

Regular Meeting

Board of Trustees
Coast Community College District

District Board Room – 6:30 p.m.

August 6, 2008

MINUTES

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on August 6, 2008 in the Board Room at the District Office.

1. PROCEDURAL MATTERS

1.01. Procedural Matters

1. Call to Order

Board President Armando Ruiz called the meeting to order at 6:33 p.m.

2. Pledge of Allegiance

Trustee Moreno led the Pledge of Allegiance to the United States of America.

3. Roll Call

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

Trustees Absent: Michael Battistone

Others in Attendance were: **Staff** – K. Yglesias, J. Black, C. Brahmbhatt, J. Quarles, E. Arismendi-Pardi, B. Avery, W. Bryan, D. Currie, B. Dees, B. Fey, J. Houlihan, M. Kennedy, B. Kerwin, D. Mancina, K. McElroy, V. Meneses, L. Miller, R. Pagel, B. Price, J. Price, D. Restelli, A. Richey, T. Snyder, N. Sprague, S. Tamanaha, C. Teeter;
Students – D. Lopez.

4. Public Comment

Barbara Price, President, Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA), addressed the Board as a citizen of the community. She expressed concern that the Career Focus publication was published and mailed from Ann Arbor, Michigan rather than being developed locally.

■ Chancellor Yglesias responded to Dr. Price's concerns, noting that the District has been using this method for publishing the Career Focus document for the past few years, which was pre-packaged for several community colleges nationwide. ■ President Ruiz requested that Martha Parham, Director, Public Affairs, Marketing and Government Relations, provide a history of this issue, including a cost comparison between the current publication method versus a local publisher, and provide it to Chancellor Yglesias, the Board, and the CCA/CTA in response to Dr. Price's concerns.

Jack Price, Part-time faculty member, asked if there was a report on the liability insurance and 24-hour fitness issue for part-time faculty. ■ Vice Chancellor of Human Resources Joe Quarles stated that he would provide an oral status report.

5. Adopt Agenda

Amendments to the Agenda were presented. It was then moved by Ms. Hornbuckle and seconded by Mr. Howald to adopt the Agenda as amended.

Trustee Patterson requested clarification on the language of Addendum Item "Appointment of Academic Staff," stating "Salary placement may be revised upon presentation of evidence of additional education and/or experience." ■ Vice Chancellor Quarles explained that this statement gives the opportunity to provide verification of the transcript before final placement on the salary schedule.

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 Ms. Hornbuckle and seconded by Mr. Moreno to approve the Minutes of the Special Meeting of May 21, 2008. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, and President Ruiz; Abstain – Mr. Patterson.

1.02 Acceptance of Retirements

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

Classified

Michel, Melba, OCC, Clerk Intermediate, Classified Unit, retirement effective 07/08/08.

Peconic, Hildigard, GWC, Accounting Analyst, Classified Unit, retirement effective 08/23/08.

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

2. GENERAL INFORMATION AND REPORTS

2.01 Reports

1. Report from the Chancellor

Chancellor Yglesias requested that Brad Avery of the OCC School of Sailing present a brief report on the New Career Program at OCC, and Doug Bennett, College Foundation Director, OCC, comment on the Bernard Osher Foundation Scholarship Grant.

Brad Avery, Director of Marine Programs, OCC, briefly discussed the new Professional Mariner Program at OCC. He shared that this is currently a 15-unit certificate program, with plans for expansion in the future. Mr. Avery was excited to announce that OCC received donation of a yacht, in excess of a million dollar value, to be utilized for this new program.

Doug Bennett reported that the Coast Community College District is one of the districts receiving the Bernard Osher Foundation Scholarship Grant, administered by the California Community Colleges Foundation. He reported that this grant includes a current gift of \$25 million, and a matching gift, over the next three years, of \$25 million to California community colleges. The foundations were discussing ways to individually and jointly raise the matching funds for the District. Mr. Bennett noted that the District was hosting a lunch for all California Community College Foundations to discuss fundraising issues and share ideas.

Trustee Moreno thanked Trustee Howald for his involvement in obtaining this large gift.

Trustee Howald commended Mr. Bennett for the presentation on the Bernard Osher Foundation Scholarship Grant.

2. Report from the Officers of Student Government Organizations

David Lopez, President, Associated Students of Golden West College (ASGWC), reported that students who attended the Environmental sustainability conference in San Luis Obispo plan to form a campus-wide Environmental Sustainability Committee. ■ He noted that the Student Council finalized the 2008/2009 Calendar of Events, and that the Activities Commissioner was working on the budget for those events. ■ Mr. Lopez announced that the new Interim Vice President of Student Services Stan Francus was invited to attend the Student Council meeting on August 12, 2008.

3. Reports from the Academic Senate Presidents

Orange Coast College (OCC) Academic Senate President Eduardo Arismendi-Pardi mentioned a memo he sent to the Board regarding the planning structure at OCC. He expressed concern that there was confusion among faculty members in terms of the governance structure, and he requested clarity and direction as to who the Senate is, what it does, and its relationship with the Board of Trustees. He stated that the Senate is drafting language to clearly identify and delineate the functions of the Academic Senate in terms of its relationship with management and the union.

Trustees discussed the issues relating to the organization charts and reporting structures. It was requested that the three colleges coordinate to develop these planning structures. ■ OCC President Bob Dees clarified that the planning structure referred to by Dr. Arismendi-Pardi was intended for planning use, not for reporting purposes. ■ Chancellor Yglesias provided a brief history behind development of the organization charts at the three colleges, noting that they were developed for planning purposes. ■ GWC President Wes Bryan agreed that the three campuses need to clarify the organization charts and reporting structures, noting that the past two accreditation reports cited the need for delineation of functions between the Academic Senate and Collective Bargaining.

It was moved by Mr. Patterson and seconded by Mr. Howald to develop a Board Policy relating to Academic Senate Presidents, including reporting structure, defined organizational chart, definition of committee planning structure, and definition of Board of Trustees' responsibilities in relation to the Academic Senate. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

Golden West College (GWC) Academic Senate President Diane Restelli expressed support for Dr. Arismendi-Pardi's comments. She stated that she looked forward to working with the Board and Academic Senates in clarifying responsibilities and reporting issues.

3. CONSENT CALENDAR

Speaking to the Topic:

Barbara Price, President, Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA), requested that the following conference requests under item 3.02 *Travel Authorizations – Board & Staff*, be removed from the Consent Calendar: Carmen V. Avila, Adriana Das, Franca Hamber, Giselle Lloyd, Adrienne S. Merlo, Flory T. Mora, Mariam M. Saada, Patricia M. Scarfone, and Laura Walls.

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that the conference requests indicated above, be removed from the remainder of the Consent Calendar for separate discussion and vote. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

It was then moved by Mr. Howald and seconded by Ms. Hornbuckle to approve the amended Consent Calendar, excluding the conference requests indicated above. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

3.01 CURRICULUM APPROVALS

Authorization was given for approval of course revisions/retirements/reinstatements, new program/options, and program option/revisions/retirements/suspensions, as presented in the August 6, 2008 Agenda. (A copy of the curriculum report is on file with the August 6, 2008 Agenda and is available on request.)

3.02 TRAVEL AUTHORIZATIONS - BOARD & STAFF

Authorization was given for members of the Board and/or Faculty/Staff to attend the listed meetings and/or conferences, excluding the conference requests for the individuals listed above that were removed from the Consent Calendar to be discussed and approved separately. Those items will be addressed following the remainder of the Consent Calendar items.

3.02.01 Authorization for Student Trips - Orange Coast College

Authorization was given for the following OCC Student Trips:

Orange Coast College Extended Opportunity Programs and Services and Cooperative Agencies Resources for Education (EOPS & CARE) to sponsor 20 EOPS/CARE students to attend the 2008-2009 Leadership Development Conference on October 3, 2008, at the Kellogg West Conference Center, Pomona, CA.

3.03 GENERAL ITEMS

3.03.01 Authorization for Special Projects - Coastline Community College

Authorization was given for the following CCC Special Projects:

Coastline Community College, Special Programs and Services for the Disabled, to host special events throughout the 2008/2009 school year including, but not limited to, new student orientations, DDL and ABI Advisory Board Meetings, DDL Open House.

Coastline Community College Classified Council to sponsor Classified Council Fashion Fundraiser on August 15, 2008, from 10:30 a.m. – 4:00 p.m. at College Center.

Coastline Community College Classified Council to host an Educational Fair on Thursday, September 25, 2008, at College Center.

Coastline Community College, Paralegal Studies Program, to host a re-approval site visit by the American Bar Association (ABA), Approval Commission on Paralegal Programs, scheduled for September 22 and 23, 2008.

Coastline Community College to host the Fall All-College Meeting on September 5, 2008, at the Rose Center Theater in Westminster.

3.03.02 Authorization for Special Projects - Golden West College

Authorization was given for the following GWC special projects:

Golden West College to hold Staff Development Meetings and Events for the 2008-09 academic year.

Golden West College to be the co-sponsor of outside groups renting college athletic facilities at the co-sponsor rate for the 2008-09 academic year.

Golden West College to hold a Fall Fiesta Scholarship Fundraiser luncheon and raffle for students, faculty, staff, and the community, September 4, 2008, in the Amphitheater to raise funds for the Chicano/Latino Education fund.

Golden West College to hold Counselor/Staff Workshop Meetings in the 2008-09 academic year regarding matriculation activities.

Golden West College to hold an onsite Planning and Training Seminar with consultants from Enrollment and Retention Services Division of Education Dynamics (formerly GoalQuest), August 5, 2008.

3.03.03 Authorization for Special Projects - Orange Coast College

Authorization was given for the following OCC special projects:

Orange Coast College Community Relations to invite OCC students and Emeritus members to serve as volunteers for events held throughout the 2008-2009 school year.

Orange Coast College Community Relations to host meetings during the 2008-2009 school year. In addition, pizza lunches and Navigator-of-the-Month lunches will be hosted for the 2008-2009 year.

Orange Coast College Community Relations to host the 26th annual OCC High School Senior Day on March 17, 2009, for approximately 5,000 visiting high school seniors. A luncheon for high school students, counselors, OCC students, and volunteers on March 17, 2009, will also be hosted at the annual High School Senior Day.

Orange Coast College President's Office to host a breakfast for the Intersegmental Council of Academic Senates (ICAS) group that will meet in the OCC Watson Hall to rewrite Math standards for entering freshmen on October 10, 2008.

Orange Coast College President's Office to host a campus in-service training on September 23, 2008.

Orange Coast College Transfer Center and Transfer Opportunity Program to sponsor a variety of transfer events, including but not limited to, four-year college mini-fairs, transfer workshops and presentations, and TOP breakfast/luncheons throughout the 2008-2009 school year.

Orange Coast College Transfer Center to sponsor a College Transfer Day on October 2, 2008. This event will host over 70 four-year institutions and will take place in the OCC Quad. Meal cards will be provided for representatives' use during the day in lieu of an organized breakfast or lunch.

Orange Coast College Instructional Food Services to conduct various staff meetings, training, and special events from August 15, 2008 through June 30, 2009.

Orange Coast College Business and Computing Division to host a variety of meetings on and off campus including eight Division Advisory Committee meetings throughout 2008-2009.

Orange Coast College Student Health Services to host a variety of meetings and events throughout the 2008-2009 fiscal year.

Orange Coast College Consumer Health & Science to host a Respiratory Care Program site visit on October 13-14, 2008.

Orange Coast College Division of Literature and Languages to host meetings and events throughout the 2008-2009 academic year.

Orange Coast College President's Office to host various meetings and events during fiscal year 2008-2009.

3.03.04 Authorization to Apply for Funded Programs

Authorization was given to apply for the following funded programs and/or projects and to participate, if funded, as outlined below. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign related documents as appropriate.

"University of California, Irvine (UCI)/Orange Coast College (OCC) Joint Graduate Student Faculty Internship Program," funded by The Regents of the University of California to provide internship opportunities in partnership with an OCC faculty member.

Fiscal Impact: Orange Coast College will receive \$12,500 between July 1, 2008 and June 16, 2010. No matching funds required.

3.03.05 Authorization for Disposal of Surplus

Authorization was given for the disposal of the 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.

3.03.06 Authorization to Enter Standard Telecourse Agreements - Coastline Community College

Authorization was given to enter into standard agreements for the lease of telecourses for the terms and conditions listed in the agreements (copies of the telecourse agreements are on file in the Board Office.)

3.03.07 Authorization for Purchase of Institutional Memberships - Coastline Community College

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

RENEWAL

California Association on Postsecondary Education & Disability – October 1, 2008 – September 30, 2009 - \$240

National Institute for Staff and Organizational Development (NISOD) – July 1, 2008 – June 30, 2009 - \$995

Garden Grove Chamber of Commerce – August 1, 2008 – July 31, 2009 - \$100

Orange County Forum – September 27, 2008 – August 26, 2009 - \$250

3.03.08 Authorization for Purchase of Institutional Memberships - Golden West College

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

RENEWAL

Huntington Beach Chamber of Commerce – September 1, 2008 – August 31, 2009 - \$334

3.03.09 Authorization for Purchase of Institutional Memberships - Orange Coast College

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

NEW

Professional and Organizational Development Network in Higher Education (POD) – July 1, 2008 – June 30, 2009 - \$95.00

RENEWAL

South Coast Higher Education Council (SCHEC) – July 1, 2008 – June 30, 2009 - \$50.00

3.03.10 Authorization for Purchase of Institutional Memberships - District

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

RENEWAL

Community College League of California (CCLC) – Fiscal Year 2009 - \$35,336.00

3.03.11 Community Activities - Golden West College

Authorization was given for non-ADA generating Community Services activities, seminars, workshops, lecture series and/or cultural events and for appointment of lecturers and presenters for Fall 2008 and Spring 2009 at Golden West College, as presented in the August 6, 2008 Agenda. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign any applicable agreements.

3.03.12 Community Activities - Orange Coast College

Authorization was given for not-for-credit classes to be advertised and offered by the Community Education Office during the period of August 7, 2008 – June 30, 2009 at Orange Coast College, as presented in the August 6, 2008 Agenda.

3.04 PERSONNEL ITEMS

Authorization was given for Personnel Items listed in the August 6, 2008 Agenda.

3.05 ADDITIONAL PERSONNEL ITEMS

Authorization was given for the Additional Personnel Items listed in the August 6, 2008 Agenda.

3.06 FINANCIAL APPROVALS

3.06.01 Approval of Purchase Orders

The Board approved purchase orders listed in the amount of \$4,270,655.33. (A copy of the report is on file with the August 6, 2008 Agenda, and is available on request.)

3.06.02 Ratification/Approval of Checks

The Board ratified/approved the warrants for previously approved purchase orders listed in the amount of \$7,957,448.20. (A copy of the report is on file with the August 6, 2008 Agenda, and is available on request.)

3.06.03 Check List for General Obligation Bond Fund

The Board ratified/ approved the warrants for the General Obligation Bond Fund in the amount of \$5,463,740.18. (A copy of the report is on file with the August 6, 2008 Agenda, and is available on request.)

3.06.04 Authorization for Special Payments - Orange Coast College

Authorization was given for the following OCC special payments:

Payment, NTE \$4,000 to cover reasonable and allowable travel expenses, including airfare, lodging, meals, parking, and car rental, for applicants invited for first or second interviews for classified, faculty, or management positions.

ITEMS REMOVED FROM THE CONSENT CALENDAR:

3.02 TRAVEL AUTHORIZATIONS - BOARD & STAFF

Conference requests for the following faculty members were removed from the Consent Calendar for further discussion: Carmen V. Avila, Adriana Das, Franca Hamber, Giselle Lloyd, Adrienne S. Merlo, Flory T. Mora, Mariam M. Saada, Patricia M. Scarfone, Patricia Villegas Bonno, and Laura C. Walls.

Speaking to the Topic:

Dr. Price raised concern about the travel requests for the listed individuals, including issues relating to the submission process and eligibility to use CCA funds. She requested that these items not be approved at this time.

Vice Chancellor of Human Resources Joe Quarles expressed the opinion that these employees should not be denied the opportunity to participate in this professional development activity, which was approved by their Dean. He reported that he received verification that the individuals listed were eligible for CCA funds for Fall 2008 semester. Dr. Quarles further confirmed that there was a guarantee that the CCA would be reimbursed if any funds were incorrectly charged.

Jack Price, Chief Negotiator, CCA, expressed agreement with Dr. Price's concerns, noting that the materials for these travel requests did not go to the CCA for verification prior to submission, which was a violation of the contract.

OCC President Bob Dees expressed the opinion that the intent of the contract language was to provide faculty the opportunity for professional development. He confirmed that the individuals listed would be teaching in Fall 2008, and would be in the CCA unit.

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle that the items removed from the Consent Calendar not be approved.

GWC President Wes Bryan expressed concern that delaying the approval of these items would harm faculty, as it affects their planning and finances.

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

4. ACTION ITEMS

4.01 Authorization to Enter Agreements - Coastline Community College

1. **Authorization to Approve an Amended Agreement between CareerAcademy.com, Inc. and the Coast Community College District (Coastline Community College) to Offer Computer On-Line Training Programs to Members of the United States Armed Forces**

It was moved by Ms. Hornbuckle and seconded by Mr. Moreno that authorization be given to approve an amended agreement between CareerAcademy.com, Inc. and the Coast Community College District (Coastline Community College) to offer computer on-line training programs. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign the Agreement.

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

Fiscal Impact: Gross income of \$36,000 for first year based on projection of 50 enrollments.

2. **Authorization to Enter into a Memorandum of Agreement (MOA) between the Army National Guard and the Coast Community College District (Coastline Community College) to Provide Educational Support Services to the Army National Guard Community**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle that authorization be given for the Coast Community College District (Coastline Community College) to enter into a Memorandum of Agreement (MOA) with the Army National Guard to provide educational support services to the Army National Guard community through the Education Support Center. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign the Agreement.

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

Fiscal Impact: Projected Net Income to District \$45,900

3. **Authorization to Enter into a Sublease Agreement between Goodwill of Orange County, and the Coast Community College District (Coastline Community College) for the Purpose of Space at the Orange County One-Stop Center in Irvine**

It was moved by Mr. Howald and seconded by Mr. Moreno that authorization be given to enter into a sublease agreement between Goodwill of Orange County and Coast Community College District (Coastline Community College) for use of 1,058 square feet for office space. Property is located at 125 Technology Drive West, Irvine, CA 92618. the term of the Agreement is September 1, 2008 through December 31, 2009. 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: Monthly rent of \$2,221.80

4. Authorization To Enter into an Amendment of Existing Lease between City Of La Habra, and the Coast Community College District (Coastline Community College) for the Purpose of Leasing Space for the Youth Program at the Orange County One-Stop Center-Westminster Site

It was moved by Mr. Howald and seconded by Mr. Patterson that authorization be given to enter into an amended agreement between City of La Habra and Coast Community College District (Coastline Community College) for the use of 745.14 square feet for office space located at the Orange County One-Stop Center in Westminster, beginning July 1, 2008 through December 31, 2009. 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 \$1,229.45

5. Authorization to Approve an Agreement between the Massachusetts Institute of Technology and the Coast Community College District (Coastline Community College) to Conduct Research for the Development of the Open Learning Language Initiative (OLLI) Language Acquisition Project

It was moved by Mr. Howald and seconded by Mr. Patterson that authorization be given to approve the Agreement between the Massachusetts Institute of Technology and the Coast Community College District (Coastline Community College) to conduct research for the development of the Open Learning Language Initiative (OLLI) game-based language acquisition courses and collaborative social world. 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: No cost to District. Funded by a grant received from the William and Flora Hewlett Foundation

It was moved by Mr. Moreno and seconded by Mr. Howald that authorization be given to approve the two Agreements listed below, in Items 6 and 7, to design and produce Open Learning Language Initiative (OLLI) Language Acquisition Project.

6. Authorization to Approve an Agreement between The Learning Games Network and the Coast Community College District (Coastline Community College) to

Design and Produce Open Learning Language Initiative (OLLI) Language Acquisition Project

7. Authorization to Approve an Agreement between The SuperGroup and the Coast Community College District (Coastline Community College) to Design and Produce Open Learning Language Initiative (OLLI) Language Acquisition Project

The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign these Agreements.

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

Fiscal Impact: No cost to District. Funded by a grant received from the William and Flora Hewlett Foundation

8. Authorization to Enter into an Amended Agreement between the County of Orange and the Coast Community College District (Coastline Community College) to Operate the Orange County One-Stop Center – North to Provide Workforce Investment Act Approved Programs

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to enter into an amended agreement between the County of Orange and Coast Community College District (Coastline Community College) to provide Workforce Investment Act (WIA) services to eligible participants to include 15% Governor's Discretionary Funding. 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: The County of Orange will reimburse Coastline Community College an additional \$65,000 for a total of \$2,676,898 for operation of these programs.

9. Authorization to Enter into an Amended Agreement between the County of Orange and the Coast Community College District (Coastline Community College) to Operate the Orange County One-Stop Center – South to Provide Workforce Investment Act Approved Programs

It was moved by Mr. Moreno and seconded by Mr. Howald that authorization be given to enter into an amended agreement between the County of Orange and Coast Community College District (Coastline Community College) to provide Workforce Investment Act (WIA) services to eligible participants to include 15% Governor's Discretionary Funding for July 1, 2008 through June 30, 2009. 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: The County of Orange will reimburse Coastline Community College an additional \$65,000 for a total of \$2,301,609 for operation of these programs.

4.02 Authorization to Enter Agreements - Golden West College

There were no Authorizations to Enter Agreements from Golden West College.

4.03 Authorization to Enter Agreements - Orange Coast College

1. Authorization to Approve a Standard Field Experience Affiliation Agreement between Loyola Marymount University and Coast Community College District (Orange Coast College)

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that authorization be given to approve the Agreement between Loyola Marymount University and Coast Community College District (Orange Coast College) for the field placement of a student, Stephanie Decker, as a counseling intern for the period August 18, 2008, through May 30, 2009. The Board further authorized the Chancellor or Vice Chancellor 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: None

2. Authorization to Approve an Agreement with EMI Network and Coast Community College District (Orange Coast College)

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that authorization be given to approve the Agreement between EMI Network and Coast Community College District (Orange Coast College) to advertise in U.S. News & World Report in the September 1, 2008, issue. The Board further authorized the College President to sign this Agreement.

OCC President Bob Dees addressed Trustee inquiry regarding the advertising being contracted for this Agreement. He stated that this contract is for a four page advertisement in a publication targeted for future college students and their parents to over 100,000 homes in southern California.

Trustee Howald recommended that copies of this publication be provided to the Foundation Directors for use as a tool with potential donors.

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

Fiscal Impact: Advertising cost of \$11,400 to be paid from Outreach & Recruitment funds.

3. Authorization to Approve a Standard Field Experience Affiliation Agreement Between Luz Natanson and Coast Community College District (Orange Coast College)

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that authorization be given to approve the Agreement between Luz Natanson and Coast Community College District (Orange Coast College) for field placement as a counseling intern for the period August 18, 2008, through May 30, 2009. The Board further authorized the College 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: None

4. Authorization to Approve a Non-Standard Agreement Between the City of Costa Mesa, a Municipal Corporation, and Coast Community College District (Orange Coast College)

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that authorization be given to approve the Agreement between the City of Costa Mesa, a municipal corporation, and Coast Community College District (Orange Coast College) to engage in a cooperative agreement to promote the recycling of certain special products that are prohibited by law from being disposed of in landfills.

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

Fiscal Impact: None

4.04 Buildings and Grounds

1. Authorization for Addendum No. 2 to LPA Architecture; Orange Coast College Interdisciplinary Building

It was moved by Mr. Howald and seconded by Ms. Hornbuckle that authorization be given to accept Addendum No. 2 for additional architectural services Phase II for the Orange Coast College Interdisciplinary Building.

The scope of service is to include the following tasks:

1. High voltage design services \$13,200
2. Reimbursable expenses \$ 4,600

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

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

Fiscal Impact: \$17,800 (General Obligation Bond Fund/Measure C)
Master Plan Approved Project
OCC Interdisciplinary Building

2. Authorization to Enter into a Lease Agreement with Mobile Modular Management; Coastline Community College Early College High School

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to enter into a Lease Agreement with Mobile Modular Management; Coastline Community College Early College High School, and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

1. 24 Month Lease #576875 \$34,762.00
2. 24 Month Lease #576876 \$17,100.00
3. 24 Month Lease #576877 \$17,100.00
4. 24 Month Lease #576878 \$17,100.00
5. 24 Month Lease #576879 \$17,100.00
6. 24 Month Lease #576880 \$17,100.00
7. 24 Month Lease #576881 \$15,262.00
8. 24 Month Lease #580828 \$10,200.00

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

Fiscal Impact: \$145,724.00 (Coastline Funds/Partially Reimbursed by Newport Mesa Unified School District)

3. Authorization to File Notice of Completion

It was moved by Mr. Howald and seconded by Mr. Patterson that authorization be given to file a Notice of Completion on the following projects in compliance with Public Contract Code 7107 allowing for substantial completion by the public agency, or its agent (architect) of the work of improvement.

Bid No. 1932; OCC Learning Resource Center Security
Contractor: Honeywell International, Inc.

Bid No. 1943; OCC Sailing Center Ground Treatment
Contractor: Hayward Baker, Inc.

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

4.05 General Items of Business - Coastline Community College

It was moved by President Ruiz and seconded by Mr. Patterson that authorization be given for Coastline Community College to conduct short-term study abroad programs as listed below, Items 1 through 4.

1. **Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Italy during Summer 2009**
2. **Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in China during Summer 2009**
3. **Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Australia during Intersession 2010**
4. **Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Mexico during Summer 2010**

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

Fiscal Impact: No cost to the District. No replacement costs for faculty assigned to program. All payments by trip participants for travel services shall be made to the travel contractor. Travel contractor shall account to Coast Community College District for the total cost of the trip.

4.06 Resolutions

1. **Adoption of Resolution to allow the County Superintendent of Schools to make Expenditure Transfers, As Needed, at the Close of Coast Community College District's Fiscal Year 2007-2008 and During the Fiscal Year 2008-2009**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to Adopt the Resolution allowing the County Superintendent of Schools to make expenditure transfers as needed at the close of Coast Community College District's fiscal year 2007-2008 and during the fiscal year 2008-2009.

Trustee Patterson expressed concern that the item was not a legal Resolution. He suggested that the Board direct the Manager of Board Operations/Assistant to the Chancellor to develop a Resolution framework to include a number, title, description, and signature.

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

Fiscal Impact: None

5. CONTINUATION OF GENERAL INFORMATION AND REPORTS

5.01 Reports Continued

1. **Report from the Employee Representative Groups**

Barbara Price, President, Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA) noted that she received a letter from Senator Diane Feinstein thanking her for the calls and emails to federal

representatives relating to funding for higher education. She was informed by Ms. Feinstein that funding for 48 programs, including the CTE for community colleges, was scheduled to be cut by the President, and that she and her colleagues were working to reinstate them. Dr. Price will keep the Board updated on this issue. She reported that she also received positive input from Senators Harmer and Devore. ■ Dr. Price indicated that she would provide copies to the Board of the new contract, including the MOUs for the past three years. ■ She reported that the CCA/CTA-NEA conference for Chapter Presidents was very informative. ■ Dr. Price announced that the CCA/CTA-NEA newsletter would be distributed in August. ■ She invited the Board to the 2nd annual All Part-time Faculty Picnic on September 28.

2. Reports from the Presidents

GWC President Wes Bryan reported that GWC was finishing the last week of a successful summer session and getting ready for fall semester. He reported that Stan Francus is serving as the Interim Vice President of Student Services. Mr. Bryan discussed the new Health Science Building, and noted that it would be used for the Nursing classes and lab in fall. He commented that the new Learning Resource Center area would be fenced off prior to the beginning of classes. In closing, Mr. Bryan commented that the campus is in the downward phase of the HVAC project.

CCC President Ding-Jo Currie reported that over 120 faculty and staff participated in the 4th annual Technology Institute at Coastline. She recognized coordinators and organizers--Ted Boehler, Dan Jones, Vince Rodriguez and thanked the many faculty that presented at the institute.

OCC President Bob Dees reported on the Sustainability conference in San Luis Obispo, commenting on the huge impact the colleges have on the environment. ■ He noted that faculty and staff have been preparing for the accreditation report next year. Mr. Dees indicated that the remodeled Lewis Building would be ready for use for the fall 2008 semester.

It was moved by Mr. Howald and seconded by Mr. Patterson that the three colleges and the District provide progress reports on the Accreditation at the November 19, 2008 Board Meeting, and a status report in January 2009. Trustees requested that this be included on the Board Directives Log. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

3. Reports from the Board of Trustees

Trustee Howald reported that he attended the ACCT Diversity meeting in Albuquerque, and that he hoped the District would continue to work toward attaining a diversity award. He mentioned the dinner for the Community College Leadership Development Initiative (CCLDI) sharing that he was pleased at the attendance from GWC, OCC and District Representatives. Mr. Howald commented further on positive suggestions for the Leadership Institute, expressing the importance of succession planning and training in the District.

Trustee Hornbuckle thanked Chancellor Yglesias for his reports on the different programs, noting that she finds them very helpful.

Trustee Patterson commented on the amendment to the *Brown Act* to be in effect January 2009, and related the opinion of Ron Wenkart, legal counsel, emphasizing that all Board members should be provided the same information at the same time. He noted that he would not be able to attend the October 15, 2008 Board workshop meeting, and asked if it would be appropriate to reschedule that meeting. Mr. Patterson mentioned the need for closed session at the August 20, 2008 meeting regarding a personnel item.

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to add a Closed Session meeting at 4:00 p.m. on August 20, 2008 prior to the Regular Meeting. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

Trustees discussed the meeting schedule, noting that two trustees would not be able to attend the October 15, 2008 scheduled meeting. It was then moved by Mr. Patterson and seconded by Mr. Howald that the Workshop Meeting be scheduled for November 5, 2008, and the October 15, 2008 Meeting be set for a Regular Meeting. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

Trustee Moreno expressed concern that Board members did not receive the materials relating to the accreditation warning at OCC. It was then moved by Mr. Moreno and seconded by Mr. Howald that any materials regarding accreditation issues be sent by mail to the Board members, and that copies of those materials and other important information be retained in a reading file available in the Board Office. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

4. Consideration of California Community Colleges Board of Governors Meetings

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

5. Opportunity for the Board to Review the Board Directives Log

Trustees reviewed and discussed the items on the Board Directives log.

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle to develop a resolution framework indicating Resolution number, date, title, and signature for future resolutions. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

Vice Chancellor of Human Resources Joe Quarles reported on the status of the request to include part-time faculty in the District's life insurance and 24 hour fitness benefits. He reported that a third-party administrator did an actuarial study, and determined the estimated annual cost for life insurance for part-time faculty members would be

minimally \$75,000 to \$80,000 per year. Dr. Quarles stated that, given the current budget situation, this was not something he was recommending to the Board. ■ He recommended that the Board include CCA members in the discounted rate for 24 Hour Fitness, as a reasonable cost had been negotiated.

Trustee Patterson suggested that the recommendation for 24 Hour Fitness and a report encompassing options in regard to life insurance for part-time faculty be added to the Agenda for the September 3, 2008 meeting.

6. 2008-2009 Budget Update

Vice Chancellor of Administrative Services C.M. Brahmbhatt commented that Assembly Bill 1781, the Budget Bill, was not on the floor yet and had not been approved. He discussed the impact on part-time faculty funding, noting that some of the funding for part-time faculty would be held until April 2009. He then invited Janet Houlihan, Vice President of Administrative Services, GWC, to provide an overview of the GWC planning model.

Janet Houlihan, Vice President of Administration, GWC, thanked the Board for their support of the Leadership Institute, noting that she found it very beneficial. She then delivered the GWC Planning Presentation, including accreditation recommendations, overview of campus planning, planning and budgeting membership, planning and budgeting primary responsibilities, 2007/2008 Planning and Budgeting Highlights, Planning Team and Institutional Effectiveness Committees, and accreditation commendations.

Based on inquiry from Trustee Moreno, Mr. Brahmbhatt discussed issues relating to CTE programs. He recommended that the Board consider allocation of \$10,000 for each Vocational Technology Dean in coordination with the Interim Associate Vice Chancellor of Educational Services, to increase support of CTE programs.

Trustees commented on issues relating to funding allocated for the development of innovative CTE programs, including coordination and structure of the colleges and District, and involvement of academic senate.

It was suggested that Chancellor Yglesias look into contacts relating to alternative energy sources, as the possibility of federal funding was anticipated.

Interim Associate Vice Chancellor of Educational Services Joyce Black commented on obstacles to be addressed in developing new vocational programs, such as communication with the community, and staffing and expertise to write proposals and develop curriculum.

7. Review of Board Meeting Dates

The Board reviewed the meeting dates listed in the August 6, 2008 Agenda.

5.02 Additional Informative Discussion Topics

1. Opportunity for the Board of Trustees to Discuss the Attachment Configuration of the Agenda

The Board discussed the attachment configuration of the Agenda, providing feedback for the Manager of Board Operations.

Some Trustees would like the attachments to remain separate from the Agenda body, at the back of the Agenda. Trustees expressed interest in seeing how it would work with attachments integrated in the Agenda, and requested that a sample of a partial agenda be produced for them to look at.

It was moved by Mr. Patterson and seconded by Mr. Howald to continue with the current attachment configuration, with the addition of numbered tabs for the attachments, and one labeled tab for the Board Log. Motion carried with the following vote: Aye - Mr. Howald, Mr. Moreno, and Mr. Patterson; Nay – Ms. Hornbuckle, and President Ruiz.

2. Opportunity for Board of Trustees to Discuss Study Session Agenda Format

The Board discussed the Study Session Agenda format which was adopted by the Board on April 2, 2008. Trustees requested that Christian Teeter, Manager of Board Operations/Assistant to the Chancellor, send a copy of the proposed short format Agenda to the Trustees for their feedback.

5.03 Review of Buildings and Grounds Reports

The Board reviewed the Buildings and Grounds Reports as presented in the August 6, 2008 Agenda.

Vice Chancellor Brahmhatt updated the Board on the progress of the District Administration Building. Trustees inquired regarding issues of concern, including the sound system in the Board Room.

6. ADJOURNMENT

There being no further business, it was moved by Ms. Hornbuckle and seconded by Mr. Patterson to adjourn the meeting.

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

The meeting adjourned at 10:36 p.m.

Secretary of the Board