
E-mail: craig@cccd.edu

We are pleased to submit the following proposal for service subject to the terms and conditions on the following page hereof. It is understood that if acceptance of this proposal is acknowledged on the buyer's purchase order, such acceptance will be subject to the terms and conditions of this proposal with the same force and effect as though they were included on the buyer's purchase order.

MODEL	SERIAL	DESCRIPTION	LOCATION	PM's/YR	EXT. PRICE
UPS/Battery Maintenance					
2033A	03EM6K01-03	200kVA Mitsubishi UPS Module	Server Room	2	
TBD	TBD	VRLA Battery String	Server Room	2	
SubTotal					\$1,181.25
Generator System Maintenance					
DGFA-5674071	F040654020	150kVA Cummins Genset Major Service	Outside Bldg	1	
DGFA-5674071	F040654020	150kVA Cummins Genset Minor Service	Outside Bldg	3	
SubTotal					\$1,393.00
Fire Suppression System Maintenance					
CP-2ER	N/A	Siemens FM200 Detection & Controls	Server Room	2	\$900.00
CRAC System Maintenance					
DH199A-CAE1	610939-001	15 Ton Liebert CRAC Unit	Server Room	6	
DH199A-CAE1	610939-002	15 Ton Liebert CRAC Unit	Server Room	6	
AC8	N/A	Controller Maintenance	Server Room	6	
SubTotal					\$4,125.60

Annual Amount: \$6,699.85

Quote OPCQ9154

Page 1



SILVER SERVICE PLAN

Maintenance Service

- Maintenance visit(s) scheduled 8am - 5pm, Monday - Friday, excluding holidays
- Guaranteed emergency 4 hours onsite response time
- CRAC emergency 2 hours onsite response time during 8am - 5pm, Monday - Friday, excluding weekends & holidays, 4 hours onsite response time during weekends & holidays

Technical Support

- 24/7 technical phone support

Client Login

- 24/7 access to online Client Information Center account
- Includes access to service reports, agreements and quotes

Exclusions

- Parts and labor for remedial repairs
- Parts and labor for battery replacement

Notes

- ATS inspections are to be performed during a regular scheduled generator service visit or additional travel charges

EXCLUSIVE TERMS:

Pricing Terms: Honored for 45 days from date above

Payment Terms: Net 30 (Subject to credit approval)

Agreement Terms: 1 year from date of acceptance

All Odyssey Power Terms and Conditions shall apply

Date Of Acceptance _____ Sales Rep. Dennis Gee

Customer Name _____ Title Regional Account Manager

Customer Signature _____

Credit Card # _____ CVV (Security) Code _____

Expiration Date _____ Purchase Order _____

Name On Credit Card _____

Credit Card Billing Address _____



Scope of Work

Uninterruptible Power Systems, All 3-Phase Models

Scheduled Preventive Maintenance Performed

Semi-Annual Service Includes:

1. Perform a temperature scan on all breakers, power connections, fuses and associated controls. Repair and/or report all abnormal readings.
2. Perform a complete visual inspection of the equipment including subassemblies, wiring harnesses, contacts, cables and major components. Check air filters for cleanliness; clean or replace if necessary.
3. Check module(s) completely for the following (if applicable):
 - Rectifier and inverter snubber boards for discoloration.
 - Power capacitors for swelling or leaking of oil.
 - DC capacitor vent caps.
4. Check and evaluate alarm history activity.
5. Record all voltage and current panel meter readings on the module control or the system control cabinet.
6. Measure and record DC bus voltage, ripple voltage and ripple current.
7. Measure and record harmonic trap filter currents.
8. Inspect for proper cooling fan operation.
9. Verify remote monitoring operation, if installed.
10. Inspect general condition of battery plant if not specifically covered under the Maintenance Agreement.
11. Review system performance to address any questions and to schedule any remedial repairs.

Annual Service Includes Above, Plus:

1. Check the inverter and rectifier circuits for burned or broken wires.
2. Check all nuts, bolts, screws and connectors for tightness and heat discoloration.
3. Check fuses on the DC capacitor deck for continuity (if applicable).
4. With customer approval, perform operational test of the system by transferring the critical load to bypass mode.
5. Calibrate and record all electronic control circuits to system specifications.
6. Measure and record all low-voltage power supply levels.
7. Check operation of secondary power supply, if applicable.
8. Adjust power supply output levels as required.
9. Remove dust from circuit cards and other sensitive components and vacuum dust and/or debris from inside the system cabinet.
10. With customer approval, perform operational test of the system by removing input power to the UPS to discharge batteries. Reapply power and verify normal operation has been restored.



Scope of Work

Stationary Battery Systems, Sealed VRLA

Scheduled Preventive Maintenance Performed

Service Includes:

1. Inspect the appearance and cleanliness of the batteries and the battery room. Clean normal dirt accumulation on cell tops.
2. Measure and record the total battery float voltage and charging current.
3. Measure and record total ripple voltage and current.
4. Visually inspect the jars and covers for cracks and leakage.
5. Visually inspect for evidence of corrosion.
6. Measure and record the ambient temperature.
7. Verify the condition of the ventilation equipment.
8. Verify the integrity of the battery rack/cabinet.
9. Measure and record representative cell temperatures.
10. Measure and record the float voltage of all cells.
11. Measure and record the internal impedance on all units.
12. Check the tightness of 10% of the inter-unit connectors, when unit can be taken off-line.
13. Provide a detailed written report noting any deficiencies and corrective action needed, taken, and/or planned.

Annual Service Includes Above, Plus:

1. Re-torque all battery connections to the battery manufacturer's specifications.
2. Measure and record all battery connection resistance in micro-ohms, if applicable.

Corrective Maintenance Performed as Required:

1. Refurbish cell connections as deemed necessary by the detailed inspection report.



Scope of Work

Generator Systems

Scheduled Preventative Maintenance Performed

Description of Level I – Minor Inspection:

Belts	Inspect for worn, broken or loose, and adjust
Cooling system	Maintain proper coolant level
Jacket Water Heater	Check and record blockage
Engine Crankcase	Check the oil level (add if necessary)
Governor	Check for proper operation
Fuel System	Inspect for leaks, from day tank supply lines to the engine
Batteries	Maintain electrolyte level and check connections for tightness
Gauges	Inspect the condition of all gauges
Battery Charger	Inspect for proper operation (adjust if necessary)
Start Engine	Run the engine approx. 15-min. (up to operating temperature)
Oil Pressure	Inspect for proper oil pressure and record readings
Fuel Pressure	Inspect for proper fuel pressure and record readings
Frequency	Inspect for correct RPM/HZ, adjust if needed and record readings
Voltage	Inspect for correct voltage, adjust if needed and record readings
Leaks	Inspect and record leaks (oil, coolant, fuel, air, exhaust)

Automatic Transfer Switch:

1. Perform a temperature scan on all contactors, power connections, fuses and associated controls. Report all abnormal readings.
2. Perform a complete visual inspection of the equipment including subassemblies, wiring harnesses, contactors, cables and major components. Report all abnormal readings.

AFTER UNIT IS STOPPED:

Automatic Switches	Ensure that all switches are in the correct position
Day Tank	Inspect for float and pump operation, record fuel level
Malfunction / Discrepancy	Record and report any malfunctions/discrepancies IAW this scheduled maintenance procedure to the facility manager

REVIEW:

1. Report to the facility manager
2. Submit checklist of the reading and notes on the condition of the unit
3. Report any discrepancies noted IAW this scheduled maintenance procedure
4. Make recommendations, if needed
5. Dispose of solvents, chemicals and materials reclaimed during the service in compliance with EPA standards

Description of Level II – Major Service

All Services Included in Level I, Plus:

Fuel System	Change Fuel Filters
Cooling System	Check for Proper Mixture of Antifreeze
Engine Crankcase	Change Oil and Filters (take sample for analysis)

Description of Level III – PM III Service (Not Covered Under Agreement)

All Services Included in Level I and II, Plus:

Cooling System	Replace: Belts, Flexible Hoses, *Coolant, Radiator Cap (Block heater isolation ball valves will be added when needed) *(Extended life coolants will be upgraded after the first (3) years and replaced after (6) years)
Battery	Replace: Batteries



Scope of Work

Fire Suppression Systems

Halon/Inergen/FM200/Pre-action

Scheduled Preventative Maintenance Performed

Annual Inspection Includes:

1. All items performed during the semi-annual inspection.
2. Alarm each smoke detector.
3. Clean all smoke detectors.
4. Check calibration of all detectors and adjust each, if required.
5. Check all alarm devices, such as bells, horns, etc.
6. Check all manual pull stations, aborts, and time delays.
7. Check signals to remote alarm company, if requested by the customer.

Semi-Annual Inspection Includes:

1. Check all interlocking equipment for shut down, such as air conditioning, dampers, or computers, if requested by the customer.
2. Check and clean internal panel components.
3. Check electrical wiring for grounds or shorts.
4. Check battery standby and charger and adjust as necessary.
5. Check weight and pressure of all Inergen storage containers.
6. Check all piping and nozzles.
7. Check files and update as necessary.
8. Check drawings against room to make sure no changes have been made to room since last inspection.
9. Check integrity of room, such as door seals and underfloor area to see that they are still sealed properly.
10. Exercise Pre-action control valve, supervisory points at riser and compressor.
11. Train staff working in Inergen/Halon and Pre-action system protected area.
12. If there are no major discrepancies, post California State Fire Marshall tag next to control panel.
13. Submit and review written reports to customer for their records with recommendations.

Note: All maintenance services will be performed by an approved and authorized fire protection service technician.



COMPUTER CENTER AIR CONDITIONING MAINTENANCE

AIR COOLED UNITS

THE FOLLOWING CHECKED ITEMS WILL BE INVESTIGATED AND ACTED UPON AS INDICATED:

<u>MAINTENANCE AREA</u>	<u>MONTHLY</u>	<u>SEMI-ANNUAL</u>
GENERAL:		
GENERAL OPERATION AND CONDITION	X	
UNUSUAL NOISE AND VIBRATION	X	
REPORT TO OWNER'S DESIGNATED RESPONSIBLE PARTY UPON ENTERING AND LEAVING PREMISES FOR ANY POSSIBLE ADJUSTMENT NECESSARY TO THE SYSTEM	X	
REFRIGERANT SYSTEM:		
DRIVE, ALIGN AND ADJUST BELT OR COUPLING	X	
RECORD SUCTION AND DISCHARGE PRESSURE		X
OIL PRESSURE (If Applicable)	X	
REFRIGERANT CHARGE	X	
SAFETY CONTROLS	X	
LOW PRESSURE CUTOUT	X	
HIGH PRESSURE CUTOUT	X	



COMPUTER CENTER AIR CONDITIONING MAINTENANCE - CONTINUED AIR COOLED UNITS

<u>MAINTENANCE AREA</u>	<u>MONTHLY</u>	<u>SEMI-ANNUAL</u>
<i>REFRIGERANT SYSTEM CONT.:</i>		
SHAFT SEAL FOR SIGNS OF LEAKING	X	
REFRIGERANT CONTAMINATION	X	
TEMPERATURE DROP ACROSS DRIERS AND STRAINERS	X	
SOLENOID VALVES	X	
COMPRESSOR MOUNTING SPRINGS	X	
CAPACITY CONTROL OPERATION	X	
ALL TUBING FOR VIBRATION AND CHAFING	X	
SEQUENCE LEAD-LAG COMPRESSOR	X	
<i>CONTROLS:</i>		
CHECK MICROPROCESSOR OPERATION	X	
CHECK ACCURACY OF TEMPERATURE SENSOR	X	
CHECK ACCURACY OF HUMIDITY SENSOR	X	
CHECK TEMPERATURE AND HUMIDITY BOARD CONNECTIONS	X	
CHECK MICROPROCESSOR POWER SUPPLY VOLTAGE	X	



COMPUTER CENTER AIR CONDITIONING MAINTENANCE - CONTINUED AIR COOLED UNITS

<u>MAINTENANCE AREA</u>	<u>MONTHLY</u>	<u>SEMI-ANNUAL</u>
<i>CONTROLS CONT.:</i>		
CHECK OPERATION OF ALL ALARMS AND SAFETY CONTROLS	X	
CHECK OPERATION OF REMOTE SENSING CONTROLS	X	
CHECK ALL INDICATOR LIGHTS	X	
MAKE ALL NECESSARY ADJUSTMENTS	X	
CALIBRATE ALL SENSORS	X	
ADJUST FILTER CLOG SWITCH	X	
CHECK SMOKE DETECTOR		X
<i>CONDENSING MEDIUM:</i>		
CONDITION OF COIL SURFACE	X	
LUBRICATE FAN BEARINGS		X
OPERATING CONTROLS	X	
CLEAN CONDENSER COILS		X
<i>WATER PUMPS:</i>		
CONDENSATE PUMP	X	
<i>AIR HANDLING SYSTEMS:</i>		
LUBRICATE FAN BEARINGS		X
FAN BELTS	X	



COMPUTER CENTER AIR CONDITIONING MAINTENANCE - CONTINUED AIR COOLED UNITS

<u>MAINTENANCE AREA</u>	<u>MONTHLY</u>	<u>SEMI-ANNUAL</u>
-------------------------	----------------	--------------------

AIR HANDLING SYSTEMS CONT.:

FANS AND FAN DRIVE ALIGNMENT	X	
------------------------------	---	--

FILTERS: CHANGE OR REPLACE AS PER CONTRACT	X	
--	---	--

DRIP PANS AND DRAINS		X
----------------------	--	---

CONDITION OF COOLING COILS	X	
----------------------------	---	--

HUMIDIFICATION SYSTEM:

CHECK INFRARED BULB OPERATION (If Applicable)	X	
---	---	--

CHECK CANISTER OPERATION (If Applicable)	X	
--	---	--

CHECK FLOAT OPERATION (If Applicable)	X	
---------------------------------------	---	--

CHECK WATER FLOW	X	
------------------	---	--

CHECK DRAIN OPERATION	X	
-----------------------	---	--

CLEAN HUMIDIFIER PAN	X	
----------------------	---	--

FLUSH CANISTER OF CONTAMINANTS	X	
--------------------------------	---	--

ELECTRICAL:

MOTOR AMPERAGE, COMPARE TO RATING		X
-----------------------------------	--	---

LUBRICATE MOTOR BEARING		X
-------------------------	--	---

NOISE AND VIBRATION	X	
---------------------	---	--



COMPUTER CENTER AIR CONDITIONING MAINTENANCE - CONTINUED AIR COOLED UNITS

<u>MAINTENANCE AREA</u>	<u>MONTHLY</u>	<u>SEMI-ANNUAL</u>
-------------------------	----------------	--------------------

ELECTRICAL CONT.:

WIRING AT MOTOR LEAD BOX		X
CONNECTION ON MAGNETIC STARTERS		X
RECORD VOLTAGE		X

IN ADDITION TO THE PREVIOUS SERVICES, THE FOLLOWING AREAS WILL BE INVESTIGATED AND ACTED UPON AS NECESSARY:

GENERAL:

NOTIFY RESPONSIBLE PARTY OF ANY SERVICES OR MATERIALS (EXCLUDING CONTRACT COVERAGE) NECESSARY TO MAINTAIN THE SYSTEM UP TO DESIGN PERFORMANCE.

REFRIGERATION SYSTEM:

OIL COLOR, MAKE ACID TEST

CONDENSING MEDIUM:

CONDENSER COIL, AIR INTAKE SCREEN, CONDENSER LEAKS

CONDENSATE PUMPS:

CHECK OPERATION

AIR HANDLING SYSTEMS:

FAN COIL UNITS, EXPANSION VALVE, BULB CLAMP, FANS AND SCROLLS

CONTROLS:

AUTOMATIC CONTROL VALVES AND ALL OTHER CONTROLS



Odyssey Power Service Terms and Conditions

This Maintenance Agreement (the "Agreement") is entered into as of the effective date (the "Effective Date"), entered on the schedule (the "Schedule"), between Odyssey Power, a California Corporation with a principal place of business at 625 North Shepard Street, Anaheim, CA 92806, and the identified customer ("Customer"). Odyssey Power agrees to provide and Customer agrees to accept maintenance services for those Customer products and equipment ("Equipment") set forth in the Schedule of this Agreement.

1. **Services:** Odyssey Power will provide the required equipment, manpower, parts, and supplies necessary to complete the Services selected by the Customer. The Services may include the following:
 - a. **Scheduled Services:** Service includes lubrication, adjustment, and replacement of unserviceable parts and such other services as may be required and will be provided at times mutually agreed upon by Odyssey Power and Customer so as to minimize interference with Customer's use of the Equipment
 - b. **Unscheduled Service:** Service includes adjustment and replacement of unserviceable Equipment parts as Odyssey Power determines necessary.
 - c. **Service Management:** Management of services provided by subcontractors not directly provided by Odyssey Power personnel.
2. **Service Hours:** Odyssey Power's normal service hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. All regularly scheduled maintenance services will be provided during these hours. Customer can request services at other times, on a 24 hour, 7 days a week basis (except legal holidays). If the Services selected by Customer provide coverage for services rendered at times other than Odyssey Power's normal service hours, Customer will not be charged for these services. Otherwise, Customer will be charged for these services at Odyssey Power's then prevailing rates.
3. **Parts:** If provided for in the Services selected by Customer, defective Equipment parts in need of replacement will be removed by Odyssey Power and replacement parts installed free of charge. Parts that Odyssey Power recommends replacement due to age or end of life condition, but are still operational and functioning properly, will be furnished at Odyssey Power's then prevailing time and material rates. Defective or replacement parts removed become the property of Odyssey Power. Under other Service Plans that Customer may select, parts, which Odyssey Power determines, require replacement will be furnished at Odyssey Power's then prevailing materials rate.
4. **Invoicing and Payment:** The fees for the Services will be billed by Odyssey Power to Customer annually in advance, or as may otherwise be provided for in the Schedule. All fee payments for the Services, or other payments that may be due hereunder, are due thirty (30) days from date of invoice. Payments not received within thirty (30) days from date of invoice shall be subject to a late payment charge of one and one half percent (1 ½%), or the maximum charge allowed by law.
5. **Time and Material Services:** Additional charges will be billed to Customer, at Odyssey Power's then prevailing time and material rates, for any of the following:
 - a. Any services not provided for in the Services selected by Customer.
 - b. Any of the Services performed at times other than Odyssey Power's normal business hours if extended service hour coverage is not provided for in the Services selected by Customer.
 - c. Service necessary to return Equipment to proper operating condition as a result of Customer attempt(s) to maintain/repair the Equipment.
 - d. Service to repair damage to Equipment as a result of
 - i. Misuse, neglect, or accident.
 - ii. Catastrophe or other causes external to Equipment.
 - iii. Failure to maintain facilities and Equipment in a reasonable manner.
 - iv. Failure to operate Equipment in accordance with applicable specifications.
 - e. If reasonable site and Equipment access is denied to Odyssey Power service representative.
 - f. If it is necessary, due to local circumstances, to use Union labor or hire an outside contractor, Odyssey Power service personnel will provide supervision only and the cost of such Union or contract labor will be charged to Customer.
 - g. If Equipment is modified by Customer, including, but not limited to changes in specifications and incorporation of attachments or other features.
6. **Exclusions:** The Services to be provided do not include
 - a. Maintenance or repair of accessories, attachments, features, or other devices not covered by the Services selected by the Customer.
 - b. Electrical work external to the Equipment.
 - c. Equipment painting and exterior finishing.
 - d. Daily Equipment operations.
 - e. Installation of new equipment or modifications, updates, or revisions in existing Equipment.
 - f. Equipment malfunctions due to necessary modifications required by the manufacturer.
 - g. Removing, replacing, or refinishing any part of the building structure or other objects restricting access to the Equipment.
 - h. Service, which is impractical for Odyssey Power to render because of alterations to the Equipment.
 - i. Service, which is precluded by federal, state, local government or trade association regulations or contractual standards.
7. **Terms of Agreement:** This Agreement will be effective as of the date it is accepted in writing by Odyssey Power and will continue for one year, unless terminated by either party upon a thirty (30) day written notice and any one of the following items occurs:
 - a. Customer fails to provide payment to Odyssey Power in accordance with the terms of the Agreement.
 - b. Either party defaults in the performance of any obligation imposed by this Agreement and such default is not corrected within thirty (30) days after written notice of same by the non-breaching party.
 - c. Customer prohibits or otherwise interferes with Odyssey Power performance of its obligations hereunder.
 - d. Customer terminates, discontinues or dissolves its business, makes an assignment for the benefit of creditors, becomes insolvent, or seeks the protection of or is placed under the jurisdiction of any bankruptcy court.



- e. Customer fails to provide and maintain a suitable installation and operating environment for the Equipment that shall include but not be limited in the environment specified by the Equipment manufacturer.

Upon the occurrence of any of the above events and Customer's failure to cure, if applicable, Odyssey Power may, at its discretion terminate this Agreement without further notice to Customer. In the event of such termination, Odyssey Power will be relieved of any further obligations to Customer and shall be entitled to all amounts due under the terms of this Agreement as of the date of termination. Delay or failure by Odyssey Power to notify Customer of a default hereunder, or to terminate this Agreement in the event of such a default shall not be deemed to result in waiver of such rights.

8. **Limitation of Liability:** ODYSSEY POWER'S LIABILITY FOR FAILURE OF PERFORMANCE HEREUNDER SHALL BE REPAIR OR REPLACEMENT OF PARTS OR EQUIPMENT AND CORRECT PERFORMANCE OF SERVICES INCORRECTLY PERFORMED. IN NO EVENT SHALL ODYSSEY POWER'S LIABILITY EXCEED THE TOTAL CHARGES PAID BY CUSTOMER FOR MAINTENANCE PLAN SERVICES OR OTHER SERVICES PROVIDED HEREUNDER, EXCEPT IF DAMAGES ARE DUE TO NEGLIGENCE OF ODYSSEY POWER. ODYSSEY POWER ASSUMES NO OTHER LIABILITY EXCEPT, AS MAY BE SPECIFICALLY PROVIDED FOR IN THIS AGREEMENT.
9. **Consequential Damages:** EXCEPT IF DAMAGES ARE DUE TO THE NEGLIGENCE OF ODYSSEY POWER, IN NO EVENT SHALL ODYSSEY POWER ASSUME ANY LIABILITY FOR INDIRECT, SPECIAL INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND WHATSOEVER, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, BUSINESS INTERRUPTION OR LOSS OF DATA, WHETHER ANY CLAIM IS BASED UPON THEORIES OF CONTRACT, NEGLIGENCE, STRICT LIABILITY, TORT OR OTHERWISE.
10. **Force Majeure:** Odyssey Power shall not be liable for any delay, loss, damage, or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Odyssey Power employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
11. **Authority:** Customer represents to Odyssey Power that it is the owner of the Equipment or, if not the owner, that it has full authority to enter into this Agreement.



ARCC 2010 Report: College Level Indicators

Orange Coast College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
Student Progress and Achievement Rate	64.1%	63.2%	63.2%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
Percent of Students Who Earned at Least 30 Units	78.8%	79.9%	81.1%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2005 to Fall 2006	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008
Persistence Rate	79.1%	80.7%	72.3%



ARCC 2010 Report: College Level Indicators

Orange Coast College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
Annual Successful Course Completion Rate for Vocational Courses	77.8%	79.2%	79.0%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
Annual Successful Course Completion Rate for Basic Skills Courses	65.7%	64.1%	67.2%

Table 1.5:
Improvement Rates for ESL
and Credit Basic Skills Courses

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
ESL Improvement Rate	.%	77.8%	78.4%
Basic Skills Improvement Rate	46.7%	47.2%	53.2%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
CDCP Progress and Achievement Rate	.%	.%	.%



ARCC 2010 Report: College Level Indicators

Orange Coast College

Coast Community College District

College Profile

Table 1.7:
Annual Unduplicated Headcount and
Full-Time Equivalent Students (FTES)

	2006-2007	2007-2008	2008-2009
Annual Unduplicated Headcount	32,072	35,034	34,790
Full-Time Equivalent Students (FTES)*	18,079	18,345	19,587

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2006-2007 and 2007-2008 are based on the FTES recalculation. FTES data for 2008-2009 are based on the FTES annual data. The 2008-2009 recalculation data were not available at the time of this report.

Table 1.8:
Age of Students at Enrollment

	2006-2007	2007-2008	2008-2009
19 or less	29.4%	29.8%	31.1%
20 - 24	37.5%	36.6%	36.0%
25 - 49	28.4%	28.7%	28.3%
Over 49	4.8%	4.9%	4.6%
Unknown	0.0%	0.0%	0.0%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2006-2007	2007-2008	2008-2009
Female	50.4%	49.8%	48.9%
Male	49.3%	49.7%	49.5%
Unknown	0.3%	0.5%	1.6%

Source: Chancellor's Office, Management Information System



ARCC 2010 Report: College Level Indicators

Orange Coast College

Coast Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2006-2007	2007-2008	2008-2009
African American	1.8%	1.8%	1.9%
American Indian/Alaskan Native	0.7%	0.7%	0.7%
Asian	22.6%	23.0%	22.1%
Filipino	2.1%	2.1%	2.1%
Hispanic	18.1%	18.6%	18.9%
Pacific Islander	0.7%	0.9%	1.0%
Unknown/Non-Respondent	9.2%	9.9%	11.1%
White Non-Hispanic	44.8%	43.1%	42.2%

Source: Chancellor's Office, Management Information System



ARCC 2010 Report: College Level Indicators

Orange Coast College

Coast Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	63.2	59.7	52.4	70.5	A2
B	Percent of Students Who Earned at Least 30 Units	81.1	75.0	68.1	83.8	B4
C	Persistence Rate	72.3	68.8	50.1	77.3	C3
D	Annual Successful Course Completion Rate for Credit Vocational Courses	79.0	74.7	64.5	81.9	D2
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	67.2	65.7	56.6	84.1	E3
F	Improvement Rate for Credit Basic Skills Courses	53.2	54.2	34.9	69.5	F2
G	Improvement Rate for Credit ESL Courses	78.4	59.3	36.2	78.4	G5

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



Chancellor's Office
California Community Colleges

1102 Q Street Sacramento, California 95811-6539 www.cccco.edu

Page 498

State of California

ARCC 2010 Report: College Level Indicators

Orange Coast College

Coast Community College District

College Self-Assessment

Located in Costa Mesa, California, Orange Coast College (OCC) was founded in 1948. The college's current enrollment exceeds 24,000 students each semester and 34,500 students annually. OCC offers more than 130 academic and career programs. Nearly half of our students are enrolled in one of our career and technical programs. Over the past ten years, OCC's student population has become more ethnically diverse and exceeds the diversity of our service area. During this time the college also observed increases in students under 21. Currently, OCC ranks first statewide in the number of transfers to the California State University system and fifth to the University of California. Many also transfer to private colleges and universities.

OCC has demonstrated above average levels of performance on all accountability indicators, except our basic skills improvement rate. The college has remained fairly constant in its student progress and achievement rate (63.2%) and is above its peer group. An analysis of this rate indicates higher percentages of students obtaining AA/AS degrees and certificates or becoming either transfer directed or transfer prepared. Lower percentages were among transfers, showing the possible impact of tightening admissions at CSU and UC or more students attending private colleges not reported in the National Student Clearinghouse. We remain consistently high on the percentage of students earning at least 30 units (81.1%). Vocational course success rates have remained strong at 79.2%. Historically, OCC's persistence rate was the highest in its peer group. This year it dropped 80.7% to 72.3%. We feel this decline was due to the migration of data systems resulting in issues with reporting student IDs rather than a decline in the persistence of our students.

OCC has observed large increases of students entering below college level math, English and reading levels over the past five years. Compared to last year, we increased both our basic skills course success rate and basic skills improvement rate. The basic skills course success rate increased from 64.1% to 67.2% and is above our peer group. The basic skills improvement rate increased from 47.2% to 53.2%, but is still below our peer group (59.3%). An analysis of our basic skills improvement rates show improvement in both English and math over the prior year. We are addressing our students' continuing basic skills needs through a Title III Strengthening Institutions grant.

While the college has a robust ESL program, the ESL improvement rate reflects progress in one non-transferable course. Most of our ESL courses have CSU transfer status and are not included in this calculation. The 2005-2006 and 2006-2007 cohorts reported improvement rates of 66.7% and 78.4%, respectively. Our locally derived ESL improvement rate (irrespective of transfer status) was 52.1% in 2006-2007.

As these statistics demonstrate, our success and improvement rates remained fairly consistent over the past three years. Additionally, the college has performed above its peer group on most indicators. Orange Coast College is justly proud of the success rates of its students and the quality of instruction and support provided by its faculty and staff.



ARCC 2010 Report: College Level Indicators

Golden West College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
Student Progress and Achievement Rate	54.6%	55.9%	57.6%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
Percent of Students Who Earned at Least 30 Units	73.7%	75.0%	77.4%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2005 to Fall 2006	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008
Persistence Rate	76.6%	78.0%	67.1%



ARCC 2010 Report: College Level Indicators

Golden West College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
Annual Successful Course Completion Rate for Vocational Courses	76.1%	76.7%	76.8%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
Annual Successful Course Completion Rate for Basic Skills Courses	60.8%	63.2%	63.5%

Table 1.5:
Improvement Rates for ESL
and Credit Basic Skills Courses

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
ESL Improvement Rate	41.2%	41.8%	45.6%
Basic Skills Improvement Rate	55.6%	56.9%	62.5%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
CDCP Progress and Achievement Rate	.%	.%	.%



ARCC 2010 Report: College Level Indicators

Golden West College

Coast Community College District

College Profile

Table 1.7:
Annual Unduplicated Headcount and
Full-Time Equivalent Students (FTES)

	2006-2007	2007-2008	2008-2009
Annual Unduplicated Headcount	20,111	21,309	20,883
Full-Time Equivalent Students (FTES)*	11,065	10,545	10,759

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2006-2007 and 2007-2008 are based on the FTES recalculation. FTES data for 2008-2009 are based on the FTES annual data. The 2008-2009 recalculation data were not available at the time of this report.

Table 1.8:
Age of Students at Enrollment

	2006-2007	2007-2008	2008-2009
19 or less	26.4%	25.2%	24.2%
20 - 24	36.2%	35.5%	35.9%
25 - 49	31.8%	33.0%	34.1%
Over 49	5.7%	6.3%	5.8%
Unknown	0.0%	0.0%	0.0%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2006-2007	2007-2008	2008-2009
Female	54.8%	55.0%	54.4%
Male	44.8%	44.6%	44.7%
Unknown	0.4%	0.4%	0.9%

Source: Chancellor's Office, Management Information System



ARCC 2010 Report: College Level Indicators

Golden West College

Coast Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2006-2007	2007-2008	2008-2009
African American	1.9%	1.8%	1.9%
American Indian/Alaskan Native	1.0%	0.9%	0.9%
Asian	30.1%	29.0%	27.9%
Filipino	2.8%	3.0%	2.9%
Hispanic	15.7%	16.7%	17.3%
Pacific Islander	0.7%	0.9%	1.0%
Unknown/Non-Respondent	8.6%	9.9%	10.8%
White Non-Hispanic	39.2%	37.8%	37.3%

Source: Chancellor's Office, Management Information System



ARCC 2010 Report: College Level Indicators

Golden West College

Coast Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	57.6	59.7	52.4	70.5	A2
B	Percent of Students Who Earned at Least 30 Units	77.4	72.1	63.0	81.7	B2
C	Persistence Rate	67.1	66.5	59.0	74.6	C5
D	Annual Successful Course Completion Rate for Credit Vocational Courses	76.8	74.7	64.5	81.9	D2
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	63.5	63.8	55.0	74.0	E1
F	Improvement Rate for Credit Basic Skills Courses	62.5	54.2	34.9	69.5	F2
G	Improvement Rate for Credit ESL Courses	45.6	54.8	8.6	78.4	G3

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



Chancellor's Office
California Community Colleges

1102 Q Street Sacramento, California 95811-6539 www.cccco.edu

Page 306

State of California

ARCC 2010 Report: College Level Indicators

Golden West College

Coast Community College District

College Self-Assessment

Golden West College (GWC), located in Huntington Beach, is one of three community colleges of the Coast Community College District located in Orange County, serving primarily the communities of Costa Mesa, Fountain Valley, Garden Grove, Huntington Beach, Newport Beach, Seal Beach, and Westminster. Golden West College has approximately 22,000 students per year with 59% of those students under the age of 25. The ethnic composition of our students is about 32% Asian, 16% Hispanic, 2% African American, 40% white and 11% other. The ethnic composition of Orange County is 15.5% Asian, 30.8% Hispanic, 2.1% African American, 51.3% white, and 0.3% other. Almost half of the Orange County residents do not speak English at home.

Although transfer preparation and degree achievement are primary to the mission of Golden West College, our mission also includes responding to specific community needs with respect to career and technical training, employment skills preparation, as well as, remedial activities and lifelong learning. At graduation, nearly one-third of our awards are for vocational certificates from our 23 Career Certificate programs. Additionally, the number of degrees and certificates awarded has increased over the last four years (20.6% and 47.6%, respectively).

Golden West College performed at or above state-wide averages on all accountability indicators except 'Fall to Fall Persistence' and 'Improvement Rate for ESL Courses'. However, we were encouraged that our 'Improvement Rate for ESL Courses' improved more than 4% over the last cohort. In addition, GWC's 'Fall to Fall Persistence Rate' has been well over 70% each of the last four years. The precipitous drop from last year, 78% to 67.1%, was unexpected. Further study has revealed a contributor to the drop was a computer coding error that occurred during the Banner student computer system conversion. The error has been corrected. However, the solution was discovered and applied too late to affect the numbers in this report. We will continue to monitor this metric to ensure the drop does not persist.

Thirty-five percent of Golden West College students are first-time students, and many come to our campus under-prepared academically and place into basic skills math and English. The Basic Skills Initiative and the associated funds have facilitated the College's focus on improving in the area of basic skills, and we are seeing the fruits of those efforts. The College's Basic Skills Improvement Rate was 62.5% while the state-wide rate was only 53.2%. The Student Success Committee continues to study issues that are barriers to student success and coordinate activities to mitigate these barriers. In addition, the District has launched a plan that will coordinate courses between the colleges to ensure common numbers and titles, and this project should help students move from course to course more seamlessly and produce higher improvement rates for ESL and Basic Skills courses. The college is encouraged that our scores in the Basic Skills indicators will continue to rise as a result of our ongoing efforts.



ARCC 2010 Report: College Level Indicators

Coastline Community College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Degree/Certificate/Transfer

Table 1.1:
Student Progress and
Achievement Rate

Percentage of first-time students who showed intent to complete and who achieved any of the following outcomes within six years: Transferred to a four-year college; or earned an AA/AS; or earned a Certificate (18 units or more); or achieved "Transfer Directed" status; or achieved "Transfer Prepared" status. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
Student Progress and Achievement Rate	55.1%	57.4%	62.4%

Table 1.1a:
Percent of Students Who
Earned at Least 30 Units

Percentage of first-time students who showed intent to complete and who earned at least 30 units while in the California Community College System. (See explanation in Appendix B.)

	2001-2002 to 2006-2007	2002-2003 to 2007-2008	2003-2004 to 2008-2009
Percent of Students Who Earned at Least 30 Units	65.3%	66.3%	69.7%

Table 1.2:
Persistence Rate

Percentage of first-time students with a minimum of six units earned in a Fall term and who returned and enrolled in the subsequent Fall term anywhere in the system. (See explanation in Appendix B.)

	Fall 2005 to Fall 2006	Fall 2006 to Fall 2007	Fall 2007 to Fall 2008
Persistence Rate	53.0%	53.8%	48.3%



ARCC 2010 Report: College Level Indicators

Coastline Community College

Coast Community College District

College Performance Indicators

Student Progress and Achievement: Vocational/Occupational/Workforce Development

Table 1.3:
Annual Successful Course
Completion Rate for
Credit Vocational Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
Annual Successful Course Completion Rate for Vocational Courses	66.5%	71.9%	71.3%

Pre-Collegiate Improvement: Basic Skills, ESL, and Enhanced Noncredit

Table 1.4:
Annual Successful Course
Completion Rate for
Credit Basic Skills Courses

See explanation in Appendix B.

	2006-2007	2007-2008	2008-2009
Annual Successful Course Completion Rate for Basic Skills Courses	64.9%	68.3%	68.5%

Table 1.5:
Improvement Rates for ESL
and Credit Basic Skills Courses

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
ESL Improvement Rate	17.5%	17.8%	18.1%
Basic Skills Improvement Rate	36.5%	38.4%	42.1%

Table 1.6:
Career Development and
College Preparation (CDCP)
Progress and Achievement Rate

See explanation in Appendix B.

	2004-2005 to 2006-2007	2005-2006 to 2007-2008	2006-2007 to 2008-2009
CDCP Progress and Achievement Rate	.%	.%	.%



ARCC 2010 Report: College Level Indicators

Coastline Community College

Coast Community College District

College Profile

Table 1.7:
Annual Unduplicated Headcount and
Full-Time Equivalent Students (FTES)

	2006-2007	2007-2008	2008-2009
Annual Unduplicated Headcount	19,329	22,128	22,768
Full-Time Equivalent Students (FTES)*	5,637	6,493	6,972

Source: The annual unduplicated headcount data are produced by the Chancellor's Office, Management Information System. The FTES data are produced from the Chancellor's Office, Fiscal Services 320 Report.

*FTES data for 2006-2007 and 2007-2008 are based on the FTES recalculation. FTES data for 2008-2009 are based on the FTES annual data. The 2008-2009 recalculation data were not available at the time of this report.

Table 1.8:
Age of Students at Enrollment

	2006-2007	2007-2008	2008-2009
19 or less	9.7%	10.9%	10.4%
20 - 24	18.4%	18.0%	19.0%
25 - 49	46.6%	46.7%	47.9%
Over 49	25.3%	24.3%	22.6%
Unknown	0.0%	0.1%	0.1%

Source: Chancellor's Office, Management Information System

Table 1.9:
Gender of Students

	2006-2007	2007-2008	2008-2009
Female	57.3%	54.8%	53.4%
Male	41.8%	44.1%	45.1%
Unknown	0.9%	1.2%	1.6%

Source: Chancellor's Office, Management Information System



ARCC 2010 Report: College Level Indicators

Coastline Community College

Coast Community College District

College Profile

Table 1.10:
Ethnicity of Students

	2006-2007	2007-2008	2008-2009
African American	6.9%	7.3%	7.5%
American Indian/Alaskan Native	1.1%	1.2%	1.2%
Asian	21.0%	21.4%	21.1%
Filipino	1.5%	1.5%	1.6%
Hispanic	14.0%	14.7%	13.9%
Pacific Islander	0.4%	0.4%	0.5%
Unknown/Non-Respondent	15.5%	16.3%	18.2%
White Non-Hispanic	39.6%	37.2%	36.0%

Source: Chancellor's Office, Management Information System



ARCC 2010 Report: College Level Indicators

Coastline Community College

Coast Community College District

College Peer Grouping

Table 1.11: Peer Grouping

	Indicator	College's Rate	Peer Group Average	Peer Group Low	Peer Group High	Peer Group
A	Student Progress and Achievement Rate	62.4	47.9	37.5	62.4	A5
B	Percent of Students Who Earned at Least 30 Units	69.7	67.1	60.1	72.6	B5
C	Persistence Rate	48.3	55.4	34.0	68.1	C4
D	Annual Successful Course Completion Rate for Credit Vocational Courses	71.3	75.1	63.6	87.3	D1
E	Annual Successful Course Completion Rate for Credit Basic Skills Courses	68.5	63.8	55.0	74.0	E1
F	Improvement Rate for Credit Basic Skills Courses	42.1	48.8	41.4	59.7	F6
G	Improvement Rate for Credit ESL Courses	18.1	33.8	0.0	67.0	G1

Note: Please refer to Appendices A and B for more information on these rates. The technical details of the peer grouping process are available in Appendix D.



Chancellor's Office
California Community Colleges

1102 Q Street Sacramento, California 95811-6539 www.cccco.edu

Page 126

State of California

ARCC 2010 Report: College Level Indicators

Coastline Community College

Coast Community College District

College Self-Assessment

Coastline Community College was founded in 1976 with the specific mission of serving adult students through alternative delivery and scheduling formats. In addition to its classroom-based programs, the college has strong departments in distance education and instructional system design. The college has produced more than 60 internationally-distributed, award-winning tele-courses and online courses. The Distance Education department offers more than 125 different courses. Coastline's creative scheduling and innovative instructional delivery formats are an excellent match for the educational needs and lifestyles of working adults. Over Sixty eight percent of Coastline's students attend part time—taking fewer than 5 units per semester; the academic success of this population cannot be adequately captured through the six year cohort tracking timeframe observed by the architects of the ARCC reporting system.

In addition to predominantly serving working students, Coastline successfully serves the needs of more traditional students who simultaneously attend other colleges. These students find Coastline's wide range of general education distance learning and one-class-meeting-per-week format, site-based classes a viable option for picking up classes to augment their home college schedules. Because these students neither start nor complete their degree work at Coastline, their successful learning experiences at Coastline are not completely reflected in the ARCC data.

Coastline College also is successfully serving a growing number of military students. In 2008-09, Coastline served 10,552 military students. The number of course enrollments (seats) by military program students grew from 3,235 in 1999-00 to 23,370 in 2008-09. When compared to most civilian students, military students' progress through our courses and programs at high rates, achieving a 91% rate of successful course completion; this success rate compares very favorably to the statewide distance education course success rate of 67%. Please note that military enrollment data are not included in all of Coastline's ARCC data tables. The college is working with the System's Office to include military enrollment data in future ARCC reports. As a result, of these efforts, we expect our program completion and transfer rates to reflect a steady increase over the coming years.

In the last nine years, Coastline has initiated new programs and accelerated existing programs to serve students from a much broader range of circumstances. Redefining the familiar term "nontraditional," these programs include recruitment, instruction, and support tailored to the needs of deployed military personnel, incarcerated students, and high school students. The college is making a conscious effort to attract students who consider Coastline their home college. This effort manifests through new programs including Biotechnology (the only biological laboratory technician training program in Orange County) and Process Technology, partnerships with local school districts for programs such as our Early College High School recognized as a California Distinguished School, community-based learning centers in Garden Grove, Westminster and Newport Beach, and development of innovative technologies to support the design and delivery of high-quality distance learning courses.



Chancellor's Office
California Community Colleges

1102 Q Street Sacramento, California 95811-6539 www.cccco.edu

Page 127

State of California

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

1. **Parties.** The Coast Community College District ("District") and **Stanley E. Francus** ("Administrator") hereby enter into this Interim 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 as Interim Vice President of Student Services.

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 the duties, and accepts the responsibilities, of the position which may be delegated or assigned to Administrator by the Chancellor or the Board of Trustees.

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing on 2/28/11, and ending on the day prior to the commencement of employment of the successor to this position, or on 5/31/11, whichever is earlier. This Agreement is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*.

6. **Salary.** Administrator shall be placed on the Academic Management Salary Schedule DD, step 7, range 34 (\$12,519.666/month).

7. **Health and Welfare Benefits.** District shall provide Administrator with all health and welfare benefits that are granted to other District administrators.

8. **Expenses.** District shall reimburse Administrator for expenses incurred while performing official duties, pursuant to law and District policy.

9. **Evaluation.** Administrator shall be evaluated during the term of this Agreement, following procedures determined by the Chancellor and the Board of Trustees.

10. **Termination of Agreement.** The Agreement may be terminated by either Party without cause by providing the other Party with 30 days written notice.

11. **Prior Position.** If Administrator was employed by the District immediately prior to the commencement of this Agreement, then Administrator shall return to the prior position, upon termination or expiration of this Agreement.

12. **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.

13. **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.

14. **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.

President, Board of Trustees

Date

Administrator

Date

Coast Community College District

Voluntary Separation Program (VSP)

VSP Highlights

- This program is available to all regular full-time, fully benefitted CCCD employees with five years of service in good standing with the District. This includes Classified Staff, Managers, and Confidentials.
- In order to participate, interested employees shall provide an Irrevocable Letter of Resignation or Retirement between **February 2, 2011 and March 14, 2011** inclusive, specifying their intent to resign and/or retire from the District .
- This Irrevocable Letter of Resignation or Retirement will include the specific date of resignation or retirement which must be effective on or before **June 30, 2011** and must be submitted to the Vice Chancellor of Human Resources in the specified window above. (A template is attached.)
- If the Irrevocable Letter of Resignation or Retirement is not received within the specified window, the employee will no longer be eligible for the VSP.
- Employees participating in this program will be paid a maximum of \$10,000 -after resignation or retirement from the District. (Note: The \$10,000 will be prorated for fully benefitted employees who are between 75% and 100% of a full-time assignment.)
- Employees will be paid on July 31, 2011 or August 10, 2011, depending on their payroll cycle.
- -Employees who left the District prior to January 31, 2011 are not eligible to participate in the VSP.
- All executive management (Chancellor, Vice Chancellors, and Presidents) are not eligible for the VSP.

**Voluntary Separation Program
VSP Program**

Irrevocable Letter of Resignation/Retirement

(Due Prior to 5 p.m. March 14, 2011)

Date: _____

Deborah Hirsh
Vice Chancellor of Human Resources
Coast Community College District
Department of Human Resources

Dear Ms. Hirsh:

I am submitting this Irrevocable Letter of Resignation or Retirement to confirm my decision to _____ resign _____ retire (*check applicable*) on or before June 30, 2011 from Coast Community College District. My effective date of resignation/retirement is _____ (*provide specific date*). I also acknowledge my understanding that this notice, once signed, received, and accepted, cannot be withdrawn or changed.

In taking this step to participate in the Voluntary Separation Program, I further understand that my payment of \$10,000 (TBD) will be provided through the payroll system on July 31, 2011 for Certificated or August 10, 2010 for Classified employees.

Signed:

(Print Name)

(Print Department)