

## Regular Meeting

### Board of Trustees Coast Community College District

District Board Room – 6:30 p.m.

January 16, 2008

## MINUTES

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on January 16, 2008 in the Board Room at the District Office.

#### **1. Call to Order**

Board President Armando Ruiz called the meeting to order at 6:32 p.m.

#### **2. Pledge of Allegiance**

Trustee Mary Hornbuckle led the Pledge of Allegiance to the Flag of the United States of America.

#### **3. Roll Call**

Trustees Present: Mary Hornbuckle, Walt Howald, Jim Moreno, Jerry Patterson, Armando Ruiz, and Paul Bunch

Trustees Absent: None

Others in Attendance were: **Staff** – K. Yglesias, J. Black, C. Brahmhatt, J. Quarles, C. Babler, W. Bryan, J. Craig, D. Currie, L. Dahnke, B. Dees, S. Dumont, B. Fey, N. Hill, B. Kerwin, R. Kudlik, R. Lowenberg, C. Marchbank, V. Meneses, G. Monahan, R. Pagel, M. Parham, B. Price, J. Price, A. Richey, J. Rodriguez, N. Sprague, C. Stewart; **Students** – J. Blana, T. Le, D. Lopez, E. Nguyen; **Other** - S. Aslam, J. Bladow.

#### **4. Public Comment**

John Bladow, student, addressed the Board regarding the American Sign Language (ASL) and Deaf Studies Program, and commented that he would like to propose changes to the current Disabled Students Program and Services (DSP&S) Department at Golden West College (GWC) ■ Board President Ruiz indicated that the process for making suggestions for changes to the program would be to begin with the Coordinator, referring Mr. Bladow to Becky Botello, DSP&S Supervisor at GWC.

Lynn Dahnke, President of the Coast District Management Association (CDMA) requested that the CDMA have the opportunity to report at Board Meetings under the *General Information and Reports, Reports from Employee Representative Groups*.

#### **5. Adopt Agenda**

Amendments to the Agenda were presented. It was then moved by Mr. Moreno and seconded by Mr. Ruiz that the Agenda, as amended, be adopted. Motion carried with the following vote: Aye – Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

#### **6. Approval of Minutes**

It was moved by Mr. Moreno and seconded by Ms. Hornbuckle to approve the Minutes of the Regular Meetings of November 7, 2007 and November 19, 2007.

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

#### **7. Acceptance of Retirements**

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

##### Classified

Farley, James J., GWC, Information Systems Technician, Sr., retirement effective 12/31/07.

Haley, Deirdre M., GWC, Division/Area Office Coordinator, retirement effective 12/31/07. Unused vacation to be paid in lump sum.

Willis, Norma, GWC, Custodian, retirement effective 12/29/07. Unused vacation to be paid in lump sum.

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that these retirements be accepted. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

## **General Information and Reports**

### **1. Review of Board Meeting Dates**

The Board reviewed the Board meeting dates listed in the January 16, 2008 Agenda.

### **2. Reports from the Officers of Student Government Organizations**

Lynne Riddle, President, Associated Students of Orange Coast College (ASOCC), noted that students were continuing to campaign for Proposition 92, and were providing voter registration forms to those who have not registered to vote. ■ She reported that the OCC Student Senate voted unanimously to approve a contribution of \$250,000 to the OCC Foundation to go towards establishing an endowment for the OCC Library.

On behalf of Tahnee Le, President, Associated Students of Golden West College (ASGWC), David Lopez, Public Relations Officer, ASGWC, reported that the Student Council would be holding an event on February 4 and 5, 2008 to encourage students to get all of the facts on Proposition 92 and vote on Election Day. ■ He mentioned other upcoming activities, including an event to help promote environmental sustainability on January 31, a *Poetry and Creative Writing Contest* beginning February 4, and the *Collection of Kindness*. ■ Mr. Lopez then announced that Ethan Nguyen was voted in as the new Student Council Vice President.

### **3. Reports from the Academic Senate Presidents**

Coastline Community College (CCC) Academic Senate President Cheryl Stewart commented on the moving involved in the remodel of the Distance Learning Center and Military Contract Education Services. She discussed the Master Plan Development Session which will be held in Santa Barbara on January 17 and 18, 2008.

### **4. Reports from Employee Representative Groups**

Barbara Price, President, Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA), reported that the CCA has received its membership grant, in addition to the grant she received as President. ■ She reported that the newsletter will be coming out soon, and noted that there are many new part-time faculty. In closing, Dr. Price expressed appreciation for the Board's support of part-time faculty.

### **5. Reports from the Presidents**

CCC President Ding-Jo Currie thanked the Vice Chancellors for their presence at the Coastline Leadership Academy. She noted that there were 12 graduates from the Academy, and thanked Trustee Patterson for being at the graduation luncheon. ■ She announced that Coastline will be hosting a visiting scholar from the Chinese Social Science Academy. ■ Dr. Currie invited everyone to attend the All College Meeting at 3:00 p.m. on February 1, 2008 at the Le Jao Center.

OCC President Bob Dees shared that he is looking forward to the formal opening of the new OCC Library. ■ He reported an increase in enrollment at OCC of about 1% for Intersession and 1.5% for Spring.

## 6. Report from the Chancellor

Chancellor Yglesias commended the Coast District employees, students and community for their effort to become educated about Proposition 92 and its impact to community colleges. He noted that, with the help of CFE, CFCE, CDMA, the Associated Students, and the college Foundations, the District had achieved 147% percent of its goal and is leading all districts in fundraising. ■ Dr. Yglesias noted that the District is a signatory of the American College and University Presidents Climate Commitment which coincides with the District's move toward an ecologically friendly work and physical environment. He commented that the planned changes will contribute to both sustainable and energy efficient operations across the District, including a Leadership in Energy and Environmental Design (LEED) certification in the new District Office Building. Dr. Yglesias commended Jerry Marchbank, District Environmental Health and Safety/Transportation Manager, and his staff for their work towards this effort. ■ Dr. Yglesias noted some of the challenges to consider as the District moves forward in the new year—succession planning for both district and college leadership at all levels; addressing staff reflective of the communities the District serves; continued fiscal integrity of the overall college district; and analyzing and addressing the differences between college and institutional autonomy and/or central office services, authority, responsibility and decision-making. ■ Chancellor Yglesias then invited C.M. Brahmbhatt, Vice Chancellor of Administrative Services, to provide the Board with a budget update.

Vice Chancellor Brahmbhatt reported that the proposed state budget for 2008-09 indicates proposed \$40 million budget cuts for 2007-08, no Cost of Living Adjustment (COLA) for 2008-09, one percent growth for 2008/09, and \$80 million across the board in the form of 10% cuts for all categorical programs. He commented that because of the Board's leadership, the District is better prepared for this situation than it has been in the past, and that no budgets would be cut for 2007-08. Mr. Brahmbhatt commented that the District will do all it can to keep budget cuts away from the classroom in 2008-09, and will work with categorical program directors to minimize the impact on those programs. In closing, he stated that he would keep the Board informed of any budget updates he receives.

Trustees discussed the potential impact of the budget cuts to the District, and shared their concerns. They commented on classroom efficiency and encouraged the three colleges to coordinate and work together to serve students.

President Ruiz complimented Vice Chancellor Brahmbhatt and staff for planning ahead with the 7.5% reserves in the budget.

Dr. Yglesias reported on the progress of the Career and Technical Education (CTE) Task Force, in seeking out state funding. He noted that the State has allocated \$52 million for career and technical programs for community colleges, and the District submitted a letter in compliance with the requirement to apply for funding.

## **7. Reports from the Board of Trustees**

Student Trustee Bunch reported that he will be attending the Association of Community College Trustees (ACCT) legislative conference in Washington DC in February.

Trustee Howald commented that he and Trustee Moreno, who brought forward the CTE matter, are involved in pursuing state funding. He stated that the CTE Task Force will be meeting with the District staff that prepared and submitted the CTE proposal. ■ Mr. Howald reported that the Board of Directors for the Association of General Contractors, of which he is a member, awarded four \$10,000 grants for construction technology programs at four community colleges. ■ He noted that he would be meeting with the Statewide Network of Community College Foundations on January 17, 2008 to discuss fundraising.

Trustee Hornbuckle stated that the Audit Committee has been busy and there are two items on tonight's Agenda that pertain to the Audit Committee.

Trustee Moreno commented that he and Trustee Hornbuckle have been working on the Audit Committee issues and have developed a policy, which is an item for discussion on tonight's Agenda. He reported that they met with Vice Chancellor Brahmhatt to review the external auditor Request for Proposals (RFPs) that were submitted, which is also an Action Item on tonight's Agenda. ■ Mr. Moreno shared that he talked with Dr. William Weary, the Consultant to the Board, and found it very enlightening. ■ In closing, he stated that he looks forward to 2008, noting that he expects it to be an active year with the CTE program.

Board President Ruiz commented that Martha Parham, Director, Public Affairs, Marketing and Government Relations, is putting together a press conference relating to Proposition 92. ■ He reported that he attended the GWC Criminal Justice Graduation, and thanked Ron Lowenberg, Director of the Criminal Justice Program, for running such a great program. ■ Mr. Ruiz commented on the budget, encouraging the District staff to work with Academic Senates and Unions when making decisions.

## **8. Review of Buildings and Grounds Reports**

The Board reviewed the Buildings and Grounds Reports.

Tim Bundy, Project Manager, Bundy-Finkel Architects, responded to inquiry from Trustee Hornbuckle regarding the OCC Sailing Center Upgrade, explaining the process for resolving the liquification issue. He also noted that this project went before the Coastal Commission and received approval.

## **9. Consideration of Proposals, Recommendations, Resolutions, and Actions by the California Community Colleges Board of Governors**

The Board reviewed the upcoming meeting dates as scheduled by the Board of Governors.

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

The Board reviewed the Board directives Log.

Trustees raised questions regarding various items on the Log and requested that staff indicate timelines and projected dates of completion. The Board Log will be updated to list March 19, 2008 as the Budget Workshop, and the Computer and Electronic Resources Policy will be discussed as an Informative Item at the February 6, 2008 Board Meeting.

It was moved by Mr. Moreno and seconded by Mr. Patterson that staff report to the Board on a plan for improved outreach at the April 2, 2008 Board Meeting. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

#### **11. Audio/Visual Equipment Presentation for the District Site Administrative Building**

Representatives from the firm of Bundy-Finkel Architects and Cibola Systems provided a presentation on the audio/visual capabilities for the Board Room and Conference Rooms for the new District Site Administrative Building.

Trustees discussed the audio/visual capabilities for the Board Room, and inquired regarding capabilities such as automatic transcription of the audio and other software to manage the Board Meetings. Christian Teeter, Manager of Board Operations and Assistant to the Chancellor, agreed to look into the audio/visual options available.

#### **12. Opportunity for Board of Trustees' Discussion of a District General Legal Counsel**

The Board discussed the possible appointment by the Board of Trustees of an outside attorney or law firm to act as General Counsel to the Board.

After brief discussion, it was moved by Mr. Moreno and seconded by Ms. Hornbuckle to appoint Trustees Howald and Patterson to a subcommittee to study this issue and report back to the Board at the April 2, 2008 Board meeting.

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

President Ruiz requested that the Board consider forming a land development committee, and requested that it be an Agenda Item at the February 6, 2008 Board meeting.

#### **13. Review of the Coast Community College District Auditor's Report, Fiscal Year 2006-2007**

The Board reviewed the Audit Report of District Operations for fiscal year 2006/2007.

Jim Godsey, Managing Partner, and Calvin Lee, Audit Manager for Macias Gini & O'Connell, LLP provided an overview of the Auditor's Report, sharing that the audit report concluded that the financial statements present fairly and in accordance with Generally Accepted Accounting Principles (GAAP). He highlighted the findings relating to compliance issues, and answered questions raised by Trustees.

Mr. Godsey mentioned one finding relating to the financial reporting process, resulting from a change in accounting principles and audit requirements, referring to the expectation that management will be equal to the auditors in preparation of financial statements. Under the State Findings Section, he pointed out two issues concerning concurrent enrollment and Materials fees. He noted that these two findings related to a missing file and missing support documentation. Mr. Godsey stated that the audit report confirmed that the District is in compliance with State and Federal requirements for expenditures of categorical funds and State funded programs.

President Ruiz thanked Mr. Godsey and Mr. Lee for their presentation.

#### **14. Opportunity for Board of Trustees' Discussion of Proposed Audit Committee Policy**

The Board discussed the proposed Audit Committee Policy. It was requested that the wording of the last bulleted item under *Responsibilities* be revised to read "*Reviews and refers the external auditor's report to the Board of Trustees.*"

It was moved by Mr. Howald and seconded by Mr. Patterson to adopt the proposed Audit Committee Policy, as presented in the January 16, 2008 Agenda, with the revision noted above.

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

### **CONSENT CALENDAR**

Trustee Howald requested that a correction be made under Item 1a. (1) *Meetings for the Board of Trustees*, WALTER G. HOWALD, to correct the dates of travel for the ACCT Legislative Summit, to read *February 8 – 17, 2008*. It was moved by Mr. Howald and seconded by Mr. Moreno that the amended Consent Calendar, including the correction noted above, be approved.

Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz. (Note: All background reports were included with the January 16, 2008 Agenda and are available on request.)

#### **1. Travel Authorization**

##### **a. Authorization for Attendance at Meetings and/or Conferences – Board and Staff Members**

Authorization was given for members of the Board and/or Faculty/Staff to attend the listed meetings and/or conferences.

##### **b. Authorization for Student Trips**

Authorization was given for the following student trips:

Thomas Snyder, Dean of Planning, Development and Government Relations, CCC, to accompany two students to attend the Community College League of California Conference, January 26, 2008 - January 28, 2008 in Sacramento, CA.

Overnight trips – GWC Athletics – Spring 2008

Softball (Coach Suzy Brazney, Bill Brazney, Kim Ensey, Ivy Hansen, Albert Gasparian)

Thur-Sat, Jan 31-Feb 2, 2008 @ Yuma, AZ

Fri-Sun, March 28-30, 2008 @ Santa Barbara

Fri-Sun, May 2-4, 2008, 1<sup>st</sup> round Regionals, TBA

Fri-Sun, May 9-11, 2008, 2<sup>nd</sup> round Regionals, TBA

Thur-Sun, May 15-18, 2008, State Championships, TBA

Swim Team (Coach Scott Taylor, Danny Johnson, Heather Moody, Robert Grayeli, Leilani Avilla, Albert Gasparian)

Thur-Sat, March 13-15, 2008 @ San Luis Obispo, CA

Baseball (Coach Roberto Villarreal, Jon Hockenberry, Fred Hoover, Mike Monday, Art Lopez, Laz Espinoza, Albert Gasparian)

Fri-Sun, Jan 25-27, 2008 @ Bakersfield, CA

Fri-Sun, Feb 1-3, 2008 @ Visalia, CA

Fri-Sun, May 9-11, 2008 TBA

Fri-Sun, May 16-18, 2008 TBA

Fri-Mon, May 23-26, 2008 TBA

Track (Matt Simpson, Hank Cochrane, Larry Greer, Kevin Magula, Pug Pierce, Dave Sanford, Don Turnbull, Albert Gasparian)

Mon-Tue, March 24-25, 2008 @ Moorpark, CA

Fri-Sat, May 2-3, 2008 @ Bakersfield, CA

Fri-Sat, May 9-10, 2008 @ Bakersfield, CA

Valerie Venegas and Jackie Lim (GWC) and 20 students to attend an ASGWC Winter Bonfire at the Beach, PCH and Magnolia, Huntington Beach, January 26, 2008.

Orange Coast College Culinary Arts Program Hot Food Team consisting of five students and three instructors to travel to a “travel/practice” sponsored by the American Culinary Federation to be held at the Professional Culinary Institute, Campbell, CA, during the period January 18-20, 2008. Travel by District van.

Orange Coast College students enrolled in Communications 115AD, the *Coast Report* newspaper class, to attend the Journalism Association of Community College’s Annual Competition and Conference April 3-5, 2008, in Los Angeles, CA.

Orange Coast College Spring 2008/OCC Overnight Athletic Trips:

Assistant Coaches: Dave Bowman, Jeff Piaskowski (Jr.), Jeff Piaskowski (Sr.), Luke Sargent, Bob Flint

February 7-11, 2008 - Grossmont/San Diego City/Arizona Western, various locations

February 14-18, 2008 - College of the Desert series, College of the Desert

May 9-12, 2008 - Southern California Regional Playoffs, TBA

May 15-19, 2008 - Super Regional Playoffs, TBA

May 23-27, 2008 - State Championships, Fresno

Men’s Golf, Coach: Sean Collins Assistant Coach: John Ortega

January 27-29, 2008 - Victorville Invitational, Spring Valley Lake



March 23-25, 2008 - Riverside, Victoria  
April 27-29, 2008 - OEC Tournament, Los Serranos  
May 4-6, 2008 - Southern California Regional Tournament, TBA  
May 11-13, 2008 - State Championship, SCGA-Murietta

Fast pitch Softball, Coach: Ruby Rojas Assistant Coach: Chelsea Caraway and Rick Aldrich  
March 16-18, 2008 - San Diego City Doubleheader, San Diego  
April 2-5, 2008 - So. Cal. Regionals 1<sup>st</sup> Round, TBA  
April 9-12, 2008 - So. Cal. Regionals 2<sup>nd</sup> Round, TBA  
May 16-19, 2008 - State Championships, TBA

Men's & Women's Swim & Dive, Coaches: Anthony Iacopetti, Don Watson, & Bryan Franzen  
Assistant Coach: N/A  
March 13-16, 2008 - Cuesta Invitational, Cuesta  
April 10-13, 2008 - Pasadena Invite, Pasadena  
April 17-20, 2008 - So. Cal. Regional Championships, El Camino

Men's Tennis, Coach: Chris Ketcham Assistant Coach: N/A  
April 2-4, 2008, College of the Desert, Palm Desert  
April 14-20, 2008, OEC Tournament, Riverside  
April 23-28, 2008, Ojai Tournament, Ojai  
April 30-May 4, 2008, So. Cal. Regionals, Riverside  
May 8-12, 2008, State Championships, TBA

Women's Tennis, Coach: Janice Maran Assistant Coach: N/A  
February 21-25, 2008, Pacific Coast Classic, San Diego  
April 22-28, 2008, Ojai Invitational, Ojai  
April 30-May 4, 2008, So. Cal. Regionals, Santa Barbara  
May 7-11, 2008, State Championships, Long Beach

Men's & Women's Track & Field, Coach: John Knox  
Assistant Coaches: Marco Ochoa, Doug Smith, David Fier, Gordie Fitzel, Erich Moreno, Ian Jennings  
March 24-29, 2008, OEC SoCal Multi Events Championship, Moorpark  
May 2-4, 2008, So. Cal. Prelims, Bakersfield  
May 9-11, 2008, So. Cal. Finals, Bakersfield

Men's Volleyball, Coach: Travis Turner  
Assistant Coaches: Scott Panaro and Matt Skolnik, Tim Leyton, Travis Nelson  
February 21-24, 2008, Far Westerns, UC Davis  
April 23-25, 2008, Southern California Regionals, TBA  
April 24-27, 2008, State Championship, TBA

Orange Coast College Early Childhood Education Club to attend the 2008 California Association for the Education of Young Children Conference April 4-5, 2008, in Long Beach, CA.

## **2. General Items**

### **a. Authorization for Special Projects**

Authorization was given for the following special projects:

#### **District**

District Wellness Committee will hold 8-week yoga workshops for benefit eligible district employees during the Spring 2008 semester. These workshops will be held at OCC and GWC. Employees will participate on their own time and will sign District forms “Voluntary Activity Participation” and general waiver and release from liability.

District participation in the California Community Colleges Registry Job Fair to enhance the District’s staff diversity recruitment efforts for faculty and administrative positions, to be held at Westin LAX, Los Angeles, CA on Saturday, January 26, 2008.

#### **Coastline Community College**

Coastline Community College to host its third annual Leadership Academy from January 7-11, 2008, at the Coastline Community Art Gallery located at 10156 Adams Avenue, Huntington Beach, CA. District transportation will be used. (Revision to previous Board Action on 11/19/07 to adjust date.)

Coastline Community College to host the Spring All-College Meeting on February 1, 2008, at the Rose Center Theater in Garden Grove.

Coastline Community College, in a joint venture with A<sup>2</sup>MEND (African-American Male Education Network & Development), to host the 1st Annual African-American Summit: A Critical Examination of Institutional Barriers in Community Colleges Conference on March 19, 2008, at the Le-Jao Center and Rose Center Theater in Westminster, CA.

Coastline Community College, English as a Second Language (ESL) Department to sponsor an Awards Ceremony & Reception honoring students who have successfully completed course work in English as a Second Language on Thursday, May 22, 2008, from 9:30 a.m. to 12:00 p.m. at the Le-Jao Center in Westminster.

Coastline Community College Classified Council to sponsor a training workshop for Coastline classified staff. Two training workshops, “Conflict Management Skills Training” and “Extraordinary Customer Service,” will be presented by MVP Seminars on Wednesday, March 26, 2008, from 8:00 a.m. to 5:00 p.m. at the Garden Grove Center.

#### **Golden West College**

Golden West College to hold Foundation Meetings and Events as needed, December 1, 2007 – June 3, 2008.

Golden West College to hold a Mi Casa Club Luncheon Fundraiser, January 17, 2008, in the GWC Staff Lounge.

Golden West College Regional Health Occupations Resource Center (RHORC) to provide funding for the Greater Long Beach/Orange County AACN Pediatric Certification Course Workshop in February, 2008, at Children's Hospital, Orange, CA

Golden West College Regional Health Occupations Resource Center (RHORC) to hold a Preceptor Workshop to prepare nurse educators in the Inland Empire to conduct courses, February 12-13, 2008, at Loma Linda Medical Center.

Golden West College Regional Health Occupations Resource Center (RHORC) to provide funding for the North Orange County ROP- Savanna High School Medical Careers Academy, February - June 2008, at Savanna High School, Anaheim, CA.

Golden West College Regional Health Occupations Resource Center (RHORC) to convene a workshop on Connecting the Dots in Allied Health Career Pathways, Spring 2008, at the San Bernardino Hilton.

Golden West College Associated Students to hold the following on campus events and activities:

Event: College Information Booth/ASGWC Recruitment Table

Date: January 28-31, 2008

Purpose: to provide information and a welcome area for new and returning students

Event: Focus the Nation Teach In

Date: January 31, 2008

Purpose: a national environmental awareness day throughout the country

Event: Rock the Vote Activities

Date: February 4-5, 2008

Purpose: to encourage students to vote in the presidential primary elections

Event: Welcome Back BBQ and Entertainment

Date: February 6, 2008

Purpose: to celebrate the start of the spring semester and welcome students to GWC

Event: Valentine Events

Date: February 14, 2008

Purpose: activities and entertainment for the student body

Event: Red Cross Blood Donor Days

Date: March 12-13, 2008

Purpose: a community service event for students and staff

Event: ASGWC Variety Show

Date: March 14, 2008

Purpose: to showcase student talents

### **Orange Coast College**

Orange Coast College Early Childhood Department to host the California Community College Early Childhood Educators Southern Region Institute luncheon in the OCC Captain's Table on February 1, 2008.

Orange Coast College Vice President of Student Services to host staff workshops for departments within the Student Services Wing throughout the spring, 2008, semester.

Orange Coast College Associated Students/Student Government (SGOCC) to hold a Student Services Fair in February 2008, on the OCC campus.

Orange Coast College Associated Students/Student Government (SGOCC) to hold planning meetings during January 2008.

Orange Coast College Associated Students/Student Government (SGOCC) to hold various meetings during the spring 2008 semester to discuss issues related to student government initiatives, planning, and event coordination.

Orange Coast College Associated Students/Student Government (SGOCC) to host various Region 8 meetings for the Student Senate of California Community Colleges during the spring 2008 semester.

Orange Coast College Associated Students/Student Government (SGOCC) to hold student government elections during spring, 2008, semester. Expenses NTE \$2,000 to be paid from ASOCC funds. An advisor will be present at all times.

Orange Coast College Associated Students/Student Government (SGOCC) to sponsor a Senior Day Barbeque Lunch on March 18, 2008.

Orange Coast College Associated Students/Student Government (SGOCC) to host District student council meetings during spring, 2008, semester.

Orange Coast College Associated Students/Student Government (SGOCC) to hold a student survey campaign during spring 2008 semester.

Orange Coast College Associated Students/Student Government (SGOCC) to sponsor a graduation barbeque on May 21, 2008.

Orange Coast College to co-sponsor Kiwanis Key Club Candidate Training on January 12, 2008 and February 2, 2008, on the OCC campus. (Revision to previous Board action on 12/12/07 to change the date of training.)

**b. Authorization for Disposal of Surplus Materials and/or Equipment**

Authorization was given for the disposal of the following surplus materials and/or equipment which are no longer of value to the using departments; disposal to be made by John Eriksen, Director of Purchasing, in such a way as to conform to the law and District policy and to bring the best possible return to the District.

**c. Authorization to Enter into Standard Agreements for Distribution of Telecourses – Coastline Community College**

Authorization was given to enter into the following standard agreements for the lease of telecourses for the terms and conditions listed in the Agreements

**d. Approval of Clinical Contracts**

Authorization was given to enter into clinical contracts with the following institutions in connection with the various Allied Health programs which are a part of the Coast Community College District curriculum.

**ORANGE COAST COLLEGE**

NEW

Dr. Andrew Harner, DDS Huntington Beach, CA	Standard Clinical Affiliation Agreement
Dr. Gene Humphries, DDS Laguna Niguel, CA	Standard Clinical Affiliation Agreement
Dr. Joyce Kim, DDS and Dr. Carolyn Chong, DDS Irvine, CA	Standard Clinical Affiliation Agreement
Dr. Anthony Nguyen, DDS Santa Ana, CA	Standard Clinical Affiliation Agreement
Dr. Douglas Nguyen, DDS Westminster, CA	Standard Clinical Affiliation Agreement
Dr. Philip Nisco, DDS Fountain Valley, CA	Standard Clinical Affiliation Agreement
Dr. Jeffrey Pulver, DDS Orange, CA	Standard Clinical Affiliation Agreement

**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.

The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign such agreements.

**e. Authorization for Purchase of Institutional Memberships**

Authorization was given for the following renewals of institutional memberships:

**District**

California Community College Online Collective Bargaining Database – Subscription from January - June, 2008

**Coastline Community College**

College Board - November 1, 2007 through October 31, 2008

Council of Chief Librarians (CCL) – July 1, 2007 through June 30, 2008

**Golden West College**

California Association of Community College Registrars and Admissions Officers - July 1, 2007 – June 30, 2008

Authorization was given for the purchase of the following new institutional memberships:

**Orange Coast College**

Aviation Maintenance Technology – January 1, 2008 – January 1, 2009

**3. Personnel Items**

Authorization was given to approve the Personnel Items listed in the January 16, 2008 Agenda as amended.

**4. Special Programs And Activities**

**a. Community Activities**

The Board approved the not-for-credit classes advertised and offered by the Community Education Office during the period of January 17, 2008 – June 30, 2008, as presented in the January 16, 2008 Agenda.

**5. Financial Approvals**

**a. Approval of Purchase Orders**

The Board approved purchase orders listed in the amount of \$2,197,160.39. (A copy of the report is on file with the January 16, 2008 Agenda, and is available on request.)

**b. Ratification/Approval of Checks**

The Board ratified/ approved the warrants for previously approved purchase orders listed in the amount of \$5,642,854.84. (A copy of the report is on file with the January 16, 2008 Agenda, and is available on request.)

**c. Warrant List for General Obligation Bond Fund**

The Board ratified/ approved the warrants for the General Obligation Bond Fund in the amount of \$12,928,139.85. (A copy of the report is on file with the January 16, 2008, and is available on request.)

**d. Bond Code Legend**

The Bond Code Legend was approved as referenced.

**e. Authorization for Special Payments**

The Board authorized the following special payments:

**Orange Coast College**

Payment of \$1,300 for the 2008-2009 annual program fee to the Committee on Accreditation for Respiratory Care.

Payment of \$1,500 for the 2008-2009 annual institutional fee for the Joint Review Committee on Education in Radiologic Technology.

**6. Buildings and Grounds Items Under \$10,000**

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

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

**OCC Learning Resource Center, Phase I; Bid No. 1904**

Contractor:	Doja, Inc. Category A – Earthwork/Grading
Contractor:	So. Cal. Plumbing & Electrical Category B – Underground Utilities
Contractor:	SCW Contracting Corp. Category C – Steel

Contractor: JBH Structural Concrete, Inc.  
Category D – Concrete

Contractor: Mitsubishi Elevator  
Category E – Elevator

Contractor: Cosco Fire Protection  
Category F – Fire Sprinklers

Contractor: Huntington Glazing, Inc.  
Category G – Glass & Glazing

**OCC Learning Resource Center, Phase II; Bid No. 1905**

Contractor: Winegardner Masonry  
Category H – Masonry

Contractor: Stolo Woodworkers  
Category I – Finish Carpentry/Milwork

Contractor: Letner Roofing  
Category J – Roofing & Waterproofing

Contractor: Inland Companies  
Category K – Doors/Frames/Hardware

Contractor: R & S Floor Coverings  
Category M – Ceramic Tile

Contractor: Performance Contracting  
Category N – Acoustical Ceilings/Insulation

Contractor: Bithell, Inc.  
Category O – Painting

Contractor: Inland Empire Architectural  
Category P – Finishes

Contractor: Puguese Interiors Systems  
Category Q – Access Flooring

Contractor: The Rouse Co.  
Category R – Flooring/Carpet/Carpet Tile

Contractor: Dennison Electrical  
Category S – Electrical/Fire Alarm/Data

Contractor: Continental Plumbing  
Category T – Plumbing



Contractor: FYR dba Pierre Sprinkler & Landscape  
Category V – Landscape/Irrigation

**OCC Learning Resource Center, Phase III; Bid No. 1913**

Contractor: Caston Plastering & Drywall, Inc.  
Category L – Drywall/Framing/Rough Carpentry/Plaster/  
Fireproofing

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

**OCC Fitness Center Access & Security Controls; Bid No. 1921**

Contractor: Honeywell International, Inc.

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

Contractor: Southland Industries – Phase I  
Buildings:  
Central Utility Plant  
Heating Central Plant  
Technology  
Recreational Education  
Criminal Justice  
Business  
Administration  
Communications

**Action Items**

**Agreements**

**1. Authorization to Enter into an Amendment of Existing Lease between Ocean View School District of Orange County, and the Coast Community College District (Coastline Community College) for the Purpose of Classroom Use at the Pleasant View School Site**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to enter into an amended agreement between Ocean View School District of Orange County and Coast Community College District (Coastline Community College) for classroom use at the Pleasant View School Site, located at 16692 Landau Lane, Huntington Beach, CA 92647. The term of the amendment extends from September 1, 2007 through June 30, 2008.

The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this Amendment.

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

**Fiscal Impact:** Monthly rent of \$5,529.97

**2. Authorization to Enter into an Agreement with Microsoft IT Academy Program and Coast Community College District (Coastline Community College) to Assist Faculty in Developing and Enhancing Programs and Students with Access to White Papers, Discussion Boards and Technical Reviews**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle that authorization be given to enter into an agreement with Microsoft IT Academy Program and Coast Community College District (Coastline Community College) to assist faculty in developing and enhancing programs and students with access to white papers, discussion boards and technical reviews. The term of this agreement is from January 17, 2008 through December 31, 2008.

The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this agreement.

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

**Fiscal Impact:** \$1,885.63 to be paid from College funds.

**3. Authorization to Enter Into a Standard Agreement between the Coast Community College District (Orange Coast College) and United States Marine Corps, for the Purpose of Offering Instruction in "PLUMBING 1 PRINCIPLES" (Construction Technology 265)**

It was moved by Mr. Moreno and seconded by Mr. Howald that authorization be given to enter into a standard agreement between the Coast Community College District (Orange Coast College) and United States Marine Corps for the purpose of offering instruction in "PLUMBING 1 PRINCIPLES" (Construction Technology 265) as requested by the company from January 17, 2008 through February 8, 2008.

It is further recommended that the Chancellor or the Vice Chancellor of Administrative Services be authorized to sign the agreement.

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

**Fiscal Impact:** OCC Extended Education to receive \$16,200.00 revenue for this contract. Net proceeds to be split 50% to the Extended Education office and 50% to Technology Division after direct costs of the program.

**4. Authorization to Enter into a Non-Standard Facility Use Agreement between the Newport Aquatic Center and Coast Community College District (The Orange Coast College Rowing and Sailing Center)**

It was moved by Ms. Hornbuckle and seconded by Mr. Moreno that authorization be given to enter into a non-standard facility use agreement between the Newport Aquatic Center and the Coast Community District (The Orange Coast College Rowing and Sailing Center) to provide the OCC Men's and Women's Crew with storage of rowing shells and for the use of facilities for rowing practice while the OCC Crew facilities are renovated. The term of this facility rental agreement shall be January 28, 2008 through December 31, 2008.

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

**Fiscal Impact:** Total facility rental amount NTE \$33,000 for the entire rental period to be paid from OCC Foundation Marine Program funds.

**5. Authorization to Approve a New Standard Agreement between the Coast Community College District (Golden West College) and the County of Orange Health Care Agency for State Mandated Training for All CA Law Enforcement Officers**

It was moved by Mr. Moreno and seconded by Mr. Howald that authorization be given to approve a new Standard Agreement between the County of Orange Health Care Agency and the Coast Community College District (Golden West College) for state mandated training in crisis intervention for all law enforcement officers in California. The agreement is effective 1/01/08 – 06/30/09.

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

**Fiscal Impact:** The Orange County Health Care Agency has received a \$250,000 grant to fund the training.

**6. Authorization to Approve a Standard Audit Agreement Between the Coast Community College District and Vicenti, Lloyd & Stutzman LLP to Provide Independent Audit and Accounting Services for Fiscal Year 2007/2008**

Trustee Patterson requested a change to the Agreement, replacing the Vice Chancellor of Administrative Services with the Board President as authorized signatory for the Agreement.

It was moved by Mr. Moreno and seconded by Mr. Patterson that authorization be given to approve a Standard Audit Agreement between Coast Community College District and Vicenti, Lloyd & Stutzan, LLP to provide independent audit and accounting services for fiscal year 2007/2008, including the amendment listed above.

The Board further authorized the Chancellor and Board President to sign this agreement.

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

**Fiscal Impact:** \$145,850 to be paid from the General Fund

**Buildings and Grounds Items Over \$10,000 and Change Order Items**

**1. Bid Tabulations and Award of Contract: Orange Coast College Sailing Center Ground Treatment; Bid No. 1943**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that a contract be awarded to Hayward Baker, Inc. as lowest qualified base bid of \$777,100 as shown below, and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

	<u>Base Bid</u>
1. <b>Hayward Baker, Inc.</b>	<b>\$777,100</b>
<b>1780 Lemonwood Drive, Santa Paula, CA 93060</b>	

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

**Fiscal Impact:** \$777,100 (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
OCC Upgrade Sailing Center  
ADA & Women’s Locker Room

**2. Authorization for Change Order No. 9; Orange Coast College Learning Resource Center**

It was moved by Ms. Hornbuckle and seconded by Mr. Moreno that authorization be given for Change Order No. 9 to Orange Coast College Learning Resource Center as described in the Change Order document.

These changes are necessary for the following reasons:

So Cal Plumbing and Electrical, Inc. – Category B – Underground Electrical

1. Revision to Catch Basin Grades	\$10,573
(1) Due to the revisions in Bulletin No. 58, the catch basin grades had to be revised. This work was done on a time and material basis to minimize costs and expedite the work.	

Contract Amount: \$325,000 (C.O. 7: 5.5% Increase; C.O. 9: 3%)  
Total Change Orders: \$28,299 (8.5% Increase)

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

**Fiscal Impact:** \$10,573 (Measure C - General Obligation Bond)  
Master Plan Approved Project/OCC Learning Resource Center

## **General Items of Business**

### **1. Opportunity for the Board to Review the Consideration of Nomination to the Association of Community College Trustees (ACCT) Diversity Committee, Pacific Region**

It was moved by Ms. Hornbuckle and seconded by Mr. Moreno to nominate Trustee Walter G. Howald for a two-year term for the ACCT Diversity Committee, Pacific Region.

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

### **2. Recommendation for Rejection of Claim for Damages against Coast Community College District Alleging Breach of Oral Contract and Promissory Estoppel**

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle that the claim for damages in excess of \$25,000, based on allegation that the OCC staff breached an oral agreement to work with claimant in developing two (2) theatre productions at OCC, be rejected.

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

### **3. Authorization to Purchase Office Furniture for Coast Community College District, Using the (CMAS) California Multiple Award Schedule Volume Contracts**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to authorize purchase orders to Corporate Business Interiors, Gunlocke Manufacturing for furniture for Coast Community College District Administration Building, using the CMAS Contract No. 4-05-71-0041A.

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

**Fiscal Impact:** NTE \$280,000 (General Obligation Bond Fund - Measure C/District Funds)  
Master Plan Approved Project  
Replacement of District Temporary Structures  
District Administrative Office Building

### **4. Bid Tabulation and Award of Contract to Eckstone Communications; Bid No. 1935**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to award a contract to Eckstone communications, as the lowest responsible bidder as shown below:

Eckstone Communications	\$35,160
1030 E. El Camino Real, Suite 257	
Sunnyvale, CA 94087	

The Board further authorized the Vice Chancellor of Administrative Services and/or the Director of Purchasing to issue purchase orders and sign contract documents for Eckstone Communications.

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

**5. Bid Tabulation and Award of Contract to VQS and Trend Offset Printing for Printing and Mailing Preparation; Fall, Spring, and Summer Combined for Coast Community College Class Schedules; Bid No. 1944**

It was moved by Mr. Patterson and seconded by Mr. Howald that a contract be awarded to VQS Enterprises, Inc. and Trend Offset Printing as the lowest responsible bidders for the sections listed below. The Board further authorized the Vice Chancellor of Administrative Services and/or the Director of Purchasing to renew the contract per Ed Code and to issue purchase orders to VQS Enterprises and Trend Offset Printing.

- |    |   |                   |
|----|---|-------------------|
| 1. | <u>Section #1 Golden West College Fall &amp; Spring</u>         |                   |
|    | <b>VQS Enterprises, Inc</b>                                     | <b>\$190.00/m</b> |
|    | 1081 Poinsettia Ave., Vista, CA 92081                           |                   |
| 2. | <u>Section #2 Summer Combined Schedule</u>                      |                   |
|    | <b>VQS Enterprises, Inc</b>                                     | <b>\$176.33/m</b> |
|    | 1081 Poinsettia Ave., Vista, CA 92081                           |                   |
| 3. | <u>Section #3 Orange Coast College Fall &amp; Spring</u>        |                   |
|    | <b>VQS Enterprises, Inc</b>                                     | <b>\$271.25/m</b> |
|    | 1081 Poinsettia Ave., Vista, CA 92081                           |                   |
| 4. | <u>Section #4 Coastline Community College Fall &amp; Spring</u> |                   |
|    | <b>Trend Offset Printing</b>                                    | <b>\$205.45/m</b> |
|    | 3701 Catalina St., Los Alamitos, CA 90720                       |                   |

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

## Resolutions

## 1. Adoption of Resolution to Approve Nonresident Tuition Fee, 2008/2009

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to adopt the Resolution approving a per unit nonresident tuition fee of \$181 and a capital outlay fee of \$10 for the 2008/2009 school year, as presented in the January 16, 2008 Agenda. This fee shall be effective for the fiscal year beginning July 1, 2008.

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

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

### **Recess to Closed Session**

It was moved by Mr. Howald and seconded by Mr. Moreno to discuss the following item in Closed Session:

- a. Conference with Labor Negotiator (pursuant to Section 54957.6)  
Agency Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources  
Employee Organization: Coast Federation of Educators (CFE)

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

### **Reconvene Regular Meeting**

The Board reconvened in Open Session at 10:37 p.m. There was no report on action taken in Closed Session.

### **Adjournment**

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

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

The meeting was adjourned at 10:42 p.m.

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Secretary of the Board