

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

Date: **Wednesday, February 5, 2014**

Location: **Coast Community College District
Board Room
1370 Adams Avenue
Costa Mesa, California 92626**

Time: **3:45 p.m.**

1.00 Agenda Items

1.01 Call to Order

1.02 Roll Call

1.03 Opportunity for Public Comment

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

**1.04 Discussion and Possible Action on Change of Title and Change of Job
Description for Secretary of the Board of Trustees (See Attachment #1)**

1.05 Recess to Closed Session

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

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

1. Full Time Faculty
2. Classified Staff
 Military/Contract Education Tech. Intermediate
 Programmer

3. Special Assignments, Academic Staff
4. Appointment of Part Time Faculty
5. Promotions and Transfers, Classified Staff
Dist. Accounting Analyst Sr.
6. Reclassification and Reorganization/Reassignment, Classified Staff
7. Short Term Hourly Staff
8. Student Workers

1.06 Report of Action from Closed Session

1.07 Adjournment

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

~~The Coast Community College District invites applications for the position of~~

**District Director of the Office of the Board of Trustees/
Secretary of the Board**

DEFINITION:

Under the general direction of the Board of Trustees and the Chancellor, who hires and evaluates the District Director of the Office of the Board of Trustees/Board Secretary of the Board ~~and in consultation with the Chancellor~~, to manage and oversee the day-to-day operations of the Office of the Board of Trustees; ~~serve as Custodian of Records for Board approved documents and contracts~~; serve as Advisor to the Student Trustee and the District Student Council; record and maintain the official records and correspondence of the Board of Trustees; review, receive, and provide legal notices; certify official minutes, resolutions and excerpts; develop and implement the operational procedures for the support staff of the office; ~~direct the preparation and maintenance of Board Policies and Administrative Procedures, including archives~~ maintain an electronic repository of current Board Policies and Administrative Procedures; ~~serve as a representative of the Board on strategic committees and task forces to advance the District mission, goals, and objectives~~ attend committee meetings, as appropriate; work with and provide support to the members of the Board and the Chancellor as required; handle public record requests; and to perform other related job duties as assigned.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

- a. Serve as Secretary of the Board ~~and District Custodian of Records~~.
- b. Assist the Board Clerk and Board President on behalf of the Board in the performance of his/her official duties.
- c. Maintain and update the Board of Trustees' Directives Log.
- d. Perform duties and responsibilities of Advisor to the Student Trustee and District Student Council.
- e. Direct and supervise the recording and maintenance of the official records and correspondence of the Office of the Board of Trustees.
- f. Certify, as legally required, all Board of Trustees' actions.
- ~~g. Assist the Board of Trustees in coordinating community and legislative priorities and serve as a representative of the Board and Chancellor on strategic committees and task forces to advance the District mission, goals, and objectives.~~
- h.g. Provide support for the Board, Board Clerk, and Board President and maintain records for all Board committees.

- | ~~h.~~_____ Develop and implement procedures for preparation of the District's Board agendas, minutes and all official notices of meetings of the Board of Trustees.
- | ~~i.~~_____ Under the direction of the Board Clerk, Board President and Chancellor, oversee ~~and authorize~~ the process for the submission of requests for Board agendas from district-wide personnel, students, and the public in compliance with legal requirements, including State and Federal law, Education Code, and the Brown Act.
- | ~~k.~~_____ ~~Compose and assign agenda items, in consultation with the Board Clerk, Board President, General Counsel, and the Chancellor, for all regular and special meetings, and closed sessions, of the Board of Trustees.~~
- | ~~j.~~_____ Supervise preparation and distribution of the Board agendas and minutes to recipients in a timely manner to meet legal requirements and procedural deadlines.
- | ~~m.~~~~k.~~_____ Attend all meetings of the Board of Trustees and record actions and votes taken; direct the order of the meeting, offer parliamentary consultation, and assist in advising the Board regarding legal requirements and rules of order.
- | ~~n.~~~~l.~~_____ Provide assistance and follow up on Board meeting actions requiring correspondence or notification to public agencies, District personnel, and the public, as appropriate.
- | ~~o.~~~~m.~~_____ Serve as designated official to sign, when authorized by law or Board action, documents that would otherwise require the signature of the Board or Board Clerk.
- | ~~p.~~~~n.~~_____ Serve as a resource to the Board on matters pertaining to protocol, procedures, and responsibilities.
- | ~~q.~~~~o.~~_____ Supervise, train, and evaluate assigned staff.
- | ~~r.~~~~p.~~_____ Oversee the preparation of correspondence, reports, and other materials for the members of the Board.
- | ~~s.~~~~q.~~_____ Maintain the Board Policies and Administrative Procedures [link on District websiteManual](#), including both historical records; ensure that current information is accessible online for access by staff and other authorized users.
- | ~~t.~~~~r.~~_____ Maintain various records, files, and data bases on computer.
- | ~~u.~~~~s.~~_____ Prepare extensive and comprehensive reports, including researching, compiling, and analyzing data for special projects and reports.
- | ~~v.~~~~t.~~_____ Initiate and respond to a wide range of contacts with the public, administration, faculty, staff, and students requiring sensitivity, exercise of good judgment, and knowledge of applicable policies, procedures, and regulations.
- | ~~w.~~~~u.~~_____ Handle with discretion matters of a confidential nature.
- | ~~x.~~~~v.~~_____ Receive ~~and respond to~~ complaints from constituents and route to Chancellor's Office for follow up and resolution.
- | ~~y.~~~~w.~~_____ Oversee implementation of the District's Employee Service Recognition Program, including recognition of retirees by the Board of Trustees.
- | ~~z.~~~~x.~~_____ Develop the annual budget for the Board of Trustees and the Office of the Board of Trustees.
- | ~~aa.~~~~y.~~_____ Operate a variety of modern office equipment, including computers and peripheral equipment, utilizing applications such as word processing, spreadsheet, and data base programs.
- | ~~bb.~~~~z.~~_____ Record and transcribe minutes at various meetings, including official Board meeting, when required.
- | ~~cc.~~~~aa.~~_____ Oversee other special projects as assigned by the Board of Trustees.
- | ~~dd.~~~~bb.~~_____ Perform other related job duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and methods of management and office administration.
2. Federal, state and local laws and regulations related to official meetings, such as Education Code, Public Records Act, Brown Act, and issues related to the governing and reporting operations of California Community College Districts.
3. Organizational and management practices.
4. Administrative organization, as well as the methods and techniques of management and supervision.
5. Data processing functions and utilization of computers for word processing, spreadsheet, and data base programs for reporting and record keeping procedures.
6. Principles of budget development and management.
7. Standard parliamentary procedures governing official meetings, such as Sturgis Rules of Order and ability to direct a meeting, offer parliamentary consultation, and oversee all legal requirements.

Ability to:

8. Plan, organize, schedule, and coordinate assigned activities and staff.
9. Supervise and direct the recording and maintenance of official records according to legal and procedural requirements.
10. Handle with discretion matters of a personal and confidential nature with members of the Board of Trustees, staff, and the public.
- ~~11. Represent the Board on committees, action groups, and legislation task forces to advance the District mission, goals, and objectives.~~
- ~~12. Participate in and coordinate the planning and evaluation of the activities of the Board and the Chancellor, including review and input of district-wide goals and objectives and facilitate success measures to improve and establish new goals and objectives.~~
- 13.11. Communicate effectively, orally and in writing, with a wide range of contacts, including state and local officials, college administrators, and members of the community.
- 14.12. Analyze and effectively resolve problems, providing alternative solutions when appropriate.
- ~~15.13. Interpret and communicate District policies and procedures.~~
- ~~16.14. Conduct research and prepare effective reports.~~
- ~~17.15. Record and accurately transcribe complex minutes.~~
- ~~18.16. Establish and maintain effective relationships with those contacted in the course of work.~~

Education and Experience:

- ~~19.17.~~ Possession of a Bachelor's degree from an accredited institution in Business Administration, Public Administration, Education or a closely related field.
- ~~20.18.~~ At least five years of directly related experience, with at least two years in a lead

or supervisory role.

21.19. Or, any combination of experience and education that provide the required equivalent qualifications.

DESIRABLE QUALIFICATIONS

22.20. Possession of a Master's degree from an accredited institution in Business Administration, Public Administration, Education Management, or related field.

23.21. Willing to use personal vehicle in the course of work, for which a monthly mileage allowance is provided.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

24.22. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

25.23. The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

26.24. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION and BENEFITS

Salary Range: G-26

Based on the 2011/2012 Salary Schedule

\$85,098.19 - \$112,070.62

The District provides a comprehensive benefits program. A variety of Medical Plans covering employees are available, with the District paying the major portion of the cost. In addition, the employees are offered fully paid Dental, Vision, Life, and Income Protection coverages. Available to eligible dependents are fully paid Dental and Vision coverages, with Medical and Life coverages available at a nominal cost. Employees and their eligible dependents may also participate in Optional Group Life Plans at their own expense. Other liberal benefits include, on an annual basis: 22 days of vacation, 12 days sick leave; 12 days average holidays. Employees participate in both the Public Retirement System and Social Security.

APPLICATION PROCEDURES

~~In order to receive consideration, applicants must submit a complete application packet consisting of the following three (3) documents:~~

- ~~• **Letter of application** that succinctly addresses the major responsibilities and desirable qualifications identified in the position profile and how your experience~~

and professional qualifications prepare you to serve the needs of the District (not to exceed 5 pages);

- **Current resume** including an e-mail address and contact telephone number (preferably not to exceed 5 pages);
- **Reference list** with the names, home and business telephone numbers, and e-mail addresses of five (5) references: three (3) supervisors and two (2) direct reports, from current or former institutions.

The required documents will be the only application information considered in the process and are to be sent electronically in Word format to:

SecretaryofBoard@cccd.edu.

All submitted materials become the property of the Coast Community College District. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for their personal records and ensure that the application packet is complete when submitted.

Applications will be accepted until July 10, 2011.

For confidential inquiries, contact:

District Search Liaison

Shannon O'Connor
Manager, Recruitment & Staff Analysis
Coast Community College District
(714) 438-4713
shannon@cccd.edu

The Coast Community College District is an Equal Employment Opportunity Employer.

