

---

# AGENDA

---

**Coast Community College District  
Regular Meeting of the Board of Trustees  
Date: Wednesday, December 12, 2012  
5:00 p.m. Closed Session, 6:30 p.m. Open Session  
Board Room - 1370 Adams Avenue, Costa Mesa, CA 92626**

**1.00 Preliminary Matters**

**1.01 Call to Order**

**1.02 Roll Call**

**1.03 Public Comment (Items on Closed Session 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).

**a. Public Employee Performance Evaluation  
(Pursuant to Government Code Section 54957)**

Position: Chancellor

**b. Public Employment (Pursuant to Government Code 54957(b)(1))**

*Public Employment materials are available upon request from the Board of Trustees Office*

1. Faculty Special Assignments
2. Substitute Faculty
3. Full-time Faculty
4. Part-time Faculty
5. Educational Administrators

Reappointments

Dir of Marine Programs

Associate Dean

Division Dean

Executive Dean

Dean

Vice President

Director, Financial Aid and EOPS

General Manager Food Services

Administrative Director, Research, Planning and Instructional Effectiveness

6. Classified Management

Director, Business Services and Entrepreneurship

Director, Internal Audit Services

7. Classified Staff

8. Reclassification and Reorganization/Reassignment

9. Classified Temporary Assignments

Information Systems Tech II

Special Assignment

Child Dev Specialist

Staff Assistant

Division Area Office Coordinator

Coordinator of Community Services

Director, Technical Support Services

Student Service Coordinator

Lead Mechanic

HR Specialist

Student Financial Aid Specialist

Application Project Coordinator

10. Hourly Staff

11. Substitute Classified

12. Clinical Advisor/Summer

13. Medical Professional Hourly Personnel

14. Student Workers

**c. Public Employee Discipline/Dismissal/Release**

(Pursuant to *Government Code* Section 54957)

**d. Conference with Legal Counsel: Existing Litigation**

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

Coast Community College Association vs. Coast Community College District Public  
Employment Relations Board Case No. LA-CE-5436-E

Damian Rodriguez vs. George Phan et al., Orange County Superior Court Case  
No. 30-2011-00445563

Coast Federation of Classified Employees vs. Coast Community College District,  
Public Employment Relations Board Case No. LA-CE-5682-E

Janet Redding vs. California Community Colleges, et al., Sacramento County  
Superior Court, Case No. 34-2012-00120487  
Vector Resources, Inc. Coast Community College District, Orange County  
Superior Court Case No. 2012-00600648

**e. Conference with Legal Counsel: Anticipated Litigation**

Significant exposure to litigation pursuant to sub-section "b" of *Government Code* Section 54956.9. Five Cases including the following:

Construction Delays at Golden West College  
Dispute with Puente Hills Habitation Authority  
Claim by John Merzweiler  
Claim by URS Corporation

**f. Conference with Legal Counsel: Anticipated Litigation**

Potential initiation of litigation pursuant to sub-section "c" of *Government Code* Section 54956.9. One Case

**g. Conference with Labor Negotiator**

(Pursuant to *Government Code* Section 54957.6)

Agency Negotiator: Dr. Andrew Jones, Chancellor

Employee Organization:  
Educational Administrators

Agency Negotiator: James Andrews, Administrative Director, 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),

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

**1.06 Pledge of Allegiance - Student Trustee Cody Joe Torre**

**1.07 Report of Action from Closed Session (if any)**

**1.08 Public Comment (Open Session)**

*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. 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.*

**1.09 Presentation of Ceremonial Resolution Honoring the Buoi Chu Van An Association**

**1.10 Organization of the Board**

**1.10.01 Oaths of Office Administered by Mayor of Huntington Beach, The Honorable Connie Boardman**

**1.10.02 Board Officers Elections**

- a. Election of Board President
- b. Election of Board Vice President
- c. Election of Board Clerk

**1.10.03 Appointments to Board Committees, County Department of Education Groups and Other Assignments**

- a. Appointment to the Board of Trustees' Career Technical Education Committee
- b. Appointment to the Board of Trustees' Land Development Committee
- c. Appointment to the Board of Trustees' Personnel Committee
- d. Appointment to the Board of Trustees' Legislative Affairs Committee
- e. Appointment to the Board of Trustees' Audit and Budget Committee
- f. Appointment to the Board of Trustees' Accreditation Committee
- g. Appointments of Trustee Representatives to Serve as Liaisons to District Auxiliary Organizations
- h. Appointment of Trustee to Serve on the Nominating Committee for Orange County on School District Organization
- i. Appointment of Trustee to Serve on Orange County School Board's Political Action Group Effort (PAGE)

**1.11 Recess for Reception to Honor Re-Elected Trustees, Patterson, Prinsky and Hornbuckle**

**1.12 Reconvene Meeting**

**1.13 Presentations and Acceptance of Retirements**

**1.14 Consideration of Annual Pay Raise for the Board of Trustees**

**2.00 Informative Reports**

**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 (including Faculty Spotlight)**

**2.06 Reports from the Board of Trustees**



- 2.07 Reports from the Board Committees and Review of Board Committee Meeting Dates
- 2.08 Quarterly Financial Status Report
- 2.09 Report on District-wide Land Development Opportunities (Public Private Ventures)
- 3.00 Matters for Review, Discussion and/or Action
  - 3.01 Board Meeting Dates
  - 3.02 Board Directives Log
  - 3.03 Meetings and Conferences of the American Association of Community Colleges (AACC), Association of Community College Trustees (ACCT), California Community College League (CCLC), and California Community College Trustees (CCCT)
  - 3.04 Buildings and Grounds Reports
  - 3.05 Opportunity for the Board of Trustees to Review the Following Proposed Revisions to Board Policy 3310 and Administrative Procedure 3310

#### **CONSENT CALENDAR**

- 4.00 Travel
  - 4.01 DIS - Authorization for Administratively Approved Travel
  - 4.02 DIS - Authorization for Attendance at Meetings and/or Conferences
- 5.00 Curriculum Approval
  - 5.01 DIS - Curriculum Approval
- 6.00 Authorization for Student Trips
  - 6.01 OCC - Student Trips
  - 6.02 CCC - Student Trips
  - 6.03 GWC - Student Trips
- 7.00 Authorization for Special Projects
  - 7.01 DIS - Special Projects
  - 7.02 OCC - Special Projects
  - 7.03 CCC - Special Projects
  - 7.04 GWC - Special Projects

- 8.00 Authorization for Disposal of Surplus**
  - 8.01 DIS - Disposal of Surplus**
- 9.00 Authorization to Enter Into Standard Telecourse Agreements**
  - 9.01 CCC - Standard Telecourse Agreements**
- 10.00 Approval of Clinical Contracts**
  - 10.01 OCC - Clinical Contracts**
- 11.00 Approval of Standard Agreements**
  - 11.01 GWC - Standard Agreements**
- 12.00 Authorization for Purchase of Institutional Memberships**
  - 12.01 CCC - Institutional Memberships**
  - 12.02 GWC - Institutional Memberships**
- 13.00 Authorization for Off-Campus Assignments**
  - 13.01 CCC - Off Campus Assignments**
- 14.00 Authorization for Community Activities**
  - 14.01 OCC - Community Activities**
  - 14.02 GWC - Community Activities**
- 15.00 Authorization for Sailing Program**
  - 15.01 OCC - Sailing Program**
- 16.00 Personnel Items**
  - 16.01 DIS - Personnel Items**
    - a. Acceptance of Resignations and/or Approvals of Layoffs, Exhaustion of Benefits and Terminations**
    - b. Authorization for Schedule Changes, Classified Staff**
    - c. Authorization for Professional Experts**
- 17.00 Authorization for Independent Contractors**
  - 17.01 OCC - Independent Contractors**
  - 17.02 CCC - Independent Contractors**
  - 17.03 GWC - Independent Contractors**

- 18.00 Authorization for Staff Development**
  - 18.01 DIS - Staff Development**
  - 18.02 GWC - 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**
- 22.00 Authorization for Special Payments**
  - 22.01 OCC - Special Payments**

#### **DISCUSSION CALENDAR**

- 23.00 Approval of Agreements**
  - 23.01 DIS - Authorization to Enter into a Non-Standard Retainer Agreement between Callahan and Blaine and the Coast Community College District**
  - 23.02 DIS - Approval of Employment Agreement, Administrative Director, Research, Planning and Institutional Effectiveness, OCC**
  - 23.03 DIS - Approval of Employment Agreement, Vice President, Administrative Services, OCC**
  - 23.04 DIS - Approval of Employment Agreement, Dean, Student Services, OCC**
  - 23.05 DIS - Approval of Employment Agreement, Dean, Visual and Performing Arts, OCC**
  - 23.06 DIS - Approval of Employment Agreement, Dean, Counseling, OCC**
  - 23.07 DIS - Approval of Employment Agreement, Associate Dean, Distance Learning and Professional Development, CCC**
  - 23.08 DIS - Approval of Employment Agreement, Dean, Math and Science, OCC**
  - 23.09 DIS - Approval of Employment Agreement, Director of Marine Programs, OCC**
  - 23.10 DIS - Approval of Employment Agreement, Associate Dean, Instructional Research and Planning, GWC**

- 23.11 DIS - Approval of Employment Agreement, Dean, GWC
- 23.12 DIS - Approval of Employment Agreement, Dean, Career and Technical Education, GWC
- 23.13 DIS - Approval of Employment Agreement, Dean, Business and Social Sciences, GWC
- 23.14 DIS - Approval of Employment Agreement, Associate Dean, GWC
- 23.15 DIS - Approval of Employment Agreement, Dean, Physical Education, Athletics and Health Education, GWC
- 23.16 DIS - Approval of Employment Agreement, Dean of Instruction, CCC
- 23.17 DIS - Approval of Employment Agreement, Associate Dean, Institutional Research and Planning, CCC
- 23.18 DIS - Approval of Employment Agreement, Executive Dean, Office of Learning and Information Technologies, CCC
- 23.19 DIS - Approval of Employment Agreement, General Manager, Food Service, OCC
- 23.20 DIS - Approval of Employment Agreement, Director, Financial Aid and EOPS, CCC
- 23.21 DIS - Approval of Employment Agreement, Dean, Counseling and Special Programs, CCC
- 23.22 OCC - Approval of Non-Standard Agreement between GradImages and the Coast Community College District for Graduation Photography
- 23.23 OCC - Approval to Enter a Net Partner Add-On for PowerFAIDS Software License Agreement Executed October 16, 2012 between College Board, a Non-Stock, Not-for-Profit Education Corporation and Coast Community College District (Coastline Community College)
- 24.00 Buildings and Grounds Approvals
  - 24.01 DIS - Authorize Staff to Proceed to Phase II of the District Asset Development Plan under Advisement of Public Private Ventures, Inc. and the District Land Development Committee
- 25.00 General Items of Business
  - 25.01 GWC - Approval of Golden West College's Articulation and Transfer Center Plan for 2012-13
- 26.00 Approval of Minutes
  - 26.01 DIS - Approval of Minutes

**27.00 Close of Meeting**

**27.01 Adjournment**



**PRELIMINARY MATTERS**  
(White Pages)

**Wednesday, December 12, 2012  
Regular Meeting**

**1. Preliminary Matters**

---

**Subject**            **1.01 - 1.15 Preliminary Matters**  
**Meeting**            Dec 12, 2012 - Regular Meeting  
**Category**           1. Preliminary Matters  
**Access**             Public  
**Type**                Preliminary Matters

**1.01 Call to Order**

**1.02 Roll Call**

**1.03 Public Comment (Items on Closed Session Agenda)**

**1.04 Recess to Closed Session**

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

**1.06 Pledge of Allegiance - Student Trustee Cody Joe Torre**

**1.07 Report of Action from Closed Session (if any)**

**1.08 Public Comment (Open Session)**

**1.09 Ceremonial Resolution Honoring the Buoi Chu Van An Association**

**1.10 Organization of the Board**

**1.10.01 Oaths of Office Administered by Mayor of Huntington Beach, The Honorable Connie Boardman**

Oath of Office - Trustee Jerry Patterson (Area 2)  
Oath of Office - Trustee Lorraine Prinsky (Area 3)  
Oath of Office - Trustee Mary Hornbuckle (Area 4)

**1.10.02 Board Officers Election**

To comply with Board Policy 2104 Election of Officers, the officers of the President, Vice President and Board Clerk shall be elected by motion adopted by the Board of Trustees as the first order of business for the annual Organizational Meeting. The Secretary of the Board shall conduct the election of the President. Thereafter, the President shall conduct the election of all other officers.

- a. Election of Board President
- b. Election of Board Vice President
- c. Election of Board Clerk



### **1.10.03 Appointments to Board Committees, County Department of Education Groups and Other Assignments**

The following committees require new appointments due to expiration of a committee member's term in December 2012 (in **bold**):

#### **a. Appointment to the Board of Trustees' Career Technical Education Committee**

Members: **Trustee David Grant, Term Expires December 2012**  
Trustee Jim Moreno, Term Expires December 2013

#### **b. Appointment to the Board of Trustees' Land Development Committee**

Members: **Trustee David Grant, Term Expires December 2012**  
Trustee Jerry Patterson, Term Expires December 2013

#### **c. Appointment to the Board of Trustees' Personnel Committee**

Members: **Trustee Jerry Patterson, Term Expires December 2012**  
Trustee Lorraine Prinsky, Term Expires December 2013

#### **d. Appointment to the Board of Trustees' Legislative Affairs Committee**

Members: **Trustee Jerry Patterson, Term Expires December 2012**  
Trustee Lorraine Prinsky, Term Expires December 2013

#### **e. Appointment to the Board of Trustees' Audit and Budget Committee**

Members: **Trustee Mary Hornbuckle, Term Expires December 2012**  
Trustee Jim Moreno, Term Expires December 2012

#### **f. Appointment to the Board of Trustees' Accreditation Committee**

Members: **Trustee Lorraine Prinsky, Term Expires December 2012**  
Trustee Mary Hornbuckle, Term Expires December 2013

#### **g. Appointments of Trustee Representatives to Serve as Liaisons to District Auxiliary Organizations**

In compliance with Board Policy 3600, Auxiliary Organizations, it is recommended that the Board appoint a member to serve as a liaison to each of the following Auxiliary Organizations for Calendar Year 2013.

Coast Community College District Foundation	Trustee Jim Moreno served in 2012
Orange Coast College District Foundation	Trustee Lorraine Prinsky served in 2012
Golden West College Foundation	Trustee David Grant served in 2012
Coastline Community College Foundation	Trustee Mary Hornbuckle served in 2012
Coast Community College Enterprise Corp.	Trustee Jerry Patterson served in 2012

The Secretary of the Board of Trustees is directed to notify the Executive Director/President of each auxiliary organization of the respective liaison appointment of the Board of Trustees.

#### **h. Appointment of Trustee to Serve on the Nominating Committee for Orange County on School District Organization**

Trustee Lorraine Prinsky served on this Committee in 2012.

**i. Appointment of Trustee to Serve on the Orange County School Board's Political Action Group Effort (PAGE)**

Trustee Mary Hornbuckle served on this Committee in 2012.

**1.11 Recess for Reception to Honor Re-Elected Trustees Patterson, Prinsky and Hornbuckle**

**1.12 Reconvene Meeting**

**1.13 Presentations**

**1.14 Acceptance of Retirements**

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

Faculty

Golson, Daniel Alex, OCC, Instructor, retirement effective 12/17/12

Classified Management

Doty, Wanda, District, Budget/Accounting Manager, retirement effective 1/1/13

Classified

Harguess, Dale A., CCC, Accounting Tech Sr., retirement effective 1/2/13

Stead, Marsha, District, Staff Assistant Sr., retirement effective 1/1/13

**1.15 Consideration of Annual Pay Raise for the Board of Trustees**

**GENERAL INFORMATION AND REPORTS**  
(White Pages)

## **2. Informative Reports**

---

**Subject**            **2.01 - 2.09 Informative Reports**  
**Meeting**           Dec 12, 2012 - Regular Meeting  
**Category**          2. Informative Reports  
**Access**            Public  
**Type**                Informative Reports

### **2.01 Report from the Chancellor**

Dr. Andrew Jones

### **2.02 Reports from the Presidents**

Dr. Loretta Adrian, Coastline Community College  
Dr. Dennis Harkins, Orange Coast College  
Mr. Wes Bryan, Golden West College

### **2.03 Reports from the Presidents of Student Government Organizations**

Mr. Juan Valenzuela, Coastline Community College  
Mr. Kolby Keo, Orange Coast College  
Mr. Dale Lendrum, Golden West College

### **2.04 Reports from the Academic Senate Presidents**

Dr. Pedro Gutierrez, Coastline Community College  
Dr. Vesna Marcina, Orange Coast College  
Mr. Gregg Carr, Golden West College

### **2.05 Reports from the Presidents of Employee Representative Groups**

Ms. Ann Nicholson, Coast Federation of Classified Employees (CFCE)  
Mr. John Dunham, Coast Community College Association-California Teachers Association/National Education Association (CCCA-CTA/NEA)  
Mr. Dean Mancina, Coast Federation of Educators/American Federation of Teachers (CFE/AFT)  
Ms. Christina Oja, Association of Confidential Employees (ACE)  
Mr. Thomas Selzer, Coast District Management Association (CDMA)

### **2.06 Reports from the Board of Trustees**

Trustee Jim Moreno, Board President  
Trustee Mary Hornbuckle, Board Vice President  
Trustee Dr. Lorraine Prinsky, Board Clerk  
Trustee Jerry Patterson  
Trustee David A. Grant  
Student Trustee Cody Joe Torre

### **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

Legislative Affairs Committee Meeting, January 10, 2013 at 1:30 p.m., Board of Trustees' Conference Room  
Land Development Committee Meeting, January 17, 2013 at 9:00 a.m., Board of Trustees' Conference Room  
Career and Technical Education, January 17, 2013 at 11:15 a.m., Board of Trustees' Conference Room  
Accreditation Committee Meeting, January 22, 2013 at 3:00 p.m., Board of Trustees' Conference Room  
Audit and Budget Committee Meeting, February 12, 2013 at 9:00 a.m., Board of Trustees' Conference Room

## **2.08 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 First Quarter Financial Status Report ending September 30, 2012. (See Attachment #1) The report contains the CCFS-311Q State Chancellor's Report, a General Fund Financial Status Report and Fund Balance Report for all funds.

**Fiscal impact:** No fiscal impact.

## **2.09 Report on District-wide Land Development Opportunities (Public Private Ventures)**

### **3. Matters for Review, Discussion and/or Action**

---

<b>Subject</b>	<b>3.01 - 3.05 Matters for Review, Discussion and/or Action</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	3. Matters for Review, Discussion and/or Action
Access	Public
Type	Matters for Review, Discussion and/or Action

#### **3.01 Board Meeting Dates**

January 16, 2013 - Regular Meeting/Study Session  
February 6, 2013 - Regular Meeting  
March 6, 2013 - Regular Meeting  
March 20, 2013 - Study Session  
April 3, 2013 - Regular Meeting  
April 17, 2013 - Service Awards Meeting  
May 1, 2013 - Regular Meeting  
May 15, 2013 - Regular Meeting  
June 19, 2013 - Regular Meeting/Budget Study Session  
July 17, 2013 - Regular Meeting  
August 7, 2013 - Study Session  
August 21, 2013 - Regular Meeting  
September 4, 2013 - Regular Meeting/Budget Study Session  
September 18, 2013 - Regular Meeting  
October 2, 2013 - Regular Meeting  
October 16, 2013 - Study Session  
November 6, 2013 - Regular Meeting  
November 20, 2013 - Regular Meeting  
December 11, 2013 - Regular Meeting

#### **3.02 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)**

January 26, 2013, Sacramento, CA, CCCT Board Meeting  
January 26, 2013, Sacramento, CA, CCLC Board Chair Workshop/Effective Trustees Workshop  
January 27-28, 2013, Sacramento, CA, CCLC Annual Legislative Conference  
February 11-14, 2013, Washington, DC, ACCT National Legislative Summit  
March 21-23, 2013, San Antonio, TX, ACCT Governance Leadership Institute  
April 20, 2013, San Francisco, CA, CCCT Board Meeting  
April 20-23, 2013, San Francisco, CA, AACC Annual Convention  
May 3-5, 2013, Lake Tahoe, CA, CCLC Annual Trustees Conference  
June 21-22, 2013, Sacramento, CA, CCCT Board Meeting  
October 2-5, 2013, Seattle, WA, ACCT Annual Leadership Congress

#### **3.03 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.

### **3.04 Buildings and Grounds Reports**

#### **Coastline College Newport Beach Learning Center**

Architect: LPA Architecture  
Construction Manager: CW Driver  
DSA Approval (Phase II: Building Construction): May 2011  
Est. Construction Start: August 2010 (Phase I: Site Preparation)  
Est. Completion: October 2012  
Funding: Measure C General Obligation Bond

**Project Status:** The project team continues to facilitate the completion of punch-list items and final contract reconciliation. To date the Board has approved eight contract closeout adjustments reflecting a total credit back to District in the amount of \$171,612. All contractors are expected to complete their punch list work by 12/14 and the campus will be moving from the Costa Mesa Center during the upcoming semester break.

#### **Orange Coast College Music Modernization**

Architect: MVE Institutional  
Construction Manager: Orange Coast College/District  
DSA Approval: May 2012  
Est. Construction Start: August 15, 2012  
Est. Completion: April 30, 2013  
Funding: Measure C G.O. Bond & State Capital Outlay Bond Program (50/50)

**Project Status:** The interior walls have been framed and rough utility work completed. The recent rain has slightly delayed the re-roofing, which is now scheduled for the week of 12/10 (assuming the dry forecast persists). Over the holiday break the electrical feed will be transferred to a temporary power system which will allow for the permanent utility systems to be upgraded with minimal disruption to campus operations. Overall, the project remains on schedule for completion in April 2013.

### **3.05 Opportunity for the Board of Trustees to Review the Following Proposed Revisions to Board Policy 3310 and Administrative Procedure 3310**

After review by the Vice Chancellor of Finance and Administrative Services, District General Counsel, and the Board Secretary, it is recommended that the Trustees have an opportunity to review the following Board Policy and Administrative Procedure:

1. BP 3310 Retention and Destruction of Records
2. AP 3310 Retention and Destruction of Records

Deletions are noted by ~~strike through~~ and additions are noted in **bold**.

Based on Trustee review and input, this policy and procedure will be returned to the Discussion Section of the January 16, 2013 Agenda for adoption. (See Attachment #2)

#### **File Attachments**

**BP 3310 and AP 3310 - RETENTION AND DESTRUCTION OF RECORDS-1.pdf (53 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.

## 4. Travel

---

<b>Subject</b>	<b>4.01 DIS - Authorization for Administratively Approved Travel</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	4. Travel
Access	Public
Type	Consent

These items are listed for Board ratification, having been previously approved by the Chancellor due to extreme hardship or substantial impairment to the District, pursuant to Board Policy 6972.

### ADMINISTRATIVE APPROVALS

**November 15, 2012-December 5, 2012**

Eduardo J Arismendi-Pardi, Instructor (OCC), to attend the Leadership Development Regional Meeting, November 30, 2012, El Cajon, CA, without loss of salary, with no reimbursement authorized from District funds, to be paid by sponsoring organization.

Administrative Approval: 11/30/2012

Gretchen A Bock, Hourly Instructor (GWC), to attend the Women's Softball Team Trip, December 7-9, 2012, Tehachapi, CA, without loss of salary, with reimbursement for allowable expenses of \$250, to be paid from Trust fund.

Administrative Approval: 11/16/2012

Jessica A Bracamonte, Hrly/Temp Tech (GWC), to attend the Women's Softball Team Trip, December 7-9, 2012, Tehachapi, CA, without loss of salary, with reimbursement for allowable expenses of \$250, to be paid from Trust fund.

Administrative Approval: 11/16/2012

Suzanne L Brazney, Inst Assoc-Exer Sci (GWC), to attend the Women's Softball Team Trip, December 7-9, 2012, Tehachapi, CA, without loss of salary, with reimbursement for allowable expenses of \$250, to be paid from Trust fund.

Administrative Approval: 11/16/2012

Alejandro E Gimenez, Hourly Instructor (GWC), to attend the Men's Soccer State Championships, November 29 - December 2, 2012, Walnut/Diamond Bar, CA, without loss of salary, with no reimbursement authorized from District funds, including a registration fee of \$31, to be paid from Trust fund.

Administrative Approval: 11/28/2012

Carlos A Godinez, Hrly/Temp Tech (GWC), to attend the Men's Soccer State Championships, November 29 - December 2, 2012, Walnut/Diamond Bar, CA, without loss of salary, with no reimbursement authorized from District funds, including a registration fee of \$31, to be paid from Trust fund.

Administrative Approval: 11/28/2012

Raine L Hambly, Director-Career Services (OCC), to attend the Mandatory Sexual Harassment Prevention Training, December 7, 2012, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$200, including a registration fee of \$100, to be paid from CTE Indirect Grant Funds. Submitted for Administrative Approval due to late submission to President's Office.

Administrative Approval: 11/15/2012

Timothy R Johnson, Hourly Instructor (GWC), to attend the Women's Volleyball State Championships, November 30 - December 2, 2012, Fullerton, CA, without loss of salary, with reimbursement for allowable expenses of \$250, including a registration fee of \$25, to be paid from Trust fund.

Administrative Approval: 11/28/2012

Barbara Jean H Jones, Instructor (GWC), to attend the 2013 Course Technology Conference, March 12-15, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1500, including a registration fee of \$400, to be paid from IPD AFT Conference funds F/T, VTEA/Perkins funds.

Administrative Approval: 11/14/2012

Joshua M Juarez, Hrly/Temp Tech (GWC), to attend the Men's Soccer State Championships, November 29 - December 2, 2012, Walnut/Diamond Bar, CA, without loss of salary, with no reimbursement authorized from District funds, including a registration fee of \$31, to be paid from Trust fund.

Administrative Approval: 11/28/2012

Kyle M Kopp, Instructor (GWC), to attend the Youth World Water Polo Championships, November 21 - December 11, 2012, Perth, AUS without loss of salary, with no reimbursement authorized from District funds, no cost to the College. This item is being submitted late due to an oversight by the department.

Administrative Approval: 11/28/2012

William M Lawler, Instructor (GWC), to attend the Women's Volleyball State Championships, November 30 - December 2, 2012, Fullerton, CA, without loss of salary, with reimbursement for allowable expenses of \$250, including a registration fee of \$25, to be paid from Trust fund.

Administrative Approval: 11/28/2012

Carla R Martinez, Dean, Interim, Student Service (OCC), to attend the Sexual Harassment Prevention Training, December 7, 2012, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$100, including a registration fee of \$100, to be paid from President's Discretionary Budget. Submitted for Administrative Approval due to late submittal to the President's Office.

Administrative Approval: 11/15/2012

Carisa L Montooth, Staff Aide (OCC), to attend the The Learning of Illness & the Causes of Health Biocognitive Workshop, November 30 - December 1, 2012, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$600, including a registration fee of \$280, to be paid from CCA/CTA Professional Development Funds. Submitted for Administrative Approval due to late approval of funding source. To be reimbursed for lodging due to early morning meeting.

Administrative Approval: 11/15/2012

Vincent V Ngo, Student Fin Aid Asst Director (OCC), to attend the Preventing Workplace Harassment Discrimination, December 7, 2012, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$150, including a registration fee of \$100, to be paid from President's Discretionary Budget.

Administrative Approval: 11/21/2012

John T Weispfenning, Vice President (OCC), to attend the Preventing Workplace Harassment, Discrimination, and Retaliation, December 7, 2012, Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$200, including a registration fee of \$100, to be paid from VPI Conference Ancillary Funds.

Submitted for Administrative Approval due to late submission to President's Office.

Administrative Approval: 11/14/2012

### **Revisions to Prior Administrative Approval and Board Ratification:**

Adrienne Burton, Student Fin Aid Supervisor (GWC), to attend the California Association of Student Financial Aid Administrators Annual Conference, December 8-11, 2012, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$425, to be paid from General Funds. The reason for this revision is to increase the registration amount.

Revised Admin. Approval: 11/26/2012

Catherine S Hutchison, Staff Asst Sr (OCC), to attend the CurricUNET Users Conference, October 25 - 26, 2012, Visalia, CA, without loss of salary, with reimbursement for allowable expenses of \$500, including a registration fee of \$25, to be paid from VPI Ancillary. The reason for this revision is to revise the total reimbursement amount.

Revised Admin. Approval: 11/1/2012

Nicolette A Jackson, Counselor (OCC), to attend the Behavioral Health and Addictive Disorders, October 10 - 12, 2012, Newport Beach, CA, without loss of salary, with reimbursement for allowable expenses of \$645, including a registration fee of \$490, to be paid from CFE Contracted Full-Time Conference General Funds. The reason for this revision is to revise registration amount.

Revised Admin. Approval: 11/26/2012

Gena O Merrigan, Staff Asst Sr (GWC), to attend the Association of Chief Human Resource Officers Fall Training Institute, October 23-26, 2012, Lake Tahoe, NV, without loss of salary, with reimbursement for allowable expenses of \$1400, including a registration fee of \$120, travel by Air Coach, rental car and insurance, to be paid from EEO/Staff Diversity Funds. The reason for this revision is to increase the total cost from \$1,200.

Revised Admin. Approval: 11/14/2012

Cynthia M Pienkowski, Director, Financial Aid & EOPS (CCC), to attend the California Association of Student Financial Aid Administrators, December 8-11 2012, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$500, including a registration fee of \$450, to be paid from BFAP - Categorical. The reason for this revision is to increase the registration amount by \$200.

Revised Admin. Approval: 11/15/2012

Michael R Taylor, Instructor (OCC), to attend the 2013 American Football Coaches Association, January 6 - 9, 2013, Nashville, TN, without loss of salary, with reimbursement for allowable expenses of \$1094, including a registration fee of \$30, travel by Air Coach, to be paid from CFE Contracted Full-Time Conference Funds.

The reason for this revision is to change the return date of travel.

Revised Admin. Approval: 11/26/2012

Geri E Wile, Mgr Benefits & Employ Svcs (DIST), to attend the Association of Chief Human Resources Officers (ACHRO)/EEO Fall Training Institute, October 23 - 27, 2012, S. Lake Tahoe, NV, without loss of salary, with reimbursement for allowable expenses of \$1300, including a registration fee of \$200, travel by Air Coach, to be paid from CDMA Professional and Staff Development Funds, District Management Conference Funds. The reason for this revision is to extend the travel date to October 27, 2012.

Revised Admin. Approval: 11/27/2012

Sylvia L Worden, Assoc Dean/Director St Hlth Ct (OCC), to attend the Comprehensive Colposcopy, August 7 - 12, 2012, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including travel by Air Coach, to be paid from CDMA Professional and Staff Development Funds. The reason for this revision is to change the travel date.



**Subject** 4.02 DIS - Authorization for Attendance at Meetings and/or Conferences  
**Meeting** Dec 12, 2012 - Regular Meeting  
**Category** 4. Travel  
**Access** Public  
**Type** Consent

#### **(1) Meetings for the Board of Trustees**

Mary L Hornbuckle, Board Member (CCCD), to attend the Community College League of California (CCLC) Effective Trusteeship Workshop and Advisory Committee on Education Services (ACES), January 25-29, 2013, Sacramento, CA, with reimbursement for actual expenses, including a registration fee of \$295, travel by Air Coach, to be paid from District Conference Funds.

Conrad J Moreno, Board Member (CCCD), to attend the California Community College Trustees (CCCT) Board Meeting, January 26, 2013, Sacramento, CA, with no reimbursement authorized from District funds, to be paid by sponsoring organization.

Jerry M Patterson, Board Member (DIST), to attend the Association of Community College Trustees (ACCT) 2013 National Legislative Summit, February 9-14, 2013, Washington, DC, with reimbursement for actual expenses, including a registration fee of \$598, travel by Air Coach, to be paid from District Conference Funds. The reason for this revision is to correct travel dates and to decrease the registration amount.

Jerry M Patterson, Board Member (CCCD), to attend the Community College League of California (CCLC) Annual Legislative Conference, January 27-29, 2013, Sacramento, CA, with reimbursement for actual expenses, including a registration fee of \$395, travel by Air Coach, to be paid from District Conference Funds.

Lorraine E Prinsky, Board Member (CCCD), to attend the Community College League of California (CCLC) Annual Legislative Conference and Board Chair Workshop, January 26-29, 2013, Sacramento, CA, with reimbursement for actual expenses, including a registration fee of \$395 and \$60 respectively, travel by Air Coach, to be paid from District Conference Funds.

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

Loretta P Adrian, President (CCC), to attend the Council of College and Military Educators 2013 Annual Symposium, February 24 - 28, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$400, to be paid from Contract Ed Ancillary Funds.

Darian F Aistrich, Project Coordinator (CCC), to attend the Office of Postsecondary Educations Higher Education Program 2013 Project Directors Meeting, March 25-30, 2013, Washington, DC, without loss of salary, with reimbursement for allowable expenses of \$2400, including a registration fee of \$475, travel by Air Coach, to be paid from Title III Grant.

Jaima L Bennett, Instructor (GWC), to attend the Western States Communication Association Annual Convention, February 15-19, 2013, Reno, NV, without loss of salary, with reimbursement for allowable expenses of \$1200, including a registration fee of \$100, travel by Air Coach, to be paid from IPD AFT Conference funds.

William H Breece, Instructor (OCC), to attend the Society for American Archeology 78th Annual Meeting, April 3 - 7, 2013, Honolulu, HI, without loss of salary, with reimbursement for allowable expenses of \$1400, including a registration fee of \$130, travel by Air Coach, to be paid from CFE Contracted Full-Time

## Conference Funds.

Rozanne M Capoccia-White, Mgr, Contract Education Oper (CCC), to attend the Council of College and Military Educators Annual Symposium 2013, February 25 - 28, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$400, to be paid from Contract Ed Ancillary Funds.

Cheryl A Chapman, Hourly Instructor (CCC), to attend the eLearning 2013, February 16 - 21, 2013, San Antonio, TX, without loss of salary, with reimbursement for allowable expenses of \$1592, including a registration fee of \$400, travel by Air Coach, to be paid from PDI Conference and Workshop Funds, VTEA.

William H Cochrane, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams Aztec Invitational, March 15-17, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

William H Cochrane, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams Southern California Regional Prelims, May 3-5, 2013, Lancaster, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

William H Cochrane, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams Southern California Regional Championships, May 10-12, 2013, Lancaster, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

William H Cochrane, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams California State Championships, May 16-19, 2013, San Mateo, CA, without loss of salary, with reimbursement for allowable expenses of \$500, to be paid from Trust fund.

Jennifer M De La Rosa, Mil/Cont Educ Prg Coord (CCC), to attend the Council of College and Military Educators Annual Symposium 2013, February 24 - 28, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$400, to be paid from Contract Ed Ancillary Funds.

Dana C Doyle, Hourly Instructor (OCC), to attend the College Art Association, February 13 - 17, 2013, New York, NY, without loss of salary, with reimbursement for allowable expenses of \$1400, including a registration fee of \$255, travel by Air Coach, to be paid from CFE Contracted Part-Time Conference Funds.

Andy A Dunn III, Vice Chancellor (CCCD), to attend the 2013 Annual State Budget Workshop, January 18, 2013, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$600, including a registration fee of \$125, travel by Air Coach, to be paid from Administrative Services Management Conference Funds.

Evonne R Durand, Athletic Trainer (OCC), to attend the Far West Athletic Trainers Conference - District 8, April 3 - 7, 2013, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$700, including a registration fee of \$175, travel by Air Coach, to be paid from CCA/CTA Professional Development Funds.

Evonne R Durand, Athletic Trainer (OCC), to attend the National Athletic Trainers Association 64th Annual Meeting, June 23 - 28, 2013, Las Vegas, NV, without loss of salary, with reimbursement for allowable expenses of \$1000, including a registration fee of \$235, travel by Air Coach, to be paid from Classified Professional Development Funds.

Julie M Frazier-Mathews, Secretary of the Board (CCCD), to attend the Community College League of

California (CCLC) Annual Legislative Conference, January 27-29, 2013, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$1500, including a registration fee of \$395, travel by Air Coach, to be paid from District Conference Funds.

Julie M Frazier-Mathews, Secretary of the Board (CCCD), to attend the Association of Community College Trustees (ACCT) 2013 National Legislative Summit, February 10-14, 2013, Washington, DC, without loss of salary, with reimbursement for allowable expenses of \$2500, including a registration fee of \$598, travel by Air Coach, to be paid from District Conference Funds.

Carl Glassford, PT Instructor (GWC), to attend the Photoshop World Convention, April 16-19, 2013, Orlando, FL, without loss of salary, with reimbursement for allowable expenses of \$1200, including a registration fee of \$598, travel by Air Coach, to be paid from IPD 50-60% P/T Faculty Conference Funds.

Sean D Glumace, Web/Multi-Media Programmer (GWC), to attend the San Diego Comic Con, July 11-15, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1200, to be paid from IPD 50-60% P/T Faculty Conference Funds.

Sean D Glumace, Web/Multi-Media Programmer (GWC), to attend the Photoshop World Convention, April 16-19, 2013, Orlando, FL, without loss of salary, with reimbursement for allowable expenses of \$1200, including a registration fee of \$598, travel by Air Coach, to be paid from IPD 50-60% P/T Faculty Conference Funds.

Nathaniel C Harrison, Coord Cont Ed Instr Services (CCC), to attend the Council of College and Military Educators Annual Symposium 2013, February 24 - 28, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$400, to be paid from Contract Ed Ancillary Funds.

Elaine K Hill, Telecourse Mrktng Co (CCC), to attend the eLearning 2013, February 16 - 19, 2013, San Antonio, TX, without loss of salary, with reimbursement for allowable expenses of \$1975, including a registration fee of \$375, travel by Air Coach, to be paid from Ancillary OLIT funds.

Daniel R Johnson, Athletic Facilitator (GWC), to attend the Swimming Team State Championships, April 24-28, 2013, East Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$500, to be paid from Trust fund.

Andrew C Jones, Chancellor (CCCD), to attend the American Association of Community Colleges Workforce Development Institute, January 30-31, 2013, San Diego, CA, without loss of salary, with reimbursement for actual expenses, including a registration fee of \$285, to be paid from Chancellor's office conference funds.

Danny C Jones, Executive Dean, O/L & Info Tec (CCC), to attend the eLearning 2013, February 16 - 19, 2013, San Antonio, TX, without loss of salary, with reimbursement for allowable expenses of \$1650, including travel by Air Coach, to be paid from Ancillary OLIT funds.

Nancy S Jones, Dean (CCC), to attend the Mid-Pacific Information and Communication Technologies Center and California Community Colleges Collaborative Educator Conference, January 2- 4, 2013, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$1000, including travel by Air Coach, to be paid from VTEA Grant Funds.

Judith A Jordan, Child Care Centr Ast (OCC), to attend the The Outdoor Classroom Project: Teaching, Learning, and Joy, January 26, 2013, La Canada-Flintridge, CA, without loss of salary, with reimbursement for allowable expenses of \$211, including a registration fee of \$179, to be paid from Ancillary Account.

Lucy A Kaliski, Hourly Instructor (GWC), to attend the Human Anatomy & Physiology Society Annual



Conference, May 25-29, 2013, Las Vegas, NV, without loss of salary, with reimbursement for allowable expenses of \$1200, including a registration fee of \$1200, travel by Air Coach, to be paid from IPD 50-60% P/T Faculty conference funds.

Kyle M Kopp, Instructor (GWC), to attend the Swimming Team State Championships, April 24-28, 2013, East Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$500, to be paid from Trust fund.

Kunaal S Kumar, Child Development Spclt (OCC), to attend the the Outdoor Classroom Project: Teaching, Learning, and Joy, January 26, 2013, La Canada-Flintridge, CA, without loss of salary, with reimbursement for allowable expenses of \$211, including a registration fee of \$179, to be paid from Ancillary Account.

Kevin M Magula, Hrly/Temp Tech (GWC), to attend the Men's and Women's Track Teams Aztec Invitational, March 15-17, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

Kevin M Magula, Hrly/Temp Tech (GWC), to attend the Men's and Women's Track Teams Southern California Regional Prelims, May 3-5, 2013, Lancaster, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

Kevin M Magula, Hrly/Temp Tech (GWC), to attend the Men's and Women's Track Teams Southern California Regional Championships, May 10-12, 2013, Lancaster, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

Kevin M Magula, Hrly/Temp Tech (GWC), to attend the Men's and Women's Track Teams California State Championships, May 16-19, 2013, San Mateo, CA, without loss of salary, with reimbursement for allowable expenses of \$500, to be paid from Trust fund.

Peter S Maharaj, Mgr, Contract Ed Prg & Service (CCC), to attend the Council of College and Military Educators Annual Symposium 2013, February 25 - 28, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$2000, including a registration fee of \$400, to be paid from Contract Ed Ancillary Funds.

Laurie R Melby, Dir Tlcrs Pr & Tmdia (CCC), to attend the EBUS Recruiting Trip at Kauram College, January 10 - 18, 2013, Istanbul, Turkey without loss of salary, with reimbursement for allowable expenses of \$3000, including travel by Air Coach, to be paid from Contract Ed Ancillary Funds. The reason for this revision is to change attendance and travel dates. No change to reimbursement.

Madjid Niroumand, Dean (OCC), to attend the ELS Community College Recruitment Tour, January 15 - 30, 2013, without loss of salary, with reimbursement for allowable expenses of \$11,500, including travel by Air Coach, to be paid from International Center Ancillary Funds; traveling to South Korea, Vietnam, Taiwan, and Indonesia.

Mark E Schubert, Hourly Instructor (GWC), to attend the Swimming Team State Championships, April 24-28, 2013, East Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$500, to be paid from Trust fund.

Matthew C Simpson, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams Aztec Invitational, March 15-17, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

Matthew C Simpson, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams Southern

California Regional Prelims, May 3-5, 2013, Lancaster, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

Matthew C Simpson, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams Southern California Regional Championships, May 10-12, 2013, Lancaster, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

Matthew C Simpson, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams California State Championships, May 16-19, 2013, San Mateo, CA, without loss of salary, with reimbursement for allowable expenses of \$500, to be paid from Trust fund.

Thomas J Snyder, Professional Expert (CCC), to attend the Office of Postsecondary Educations Higher Education Program 2013 Project Directors Meeting, March 25 - 30, 2013, Washington, DC, without loss of salary, with reimbursement for allowable expenses of \$2400, including a registration fee of \$475, travel by Air Coach, to be paid from Title III Grant.

Scott E Taylor, Instructor (GWC), to attend the Swimming Team State Championships, April 24-28, 2013, East Los Angeles, CA, without loss of salary, with reimbursement for allowable expenses of \$500, to be paid from Trust fund.

Daniela A Thompson, Admin Director, Fiscal Services (DIS), to attend the ACCCA Annual Budget Workshop, January 1, 2013, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$500 to be paid from Administrative Services Conference fund.

Don E Turnbull, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams Aztec Invitational, March 15-17, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

Don E Turnbull, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams Southern California Regional Prelims, May 3-5, 2013, Lancaster, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

Don E Turnbull, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams Southern California Regional Championships, May 10-12, 2013, Lancaster, CA, without loss of salary, with reimbursement for allowable expenses of \$375, to be paid from Trust fund.

Don E Turnbull, Hourly Instructor (GWC), to attend the Men's and Women's Track Teams California State Championships, May 16-19, 2013, San Mateo, CA, without loss of salary, with reimbursement for allowable expenses of \$500, to be paid from Trust fund.

Valerie A Venegas, Sup, Emegency Prep & Spcl Evnt (GWC), to attend the Alpha Gamma Sigma Honor Society 87th Annual Spring Convention, April 12-14, 2013, Ontario, CA, without loss of salary, with reimbursement for allowable expenses of \$500, including a registration fee of \$375, to be paid from Club funds.

Michael R Warner, Instructor (CCC), to attend the Mid-Pacific Information and Communication Technologies Center and California Community Colleges Collaborative Educator Conference, January 2-4, 2013, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$1160, to be paid from VTEA Grant Funds. Reimbursement of mileage on personal auto in lieu of airfare not to exceed air coach fare equivalent.

Stephen Whitson, Instructor (CCC), to attend the United States Association for Small Business and

Entrepreneurship 2013, January 10 - 13, 2013, San Francisco, CA, without loss of salary, with reimbursement for allowable expenses of \$1595, including a registration fee of \$725, travel by Air Coach, to be paid from VTEA 1-C grant.

Renah Wolzinger, Hourly Instructor (GWC), to attend the San Diego Comic Con, July 11-15, 2013, San Diego, CA, without loss of salary, with reimbursement for allowable expenses of \$1200, to be paid from IPD 50-60% P/T Faculty Conference Funds.

Renah Wolzinger, Hourly Instructor (GWC), to attend the Photoshop World Convention, April 17-19, 2013, Orlando, FL, without loss of salary, with reimbursement for allowable expenses of \$1200, including a registration fee of \$598, travel by Air Coach, to be paid from IPD 50-60% P/T Faculty Conference Funds.

**Revision to Prior Board Approval:**

Cheryl C Stewart, Librarian (CCC), to attend the Internet Librarian 2012 Conference, October 21-25, 2012, Monterey, CA, without loss of salary, with reimbursement for allowable expenses of \$1558, including a registration fee of \$329, rental car and insurance, to be paid from General Funds, PDI Conference and Workshop Funds. The reason for this revision is to add the usage of a rental car and increase reimbursement \$309.

## 5. Curriculum Approval

---

**Subject**            **5.01 DIS - Curriculum Approval**  
**Meeting**           **Dec 12, 2012 - Regular Meeting**  
**Category**          **5. Curriculum Approval**  
**Access**            **Public**  
**Type**               **Consent**

Approval of New Courses

Approval of Course Revisions/Retirements/Suspensions/Reinstatements

Approval of Programs/Options/Revisions/Suspensions/Retirements/Reinstatements

**File Attachments**

[Curriculum - 12-12-2012.docx \(40 KB\)](#)

**Approval of New Courses**

The Coastline College and Orange Coast College Curriculum Committees, with concurrence of the College Presidents and the Chancellor, recommends the following course(s) be approved for inclusion in the curriculum:

**Coastline College**

Effective Spring 2014

**CMST C220 – Essentials of Argumentation; 3.0 units**

54 Lecture semester hours; advisory: ENGL C100; prerequisite: CMST C110; fee: none; grading method: student option; repeatability: none. Essentials of Argumentation is the study of theory, practice, and criticism of argumentation, focusing on principles of effective argumentation, including the use of inductive and deductive logic, propositions, reasoning, evidence, and refutation. Students analyze, construct, and present written and oral arguments. The emphasis of the course is on critical thinking skills necessary for personal, professional, and academic success.

**Orange Coast College**

Effective Fall 2013

**Music A181 – Musicianship 1; 1.0 Unit**

18 Lecture and 18 Non-Lecture semester hours; advisory; MUS A115; fee: none; grading method: letter grade. This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory I through ear training, sight singing, analysis, and dictation.

**Music A186 – Musicianship 2; 1.0 Unit**

18 Lecture and 18 Non-Lecture semester hours; advisory; MUS A142, A181; fee: none; grading method: letter grade. This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis, and dictation.

**Music A281 – Musicianship 3; 1.0 Unit**

18 Lecture and 18 Non-Lecture semester hours; advisory; MUS A186, A240; fee: none; grading method: letter grade. This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory III through ear training, sight singing, analysis, and dictation.

**Music A286 – Musicianship 4; 1.0 Unit**

18 Lecture and 18 Non-Lecture semester hours; advisory; MUS A242, A281; fee: none; grading method: letter grade. This course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory IV through ear training, sight singing, analysis, and dictation.

**Approval of Course Revisions/Retirements/Suspensions/Reinstatements**

**Course Revisions:**

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

## Orange Coast College

Effective Fall 2013

	FROM	TO
<u>Fashion A155 – Pattern Tech</u>		
Title:	Pattern Tech	Tech Paks
<u>Music A180 – Theory and Ear Training 1</u>		
Title:	Theory and Ear Training 1	Theory 1
Units:	5.0	3.0
<u>Music A186 – Theory and Ear Training 2</u>		
Title:	Theory and Ear Training 2	Theory 2
Units:	5.0	3.0
<u>Music A280 – Theory and Ear Training 3</u>		
Title:	Theory and Ear Training 3	Theory 3
Units:	5.0	3.0
<u>Music A285 – Theory and Ear Training 4</u>		
Title:	Theory and Ear Training 4	Theory 4
Units:	5.0	3.0

### Course Retirements:

The Coastline College Curriculum Committees, with concurrence of the College President and the Chancellor, recommend the following courses be retired from the curriculum:

## Coastline College

Effective Spring 2013

PSYC C104	Drama Therapy: For Clinical and Personal Application
PSYC C130	Health Psychology
PSYC C151	Parent Education: Toddler
PSYC C152	Parent Education: Two-Year-Old
PSYC C153	Parent Education: Preschool

### Approval of Programs/Options/Revisions/Suspensions/Retirements/Reinstatements

#### New Programs:

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

## Orange Coast College

Effective Fall 2013

AS-T Business Administration:

## BUSINESS ADMINISTRATION

### ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER

The Associate in Science in Business Administration for Transfer degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Business Administration. This includes business degrees with options such as accounting, entrepreneurship, finance, international business, management, and marketing. The Associate in Science in Business Administration for Transfer degree aligns with the CSU Bachelor of Science in Business Administration.

#### Required Courses

Required Core: 17 units		Units
Financial Accounting	ACCT A101	4
Managerial Accounting	ACCT A102	4
Business Law	BUS A110	3
*Microeconomics	ECON A170	3
*Macroeconomics	ECON A175	3
<b>Select one course from list: 3-4 units</b>		
*Business Calculus	MATH A140	4
*Finite Mathematics	MATH A155	4
*Statistics	MATH A160	3
Or		
*Statistics Honors	MATH A160H	3
Or		
*Statistics for Behavioral Sciences	PSYC A160	3
<b>Select the following two courses: 6 units</b>		
Introduction to Business	BUS A100	3
Or		
Introduction to Business Honors	BUS A100H	3
Or		
Business Communication	BUS A139	3
Intro to Computer Info Systems	CIS A111	3

**Total Major Units: 26-27**

**CSU or IGETC Breadth 37-39**

\*Courses that double count towards major and General Education Breadth

**Total Degree Units: 60**

AA-T in Geography:

## GEOGRAPHY

### ASSOCIATE IN ARTS IN GEOGRAPHY FOR TRANSFER

The Associate in Arts in Geography for Transfer degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Geography. The Geography Department at Orange Coast College is a comprehensive program that facilitates the success of general education students and geography majors by offering lower division geography courses.

Geography classes prepare students so that they may: understand the world geographically, acquire a geographic framework for the contemporary world, and utilize a unique spatial perspective. Students gain the ability to analyze geographical issues, read and interpret maps, and develop the skills to communicate local, national, and international geographic phenomena to others.

#### Required Courses

Required Core: 6-7 units		Units
Cultural Geography And <b>Option 1:</b> Physical Geography/Honors <b>Or Option 2:</b> Physical Geography/Honors And Physical Geography Lab	GEOG A185	3
	GEOG A180/H	3
	GEOG A180/H	3
	GEOG A180L	1
<b>List A: 6-7 units from the following:</b>		
Physical Geography Lab	GEOG A180L	1 (if Option 1 above is chosen)
World Regional Geography/Honors	GEOG A100/H	3
California Geography	GEOG A150	3
Intro to Geographical Inform. Systems	GEOG A190	3
Intro to Weather & Climate	GEOG A130	3
Regional Field Studies	GEOG A198	1
<b>List B: 6-9 units</b>		
Java Programming 1	CS A170	4
Calculus 1/Honors	MATH A180/H	4
Cultural Anthropology	ANTH A100	3
Physical Geology	GEOL A110	4
American Government/Honors	PSCIA180/H	3
General Chemistry A	CHEM A180	5
*Statistics	MATH A160	3
Or		
*Statistics Honors	MATH A160H	3
Or		
*Statistics for Behavioral Sciences	PSYC A160	3



---

**Total Major Units: 18-23**

**CSU or IGETC Breadth 37-39**

**Selected electives needed to satisfy 60-unit degree requirement**

\*Courses that double count towards major and General Education Breadth

---

**Total Degree Units: 60**

AS-T in Mathematics:

---

## **MATHEMATICS**

### **ASSOCIATE IN SCIENCE IN MATHEMATICS FOR TRANSFER**

The Associate in Science in Mathematics for Transfer degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Mathematics. Students satisfying the requirements for the Associate in Science in Mathematics for Transfer will be guaranteed priority admission to a CSU campus, transferring into a bachelor's program in Mathematics or a similar program aligned with the Transfer Model Curriculum. After transferring into the appropriate program at the CSU campus accepting the degree for transfer, the student will be required to complete no more than 60 semester units (90 quarter units) before earning a bachelor's degree in Mathematics.

Successful completion of the AS-T program courses establishes the required lower division preparation for an undergraduate degree in mathematics at a CSU campus. The student successfully completing the courses in the Associate in Science in Mathematics for Transfer program will be able to:

- State and interpret the definition of derivatives, and compute the derivatives of basic and transcendental functions of one or more variables.
- Apply concepts of differential and integral calculus of one or more variables to solve problems involving rates, area, volume, and lengths of arcs.
- State and interpret the definition of integrals, and calculate definite and indefinite integrals involving basic and transcendental functions.
- Graph equations in the rectangular, polar, cylindrical, and spherical coordinate systems, curves defined parametrically, conic sections, vectors, and vector valued functions.
- Solve first-order differential equations and compute partial derivatives.
- Perform matrix operations, eigenvalue and eigenvector computations and applications.

- Determine whether a sequence or series is convergent or divergent.

#### Required Courses

Required Core: 17 units		Units
Calculus 1/H	MATH A180/H	4
And		
Calculus 2/H	MATH A185/H	4
or		
Honors Calculus 1 & 2	MATH A182H	5
And		
Calculus 3/Honors	MATH A280/H	4 or 5
<i>Select one course from the following:</i>		
Linear Algebra	MATH A235	3
Intro to Linear Algebra/ Differential Equations/H	MATH A285/H	4 or 5
<i>Select one additional course from the following:</i>		
Introduction to Statistics/H	MATH A160/H	3
Or		
Statistics for Behavioral Sciences	PSYC A160	3
Discrete Math	MATH A230	5
Calculus Based Physics: Mechanics	PHYS A185	4
C++ Programming	CS A150	4
Java Programming	CS A170	4

**Total Major Units: 18-24**

**CSU or IGETC Breadth 37-39**

**Selected electives needed to satisfy 60-unit degree requirement**

\*Courses that double count towards major and General Education Breadth

**Total Degree Units: 60**

AS-T in Physics:

## PHYSICS

**ASSOCIATE IN SCIENCE IN PHYSICS  
FOR TRANSFER**

The Associate in Science in Physics for Transfer degree is designed to provide students with the common core of lower division courses required to transfer and pursue a baccalaureate degree in Physics. All students receiving the AS-T degree in physics should be fully prepared for transfer to CSU and UC physics programs. The requirements are almost universal: three semesters of calculus-based physics and three semesters of calculus. It is strongly recommended that all physics majors take a course in differential equations in addition to the degree requirements, but this cannot be included as a requirement due to unit limitations. It is anticipated that Math A182H will be added to the requirements as an alternative to Math A185/185H.

Required Courses

Required Core: 17 units		Units
*Calculus-Based Physics: Mechanics	PHYS A185	4
*Calculus-Based Physics: Electricity & Magnetism	PHYS A280	4
*Calculus 1/Honors	MATH A180/H	4
And		
*Calculus 2/Honors	MATH A185/H	4
or		
*Honors Calculus 1 & 2	MATH A182H	5
And		
*Calculus 3/Honors	MATH A280/H	4 or 5

**Total Major Units: 25-26**

**CSU or IGETC Breadth 37-39**

\*Courses that double count towards major and General Education Breadth

**Total Degree Units: 60**

**Program/Option Revisions:**

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

**Orange Coast College**

Effective Fall 2013

**Polysomnographic Technology AS Degree**

Required Course:	Delete	PSG A155
Program Units:	Decrease	From 52.5 to 52.0

## **6. Authorization for Student Trips**

---

**Subject**            **6.01 OCC - Student Trips**  
**Meeting**           **Dec 12, 2012 - Regular Meeting**  
**Category**          **6. 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.

**Conference/Activity: Boating Trips for Marine Science A100 Lab Students**

**Location:** Long Beach Marine Institute, Long Beach, CA

**Dates:** Spring 2013 Semester (January 28, 2013 – May 26, 2013)

**Department:** Marine Science

**Cost/Purpose/Funding Source:** \$5,000 from Marine Science Department general and ancillary funds

**Transportation:** District or Personal Vehicles

**Conference/Activity: Field Trips for Students in the Math & Sciences division**

**Location:** Various locations, CA

**Dates:** Spring 2013 Semester (January 2013 through May of 2013)

**Department:** Astronomy, Biology, Ecology, Geology, Marine Science, and Ornamental Horticulture

**Cost/Purpose/Funding Source:** Personal or departmental general and ancillary fund

**Transportation:** Personal or District vehicle

**Conference/Activity: Consumer Electronics Show**

**Location:** Las Vegas, Nevada

**Dates:** Jan 8-9, 2013

**Department:** OCC Business and Entrepreneur Club

**Cost/Purpose/Funding:** Total amount \$1,200. Expenses to include transportation, food, lodging, and miscellaneous expenses associated with the event

**Transportation:** District, public, and private vehicles

**Conference/Activity: Spring Garden Show**

**Location:** Costa Mesa, Ca

**Dates:** April 22-28, 2013

**Department:** Ornamental Horticulture, Architecture Club and Class

**Cost/Purpose/Funding Source:** Total Amount \$3,000 for registration fees, building supplies, vehicle rental, and miscellaneous expenses to be paid from ASOCC, Foundation and club funds

**Transportation:** Personal or District vehicle

**Project/Activity: University of California Davis Race**

**Date:** February 8-9, 2013

**Location:** Sacramento, CA

**Department:** OCC Kinesiology & Athletics

**Cost/Purpose/Funding Source:** Ancillary \$5,000

**Transportation:** District Transportation

**Project/Activity: Southern California Scrimmage (USD, UCSD, SDSU)**

**Date:** February 16, 2013

**Location:** Mission Bay in San Diego, CA  
**Department:** OCC Kinesiology & Athletics  
**Cost/Purpose/Funding Source:** N/A  
**Transportation:** District Transportation

**Project/Activity: San Diego Crew Classic**

**Date:** April 5-7, 2013

**Location:** Mission Bay in San Diego, CA

**Department:** OCC Kinesiology & Athletics

**Cost/Purpose/Funding Source:** Ancillary \$5,000

**Transportation:** District Transportation

**Project/Activity: UC Santa Barbara Scrimmage**

**Date:** January 26, 2013

**Location:** Santa Barbara, CA

**Department:** OCC Kinesiology & Athletics

**Cost/Purpose/Funding Source:** N/A

**Transportation:** District and Private vehicles

**Subject**            **6.02 CCC - Student Trips**  
**Meeting**           Dec 12, 2012 - Regular Meeting  
**Category**          6. 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.

**Conference/Activity: Various Activities**

**Location:** Indicated Below

**Dates:** 2013 Dates Indicated Below

**Department:** Fairview Developmental Center

**Transportation:** Fairview Developmental Center Bus

January 25 – Westminster Mall, Westminster  
February 8 – Downtown Disney, Anaheim  
February 22 – Charter Centre Cinemas, Huntington Beach  
March 1 – Irvine Park and Zoo, Orange  
March 8 – Huntington Central Park, Huntington Beach  
March 15 – Fashion Island, Newport Beach  
March 22 – Fountain Bowl, Fountain Valley  
April 5 – South Coast Plaza, Costa Mesa  
April 12 – Te Winkle Park, Costa Mesa  
April 19 – Environmental Nature Center, Newport Beach  
April 26 – Huntington Beach Pier, Huntington Beach  
May 3 – Fashion Island, Newport Beach  
May 10 – Downtown Disney, Anaheim  
May 17 – Irvine Park and Zoo, Orange  
May 24 – Huntington Central Park, Huntington Beach

**Conference/Activity: Various Activities**

**Location:** Indicated Below

**Dates:** 2013 Dates Indicated Below

**Department:** Fairview Developmental Center

**Transportation:** Fairview Developmental Center Bus

January 28 – South Coast Plaza, Costa Mesa  
February 4 – Cerritos Library, Cerritos  
February 11 – Downtown Disney, Anaheim  
February 25 – Richard Nixon Library, Yorba Linda  
March 4 – Fashion Island, Newport Beach  
March 11 – Mile Square Park, Fountain Valley  
March 18 – Newport Beach Pier, Newport Beach  
April 1 – Roger's Gardens, Corona Del Mar  
April 9 – The Block at Orange, Orange  
April 15 – Central Library, Newport Beach  
April 22 – Main Place Mall, Santa Ana  
April 29 – Orange County Zoo, Orange

May 6 – Irvine Spectrum, Irvine

May 13 – Centennial Farm – Orange County Fairgrounds, Costa Mesa

May 21 – Bella Terra Mall, Huntington Beach

**Conference/Activity:** American Student Association of Community Colleges

**Location:** Washington DC

**Dates:** March 15 – 20, 2013

**Department:** Associated Student Government

**Cost/purpose/funding source:** \$11,000; ASG funds

**Transportation:** Air Coach

**Subject**            **6.03 GWC - Student Trips**  
**Meeting**            Dec 12, 2012 - Regular Meeting  
**Category**           6. 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.

**Alpha Gamma Sigma Team Building and Social Event**

**Location:** Irvine Ranch Outdoor Education Center

**Date(s):** December 17, 2012

**Department:** Student Activities

**Cost/purpose/funding source:** \$300 for team building activities and food from AGS Club funds.

**Men's and Women's Swim Teams State Championships (if qualified)**

**Location:** East Los Angeles

**Date(s):** April 24-28, 2013

**Department:** Athletics

**Cost/purpose/funding source:** \$3,000 for district transportation, lodging, and food from trust accounts.

**University Tours**

**Location:** Cal Poly Pomona, CSU Dominguez Hills, CSU Fullerton, CSU Long Beach, SDSU, UCI, UCLA, UCSD, USC, etc.

**Date(s):** Spring 2013

**Department:** Transfer Center

**Cost/purpose/funding source:** No cost to the College.

**Alpha Gamma Sigma Honor Society 87<sup>th</sup> Annual Spring Convention**

**Location:** Ontario, CA

**Date(s):** April 12-14, 2012

**Department:** Student Activities

**Cost/purpose/funding source:** \$2,500 for food, mileage, registration, and supplies from club funds.

**Women's Volleyball Championships and Banquet**

**Location:** Fullerton College

**Date(s):** November 30 – December 2, 2012

**Department:** Health Education/Kinesiology/Athletics

**Cost/purpose/funding source:** \$1,550 for state championship banquet registration, lodging, meals, and other expenses related to championship activities from trust accounts.

(This item is being submitted late due to the team qualifying after the deadline.)

**Men's Soccer Championships and Banquet**

**Location:** Mt. San Antonio College

**Date(s):** November 29 – December 2, 2012

**Department:** Health Education/Kinesiology/Athletics

**Cost/purpose/funding source:** \$837 for state championship banquet registration from trust accounts.

(This item is being submitted late due to the team qualifying after the deadline.)



## **7. Authorization for Special Projects**

---

**Subject**            **7.01 DIS - Special Projects**  
**Meeting**           **Dec 12, 2012 - Regular Meeting**  
**Category**          **7. Authorization for Special Projects**  
**Access**            **Public**  
**Type**               **Consent**

### **California Community Colleges Registry Job Fair**

**Date:** Saturday, January 26, 2013

**Location:** Westin LAX, Los Angeles, CA

**Department:** Recruitment and Staff Analysis

**Purpose:** To enhance the District's staff diversity recruitment efforts for faculty and administrative positions.  
**Cost/purpose/funding source:** NTE \$4,050 for participation and booth registration, two (2) hotel rooms, travel, parking and meals for up to 10 staff members to be reimbursed through District and Campus Staff Diversity Funds. A list of participants will be on file with the Chancellor's Office prior to the event.

**Subject**            **7.02 OCC - Special Projects**  
**Meeting**           **Dec 12, 2012 - Regular Meeting**  
**Category**          **7. Authorization for Special Projects**  
**Access**            **Public**  
**Type**              **Consent**

**Orange Coast College Math Winter Bridge Program**

**Date:** Workshops: January 14 - 25, 2013, Monday-Friday, 9-12 and 1-4 p.m.

**Department:** OCC – Counseling

**Purpose:** A BSI grant was approved to conduct a Math Winter Bridge Program to help OCC students prepare for a Math A030 class by conducting a two week review math seminar before the start of the 2013 Spring Semester. The workshops will be led by Dr. Tab Livingston from the Math Division. Students who complete the math seminar will enroll in a math/counseling learning community that will link a Math A030 (Intermediate Algebra) class with a Counseling A199 (Study Skills) class for the 2013 spring semester.

**Cost/Purpose/Funding Source:** Basic Skill Initiative Grant

**Volunteer Income Tax Assistance Program VITA**

**Date:** Saturdays, February 2, 2013 - March 23, 2013

**Department:** OCC - Business and Computing

**Purpose:** to sponsor the Volunteer Income Tax Assistance Program (VITA) this includes training for volunteers and tax prep services

**Cost/Purpose/Funding Source:** No cost to the college

**OCC Career Services Functions, Projects and Meetings**

**Date:** January 1, 2013 - March 31, 2013

**Department:** OCC – Career Services

**Purpose:** Orange Coast College Career Services Department will host various functions and meetings and complete various projects during the second quarter of the 2012-2013 fiscal year.

**Cost/Purpose/Funding Source:** Total amount \$10,000 to be paid from Career, Community, and Contract Education Indirect and ancillary funds. Expenses to include food, buses, substitutes, supplies, vendors, development and distribution of print and web materials, equipment and meeting rooms related to grant activities, job fairs, and support for the instructional programs.

**Subject**            **7.03 CCC - Special Projects**  
**Meeting**            Dec 12, 2012 - Regular Meeting  
**Category**           7. Authorization for Special Projects  
**Access**             Public  
**Type**                Consent

**Event Sponsorship for the 7<sup>th</sup> Annual Walk for Brain Injury Awareness**

**Date:** March 23, 2013

**Location:** Huntington Beach, CA

**Department:** Special Programs and Services for the Disabled/ABI Alumni Club

**Purpose:** Support and Recognition/Sponsorship

**Cost/purpose/funding source:** \$350/Sponsorship/ ASG ancillary funds

**Holiday Party**

**Date:** December 16, 2012; 12:30 – 3:30 p.m.

**Location:** The Chicken Coop, Newport Beach, CA

**Department:** Special Programs and Services for the Disabled, ABI Alumni Club

**Purpose:** Promote socialization, interaction, and networking among alumni, students, staff, and faculty

**Cost/Purpose/funding source:** None

**1<sup>st</sup> Battalion/1<sup>st</sup> Marines Foundation Beach Challenge**

**Date:** January 19, 2013

**Location:** Newport Beach, CA

**Department:** Military/Contract Education

**Purpose:** Sponsorship

**Sponsorship cost:** \$2,500

**Funding Source:** Contract Education Ancillary Funds

**Coastline Community College Art Gallery Circle Event**

**Date:** February 9, 2013

**Location:** Coastline Art Gallery, Newport Beach Center

**Department:** Art

**Purpose:** Fundraising Event

**Cost/purpose/funding source:** Foundation Account

**2013 Coastline Community College Accreditation Team Meeting**

**Date:** March 17, 18, 19, 20, 2013

**Location:** The Courtyard Huntington Beach/ Fountain Valley Marriott Hotel, located at 9950 Slater Avenue, Fountain Valley, CA 92708-3500

**Department:** Coastline Community College, Administrative Services

**Purpose:** Accreditation Visit

**Cost/purpose/funding source:** \$8,500 to fund food and lodging/General Funds

**Subject** 7.04 GWC - Special Projects  
**Meeting** Dec 12, 2012 - Regular Meeting  
**Category** 7. Authorization for Special Projects  
**Access** Public  
**Type** Consent

**Men's & Women's Swimming Teams to Host Orange Empire Conference Championships**

**Date(s):** April 2013

**Department:** Health Education/Kinesiology/Athletics

**Purpose:** Host two tournaments

**Cost/purpose/funding source:** \$5,000 for game officials, work crew, and anything else necessary to run the conference tournament from tournament entry fees of participants and trust account.

**Men's & Women's Swimming Teams Invitationals/Tournaments**

**Date(s):** Spring 2013

**Department:** Health Education/Kinesiology/Athletics

**Purpose:** Host two tournaments

**Cost/purpose/funding source:** \$5,000 for game officials, work crew, and anything else necessary to run an invitational/tournament from tournament entry fees of participants and trust account.

**POST Case Law Monthly Meetings**

**Date(s):** TBD throughout the fall and spring semesters

**Department:** Criminal Justice

**Purpose:** Information, production and equipment status updates

**Cost/purpose/funding source:** \$750 for food and beverages from POST Case Law Today funds.

**Southern California Higher Education Council Fair**

**Date:** March 13, 2013

**Department:** Transfer Center

**Purpose:** Representatives from the local CSU, UC, private, and out-of-state universities will be on campus to provide information on admissions procedures, financial aid, housing and other subjects. The day is scheduled for students to find out quickly and conveniently what they need to know to continue their education at a four-year school.

**Cost/purpose/funding source:** \$650 for printing, decorations, table rental, and refreshments for reps and students from general funds --Transfer Day Fair.

**University Representatives on Campus**

**Date(s):** Spring 2013

**Department:** Transfer Center

**Purpose:** Admission counselors from Chapman University, CSU Dominguez Hills, CSU Fullerton, CSU Long Beach, UC Irvine, UCLA, etc. will be on campus throughout the spring semester to counsel transfer students.

**Cost/purpose/funding source:** No cost to the College.

**GWC Invitational Softball Tournament**

**Date(s):** March 2013

**Department:** Athletics

**Purpose:** Competition and fundraiser for softball team

**Cost/purpose/funding source:** \$7,000 for umpires, awards, port-o-potties, snack bar, t-shirts, field crew,

athletic trainers, programs, and other expenses related to running the tournament. Costs will be paid for by tournament entry fees of participating teams and trust account.

**Theater Production "Love, Loss and What I Wore"**

**Date(s):** February 7-9, 2014

**Department:** Theater

**Purpose:** Theater production

**Cost/purpose/funding source:** \$12,500 for royalties, scenery, costume, sound and lighting supplies, advertising, printing and mailing, production personnel and refreshment costs to be covered by admission fees (\$15 general; \$13 ASB/GWC, seniors and children under 12) from District Theater, Theater Trust, and ASB funds.

**Theater Production "The Great Gatsby"**

**Date(s):** March 14,-23, 2014

**Department:** Theater

**Purpose:** Theater production

**Cost/purpose/funding source:** \$12,500 for royalties, scenery, costume, sound and lighting supplies, advertising, printing and mailing, production personnel and refreshment costs to be covered by admission fees (\$15 general; \$13 ASB/GWC, seniors and children under 12) from District Theater, Theater Trust and ASB funds.

**Theater Production "Noises Off"**

**Date(s):** May 2-11, 2014

**Department:** Theater

**Purpose:** Theater production

**Cost/purpose/funding source:** \$12,500 for royalties, scenery, costume, sound and lighting supplies, advertising, printing and mailing, production personnel and refreshment costs to be covered by admission fees (\$15 general; \$13 ASB/GWC, seniors and children under 12) from District Theater, Theater Trust, and ASB funds.

**Theater Production "White Christmas"**

**Date(s):** November 15-24, 2013

**Department:** Theater

**Purpose:** Theater production

**Cost/purpose/funding source:** \$30,000 for royalties, scenery, costume, sound and lighting supplies, advertising, printing and mailing, production personnel and refreshment costs to be covered by admission fees (\$22 general; \$20 ASB/GWC, seniors and children under 12) from District Theater, Theater Trust, and ASB funds.

**Theater Production "The Picture of Dorian Gray"**

**Date(s):** October 11-20, 2013

**Department:** Theater

**Purpose:** Theater production

**Cost/purpose/funding source:** \$12,500 for royalties, scenery, costume, sound and lighting supplies, advertising, printing and mailing, production personnel and refreshment costs to be covered by admission fees (\$15 general; \$13 ASB/GWC, seniors and children under 12) from District Theater, Theater Trust, and ASB funds.

**Refreshments for Campus Meetings (Managers' Meetings, Chancellor's Cabinet, Forums, etc.)**

**Date(s):** Winter and Spring 2013

**Department:** President's office

**Purpose:** Refreshments for campus meetings

**Cost/purpose/funding source:** \$1,000 for refreshments from President's Discretionary funds.

**Nursing Department Student Success through Curriculum Innovation In-Service Training**

**Date(s):** April 22, 2013

**Department:** School of Nursing

**Purpose:** Collaboration of Curriculum through Best Practices

**Cost/purpose/funding source:** \$3,000 for speaker fees travel, accommodations, and other related expenses from Perkins Grant funds and \$500 for food from IPD funds.

**Alpha Gamma Sigma Honor Society Meetings Spring 2013**

**Date(s):** January 1 – June 30, 2013

**Department:** Student Activities

**Purpose:** Club sponsored meetings

**Cost/purpose/funding source:** \$2,000 for food, publicity, supplies, decorations, donations, speakers, gift cards, raffle prizes, giveaways, demonstrations and AGS Service Awards for students from club funds.

**C.E.R.T. Club Meetings Spring 2013**

**Date(s):** January 1 – June 30, 2013

**Department:** Student Activities

**Purpose:** Community Emergency Response Team (C.E.R.T.) Club meetings

**Cost/purpose/funding source:** \$100 for food, publicity, supplies, decorations, fundraisers, donations, speakers, gift cards, raffle prizes, giveaways, demonstrations from club funds.

## 8. Authorization for Disposal of Surplus

---

**Subject**            **8.01 DIS - Disposal of Surplus**  
**Meeting**           **Dec 12, 2012 - Regular Meeting**  
**Category**          **8. Authorization for Disposal of Surplus**  
**Access**            **Public**  
**Type**               **Consent**

### File Attachments

[121212Surplus.pdf \(8 KB\)](#)

ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
<b>DISTRICT</b>				
Computer	9059641	Gateway E4500 D	36147969	P
Computer	9059763	Gateway E4500 D	37141230	P
Computer	9059644	Gateway E4500 D	36147972	P
Computer	9059765	Gateway E4500 D	37141229	P
Computer	9059643	Gateway E4500 D	36147971	P
Computer	9059642	Gateway E4500 D	36147970	P
Computer	9059761	Gateway E4500 D	37141238	P
Computer	9059767	Gateway E4500 D	37141241	P
Computer	9059639	Gateway E4500 D	36147974	P
Computer	9059744	Gateway E4500 D	37133093	P
Computer	9059747	Gateway E4500 D	37193482	P
Computer	9059757	Gateway E4500 D	36141232	P
Computer	9059777	Gateway E4500 D	37141242	P
Computer	9066298	GatewayE4610D	40455408	P
Computer	9059759	Gateway E4500 D	37141235	P
Computer	9059576	Dell Optiplex GX280	7hqg881	P
Computer	9059523	Dell Optiplex GX280	h1vrg61	P
Computer	9066301	Gateway E4610D	40455412	P
Computer	9049839	Dell Optiplex GX270	d6mlw41	P
Server	9059654	Dell PowerEdge 2850	9nbbyy81	P
Server	9059651	Dell PowerEdge 2850	7pbyy81	P
Server	9059649	Dell PowerEdge 2850	jpbbyy81	P
Server	9059527	Dell PowerEdge 2850	jfdgp61	P
Server	9059650	Dell PowerEdge 2850	cpbyy81	P
Notebook	9059616	Gateway M680-E	36101271	P
Notebook	9059613	Gateway M680-E	36101273	P
Notebook	9059620	Gateway M680-E	36101257	P
Notebook	9059633	Gateway M680-E	36101264	P
Notebook	9059634	Gateway M680-E	36050459	P
Notebook	9059617	Gateway M680-E	36101258	P
Notebook	9059614	Gateway M680-E	36101275	P
Notebook	9059615	Gateway M680-E	36101278	P
Notebook	9059693	Gateway M680-E	36570689	P
Notebook	9059622	Gateway M680-E	36101297	P
Notebook	9059686	Gateway M680-E	36411907	P



ITEM DESCRIPTION	ASSET NO.	MODEL NO.	SERIAL NO.	CONDITION F=FAIR P=POOR I=IRREPARABLE
Notebook	9059636	Gateway M680-E	36129497	P
Notebook	9059701	Gateway M680-E	36570690	P
Notebook	9059629	Gateway M680-E	36101269	P
Notebook	9059737	Dell Latitude D820	5vzj7b1	P
Notebook	9059692	Gateway M680-E	36570688	P
Monitor	9849841	Dell 1703Fp	adep	P
Monitor	9059848	Gateway 2100	mwv69 50n 09709	P
Monitor	9066262	Gateway 2100	mq17750n00370	P
Monitor	9066255	Gateway 2100	mq17450n00600	P
Monitor	9066268	Gateway 2100	mq17750n00357	P
Monitor	9066260	Gateway 2100	mq17450n00372	P
Monitor	9066275	Gateway 2100	mq17150n01788	P
Monitor	9066264	Gateway 2100	mq17750n00377	P
Monitor	9059770	Gateway 1775fpd	---	P
Monitor	9066274	Gateway 2100	mq174 50n 00527	P
Monitor	9049789	Dell 1801FP	2yrl	P
Printer	9039133	HP Laser Jet 4	---	P

## **9. Authorization to Enter Into Standard Telecourse Agreements**

---

<b>Subject</b>	<b>9.01 CCC - Authorization to Enter Into Standard Telecourse Agreements</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	9. 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.

### **ANTHROPOLOGY: THE FOUR FIELDS**

Frederick Community College (MD)

Term of Agreement: January 1, 2013 – December 31, 2013

### **ASTRONOMY: OBSERVATIONS AND THEORIES**

Frederick Community College (MD)

Term of Agreement: January 1, 2013 – May 31, 2013

### **CULTURAL ANTHROPOLOGY: OUR DIVERSE WORLD**

Frederick Community College (MD)

Term of Agreement: January 1, 2013 – December 31, 2013

### **CYCLES OF LIFE: EXPLORING BIOLOGY**

Consortium of Distance Education (NJ)

Term of Agreement: September 1, 2012 – December 31, 2012

### **DOLLARS & SENSE: PERSONAL FINANCE FOR THE 21<sup>ST</sup> CENTURY**

Consortium of Distance Education (NJ)

Term of Agreement: September 1, 2012 – December 31, 2012

### **INTERMEDIATE ALGEBRA: MODELING THE WORLD**

Consortium of Distance Education (NJ)

Term of Agreement: September 1, 2012 – December 31, 2012

### **PHYSICAL ANTHROPOLOGY: THE EVOLVING HUMAN**

Frederick Community College (MD)

Term of Agreement: January 1, 2013 – December 31, 2013

### **PSYCHOLOGY: THE HUMAN EXPERIENCE**

Fort Hays State University (KS)

Term of Agreement: January 1, 2013 – December 31, 2015

**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 \(162 KB\)](#)

Subject	10.01 OCC - Clinical Contracts
Meeting	Dec 12, 2012 - Regular Meeting
Category	10. Approval of Clinical Contracts
Access	Public
Type	Consent

**RENEWAL**

Dr. Beanca Chu, DDS  
Huntington Beach, CA

Term: December 13, 2012 to December 30, 2017

Compensation: None

Dr. Kevin Franks, DDS  
Orange, CA

Standard Clinical Affiliation Agreement

Term: December 13, 2012 to January 30, 2018

Compensation: None

Dr. Gary Schmidt, DDS/Olive Dental Group  
Huntington Beach, CA

Standard Clinical Affiliation Agreement

Term: December 13, 2012 to December 30, 2017

Compensation: None

Dr. Richard Mungo, DDS  
Huntington Beach, CA

Standard Clinical Affiliation Agreement

Term: March 14, 2013 to March 15, 2018

Compensation: None

## **NEW**

Dr. Bruce Harris, DDS  
Fountain Valley, CA

Standard Clinical Affiliation Agreement

Term: December 13, 2012 to December 1, 2017

Compensation: None

Dr. Michael Tran, DDS  
Huntington Beach, CA

Standard Clinical Affiliation Agreement

Term: December 13, 2012 to December 30, 2017

Compensation: None

Dr. Sean Yu, DDS  
Irvine, CA

Standard Clinical Affiliation Agreement

Term: December 13, 2012 to November 1, 2017

Compensation: None

Dr. Susan Miller, DDS  
Costa Mesa, CA

Standard Clinical Affiliation Agreement

Term: December 13, 2012 to December 1, 2017

Compensation: None

Dr. Millard Roth, DDS  
Laguna Hills, CA

Standard Clinical Affiliation Agreement

Term: December 13, 2012 to December 15, 2017

Compensation: None

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

## **11. Approval of Standard Agreements**

---

<b>Subject</b>	<b>11.01 GWC - Standard Agreements</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	11. Approval of Standard Agreements
Access	Public
Type	Consent

### **Approve Amendment to Standard Agreement with Various Agencies (listed below) for Contract Education – Specialized Investigator Basic Course (SIBC)**

After review by the College President, it is recommended by the Chancellor that the Board approve the amendment to the standard agreement between the agencies listed below and the Coast Community College District for Contract Education – Specialized Investigator Basic Course (SIBC), from October 4, 2012 through February 25, 2013. The amendment is to add two agencies. The Board President, or designee, is authorized to sign the agreement and any related documents, indicating approval by the Board of Trustees.

California Department of Social Services, Community Care Licensing  
California Employment Development Department  
California Department of Consumer Affairs  
County of San Francisco, Human Services Agency  
Medical Board of California  
California Department of Public Health, Food and Drug Branch  
California Contractors Licensing Board  
California Department of Health Services  
The California Department of Industrial Relations  
County of Stanislaus

**Fiscal Impact:** \$5,968 per participant, paid to GWC Contract Education funds.

(Amendment is to add County of Stanislaus. Previous Board action: 11/7/12.)

## **12. Authorization for Purchase of Institutional Memberships**

---

**Subject**            **12.01 CCC – Institutional Memberships**  
**Meeting**           **Dec 12, 2012 - Regular Meeting**  
**Category**          **12. Authorization for Purchase of Institutional Memberships**  
**Access**            **Public**  
**Type**               **Consent**

### **RENEWAL**

**Name and Acronym:** American Association for Paralegal Education (AAfPE)

**Term of Membership:** January 1, 2013 — December 31, 2013

**Cost:** \$450

**Purpose:** Continued membership in the American Association for Paralegal Education necessary for the approval process for accreditation of the program.

**Source of Funding:** General funds

**Subject**            **12.02 GWC - Institutional Memberships**  
**Meeting**            Dec 12, 2012 - Regular Meeting  
**Category**           12. Authorization for Purchase of Institutional Memberships  
**Access**             Public  
**Type**                Consent

#### **NEW**

**Name and Acronym:** Mapping Your Future

**Term of Membership:** September 1, 2012 – August 31, 2013

**Cost:** \$300

**Purpose:** Allows our institution to provide online Perkins Loan services to our students. They complete their online entrance and exit interviews to complete the Perkins Loan process prior to loan payment.

#### **RENEWAL**

**Name and Acronym:** Alpha Gamma Sigma Honor Society, Sigma Phi Chapter at Golden West College (AGS)

**Term of Membership:** July 1, 2012 – June 30, 2013

**Cost:** \$1000

**Purpose:** To provide opportunity for students to participate and receive scholarships in the statewide honor society through good standing status. Continue to have an active Chapter and maintain membership through dues and scholarship contributions payable to the state Alpha Gamma Sigma Inc.

**Name and Acronym:** California Community College Fastpitch Coaches Association (3CFCA)

**Term of Membership:** July 1, 2012 – June 30, 2013

**Cost:** \$120

**Purpose:** Allows access to regional and state tournaments, voting rights at conference and state meetings, access to 3CFCA statistics website, and receiving of rule book and policy updates.

(Revision is to increase the cost from \$100. Previous Board action 9/5/12.)

### **13. Authorization for Off-Campus Assignments**

---

<b>Subject</b>	<b>13.01 CCC - Off-Campus Assignments</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	13. Authorization for Off-Campus Assignments
Access	Public
Type	Consent

It is requested that the following off-campus assignment be approved, to serve without loss of salary, with the understanding that authorization will be requested to attend meetings as they are set.

Name: Rogers, Stephani

Title: Military/Contract Education Technician III

Organization: California Advisory Council on Military Education (CA-ACME) – Region 2

Assignment: Secretary

Term: December 31, 2012 – December 31, 2013



## **14. Authorization for Community Activities**

---

<b>Subject</b>	<b>14.01 OCC - Community Activities</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	14. Authorization for Community Activities
Access	Public
Type	Consent

The following not-for-credit classes will be advertised and offered by the Community Education Office during the period of December 13, 2012 – June 30, 2013. The presenter will be paid pursuant to the District's Standard Professional Expert Employment Agreement or the District's Independent Contractor Agreement at a negotiated fixed rate (F) or percentage of income (P) based on actual enrollment, as indicated by the compensation designation stated for each course.

### **PROFESSIONAL EXPERTS**

**BACK TO OUR ROOTS**, Fee: \$50, plus \$15 materials fee, 4 hours. Presenter: Kim Allen. Compensation equals 100% of the materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**CHEER AND DANCE CONDITIONING**, Fee: \$50, 100 hours. Presenter: Mike Reynolds. Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**CONTRACTORS LICENSE PREPARATION**, Fee: \$250, 24 hours. Presenter: Dennis Bishop. Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**COOKING FUNDAMENTALS: GRILLING**, Fee: \$65, plus \$18 materials fee, 2 hours. Presenter: Bill Barber. Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**COOKING FUNDAMENTALS: CREAM SOUP**, Fee: \$65, plus \$15 materials fee, 2 hours. Presenter: Bill Barber. Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**COOKING FUNDAMENTALS: SAUTEING AND PANFRYING**, Fee: \$65, plus \$18 materials fee, 2 hours. Presenter: Bill Barber. Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**COOKING FUNDAMENTALS: SEAFOOD STEW (TAKE A LONG LUNCH!)**, Fee: \$45, plus \$15 materials fee, 1.5 hours. Presenter: Bill Barber. Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**CULINOLOGY WORKSHOP SERIES – BASICS OF FOOD PROCESSING AND FOOD SYSTEMS**, Fee: \$725 member of RCA/\$850 non-members, 24 hours. Presenter: Jill Golden. Compensation equals 50% of

the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**CULINOLOGY WORKSHOP SERIES – FOUNDATIONS IN FOOD SCIENCE**, Fee: \$725 member of RCA/\$850 non-members, 24 hours. Presenter: Jill Golden. Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**DO WHAT YOU LOVE AND MAKE MONEY WITH WORDPRESS**, Fee: \$129, 6 hours. Presenter: Marianna Baker. Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**DOUGH**, Fee: \$50, plus \$15 materials fee, 4 hours. Presenter: Kim Allen. Compensation equals 100% of the materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**GOING WITH THE GRAIN**, Fee: \$50, plus \$20 materials fee, 3 hours. Presenter: Nancy Buchanan. Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**JAZZ ENSEMBLE SKILLS**, Fee: \$68, 44 hours. Presenter: Paul Navidad. Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**JUICING TO A HEALTHIER AND THINNER YOU!**, Fee: \$49, plus \$10 materials fee, 3 hours. Presenters: Bob Johnson and Dee Smith. Compensation equals 100% of the materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**LATIN AMERICAN LITERATURE**, Fee: \$99, 16 hours. Presenter: Lisa Fetchko. Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**MARKETING ON THE INTERNET**, Fee: \$149, 3 hours. Presenter: Daniel Oase. Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**PRE-MARITAL BOOTCAMP**, Fee: \$99, 7 hours. Presenter: Jessica Alabi, Ph.D. Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**SECURITY GUARD CERTIFICATION-START YOUR CAREER IN PUBLIC SAFETY**, Fee: \$89, plus \$10 materials fee, 8 hours. Presenter: Simon Cruz. Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**SIMPLY SENSATIONAL SPRING DESSERTS**, Fee: \$50, plus \$20 materials fee, 3 hours. Presenter: Nancy Buchanan. Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**SOCIAL MEDIA FOR SMALL BUSINESS – REINVENT THE WAY YOU CONNECT TO PEOPLE AND MARKET YOUR PRODUCTS**, Fee: \$89, 6 hours. Presenter: Marianna Baker. Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**SPANISH TAPAS PARTY**, Fee: \$50, plus \$20 materials fee, 3 hours. Presenter: Nancy Buchanan. Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**THE SPICE OF LIFE IN ORANGE COUNTY**, Fee: \$50, plus \$15 materials fee, 4 hours. Presenter: Kim Allen. Compensation equals 100% of the materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

**WHAT SHOULD I DO WITH MY HOLIDAY PICTURES?** Fee: \$60, plus \$15 materials fee, 3 hours. Presenter: Eric Wilson. Compensation equals 100% of the materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee. Source of Funding: Community Education registration fees. (P)

#### **INDEPENDENT CONTRACTORS**

**IC Name:** Curtis M. Adney

**Services:** Presenter for the NATURAL "A's" – AGES 10-17, Fee: \$49, plus \$30 materials, 3 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Curtis M. Adney

**Services:** Presenter for the WHAT WERE YOU BORN TO DO?, Fee: \$59, plus \$30 materials, 4 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Margherita Ament

**Services:** Presenter for the BEGINNING CONVERSATIONAL ITALIAN, Fee: \$130, plus \$5 materials, 16 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Community Divorce Educational Institute, Inc.

**Services:** Presenter for DIVORCE OPTIONS, Fee: \$55, 3 hours. (F)

**Payment Schedule/Compensation:** Compensation equals 100% of the proceeds to be retained by Community Education.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Roberta Christensen

**Services:** Presenter for the PUBLISHING YOUR FIRST BOOK class, Fee: \$35, plus \$15 materials fee, 1.75 hours.

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Roberta Christensen

**Services:** Presenter for the WRITING YOUR 1ST BOOK class, Fee: \$35, plus \$15 materials fee, 1.75 hours.

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Cohen-Naglestad Enterprise LLC

**Services:** Presenter for BLOGGING FOR FUN AND PROFIT, Fee: \$49, 3 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 - June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Cohen-Naglestad Enterprise LLC

**Services:** Presenter for HOW TO START YOUR OWN SMARTPHONE APP BUSINESS, Fee: \$49, 3 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 - June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Cohen-Naglestad Enterprise LLC

**Services:** Presenter for iPHONES, iPADS, I'M LOST, Fee: \$49, 3 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 - June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Culinary Institute of Consulting Inc.

**Services:** Presenter for KOREAN CUISINE, BEYOND THE KOREAN BARBECUE, Fee: \$270, 27 hours. (P)

**Payment Schedule/Compensation:** 100% of the registration fee to be retained by Community Education. In addition to the class proceeds, \$1,500 will be received from the Culinary Institute of Consulting Inc. to cover costs associated with this class.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Joan Kaye

**Services:** Presenter for the BRIDGE BASICS II: COMPETITIVE BIDDING, Fee: \$75, plus \$10 materials, 13.5 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013  
**Source of Funding:** Community Education registration fees.

**IC Name:** Van Dale Kauhane Keliikoa Jr.

**Services:** Presenter for MASTER TECHNICAL CELL PHONE REPAIR, Fee: \$495, 11 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 - June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Rod Krueckemeier

**Services:** Presenter for ACUPRESSURE ALL, Fee: \$59, 12 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 - June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Rod Krueckemeier

**Services:** Presenter for CHINESE MEDICINE, Fee: \$59, 12 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 - June 30, 2013

**Source of Funding:** Community Education registration fees

**IC Name:** Sameira Mikhael

**Services:** Presenter for THREADING A-Z, Fee: \$89, plus \$10 materials fee, 4 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 - June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Nancy Miller

**Services:** Presenter for BECOME A PROFESSIONAL ORGANIZER, Fee: \$49, plus \$30 materials fee, 3 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 - June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Nancy Miller

**Services:** Presenter for USING YOUR COMPUTER TO MAKE MONEY, Fee: \$49, plus \$30 materials fee, 3 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 - June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Susan M. Miller.

**Services:** Presenter for ITALIAN FESTIVAL DELIGHTS AND WINE PAIRING, Fee: \$80, plus \$25 materials fee, 3 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered

times the program fee minus direct costs/administration fee.  
**Terms of Agreement:** December 13, 2012 - June 30, 2013  
**Source of Funding:** Community Education registration fees.

**IC Name:** Kate Mulvehill

**Services:** Presenter for ENERGY MEDICINE: A HANDS-ON EXPERIENCE, Fee: \$35 advanced/\$45 at the door, 3 hours. (P)

**Payment Schedule/Compensation:** Community Education to retain \$6,000 of proceeds up to 300 tickets sold and 35% of ticket sales over 300 tickets sold.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Charles Nolan and Patricia Nolan

**Services:** Presenter for ACTING IN LA – TWO PERSPECTIVES, Fee: \$99, 4 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 - June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Caron Ory

**Services:** Presenter for the START A HOME-MADE FOOD BUSINESS, Fee: \$100, plus \$15 materials, 7 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Michael Pash

**Services:** Presenter for the FINANCIAL STRATEGIES FOR A SUCCESSFUL RETIREMENT class, Fee: \$59, 3 hours. (F)

**Payment Schedule/Compensation:** 100% of the registration fee to be retained by Community Education.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Elyse Repp

**Services:** Presenter for the BRIDGE BASICS, Fee: \$100, plus \$10 materials, 16 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Mike Rounds

**Services:** Presenter for the CONSULTING-HOW TO MAKE A LIVING WITH WHAT YOU ALREADY KNOW, Fee: \$49, plus \$30 materials, 3 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Mike Rounds

**Services:** Presenter for the SELL YOUR IDEAS AND INVENTIONS, Fee: \$49, plus \$30 materials, 3 hours.

(P)

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Mike Rounds

**Services:** Presenter for THE LITTLE GUY-HOW TO MAKE YOUR SMALL BUSINESS GROW-FAST!, Fee: \$100, plus \$99 materials, 7 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** John Spiers

**Services:** Presenter for IMPORTING AS A SMALL BUSINESS, Fee: \$95, 8 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Christine Sullivan

**Services:** Presenter for VIKING KNIT, Fee: \$74, plus \$30 materials fee payable to presenter at class. 3 hours.

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Patrick Sullivan

**Services:** Presenter for the WIRE WRAPPED BRACELET class, Fee: \$74, plus \$25 materials fee, 3 hours. (P)

**Payment Schedule/Compensation:** Compensation equals 100% of materials fee plus 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

**IC Name:** Vicki J. Zimmerman

**Services:** Presenter for FINDING YOUR INNER FASHION GURU-BECOME YOUR OWN FASHION STYLIST, Fee: \$59, plus \$10 materials fee payable to presenter at class. 2 hours.

**Payment Schedule/Compensation:** Compensation equals 50% of the number of participants registered times the program fee minus direct costs/administration fee.

**Terms of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Community Education registration fees.

<b>Subject</b>	<b>14.02 GWC - Community Activities</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	14. Authorization for Community Activities
Access	Public
Type	Consent

It is recommended that authorization be given for the following non-ADA generating Community Services activities, seminars, workshops, lecture series and/or cultural events and for appointment of lecturers and presenters as indicated at Golden West College. It is further recommended that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign any applicable agreements.

The following not for credit programs will be offered by Community Services throughout Spring 2013. The presenters will be paid a flat fee or on a fee-split based on actual enrollment. (P) = per participant (F) = flat rate

### **Professional Experts**

**LONG HAIR DESIGN** (Braiding Workshop), 5.0 hours, January 2 to June 30, 2013.  
Presenter Judy Cordiero to receive \$25.00 per participant.  
Participant Fee: \$62.00. (P) New offering.

**A BUSINESS OWNER'S GUIDE TO NAVIGATING CITY PLANNING AND BUILDING DEPARTMENTS, 3.0 HOURS**, January 2 to June 30, 2013.  
Presenter Robert Franklin to receive \$16.00 per participant.  
Participant Fee: \$42.00. (P) New offering.

**A RESIDENT'S GUIDE TO NAVIGATING CITY PLANNING AND BUILDING DEPARTMENTS, 3.0 HOURS**, January 2 to June 30, 2013.  
Presenter Robert Franklin to receive \$16.00 per participant.  
Participant Fee: \$42.00. (P) New offering.

**HOLISTIC AROMATHERAPY II: ADVANCED BLENDING, 6.0 HOURS**, January 2 to June 30, 2013.  
Presenter Deborah Halvorson to receive \$27.00 per participant.  
Participant Fee: \$66.00 and \$15.00 Material Fee. (P) First offered in 2012.

**PILATES**, 8.0 hours, January 2 to June 30, 2013.  
Presenter Cristina LoBue to receive \$24.00 per participant.  
Participant Fee: \$71.00. (P) First offered in 1995.

**CRANIOSACRAL THERAPY: APPLICATION FOR CHILDREN, 6.0 hours**. January 2 to June 30, 2013.  
Presenter Jill Mabry to receive \$30.00 per participant.  
Participant Fee: \$73.00 and \$18.00 Material Fee. (P) First offered in 2010.

**CRANIOSACRAL THERAPY SHARE CARE, 6.0 hours**. January 2 to June 30, 2013.  
Presenter Jill Mabry to receive \$30.00 per participant.  
Participant Fee: \$73.00 and \$18.00 Material Fee. (P) First offered in 2009.

**COUPLES MASSAGE, 6.0 hours**, January 2 to June 30, 2013.  
Presenter Kathleen Mondello to receive \$46.00 per couple.



Participant Fee: \$102.00 per couple and \$6.00 Material Fee per couple. (P) First offered in 2010.

**HOLISTIC BODY THERAPIES CERTIFICATE PROGRAM**, 100.0 hours, January 2 to June 30, 2013.

Presenter Kathleen Mondello to receive \$267.00 per participant.

Participant Fee: \$552.00 and \$40.00 Material Fee. (P) First offered in 1996

**PATHOLOGY I**, 20.0 hours, January 2 to June 30, 2013.

Presenter Kathleen Mondello to receive \$74.00 per participant.

Participant Fee: \$166.00. (P) First offered in 2007.

**PATHOLOGY II**, 20.0 hours, January 2 to June 30, 2013.

Presenter Kathleen Mondello to receive \$74.00 per participant.

Participant Fee: \$166.00. (P) First offered in 2008.

**CREATE UNIQUE JEWELRY: ADVANCED WIRE WRAPPING**, 3.0 hours, January 2 to June 30, 2013.

Presenter Teresa Rodriguez to receive \$19.50 per participant.

Participant Fee: \$49.00 and \$40.00 Material Fee. (P) First offered in 2012.

**ALARM POINTS OF THE TORSO™**, 4.0 hours, January 2 to June 30, 2013.

Presenter Teresa Rogers to receive \$27.00 per participant.

Participant Fee: \$65.00. (P) New offering.

**AMPUKU PSOAS RELEASE™**, 8.0 hours, January 2 to June 30, 2013.

Presenter Teresa Rogers to receive \$54.00 per participant.

Participant Fee: \$119.00. (P) First offered in 2011.

**JIN SHIN CHELATION**, 4.0 hours, January 2 to June 30, 2013.

Presenter Teresa Rogers to receive \$27.00 per participant.

Participant Fee: \$65.00. (P) New offering.

**QUIATSU™ ~ POWER BALANCING FOR VITALITY™**, January 2 to June 30, 2013.

Presenter Teresa Rogers to receive \$54.00 per participant.

Participant Fee: \$119.00. (P) First offered in 2011

**T'AI CHI/QIGONG: CORE, JOINT AND BACK HEALTH**, 12.0 hours, January 2 to June 30, 2013.

Presenter Diana Shakarian to receive \$37.00 per participant.

Participant Fee: \$92.00. (P) First offered in 2009.

**T'AI CHI/QIGONG: MODIFIED YANG SHORT FORM, PART II**, 12.0 hours, January 2 to June 30, 2013.

Presenter Diana Shakarian to receive \$37.00 per participant.

Participant Fee: \$92.00. (P) First offered in 2009.

**WEDDING "FIRST DANCE" PREPARATION WORKSHOP**, 8.0 hours, January 2 to June 30, 2013.

Presenter Joseph Swallow to receive \$22.00 per participant.

Participant Fee: \$60.00. (P) First offered in 2008

**UNDERSTANDING WORKERS COMPENSATION – FOR EMPLOYERS, MANAGERS, SUPERVISORS AND EMPLOYEES**, 3.0 hours, January 2 to June 30, 2013.

Presenter Jay Zaveri to receive \$19.00 per participant.

Participant Fee: \$48.00 and \$25.00 Material Fee. (P) New offering.

**Independent Contractors**

**REMARIED WITH CHILDREN: A STEP BY STEP EDUCATIONAL PROGRAM**, 2.0 hours, January 2 to June 30, 2013.

Presenter Yaffa Balsam to receive \$14.00 per participant.

Participant Fee: \$38.00. (P) New offering

**ACLS PREPARATION WORKSHOP/EKG & PHARMACOLOGY**, 6.0 hours, January 2 to June 30, 2013.

Presenter Lisa Ann Behrend to receive \$55.00 per participant.

Participant Fee: \$120.00 and \$30.00 Material Fee. (P) New offering

#### **Revisions to Previous Board Action**

**SAT PREPARATION SEMINAR**, 24.0 hours, January 2 to June 30, 2013.

Presenter Alpha Learning Center, LLC/Sylvan Learning, to receive \$225.00 per participant.

Participant Fee: \$285.00. (P)

(Revision is to change number of hours. Previous Board action: 5/2/12.)

**DIVORCE OPTIONS**, 3.0 hours, January 2 to June 30, 2013.

Presenter Yaffa Balsam to receive \$18.00 per participant.

Participant Fee: \$46.00. (P)

(Revision is to change the number of hours. Previous Board action: 7/18/12.)

**HOLISTIC MESSAGE CERTIFICATE PROGRAM**, 100 hours, January 2 to June 30, 2013.

Presenter James Bechter to receive \$267.00 per participant.

Participant Fee: \$552.00 and \$40.00 Material Fee. (P)

(Revision is to change to one presenter only. Previous Board action: 7/18/12.)

**MEDICAL SPANISH**, January 2 to June 30, 2013.

Presenter Murnez Blades to receive \$28.00 per participant.

Participant Fee: \$72.00 and \$15.00 Material Fee. (P)

(Revision is to change material fee. Previous Board action: 5/2/12.)

**LATIN DANCE, BEGINNING (SALSA, BACHATA, CUMBIA & CHA CHA CHA)**, 15.0 hours, January 2 to June 30, 2013.

Presenter Miguel Figueroa to receive \$28.00 per participant.

Participant Fee: \$74.00. (P)

(Revision is to change title, description, hours and fee. Previous Board action: 5/2/12.)

**LATIN DANCE, INTERMEDIATE (SALSA, BACHATA, CUMBIA & TANGO)**, 15.0 hours, January 2 to June 30, 2013.

Presenter Miguel Figueroa to receive \$28.00 per participant.

Participant Fee: \$74.00. (P)

(Revision is to change title, description, hours and fee. Previous Board action: 5/2/12.)

**ADVANCED MEDICAL INSURANCE BILLING**, 5.25 hours, January 2 to June 30, 2013.

Presenter Kris G. Hall-Patterson of KGP Consulting, LLC to receive \$39.50 per participant.

Participant Fee: \$89.00 and \$39.00 material fee. (P)

(Revision is to change hours and fee. Previous Board action: 7/18/12.)

**WORKERS' COMPENSATION AND PERSONAL INJURY BILLING**, 5.5 hours, January 2 to June 30, 2013.

Presenter Kris G. Hall-Patterson of KGP Consulting, LLC to receive \$39.50 per participant.

Participant Fee: \$89.00 and \$39.00 material fee. (P)  
(Revision is to change hours and fee. Previous Board action: 7/18/12.)

**HATHA YOGA**, 15.0 hours, January 2 to June 30, 2013.  
Presenter Nancy Hemp to receive \$42 per participant.  
Participant Fee: \$102.00. (P)  
(Revision is to change hours and fee. Previous Board action: 7/18/12.)

**HATHA YOGA**, 10.5 hours, January 2 to June 30, 2013.  
Presenter Diane Pavesic to receive \$27.00 per participant.  
Participant Fee: \$72.00. (P)  
(Revision is to change hours and fee. Previous Board action: 7/18/12.)

**BASIC BALLROOM DANCE**, 8.0 hours, January 2 to June 30, 2013.  
Presenter Joseph Swallow to receive \$22.00 per participant.  
Participant Fee: 60.00. (P)  
(Revision is to change number of hours and fee. Previous Board action: 5/2/12.)

**MAKE EXTRA INCOME AS A WHOLESALE AUTO DEALER FROM HOME**, 7.0 hours, January 2 to June 30, 2013.  
Presenter Ronald W. Williams to receive \$37.00 per participant.  
Participant Fee: \$86.00 and \$20.00 Material Fee. (P)  
(Revision is to change the number of hours. Previous Board action: 7/18/12.)

## **15. Authorization for Sailing Program**

---

**Subject**            **15.01 OCC - Sailing Program**  
**Meeting**           **Dec 12, 2012 - Regular Meeting**  
**Category**          **15. Authorization for Sailing Program**  
**Access**            **Public**  
**Type**

The following non-credit classes will be offered by the Marine Programs Office during the period of December 12, 2012 – June 30, 2013. The presenters will be paid at a fixed rate or percentage of income based on actual enrollment. Instructor fees will be charged against individual ticket budget numbers and paid from Sailing Center funds. (P)=percentage and (F) =flat rate.

### **NEW BOARD ITEMS**

#### **PROFESSIONAL EXPERTS**

Professional Expert: Terri Watson  
Professional Services:

1. To act as project manager for San Francisco based OCC vessels and provide general sailing program support.
2. To deliver by land or sea newly donated boats from vessel's homeport at the time of donation to the School of Sailing & Seamanship. Travel and delivery expenses to be paid by the School of Sailing & Seamanship.
3. To perform specialized marine maintenance and repair on sailing center boats and donations to the program.

Schedule: To be determined based on program needs.  
Rate: \$32.50/hr

#### **SAILING WEEKEND ON SAN FRANCISCO BAY; FEE: \$595.00, 3 days**

PRESENTERS: Lydia Bird, Richard Crowe, Sheri Crowe, Jerome Carman, Scott Culver, Robert Dalrymple, Diane K. De Witte, Debora Camille Dunne, Brian Eichenlaub, Marc Alan Hughston, Brian Michael Kfoury, Barbara Marrett, Robert Profeta, Karen Prioleau, Paul Prioleau, Bruce W. Tice, Terri Watson(F)

Skippers at \$331-\$500, Mates at \$100-\$200, and cooks at \$60-\$120 per day. All transportation, lodging and meal expenses for approved staff and students to be paid for by the Sailing Center at no cost to the District (F)

#### **LIDO 14 CLASSES**

**TASTE OF SAILING**, Fee: \$50; 2 hours

**FAMILY SAIL** (2 adults/4 kids max), Fee: \$200, 2.5 hours.

PRESENTERS: Sheri Crowe, Diane K. De Witte, Debora Camille Dunne, Brian Michael Kfoury, Garrett Laudenback, Marcus MacKenzie, Robert Profeta, Karen Prioleau, Debora Lynn Robinson, Kirk Schuler, Ernie Schultz, Mette Segerblom, Christopher Segerblom, Anne Marie Stenton, Daniel Segerblom, Robert White, Connor Bathen, Alex Boullon, Robert Jones, Chase Wells, Berkeley Green, Michael Dahl, Erin Kincaid,

Daniel Moorlach, Mary Allison Thomas, Brooke Donahue, Katie Donahue (F)

**GET TO KNOW THE HARBOR 20;** Fee: \$193, 12 hours

PRESENTERS: Sheri Crowe, Diane K. De Witte, Debora Camille Dunne, Brian Michael Kfoury, Garrett Laudenback, Marcus MacKenzie, Robert Profeta, Karen Prioleau, Debora Lynn Robinson, Kirk Schuler, Ernie Schultz, Mette Segerblom, Christopher Segerblom, Anne Marie Stenton, Daniel Segerblom, Robert White, Connor Bathen, Alex Boullon, Robert Jones, Chase Wells, Berkeley Green, Michael Dahl, Mary Allison Thomas, (F)

**US SAILING SAFETY AT SEA SEMINAR,** Fee \$130/\$145/\$175, 8 hours

Course to be held at NHYC, continental breakfast and lunch included in registration fee.

PRESENTERS: Karen Prioleau, John Jourdane, Alan Andrews, Katy Pointer, Robert Dalrymple, Daniel Segerblom, Sheri Crowe (F)

**TRAWLER SCHOOL,** Fee \$395, 7.5 hours

PRESENTERS: Claude Jones, Karen Prioleau, Robert Profeta, Erik Josenhans (F).

## 16. Personnel Items

---

<b>Subject</b>	<b>16.01 DIS - Personnel Items</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	16. Personnel Items
Access	Public
Type	Discussion

- a. Acceptance of Resignations and/or Approval of Layoffs, Exhaustion of Benefits and Terminations
- b. Authorization for Schedule Changes, Classified Staff
- c. Authorization for Professional Experts

### File Attachments

[Open.pdf \(21 KB\)](#)

## 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>
Blackman, Darin	OCC	Systems/Network Analyst II	Resign	01/11/13
Harford, Paul	OCC	Campus Security Officer	Resign	01/01/13
Montooth, Carisa	OCC	Staff Aide	Resign	01/03/13

### b. Authorization for Schedule Changes, Classified Staff

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

#### Temporary Schedule Changes and On Call Hours Over Contract

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>
Aguillon, Jessica	OCC	Child Care Center Assistant	56.25	HOC	07/01/12	06/30/13
Beale, Michael	OCC	Specialist Aide	80%	100%	12/17/12	01/27/13
Beale, Michael	OCC	Specialist Aide	100%	80%	01/28/13	05/26/13

### c. Authorization for Professional Experts

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

#### Professional Experts over \$10,000.00

Blue, Rubie J., CCC, to serve as Military Programs Site Representative for Military Contract Education department, for the period 01/01/13 to 06/30/13, to be paid by timecard at \$100.00 per unit, 4.857 units per week for 25 weeks, compensation to be \$12,144.00, funding source is Ancillary Funded Project.

Duenas, Yolanda, GWC, to perform CTE soft skills development and work with faculty to introduce soft skills in the classroom through in-class presentations and extra-curricular workshops, for the period 01/10/13 to 05/09/13, to be paid by timecard at \$10.00 per unit, 66.6667 units per week for 18 weeks, compensation to be \$12,000.00, funding source is Perkins VTEA.

Mefford, Christopher D., CCC, to provide EFL/Instructional Coordinator for CCC Contract Ed, for the period 01/01/13 to 06/30/13, to be paid by timecard at \$100.00 per unit, 14.56 units per week for 25 weeks, compensation to be \$36,400.00, funding source is Ancillary Funded Project.

Orrill, Deborah, GWC, to provide general management and support of the CBJT Grant activities and perform duties of Sustainability Coordinator, for the period 01/02/13 to 06/30/13, to be paid in 6 equal payments at \$100.00 per unit, 19.275 units per week for 26 weeks, compensation to be \$50,115.00, funding source is CBJT Grant.

Pasino, James A., CCC, to provide Neuropsychological services to the ABI Program, for the period 11/26/12 to 06/30/13, to be paid in 6 equal payments at \$100.00 per unit, 9.45 units per week for 24 weeks, compensation to be \$22,680.00, funding source is Categorical Funds.

Pierre-Lys, Stanley, CCC, to serve as Military Programs Site Representative for Military Contract Education department, for the period 01/01/13 to 06/30/13, to be paid by timecard at \$100.00 per unit, 4.032 units per

week for 25 weeks, compensation to be \$10,080.00, funding source is Ancillary Funded Project.

Young, Gary J., CCC, to provide developing, designing, coding, testing, debugging & documenting of major complex computer programs, modules, subsystems or applications for Office of Learning & Information Technologies department, for the period 01/10/13 to 04/09/13, to be paid by timecard at \$100.00 per unit, 12.917 units per week for 12 weeks, compensation to be \$15,501.00, funding source is General Fund.

#### Other Professional Experts

Jaramillo, Eli R., GWC, to facilitate the development of a NATEF aligned and approved work experience program for the auto tech program and encourage ASE certification testing, for the period 01/10/13 to 05/19/13, to be paid by timecard at \$100.00 per unit, 5.556 units per week for 18 weeks, compensation to be \$10,000.00, funding source is Perkins VTEA.

LaBounty, Jennifer, OCC, to serve as workshop presenter for the period 09/26/12 to 06/30/13, to be paid by timecard at \$100.00 per unit, 6 units per week for 10 weeks, compensation to be \$600.00, funding source is ASOCC Funds.

Ooten, Cheryl, OCC, to serve as workshop presenter for the period 11/26/12 to 06/30/13, to be paid by timecard at \$100.00 per unit, 2 units per week for 4 weeks, compensation to be \$800.00, funding source is ASOCC Funds.

Tiger, Linda, GWC, to assist with internship placements, work with local employers, and manage the college central database for RRM Program participants, for the period 12/13/12 to 06/30/13, to be paid by timecard at \$10.00 per unit, 9.655 units per week for 29 weeks, compensation to be \$2,800.00, funding source is Recycling & Resource Management Grant.

Tran, Thu T., CCC, to revise programming codes for online courses, converting new & revised courses into Moodle, and laying out content for student guide revisions for Office of Learning & Information Technologies department, for the period 01/10/13 to 04/09/13, to be paid by timecard at \$10.00 per unit, 75 units per week for 12 weeks, compensation to be \$9,000.00, funding source is General Fund.

#### Revision to Previous Board Action

Blue, Rubie J., CCC, to serve as Military Programs site representation and test site administrator, for the period 07/01/12 to 12/31/12, to be paid by timecard at \$100.00 per unit, 7.257 units per week for 25 weeks, increase compensation from \$7,560.00 to \$18,144.00 due to extended office hours being assigned to cover additional San Diego base locations, funding source is Ancillary Funded Project.



## **17. Authorization for Independent Contractors**

---

**Subject**            **17.01 OCC - Independent Contractors**  
**Meeting**           **Dec 12, 2012 - 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:** Johnston, Holly  
**Services:** Setting Choreography and Leading Rehearsals for OCC Dancers  
**Payment Schedule/Compensation:** Total Contract Amount \$2000.  
**Term of Agreement:** Jan 5, 2013- Feb 14, 2013  
**Source of Funding:** To be paid from ancillary and ASOCC funds

**IC Name:** Macias, Charles  
**Services:** Speaker  
**Department:** OCC Veterans  
**Payment Schedule/Compensation:** \$150 due immediately after services  
**Term of Agreement:** Fall 2012  
**Source of Funding:** Ancillary, OCC Veterans, and Foundation Funds

**IC Name:** Shimabukuro, Wayne (564-88-0434)  
**Services:** Graphic Design for FMD Arts Pavilion  
**Payment Schedule/Compensation:** Total Contract Amount \$2000.  
**Term of Agreement:** Dec. 13, 2012- June 1, 2013  
**Source of Funding:** To be paid from ancillary, co-curricular funds and ASOCC funds

### **OVER \$10,000**

**IC Name:** City Lights Design Alliance  
**Services:** Design & project consulting services for the OCC School of Sailing Seamanship Marine Vocational Center  
**Payment Schedule/Compensation:** Design service fees charges at an hourly rate of \$95; project consulting service fees charged at \$115 per hour; travel, accommodation and project-related miscellaneous reimbursable expenses to be paid upon receipt of documented expenses: total expense to include fees, travel and accommodations not to exceed \$15,000  
**Terms of Agreement:** December 12, 2012 through June 30, 2013  
**Source of Funding:** Foundation and Sailing Center Funds

**Subject**           **17.02 CCC – Independent Contractors**  
**Meeting**           Dec 12, 2012 - 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:** Whitmore, Tessie C'mone

**Services:** Artist in Residence at the Newport Art Gallery, "Strange Figures of Light"

**Payment Schedule/Compensation:** \$1,500

**Term of Agreement:** January 14 - 31, 2013

**Source of Funding:** Foundation Funding

**IC Name:** Dixon Rogers, LLC

**Services:** Recording scripted dialogue for the Long Beach Fire Department Maritime Firefighters Training project

**Payment Schedule/Compensation:** 16 lessons @ \$40 each for a total contract of \$640.

**Term of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** OL&IT Ancillary funding from the Long Beach Fire Department Maritime Firefighters Training project

**IC Name:** Kim, Janice Jungeun

**Services:** Translation of printed materials for the CCC EBUS Program.

**Payment Schedule/Compensation:** \$160 upon completion of translation services as set forth in Scope of Services and upon receipt and approval of invoice.

**Term of Agreement:** December 13, 2012 – June 30, 2013

**Source of Funding:** Contract Education ancillary funds

**\$10,000 AND OVER**

**REVISION TO PREVIOUS BOARD ACTION**

**IC Name:** Jefferson, Aaron (Jeff)

**Services:** Marketing, Outreach and the Recruitment of new military students.

**Payment Schedule/Compensation:** \$12,096 paid in monthly increments, upon receipt and approval of invoices. (Revision is to increase the contract amount by \$4,032, for a total revised contract amount of \$12,096. Prior Board Approval: 5/16/2012)

**Term of Agreement:** July 1, 2012 – June 30, 2013

**Source of Funding:** Contract Education ancillary

**Subject**            **17.03 GWC - Independent Contractors**  
**Meeting**            Dec 12, 2012 - 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: Royston, Charles**

**Services:** To facilitate workshops on Personal Development

**Payment Schedule/Compensation:** \$4,000, to be paid per invoice upon completion

**Term of Agreement:** January 1, 2013 – June 30, 2013

**Source of Funding:** Staff Development Funds

**IC Name: Bowen, Peter**

**Services:** Presenter at Leadership and Ethics Institute

**Payment Schedule/Compensation:** \$400, to be paid per invoice upon completion

**Term of Agreement:** October 5, 2012

**Source of Funding:** CJTC Leadership and Ethics Foundation funds

(This item is being submitted after the fact due to an oversight by the department.)

## **18. Authorization for Staff Development**

---

**Subject**           **18.01 DIS - Staff Development**  
**Meeting**           Dec 12, 2012 - Regular Meeting  
**Category**          18. Authorization for Staff Development  
**Access**           Public  
**Type**             Consent

### **OPTION I - TUITION, BOOKS, AND FEES:**

Name	Course/Seminar	Date	Amount
Jeffrey Fontenot Computer Support Specialist GWC	MATH C010 Elementary Algebra ENGL C100 Freshman Composition CCC	1/28/13 – 5/26/13	\$600.00
Raya Lopez Multimedia Web Programmer OCC	ARE 6641 Contemporary Issues in Art Education ART 6933 The Digital Image University of Florida	01/07/13 – 03/01/13 03/04/13 – 04/26/13	\$1,493.08
Margaret Rossi RN – Student Health Ctr. OCC	NURS 305 Nursing Theory & Practice NURS 310 Information Technology in Nursing Vanguard University	01/15/13 – 02/26/13 03/05/13 – 04/30/13	\$2,115.05

**Subject**            **18.02 GWC - Staff Development**  
**Meeting**            Dec 12, 2012 - Regular Meeting  
**Category**           18. Authorization for Staff Development  
**Access**             Public  
**Type**                Consent

Personal Development Workshop Series

Date(s): Winter/Spring 2013

Department: Staff Development

Purpose: Campus activity

Cost/purpose/funding source: \$1,000 for food, drinks, and supplies from Staff Development Foundation funds.

## 19. Approval of Purchase Orders

---

**Subject**            **19.01 Approval of Purchase Orders**

**Meeting**           Dec 12, 2012 - Regular Meeting

**Category**        19. Approval of Purchase Orders

**Access**           Public

**Type**             Consent

### File Attachments

[PO Board List 12-12-12.pdf \(17 KB\)](#)

PO NUMBER	VENDOR NAME/DESCRIPTION	SITE	OBJECT CODE	AMOUNT
P0329083	Systems Technology Associates Inc Service maintenance renewal for HP server	DIS	5638	70,677.00
P0329095	OC Auditor-Controller Open PO for county fees on parking fines	GWC	5899	70,000.00
P0329151	Commvault Systems Inc Software maintenance agreement for backup software	DIS	5638	60,749.75
P0329132	Community College League of Calif Library database access renewal	OCC	5699	57,030.37
P0329082	Systems Technology Associates Inc Service maintenance renewal for HP server	DIS	5638	31,212.00
P0329159	Governet Software service maintenance agreement	DIS	5638	26,600.00
P0329072	Baker & Taylor Open purchase order for library books	OCC	6301	23,000.00
P0329155	UCMI Inc OCC Photo Lab Upgrade Inspection Services Board: 11/20/12 GOBF	OCC-GB	6205	20,000.00
P0329160	Willdan Geotechnical OCC Music Mod Geotechnical Inspection & Testing Board 11/7/12 GOBF	OCC-GB	6127	20,000.00
P0329094	POM INC Parking Meters	GWC	4312	15,679.20
P0328587	Western Interpreting Network Interpreting services for ACE students	GWC	5899	15,000.00
P0329158	Goodwill of OC Classroom sign language interpreter services	OCC	5899	15,000.00
P0329085	Synegi Inc Tape drive upgrade for data storage devices	DIS	6402	13,436.43
P0329090	Eaton Corp OCC Battery Replacement for Server GOB	OCC-GB	4312	13,312.00
P0329143	CENIC Purchase and installation of computer router	DIS	5877	12,976.05
P0329089	Montgomery Hardware Co Hardware and installation of electronic door exit devices GOB	OCC-GB	6250	12,315.90

PO NUMBER	VENDOR NAME/DESCRIPTION	SITE	OBJECT CODE	AMOUNT
P0329086	Trace3 Inc Professional services to assist in programming CISCO content services switches. Board 11/07/12	DIS	5899	12,000.00
P0329128	AmCom Software Emergency 911 system maintenance agreement Board approved 11/07/12	DIS	5638	11,208.12
P0329105	Fisher Scientific	CCC	4312	10,437.22
P0329164	Sierra School Equipment Co	OCC-GB	5899	9,812.72
P0329080	Evisions Inc	DIS	5638	9,216.00
P0329148	Spicers Paper Inc	GWC	4310	9,215.70
P0329147	Xpedx Paper & Graphics	GWC	4310	7,787.74
P0329181	Evisions Inc	DIS	5638	6,681.00
P0329115	Carolina Biological Supply	CCC	4312	6,623.24
P0329171	Western Graphics Plus	OCC	4312	6,009.51
P0329122	Vital Link OC	OCC	5112	6,000.00
P0329084	Wild Packets	DIS	5638	5,390.00
P0329106	Fisher Scientific	CCC	4312	5,132.10
P0329161	ThyssenKrupp Elevator Corp	GWC	5650	4,990.00
P0329188	Fisher Scientific	OCC	4312	4,960.82
P0329079	Wolfram Research Inc	OCC	5699	4,183.50
P0329091	Rancho Viejo Glass	OCC-GB	5650	4,154.70
P0329112	Ward's Natural Science	CCC	4312	4,123.09
P0329129	Andtech Corp	OCC-GB	6250	3,795.00
P0329096	Follett Higher Education Group Inc #1181	GWC	4312	3,000.00
P0329101	Fisher Scientific	OCC	4312	3,000.00
P0329182	Performance Envelope Inc	GWC	4321	3,000.00
P0329117	Carolina Biological Supply	CCC	4312	2,920.91
P0329076	Apple Computer Inc	CCC	6412	2,613.54
P0329183	SC Signs & Supplies LLC	GWC	4312	2,283.23
P0329133	Pride Sash	OCC	7601	2,244.65
P0329116	Carolina Biological Supply	CCC	4312	2,153.95
P0329102	Ward's Natural Science	OCC	4312	2,150.07
P0329142	Hewlett Packard	GWC	6412	2,053.68
P0329153	Xerox Corp	OCC	5638	1,900.00
P0329077	InfoSend	DIS	4321	1,783.26



PO NUMBER	VENDOR NAME/DESCRIPTION	SITE	OBJECT CODE	AMOUNT
P0329100	Datamax O'Neil Printer Supplies	GWC	4312	1,500.00
P0329145	Home Depot	GWC	4312	1,500.00
P0329144	Western Graphics Plus	DIS	5899	1,461.16
P0329109	Triarch Inc	CCC	4312	1,383.18
P0329126	Computerland of Silicon Valley	OCC	5699	1,359.58
P0329180	Harland Technology Services	OCC	5638	1,308.00
P0329163	Bob's Shade & Linoleum	GWC	5899	1,293.63
P0329193	Bio-Rad Laboratories Inc	OCC	4312	1,200.00
P0329197	VWR Int'l LLC	GWC	4312	1,200.00
P0329125	Western Graphics Plus	OCC	4312	1,185.25
P0329192	Dakota Backflow Co	GWC	5899	1,160.00
P0329088	Hewlett Packard	GWC	6412	1,140.62
P0329150	CI Solutions	OCC	5699	1,131.38
P0329114	Flinn Scientific Inc	CCC	4312	1,128.48
P0329108	Triarch Inc	CCC	4312	1,102.82
P0329194	VWR Int'l LLC	OCC	4312	1,060.51
P0329120	CI Solutions	CCC	4312	1,028.75
P0329124	Dudek Design	GWC	4312	1,000.00
P0329172	L-1 Enrollment Services Division	DIS	5899	1,000.00
P0329073	New Readers Press	OCC	4312	919.80
P0329136	KAMC	OCC	5850	900.00
P0329146	UPS Protection Inc	DIS	5657	859.85
P0329198	VWR Int'l LLC	OCC	4312	813.16
P0329075	Regents of the Univ of Calif	GWC	5699	800.00
P0329104	Flinn Scientific Inc	OCC	4312	796.10
P0329118	CI Solutions	CCC	4312	750.00
P0329092	Office Depot	DIS	4312	700.00
P0329185	On-Site LaserMedic Corp	GWC	4315	672.84
P0329169	Recorders Charts & Pens Inc	OCC	4312	659.90
P0329186	BACCHUS Network	GWC	4312	647.63
P0329170	Southland Instruments Inc	OCC	4312	635.40
P0329078	Computerland of Silicon Valley	CCC	5699	614.00
P0329130	Corona del Mar Basketball Boosters	OCC	5850	600.00
P0329099	Psychological Assessment Resources Inc	GWC	4312	570.38
P0329141	Dept of Social Services	OCC	5749	550.00

PO NUMBER	VENDOR NAME/DESCRIPTION	SITE	OBJECT CODE	AMOUNT
P0329074	Pyro-Comm Systems Inc	CCC	5899	540.00
P0329097	Follett Higher Education Group Inc #1181	GWC	4312	500.00
P0329110	Office Depot	DIS	4312	500.00
P0329103	MVAP Medical Supplies Inc	OCC	4312	491.81
P0329191	Follett Higher Education Group Inc #1181	GWC	4312	482.38
P0329107	SC Signs & Supplies LLC	GWC	4312	464.40
P0329175	Sehi Computer Products Inc	GWC	4315	459.76
P0329098	Professional Plumbing Inc	CCC	5899	400.00
P0329184	NAPA of Whittier	GWC	4312	400.00
P0329152	GST	DIS	6411	393.29
P0329135	OCLC Inc	OCC	5110	387.55
P0329134	OCLC Inc	OCC	5110	382.75
P0329178	Sehi Computer Products Inc	OCC	4312	366.61
P0329196	Key Scientific Products	OCC	4312	364.42
P0329167	Child Care Exchange Press	OCC	4312	349.11
P0329138	Sehi Computer Products Inc	DIS	4315	342.33
P0329176	Sehi Computer Products Inc	GWC	4315	325.02
P0329165	Digi-Key Corp	OCC	4312	306.98
P0329127	Office Depot	OCC	4312	300.00
P0329190	Harbor Freight Tools	GWC	4312	300.00
P0329162	Bob's Shade & Linoleum	GWC	5899	299.96
P0329113	Biopac Systems Inc	CCC	4312	289.38
P0329111	Triarch Inc	CCC	4312	270.66
P0329177	Office Depot	GWC	4312	270.14
P0329131	Laguna Tools Inc	OCC	5657	267.90
P0329123	Davis Medical Electronics Inc	OCC	4312	247.83
P0329157	GovConnection Inc	OCC	4312	232.42
P0329189	Paton Group	GWC	5657	225.50
P0329119	Pharmco Products Inc	OCC	4312	218.87
P0329174	MCM	OCC	4312	211.80
P0329149	Kelly Paper	GWC	4310	200.42
P0329081	MicroAge	GWC	4315	191.49
P0329168	ARC	OCC	4312	187.49
P0329156	Office Depot	OCC	4312	180.78
P0329199	Mettler-Toledo Inc	OCC	4312	165.46

PO NUMBER	VENDOR NAME/DESCRIPTION	SITE	OBJECT CODE	AMOUNT
P0329166	Mikasa Sports USA	OCC	4312	141.66
P0329087	Time Clock Sales & Service Co Inc	DIS	4312	128.00
P0329137	Streamline Publishing Inc	GWC	5306	117.98
P0329121	Mercedes Medical	OCC	4312	102.36
P0329179	Crucial Technology	GWC	4315	60.32
P0329173	Omaha Airplane Supply	OCC	4312	33.89
<b>Total</b>				<b><u>\$684,545.59</u></b>

Object Code Legend	
3000-3999	Staff Benefits
4200-4299	Books, Replacement of
4300-4799	Supplies/Printing
5100-5199	Consultants/Lecturers
5200-5299	Conferences/Travel
5300-5399	Dues/Memberships/Subscriptions
5400-5499	Insurance
5500-5599	Utilities/Services/Contracts
5600-5601	Film Rental
5630-5673	Repairs/Equipment and Facilities
5682-5699	Lease/Rentals
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**           Dec 12, 2012 - Regular Meeting

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

**Access**            Public

**Type**                Consent

### File Attachments

[Check Approval 12-12-12.pdf \(98 KB\)](#)

NUMBER	NAME OF VENDOR	AMOUNT
0174794	Wells Fargo Bank NA Lease Revenue Bonds Series 2011A	496,443.75
0174541	Medco Health Solutions Inc Medical Prescription Claims	370,892.48
0174956	Kaiser Foundation Health Plan Inc Medical Premiums	345,981.84
0174958	Medco Health Solutions Inc Medical Prescription Claims	295,573.82
0174795	Coast Community College District CCCD Annual Medical Claims	252,451.76
0174540	Medco Health Solutions Inc Medical Prescription Claims	193,664.04
0174536	Coast Community College District CCCD Annual Medical Claims	185,335.48
0174952	Coast Community College District CCCD Annual Medical Claims	150,331.40
0174918	Southern Calif Edison Co Districtwide Electricity	115,026.64
0174409	Constellation NewEnergy Inc Districtwide Electricity	97,529.76
0175026	West-Tech Mechanical Inc Bid 1992 Newport Beach Learning Center	96,785.00
0174657	Ellucian Support Inc SEP Software License	92,294.92
0175025	West-Tech Mechanical Inc Bid 1992 Newport Beach Learning Center	83,607.00
0174947	Ellucian Support Inc SEP Software License	71,412.16
0174462	Vital Link OC Services on SB70 Grant	59,900.00
0174465	WestEd Services on SB70 Grant	56,531.82
0174505	North OC Community College District Voyager System Support Fee	50,878.00
0174981	Constellation NewEnergy Inc Districtwide Electricity	49,924.46
0174543	Reliastar Life Insurance Co Life Insurance Premiums	49,392.19
0174806	Avalon Center at Garden Grove Annual Lease One-Stop Westminster	44,445.32
0174544	Reliastar Life Insurance Co Life Insurance Premiums	43,092.54
0174598	Memorialcare Medical Group Student Health Services	39,669.10
0174387	Cablemasters Coastline Fiber Optic Cable Installation	39,607.38

0174927	The Irvine Co LLC	38,404.12
	Annual Lease One-Stop Irvine	
0174857	Hewlett Packard	36,547.24
	Desktop Computers for Classrooms	
0174606	OCE' Financial Services Inc	34,214.69
	Lease of Print Shop Copier	
0174403	CCCD Student Refunds	31,389.60
	CCCD Student Refunds	
0174537	Delta Health Systems	29,577.30
	Insurance Administration Fees	
0174526	Vasquez & Co LLP	27,000.00
	2011-2012 Audit Fees for Financial and Compliance	
0174788	Xerox Corp	26,447.38
	Lease of Reprographics Dept Copier	
0174983	Dell Higher Education	22,932.42
0174542	Reliastar Life Insurance Co	21,848.47
0174535	Anthem Blue Cross	21,182.75
0174758	S Groner Associates Inc	20,000.00
0174472	Best Contracting Services Inc	19,539.00
0174474	Graybar Electric	18,152.80
0174769	Sun Environmental Engineering Services Inc	16,925.00
0174596	Marsh Risk & Insurance Services	16,750.00
0174473	Dennison Electric Inc	14,550.96
0174448	Southern Calif Edison Co	13,665.78
0174564	City of Huntington Beach	12,472.46
0174809	Baker & Taylor	11,759.51
0174734	Mesa Consolidated Water District	11,471.25
0174379	AcademicWorks Inc	11,000.00
0174656	Andtech Corp	10,396.80
0174456	Unisource Worldwide Inc	10,034.71
0174977	CCCD Student Refunds	9,697.84
0174949	Southland Industries	9,421.63
0175027	West-Tech Mechanical Inc	9,289.70
0174985	Evisions Inc	9,216.00
0175028	West-Tech Mechanical Inc	9,021.90
0174805	Atkinson Andelson Loya Ruud & Romo	8,501.95
0174863	ii Fuels Inc	8,495.34
0174658	Judge Netting Inc	8,436.00
0174740	OC Treasurer-Tax Collector	8,357.00
0174919	Southland Industries	7,900.00
0174995	Jobelephant.com Inc	7,792.00
0174528	Waxie Sanitary Supply	7,726.15
0174457	US Bank	7,444.99
0174955	Kaiser Foundation Health Plan Inc	7,366.19
0174888	OC Treasurer-Tax Collector	7,362.50
0174638	ThyssenKrupp Elevator Corp	7,242.00
0174872	Lynberg & Watkins	7,197.36
0174693	Constellation NewEnergy Inc	7,163.53
0174601	MSC Industrial Supply Co	7,106.27

0174790	OCC Food Services	7,095.00
0174911	Andrea Saveri	7,000.00
0174950	Willdan Geotechnical	7,000.00
0174486	Constellation NewEnergy Inc	6,849.09
0174525	Townsend Public Affairs Inc	6,550.00
0174982	CR & R Inc	6,245.88
0174591	Keenan & Associates	6,000.00
0174477	ASSA ABLOY Entrance Systems US Inc	5,992.00
0174750	Pelican Center LP	5,870.35
0174489	Digital Networks Group Inc	5,324.97
0174764	Southern Calif Edison Co	5,175.56
0174573	Follett Higher Education Group Inc #1094	5,009.21
0174404	Certified Transportation Services Inc	4,882.70
0174632	The Gas Co	4,848.46
0174634	The Gas Co	4,722.52
0174566	Coast Community College District	4,507.57
0174428	ii Fuels Inc	4,484.53
0174804	AT & T	4,425.06
0174590	Keenan & Associates	4,301.89
0174483	Coast Community College District	4,268.00
0174934	Xerox Corp	4,257.43
0174776	Time Warner Cable Inc	4,248.73
0174773	Terremark North America Inc	4,235.00
0175012	Union Bank	4,192.54
0174635	The Gas Co	4,156.28
0174951	CCCD Workers Comp Trust Fund	4,122.68
0174646	VWR Int'l LLC	4,094.07
0174689	CCCD-SEOG	4,025.00
0174948	Quality Fence Co Inc	3,993.00
0174421	Global Knowledge Training LLC	3,918.75
0174555	Baker & Taylor	3,902.98
0174533	Construction Protective Services Inc	3,898.47
0174562	Certified Transportation Services Inc	3,898.21
0174864	Jobelephant.com Inc	3,812.55
0174649	Xerox Corp	3,781.57
0174575	Follett Higher Education Group Inc #1181	3,681.07
0174433	LRH Consulting	3,500.00
0174736	Mezun.com Inc	3,500.00
0174738	Northcott Painting Co	3,500.00
0174559	CCCD Student Refunds	3,334.00
0174539	Genworth Life & Annuity Insurance Co	3,231.27
0174471	Anderson Charnesky Structural Steel Inc	3,168.00
0174420	Getty Images (US) Inc	3,150.00
0174741	OC Wholesale Flowers	3,123.64
0174572	Elavon	3,095.00
0174688	CCCD-Cash Clearing	2,991.24
0174479	BJ Bindery Inc	2,934.08
0174841	Dyntek Services Inc	2,896.00
0175008	Sport & Cycle Inc	2,750.32

0174892	On-Site LaserMedic Corp	2,716.39
0174753	Pro Photo Connection Inc	2,692.58
0174725	Irvine Pipe & Supply	2,691.76
0174754	ProEducation Solutions LLC	2,550.00
0174529	Xerox Corp	2,540.73
0174545	Accurate Accounting Business Services LLC	2,487.50
0174431	JK Electronics Distributors Inc	2,463.60
0174760	Scientific Equipment Liquidators Inc	2,445.12
0174782	Verizon Wireless	2,418.75
0174971	B & P Services Inc	2,416.58
0174880	Nat'l League for Nursing Accrediting Commiss	2,400.00
0175006	Southern Calif Edison Co	2,383.89
0174827	CCC	2,379.80
0174548	Amico Scientific Corp	2,313.44
0174972	Stephen Barnes	2,280.93
0174439	Orkin Pest Control	2,258.00
0174432	Jobelephant.com Inc	2,220.00
0174842	Daniel Exley	2,200.00
0174744	OCE'	2,179.00
0174835	Computerized Assesment & Placement Programs	2,118.31
0174636	Theodore Robins Ford	2,115.66
0174585	Hunter Parts & Services	2,080.05
0174670	Ascent Elevator Services	2,075.00
0174876	Mettler-Toledo Inc	2,063.50
0174766	Spicers Paper Inc	2,060.72
0174969	AT & T	2,044.57
0174946	Allana Buick Bers Inc	2,013.38
0174675	Beeson Tayer & Bodine APC	2,006.07
0174710	Gopher Sports	1,950.78
0174784	David Whyte	1,919.00
0174460	Verizon Wireless	1,918.19
0174700	Discount School Supply	1,913.49
0174493	Follett Higher Education Group Inc #1180	1,908.25
0174777	Tom Black Service Center	1,885.01
0174953	Delta Health Systems	1,853.22
0175014	UPS Protection Inc	1,830.67
0174627	Southern Calif Edison Co	1,783.77
0174412	Declues Burkett & Thompson LLP	1,743.75
0174762	Shinoda Design Center Inc	1,669.19
0174832	Coast Community College District	1,665.00
0174469	Smart & Final Stores LLC	1,646.86
0174438	Office Depot	1,623.01
0174801	Cristina Arellano	1,615.00
0174624	Smardan Supply Co-Orange Coast	1,611.81
0174561	CDWG	1,593.21
0174828	CCC Contract Education	1,588.80
0174881	Nat'l League for Nursing Accrediting Commiss	1,575.00
0174691	Coast Community College District	1,574.00
0175013	Unisource Worldwide Inc	1,559.56



0174441	Pivot Point Int'l Inc	1,512.88
0174891	Office Depot	1,506.69
0174812	Biopac Systems Inc	1,447.82
0174631	Storefront Door Repair	1,439.99
0174614	Professional Plumbing Inc	1,430.00
0174463	Walters Wholesale Electric Co	1,409.10
0174485	Coastal Press Inc	1,384.59
0174434	Main Electric Supply Co	1,370.15
0174630	State Board of Equalization	1,346.00
0174895	Phoenix Group Info Systems	1,336.23
0174884	Nextel Communications	1,330.07
0174815	Campus Solutions	1,298.42
0174623	SIGMAnet Inc	1,262.52
0174512	PSS World Medical Inc	1,261.50
0174752	Postmaster	1,240.00
0174593	Main Electric Supply Co	1,236.98
0174426	Home Depot	1,231.15
0174717	Hewlett Packard	1,220.64
0174504	NaBITA	1,199.00
0174761	Sehi Computer Products Inc	1,172.32
0174989	Grainger	1,170.40
0174568	Dakota Backflow Co	1,170.00
0174860	Home Depot	1,169.98
0174621	Margaret Rossi	1,134.95
0174998	Main Electric Supply Co	1,119.78
0174999	Metroline Inc	1,113.00
0174838	Dell Higher Education	1,112.02
0174616	Public Economics Inc	1,097.94
0175003	Office Depot	1,097.85
0174814	Marta Cabral	1,077.17
0174681	Carolina Biological Supply	1,074.99
0174628	Sports Facilities Group Inc	1,047.00
0174574	Follett Higher Education Group Inc #1180	1,034.24
0174745	OCE'	1,000.12
0174410	ControlWorks Inc	1,000.00
0174595	Marina Landscape Inc	1,000.00
0174829	Cerritos Franchise Inc	1,000.00
0174411	David Grant Inc	992.86
0174391	Carter Brothers Fire & Life Safety	963.88
0174610	Diep Pham	959.00
0174970	AT & T	946.35
0174661	A-Z Wholesale Floral Supply Inc	941.74
0174639	Time Warner Cable	940.00
0174586	Iron Mountain	938.18
0175002	New Readers Press	919.80
0174492	Federal Express Corp	908.49
0174811	Battery Systems Inc	894.08
0174902	Pyro-Comm Systems Inc	875.00
0174461	Verizon Wireless	865.74

0174909	Safeguard Business Systems Inc	862.60
0174839	Dept of Justice	862.00
0174858	Deborah Hirsh	861.95
0174844	Fisher Scientific	846.65
0174554	B & P Services Inc	833.68
0174962	Airgas West Inc	827.02
0174626	So Cal Commercial Printing	820.47
0174978	Certified Transportation Services Inc	813.62
0174608	Orkin Pest Control	802.00
0174466	Western Graphics Plus	800.00
0174521	Southern Calif Edison Co	799.99
0174496	GovConnection Inc	794.77
0174612	Eva Potts	783.61
0174588	Johnstone Supply	779.32
0175020	Xerox Corp	772.77
0174444	Rossi Automotive Equipment Corp	772.36
0174577	GovConnection Inc	760.67
0174603	Mary O'Connor	759.96
0174597	MatsMatsMats.com	754.25
0174904	Rhino Electric Supply	752.13
0174979	CI Solutions	750.00
0174748	Pacific Parking Systems Inc	741.53
0174699	Dell Higher Education	734.60
0174746	Office Depot	729.25
0174712	Greenleigh & Wong Technical Services LLC	726.00
0174877	Minuteman Plumbing & Drains	714.00
0174509	Pacific Parking Systems Inc	711.88
0174620	Rhino Electric Supply	711.81
0174836	CR & R Inc	705.30
0174778	Universal Medical Inc	696.95
0174451	Stephen Tamanaha	687.57
0174783	VWR Int'l LLC	677.62
0174565	City of Westminster	674.43
0174957	Medco Health Solutions Inc	672.13
0174708	GlaxoSmithKline	661.60
0174534	Amer Fidelity Assurance	661.50
0174713	GT Software Inc	660.00
0174743	OCC Petty Cash	650.62
0174765	Specialty Equipment	641.51
0174508	Office Depot	640.23
0175000	Model Glass & Mirror	635.00
0174786	World Point	628.53
0174482	Certified Transportation Services Inc	628.28
0174913	Shinoda Design Center Inc	626.07
0174718	Nancy Hill	626.01
0174527	Verizon Calif	623.96
0174600	Mr B's Lawnmower & Saw Shop	619.92
0174705	Fisher Scientific	611.53
0174417	Fuller Engineering Inc	610.59

0174735	Metroline Inc	597.00
0174659	CCCD Workers Comp Trust Fund	594.27
0174549	Anixter	583.58
0174538	First Health	577.15
0174423	Grainger	558.97
0174569	Davis Medical Electronics Inc	556.50
0174406	Community College League of Calif	550.00
0174408	Community College League of Calif	550.00
0174875	Mercedes Medical	549.57
0174757	R & L Medical Co	546.13
0174739	Shannon O'Connor	540.41
0174796	Aardvark Clay Supply	532.63
0174996	Johnstone Supply	530.90
0174602	Newport-Mesa Unified School District	522.50
0175019	Western Interpreting Network	522.50
0174386	BJ Bindery Inc	520.92
0174660	A Daigger & Co	520.34
0174570	DirectTV	515.88
0174849	Tina Gill	512.50
0174445	SC Signs & Supplies LLC	501.04
0174650	Xerox Corp	500.18
0174430	James Benedik Piano Service	500.00
0174986	FOPCO Inc	495.00
0174721	Home Depot	489.70
0174887	Mary O'Connor	488.49
0174965	ASSA ABLOY Entrance Systems US Inc	487.23
0174440	Vinta Oviatt	486.31
0174594	Earnest Marchbank	485.57
0174920	Southland Industries	474.00
0174886	Nub Games Inc	470.00
0174413	Eberhard Equipment Inc	454.97
0174648	Waxie Sanitary Supply	451.36
0174696	County of Orange	447.56
0174467	Dept of Social Services	440.00
0174715	Hajoca Corp	439.84
0174519	Smardan Supply Co-Orange Coast	425.57
0174392	CASFAA	425.00
0174684	CASFAA	425.00
0174816	CASFAA	425.00
0174821	CASFAA	425.00
0174865	Nancy Jones	425.00
0174599	Mesa Consolidated Water District	419.00
0174618	Refrigeration Supplies Distributor	413.76
0174703	Edits	412.67
0174665	Amico Scientific Corp	410.74
0174719	Home Depot	408.83
0174475	Aircraft Spruce & Specialty Co	408.67
0174550	API Fund for Payroll Education Inc	405.00
0174855	Hajoca Corp	400.38

0174698	Scott Davis	397.66
0174384	ASSA ABLOY Entrance Systems US Inc	396.81
0174418	Gale Group Inc	394.40
0174468	Home Depot	393.68
0174563	Chem Pro Laboratory Inc	388.00
0174547	Mitchell Alves	387.00
0174676	Gayle Berggren	387.00
0174873	Matthew Bender & Co Inc	386.44
0174446	Scholastic Inc	385.32
0174607	Office Depot	384.97
0174520	Smart & Final Stores LLC	384.84
0174613	Preferred General Contracting & Exterminatin	379.00
0174775	Thomson West	378.30
0174516	Sehi Computer Products Inc	375.91
0174817	CASFAA	375.00
0174818	CASFAA	375.00
0174820	CASFAA	375.00
0174822	CASFAA	375.00
0174823	CASFAA	375.00
0174825	CASFAA	375.00
0174826	CASFAA	375.00
0174878	Georgie Monahan	375.00
0174517	Sigma-Aldrich Inc	374.83
0174994	JK Electronics Distributors Inc	371.97
0174716	Halo Branded Solutions	370.10
0174514	Saddleback Golf Cars	355.22
0174868	L & T Print Corp	350.19
0174893	Martha Parham	349.60
0175016	VWR Int'l LLC	349.20
0174702	Darrell Ebert	344.72
0174882	Nat'l Restaurant Assn Solutions LLC	342.69
0174701	W. Dunn III	341.54
0175004	Refrigeration Supplies Distributor	341.13
0174637	Daniela Thompson	331.54
0174407	Community College League of Calif	330.00
0174587	Iron Mountain Records Management	327.63
0174929	Verizon Calif	324.53
0174604	OCC Cafeteria #200-5245-0000	321.78
0174581	GWC Petty Cash	320.31
0174870	Janelle Leighton	319.74
0174667	Andtech Corp	319.52
0174798	Allegro Display & Graphics	317.30
0174687	Caston Office Solutions	314.82
0174678	Brink's Inc	313.12
0174663	Allied Refrigeration Inc	312.24
0174799	Amer Allied Biochemical	308.95
0174889	OCC Food Services	304.88
0174580	Greenwood & Hall	304.00
0174848	Galls Inc	300.45

0174959	Christine Ragenovich	299.70
0174672	Baker Rentals & Sales Inc	298.95
0174452	The Gas Co	295.06
0174388	Calif Tool Welding Supply	293.15
0174645	VEX Robotics Inc	289.81
0174980	Consolidated Electrical Distributors	288.17
0174424	Hardy Diagnostics	286.31
0174506	Mary O'Connor	285.27
0174910	Safety 1st Pest Control Inc	283.50
0174494	Galls Inc	283.01
0174990	Hardy Diagnostics	278.63
0174834	Community Lock & Safe Service	278.54
0174709	Goodwill of OC	270.00
0174382	Art & Frame Express	268.30
0174501	Konica Minolta Business Solutions	259.19
0174429	Irvine Pipe & Supply	256.93
0174988	Ganahl Lumber Co	251.34
0174393	CASFAA	250.00
0174394	CASFAA	250.00
0174395	CASFAA	250.00
0174396	CASFAA	250.00
0174397	CASFAA	250.00
0174398	CASFAA	250.00
0174399	CASFAA	250.00
0174400	CASFAA	250.00
0174401	CASFAA	250.00
0174402	CASFAA	250.00
0174682	CASFAA	250.00
0174683	CASFAA	250.00
0174685	CASFAA	250.00
0174686	CASFAA	250.00
0174819	CASFAA	250.00
0174824	CASFAA	250.00
0174852	Julian Gonzalez	250.00
0174963	Amazon.com	245.50
0174993	Iron Mountain	244.05
0174662	Airsplat.com	243.34
0174807	B & H Photo-Video	242.50
0175017	Water Tech	238.25
0174770	Super Duper Publications	238.05
0174557	Calif Dept of Health Services	237.50
0174447	Smart & Final Stores LLC	237.25
0174924	TALX Corp	235.00
0175010	The Gas Co	232.92
0174664	Amazon.com	232.32
0174742	OCC Food Services	230.01
0174991	Home Depot	221.87
0174629	Springdale Ace Hardware	221.06
0174846	Fry's Electronics	219.72

0174478	Austin Hardwoods	219.39
0174987	Galls Inc	217.07
0174789	Susan Bierlich	214.43
0174707	Gale Group Inc	214.28
0174450	Staples Advantage	211.82
0174523	Suburban Water Systems	211.78
0174551	Apple Computer Inc	206.62
0174499	Damien Jordan	206.46
0174808	B & P Services Inc	205.80
0174589	Andrew Jones	205.00
0174530	Smart & Final Stores LLC	200.95
0174840	Jeffrey Dimsdale	200.00
0174975	CACCRAO	200.00
0174976	CACCRAO	200.00
0174405	Cleverbridge Inc	199.99
0174862	Home Depot	197.86
0174690	Cintas First Aid & Safety	197.74
0174874	MCM	197.33
0174961	Acoustical Material Services	197.08
0174791	Orkin Pest Control	196.00
0174974	Bio-Rad Laboratories Inc	192.36
0174680	Calif Tool Welding Supply	189.44
0174502	Janelle Leighton	189.00
0174730	Kelly Paper	188.10
0174737	Micro Center	186.28
0174861	Home Depot	184.77
0174615	Prudential Overall Supply Co	184.45
0174755	Prudential Overall Supply Co	184.45
0174900	Prudential Overall Supply Co	184.45
0174928	Theodore Robins Ford	181.73
0174866	Kelly Paper	178.28
0174480	Blick Art Materials	173.77
0174442	Pocket Nurse	172.10
0174677	Bernan Associates	171.20
0174584	Home Depot	168.84
0174932	West Payment Center	168.30
0174711	Grainger	167.93
0174576	Galls Inc	166.90
0174845	Follett Higher Education Group Inc #1180	166.71
0174695	County of Orange	166.62
0174774	The Shredders	161.00
0174498	Home Depot	159.68
0174583	Home Depot	154.82
0174476	Art Supply Warehouse	153.20
0174763	Smarthome	152.54
0174454	Thomson Reuters/Barclays	150.00
0174923	Storage Place	150.00
0174518	Sign-Mart	149.74
0174449	Spectrum Gas Products Inc	148.49

0174459	Verizon Wireless	147.42
0174582	Hardy Diagnostics	145.40
0174625	Smart & Final Stores LLC	145.23
0174669	Cristina Arellano	143.97
0174490	Exacta Dental Products Inc	143.55
0174714	GWC Food Services	141.91
0174416	Flinn Scientific Inc	141.73
0174728	Andrew Jones	138.00
0174813	Marta Cabral	137.84
0174640	TXcessSurplus	136.99
0174756	Pyro-Comm Systems Inc	135.00
0174733	McMaster-Carr	132.67
0174556	Bulb Direct Holding LLC	131.31
0174747	On-Site LaserMedic Corp	130.22
0174641	UCI Occupational Health	130.00
0175011	Time Clock Sales & Service Co Inc	128.00
0174436	Newport Exterminating	127.50
0174871	LT Enterprises	127.02
0174781	Verizon Calif	125.76
0174973	Beach City Lift Inc	125.21
0174914	Shred Confidential Inc	122.85
0174885	Lien Nguyen	119.77
0174503	Steven Mihatov	117.66
0174879	Melissa Mott	117.56
0174830	Cintas First Aid & Safety	117.38
0174960	ABC Companies	117.18
0174414	Federal Express Corp	116.77
0174419	Ganahl Lumber Co	115.44
0174458	Verizon Calif	115.43
0174997	Lynde-Ordway Co	113.67
0174759	Patricia Scaplen	113.13
0174611	Clyde Phillips	112.95
0174727	Jim Davidson Sewing Machine Service	107.40
0174510	Hai Pham	106.56
0174905	Alison Riggio	104.44
0174724	Industrial Blade & Products Co Inc	103.70
0174704	Eversoft	103.00
0174390	Carolina Biological Supply	102.29
0174772	Dejah Swingle	102.27
0174617	Cynthia Reber-Bonhall	102.09
0174851	Fernando Gonzalez	97.76
0174925	Amy Thach	97.68
0174749	Tracy Parker	96.27
0174915	Sigma-Aldrich Inc	95.40
0174897	Professional Plumbing Inc	92.00
0174422	Marcia Gordon	89.85
0174768	Stater Bros Markets	89.64
0174917	South Beach Media Inc	88.36
0174481	CDWG	83.73

0174869	Jennifer Labounty	83.40
0174903	Amy Rangel	83.25
0174495	Gans Ink & Supply Co Inc	82.03
0175015	Verizon Calif	79.62
0174415	Fisher Scientific	77.19
0174856	Lorraine Henry	77.19
0174592	Richard Kudlik	77.15
0174674	Lisa Becker	76.00
0174679	Tanya Brown	76.00
0174785	Frank Woodard	76.00
0175007	Sparkletts	75.80
0174916	So Cal Intersegmental Articulation Council	75.00
0174605	OCC Food Services	74.42
0174385	AT & T	73.24
0174726	Island Florals	71.12
0174697	Crown Ace Hardware	71.03
0174854	GWC Food Services	70.04
0174837	Crown Ace Hardware	70.02
0174619	Regional Testing Center	70.00
0174792	Stater Bros Markets	69.72
0174622	Patricia Russell	69.65
0175001	Montgomery Hardware Co	69.48
0175005	Sims-Orange Welding Supply Inc	68.59
0174558	Calif Tool Welding Supply	68.20
0174443	Rhino Electric Supply	67.31
0175018	Waterline Technologies Inc	66.01
0174706	FishMax.Com LLC	65.00
0174571	Dunn-Edwards Corp	63.62
0174484	Coastal Carbonic	63.48
0174859	Holt, Kelly	63.08
0175009	Stater Bros Markets	62.44
0174694	Costello Sewing Machine Inc	61.70
0174437	OC Business Council	60.00
0174515	Security Signal Devices	59.90
0174491	Fashion Pattern by Coni	59.15
0174453	Theodore Robins Ford	59.11
0174729	Kay, Susan	58.74
0174380	Aramark Uniform Services	56.65
0174668	Aramark Uniform Services	56.65
0174800	Aramark Uniform Services	56.65
0174767	Staples Advantage	56.18
0174497	Home Depot	55.11
0174810	Kevin Ballinger	54.14
0174731	Linda Kiser	53.00
0174524	The Gas Co	52.65
0174522	Stater Bros Markets	52.32
0174843	Federal Express Corp	52.08
0174931	Jocelyn Wang	51.90
0174425	Home Depot	51.62



0174560	CCPRO	50.00
0174933	Xerox Corp	47.53
0174907	Loren Sachs	47.18
0174853	Kellyann Greene	45.53
0174435	Monoprice Inc	45.45
0174507	OCC Food Services	44.82
0174546	Allied Refrigeration Inc	44.48
0174850	Deborah Goldstick	44.40
0174930	Verizon Calif	44.40
0174488	Day-Timer Inc	44.15
0174455	Lanie Tiongco	43.75
0174389	Capitol Enquiry	43.55
0174567	Crown Ace Hardware	41.97
0174921	Sportsmith	38.74
0174968	AT & T	38.59
0174643	Verizon Calif	37.54
0174464	Ward's Natural Science	37.52
0174671	Baker & Taylor	37.45
0174984	Eversoft	37.26
0174833	Coastal Press Inc	36.64
0174797	Darian Aistrich	36.37
0174383	Art Supply Warehouse	35.57
0174964	Amico Scientific Corp	34.48
0174513	Quartermaster LLC	33.94
0174579	Kellyann Greene	33.79
0174954	Joan Duffy	33.04
0174896	Pitney Bowes Presort Services Inc	33.02
0174500	Kelly Paper	32.48
0174890	Oce' Imagistics Inc	32.35
0174894	Pep Boys	32.31
0174898	Prudential Overall Supply Co	31.76
0174899	Prudential Overall Supply Co	31.76
0174908	Claudia Saddul	30.00
0174912	Security Signal Devices	29.95
0174883	Newark in One	29.73
0174779	USA Mobility Inc	29.64
0174644	Verizon Calif	29.63
0174720	Home Depot	29.30
0174926	The Gas Co	28.29
0174780	David Vasquez	28.00
0174673	Eric Barocio	27.86
0174381	Arrowhead Mountain Spring Water	26.85
0174937	Stater Bros Markets	25.87
0174867	Konica Minolta Business Solutions	25.41
0174692	Coastal Carbonic	25.06
0174609	Deborah Orrill	24.60
0174906	Esmeralda Ruiz	24.02
0174531	Stater Bros Markets	23.88
0174642	USA Mobility Inc	22.46

0174992	Home Depot	21.88
0174647	Ward's Natural Science	21.70
0174732	Maria Mai	21.54
0174847	Gale Group Inc	18.19
0174771	Dejah Swingle	18.00
0174578	Grainger	17.42
0174901	PSS World Medical Inc	17.21
0174922	Stater Bros Markets	15.99
0174552	AT & T	15.93
0174966	AT & T	15.93
0174722	Hub Auto Supply	15.15
0174633	The Gas Co	14.36
0174723	Independent Electric Supply Inc	12.75
0174831	City of Newport Beach	12.50
0174793	Valerie Venegas	10.76
0174487	Crown Ace Hardware	10.45
0174935	Ann Yarchin	10.11
0174666	James Andrews	10.00
0174751	Pitney Bowes Presort Services Inc	9.31
0174936	Home Depot	8.50
0174511	Pitney Bowes Presort Services Inc	5.79
0174802	AT & T	4.88
0174427	Hub Auto Supply	4.74
0174967	AT & T	0.74
0174553	AT & T	0.54
0174803	AT & T	0.38

**Total****\$ 4,394,308.48**

## **21. Check List for General Obligation Bond Fund**

---

**Subject**            **21.01 DIS - General Obligation Bond Fund**  
**Meeting**           **Dec 12, 2012 - Regular Meeting**  
**Category**          **21. Check List for General Obligation Bond Fund**  
**Access**            **Public**  
**Type**               **Consent**

### **File Attachments**

[Check Approval Bond 12-12-12.xls.pdf \(13 KB\)](#)

NUMBER	NAME OF VENDOR	AMOUNT	PROJECT
0174654	PCN3 Inc Bid No. 2009 Upgrade OCC Music Bldgs 3 & 4	299,482.00	420202
0174938	Dennis Patrick Contracting Bid 2011 OCC Photo Lab Upgrade	30,875.00	420280
0174939	Digital Networks Group Inc Classroom AV equipment projectors	28,797.80	420204
0174532	Dennis Patrick Contracting	24,747.50	420280
0174945	UCMI Inc	14,720.00	420202
0174944	Total Environmental Managment Inc	13,500.00	420202
0174653	Mobile Modular Management Corp	11,811.56	420297
0174655	Sierra School Equipment Co	9,441.97	420218
0174470	Dennis Patrick Contracting	7,552.50	420280
0175024	Titan Environmental Solutions Inc	2,700.00	420202
0175021	Apple Computer Inc	2,606.40	420204
0174652	ISEC	2,395.50	420207
0174943	Tangram	1,860.24	420247
0174942	Sierra School Equipment Co	1,755.00	420218
0175023	Sun Environmental Engineering Services Inc	1,585.00	420202
0174651	Bear Communications Inc	1,000.00	420203
0174941	ModSpace	754.26	420399
0175022	Digital Networks Group Inc	343.09	420204

Total

\$ 455,927.82

## **22. Authorization for Special Payments**

---

<b>Subject</b>	<b>22.01 OCC - Special Payments</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	22. Authorization for Special Payments
Access	Public
Type	Consent

It is recommended that authorization be given for the following special payments:

Payment of \$1700 to the Committee on Accreditation for Respiratory Care", Bedford, TX for the annual 2012-2013 fees. The accreditation fee is required to meet program requirements.

Payment of \$1200 to the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS) for the 2012-2013 annual fee. Fee is required for accreditation fee to meet program requirements.

Payment of \$1000 for the 2013-2014 annual Institutional fee for Medical Assisting Education Review Board (MAERB), Chicago, IL. This is required for the accreditation of the program.



## **DISCUSSION CALENDAR**

(Green Pages)

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

## 23. Approval of Agreements

---

<b>Subject</b>	<b>23.01 DIS - Authorization to Enter into a Non-Standard Retainer Agreement between Callahan and Blaine and the Coast Community College District</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	23. Approval of Agreements
Access	Public
Type	Discussion

### **Authorization to Enter into a Non-Standard Retainer Agreement between Callahan and Blaine and the Coast Community College District**

**1. Background Information:** On October 17, 2012, the Board of Trustees authorized the District to retain the law firm of Callahan and Blaine to represent its interests in a lawsuit filed by Vector Resources related to a construction matter. Callahan and Blaine submitted their Retainer Agreement to the District for signature.

**2. Goal / Purpose:** Retain the law firm of Callahan and Blaine to represent the District's interests in the above referenced anticipated litigation.

**3. Comments:** None

**4. Recommendation Statement:** After review by the Acting Risk Services Manager, District General Counsel, and the Vice Chancellor of Finance and Administrative Services, it is recommended by the Chancellor that authorization be given to enter into the Retainer Agreement between the Law Offices of Callahan and Blaine and Coast Community College District for the purpose of providing legal services to the District. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See Attachment #3)

**5. Fiscal Impact:** Legal fees to be paid from funds budgeted for legal services.

#### File Attachments

[Callahan and Blaine Retainer Agrmt..PDF \(220 KB\)](#)



**Subject**           **23.02 DIS - Approval of Employment Agreement, Administrative Director, Research, Planning and Institutional Effectiveness, OCC**

**Meeting**           Dec 12, 2012 - Regular Meeting

**Category**           23. Approval of Agreements

**Access**            Public

**Type**              Discussion

**Approval of Employment Agreement, Administrative Director, Research, Planning & Institutional Effectiveness, OCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Sheri Sterner, OCC, to serve as Administrative Director, Research, Planning & Institutional Effectiveness, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$143,811 annually, 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 #4)

File Attachments

[Sheri Sterner.pdf \(21 KB\)](#)

**Subject** 23.03 DIS - Approval of Employment Agreement, Vice President, Administrative Services, OCC

**Meeting** Dec 12, 2012 - Regular Meeting

**Category** 23. Approval of Agreements

**Access** Public

**Type** Discussion

**Approval of Employment Agreement, Vice President, Administrative Services, OCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Richard Pagel, OCC, to serve as Vice President, Administrative Services, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$153,455 annually, 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 #5)

**File Attachments**

[Rich Pagel.pdf \(21 KB\)](#)

**Subject** 23.04 DIS - Approval of Employment Agreement, Dean, Student Services, OCC  
**Meeting** Dec 12, 2012 - Regular Meeting  
**Category** 23. Approval of Agreements  
**Access** Public  
**Type** Discussion

**Approval of Employment Agreement, Dean, Student Services, OCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Kathryn Mueller, OCC, to serve as Dean, Student Services, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$140,811 annually, 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 #6)

**File Attachments**

[Kath Mueller.pdf \(21 KB\)](#)

**Subject** 23.05 DIS - Approval of Employment Agreement, Dean, Visual and Performing Arts, OCC

**Meeting** Dec 12, 2012 - Regular Meeting

**Category** 23. Approval of Agreements

**Access** Public

**Type** Discussion

**Approval of Employment Agreement, Dean, Visual and Performing Arts, OCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Joseph Poshek, OCC, to serve as Dean, Visual and Performing Arts, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$137,811 annually, 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**

[Joe Poshek.pdf \(21 KB\)](#)

**Subject**            **23.06 DIS - Approval of Employment Agreement, Dean, Counseling, OCC**  
**Meeting**            Dec 12, 2012 - Regular Meeting  
**Category**           23. Approval of Agreements  
**Access**             Public  
**Type**                Discussion

**Approval of Employment Agreement, Dean, Counseling, OCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Hue Pham, OCC, to serve as Dean, Counseling, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$143,811 annually, 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 #8)

File Attachments  
[Hue Pham.pdf \(21 KB\)](#)

**Subject**            **23.07 DIS - Approval of Employment Agreement, Associate Dean, Distance Learning and Professional Development, OCC**

**Meeting**            Dec 12, 2012 - Regular Meeting

**Category**           23. Approval of Agreements

**Access**             Public

**Type**                Discussion

**Approval of Employment Agreement, Associate Dean, Distance Learning and Professional Development, CCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Robert Nash, CCC, to serve as Associate Dean, Distance Learning and Professional Development, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$112,076 annually, 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 Trustee. (See Attachment #9)

**File Attachments**

[Robert Nash.pdf \(21 KB\)](#)

**Subject**           **23.08 DIS - Approval of Employment Agreement, Dean, Math and Sciences, OCC**  
**Meeting**           Dec 12, 2012 - Regular Meeting  
**Category**         23. Approval of Agreements  
**Access**           Public  
**Type**             Discussion

**Approval of Employment Agreement, Dean, Math and Sciences, OCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Robert Mendoza, OCC, to serve as Dean, Math and Sciences, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$146,811 annually, 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 #10)

File Attachments

[Robert Mendoza.pdf \(21 KB\)](#)

**Subject** 23.09 DIS - Approval of Employment Agreement, Director of Marine Programs, OCC

**Meeting** Dec 12, 2012 - Regular Meeting

**Category** 23. Approval of Agreements

**Access** Public

**Type** Discussion

**Approval of Employment Agreement, Director of Marine Programs, OCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with William Avery, OCC, to serve as Director of Marine Programs, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$129,061 annually, 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**

[William Avery.pdf \(21 KB\)](#)



**Subject**            **23.10 DIS - Approval of Employment Agreement, Associate Dean, Instructional Research and Planning, GWC**

**Meeting**            Dec 12, 2012 - Regular Meeting

**Category**           23. Approval of Agreements

**Access**             Public

**Type**                Discussion

**Approval of Employment Agreement, Associate Dean, Instructional Research and Planning, GWC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Dwayne Thompson, GWC, to serve as Associate Dean, Instructional Research and Planning, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$118,076 annually, 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 #12)

File Attachments

[Dwayne Thompson.pdf \(21 KB\)](#)

**Subject**            **23.11 DIS - Approval of Employment Agreement, Dean, GWC**  
**Meeting**            Dec 12, 2012 - Regular Meeting  
**Category**           23. Approval of Agreements  
**Access**             Public  
**Type**                Discussion

**Approval of Employment Agreement, Dean, GWC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with David Hudson, GWC, to serve as Dean, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$146,811 annually, 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 #13)

**File Attachments**

[David Hudson.pdf \(21 KB\)](#)

**Subject**            **23.12 DIS - Approval of Employment Agreement, Dean, Career and Technical Education, GWC**

**Meeting**           **Dec 12, 2012 - Regular Meeting**

**Category**         **23. Approval of Agreements**

**Access**            **Public**

**Type**              **Discussion**

**Approval of Employment Agreement, Dean, Career and Technical Education, GWC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Omid Pourzanjani, GWC, to serve as Dean, Career and Technical Education, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$137,811 annually, 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 #14)

**File Attachments**

[Omid Pourzanjani.pdf \(21 KB\)](#)

**Subject**            **23.13 DIS - Approval of Employment Agreement, Dean, Business and Social Sciences, GWC**

**Meeting**            Dec 12, 2012 - Regular Meeting

**Category**           23. Approval of Agreements

**Access**             Public

**Type**                Discussion

**Approval of Employment Agreement, Dean, Business and Social Sciences, GWC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Jeffrey Courchaine, GWC, to serve as Dean, Business and Social Sciences, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$137,811 annually, 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 #15)

**File Attachments**

[Jeff Courchaine.pdf \(21 KB\)](#)

**Subject**            **23.14 DIS - Approval of Employment Agreement, Associate Dean, GWC**  
**Meeting**            Dec 12, 2012 - Regular Meeting  
**Category**           23. Approval of Agreements  
**Access**             Public  
**Type**                Discussion

**Approval of Employment Agreement, Associate Dean, GWC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Jorge Ascencio, GWC, to serve as Associate Dean, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$112,076 annually, 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 #16)

**File Attachments**

[Jorge Ascencio.pdf \(21 KB\)](#)

**Subject**            **23.15 DIS - Approval of Employment Agreement, Dean, Physical Education, Athletics and Health Education, GWC**

**Meeting**            Dec 12, 2012 - Regular Meeting

**Category**           23. Approval of Agreements

**Access**             Public

**Type**                Discussion

**Approval of Employment Agreement, Dean, Physical Education, Athletics and Health Education, GWC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Albert Gasparian, GWC, to serve as Dean, Physical Education, Athletics and Health Education, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$137,811 annually, 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 #17)

**File Attachments**

[Albert Gasparian.pdf \(21 KB\)](#)

**Subject**            **23.16 DIS - Approval of Employment Agreement, Dean of Instruction, CCC**  
**Meeting**            Dec 12, 2012 - Regular Meeting  
**Category**           23. Approval of Agreements  
**Access**             Public  
**Type**                Discussion

**Approval of Employment Agreement, Dean of Instruction, CCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Vinicio Lopez, CCC, to serve as Dean of Instruction, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$137,811 annually, 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 #18)

File Attachments

[Vinicio Lopez.pdf \(21 KB\)](#)

**Subject**            **23.17 DIS - Approval of Employment Agreement, Associate Dean, Institutional Research and Planning, CCC**

**Meeting**            Dec 12, 2012 - Regular Meeting

**Category**           23. Approval of Agreements

**Access**             Public

**Type**                Discussion

**Approval of Employment Agreement, Associate Dean, Institutional Research and Planning, CCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Jorge Sanchez, CCC, to serve as Associate Dean, Institutional Research and Planning, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$137,625.96 annually, 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 Trustee. (See Attachment #19)

File Attachments

[Jorge Sanchez.pdf \(21 KB\)](#)



**Subject**            **23.18 DIS - Approval of Employment Agreement, Executive Dean, Office of Learning and Information Technologies, CCC**

**Meeting**           Dec 12, 2012 - Regular Meeting

**Category**          23. Approval of Agreements

**Access**            Public

**Type**               Discussion

**Approval of Employment Agreement, Executive Dean, Office of Learning and Information Technologies, CCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Danny Jones, CCC, to serve as Executive Dean, Office of Learning and Information Technologies, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$148,634 annually, 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 Trustee. (See Attachment #20)

**File Attachments**

[Danny Jones.pdf \(21 KB\)](#)

**Subject**            **23.19 DIS - Approval of Employment Agreement, General Manager, Food Service, OCC**

**Meeting**           **Dec 12, 2012 - Regular Meeting**

**Category**          **23. Approval of Agreements**

**Access**            **Public**

**Type**               **Discussion**

**Approval of Employment Agreement, General Manager, Food Service, OCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Thomas Selzer, OCC, to serve as General Manager, Food Service, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$111,276 annually, 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 #21)

**File Attachments**

[Thomas Selzer.pdf \(21 KB\)](#)

**Subject**            **23.20 DIS - Approval of Employment Agreement, Director, Financial Aid and EOPS, CCC**

**Meeting**            Dec 12, 2012 - Regular Meeting

**Category**           23. Approval of Agreements

**Access**             Public

**Type**                Discussion

**Approval of Employment Agreement, Director, Financial Aid and EOPS, CCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Cynthia Pienkowski, CCC, to serve as Director, Financial Aid and EOPS, commencing on July 1, 2013 and ending on June 30, 2014. Compensation to be \$113,627 annually, 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 #22)

**File Attachments**

[1-YEAR CONTRACT Pienkowski.pdf \(22 KB\)](#)

**Subject**            **23.21 DIS - Approval of Employment Agreement, Dean, Counseling and Special Programs, CCC**

**Meeting**           **Dec 12, 2012 - Regular Meeting**

**Category**          **23. Approval of Agreements**

**Access**            **Public**

**Type**               **Discussion**

**Approval of Employment Agreement, Dean, Counseling and Special Programs, CCC**

After review by the Chancellor, it is recommended that the Board approve the employment agreement with Christine Leon, CCC, to serve as Dean, Counseling and Special Programs, commencing on July 1, 2013 and ending on June 30, 2015. Compensation to be \$120,061 annually, 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 #23)

**File Attachments**

[Christine Leon.pdf \(21 KB\)](#)

**Subject** 23.22 OCC - Approval of Non-Standard Agreement between GradImages and the Coast Community College District for Graduation Photography

**Meeting** Dec 12, 2012 - Regular Meeting

**Category** 23. Approval of Agreements

**Access** Public

**Type** Discussion

**OCC - Approval of Non-Standard Agreement between GradImages and the Coast Community College District for Graduation Photography**

**Background:** GradImages provides Orange Coast College Graduates with professional photographs taken during the ceremony for those wishing to purchase them.

**Goal/Purpose:** To provide students with a quality product during the Orange Coast College graduation.

**Comments:** Reviewed by Risk Services.

**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 GradImages and the Coast Community College District for graduation photography from December 13, 2012 through December 31, 2015. The Board President, or designee is authorized to sign the agreement and any related documents, indicating approval by the Board of Trustees. (See Attachment #24)

**Fiscal Impact:** Zero impact to the college.

**File Attachments**

[GradImages.pdf \(77 KB\)](#)

**Subject**            **23.23 CCC – Approval to Enter a Net Partner Add-On for PowerFAIDS Software License Agreement executed October 16, 2012 between College Board, a Non-Stock, Not-For-Profit Education Corporation and Coast Community College District (Coastline Community College)**

**Meeting**            Dec 12, 2012 - Regular Meeting

**Category**            23. Approval of Agreements

**Access**             Public

**Type**                Discussion

**Approval to Enter a Net Partner Add-On for PowerFAIDS Software License Agreement executed October 16, 2012 between College Board, a Non-Stock, Not-For-Profit Education Corporation and Coast Community College District (Coastline Community College)**

**1. Background:** Coastline Community College to enter into a Net Partner add-on for PowerFAIDS Software License College Board Agreement executed October 16, 2012 between the College Board, a non-stock, not-for-profit Education Corporation organized under the laws of the State of New York, ("College Board") and Coast Community College District (Coastline Community College).

**2. Goal/Purpose:** Net Partner Add-On for PowerFAIDS is PowerFAIDS' web-based student portal. Net Partner interacts with the Client's PowerFAIDS database to provide students with on-line access to financial aid data and interactive capabilities.

**3. Comments (if any):** None

**4. Recommendation Statement:** After review by the College President, District Risk Services and District General Counsel, it is recommended by the Chancellor that the Board approve the License Agreement between the College Board and Coast Community College District (Coastline Community College) for the purpose of using Net Partner to provide students with on-line access to financial aid data. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. (See College Board enrollment Agreement Attachment #25)

**5. Fiscal Review and Impact:** \$57,000 - Year 1 for Software Licensing and Services. Year 2, \$1,780 for PowerFAIDS Net Partner Maintenance & Support Annual Subscription. Funding from Board Financial Assistance Program (BFAP) - Categorical funds.

**File Attachments**

[College Board Enrollment Agreement.pdf \(40 KB\)](#)

## **24. Buildings and Grounds Approvals**

---

<b>Subject</b>	<b>24.01 DIS - Authorize Staff to Proceed to Phase II of the District Asset Development Plan, under advisement of Public Private Ventures, Inc. and the District Land Development Committee</b>
<b>Meeting</b>	Dec 12, 2012 - Regular Meeting
<b>Category</b>	24. Buildings and Grounds Approvals
<b>Access</b>	Public
<b>Type</b>	Discussion

### **Authorize Staff to Proceed to Phase II of the District Asset Development Plan, under advisement of Public Private Ventures, Inc. and the District Land Development Committee**

**Background:** In the spring of 2011, the Vision 2020 Facilities Master Plan was completed. This plan identified potential opportunities for mixed-use and/or joint venture development at each of our campuses and the District office.

Subsequently, the Board authorized Public Private Ventures, Inc. (PPV) to assess potential opportunities and develop a strategic plan for implementation. In conjunction with District, campus, and other community constituents, the Phase I analysis has been completed. On November 8, 2012 the Land Development Committee received a report on this assessment, and earlier today the Board received presentation summarizing the information shared with the Land Development Committee.

**Goal/Purpose:** Assessment and development of District-owned land parcels, consistent with the District's Vision 2020 Educational Master Plan.

**Comments:** None

**Recommendation Statement:** It is recommended that the Board of Trustees direct staff to proceed to Phase II of the District Asset Development planning, which includes the following:

- Negotiate an amendment with Public Private Ventures, Inc. for professional services required to complete Phase II work;
- Proceed with the preparation of an RFQ/RFP and solicitation of a long-term ground lease agreement for the planning, financing, construction, and operation of multi-family or senior housing apartments at the District-site;
- Make necessary adjustments to the OCC Facilities Master Plan to reflect the development of the Orange Coast Village, Orange Coast Gateway Commons, and campus Parking Plan;
- Upon conclusion of the master plan adjustments, proceed with selection of a consultant to develop an Environmental Impact Report reflecting all work that is currently reflected as part of the Vision 2020 Master Plan.

**Fiscal Impact:** This item does not authorize any contractual or financial commitments

## **25. General Items of Business**

---

<b>Subject</b>	<b>25.01 GWC - Approval of Golden West College's Articulation and Transfer Center Plan for 2012-13</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	25. General Items of Business
Access	Public
Type	Discussion

### **Approval of Golden West College's Articulation and Transfer Center Plan for 2012-13**

It is recommended that the 2012-13 GWC Articulation and Transfer Plan be approved, which includes the Articulation and Transfer Center activities and services provided to students, staff, and faculty (see GWC Transfer Center Plan 2012-13 Attachment #26).

#### **File Attachments**

[GWC Transfer Center Plan 2012-13.pdf \(212 KB\)](#)



## **26. Approval of Minutes**

---

<b>Subject</b>	<b>26.01 DIS - Approval of Minutes</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	26. Approval of Minutes
Access	Public
Type	Discussion

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

Revised Minutes of Regular Meeting of November 7, 2012



## **27. Close of Meeting**

---

<b>Subject</b>	<b>27.01 - 27.01 Close of Meeting</b>
Meeting	Dec 12, 2012 - Regular Meeting
Category	27. Close of Meeting
Access	Public
Type	Action

### **27.01 Adjournment**



**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	November 20, 2012	Ms. Hornbuckle 2nd Dr. Prinsky	Chancellor	Request for a presentation on MOOC (Massive Open Online Courses)	Tentative February 6, 2013	P
2	October 3, 2012	Mr. Patterson 2nd Mr. Moreno	Vice Chancellor of Human Resources	Report on the desk audits performed by PERS and STRS, to be provided to the Personnel Committee.	To Personnel Committee November 26, 2012	P
3	Oct 3, 2012/Nov 20, 2013	Mr. Patterson 2nd Ms. Hornbuckle	Chancellor	Provide a detailed report on the status of the terms of sale of KOCE that benefit the District including air time, rents, leases etc.	December 12, 2012	P
4	October 3, 2012/Nov 20, 2012	Dr. Prinsky 2nd Ms. Hornbuckle	Chancellor	Update on plans for Community Education, addressing questions from Academic Senate and clarifying types of community education classes.		P
5	October 3, 2012	Ms. Hornbuckle 2nd Mr. Torre	Vice Chancellor of Admin Services & Finance	Report on District-wide facility rental fees.	June 2013	P
6	October 3, 2012	Ms. Hornbuckle 2nd Dr. Prinsky	Chancellor	Annual report on the progress of all International Education Programs in the District.	September 2013	P
7	July 18, 2012	Mr. Patterson 2nd Ms. Hornbuckle	Risk Services	At next renewal of agreement with Keenan and Associates, the Board would like a report on the open and active self insured claims.	July 2013	P
8	June 20, 2012	Mr. Moreno 2nd Ms. Hornbuckle	Chancellor	Report on legislation that is being considered regarding pension reform and the impact it may have on any of our employee groups.	January 16, 2013	P
9	May 16, 2012	Mr. Patterson 2nd Mr. Moreno	Board	Annual review of the Board of Trustees' Code of Ethics Policy, BP 2715	July 2013	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	March 7, 2012	Jerry Patterson 2nd Mary Hornbuckle	Chancellor	Provide periodic updates on the progress of the Lanzhou University US Foundation partnership.	January 16, 2013	P
11	Feb 2, 2011		District Foundation Directors	Provide an annual report on the Foundations.	February each year	P
12	Sept 17, 2008	Jim Moreno; 2 <sup>nd</sup> 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.	Annual Report September 18, 2013	P

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

5:00 p.m. Closed Session, 6:30 p.m. Open Session

Wednesday, November 7, 2012

**REVISED MINUTES\***

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on November 7, 2012 in the Board Room at the District Office.

**1.00 Preliminary Matters**

**1.01 Call to Order**

President Moreno called the meeting to order at 5:00 p.m.

**1.02 Roll Call**

Trustees Present: Moreno, Hornbuckle, Patterson, Prinsky and Grant  
Trustees Absent: Student Trustee Torre was excused

**1.03 Public Comment (Closed Session - Items on Agenda)**

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

**1.04 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 5:02 p.m. to discuss the following items:

**a. Public Employee Performance Evaluation**  
(Pursuant to *Government Code* Section 54957)

Position: Chancellor

**b. Public Employment** (Pursuant to *Government Code* Section 54957 (b)(1))

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

1. Faculty Special Assignments
2. Substitute Faculty
3. Full-time Faculty
4. Part-time Faculty
5. Educational Administrators

Reappointments

Public Safety Training Coordinator

Director of Marine Programs

Associate Dean

Director, Accessibility Center for Education

Division Dean

Vice President

Executive Dean

Dean

Director, Financial Aid and EOPS

General Manager, Food Services

Administrative Director, Research, Planning and Instructional  
Effectiveness

6. Classified Management

Interim Admin Director, District Information Services

Temporary Student Financial Aid Assistant

7. Classified Staff

Groundskeeper 2

Military/Contract Educ Program Coordinator

Secretary Senior

Administrative Assistant to the Vice President

8. Reclassification and Reorganization/Reassignment

Accounting Assistant III

9. Classified Temporary Assignments

Special Assignment

HR Specialist

Staff Assistant

Education and Grant Service Coordinator

10. Hourly Staff

11. Substitute Classified



12. Clinical Advisor/Summer
13. Medical Professional Hourly Personnel
14. Student Workers

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

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

Coast Community College Association vs. Coast Community College District  
Public Employment Relations Board Case No. LA-CE-5436-E  
Damian Rodriguez vs. George Phan et al., Orange County Superior Court Case  
No. 30-2011-00445563  
Coast Federation of Classified Employees vs. Coast Community College District,  
Public Employment Relations Board Case No. LA-CE-5682-E  
Coast Federation of Educators vs. Coast Community College District Public  
Employment Relations Board Case No. LA-CE-5714-E  
Janet Redding vs. California Community Colleges, et al., Sacramento County  
Superior Court, Case No. 34-2012-00120487  
Vector Resources, Inc. vs. Coast Community College District, Orange County  
Superior Court Case No. 2012-00600648

**e. Conference with Legal Counsel: Anticipated Litigation**  
Significant exposure to litigation pursuant to sub-section "b" of *Government Code*  
Section 54956.9. Two Cases:

Construction Delays at Golden West College  
Dispute with Puente Hills Habitation Authority

**f. Conference with Legal Counsel: Anticipated Litigation**  
Potential exposure to litigation pursuant to sub-section "c" of *Government Code*  
Section 54956.9. Two Cases

**g. Situation Involving an Orange Coast College Student**  
(Pursuant to Section 72122 of the *Education Code*)

**h. Conference with Labor Negotiator**  
(Pursuant to *Government Code* Section 54957.6)

Agency Negotiator: Dr. Andrew Jones, Chancellor

Employee Organization:  
Educational Administrators

Agency Negotiator: Dr. Deborah Hirsh, Vice Chancellor of 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)

**1.05 Reconvene Regular Meeting**

The meeting was reconvened by Board President Moreno at 6:46 p.m.

**1.06 Pledge of Allegiance - Trustee Jim Moreno**

Trustee Moreno led the Pledge of Allegiance.

**1.07 Report of Action from Closed Session (if any)**

Ms. Julie Frazier-Mathews, Secretary of the Board of Trustees, reported that for Item 1.04b. Public Employment, on a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted unanimously to approve all personnel items with the exception of the Educational Administrator Re-appointments. (See Appendix pages 23-37)

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

For Item 1.04 d. Conference with Legal Counsel: Existing Litigation, Coast Federation of Classified Employees vs. Coast Community College District Public Employment Relations Board, Case No. LA-CE-5682-E, on the motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted unanimously to respond to the complaint.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

Lastly, for Item 1.04 d. Conference with Legal Counsel: Existing Litigation, Coast Federation of Educators vs. Coast Community College District Public Employment Relations Board, Case No. LA-CE-5714-E, on a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted 4-0-1 to approve the Settlement Agreement.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson and Prinsky
Noes:	None
Absent:	Student Trustee Torre
Abstain:	Trustee Grant

## **1.08 Public Comment (Open Session)**

At this time, Martha Parham and Evelyn Hart addressed the Board regarding Measure M, and Jamie Blair addressed the Board regarding Basic Skills.

## **1.09 Presentations and Ceremonial Resolutions**

### **1.09.01 Acceptance of Retirements**

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

Classified:

Miller, Beverly, OCC, Office Coordinator, retirement effective 12/30/12

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to accept this retirement.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

### **1.09.02 Ceremonial Resolution Honoring Dr. Dan Johnson**

On a motion by Trustee Hornbuckle, seconded to Trustee Prinsky, the Board voted to present Dr. Dan Johnson of Coastline Community College with a ceremonial resolution honoring him for his nomination for Orange County Teacher of the Year 2013.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

## **2.00 Informative Reports**

### **2.01 Report from the Chancellor**

Dr. Andrew Jones, Chancellor, provided a report to the Board.

### **2.02 Reports from the Presidents**

The following College Presidents provided reports to the Board:

Mr. Wes Bryan, President of Golden West College  
Dr. Dennis Harkins, President of Orange Coast College  
Dr. Lori Adrian, President of Coastline College

## **2.03 Reports from the Presidents of Student Government Organizations**

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

Mr. Kolby Keo, Orange Coast College  
Mr. Dale Lendrum, Golden West College

## **2.04 Reports from the Academic Senate Presidents**

The following Academic Senate Presidents provided reports to the Board:

Dr. Pedro Gutierrez, Coastline Community College Academic Senate President  
Mr. Gregg Carr, Golden West College Academic Senate President  
Dr. Vesna Marcina, Orange Coast College Academic Senate President

## **2.05 Reports from the Presidents of Employee Representative Groups**

Mr. Dean Mancina, Coast Federation of Educators/American Federation of Teachers (CFE/AFT)  
Mr. Thomas Selzer, Coast District Management Association (CDMA)

Mr. Mancina introduced Golden West College Faculty Member Jaima Bennett for the Faculty Spotlight.

## **2.06 Reports from the Board of Trustees**

The Board members provided individual reports at this time.

## **2.07 Reports from the Board Committees and Review of Board Committee Meeting Dates**

The Board reviewed the dates of the upcoming Board Committee meetings, and provided updates on committee activities and meetings.

## **3.00 Matters for Review, Discussion and/or Action**

### **3.01 Board Meeting Dates**

The Board reviewed the scheduled Board Meeting dates for FY 2012/2013 as presented in the November 7, 2012 Agenda. Board President Moreno announced that a Special Meeting of the Board of Trustees had been scheduled for December 5, 2012 at 11:00 a.m. to review the External Auditor's Report. It was also noted that the Accreditation visit will take place the week of March 18-21, 2013, and that Student Lobby Day should be rescheduled. Board President Moreno requested the Board Secretary notify participants of this change.

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

The Board reviewed the meetings and conferences of the AACC, ACCT, CCLC and CCCT.

### **3.03 The Board Directives Log**

The Board reviewed and discussed the Board Directives Log. On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board accepted a due date of November 20, 2012 for Items #2, #3, #6 and #10. Item #1 will be presented at the next Personnel Committee Meeting.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

### **3.04 Buildings and Grounds Reports**

The Board reviewed the Buildings and Grounds Reports as presented in the November 7, 2012 Agenda.

### **3.05 Opportunity for the Board of Trustees to Review Board Policy 6150 Designation of Authorized Signatures**

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to move this item to the action pages of the November 20, 2012 agenda.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

### **3.06 Opportunity for the Board of Trustees to Review Agenda for the November 26, 2012 Board Retreat**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve the agenda items for the Board Retreat of November 26, 2012.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

### **CONSENT CALENDAR (Items 4-21)**

At the request of Trustee Hornbuckle, Item 12.01 Approval of the Standard Short Independent Contractor Agreement between VB Consulting and the Coast Community

College District was pulled for comment. On a motion by Trustee Patterson, seconded by Trustee Grant, the Board voted to approve the remainder of the Consent Calendar.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Standard Independent Contract Agreement between VB Consulting and Coast Community College District. The Agreement outlines the responsibilities of both parties. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** \$48,000 from General Funds. (\$20,000 will be covered from the budget which has been previously approved for the DegreeWorks implementation. A budget augmentation of \$28,000 is needed for the scribing of the 2008/09 catalogs).

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

## **DISCUSSION CALENDAR**

The Board Secretary indicated that Staff had requested two items be pulled from the agenda: **Item 23.03 Approval of Change Order No. 3; Coastline Community College Newport Beach Learning Center, Increment 2; Bid No. 1992, and Item 24.04 Approval of Institutional Self-Evaluations for Re-Affirmation of Accreditation: Orange Coast College, Golden West College and Coastline Community College**

### **22.00 Approval of Agreements**

#### **22.01 DIS - Approve Agreement between ThreeForks and the Coast Community College District for PowerFAIDS Professional Services Agreement**

On a motion by Trustee Hornbuckle, seconded by Dr. Prinsky, the Board voted to approve the Professional Services Agreement between ThreeForks and Coast Community College District. The Agreement outlines the responsibilities of both parties. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** \$8,500 from general funds.

Motion carried with the following vote:

Ayes: Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant  
Noes: None  
Absent: Student Trustee Torre  
Abstain: None

**22.02 DIS - Approve Agreement between Amcom Software and the Coast Community College District for E911 3 Year Service Maintenance Agreement**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Service Maintenance Agreement between Amcom Software and Coast Community College District. The agreement outlines the responsibilities of both parties. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** \$32,370.00 (total for 3 year term, to be paid annually) (General Funds)

Motion carried with the following vote:

Ayes: Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant  
Noes: None  
Absent: Student Trustee Torre  
Abstain: None

**22.03 DIS - Approve Statement of Work with Strata Information Group (SIG) under Existing Professional Services Agreement to Assist with the Implementation of Banner Student Accounts Receivables Module for Financial Aid Awarding and Disbursement**

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to approve the Statement of Work between Strata Information Group and Coast Community College District. This Statement of Work is governed by an existing Professional Services Agreement approved by the Board of Trustees at the September 19, 2012 meeting. The Statement of Work outlines the responsibilities of both parties. The Board President, or designee, is authorized to sign the Statement of Work, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** \$175,440 from General Funds (\$75,000 of this amount will be covered from the existing district budget for 2012-13. A budget augmentation of \$100,440 is needed to cover the cost of the work as outlined in the statement of work).

Motion carried with the following vote:

Ayes: Trustees Moreno, Hornbuckle, Patterson, Prinsky and Torre  
Noes: None  
Absent: Student Trustee Torre  
Abstain: None

**22.04 Authorization to Add four (4) Leased Vehicles to the Enterprise Fleet Management Maintenance Agreement Leased Through the Enterprise Rent-A-Car Company of Los Angeles**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Master Equity Lease Agreement, the Amendment to the Master Equity Lease Agreement, the Maintenance Agreement and the Amendment to the Maintenance Agreement, the Acknowledgement of the Termination Letter to the old Master Lease Agreement, and the additional maintenance costs for the following vehicles.

LA304H Ford F-350 License 1355906 CA  
LA310H Ford Transit Connect License 1367360 CA  
LA311H Ford Transit Connect License 1330327 CA  
LA312H Ford Transit Connect License 1367359 CA

**Fiscal Impact:** \$10,000 (General Funds)

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.05 DIS - Approve Non-Standard Agreement between Trace3, Inc. and the Coast Community College District for Professional Services**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Agreement between Trace3, Inc. and the Coast Community College District for professional services.

**Fiscal Review and Impact:** \$12,000 from general funds and paid as work is completed and invoiced.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.06 OCC - Approve Non-Standard Agreement between Commencement Flowers and the Coast Community College District for the Purpose of Selling Flower Bouquets and Orchid Leis During Commencement Ceremonies Held at the College**

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to approve the Agreement between Commencement Flowers and the Coast Community College District for the purpose of providing bouquets and leis at commencement ceremonies. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.



**Fiscal Impact:** Zero impact to the college.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.07 OCC - Approve Non-Standard Agreement between California State University, Fullerton and Coast Community College District for the Purpose of the OCC Student Health Center Serving as a Clinical Site for Students in the University's Graduate and Undergraduate Nursing Programs**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Agreement between California State University, Fullerton, and the Coast Community College District for the purpose of the OCC Student Health Center serving as a clinical site for students in the university's graduate and undergraduate nursing programs. The Board President or designee is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Impact:** There is no expense to OCC or to the District to serve as a clinical site for the undergraduate and graduate students in nursing at California State University, Fullerton.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.08 CCC - Approve Amendment to Agreement between Central Texas College and the Coast Community College District to Serve as Academic Integrator in Support of the Navy College Program for Afloat Education (NCPACE) (Reference US Government Contract No N00189-09-D-Z060) for the Delivery of all Distance Learning Services and Courses described in the CTC Alternate Technical Proposal in Response to Government Solicitation No. N00189-09-R-Z020**

On a motion by Trustee Moreno, seconded by Trustee Patterson, the Board voted to approve the Amendment between the Coast Community College District and Central Texas College to serve as Academic Integrator in Support of the Navy College Program for Afloat Education (NCPACE). The Amendment authorizes Central Texas College to provide support staff to Commands at Pearl Harbor, HI and Groton, CT. The Board President, or designee, is authorized to sign the Amendment and any related documents, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** \$33,696 for the period October 1, 2012 – September 30, 2013 to be paid from Contract Education ancillary funds.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.09 CCC - Approve Agreement Between the Internal Revenue Service and Coast Community College District for Students to Receive Training in the Internal Revenue Service (IRS) Volunteer Tax Assistance (VITA) and the Tax Counseling for the Elderly (TCE) Programs**

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve the Agreement between the Internal Revenue Service and Coast Community College District where selected Accounting students from Coastline Community College receive training in the Internal Revenue Service (IRS) Volunteer Tax Assistance (VITA) and the Tax Counseling for the Elderly (TCE) Programs to offer free tax help for taxpayers who qualify under the supervision of an accounting instructor. The Agreement outlines the responsibilities of both partners and all of the services expected to be delivered. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** No fiscal impact. The training is provided free of charge to the students.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.10 CCC - Approve Agreement between the City of Costa Mesa and the Coast Community College District for Function Space for the April 18, 2013 Scholarship Awards Ceremony**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Agreement between the City of Costa Mesa Neighborhood Community Center and the Coast Community College District for the function space for its scholarship awards ceremony. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** Expense amount \$1,900 to be paid from General funds.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.11 CCC - Approve Agreement between GradImages and the Coast Community College District for Professional Photography for the May 18, 2013 Graduation Ceremony**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Agreement between GradImages® and the Coast Community College District for professional photography for Coastline Community College's 2013 Graduation Ceremony. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** None.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.12 CCC - Approve Agreement between Global Collaborative Connection (dba Global Corporate College) and the Coast Community College District to Participate in the Transportation Security Administration (TSA) Officer Education Program**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Agreement between Global Collaborative Connection (dba Global Corporate College) and the Coast Community College District to participate in the Transportation Security Administration (TSA) Officer Education Program. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** Gross income of \$13,000 per course based on 25 enrollments for each course offered.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.13 CCC - Approve Agreement between Coast Community College District /Coastline Community College/Coastline Institute for Economic Development (CIED) and California Rain Company, Inc., to Operate the Training Programs under the Employment Training Panel Agreement**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Agreement between California Rain Company, Inc. and Coast Community College District to execute this agreement with Coastline Institute for Economic Development. This agreement outlines the responsibilities of all parties. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** Coast Community College District/ Coastline Community College/Coastline Institute for Economic Development will reimburse California Rain Company, Inc., for training provided that has been completed as stated by the guidelines of the Employment Training Panel Agreement. Coast Community College District/Coastline Community College/Coastline Institute for Economic Development will retain 13% of the proposed \$30,317.76 ETP funded training as the Contract Administrator and an additional 8% for marketing and outreach efforts. The total income earned for this sub agreement is \$6,366.73.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.14 CCC - Approve an Amendment to an Agreement between Worth Publishers and the Coast Community College District to Publish the Fourth Edition of the Telecourse Student Guide for Psychology: The Human Experience to Accompany Discovering Psychology**

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to approve the Agreement between Worth Publishers and the Coast Community College District to revise and publish the fourth edition of the Student Guide for Psychology: The Human Experience according to the Agreement. The Agreement outlines the responsibilities of both parties and all of the end products expected to be produced. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Review and Impact:** Publisher grant to Coast District of \$4,000.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.15 GWC - Approve Non-Standard Agreement between RefPay and the Coast Community College District for Online Payment of Officials/Referees**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Agreement between RefPay and the Coast Community College District for the online payment of officials/referees, from November 8, 2012 through June 30, 2013. The Board President, or designee, is authorized to sign the agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Impact:** \$15,000 to be paid from Trust funds.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**22.16 GWC - Approve Non-Standard Agreement between Butte-Glenn Community College District and the Coast Community College District/Golden West College for Creative Teaching Strategies Workshop**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve the Agreement between Butte-Glenn Community College District and the Coast Community College District/Golden West College to provide funding to HWI at Golden West College for the Creative Teaching Strategies Workshop statewide in January 2013. The Board President, or designee, is authorized to sign the agreement and any related documents, indicating approval by the Board of Trustees.

**Fiscal Impact:** Increased revenue of \$25,000 to be paid to HWI Golden West College.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**23.00 Buildings and Grounds Approvals**

**23.01 DIS - Approve Standard Professional Services Agreement with Willdan Geotechnical for Inspection and Testing Services; Orange Coast College Music Modernization Project**

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to employ Willdan Geotechnical for Inspection/Technical and Materials Testing Services for the Orange Coast College Music Modernization Project pursuant to the District's Standard Professional Services Agreement.

Fee for Inspection Services: \$20,000

It is further recommended that the President of the Board of Trustees, or designee, be authorized to sign the Agreement.

**Fiscal Impact:** \$20,000 (Measure C - General Obligation Bond Funds)  
Master Plan Approved Project  
OCC Upgrade Auditorium/Music Complex Phase II  
(50% Reimbursement by State Capital Outlay)

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

## **23.02 Authorization to File Notice of Completion and Release Retention Funds**

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, authorization was given to the Chancellor or designee 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 Chancellor or designee is authorized to pay retention due, accepting all work and/or materials as satisfactorily completed by the contractor(s). In the event of a dispute between the District and a Contractor, the District may withhold from the retention an amount not to exceed 150 percent of the disputed amount.

### **CCC Newport Beach Learning Center Bid No. 1992**

- Contractor: Cuyamaca Const., Inc  
Category J – Rough Carpentry
- Contractor: Dennison Electric, Inc  
Category X - Electrical
- Contractor: Southcoast Acoustical Interiors, Inc.  
Category N – Acoustical Ceilings
- Contractor: Inland Building Construction Cos, Inc  
Category R – Specialties/Toilet partitions & Accessories/Signage
- Contractor: Inland Pacific Tile, Inc  
Category O – Ceramic Tile
- Contractor: Link – Nelsen Corp.  
Category U – Fire Protection

### **CCC Newport Beach Learning Center Increment II Rebid; Bid No. 1994**

- Contractor: PK Mechanical Systems, Inc.  
Category V- Plumbing

### **CCC Newport Beach Learning Center FF & E; Bid No. 2005**

- Contractor: K & Z Cabinet Co., Inc  
Category Z2 - Millwork

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**23.03 DIS - Approve Change Order No 3; Coastline Community College Newport Beach Learning Center, Increment 2; Bid No. 1992** was pulled and will be returned to the next Board agenda.

**23.04 DIS - Approve Change Order No. 3; Coastline Community College Newport Beach Learning Center Increment II Rebid; Bid No. 1994**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve Change Order No. 3; Coastline College Newport Beach Learning Center New Construction Increment II Rebid Bid No. 1994 as described in the Change Order document. The Board President, or designee, is authorized to sign the Change Order and any related documents, indicating approval by the Board of Trustees.

PK Mechanical Systems, Inc., Category V – Plumbing

Final Contract Closeout <\$57,609>  
 Credit back unused allowance  
Contract Amount: \$1,284,000 (C.O. 3: 0.45% Decrease)  
 Total Change Orders: \$56,811 ( 04.42% Decrease)

**Fiscal Impact:** <\$57,609> (Measure C – General Obligation Bond Funds & Capital Outlay)  
 Master Plan Approved Project  
 CCC Newport Beach Learning Center

Motion carried with the following vote:

Ayes: Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre  
 Noes: None  
 Absent: Student Trustee Torre  
 Abstain: None

**23.05 DIS - Approve Change Order No. 1; Coastline Community College Newport Beach Learning Center FF & E; Bid No. 2005**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve Change Order No. 1; Coastline College Newport Beach Learning Center FF & E Bid No. 2005 as described in the Change Order document. The Board President, or designee, is authorized to sign the Change Order and any related documents, indicating approval by the Board of Trustees.

K & Z Cabinet Co., Inc., Category Z2 – Millwork

Final Contract Closeout <\$33,787>  
 Credit back unused allowance  
Contract Amount: \$339,520 (C.O. 1: 9.95% Decrease)  
 Total Change Orders: <\$33,787> ( 9.95% Decrease)

**Fiscal Impact:** <\$33,787> (Measure C – General Obligation Bond Funds & Capital Outlay)  
 Master Plan Approved Project  
 CCC Newport Beach Learning Center

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**23.06 DIS - Authorization for Approval of Addendum No. 2 to CW Driver Construction Management Agreement; Coastline Community College Newport Beach Learning Resource Center**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve Addendum No. 2 to the CW Driver Management Agreement for the Coastline College Newport Beach Learning Center project. The Board President, or designee, is authorized to sign any related documents, indicating approval by the Board of Trustees.

TERM OF THE AGREEMENT, shall be extended as follows:

One additional month October 16, 2012 through November 16, 2012

Services shall be amended as follows:

One month additional Construction Management Services required to support DSA required additions to project

(smoke evacuation, emergency generator):	\$ 57,225
--	-----------

Compensation shall be amended as follows:

Amount this Addendum:	\$ 57,225
-----------------------	-----------

Previous Contract Amount:	\$1,859,165
---------------------------	-------------

<b>New Contract Total:</b>	<b>\$1,916,390</b>
----------------------------	--------------------

<b>Fiscal Impact</b>	\$57,225	(Measure C- General Obligation Bond Fund)
		(Capital Outlay Funds)
		Master Plan Approved Project

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**24.00 General Items of Business**

**24.01 Nomination of Trustee Jerry Patterson to Serve on the Association of Community College Trustees (ACCT) Committee Service, Pacific Region**

On a motion by Trustee Grant, seconded by Trustee Prinsky, the Board voted to nominate Trustee Patterson to continue to represent the Coast Community College District in his ACCT Committee Service. Depending on the needs of ACCT, selected nominees may serve in one of several ACCT Committees for 2013.



Motion carried with the following vote:

Ayes: Trustees Moreno, Hornbuckle, Prinsky and Grant  
Noes: None  
Absent: Student Trustee Torre  
Abstain: Trustee Patterson

#### **24.02 DIS - Approval of Materials Fees**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve material fee revisions, deletions, and/or new fees be approved for inclusion in the curriculum. A copy of the material fee request forms is on file in the Board Office.

Motion carried with the following vote:

Ayes: Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant  
Noes: None  
Absent: Student Trustee Torre  
Abstain: None

#### **24.03 DIS - Approval of Contractors for FY 2012-2013 Pursuant to District's Standard Annual Agreement for Contractor Services**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the following contractors for the performance of a variety of contractor services throughout the District, on an as needed basis for FY 2012-2013. These contractors have or will complete the District's Standard Annual Agreement for Contractor Services prior to the performance of services. Prior to authorizing these services, the District will obtain competitive pricing quotes from the contractor(s). If selected to perform the quoted services, the contractor will send an invoice to the District based upon the agreed-upon price.

The Board President, or designee be authorized to sign the member agreement and any related documents, indicating approval by the Board of Trustees.

Southern California Fitness Services  
412 Olive Ave Suite 230  
Huntington Beach, CA 92648

VMI Inc.  
211 E. Weddell Dr.  
Sunnyvale CA 94089

Motion carried with the following vote:

Ayes: Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant  
Noes: None  
Absent: Student Trustee Torre  
Abstain: None

- 24.04 DIS - Approval of Institutional Self-Evaluations for Re-Affirmation of Accreditation: Orange Coast College, Golden West College and Coastline Community College**  
was pulled from the agenda.

**24.05 DIS - Authorization of a 2013 Voluntary Separation Program**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to adopt the 2013 Voluntary Separation Program as specified in the documents provided at the Board Meeting. A report addressing the number of participants and fiscal impact will be presented to the Board following the conclusion of the program at the February 6, 2013 Board Meeting.

**Fiscal Review & Impact:** Fiscal impact will be driven by program participation.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**24.06 CCC - Authorization to Approve Coastline Community College's Transfer Center and Articulation Plans for 2012-2013**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve the 2012 – 2013 Transfer Center and Articulation Plans. These plans describe goals, activities, and timelines for services provided to students as required by the California Code of Regulations, to meet Title 5 Section 51027 standards.

Fiscal Impact: None

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

**25.00 Approval of Minutes**

**25.01 Approval of Minutes**

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to approve the Minutes of the Regular Meeting of October 3, 2012 and Regular Meeting/Study Session of October 17, 2012 as revised.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

## **26.00 Close of Meeting**

### **26.01 Adjournment**

There being no further business, on a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to adjourn the meeting at 8:38 p.m. in memory of Jennifer Flora, aunt of Student Trustee Torre, who passed away at the age of 42.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, and Grant
Noes:	None
Absent:	Student Trustee Torre
Abstain:	None

---

Secretary of the Board of Trustees

*\*The Student Trustee of the Coast Community College District is provided with an advisory vote to the Board of Trustees, per Board Policy 2015. As such, the Student Trustee's votes recorded within these minutes are advisory only in nature and are not counted in the final outcome of each action taken by the Board. Additionally, per Board Policy 2015, the Student Trustee does not participate in Closed Session meetings of the Board, therefore, votes reported from Closed Session will not include a reference to the Student Trustee.*

**APPENDIX**

**Pages**

A. Public Employment.....	23-37
---------------------------	-------

## 1. Faculty Special Assignments

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

### COASTLINE COLLEGE

#### STUDENT LEARNING OUTCOME COORDINATOR

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Terry, Brenda	09/01/12	12/31/12	EXH	\$29.46

Justification: Department submitted the assignment late

#### MILITARY TRANSCRIPTS EVALUATION

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Miscione, Velvet	10/01/12	12/14/12	EXM	\$43.55

Justification: Previous counselor accepted another position

#### PART-TIME COUNSELING FOR MILITARY CONTRACT EDUC

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Montooth, Carisa	10/24/12*	12/31/12	UNT	\$69.66
Song, Edward	10/24/12*	12/31/12	UNT	\$57.44

\*Justification: Previous counselor accepted another position

#### MILITARY CONTRACT EDUC SUPPORT SERVICES

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Montooth, Carisa	10/24/12*	12/31/12	EXH	\$29.46
Song, Edward	10/24/12*	12/31/12	EXH	\$29.46

\*Justification: Previous counselor accepted another position

#### HOLISTIC GRADING

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Carpenter, Linda	01/01/13	06/30/13	EXH	\$29.46
Daniel, Marion	10/01/12*	12/30/12	EXH	\$29.46
Davis, Scott	01/01/13	06/30/13	EXM	\$43.55
Fry, Marilyn	01/01/13	06/30/13	EXH	\$29.46
Hall, Leva	01/01/13	06/30/13	EXH	\$29.46
Jereb, Claudia	01/01/13	06/30/13	EXH	\$29.46
Kabaji, Noha	01/01/13	06/30/13	EXH	\$29.46
Leighton, Kenneth	01/01/13	06/30/13	EXM	\$43.55
Morehouse, Karen	01/01/13	06/30/13	EXH	\$29.46
Mowrer, Melanie	01/01/13	06/30/13	EXH	\$29.46
Nichols, Kristen	01/01/13	06/30/13	EXH	\$29.46

Ozborn, Katherine	01/01/13	06/30/13	EXH	\$29.46
Palmer, Catherine	01/01/13	06/30/13	EXH	\$29.46
Pittaway, Daniel	01/01/13	06/30/13	EXM	\$43.55
Rogoff, Meri	01/01/13	06/30/13	EXH	\$29.46
Rosen, Eugene	01/01/13	06/30/13	EXH	\$29.46
Strauss-Thacker, E.	01/01/13	06/30/13	EXH	\$29.46
Tsutsumida Krampe, L.	01/01/13	06/30/13	EXM	\$43.55
Windsor, Adrian	01/01/13	06/30/13	EXH	\$29.46

\*Justification: Assignment overlooked

#### BASIC SKILLS WORKSHOP (MATH, ENGLISH & STUDY SKILLS)

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Desmond, Deborah	01/01/13	6/30/13	EXM	\$43.55
Feldon, Fred	01/01/13	6/30/13	EXM	\$43.55
Lee, Lisa	01/01/13	6/30/13	EXM	\$43.55
Leighton, Kenneth	01/01/13	6/30/13	EXM	\$43.55
Lieu, Thanh Thuy	01/01/13	6/30/13	EXH	\$29.46
Montague, Judy	01/01/13	6/30/13	EXM	\$43.55
Nguyen, Ailene	01/01/13	6/30/13	EXM	\$43.55
Pittaway, Daniel	01/01/13	6/30/13	EXM	\$43.55
Ryan, Mutsuno	01/01/13	6/30/13	EXH	\$29.46
Tran, Chau	01/01/13	6/30/13	EXH	\$29.46
Tsutsumida-Krampe, L.	01/01/13	6/30/13	EXM	\$43.55
Walker, Lynn	01/01/13	6/30/13	EXH	\$29.46

#### PART-TIME COUNSELING

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Yeh, Lauren	10/01/12	12/30/12	UNT	\$69.66

Justification: Assignment overlooked in the personnel office

#### PART-TIME COUNSELING - EOPS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Mims, Brian	01/01/13	06/30/13	UNT	\$73.94
Nguyen, Steve	01/01/13	06/30/13	UNT	\$73.94
Zuniga, Desiree	01/01/13	06/30/13	UNT	\$61.88

#### COUNSELING MEETINGS, TRAININGS AND CONFERENCES

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Mims, Brian	01/01/13	06/30/13	EXH	\$29.46
Nguyen, Steve	01/01/13	06/30/13	EXH	\$29.46
Zuniga, Desiree	01/01/13	06/30/13	EXH	\$29.46

#### CHINESE LANGUAGE TRANSLATION FOR CONTRACT EDUCATION - EBUS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Satow, Jingfang	01/01/13	06/30/13	EXH	\$29.46

HOMELAND SECURITY/USCIS GRANT

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Mozell, Harold	01/01/13	06/30/13	EXH	\$29.46
Walker, Lynn	01/01/13	06/30/13	EXH	\$29.46

HOMELAND SECURITY/USCIS GRANT – PROJECT MANAGER

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Kuntzman, Linda	01/01/12	06/30/13	EXM	\$43.55
Tsutsumida, Krampe, L.	01/01/12	06/30/13	EXM	\$43.55

COMPUTER SERVICE TECHNOLOGY PROGRAM

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Chen, Eric	11/08/12	06/30/13	EXH	\$29.46

HIGH SCHOOL OUTREACH EVENTS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Yeh, Lauren	11/08/12	06/30/13	EXH	\$29.46

ACADEMIC SENATE

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Sakovich, Lauren	10/15/12	12/31/12	ACS	\$29.46

Justification: Academic Senate added another instructor mid-semester

DISTRICTHIGH SCHOOL OUTREACH EVENT-FLORAL PATHWAY DAY

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Call, Gail	11/08/12	12/31/12	EXM	\$43.55
Somoano, Miriam	11/08/12	12/31/12	EXH	\$29.46

HIGH SCHOOL OUTREACH EVENT – DIGITAL MEDIA ARTS PATHWAY

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Baitoo, Hilda	11/08/12	11/30/12	EXH	\$29.46
Chapman, Cheryl	11/08/12	01/31/13	EXH	\$29.46
Hill, Kevin	11/08/12	11/30/12	EXH	\$29.46

HIGH SCHOOL OUTREACH EVENT – PROFESSIONAL MARINERS PATHWAY

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Prioleau, Karen	11/08/12	12/31/12	EXM	\$43.55

HIGH SCHOOL OUTREACH EVENT – PHOTOGRAPHY PATHWAY

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Gillissen, Blade	11/08/12	12/31/12	EXM	\$43.55
Goracke, Michelle	11/08/12	12/31/12	EXH	\$29.46

**NEW CURRICULUM DEVELOPMENT – SB70 SUPPLEMENTAL GRANT**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Chapman, Cheryl	11/08/12	12/31/12	EXH	\$29.46
Glumace, Sean	11/08/12	12/31/12	EXH	\$29.46
Wolzinger, Renah	11/08/12	12/31/12	EXH	\$29.46

**GOLDEN WEST COLLEGE****ART GALLERY CURATOR**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Ebert, Darrell	08/27/12	12/16/12	EXM	\$29.46

Justification: Assignment missed in processing

**PRE-SEASON COACH**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>	<u>Discipline</u>
Kopp, Kyle	08/15/12	08/24/12	EXM	\$43.55	Women's Water Polo
Lawler, William	08/15/12	08/24/12	EXM	\$43.55	Women's Volleyball
Taylor, Scott	08/15/12	08/24/12	EXM	\$43.55	Men's Water Polo

Justification: Assignment submitted late due to budgetary issues

**MICROBIOLOGY LABS**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Valinluck, Michael	10/10/12	12/16/12	EXH	\$2946

Justification: Coverage needed due to MLOA

**INSTRUCUCTIONAL UNIT ASSISTANT**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>	<u>Discipline</u>
Marchbank, Ernest	08/27/12	12/16/12	IUM	\$1514.00	Counseling

Justification: Election process for IUA recently concluded

**ORANGE COAST COLLEGE****INSTRUCTIONAL UNIT ASSISTANT**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>	<u>Discipline</u>
Behr, Laura	10/01/12	12/14/12	IUM	\$1514.00	Physical Education
Lazarus, Robert	08/27/12	12/16/12	IUM	\$1514.00	Film & Video

Justification: Late submission by department

**INTERNSHIP ACADEMY**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Amaral, Christina	12/01/12	12/14/12	EXM	\$72.00
Bloomfield, Lisa	12/01/12	12/14/12	EXM	\$72.00
Cervantes, Aurelinano	12/01/12	12/14/12	EXM	\$72.00
Cox, Steven	12/01/12	12/14/12	EXM	\$72.00
Ernsberger, Gabriela	12/01/12	12/14/12	EXM	\$72.00



Hall, William	12/01/12	12/14/12	EXM	\$72.00
Ibranossian, Agatha	12/01/12	12/14/12	EXM	\$72.00
Kubiak, Renee	12/01/12	12/14/12	EXM	\$72.00
Morgan, Arabian	12/01/12	12/14/12	EXM	\$72.00
Reed, Charlene	12/01/12	12/14/12	EXM	\$72.00
Sabori, Sibley	12/01/12	12/16/12	EXH	\$73.94
Simpson, Melissa	12/01/12	12/14/12	EXM	\$72.00
Skeie, Leon	12/01/12	12/14/12	EXM	\$72.00
Soto, Ricardo	12/01/12	12/14/12	EXM	\$72.00
Young, Richard	12/01/12	12/14/12	EXM	\$72.00
Zombek, Mark	12/01/12	12/14/12	EXM	\$72.00

MASTER STUDENT MUSIC SESSIONS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Murdy, David	11/08/12	12/15/12	EXH	\$29.46
Pettit, Adam	11/08/12	12/15/12	EXH	\$29.46

MUSIC DEPARTMENT CONCERTS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Anderson, Dennis	11/08/12	11/30/12	EXH	\$29.46

OPERA MAGNIFICA WORKSHOP

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Ali, Susan	02/01/13	02/23/13	EXH	\$29.46

MUSICAL THEATER WORKSHOP

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Hansen, Beth	11/08/12	11/30/12	EXH	\$29.46

ARTS PAVILION PREPARATION FOR FALL EXHIBITIONS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Norris, Trevor	09/04/12	11/08/12	EXH	\$29.46
Justification: Not included in original special assignment PAF				

CO-WRITER FOR ACCREDITATION

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Zitter, Jeremy	11/08/12	12/16/12	EXM	\$43.55
Zitter, Jeremy	01/28/13	05/26/13	EXM	\$43.55

COACH STIPEND - BASEBALL

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>	<u>Discipline</u>
Altobelli, John	04/01/13	04/30/13	EXM	\$43.55	Baseball
Behr, Laura	04/01/13	04/30/13	EXM	\$43.55	Women's Crew
Iacopetti, Anthony	04/01/13	04/30/13	EXM	\$43.55	Swimming
Knox, John	04/01/13	04/30/13	EXM	\$43.55	Track & Field
Maran, Janice	04/01/13	04/30/13	EXM	\$43.55	Women's Tennis
Ochoa, Marco	04/01/13	04/30/13	EXM	\$43.55	Track & Field

Smith, Carl	04/01/13	04/30/13	EXM	\$43.55	Track & Field
Smith, Kevin	04/01/13	04/30/13	EXM	\$43.55	Softball
Spencer, Steven	04/01/13	04/30/13	EXM	\$43.55	Basketball

PHOTO DEPARTMENT REPAIR

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Gillisen, Blade	11/08/12	12/15/12	EXM	\$43.55

INTERNATIONAL STUDENT CENTER COUNSELING

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Schneiderman, Robert	11/08/12	12/14/12	OVR	\$72.00

UNIV CAL PERSONAL STATEMENTS READ/EDIT

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Tovar, Anna	11/08/12	12/16/12	EXH	\$29.46
Weber, Daniel	11/08/12	12/16/12	EXH	\$29.46

FACULTY DANCE CONCERT

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Hurtado, Arleen	10/15/12	10/31/12	EXH	\$29.46

Justification: Late addition due to another performer's injury

WEEKEND OPEN LAB AND STUDIO

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Fletcher, Jonathan	11/08/12	12/15/12	EXH	\$29.46

DANCE COSTUME ORGANIZATION AND INVENTORY

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Kahn, Kathy	11/22/12	11/29/12	EXH	\$29.46

OLD FASHIONED CHRISTMAS MELODRAMA

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Hansen, Beth	12/01/12	12/15/12	EXH	\$29.46

PART-TIME COUNSELING – CAREER TECHNICAL EDUCATION

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Montooth, Carisa	11/08/12	12/14/12	UNT	\$69.66

STUDENT OUTREACH EVENTS – CAREER TECHNICAL EDUCATION

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Montooth, Carisa	11/08/12	12/15/12	EXH	\$29.46

**FACULTY OVERLOAD**

Overload assignments for the following instructors, payment to be a maximum of \$72.000/hr based on 1/1000th of their placement on the CFE/AFT Local 1911 Faculty Unit Contract, for the period **08/27/12 to 12/16/12** for CCC, GWC and OCC assignments. Multiple statements indicate two or more separate assignments. LGF indicates Large Group Factor. This employment is subject to the general instructional needs of the college and/or the specific division. Assignments are not to exceed LHE stated:

**CCC**

<u>Name</u>	<u>LHE</u>
Lockwood, Fred	1.500
Marcus, Ted	0.250

Justification: Instructors load changed at census

**GWC**

<u>Name</u>	<u>LHE</u>
Hausey, Collette	1.250

Justification: Auditions held after the start of semester

**2. Substitute Faculty****Full time Faculty Substitutes**

It is recommended that the following individuals perform substitute assignments, and subject to Board policies governing such appointments, to be compensated at the overload rate.

**Coastline College**

Henry, Deborah

**Golden West College**

Jaramillo, Eli  
Lewis, Lindsay  
Ternes, Linda

**Part time Faculty Substitutes**

It is recommended that the following individuals be appointed as substitutes, as defined by California Ed Code 87480, appointments not to exceed 20 working days, and subject to Board policies governing such appointments, to be paid \$44.36/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered the 2012-13 academic year.

**Coastline College**

Ahlman, Mary  
Armendariz, Patricia  
Beaver, Dorothy  
Dalbey, Elizabeth  
Davis, Loretta  
Do, Ahnvy  
Don, Rachel  
Gandall, Beverly  
Giancarlo, Jennifer  
Gustaveson, Valerie  
Ho-Chen, Jennifer  
Jones, Julie

Kepler, Marc  
 Loester, Karen  
 Magrann, Tracey  
 Mann, Georgina  
 Maynard, Linda  
 McGeoch, Norma  
 Mendoza, Jaime  
 Mohr, Cheryl  
 Mozell, Harold  
 Nguyen, Ky  
 Nguyen, Scott  
 Pirino, Giorgia  
 Pourreza, Atousa  
 Sak, Kathleen  
 Seyster, Barry  
 Shibata, Sharon  
 Sleep, Katherine  
 Syed, Erum  
 Walker, Lynn  
 Yue, Amy

Golden West College

Follin, Stella  
 Kim, Ellen  
 Voisard, Norbert

Orange Coast College

Blasius, Mary

**3. Full time Faculty**

In accordance with Board policies and procedures, the following academic staff are recommended for appointment for service during the period shown below. Employment and payment for services will follow upon notification that all required documents have been completed and filed. Salary placement may be revised upon presentation of evidence of additional education and/or experience:

Reappointment for Temporary Faculty

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Contract Term</u>	<u>Plcmt</u>
Lane, Andrea	GWC	Temp Counselor	01/01/13 to 06/30/13	Q-V-05

**4. Part time Faculty**

FALL

Assignments during the period **08/27/12-12/16/12** for CCC, GWC and OCC unless otherwise noted and not to exceed 10 LHE. LHE = Lecture Hour Equivalency. The items listed below have been submitted late for Board approval due to scheduling conflicts, last minute program requirements and student enrollments demands.

Golden West College

<u>Name</u>	<u>LHE</u>
Anderson, Matthew	0.420
Artemova, Alina	1.250
Beard, Michael	2.730
Boocock III, William	0.830
Corfield, Daniel	2.380
Hamick, Katie	3.000
Henderson, Heather	0.830
High, Kathleen	1.500
Keen, Phillip	0.420
McPherson, Deborah	9.000
Mendivil-Knapp, Christine	3.000
Michelotti, Andrea	4.000
Moreland, Eddie	7.479
Mucciario, Paula	4.000
Najm, Tariq	8.000
Osborne, Dwight	3.750
Rami, Kiran	3.000
Redfield, Michael	4.500
Revilla, Candace	7.000
Reyes, Lourdes	5.750
Rohlander, Nathan	5.330
Salerno, Mark	8.000
Sandowicz, Ryan	8.000
Scheys, Rene	4.000
Schmidt, Ursula	3.000
Sillings, Donald	3.000
Skidmore, Peju	4.000
Switzer, Barbara	8.670
Tran, Thi	3.500
Tsai, Mike	5.330
Tumbas, Nancy	5.500
Voisard, Norbert	5.500
Walker, Heather	4.500
Watkins, Margaret	3.000
Wegter, Rachel	6.000
Whitchurch, Chuck	4.000
Whitney, Marisa	4.000
Yingst, Sylvia	4.000
Zia, Ayesha	8.000

Orange Coast College

<u>Name</u>	<u>LHE</u>
Holliden, Michael	3.000
McMorrow, Pat	3.000
Nguyen, Huy	4.500
Rafferty, Jennifer	1.125
Raskin, Debra	3.938
Williams, Bethany	2.375

The following GWC Part-time Police Academy Instructor to be paid hourly rates based on the Administration of Justice "C" salary schedule. Assignment is for the 2012-13 school year for the period 11/08/12 to 06/30/13, not to exceed 498 hours:

Downing, Gordon  
 Farris, Jason  
 Hardeman, Trent  
 King, Jude

## 5. Classified Management

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

### Reappointment to Interim Position

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Contract Term</u>	<u>Plcmt</u>
Patterson, Richard	DIS	Interim Adm Dir, Dist Inform Systems	01/01/13 to 06/30/13	G-32- 07

### Temporary Assignment

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Contract Term</u>	<u>Plcmt</u>	<u>Vacancy</u> <u>#</u>
Ngo, Vincent	OCC	Temp Student Fin Aid Asst Dir	11/08/12 to 06/30/13	G-15- 06	O-004-13

## 6. Classified Staff

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

### New Hire

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Plcmt</u>	<u>Vacancy</u> <u>#</u>
Bravo, Julio	GWC	Groundskeeper 2	11/26/12	E-43-01	G-001-13

### Promotions and Transfers

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Plcmt</u>	<u>Vacancy</u> <u>#</u>
Gomez, Angela	CCC	Mil/Contract Ed Prg Coord	11/08/12	E-54-02	C-005-13
Phan, Nikki	GWC	Secretary Senior	11/12/12	E-45-04	G-003-13
Ramirez, Nancy	CCC	Adm Asst to the Vice Pres	11/12/12	E-55-03	C-007-13

## 7. Reclassification and Reorganization/Reassignment

It is recommended that authorization be given for the following changes for Classified Staff:

ReclassificationClassified

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Regnier, Virginia	OCC	Accounting Assistant III E-48	Student Fin Aid Assistant III E-48	04/14/11*

\*Justification: Paperwork misplaced/title change only

**8. Classified Temporary Assignments**

It is recommended that authorization be given for the following changes for Classified Staff working temporarily Out of Class (minimum of 7.5% differential):

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>	<u>Plcmt</u>
DeLaRosa, Jennifer	CCC	Mil Cont Ed Prog Coordin	Special Assignment	11/01/12*	01/31/13	E-54-05
Harrison, Nathaniel	CCC	Coordin, Contract Ed Instruct Serv	Special Assignment	11/01/12*	01/31/13	G-18-04
Hayes, Laura	CCC	Mil Contr Ed Tech Intern	Special Assignment	11/01/12*	01/31/13	E-45-05
Hong, Neil	OCC	Instr Assoc-Comp Appl	Special Assignment	11/08/12	01/31/13	E-48-05
Nibeel, Anna	DIST	HR Tech	HR Specialist	10/01/12**	11/30/12	E-48-05
Ogaz, Rebecca	OCC	Campus HR Analyst	Special Assignment	09/25/12**	11/30/12	E-58-05

\*Justification: Assignment necessary due to current management vacancy and pending reorg

\*\*Justification: Co-worker out on unexpected leave

Extension of End Dates for Out of Class Assignments

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Action</u>	<u>Plcmt</u>
Kiser, Linda	GWC	Secretary	Staff Assistant	Extend from 11/07/12 to 12/31/12	E-52-02
Perdue, Brenda	CCC	Staff Assistant, Sr	Special Assignment	Extend from 09/30/12 to 11/30/12*	E-54-05
Rusamiprasert, Laila	CCC	Staff Asst	Special Assignment	Extend from 09/14/12 to 12/15/12**	E-52-03
Swingle, Dejah	DIST	CTE Cmty Coll Grant Cood	Educ & Grant Service Coordinator	Extend from 11/30/12 to 02/28/13	E-65-04

\*Justification: Department submitted the assignment late

\*\*Justification: Replacing employee who continues to be out on medical leave

**9. Short Term Hourly Staff**

It is recommended that authorization be given for the following hourly personnel appointments in the performance of noncertificated duties which directly support administrative, classified, or

student services and special projects, or are fulfilling noncertificated substitute services for classified employees temporarily absent, no assignment to exceed 160 working days pursuant to provisions of AB500 and the Agreement between the Coast Community College District and the Coast Federation of Classified Employees. (Please note: Budget numbers 110+ are General Fund; 12+ are Categorical or Grant Funds and 8+ indicates Ancillary Funds.) EXTEND is noted when an already approved assignment has an extended end date.

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

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Barron-Sanchez, Cynthia	CCC	11/08/12	06/30/13	120010-850101	M,T,W,TH,F
De La Parra, Erika	CCC	11/08/12	06/30/13	818010-870311	M,T,W,TH,F
Egan, Mary*	CCC	10/30/12	06/30/13	124081-851261	M,T,W,TH,F
Fernandez, Karen	CCC	11/18/12	06/30/13	110001-849002	M,T,W,TH,F
Garcia, Sandi*	CCC	10/04/12	06/30/13	124077-851254	M,T,W,TH,F
Ha, Nick	CCC	11/08/12	06/30/13	120010-850101	M,T,W,TH,F
Isbell, Anna	CCC	11/08/12	06/30/13	120128-855022	M,T,W,TH,F
Le, Lao	CCC	11/18/12	06/30/13	120010-850101	M,T,W,TH,F
Linetsky, Justin*	CCC	10/23/12	06/30/13	124077-851254	M,T,W,TH,F
Nguyen, Ann	CCC	11/08/12	06/30/13	120010-850101	M,T,W,TH,F
Nguyen, Ngoc*	CCC	10/18/12	06/30/13	124077-851254	M,T,W,TH,F
Nguyen, Shara	CCC	11/08/12	06/30/13	120010-850101	M,T,W,TH,F
Norton, Stephen	CCC	11/08/12	06/30/13	110001-849002	M,T,W,TH,F
Olomua, Nanvale*	CCC	10/16/12	06/30/13	124077-851254	M,T,W,TH,F
Rahnamoun, Iraj*	CCC	10/30/12	06/30/13	124077-851254	M,T,W,TH,F
Rodgers, Martina**	OCC	10/01/12	06/30/13	812010-266851	M,T,W,TH,F
San Agustin, Jessica*	CCC	10/22/12	06/30/13	124077-851254	M,T,W,TH,F
Schielke, Angela*	CCC	11/05/12	06/30/13	124077-851254	M,T,W,TH,F
Tapia, Maribel*	CCC	10/16/12	06/30/13	124077-851254	M,T,W,TH,F
Wellengard, Sean**	OCC	09/01/12	06/30/13	812010-266851	M,T,W,TH,F
Yeh, Amy	CCC	11/08/12	06/30/13	120010-850101	M,T,W,TH,F



\*Justification: WEX (Work Experience) Program for the One-Stop Center

\*\*Justification: Late submission by department

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

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Giglio, Catalina	OCC	11/08/12	06/30/13	812001-201592	M,T,W,TH,F
	OCC	11/08/12	06/30/13	11001-201591	M,T,W,TH,F
	OCC	11/08/12	06/30/13	124028-256041	M,T,W,TH,F
Hao, Lee	OCC	11/08/12	06/30/13	110001-234000	M,T,W,TH,F

Hourly/Temporary/Professional (Non Faculty) to perform skilled technical duties such as athletic training duties, production of student newspaper, maintain online classes, provide real time captioning (in-class text) for deaf students or assist with associated student programs in one or more of the following campus departments and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Nguyen, Julie	OCC	11/08/12	06/30/13	812001-261055	M,T,W,TH,F

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

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Mendoza, Jonathan	GWC	11/08/12	06/30/13	813015-381401	M,T,W,TH,F
Nguyen, Tiger	OCC	11/08/12	06/30/13	127005-258900	M,T,W,TH,F
Pham, Tai	OCC	11/10/12	06/30/13	812020-205404	M,T,W,TH,F
Quinonez Tapia, Edgar	GWC	11/08/12	06/30/13	813015-381401	M,T,W,TH,F
	GWC	11/08/12	06/30/13	127006-385102	M,T,W,TH,F

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

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Lee, Adam*	OCC	09/01/12	06/30/13	812025-286305	M,T,W,TH,F
Sairsingh, Nalini	OCC	11/08/12	06/30/13	812025-211003	M,T,W,TH,F

Stanton, Victoria	OCC	11/08/12	06/30/13	812035-213004	M,T,W,TH,F
Wellengard, Sean	OCC	11/08/12	06/30/13	812035-213004	M,T,W,TH,F

\*Justification: Late submission by department

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

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Nguyen, Thu	OCC	10/08/12	01/02/13	100001-249200	M,T,W,TH,F
Queja, Nalani	GWC	10/23/12	12/14/12	110001-311203	M,T,W,TH,F

### 10. Substitute Classified

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

#### Orange Coast College

Salvador, Vanessa

### 11. Clinical Advisors/Summer

None.

### 12. Medical Professional Hourly Personnel

None.

### 13. Student Workers

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

#### Coastline College

Cao, Tonnya  
Davis, Isaiah  
Le, Wynn  
Nguyen, Diem  
Stewart, Afi  
Tran, Hoang

#### Golden West College

Diaz, Natalie  
Edison, Michelle

Equihua, Jesus  
Frost, Bryttnee  
Gonzalez, Elisa  
Hoang, Diem  
Kaufinger, Heidi  
Lozano, Eric  
Mallari, Agueda  
Morton, Jade  
Morton, Taylor  
Nguyen, Loan  
Nguyen, Timothy  
Nguyen, Vien  
Pham, Anh  
Vu, Ann  
Zamora, Christian

Orange Coast College

Andres, Roger  
Bui, Ivane  
Cortes, Jesse  
Dao, Duy  
Dong, Kim  
Ferreya, Jenifer  
Fey, Jessica  
Frausto, Reynalda  
Godinez, Elvia  
Golabgir Anbarani, Afarin  
Huynh, Donna  
Le, Thuyvan  
Lee, Elena  
Lieu, Tin  
Martinez, Ericka  
Meng, Malyneth  
Nakama, Kaori  
Nguy, David  
Nguyen, Khang  
Nguyen, Trong  
Nguyen, Tyler  
Perez Matus, Ivan  
Tanielu, Brandon  
Yurkovic, Thomas  
Zavala, Kimberly



# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

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

District: (830) COAST

CHANGE THE PERIOD

Fiscal Year: 2012-2013

Quarter Ended: (Q1) Sep 30, 2012

Your Quarterly Data is Certified for this quarter.

### Chief Business Officer

CBO Name: Andrew Dunn

CBO Phone: 714-438-4611

CBO Signature:

Date Signed:

Chief Executive Officer Name: Andrew Jones

CEO Signature:

Date Signed:

Electronic Cert Date: 11/15/2012

### District Contact Person

Name: Daniela Thompson

Title: Admin Director, Fiscal Affairs

Telephone: 714-438-4654

Fax: 714-438-4874

E-Mail: dthompson@cccd.edu

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4554  
Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [atalig@cccco.edu](mailto:atalig@cccco.edu) or Tracy Britten (916)323-6899 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)

© 2007 State of California. All Rights Reserved.

Attachment 1

# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

## Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2012-2013

Quarter Ended: (Q1) Sep 30, 2012

District: (830) COAST

As of June 30 for the fiscal year specified

Line	Description	Actual 2009-10	Actual 2010-11	Actual 2011-12	Projected 2012-2013
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	186,702,880	189,510,650	171,059,330	176,000,000
A.2	Other Financing Sources (Object 8900)	17,461	512,511	3,505,598	500,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	186,720,341	190,023,161	174,564,928	176,500,000
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	185,988,908	178,547,034	171,295,830	176,000,000
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,819,367	3,884,747	7,074,512	500,000
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	187,808,275	182,431,781	178,370,342	176,500,000
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-1,087,934	7,591,380	-3,805,414	0
D.	<b>Fund Balance, Beginning</b>	21,096,788	19,698,262	27,289,190	23,483,776
D.1	Prior Year Adjustments + (-)	-310,592	-452	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	20,786,196	19,697,810	27,289,190	23,483,776
E.	<b>Fund Balance, Ending (C. + D.2)</b>	19,698,262	27,289,190	23,483,776	23,483,776
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	10.5%	15%	13.2%	13.3%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	36,103	35,186	33,772	33,772
-----	---	--------	--------	--------	--------

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

As of the specified quarter ended for each fiscal year

2009-10	2010-11	2011-12	2012-2013
	6,597,505	25,794,791	23,661,017

H.1	Cash, excluding borrowed funds				
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	25,539,870	6,597,505	25,794,791	23,661,017

**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)
<b>I.</b>	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	176,104,384	176,100,000	30,402,913	17.3%
I.2	Other Financing Sources (Object 8900)	500,000	500,000	125,222	25%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>176,604,384</b>	<b>176,600,000</b>	<b>30,528,135</b>	<b>17.3%</b>
<b>J.</b>	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	176,282,486	176,298,181	27,828,474	15.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	356,218	356,218	64,206	18%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>176,638,704</b>	<b>176,654,399</b>	<b>27,892,680</b>	<b>15.8%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-34,320</b>	<b>-54,399</b>	<b>2,635,455</b>	
L	Adjusted Fund Balance, Beginning	23,483,776	23,483,776	23,483,776	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>23,449,456</b>	<b>23,429,377</b>	<b>26,119,231</b>	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.3%	13.3%		

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	
	Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>						
Year 1:						
Year 2:						
Year 3:						

<b>b. BENEFITS:</b>							
	<b>Year 1:</b>						
	<b>Year 2:</b>						
	<b>Year 3:</b>						

*\* 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.)

The District anticipates an additional \$5.5 million in new expense obligations emerging in the 2013-2014 FY which will be addressed in the coming months during budget development.



## Coast Community College District Financial Status Report

### First Quarterly Report Fiscal Year 2012-2013

<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	12,049,979	11,611,038	23,661,017
9120	CASH IN BANKS	565,184	-314,528	250,656
9125	CASH COLLECTN AWAITG DEPOSIT	600,176	-537,507	62,669
9130	REVOLVING CASH FUND	244,499	-18,800	225,699
9150	INVESTMENTS	79	0	79
9160/9169	ACCOUNTS RECEIVABLE	27,363,873	-18,758,361	8,605,512
9170	DUE FROM OTHER FUNDS	504,025	-504,025	0
9220	PREPAID EXPENSES	20,040	-20,040	0
9230	PREPAID EXPENSE/MID-MONTH	0	0	0
<b>Total Assets</b>		<b>41,347,856</b>	<b>-8,542,224</b>	<b>32,805,632</b>

<u>Object</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Year-to-Date Transactions</u>	<u>Ending Balance</u>
9510	ACCOUNTS PAYABLE	1,075,242	-742,184	333,058
9511	MISC ACCRUALS YR-END	6,541,989	-5,142,215	1,399,774
9514	ACCRUED PAYROLL PAYABLES	260,507	-260,507	0
9519	ACCTS PAYABLE ACCRUALS	32,532	440,322	472,854
9520	DUE TO OTHER FUNDS	3,999,245	-3,999,245	0
9540	DEFERRED INCOME	5,176,342	-5,112,967	63,375
9550	SUMMER PAY WITHHELD	25,302	-25,302	0
9552	CALIF USE TAX PAYABLE	1,591	-503	1,088
9555	CA NON-RESIDENT W/H PAYABLE	0	0	0
9571	ACCRUED VACATION	741,457	0	741,457
<b>Total Liabilities</b>		<b>17,854,207</b>	<b>-14,842,601</b>	<b>3,011,606</b>

<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	23,483,777	0	23,483,777
9712	YEAR END APPROPRIATIONS	0	0	0
9713	ACCOUNTS RECEIVABLE ADJUSTMTS	0	0	0
9714	ACCOUNTS PAYABLE ADJUSTMENTS	0	0	0
		<u>23,483,777</u>	<u>0</u>	<u>23,483,777</u>
	Fund Balance as of July 1, 2012			23,483,777
	Plus Total Revenues			37,464,416
	Less Total Expenditures			31,154,194
9910	Plus Suspense Clearing			26
9918	Less Suspense A Payroll			0
9919	Less Suspense B Payroll			0
	Fund Balance as of September 30, 2012			<u>29,794,025</u>

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
8120	HIGHER EDUCATION ACT	1,722,623	146,398
8130	WORKFORCE INVESTMENT ACT	5,896,625	25,735
8140	TANF-TRANSITIONL ASSIST TO NEEDY FAMILIES	111,213	18,782
8170	VOC&APPLIED TECH EDUCATION ACT	1,911,412	0
8199	OTHER FEDERAL REVENUE	492,319	0
<b>Sub Total</b>	<b>8100 FEDERAL REVENUE</b>	<b>10,134,192</b>	<b>190,914</b>
8612	STATE GENERAL APPORTIONMENT	58,094,212	6,538,272
8619	OTHER GENERAL APPORTIONMENTS	1,169,595	192,567
8622	EXTENDED OPPORTUNITY PROG &SVS	1,893,475	292,414
8623	DISABLED STUDENTS PROGRAMS&SVS	1,502,755	234,338
8624	CALWORKS	358,597	61,995
8625	TELE TECH INFRASTRUCTURE PROG TTIP	33,088	33,088
8629	OTHER CATEGORICAL APPORTIONMT	7,145,774	3,434,167
8659	OTHER CATEGORICAL PROGRAMS	541,986	16,298
8672	HOMEOWNERS PROPERTY TAX RELIEF	700,000	0
8681	STATE LOTTERY PROCEEDS	5,519,700	747,741
8682	STATE MANDATED COSTS	0	135,066
8699	OTHER STATE INCOME	6,000	0
<b>Sub Total</b>	<b>8600 STATE REVENUE</b>	<b>76,965,182</b>	<b>11,685,946</b>
8811	DISTRICT TAXES - SECURED ROLL	78,900,000	0
8812	DISTRICT TAXES-SUPPLEMNTL ROLL	1,000,000	318,159
8813	DISTRICT TAXES-UNSECURED ROLL	3,000,000	2,028,640
8816	DISTRICT TAXES-PRIOR YEAR	3,513,029	1,992,545
8817	EDU REVENUE AUGUMENTATION FUND	0	1,247,646
8818	REDEVELOPMENT PROPERTY TAXES	0	1,432,838
8831	CONTRACT INSTRUCTION	30,000	3,867,799
8840	SALES	70,000	9,132
8850	RENTALS	2,699,500	276,304
8861	INTEREST & INVESTMENT INCOME	180,000	120,205
8862	GAIN LOSS	0	0
8871	CHILD DEVELOPMENT SERVICES	449,589	38,837

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
8874	ENROLLMENT FEES	13,400,000	7,990,815
8876	HEALTH FEES	1,889,819	1,385,435
8877	INSTRUCT MATERIAL FEES	687,606	222,372
8879	STUDENT RECORDS	180,000	29,400
8880	NON RESIDENT TUITION	6,160,000	3,957,337
8881	PARKING FEES	1,718,979	260,072
8889	OTHER STUDENT FEES	37,000	236,565
8892	TELECOURSE REVENUE	250,000	0
8893	PARKING FINES	570,000	98,692
8899	OTHER LOCAL INCOME	2,329,584	-50,459
<b>Sub Total</b>	<b>8800 LOCAL REVENUE</b>	<b>117,065,106</b>	<b>25,462,334</b>
8912	SURPLUS PROPERTY SALES	500,000	125,222
8914	GAIN ON SALE OF ASSESTS	0	0
8981	INTERFUND TRANSFERS	0	0
<b>Sub Total</b>	<b>8900 OTHER FINANCING SOURCES</b>	<b>500,000</b>	<b>125,222</b>
	<b>TOTAL REVENUE</b>	<b>204,664,480</b>	<b>37,464,416</b>

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
8120	HIGHER EDUCATION ACT	1,722,623	146,398
8130	WORKFORCE INVESTMENT ACT	5,896,625	25,735
8140	TANF-TRANSITIONL ASSIST TO NEEDY FAMILIES	111,213	18,782
8170	VOC&APPLIED TECH EDUCATION ACT	1,911,412	0
8199	OTHER FEDERAL REVENUE	492,319	0
<b>Sub Total</b>	<b>8100 FEDERAL REVENUE</b>	<b>10,134,192</b>	<b>190,914</b>
8612	STATE GENERAL APPORTIONMENT	58,094,212	6,538,272
8619	OTHER GENERAL APPORTIONMENTS	1,169,595	192,567
8622	EXTENDED OPPORTUNITY PROG &SVS	1,893,475	292,414
8623	DISABLED STUDENTS PROGRAMS&SVS	1,502,755	234,338
8624	CALWORKS	358,597	61,995
8625	TELE TECH INFRASTRUCTURE PROG TTIP	33,088	33,088
8629	OTHER CATEGORICAL APPORTIONMT	7,145,774	3,434,167
8659	OTHER CATEGORICAL PROGRAMS	541,986	16,298
8672	HOMEOWNERS PROPERTY TAX RELIEF	700,000	0
8681	STATE LOTTERY PROCEEDS	5,519,700	747,741
8682	STATE MANDATED COSTS	0	135,066
8699	OTHER STATE INCOME	6,000	0
<b>Sub Total</b>	<b>8600 STATE REVENUE</b>	<b>76,965,182</b>	<b>11,685,946</b>
8811	DISTRICT TAXES - SECURED ROLL	78,900,000	0
8812	DISTRICT TAXES-SUPPLEMNTL ROLL	1,000,000	318,159
8813	DISTRICT TAXES-UNSECURED ROLL	3,000,000	2,028,640
8816	DISTRICT TAXES-PRIOR YEAR	3,513,029	1,992,545
8817	EDU REVENUE AUGUMENTATION FUND	0	1,247,646
8818	REDEVELOPMENT PROPERTY TAXES	0	1,432,838
8831	CONTRACT INSTRUCTION	30,000	3,867,799
8840	SALES	70,000	9,132
8850	RENTALS	2,699,500	276,304
8861	INTEREST & INVESTMENT INCOME	180,000	120,205
8862	GAIN LOSS	0	0
8871	CHILD DEVELOPMENT SERVICES	449,589	38,837

<u>Object</u>	<u>Description</u>	<u>Adjusted Budget</u>	<u>Actual</u>
8874	ENROLLMENT FEES	13,400,000	7,990,815
8876	HEALTH FEES	1,889,819	1,385,435
8877	INSTRUCT MATERIAL FEES	687,606	222,372
8879	STUDENT RECORDS	180,000	29,400
8880	NON RESIDENT TUITION	6,160,000	3,957,337
8881	PARKING FEES	1,718,979	260,072
8889	OTHER STUDENT FEES	37,000	236,565
8892	TELECOURSE REVENUE	250,000	0
8893	PARKING FINES	570,000	98,692
8899	OTHER LOCAL INCOME	2,329,584	-50,459
<b>Sub Total</b>	<b>8800 LOCAL REVENUE</b>	<b>117,065,106</b>	<b>25,462,334</b>
8912	SURPLUS PROPERTY SALES	500,000	125,222
8914	GAIN ON SALE OF ASSESTS	0	0
8981	INTERFUND TRANSFERS	0	0
<b>Sub Total</b>	<b>8900 OTHER FINANCING SOURCES</b>	<b>500,000</b>	<b>125,222</b>
	<b>TOTAL REVENUE</b>	<b>204,664,480</b>	<b>37,464,416</b>

**Coast Community College District**  
**BOARD POLICY**  
Chapter 4  
Business Operations

---

## **BP 3310 Retention and Destruction of Records**

California Code of Regulations, Title 5, Sections 59020 – 59029

The Coast Community College District shall retain and destroy records pursuant to California Code of Regulations, Title 5, Sections 59020 through 59029 and in conformance with other applicable provisions of federal and state law. See Administrative Procedure 3310 for implementation details.

### **~~A. NON-RECORDS~~**

~~For purposes of this policy the following documents are not records and may be destroyed at any time:~~

- ~~1. Mimeographed, otherwise duplicated, or carbon copies, except the original or one copy. (A person receiving a duplicated copy need not retain it.)~~
- ~~2. An individual memorandum, other than one related to personnel matters, or other than a student record, between one employee and another employee of the District.~~
- ~~3. Advertisements and other sales material received.~~
- ~~4. Textbooks, maps used for instruction, and other instructional materials, including library books, pamphlets and magazines.~~

### **B. CLASSIFICATION OF RECORDS**

~~Every record of the Coast Community College District shall be classified as either Class 1 (permanent), Class 2 (optional), or Class 3 (disposable), as those terms are defined and used in Sections 59023, 59024 and 59025 of Title 5 of the California Administrative Code. Records of a continuing nature; i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years; shall not be classified until such usefulness has ceased.~~

### **C. RETENTION OF RECORDS**

~~The retention period of Class 3 documents shall be as set out in Section 59026 of Title 5 of the California Administrative Code. With respect to college records the president or their designee, and with respect to District the Vice Chancellor or their designee, shall:~~

- ~~1. Personally supervise the classification of records;~~
- ~~2. Mark each file or other container as to classification and the school year in which the records originated. If the records are classified as Class 3 – Disposable, the officer or designee shall also mark the school year in which such records are to be destroyed.~~
- ~~3. Supervise the destruction or electronic conversion of records.~~

4. All records designated for retention under Class 1, 2 or 3 may be converted to electronic or digital form to reduce paper volume, required storage space, and to preserve the integrity of district records.

#### **D. DESTRUCTION OF RECORDS**

~~Prior to the destruction of any records the College President or Vice Chancellor or designees, as appropriate, shall submit to the Board a list of records recommended for destruction, and shall certify that no records are included in the list in conflict with this policy or Title 5. Upon receipt of such classification the Board shall take such action as is appropriate under Section 59028 of Title 5 of the California Administrative Code.~~

Adopted August 13, 1986

Revised March 7, 2008

Revised

Replaces CCCD Policy 040-7-1, Spring 2011



**Coast Community College District**  
**ADMINISTRATIVE PROCEDURE**  
Chapter 4  
Business Operations

---

**AP 3310 Retention and Destruction of Records**

California Code of Regulations, Title 5 Sections 59020 – 59029

The Chancellor, or primary designee, the Vice Chancellor of Finances and Administrative Services, or other designee, shall be responsible for the preservation and destruction of District records maintained at the District Offices in accordance with California Code of Regulations, Title 5, Sections 59020 - 59029.

College Presidents, Vice Presidents of Administrative Services, or other designee, shall be responsible for the preservation and destruction of records maintained at each College in accordance with California Code of Regulations, Title 5, Sections 59020 - 59029.

The District shall review documents and papers received or produced following the conclusion of each academic year and shall classify them as Class 1 - Permanent, Class 2 - Optional, or Class 3 - Disposable. Records that are active and useful for administrative, fiscal, legal, or other purposes for a number of years shall not be classified until such usefulness has ceased. Each record file or container shall list the classification of the documents contained therein. If a record file or container contains Class 3 - Disposable records, it shall be marked with a destruction date/year in which it shall be destroyed.

Prior to the destruction of a record under any classification, the District or the College, as applicable, shall list all records considered for destruction on a "Records Destruction Log" form provided by the District. The *Records Destruction Log* shall set forth a brief description of the document(s) to be destroyed, the date of the document(s), and the classification of the document.

The Chancellor, Vice Chancellor, or applicable College President, Vice President, or designee, shall submit to the Governing Board a list of records recommended for destruction, and shall certify that no records are included in the list which are in conflict with Title 5, Records Retention and Destruction Regulations.

This list of records shall be placed on the Consent Calendar section of the Board Agenda for Board of Trustee consideration and approval (Title 5, Section 59027, 59028). The Board may approve or disapprove the destruction recommendations, order a reclassification of some or all records, and shall attach the list of records to be destroyed (*Records Destruction Log*) to its minutes (Title 5, Section 59028).

Upon the order of the Governing Board that specified records shall be destroyed, such records shall be permanently destroyed by such foolproof methods as shredding, burning, or pulping. The destruction of such records shall be supervised by the Chancellor, Vice Chancellor, or applicable College President, Vice President, or appropriate designee.

## **RECORDS CLASSIFICATION**

### **I. CLASS 1 – Permanent Records (Title 5, Section 59023)**

Are retained indefinitely – unless copied or reproduced in accordance with Title 5, Section 59022(e). Examples of Types of Class 1 Records

The following Annual Reports:

- Official Budget
- Financial Report of all funds, including cafeteria and student body funds
- Audit of all funds
- FTE Student, including Period 1 and 2 reports

(and) other major Annual Reports, including those containing information related to:

- Property
- Activities
- Financial Condition
- Transactions
- Those declared by the Board Minutes to be permanent

Official Actions:

- Minutes of the Board or committees thereof
  - o Text of a policy or resolution not set forth verbatim in the minutes (but only referenced).
  - o Board and Committee resolutions are Class 1 records.
- Elections, including the call, if any, for and the result of an election (but not detailed, i.e. ballots) called, conducted or canvassed by the Governing Board for a Board Member, the Board Member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose; and records transmitted by another agency related to this District's reorganization.
- Human Resources – Following Personnel Records - All detail records relating to:
  - o Employment
  - o Assignment
  - o Employee evaluations
  - o Amounts and Dates of Service rendered
  - o Termination and dismissal of employee in any position
  - o Sick leave records
  - o Rate of compensation (salaries, wages, deductions withholdings and to whom paid (a complete proven summary payroll record for every employee may be substituted for detail records – if consistent with whole District detail would then be Class 3 - Disposable)
- Student Records
  - o Records of enrollment and scholarship for each student (including):
    - Name of student

- Date of Birth
- Place of Birth
- Name and address of a parent having custody or a guardian (if minor)
- Entering and leaving date for each academic year and summer/other sessions
- Subjects taken each year, half-year, summer/other
- Grades or credits given, toward graduation
- Claims / Accidents / Injury
  - All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by California law, including any policy of liability insurance relating thereto. (\*except these records cease to be Class 1 - Permanent Records one year after the claim has settled or after the SOL has run)
- Property Records
  - All detail records related to:
    - Land
    - Buildings
    - Equipment
  - In lieu of such detail records, a complete property ledger may be classified as Class 1 - Permanent, and the detail records may then be classified as Class 3 - Disposable, IF the property ledger includes:
    - All fixed assets
    - An equipment inventory
    - And for each unit of property
      - the date of acquisition
      - from whom acquired
      - adequate description or identification
      - amount paid
      - comparable data if property lost, sold or disposed of

## **II. CLASS 2 – Optional Records (Title 5, Section 59024)**

Any record worthy of further preservation but not classified as Class 1- Permanent may be classified as Class 2 – Optional, and shall then be retained until reclassified as Class 3 - Disposable.

The Chancellor, College President, or designee determines that classification should not be made by the time specified in Section 59022 – then all records within the prior year may be designated as Class 2 - Optional, *pending* further review and classification within one year.

Examples:

Job applications, "B" warrant listings and summaries, cancelled checks (revolving, clearing accounts), cash receipts/deposits, Purchasing Bids, W-4 withholding allowance certificates.

### **How Long Are Class 2 Records To Be Retained:**

Class 2 records should be destroyed during the 3<sup>rd</sup> year after the record was designated as a Class 3 record.

### **III. CLASS 3 – Disposable Records (Title 5, Section 59025)**

All records, other than “continuing records”, not classified as Class 1 - Permanent Records or Class 2 - Optional, shall be classified as Class 3 - Disposable, including, but not limited to, detail records relating to:

- Records basic to Audit
  - o Including attendance, FTE Student
  - o Business or Financial Transactions
    - Purchase orders
    - Invoices
    - Ledger sheets
    - Warrants
    - Cancelled checks and stubs
    - Student Body and Cafeteria fund records
    - Detail records used in the preparation of any other report
- Periodic reports, such as
  - o Daily
  - o Weekly
  - o Monthly
  - o Bulletins
  - o Instructions

#### **How Long Class 3 Records Are To Be Retained:**

Class 3 - Disposable Records should be destroyed during the 3rd year after the year in which they were originated (e.g. 1993-94 + 3 = 1996-1997 is the year record destroyed):

- o Federal Programs (student aid, etc.) may require longer retention periods
  - take precedence over the 3 year rule
- o Audit records – destroyed 3 years after the third July 1<sup>st</sup> following completion of audit
  - (e.g. Audit of 1994 (completed Feb 1994 – would be destroyed after July 1, 1997)

#### **Alternate Media Forms For Records Retention**

##### **Electronic Records / Optical Disk Requirements**

Records stored on alternate media may be retained in lieu of the record itself. This would require the alternate media contain accurate detail, copies of signatures, and have a dated certification. These records should be readily accessible and permanently preservable (for Class 1). Class 1 originals in paper form may be destroyed after the hard copy is scanned or imaged.

Ratified \_\_\_\_\_

See Board Policy 3310

CALLAHAN & BLAINE

**RETAINER AGREEMENT**

This Agreement is entered into by and between Coast Community College District hereinafter referred to as "Client," and CALLAHAN & BLAINE, A Professional Law Corporation, hereinafter referred to as "Attorney."

Client hereby retains Attorney with respect to lawsuit by Vector Resources and related services.

Client grants to Attorney the authority to perform services on his behalf, and to do all things which Attorney, in its discretion, may deem necessary, appropriate or advisable including, but not limited to, advising, consulting, negotiating, instituting, defending or maintaining lawsuit(s), action(s) or any other legal proceeding(s), and negotiating settlement.

Any other provision of this agreement notwithstanding, Client understands and agrees that the scope of Attorney's services does not include post-trial motions, appeals, writs or collection activities which services, if necessary and required, shall be compensated based upon the reasonable value of services rendered by reference to Attorney's standard hourly billing rate. Neither shall Attorney provide tax or bankruptcy advice. Upon request, Attorney will refer Client to tax or bankruptcy specialists with whom Client may consult, at Client's discretion.

Client agrees to pay Attorney for all services rendered by Attorney or their agent(s) on behalf of Client, as well as for all costs and out-of-pocket expenses incurred by Attorney or his agent(s) on behalf of Client. Attorney's fees and unpaid costs will be billed monthly with fees charged on an hourly basis. Attorney reserves the right to request Client's advance deposit and/or direct payment of any cost item. On occasion copying will be done by a related third-party if cost savings may be generated. Client agrees to the third-party participation in such assignments. Costs and out-of-pocket expenses include but are not limited to, filing fees, investigators, accountants, consultants and other expert fees, document duplication, long-distance telephone calls, text editing, travel and parking costs, messenger services and postage. The telephone charges shall be calculated at one percent (1%) of the monthly fees. Costs for court reporting services will be billed directly by the reporter, Simpson Deposition Services, or such other vendor as may be designated by the Law Firm, which vendors are third party beneficiaries under this Retainer. The same billing arrangements and related third-party beneficiary status shall also apply to videographer's services billed directly to the client by the videographer. Client agrees that all amounts due to client upon settlement or judgment shall be paid after all related vendor invoices have been submitted to Attorney and paid.

Attorney will separately bill for the costs of computer-assisted legal research through electronic research services where it deems the cost of these services justified to best meet the needs of Client. The time billed for use of the electronic research services and the actual time

expended in conducting research and formulating search requests on the electronic research services will be reflected on statements as computer-assisted legal research.

Fees shall be for services rendered by Attorney for Client including, but not limited to, preparation, review and revision of documents and pleadings, attending depositions, court appearances, consultations, conferences, negotiations, research, telephone calls, correspondence, travel time and all other services which in the judgment of Attorney are necessary, proper, convenient or required for the prosecution, defense, representation, disposition or disposal of the matter for which Attorney is herein retained.

The parties hereto agree and expect that all monthly statements sent to Client by Attorney shall be paid within ten (10) days of mailing. Such services shall be billed at the standard hourly rates for attorneys, paralegals and law clerks then charged by Attorney.

Each month Attorney will send Client a statement of charges for legal services and costs advanced. Attorney will make every effort to fully describe each service performed and cost item advanced. Client's first monthly statement will show his Retainer Deposit. It will also itemize legal services and charges for costs advanced. Attorney's minimum time charges reflected on Client's monthly statements shall be one-tenth of an hour. The ending balance ("balance due") on each statement will show the difference between Client's Retainer Deposit, the legal services and cost advances charged by Attorney, and the sum required to replenish the Retainer Deposit. Monies owed by Client to Attorney, including monies required to replenish the Retainer Deposit, are due within 10 days of mailing of Attorney's statement. All monies owed Attorney for more than 30 days will accrue interest from the date of invoice at the rate of 10% per annum.

Client's obligation to pay is not contingent upon results as results may vary given the strength of the case and quality of adverse counsel. See Client's Acknowledgment of Obligation to pay for services whether or not successful, attached hereto. Client understands and hereby acknowledges that Attorney has made no guarantees, warranties or predictions regarding the outcome, success or results of any proceedings relating hereto, whether brought by Attorney or defended by Attorney, and all discussions involving Attorney's representation of Client herein is a matter of Attorney's opinion only based upon the facts as stated by Client to Attorney. Neither has Attorney made any representation as to the total amount of fees, costs and out-of-pocket expenses that will be incurred as those figures will necessarily depend on the time that is required to be devoted to the matter, which may also be affected by the tactics and actions taken by the opposing party. Client acknowledges that fees and costs as well as estimates thereof may be affected considerably by the approach others take to the matter such as indulging in excessive discovery, filing unnecessary or inappropriate motions, or failure to comply with discovery, as well as many other factors. Client also acknowledges Attorney's disclosure to Client of the possibility that Client may be required to reimburse the opposing party's attorneys fees and costs, or a portion thereof, in the event the dispute and related litigation is resolved in favor of the opposing party, as well as court-ordered sanctions resulting from motions brought or defended

on Client's behalf. Under such circumstances, Client shall be solely responsible for payment of the Attorney's fees, costs and/or sanctions so awarded, if any.

The Client agree that within sixty (60) days of Attorney mailing his bill to him, the Client will notify the Attorney, in writing, of any questions he has regarding the bill, including, but not limited to, if the service was performed, what the service was, the amount of time spent, and the reasonableness of the service. Client agrees that if he does not notify the Attorney within sixty (60) days, then the Attorney's charge will be conclusively deemed to be fair, accurate, and reasonable, and the Client agrees that he will not in any subsequent proceeding challenge that particular Attorney time or cost entry.

Client understands and agrees that this Agreement and the services to be provided hereunder exists between Client and Callahan & Blaine, A Professional Law Corporation. Attorney retains the right to delegate work to attorneys, paralegals and staff working under the supervision of Attorney, whenever in Attorney's discretion the delegation of such work is appropriate in light of attendant facts and circumstances and potential costs savings.

Both Attorney and Client agree to use their best efforts in furthering the purposes of this Agreement. Client shall always have the right to discharge Attorney and to employ other counsel. Attorney shall also have the option to withdraw from this Agreement at any time if: (1) the financial obligations set forth above are not met by Client, (2) Client has misrepresented or failed to disclose material fact(s) to Attorney, (3) Client fails to be present when required, or (4) Client in any other manner impairs or adversely affects the representation of Client by Attorney. In the event that any of the aforesaid events occur, Client and Attorney agree to execute a Substitution of Attorney at the other's request.

All checks for settlement or in payment of a judgment shall be made payable to Attorney's trust account on behalf of Client, and may be endorsed by Attorney, in Client's name and on Client's behalf, to the extent the payee is otherwise designated. Further, Client hereby grants to Attorney a lien for payment of fees, costs and other sums to be paid by Client to Attorney upon any of the funds that come into possession of Attorney on Client's behalf, whether obtained by Attorney in this or any other matter in which Attorney represents or has represented Client. Client is hereby advised of its right and possible need for independent representation and legal counsel regarding the grant of this lien and has either taken the opportunity to seek such independent legal representation before signing this Agreement or, given Client's level of sophistication and business experience, has chosen not to do so.

Absent further instruction from Client, Attorneys will maintain Client's files relative to this matter for a period of five (5) years following conclusion of Attorney's services hereunder, at which time the files may be disposed of without further notice to Client. Client may ask that its files be forwarded to Client at anytime prior to the five(5) year anniversary or thereafter if they have not already been disposed of.

Attorney maintains errors and omissions coverage applicable to the services to be rendered hereunder.

Each party who executes this Agreement thereby represents that he/she has the authority to enter into this Agreement and bind the parties hereto, and the execution of this Agreement on behalf of the Client has been approved by its Board of Trustees.

**Any controversy between the parties regarding the construction or application of this Agreement, and all claims for damages or other relief based upon or pertaining to this Agreement or its breach, including without limitation disputes concerning fees, costs, malpractice and professional misconduct, or any combination thereof, shall be submitted to binding arbitration without right of appeal (except as specifically provided by law) upon the written request of either party, with all proceedings conducted pursuant to the California Arbitration Act, California Code of Civil Procedure sections 1280 et. seq., before one neutral arbitrator. The arbitrator must be either an attorney licensed in the State of California with at least fifteen (15) years of litigation experience or a retired judge and in either event affiliated with either Judicate West or Judicial Arbitration and Mediation Services ("JAMS") facility located in Orange County, California. In the event the parties for whatever reason fail to reach an agreement on a designated arbitrator within the five day period immediately following mutual acknowledgment to arbitrate or the entry of a Court order compelling arbitration, whichever first occurs, the selection may be made immediately thereafter by the arbitrator's administrative office which shall unilaterally select a panel member with a minimum of 15 years litigation experience or shall be a retired judge. Discovery under the Arbitrator's own rules shall not apply unless both parties so agree in writing. In any such arbitration, the arbitrator must award the prevailing party his arbitration fees. The arbitrator is without discretion and must award these fees. Should the arbitrator fail to do so, the Orange County Superior Court is empowered to review both the facts and the law as to the arbitrator's denial of arbitration fees to the prevailing party. For the purposes of this section, prevailing party is the party which makes positive net recovery in any amount.**

This Agreement supersedes all other agreements, whether oral or in writing, between Client and Attorney pertaining to the scope of services described herein. No representations, promises or agreements, whether oral or in writing, have been made or will be binding on either party, unless expressly set forth herein. Any modification of this Agreement or waiver of any of the terms or conditions hereof will be effective only if in writing signed by both parties. Client has been given the opportunity to review this Agreement with independent legal counsel and/or have the requisite experience and sophistication to understand, interpret and agree to the particular language of the provisions hereof.

All questions with respect to the construction or interpretation of this Agreement and/or the rights and liabilities of the parties hereto shall be governed by the laws of the State of California with venue proper only in the County of Orange.

The provisions of this Agreement shall be binding upon and shall inure to the benefit of the successors, assigns, heirs, executors, and administrators of the respective parties hereto including, without limitation, any partnerships, corporations or other entities in which the parties hereto may have a controlling interest or position.



This Agreement is executed in duplicate and Client acknowledges receipt of a copy thereof. Attorney accepts said Retainer Deposit upon the conditions and terms herein above set forth.

Executed at Santa Ana, California on \_\_\_\_\_, 2012.

**"ATTORNEY"**

CALLAHAN & BLAINE  
A Professional Law Corporation

By: \_\_\_\_\_  
Daniel Callahan

**"CLIENT"**

By: \_\_\_\_\_  
Coast Community College District  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**ACKNOWLEDGMENT OF RECEIPT**

I, \_\_\_\_\_, acknowledge receipt of this fully-executed  
retainer agreement.

\_\_\_\_\_

**ACKNOWLEDGMENT OF OBLIGATION TO PAY FOR SERVICES  
WHETHER OR NOT SUCCESSFUL**

**ANALOGY TO A MEDICAL SERVICES PROVIDER**

Callahan & Blaine is paid for its services on an hourly basis and is also reimbursed for costs incurred on behalf of a client. Callahan & Blaine does not guarantee that its efforts will be successful. It is understood by Client that often attorneys do discovery or bring motions that they believe may produce certain results. Sometimes the discovery does not produce what was hoped for or the motions even if successful do not produce the desired result. Client understands that neither an adverse result nor an unsuccessful attempt at discovery will negate the Client's obligation to pay for Attorney's services and costs.

Client understands the practice of law is not a science and that retaining an attorney is analogous to a medical patient's relationship with his critical care physician. Often a patient must undergo several tests in order to determine what is affecting the patient's health. Some of these tests prove negative and don't identify the source of the client's pain or ailment. Similarly in law, some discovery may be attempted, positions taken and motions filed where the hoped for result is not obtained. In the above examples, Client acknowledges that Attorney is entitled to payment for services and expenses just as a physician would be if certain tests administered produce no positive result.

Continuing with the medical analogy, sometimes despite a physician's efforts, the patient succumbs to the illness. Likewise in legal affairs, if a matter does go to trial there is no guarantee that a case will be won and a judgment paid or averted. In either case Client acknowledges its obligation to pay for Attorney's services is not impacted.

**CALLAHAN & BLAINE**  
**A Professional Law Corporation**

**RATE SCHEDULE**

**ATTORNEYS**

**All Attorneys** **\$ 275.00**

Michika Shimabe	\$ 275.00
Kristy Schlesinger	\$ 290.00
Sue Y. Park	\$ 325.00
Scott D. Nelson	\$ 325.00
Caroline A. Molloy	\$ 340.00
Sarah C. Serpa	\$ 350.00
David J. Darnell	\$ 360.00
John W. Hurney	\$ 360.00
James R. Rouse	\$ 360.00
Douglas M. Carasso	\$ 360.00
Kimberly A. Carasso	\$ 375.00
Marc P. Miles	\$ 375.00
David E. Hayen	\$ 375.00
Kathleen Dunham	\$ 375.00
Jill A. Thomas	\$ 375.00
Javier H. Van Oordt	\$ 395.00
Tae J. Im	\$ 395.00
Brian J. McCormack	\$ 440.00
Michael J. Sachs	\$ 460.00
Edward Susolik	\$ 475.00
Stephen E. Blaine	\$ 525.00
Daniel J. Callahan	\$ 650.00

**PARALEGALS**

**All Paralegals** **\$ 90.00**

Supervising Paralegal	\$ 155.00
Paralegal	\$ 95.00

**SERVICES**

Photocopies	per page	\$ .30
Word Processing		\$ 25.00 /hr
Certified Computer Specialist		\$ 165.00 /hr



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Administrative Director, Research, Planning & Institutional Effectiveness.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 12 (currently \$143,811), plus longevity pay of \$6,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

1. **Parties.** The Coast Community College District ("District") and Richard Pagel ("Administrator") hereby enter into this Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."
2. **Position.** District hereby employs Administrator in the position of Vice President, Administrative 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 all of the duties, and accepts all of the responsibilities, as specified in the job specifications for the named position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or the supervising administrator(s).
5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.
6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 34 Step 12 (currently \$153,455), plus longevity pay of \$6,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.
7. **Work Year.** The work year for this Agreement is 12 months.
8. **Health and Welfare Benefits.** District shall provide Administrator with health and welfare benefits as approved by the Board of Trustees for all District educational administrators. Such benefits shall be as currently provided or as subsequently modified by the Board of Trustees.

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

1. **Parties.** The Coast Community College District ("District") and Kathryn Mueller ("Administrator") hereby enter into this Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."
2. **Position.** District hereby employs Administrator in the position of Dean, 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 all of the duties, and accepts all of the responsibilities, as specified in the job specifications for the named position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or the supervising administrator(s).
5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.
6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 10 (currently \$140,811), plus longevity pay of \$3,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.
7. **Work Year.** The work year for this Agreement is 12 months.
8. **Health and Welfare Benefits.** District shall provide Administrator with health and welfare benefits as approved by the Board of Trustees for all District educational administrators. Such benefits shall be as currently provided or as subsequently modified by the Board of Trustees.

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Dean, Visual & Performing Arts.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 7 (currently \$137,811), plus longevity pay of \$0 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Dean, Counseling.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 12 (currently \$143,811), plus longevity pay of \$6,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

1. **Parties.** The Coast Community College District ("District") and Robert Nash ("Administrator") hereby enter into this Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."
2. **Position.** District hereby employs Administrator in the position of Associate Dean, Distance Learning & Professional 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 all of the duties, and accepts all of the responsibilities, as specified in the job specifications for the named position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or the supervising administrator(s).
5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.
6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 26 Step 7 (currently \$112,076), plus longevity pay of \$3,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.
7. **Work Year.** The work year for this Agreement is 12 months.
8. **Health and Welfare Benefits.** District shall provide Administrator with health and welfare benefits as approved by the Board of Trustees for all District educational administrators. Such benefits shall be as currently provided or as subsequently modified by the Board of Trustees.

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

1. **Parties.** The Coast Community College District ("District") and Robert Mendoza ("Administrator") hereby enter into this Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."
2. **Position.** District hereby employs Administrator in the position of Dean, Math & Sciences.
3. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are integrated into this Agreement.
4. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job specifications for the named position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or the supervising administrator(s).
5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.
6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 15 (currently \$146,811), plus longevity pay of \$9,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.
7. **Work Year.** The work year for this Agreement is 12 months.
8. **Health and Welfare Benefits.** District shall provide Administrator with health and welfare benefits as approved by the Board of Trustees for all District educational administrators. Such benefits shall be as currently provided or as subsequently modified by the Board of Trustees.

Attachment 10

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Director of Marine Programs.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 28 Step 15 (currently \$129,061), plus longevity pay of \$9,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

1. **Parties.** The Coast Community College District ("District") and Dwayne Thompson ("Administrator") hereby enter into this Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."
2. **Position.** District hereby employs Administrator in the position of Associate Dean, Instructional Research & Planning.
3. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are integrated into this Agreement.
4. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job specifications for the named position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or the supervising administrator(s).
5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.
6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 26 Step 13 (currently \$118,076), plus longevity pay of \$6,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.
7. **Work Year.** The work year for this Agreement is 12 months.
8. **Health and Welfare Benefits.** District shall provide Administrator with health and welfare benefits as approved by the Board of Trustees for all District educational administrators. Such benefits shall be as currently provided or as subsequently modified by the Board of Trustees.

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Dean.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 15 (currently \$146,811), plus longevity pay of \$9,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

1. **Parties.** The Coast Community College District ("District") and Omid Pourzanjani ("Administrator") hereby enter into this Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."
2. **Position.** District hereby employs Administrator in the position of Dean, Career & Technical Education.
3. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are integrated into this Agreement.
4. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job specifications for the named position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or the supervising administrator(s).
5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.
6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 7 (currently \$137,811), plus longevity pay of \$0 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.
7. **Work Year.** The work year for this Agreement is 12 months.
8. **Health and Welfare Benefits.** District shall provide Administrator with health and welfare benefits as approved by the Board of Trustees for all District educational administrators. Such benefits shall be as currently provided or as subsequently modified by the Board of Trustees.

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Dean, Business & Social Sciences.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 7 (currently \$137,811), plus longevity pay of \$0 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Associate Dean.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 26 Step 7 (currently \$112,076), plus longevity pay of \$0 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Dean, Physical Education, Athletics & Health Education.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 7 (currently \$137,811), plus longevity pay of \$0 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

Attachment 17

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Dean of Instruction.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 7 (currently \$137,811), plus longevity pay of \$0 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Associate Dean, Institutional Research & Planning.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** The Administrator position is at the level of D-26. However, the District shall pay a salary to Administrator according to Salary Schedule at the level of D-32 y-rated (\$137,625.96), plus longevity pay of \$9,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

1. **Parties.** The Coast Community College District ("District") and Danny Jones ("Administrator") hereby enter into this Educational Administrator Employment Agreement ("Agreement"). District and Administrator are referred to herein individually as "Party" and collectively as "Parties."
2. **Position.** District hereby employs Administrator in the position of Executive Dean, Office of Learning & Information Technologies.
3. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are integrated into this Agreement.
4. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job specifications for the named position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or the supervising administrator(s).
5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.
6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 33 Step 12 (currently \$148,634), plus longevity pay of \$6,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.
7. **Work Year.** The work year for this Agreement is 12 months.
8. **Health and Welfare Benefits.** District shall provide Administrator with health and welfare benefits as approved by the Board of Trustees for all District educational administrators. Such benefits shall be as currently provided or as subsequently modified by the Board of Trustees.

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of General Manager, Food Service.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 25 Step 10 (currently \$111,276), plus longevity pay of \$6,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(ONE-YEAR OR LESS)**

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

2. **Position.** District hereby employs Administrator in the position of Director, Financial Aid and EOPS.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2014. This Agreement expires on June 30, 2014 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by March 15 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 24 Step 15 (currently \$113,627), plus longevity pay of \$9,000 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date





**COAST COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT  
(MULTI-YEAR)**

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

2. **Position.** District hereby employs Administrator in the position of Dean, Counseling and Special Programs.

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

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

5. **Term.** District agrees to employ Administrator, and Administrator agrees to serve, for the period commencing July 1, 2013 and ending June 30, 2015. This Agreement expires on June 30, 2015 and is not subject to automatic renewal pursuant to subsection "c" of Section 72411 of the *Education Code*. Nevertheless, District shall make a good faith effort to notify Administrator by December 30 of the last academic year of this Agreement whether District intends to re-employ Administrator for another term, whether District does not intend to re-employ Administrator for another term, or whether District has not yet made a determination about re-employment.

6. **Salary.** District shall pay a salary to Administrator according to Salary Schedule DD, Range 32 Step 5 (currently \$120,061), plus longevity pay of \$0 under Board Policy 7884, payable in equal monthly payments. Salary for a service period less than the full academic year shall be paid on a prorated basis, based on the number of work days worked, pursuant to there being 241 work days in a year. Advancement on the salary schedule shall be determined by District. District may increase the salary during the term of this Agreement.

7. **Work Year.** The work year for this Agreement is 12 months.

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

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

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

11. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Board Policy #050-1-16 and Section 87458 of the *Education Code*; in this case, Administrator's initial placement on the faculty salary schedule will be at a column and step to be determined by District.

12. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 14 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement, with years of service in an administrative position at the District accruing for placement on the Faculty Salary Schedule.

13. **Dismissal or Imposition of Penalties During the Term of this Agreement:** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, and persistent or serious violation of law or of District policy or procedures. Administrator shall be entitled to due process protections as required by law.

14. **Dismissal or Imposition of Penalties During the Term of this Agreement if Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

15. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 13 or 14 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18.

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

17. **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.

18. **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.

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date



# GRAD IMAGES®

EVERY DETAIL. EVERY TIME.

## Orange Coast College

### REQUEST FOR SERVICE

We understand that GradImages® will:

- Schedule professional photographers to arrive at least ninety (90) minutes before each ceremony to arrange the photographer's position with the school contact.
- Mail and/or email each graduate photographed a passport-sized photo proof image within 5 days of the graduation, along with the opportunity to select from a variety of photo packages, with no obligation to purchase.
- Fulfill the orders of graduates and ship them within 7 days of receiving their orders.
- Guarantee complete satisfaction to the students and their parents, or their money will be refunded.
- Protect the students' right to privacy by not selling or providing the names and addresses of our candidates for graduation to another company for any purpose.

Additionally, GradImages® will:

- Provide this service at no cost to the school.
- Provide photographer on location to take public relations photos before, during and after the event of various faculty members, administration, and candids of graduates. Provide the school with documentation of the ceremony, speakers and dignitaries through images furnished on a CD or other appropriate media.
- Provide a rebate of \$1.00 per attending graduate for whom we receive a valid address or 20% of gross sales, whichever is greater

We agree to provide GradImages®:

- Exclusive rights to capture the image of the graduates by means that include still photography. This is for the purpose of producing photographs and images to be marketed to the graduates by means that include, but are not limited to, mail, e-mail, telephone, fax and Internet.
- College shall request student's elective and affirmative consent for release of directory information on the student's application for degree or certificate. For only those students who have affirmatively elected to release such information, the College shall provide GradImages with the student's directory information for the sales of photographs.
- The rights to photograph our graduates through 2015.
- This agreement can be extended for an additional two year period at the discretion of an authorized school representative.

Please sign and return a copy to GradImages®.

\_\_\_\_\_  
Authorized Signature  
School Representative

\_\_\_\_\_  
Printed Name & Date Signed

\_\_\_\_\_  
Title

Tasha Watkins  
Authorized Signature  
GradImages®  
A division of Event Photography Group

Tasha Watkins 11/15/2012  
Printed Name & Date Signed

Regional Account Manager  
Title



---

**College Board Software and Data License Addendum**

---

This Addendum #1 to the College Board Software and Data License Agreement executed 10/16/2012 (referred to in this Addendum as the "Agreement") is made and entered into by and between the College Board, a New York corporation ("College Board") and the entity whose name, principal, business address and other relevant information are set forth below ("Client"), with the stated purpose of amending the Agreement through the purchase of additional College Board products, services and maintenance at the prices and quantities set forth below.

<b>Client Name:</b>	<b>Coastline Community College</b>
<b>Business Address:</b>	11460 Warner Avenue, Fountain Valley, CA 92708
<b>Representative:</b>	Cynthia Pienkowski
<b>Telephone:</b>	(714) 241-6239
<b>Fax:</b>	
<b>Email:</b>	<a href="mailto:cpienkowski@coastline.edu">cpienkowski@coastline.edu</a>

The parties hereto, intending to be legally bound hereby, agree to the following:

1. **TERMS AND CONDITIONS.** The terms and conditions of the Agreement between the College Board and the Client will apply to this Addendum. In the event of a discrepancy or conflict between the provisions set forth in the Agreement and the provisions set forth in this Addendum, the provisions of this Addendum shall govern.
2. **PAYMENT.** The College Board shall invoice the Client for the Total New Products and Services Purchased as set forth above upon receipt of this signed Addendum. Payment of the invoiced amount shall be due and payable within thirty (30) days of the invoice date.

If the foregoing is in accordance with your understanding and is agreeable to you, please so indicate by signing and returning to the College Board two originals of this Agreement. A countersigned original will be returned for your records.

**AGREED AND ACCEPTED:**

**Coast Community College  
District/Coastline College**

**The College Board**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Herbert Elish  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Chief Operating Officer  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**ENROLLMENT BUDGET SCHEDULE**

	<u>Quantity</u>	<u>Total Cost</u>
<b>Year 1: 2012-13 Products and Services</b>		
<b>1. Software Licensing and Services</b>		
PowerFAIDS Initial Net Partner License Fee per enrollment	15000	\$57,000.00
License Fee for FTE Enrollment 10,001 - 15,000		
<b>Sub Total for Year 1: 2012-13 Products and Services</b>		<b>\$57,000.00</b>
<b>Year 2: 2013-14 Products and Services</b>		
<b>4. Technical and Professional Services</b>		
PowerFAIDS Net Partner Maintenance & Support Annual Subscription	8	\$1,780.00
Maintenance and Support for NetPartner based on 8-user license		
<b>Sub Total for Year 2: 2013-14 Products and Services</b>		<b>\$1,780.00</b>
<b>Total</b>		<b>\$58,780.00</b>

<b>PAYMENT DATE</b>	<b>AMOUNT</b>
Due within 30 days of contract execution	\$57,000.00
Due on September 1, 2013	\$1,780.00

## Schedule to College Board Enrollment Agreement

## Net Partner Add-on for PowerFAIDS®

Net Partner Add-On for PowerFAIDS is PowerFAIDS' web-based student portal. Net Partner interacts with the Client's PowerFAIDS database to provide students with on-line access to data and interactive capabilities. Net Partner requires an additional license fee and subsequent annual maintenance fees.

**Supplemental Terms and Conditions – Net Partner Add-on for PowerFAIDS**

1. Sections 1 through 6, inclusive of the PowerFAIDS Schedule agreed upon by the parties shall apply to Client's license of Net Partner, except that for purposes of this Schedule, (i) "Software" is defined as the computer programs in machine readable object code known as Net Partner and any Updates thereto, together with related Documentation and technical manuals; and (ii) the term of this Schedule shall begin on November 1, 2012 ("Schedule Effective Date") and thereafter run coterminous with the PowerFAIDS Schedule agreed upon by the parties.

**2. FEES AND INVOICING****a. Pricing Table**

<u>2012-2013</u>	<u>2013-2014</u>
\$57,000	\$1,780

**b. Payment Schedule.**

Upon the Schedule Effective Date, the College Board shall invoice Client annually for all Deliverables according to the payment schedule detailed below. Payment of the invoiced amount shall be due and payable within thirty (30) days of the invoice date.

<b>PAYMENT DATE</b>	<b>AMOUNT</b>
Due within 30 days of contract execution	\$57,000.00
Due on September 1, 2013	\$1,780.00

---

## Coastline Community College Contact Information

<b><u>Invoice and Billing</u></b>	<b><u>Primary Contact for Technical Support</u></b> <i>(This is the contact who will receive all products shipped to Institution as related to this agreement)</i>
<b>Name:</b>	<b>Name:</b>
<b>Title:</b>	<b>Title:</b>
<b>Street Address:</b>	<b>Street Address:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Fax Number:</b>	<b>Fax Number:</b>
<b>Email:</b>	<b>Email:</b>



# **TRANSFER CENTER PLAN**

## **(2012-13)**

Jerry B. Castillo/Articulation Officer  
David Baird/Acting Transfer Center Director  
Thao Tran/Transfer Center Coordinator



15744 Golden West Street  
Huntington Beach, CA 92647  
(714) 895-8794

## **TRANSFER CENTER PLAN** **(2012-2013)**

**GOAL I: Increase the number of Golden West College Students eligible for admission to four-year university (transfer-ready).**

<b>OBJECTIVE</b>	<b>ACTIVITIES/PROCEDURES</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>TIME FRAME</b>
Provide students with a variety of Transfer Center services/activities.	University Transfer Day Fair: Provide students with information from 40 university representatives on campus.	Transfer Center Coordinator	October
	SCHEC Fair : Provide students with information from the local universities.	Transfer Center Coordinator	March
	University Transfer Tours: Provide students the opportunity to gain first-hand knowledge of a university campus. Coordinated with OCC & CCC. Tours to: CPSUP, CSUDH, CSUF, CSULB, SDSU, UCI, UCLA, UCR, UCSD, USC, etc.	Transfer Center Coordinator	Fall: September - November  Spring: February – May
	Transfer Related Workshops: To give students' detailed information about programs and answer all questions they might have about preparing to transfer. Workshops provide: <ul style="list-style-type: none"> <li>• CSU and UC Application</li> <li>• UC Transfer Admission Guarantee</li> <li>• CSULB Transfer Information Session</li> <li>• How to Transfer to the CSU and UC</li> <li>• Next Step for Fall 2013 Applicants to CSU and UC</li> <li>• etc.,</li> </ul>	Transfer Center Coordinator Counselors University Representatives	Fall: October – November  Spring: February - April

**GOAL I (cont.): Increase the number of Golden West College Students eligible for admission to four-year university (transfer-ready).**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON(S)	TIME FRAME
Provide potential transfer students with appropriate academic planning.	Counselor Appointments: Students are referred to Counseling for an appointment.	Transfer Center Coordinator Counselors	Fall/Spring
	Transfer guidance provided on-line: Refer students to e-Counseling		
	Transfer Center Walk-in Information: Transfer Center staff is available to provide transfer information to students, including college catalogs, GWC transfer option plans, brochures and handouts provided by the receiving institutions.	Transfer Center Coordinator	On-going
	Transfer Applications: Assist students with filling out the CSU and UC applications hardcopy and on-line.		During Application Periods
	University Representative Appointments: Individual appointments are available for students to meet with representatives from the CSU, UC, and Private Institutions before transferring.	Transfer Center Coordinator University Representatives	Fall/ Spring/ Summer

**GOAL II (cont.): Improve the identification, retention, and preparation for potential transfer students.**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON (S)	TIME FRAME
Provide a resource library of college and university catalogs.	In-state/out-of-state college & university catalogs library.	Transfer Center Coordinator	On-going
	College Source Online (over 4000 college catalogs online).		
	Participate in Region 8 college catalog exchange	Transfer Center Director	
Have available in the Transfer Center transfer related information (publications/materials) used by students and counselors.	University general education requirements, articulation and transfer agreements on file: (CSU GE-Breath, IGETC and Major Sheets: Over 50 transfer-by-majors are articulated with the CSU, UC, and Private Institutions).	Transfer Center Coordinator	On-going
Provide the necessary resources to equip students, faculty, and staff with current information necessary for the transfer transition.	Selection of reference books and materials: (e.g., Medical Schools, Law Schools, Studying Abroad, Scholarships, etc.,)		
	Update CSU, UC and Independent University Binders in the Walk-in Station		
Improve and strengthen the communication channels with potential transfer students.	Through mass emails/mailings, provide students, staff, and faculty with a variety of transfer related information/events. (Letters/flyers/postcards/ Newsletters)		
	Transfer Center Webpage: <i>Student Information Request Form</i>		
	Assist students with the UC TAG application		
	Administrators for TAG: Need to review, approve, and submit students' application for UC Davis and UC Santa Cruz	Counselor Transfer Center Director	September/ October



**GOAL II (cont.): Improve the identification, retention, and preparation for potential transfer students.**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON (S)	TIME FRAME
UC Transfer Admission Guarantee Program (TAG)	Assist and evaluate students' transcripts for UC TAG eligibility.	Counselors Transfer Center Coordinator	July/August/ September
	Assist students with the UC TAG application		
	Administrators for TAG: Need to review, approve, and submit students' application for UC Davis and UC Santa Cruz	Counselor Transfer Center Director	September/ October
Transfer Model Curriculum	Articulate courses for GWC AA-T and AS-T. Assist instructors with course alignment. (this is a new assignment 2010 to present)	Articulation Officer	Fall/Spring
CSU Long Beach STEM Transfer Agreement	Liaison for Golden West College: Provide information to campus.	Transfer Center Director	Fall

**GOAL V: Enhance Faculty and Staff of Transfer Awareness.**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON(S)	TIME FRAME
To consult with CCI and faculty on issues related to articulation of courses	Project Assist: Train CCI faculty on the function of ASSIST related to articulation and course approval.	Articulation Officer	On-going
	Promote the use of ASSIST in college materials and presentations.		
To increase Transfer staff and counselors involvement in getting updated transfer information.	Encourage attendance at AICCU, Ensuring Transfer Success, CSU and UC Counselor Conferences and any other transfer related conferences: Counselor and Transfer Center staff to participate in these conferences to be updated on transfer information and policies.	Transfer Center Coordinator Transfer Center Director	Fall/Spring
	Attend and present updates at the counseling meetings.	Transfer Center Director and Articulation Officer	
To update counselors, staff, and faculty on current transfer information	Send e-mails to faculty on new developments pertaining to transfer; such as, application deadlines, status of application, and other pertinent information.	Transfer Center Coordinator	On-going
	Campus e-mail to faculty and staff on Transfer Events.		

**Goal VI: Increase on-campus and off-campus networking.**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON(S)	TIME FRAME
Collaborate with community college and university staff (particularly staff and faculty) in activities that strengthen transfer curriculum and course articulation.	CIAC Meeting: Member of the California Intersegmental Articulation Council (CIAC), a state-wide networking organization of Articulation Officers who gather to share and obtain updated articulation information.	Articulation Officer	Fall/Spring

**Goal VI (cont.): Increase on-campus and off-campus networking.**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON(S)	TIME FRAME
Collaborate with community college and university staff (particularly staff and faculty) in activities that strengthen transfer curriculum and course articulation.	SCIAC Meeting: Member of the Southern California Intersegmental Articulation Council. (pay yearly dues)	Transfer Center Director Articulation Officer	Fall/Spring
	Consult with representatives in Student Outreach, Counseling, and Articulation Officers from the local universities.		
	SCHEC Meeting: Participate in SCHEC (South Coast Higher Educational Council) made up of articulation officers, transfer center directors and representatives from four-year local universities and community colleges in the Region VIII. (pay yearly dues)		
	Region VIII Meeting: Meet with the Transfer Center Coordinators/Directors and Articulation Officers of Region VIII.		
	Transfer Center Directors Association: (pay yearly dues)		
Develop closer networking with special needs programs, e.g. underrepresented and non-traditional students.	Puente Project: Work with Puente Counselor to assist underrepresented students and inform them of the transfer process. Encourage Puente students to utilize transfer center services.	Transfer Center Director Transfer Center Coordinator	On-going
	Intercultural Center: Work with the staff at the center to promote visibility of transfer services.		

**Goal VI (cont.): Increase on-campus and off-campus networking.**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON(S)	TIME FRAME
Develop closer networking with special needs programs, e.g. underrepresented and non-traditional students.	<p>Disabled Student Services:</p> <p>Develop closer working relations with these programs to encourage collaboration of services. Also to promote the use of the Transfer Center by students from this program.</p>	Transfer Center Director Transfer Center Coordinator	On-going
	<p>Honors Program:</p> <p>Work with the Honors Program students, faculty and Honors Counselor, to promote use of Transfer Center's events and services.</p>		
	<p>Career Center:</p> <p>Work with the Career Center staff to promote the services provided.</p>		
	<p>EOPS:</p> <p>Work with the EOPS' students and counselors to promote the Transfer Center's events and services.</p>		
	<p>CalWork:</p> <p>Work with the CalWork Program to promote the Transfer Center's events and services.</p>		

**GOAL VII: Student Tracking, Data Collection, Evaluation and Research**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON(S)	TIME FRAME
Identify and track students from Golden West College to the four-year universities.	The electronic database is available in the Transfer Center to identify in-coming transfer students, facilitate contacts, track and report progress toward transfer, referral/participation in services, and outcomes.	Campus Researcher Transfer Center Coordinator	Fall/Spring
	A data collection form has been developed to track CSU/UC application given to students.	Transfer Center Coordinator	
Monitor effectiveness of services provided by the Transfer Center	Transfer Center Plan Provide yearly to Coast Community College Board of Trustees Transfer Center goals and objectives.	Transfer Center Director Articulation Officer Transfer Center Coordinator	September
	End-of-the-year Report to VP of Student Services Provide a summary report of the goals and objective completed – relative to the Transfer Center Plan. Develop & collect data for SLO.		
	Program Review		When requested
	California Community Colleges Chancellor's Office Transfer Center Report and Supplemental Information (Articulation Addendums)		Fall (OCT 31)
	Transfer Center Budget	Transfer Center Coordinator	On-going

## GOAL VIII: Articulation

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON(S)	TIME FRAME
Review current articulation agreements with all UC and CSU schools.	Check articulation on ASSIST. Respond to articulation requests by the universities. Initiate articulation agreements with the universities for major prep.	Articulation Officer	Fall/Spring
Review new data being inputted into the ASSIST database. Respond to any inaccuracies in the system.	Review reports (new courses and corrections) submitted to ASSIST Maintenance by the Transfer Center staff.	Articulation Officer Transfer Center Coordinator	Fall/Spring/ summer
Review current articulation agreements with Independent universities.	Check hard copies in binder. Respond to articulation requests by private universities.	Articulation Officer	Fall/Spring
Review and update lower division major preparation requirements for principle transfer schools.	Check new catalogs of transfer schools and ASSIST.	Articulation Officer	Ongoing
Inform counseling staff of preparation for major changes.	Update GWC major preparation Advisement Sheets (over 50 major sheets). Encourage the use of ASSIST by students, staff and faculty.	Articulation Officer	Ongoing. New articulation begins in Summer
Make changes to articulation materials	Update Articulation, Transfer Planning Guide on overload hrs per funding from the Chancellor's Articulation Grant.(money is no longer available) Counselors are now responsible for Transfer Planning Guide and Advisement Sheets (2012).	Articulation Officer	Summer, Winter

**GOAL VIII (cont.): Articulation**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON(S)	TIME FRAME
Assist GWC faculty in establishing new articulation.	Maintain dialogue with faculty and be available as resource.	Articulation Officer	Ongoing
	Serve as regular member of Curriculum Committee (CCI).		Bi-weekly during Fall and Spring
	CCI responsibilities: Review course outlines and provide feedback to instructors. Research information pertaining to course outlines and articulation.		Fall/Spring
	Provide consultation & training to CCI members regarding placement of new courses in the UC TCA, CSU GE, IGETC and LDTP transfer patterns.		
	Participate in Tech Review Meetings. (this is a new assignment added to AO responsibilities)		Bi-weekly during Fall and Spring
Assist GWC Admissions & Records with Certification	Assist Admissions & Records Graduation Evaluator with CSU/IGETC certification.		Fall/Spring
Maintain positive relations with articulation personnel of transfer institutions.	Participate actively in Regional and Intersegmental Articulation Officer meetings.		
Expand articulation with transfer institutions.	Respond to GWC faculty requests for new articulation.		
	Respond to new articulation requests from universities.		
	Meet and communicate with Articulation Officers regarding new articulation agreements.		
	Update yearly the "Summary of Curricular Changes". Distribute to the CIAC network of Community Colleges, CSU, UC and Independent Universities. Also, distribute to GWC faculty and staff.		

**GOAL VIII (cont.): Articulation**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON(S)	TIME FRAME
Maintain accurate CSU/UC general education agreements.	Update CSU GE and IGETC certification forms annually	Articulation Officer	Fall
Monitor accuracy of transfer information in GWC publications.	Update/correct Counseling CSU & IGETC Degree check lists		Fall and Spring
	Update College Catalog annually, particularly in the areas related to transfer and articulation.		
Increase articulation for courses accepted as UC transferable courses (TCA)	Submit courses for Review by the UC Office of the President through OSCAR.		September
Increase articulation for IGETC courses	Submit courses for review by the CSU Chancellor's Office and UC Office of the President through OSCAR.		Fall
Increase articulation for courses accepted in CSU GE	Submit courses for review by the CSU Chancellor's Office through OSCAR.		Fall/Spring
Provide articulation updates to staff and faculty	Distribute "Articulation Update" to faculty, staff and Instructional Office (to distribute to academic units). Updates on various types of articulation including TCA, IGETC, CSU/GE, LDTP and major prep.		
District Degree Audit Project	Align courses with OCC and CCC to facilitate student enrollment in courses throughout the district. (this is a new assignment added to AO responsibilities).		Summer, Fall, Spring
	Submit course changes to ASSIST and request new articulation.		
	Meet with Degree Audit Project articulation officers' team twice a semester during the year.		



**GOAL VIII (cont.): Articulation**

OBJECTIVE	ACTIVITIES/PROCEDURES	RESPONSIBLE PERSON(S)	TIME FRAME
Student Transfer Achievement Reform Act (STAR Act)	C-ID - Submit courses for articulation with C-ID. (this is a new assignment 2010). Update CCI on articulation agreements. Assist faculty with articulation courses for C-ID.	Articulation Officer	Fall/Spring
	Monitor progress of the articulation project. (this is a new assignment 2010).		
	Assist instructors with developing AA/AS-T degrees (this is a new assignment 2010)		
	Assist with implementation of this program – including how it relates to Transfer Admissions at the CSUs.		
	Train Counselors/Faculty on implementing program		
DegreeWorks Project	Work in Scribing Team to update and enter college catalogs of Region 8 and other colleges into Banner Database		
	Provide input into development of the project		
International Baccalaureate Chart	Match courses to IB exams and seek CCI approval		
Transfer Guides	Communicate with private universities that request to develop “articulation agreements”.		
Resource for transfer and articulation policy	Monitoring and researching GWC transfer policy pertaining to catalog,		

