

# Regular Meeting

## Board of Trustees Coast Community College District

District Board Room – 4:00 PM

August 20, 2008

### MINUTES

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on August 20, 2008

#### **1. PROCEDURAL MATTERS**

##### **1.01 Procedural Matters**

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

Board President Armando Ruiz called the meeting to order at 4:03 p.m.

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

Trustee Patterson 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

Student Trustee Battistone arrived at 6:30 p.m. for the convening of the Board of Trustees Open Public session.

Others in attendance were: **Staff:** K. Yglesias, C.M. Brahmbhatt, J. Quarles, J. Black, E. Arisemendi-Pardi, C. Babler, W. Bryan, M. Carey, J. Craig, D. Currie, A. Das, R. Dees, K. Donahue, B. Fey, S. Gauthier, B. Kerwin, R. Kudlik, D. Mancina, K McElroy, A. Muelas, B. Price, J. Price, A. Richey, D. Restelli, P. Scarfone, T. Snyder, C. Spoja, N. Sprague, C. Stewart, C. Teeter, A. Wheeler, D. Wojciechowski, L. Wojciechowski;

**Students:** K. Cutting, B. Hanish, D. Lopez, P. Mains, S. Prevette; **Other:** B. Hancock, L. Prinsky.

#### **4. Public Comment (Closed Session)**

There were no requests from the Public to address the Board on the Closed Session agenda.

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

Amendments to the Agenda were presented. As part of the amendments, it was recommended that the item "Resolution of the Board of Trustees of the Coast Community College District" be placed in Section 2.01 of the Agenda.

It was then moved by Trustee Mary Hornbuckle and seconded by Trustee Jim Moreno to adopt the Agenda as amended.

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

#### **6. Recess to Closed Session**

It was moved by Mr. Howald and second by Mr. Moreno that the following items be discussed in Closed Session:

- a. Conference with Legal Counsel – Anticipated Litigation (pursuant to Section 54956.9)
- b. Public Employee Discipline /Dismissal/Release (pursuant to Section 54957)
- c. Public Employee Performance Evaluation (pursuant to Section 54957)  
Title: Chancellor

#### **7. Reconvene Regular Meeting**

The Board reconvened in Open Session at 6:30 p.m.

#### **8. Report of Action from Closed Session**

There was no action reported from Closed Session.

#### **1.04 Public Comment (Open Session)**

Dr. Barbara Price, President, Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA), addressed the Board regarding a

response that was received from the District regarding Life Insurance benefits for Part-Time Faculty Members. She noted that Part-Time Faculty Members were deserving of this benefit and that it would cost the Coast Community College District approximately \$72,000 per year, or \$7.50 per month per Part-Time Faculty Member. Dr. Price also thanked the District for adding Part-Time Faculty Members to the organization's 24 Four Hour Fitness Membership program.

## **1.05 Acceptance of Retirements**

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

### Classified

Ceraolo, Alice (OCC), Course Assistant II, retirement effective 12/30/07. Vacation to be paid in lump sum.

Waterman, Norman E. (OCC), Director Computer Services, retirement effective 08/01/08. Unused vacation to be paid by third party administrator.

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

## **2.01 Reports**

### **1. Report from the Chancellor**

Chancellor Kenneth D. Yglesias commended Golden West College (GWC) for the appointment of two new managers at GWC, both from diverse ethnic groups. Dr. Yglesias invited Trustees to a reception for Dr. Ned Doffoney, the new Chancellor of the North Orange County Community College District.

Vice Chancellor of Administrative Services, C.M. Brahmbhatt, provided a budget update to the Board of Trustees. Mr. Brahmbhatt commented that all employees and vendors would continue to be paid by the District during the current State of California budget crisis, and noted that a Resolution was included in the Action Section of the August 20, 2008 Agenda requesting authorization from the Board of Trustees to borrow funds from the County of Orange Treasury to support operations until the budget crisis is resolved.

Trustee Moreno confirmed that the budget crisis had reached its fiftieth day, and that the issues under dispute did not pertain to Education. Mr. Brahmbhatt confirmed Trustee Moreno's assessment. Trustee Patterson confirmed the rules to adopt a budget, and also asked about a proposed 1% reduction in the Cost of Living Allowance (COLA). Vice Chancellor Brahmbhatt noted that a 1% reduction in the COLA amounts to a reduction of \$1.7 Million for the Coast Community College District. Trustee Hornbuckle inquired on rents from State agencies that are owed to the District. Vice Chancellor Brahmbhatt confirmed that those rents would be paid to the District as soon as the State Budget is adopted.

Mr. Brahmhatt invited Kevin McElroy, Vice President of Administrative Services at Coastline Community College (CCC), for a presentation on planning and governance. Mr. McElroy thanked the Board for the opportunity to deliver the presentation. Also participating in the presentation were Cheryl Stewart, Academic Senate President, Penny Mains, Student Advisory Council (SAC) President, and Carole Spoja, Classified Council President. The Coastline presentation focused on the College's Participatory Governance Mechanisms and the College's Planning Process. At the conclusion of the presentation, Trustee Moreno asked CCC President Ding-Jo Currie, Ph.D., if the processes allow the College to better articulate the needs of students. Dr. Currie responded affirmatively and noted that CCC consistently reviews its systems, structures and committees for quality assurance purposes.

## **2. Report of Student Government Organizations**

David Lopez, President of the Associated Students of Golden West College (ASGWC), He reported that Henry Nguyen, ASGWC Finance Commissioner, attended a conference related to environmental sustainability in Minneapolis, MN. Mr. Lopez noted that the ASGWC was considering various environmental sustainability ideas and those recommendations would be made to GWC President Wes Bryan in the future.

Sheena Privette, President of the Orange Coast College Associated Students (ASOCC) introduced herself to the Board of Trustees and also introduced fellow ASOCC students Chris Cutting and Beth Hanish, fellow ASOCC members. Ms. Privette noted that the ASOCC has been going through numerous trainings and expressed thanks to Trustee Jerry Patterson and Christian Teeter, Manager of Board Operations/Assistant to the Chancellor, for providing a recent training on the Ralph M. Brown Act. Ms. Privette expressed optimism about the upcoming academic year and all of the upcoming ASOCC activities.

Penny Mains, CCC SAC President, noted that three SAC members attended a sustainability conference in San Luis Obispo. The workshops focused on waste reduction, green building, and green collar jobs. She noted that SAC will disseminate information about the conference to CCC students in the near future.

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

Cheryl Stewart, CCC Academic Senate President, commented that all three colleges had representatives attend a training for basic skills. She noted that all three colleges had made commitments to develop methods for improving the success, retention and persistence of students in need of basic skills development. Ms. Stewart noted that the Trustees would be hearing more about basic skills throughout the year. Ms. Stewart also reported that CCC College Council approved a college-wide committee on sustainability, and noted in her report that the topic would be an ongoing concern for the college.

Diane Restelli, Ed.D., President of the GWC Academic Senate President, commented that several of her colleagues and President Bryan toured the new Health Sciences Center at GWC. Dr. Restelli expressed optimism about the new facility and the opportunities for faculty and students to benefit from its attributes. Dr. Restelli also

noted that the first GWC Academic Senate meeting would take place on September 9, 2008.

Eduardo Arismendi-Pardi, Ph.D., President of the OCC Academic Senate, reported that he met with the Executive Board of the Senate to discuss Accreditation issues. Dr. Arismendi-Pardi noted that he had been invited by OCC President Dees to participate in an "Accreditation Task Force" which meets each Monday at the College to address Accreditation issues prevailing at OCC. Dr. Arismendi-Pardi also commented about the OCC Honors Program and the Transfer Alliance Program from UCLA, noting that OCC holds an 86% acceptance rate with UCLA, a decline from the 95% level that was in effect two years ago. Dr. Arismendi-Pardi noted that he planned to inquire on this matter and report back to the Board of Trustees on suggestions to improve the acceptance rate.

#### **4. Resolution of the Board of Trustees of the Coast Community College District**

When the Board took action to adopt the Agenda, the item "Resolution of the Board of Trustees of the Coast Community College District was moved forward to Section 2.01 Agenda.

On a motion by President Ruiz and seconded by Trustee Hornbuckle, the Board of Trustees adopted the Resolution of the Board of Trustees of the Coast Community College District.

#### **RESOLUTION OF THE BOARD OF TRUSTEES OF COAST COMMUNITY COLLEGE DISTRICT, ORANGE COUNTY, CALIFORNIA**

WHEREAS, the State of California is projecting a state budget shortfall of \$17.2 billion dollars; and

WHEREAS, the Governor's proposed May revision budget represents a \$4.3 billion dollar reduction in appropriations for school districts, county offices of education and community college districts; and

WHEREAS, the State of California does not provide community colleges apportionment until the state budget is adopted; and

WHEREAS, the Department of Finance has recommended that the Legislature delay the \$2.5 billion dollars in categorical funding for schools to later in the 2008-2009 fiscal year; and

WHEREAS, the Coast Community College District (the "District") desires to request the County Treasurer to make a temporary transfer (the "Transfer") of monies to meet its current maintenance expenses; and

WHEREAS, California Constitution Article XVI, Section 6, provides that the County Treasurer shall have the power and the duty to make temporary transfers of monies, as further specified therein, upon resolution adopted by the Board of Supervisors authorizing such temporary transfer; and

WHEREAS, the amount of the Transfer may not exceed 85% of the amount of money which will accrue to the District during the fiscal year; and

WHEREAS, the Transfer to the District will be made from and limited to the County of Orange Educational Investment Pool.

NOW, THEREFORE, BE IT RESOLVED that this Board does hereby:

1. Find and determine that the Transfer is in the public interest and serves a valid public purpose.
2. The District Board of Trustees hereby requests a transfer of monies to the District from County monies in the County Treasurer's custody. The Transfer shall be in an amount, if any, determined by the Treasurer, not to exceed the lesser of (i) 85% of the anticipated revenues accruing to the District as certified by the District and confirmed by the County Auditor-Controller, or (ii) \$25,000,000. The District Vice Chancellor of Administrative Services is hereby authorized and directed for and on behalf of the District to formally request a Transfer in an amount and upon a date designated by the District Vice Chancellor of Administrative Services, not to exceed the limitations to such Transfer as provided herein.
3. The District hereby requests that the Transfer be made by the Treasurer in one or more installments and not prior to July 1, 2008, nor later than April 27, 2009. It is hereby requested that the Treasurer deposit Transfer installments to the District in the General Fund. All Transfers installments to the District will be made from and limited to the County of Orange Educational Investment Pool. The Transfer shall be repaid, no later than June 30, 2009.
4. Repayment of any Transfer installment shall be made from the revenues accruing to the District before any other obligation of the District is met from such revenue. Interest on any Transfer installment will accrue and be payable by the District.
5. The Form of Temporary Transfer Agreement is hereby approved in the form presented, and the District Vice Chancellor of Administrative Services is hereby authorized and directed to execute the Temporary Transfer Agreement on behalf of the District.
6. The Clerk/Secretary of the Board of Trustees is hereby directed to submit a certified copy of this Resolution to the Orange County Treasurer-Tax Collector.
7. This resolution shall take effect immediately.

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

### **3. CONSENT CALENDAR**

It was moved by Trustee Hornbuckle and seconded by Trustee Howald that the amended Consent Calendar be approved, with the exception of Item 3.02, #2 on Page 7 and the contract renewal, Item 3.05.03, Authorization for Independent Contractors, with Cambridge West Partnership on Page 42 of the Consent Calendar.

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 August 20, 2008 Agenda and are available on request.)

### **3.01 Curriculum Approvals**

Authorization was given for the approval of new courses and new program/options as presented in the August 20, 2008 Agenda.

### **3.02 Travel Authorizations – Board and Staff**

Authorization was given for members of the Board and/or Faculty/Staff to attend the listed meetings and/or conferences, as presented in the August 20, 2008, excluding the conference requests 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 - Coastline Community College**

Authorization was given for the following CCC student trips:

Debra Barrett, Instructor in Special Programs and Services for the Disabled and five instructional aides, to accompany approximately six students from Fairview Developmental Center to various community sites during the Fall 2008 Semester, as listed below.

September 8	Huntington Beach Pier, Huntington Beach
September 15	The Block at Orange, Orange
September 22	Heisler Park, Laguna Beach
September 29	Irvine Spectrum, Irvine
October 6	Mile Square Park, Fountain Valley
October 20	Centennial Farm – Orange County Fairgrounds, Costa Mesa
October 27	South Coast Plaza, Costa Mesa
November 3	Orange County Great Park, Irvine
November 17	Fashion Island, Newport Beach
November 24	Santa Ana Zoo, Santa Ana
December 1	Central Library, Newport Beach
December 8	Downtown Disney, Anaheim
January 5	Fountain Bowl, Fountain Valley
January 12	Mason Regional Park, Irvine

Lynn Goodin, Instructor/Art to accompany approximately 40 students (Ticket Number 81083) to the Museum of Contemporary Art in Los Angeles on September 19, 2008. Students will use District transportation.

#### **3.02.02 Authorization for Student Trips – Golden West College**

Authorization was given for the following GWC student trips:

Margot Bowlby, Model United Nations Advisor, and 15 students to attend the American West Model United Nations Conference, Las Vegas, NV., November 22-25, 2008. Travel by District transportation.

Margot Bowlby, Model United Nations Advisor, and 12 students to attend the National Model United Nations Conference, New York City, April 5-9 or April 7-11, 2009.

### **3.02.03 Authorization for Student Trips - Orange Coast College**

Authorization was given for the following OCC student trips:

Orange Coast College Honors Program to send up to three students to the 2008 National Collegiate Honors Council Conference in San Antonio, Texas, October 22 -26, 2008.

Orange Coast College Honors Program to send up to twenty students to the 2009 Honors Transfer Council of California Student Research Conference, February 28, 2009, at UC Irvine.

Orange Coast College Honors Program to send up to four students to the 2009 Western Regional Honors Council Conference March 4-7, 2009, in Spokane, Washington.

Orange Coast College student, Uriel Vasquez, to replace Ahmed Ali to serve as the Region 8 delegate to the Student Senate for the California Community Colleges (SSCCC) to attend monthly meetings in Sacramento, CA during the period August 2008 through July 2009.

## **3.03 GENERAL ITEMS**

### **3.03.01 Authorization for Special Projects - Coastline Community College**

Authorization was given for the authorization of CCC special projects:

Coastline Community College, Special Programs and Services for the Disabled, to host a fundraising Walk for Brain Injury Awareness and Prevention for the Acquired Brain Injury Program on Saturday, March 28, 2009, at Mile Square Park in Fountain Valley. Registration will begin at 8:00 a.m.; the walk will begin at 9:00 a.m. concluding at 12:00 noon.

Coastline Community College Classified Council to host and sponsor a Fall Scholarship Fundraiser on October 31, 2008, from 11:30 a.m. – 2:30 p.m. at College Center.

### **3.03.02 Authorization for Special Projects - Golden West College**

Authorization was given for the following GWC special projects:

Golden West College to hold workshops on accessibility to GWC support services for Bell Gardens High School students, August 22, 2008.

Golden West College Nursing Student Association Club to hold a Family Lab Night, September 20, 2008, as a student fundraiser.

Golden West College to hold Institute for Professional Development (IPD) Meetings and Events for the 2008-09 academic year.



### **3-03.02 Authorization for Special Projects – GWC, continued**

Golden West College to hold a New and Newly Tenured Faculty Meeting, September 5, 2008, to welcome and provide an orientation for new faculty members and to congratulate tenured faculty members.

Golden West College to celebrate Latino Heritage Month, September-October 2008.

Golden West College to hold a Night at the Races, October 17, 2008, at the Los Alamitos Race Track as a scholarship fundraiser for faculty and staff.

Golden West College to celebrate Native American Heritage Month, November, 2008.

Golden West College to hold a High School Counselor Breakfast, December 2, 2008, for area high school and GWC counselors.

Golden West College Regional Health Occupations Resource Center (RHORC) to hold Creative Teaching Strategies Workshops, January 20-22, 2009, in Irvine and San Bernardino, for Allied Health and Nursing faculty.

Golden West College Regional Health Occupations Resource Center (RHORC) to hold the 13<sup>th</sup> Annual Health Occupations Educator Institute, April 20-22, 2009, in Santa Ana to provide education for faculty in health occupations programs and facilities.

### **3.03.03 Authorization for Special Projects - Orange Coast College**

Authorization was given for the following OCC special projects:

Orange Coast College Student Government to host and facilitate a variety of weekly events on campus to showcase, publicize, and celebrate the college's broad range of activities and programs during the period August 18, 2008 through May 31, 2009.

Orange Coast College Associated Students to sponsor a Constitution Day Celebration in September 2008, on the OCC campus.

Orange Coast College to hold the annual Honors Night in the Robert B. Moore Theatre, on May 13, 2009. Informal dining to be held in the OCC Quad and Student Center prior to the ceremony.

Orange Coast College and Orange Coast College Associated Students to sponsor a variety of vendors at the Orange Coast College Commencement, in May, 2009. Types of vendors that may be utilized include: Commencement Flowers and Chappell photographers.

Orange Coast College Dean of Students, ASOCC, and Phi Theta Kappa to sponsor a variety of peer mentoring activities and events, including but not limited to recruitment of mentors and mentees, training, workshops, guest speakers, and social activities with food.

Orange Coast College ASOCC InterClub Council to hold a Club Rush on September 9, 2008, and February 10, 2009.

Orange Coast College Associated Students and all officially registered Orange Coast College clubs in good standing to sponsor a variety of activities and entertainment, including but not

limited to community service, musicians, comedians, speakers, bake sales, fundraisers, drives and demonstrations throughout the 2008-2009 fiscal year. Performances and activities will take place at pre-approved locations throughout the OCC campus.

Orange Coast College Associated Students to sponsor a variety of vendors at Orange Coast College to provide fundraising opportunities for the ASOCC throughout the 2008-2009 fiscal year. The types of vendors that may be utilized during the year include: flower sales, photographers, disc jockeys, obstacle courses, and interactive games.

Orange Coast College ASOCC InterClub Council to host Coast Days in October 2008, and March, 2009, in the OCC quad.

Orange Coast College ASOCC InterClub Council to sponsor end-of-the-semester luncheons on December 2, 2008 and May 5, 2009, in the Student Center Lounge.

Orange Coast College ASOCC College Life to sponsor an Angel Tree gift drive in the months of November and December, 2008, and a Children's Center Holiday Party in December, 2008.

Orange Coast College ASOCC InterClub Council to sponsor blood and bone marrow registration drives and monthly bloodmobiles throughout the 2008-2009 fiscal school year.

Orange Coast College ASOCC College Life to co-sponsor the Special Olympics to be held on the OCC track in April 2009.

Orange Coast College ASOCC College Life to sponsor Awareness Day events throughout the fall and spring semesters.

Orange Coast College ASOCC College Life to sponsor Open Mic events throughout the fall and spring semesters.

Orange Coast College ASOCC College Life to sponsor Movie Night events throughout the fall and spring semesters.

Orange Coast College ASOCC InterClub Council to host a Field Day event in Spring 2009.

Orange Coast College ASOCC College Life to sponsor a Graduation Rehearsal BBQ in Spring 2009.

Orange Coast College Honors Program to provide snacks and promotional/logo items at a variety of OCC and/or Honors Program student-centered events, meetings, and activities, throughout the 2008-2009 academic year.

Orange Coast College Honors Program to host a Recognition Reception, an annual event to recognize the academic success of those students completing all requirements of the Honors Program during the 2008-2009 academic year, on May 1, 2009, on the OCC campus.

Orange Coast College Honors Program to purchase memento gifts for honor students, faculty, and guest speakers presenting at the Creating Scholars Speakers Series monthly events, Honors Open House, and other special events in which significant contributions or achievements are acknowledged.

The Orange Coast College Honors Program to host up to eight (8) Creating Scholars events. Expenses, including food and beverages, NTE \$4,000.00 to be paid from ASOCC funds.

Orange Coast College Spirit of Ability Club to host the 5<sup>th</sup> annual Bill Alvarez Memorial Wheelchair Rugby Exhibition on October 11, 2008, in the OCC gymnasium.

Orange Coast College Physical Education and Athletics Division to co-sponsor the New York Yankees Scout Baseball games and practices on the OCC baseball field on Sundays between August 31, 2008 and December 31, 2008.

Orange Coast College International Center to provide refreshments during new international student orientations throughout the 2008-2009 fiscal year.

Orange Coast College Social & Behavioral Sciences to hold division and department meetings during fall and spring, 2008, semesters.

Orange Coast College Foundation and the OCC Physical Education & Athletics Division to host the OCC Athletic Alumni Hall of Fame on October 4, 2008, on the OCC Fitness Complex Patio and Peterson Gym.

Orange Coast College Foundation to host an excursion to the Griffith Park Observatory on August 21, 2008.

### **3.03.04 Authorization to Apply for Funded Programs**

Authorization was given to apply for the following funded programs and/or projects:

2008-2009 California Community Colleges Chancellors Office Carl D. Perkins Career and Technical Education Act of 2006, Title 1C grant titled “**Perkins VTEA 1-C,**” to strengthen the academic and career and technical skills of students participating in CTE Programs.

The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign any related documents as appropriate.

**Fiscal Impact:** Coast Community College District has been awarded \$1,075,349 between July 1, 2008, to and including August 31, 2009. No matching funds required.

### **3.03.05 Authorization for Disposal of Surplus**

Authorization was given for the disposal of the listed 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

Westminster Chamber of Commerce – August 1, 2008 – August 1, 2009 - \$130

Oracle Academy – September 1, 2008 – August 31, 2009 - \$538.75

Fountain Valley Chamber of Commerce – June 30, 2008 – May 1, 2009 - \$240

National Council for Marketing & Public Relations (NCMPR) – October 1, 2008 – September 30, 2009 - \$350

### **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

California Community Colleges Chief Instructional Officers – July 1, 2008 – June 30, 2009 - \$300

Community College Leadership Development Institute – July 1, 2008 – June 30, 2009 - \$2,000

### **3.03.09 Authorization for Purchase of Institutional Memberships - Orange Coast College**

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

RENEWAL

California Community Colleges Chief Instructional Officers – 2008 – 2009 - \$300.00

Honors Transfer Council of California (HTCC) – 2008 – 2009 - \$90.00

National Collegiate Honors Council – 2008 – 2009 - \$500.00

Western Regional Honors Council – 2008 – 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

Southern 30 Information Exchange Consortium – July 1, 2008 – June 30, 2009 - \$200.00

Membership in this organization provides the District with Human Resources information from the thirty (30) College Districts represented in the Consortium.

### **3.03.11 Approval of Clinical Contracts - Golden West College**

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.

NEW

Kindred Hospital of Westminster                      Nonstandard Affiliation Agreement

### **3.03.12 Sailing Program - Orange Coast College**

Authorization was given to offer non-credit classes by the Marine Programs Office during the period of August 21, 2008 – August 31, 2009, as presented in the August 20, 2008 Agenda.

## **3.04 PERSONNEL ITEMS**

Authorization was given to approve the Personnel Items listed in the August 20, 2008 Agenda.

## **3.05 ADDITIONAL PERSONNEL ITEMS**

Authorization was given to approve the Additional Personnel Items listed in the August 20, 2008 Agenda, excluding Item 3.05.03, Authorization for Independent contractors, with Cambridge West Partnership, which was removed for separate discussion and vote. That item will be addressed following the remainder of the Consent Calendar items.

## **3.06 FINANCIAL APPROVALS**

### **3.06.01 Approval of Purchase Orders**

The Board approved purchase orders listed in the amount of \$1,098,989.36. (A copy of the report is on file with the August 20, 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 \$1,999,211.28. (A copy of the report is on file with the August 20, 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 \$384,022.78. (A copy of the report is on file with the August 20, 2008 Agenda, and is available on request.)

## **ITEMS REMOVED FROM THE CONSENT CALENDAR:**

### **3.02 TRAVEL AUTHORIZATIONS - BOARD & STAFF**

Speaking to Item 3.02, #2, Page 7, Consent Calendar, Dr. Barbara Price, President of CCA/CTA-NEA, noted that individuals were allowed to attend a conference on CCA funds, and expressed concern that she was not aware that these individuals had a teaching load that would meet the criteria as Part-Time Faculty, specifically Carmen V. Avila, Adriana Das, Franca Hamber, Giselle Lloyd, Adrienne S. Merlo, Flory T. Mora, Mariam M. Saada, Patricia M. Scarfone, and Laura Walls.

Joseph N. Quarles, Ed.D., Vice Chancellor of Human Resources commented that professional development activities are supportive of students and faculty. Dr. Quarles confirmed that it was the position of District Human Resources that the individuals registered for the conference in question did qualify for CCA/CTA-NEA funds, and that the individuals were part of the CCA/CTA-NEA.

Speaking to the Topic:

Trustee Hornbuckle asked Dr. Quarles if it was determined that the individuals traveling to the conference were not eligible, what would happen, if the item was approved. Dr. Quarles noted that every dollar spent on the conference would be reimbursed immediately by the District. Dr. Quarles reconfirmed his confidence that these individuals were part of CCA/CTA-NEA, and went on to explain District procedures for determining the status of Part-Time Faculty Members. Trustee Hornbuckle asked at what point the CCA/CTA-NEA has approval over conference funds. Dr. Quarles noted that the union does not approve the funds, but the union verifies that the individuals are part of the unit, and are therefore eligible for the funds. Trustee Patterson asked how the individuals, if determined to be ineligible for the CCA/CTA-NEA travel funds, would be paid back. Dr. Quarles responded that there are funds at the campus available and the individuals can be reimbursed from a different budget. Dr. Quarles confirmed that there were additional discretionary professional development funds budgeted at the campus that could be used, if the individuals were determined to be ineligible for the CCA/CTA-NEA funds.

OCC President Bob Dees commented that he had no doubt the individuals in question were confirmed Part-Time Faculty Members and were eligible for the funds. Patricia Scarfone, OCC Part-Time Faculty Member, spoke to the Board and provided Trustees with details on her personal background. Ms. Scarfone confirmed that the individuals attending the conference

were confirmed Part-Time Faculty Members, and that she and the other individuals who registered followed established procedures to request authorization to attend the conference. Ms. Scarfone provided additional details to the Board regarding the process she followed to obtain approval to attend the conference with the support of CCA/CTA-NEA funds. Ms. Scarfone confirmed that the conference consisted of two days where Faculty Members learn new and innovative strategies to teach foreign languages to students. Instructors can spend time together outside of the academic atmosphere and confirmed that the investment of professional development funds was well worth it.

Dr. Jack Price, Chief Negotiator of the CCA/CTA-NEA, commented that the procedures to approve the CCA/CTA-NEA funds for professional development and the conference in question, were not followed, and were in violation of the CCA/CTA-NEA contract with the Coast Community College District.

Trustee Hornbuckle moved that the funds be approved pending the verification of the CCA/CTA-NEA for the use of the funds for the conference. Trustee Moreno seconded Trustee Hornbuckle's motion. Board President Armando Ruiz discussed the procedures for approving conference requests for Part-Time Faculty Members. He wanted to ensure that the CCA/CTA-NEA contract is followed in all regards, and suggested that OCC look at its policies and how it is conforming with the contract.

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

### **3.03.03 Authorization for Special Projects - Orange Coast College**

Trustees discussed Item 3.05.03, Authorization for Independent Contractors with Cambridge West Partnership on Page 42 of the Consent Calendar. Trustee Moreno asked Chancellor Yglesias regarding delays in filling the Associate Vice Chancellor of Educational Services position. Dr. Yglesias noted that there continued to be concerns about the State budget, and approximately \$200,000 in salaries and benefits would be required to add the Associate Vice Chancellor of Educational Services as a permanent position, and that a recommendation on the position would be made to the Board of Trustees in the months ahead. Dr. Yglesias commented that Interim Associate Vice Chancellor Joyce Black had significant experience to assist the District during this period.

It was moved by Trustee Hornbuckle and seconded by Trustee Howald to approve the contract. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, President Ruiz; No - Mr. Moreno, Mr. Patterson.

## **ACTION ITEMS**

### **4.01 Authorization to Enter Agreements – Coastline Community College**

- 1. Authorization to Approve an Agreement between the Kendall/Hunt Publishing Company and the Coast Community College District (Coastline Community College) to Publish Introduction to World Music Online**

It was moved by Trustee Moreno and seconded by Trustee Howald that authorization be

given to approve an Agreement between Kendall/Hunt Publishing Company and the Coast Community College District (Coastline Community College) to publish Introduction to World Music Online. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this Agreement. (See Kendall Hunt Music Online Agreement 5)

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

**Fiscal Impact:** No cost to District. Revenue is dependent upon course usage and student enrollment.

#### **4.02 Authorization to Enter Agreements – Golden West College**

None

#### **4.03 Authorization to Enter Agreements – Orange Coast College**

##### **1. Authorization to Renew a Non-Standard Student Field Placement Agreement Between Coast Community College District (Orange Coast College) and Chapman University**

It was moved by Trustee Howald and seconded by Trustee Moreno that authorization be given to enter into a Student Field Placement agreement between Coast Community College District (Orange Coast College) and Chapman University for the field placement of Chapman University students as athletic training interns from fall, 2008, through spring, 2011. (See Chapman University Agreement 6) 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:** None

##### **2. Authorization to Approve an Amendment to a Service Contract between Coast Community College District (Orange Coast College) and "The Dog House"**

It was moved by Trustee Howald and seconded by Trustee Moreno that authorization be given to approve an amendment to a service contract between Coast Community College District (Orange Coast College) and "The Dog House" through July 31, 2009. The amendment will change the existing contract to a "month to month." Original Board approval 8/21/02. 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:** Orange Coast College Instructional Food Service will receive approximately \$675 per month.



**3. Authorization to Enter Into a Standard Agreement Between Coast Community College District (Orange Coast College) and Irvine Unified School District**

It was moved by Trustee Howald and Trustee Moreno that authorization be given to enter into a standard agreement between Coast Community College District (Orange Coast College) and Irvine Unified School District to offer instruction in "Healthy Cuisine for Kids" (CA 199) as requested by the company from October 1 through October 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:** OCC Extended Education to receive revenue for this contract. 100% of the net proceeds will be transferred to the Consumer and Health Sciences Division.

**4. Authorization to Enter Into a Standard Agreement between the Coast Community College District (Orange Coast College) and Orange County Head Start, Inc. for the purpose of offering instruction in Disaster Preparedness (EC 262)/Health & Safety in the Preschool Classroom (EC 199)**

It was moved by Trustee Moreno and seconded by Trustee Hornbuckle that authorization be given to enter into a standard agreement between the Coast Community College District (Orange Coast College) and Orange County Head Start, Inc. for the purpose of offering instruction in Disaster Preparedness (EC 262)/Health & Safety in the Preschool Classroom (EC 199) as requested by the company from October 23, 2008 through May 26, 2009. The Board further authorized the Chancellor or the 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:** OCC Extended Education to receive revenue for this contract. NET PROCEEDS: To cover all direct expenses a 50% administrative fee will be retained by Extended Education and the remaining 50% of the net will be retained by the Extended Education office.

**4.04 Authorization to Enter Into Agreements – District**

None

**4.05 Buildings & Grounds**

**1. Authorization for Change Order No. 5; Orange Coast College East/West Campus Utility Renovations**

It was moved by Trustee Howald and seconded by Trustee Hornbuckle that authorization be given for Change Order No. 5 to Orange Coast College East/West

Campus Utility Renovations as described in the Change Order document attached to each Trustee's agenda.

These changes are necessary for the following reasons:

Phase II Bid – Closeout

Dennison Electric – Category G – Electrical/Fire Alarm

1. Contract Amount: \$4,265,000 (C.O. 1: .02% Increase; C.O.2: .4% Decrease)  
Total Change Orders: \$6,480 (.02% Increase)

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

**Fiscal Impact:** <\$70,061> (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
OCC Upgrade Utility Infrastructure  
OCC East/West Campus Utility Renovations

**2. Authorization for Change Orders No. 7; District Administration Building, Bid No. 1920**

It was moved by Trustee Howald and seconded by Trustee Hornbuckle that authorization be given for Change Orders No. 7 to the District Administration Building, Bid No. 1920 as described in the Change Order document attached to each Trustee's agenda.

These changes are necessary for the following reasons:

Reed Thomas Co., Inc. – Package A – Earthwork & Grading

1. Contract Amount: \$693,000 (C.O. : % increase)  
Total Change Orders: \$ (%)

Anderson Charnesky Structural Steel – Package C – Steel

1. Contract Amount: \$1,724,924 (C.O. 1: .002% Decrease; C.O. 2: .4% Increase)  
Total Change Orders: \$3,037 (.2% Increase)

Gamma Builders – Package E – Fire Sprinklers

1. Contract Amount: \$388,300 (C.O. 1: 2% Increase; C.O. 2: .6% Increase; C.O. 3: .6% Increase)  
Total Change Orders: \$12,413 (3.2% Increase)

Alcal Roofing – Package L – Roofing

1. Contract Amount: \$331,898 (C.O. 1: .04% Decrease; C.O. 3: 5% Increase; C.O. 4: 1% Increase)

Total Change Orders: \$21,182 (6%)

Stumbaugh & Associates – Package P – Toilet Partitions

1. Contract Amount: \$40,333 (C.O. % Increase)

Total Change Orders: \$ (% Increase)

EMS Construction – Package T – Sheet Metal

1. Contract Amount: \$513,000 (C.O. 1: 9% Increase)

Total Change Orders: \$49,629

C&H Construction – Package V – Rough Carpentry

1. Contract Amount: \$681,000 (C.O. 1: .001% Decrease)

Total Change Orders: <\$656>

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

**Fiscal Impact:** <\$74,903> (Measure C - General Obligation Bond)

Master Plan Approved Project

Replacement of District Temporary Structures

District Administrative Office Building

### **3. Authorization to File Notice of Completion**

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

#### **Bid No. 1920; District Administration Building**

Contractor: Reed Thomas Co., Inc.

Category A – Earthwork & Grading

Contractor: GCI Construction

Category B – Underground Utilities

Contractor: Prizio Construction

Category D – Concrete

Contractor: Marina Landscape  
Category Q – Landscape/Irrigation

Contractor: Haitbrink Asphalt Paving  
Category S – Asphalt

**Bid No. 1924; District Administration Building**

Contractor: CAM/BK dba Tri-Citi Electric  
Category H – Electrical/Fire Alarm/ Low Voltage Systems

**Bid No. 1949; OCC Stadium Sidewalk Renovation**

Contractor: Sturgeon General Inc.

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

**4.06 General Items of Business – Coastline Community College**

**1. Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Norway during Summer 2009**

It was moved by Trustee Patterson and seconded by Trustee Howald that authorization be given to enter into a standard travel contractor agreement to conduct a program in England during Summer 2009. Regina Hurley and Kara Mahotka-Patterson, part-time instructors, to serve as faculty. All logistical arrangements will be handled by a service provider that will be submitted for approval at a later date. (Revision is to add instructor. Prior Board Approval: 11/07/07)

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.

**2. Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Italy during Summer 2010**

It was moved by Trustee Hornbuckle and seconded by Trustee Moreno that authorization be given to enter into a standard travel contractor agreement to conduct a program in Italy during Summer 2010. Danielle Scane, full-time instructor, to serve as faculty. All logistical arrangements will be handled by a service provider that will be submitted for approval at a later date.

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.

**3. Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in England and France during Summer 2010**

It was moved by Trustee Patterson and seconded by Trustee Moreno that authorization be given to enter into a standard travel contractor agreement to conduct a program in England and France during Summer 2010. Claudine Hastings and Heather Walker, part-time instructors, to serve as faculty. All logistical arrangements will be handled by a service provider that will be submitted for approval at a later date.

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. Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Italy during Summer 2009**

It was moved by Trustee Howald and seconded by Trustee Hornbuckle that authorization be given to enter into a standard travel contractor agreement to conduct a program in Italy during Summer 2009. Patricia M. Scarfone, part-time instructor, and Theresa Tarlos, full-time instructors, to serve as faculty. All logistical arrangements will be handled by a service provider that will be submitted for approval at a later date. (Revision is to add instructor. Prior Board Approval: 11/07/07)

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.

**4.07 General Items of Business – Golden West College**

None

#### **4.08 General Items of Business – Orange Coast College**

None

#### **4.09 General Items of Business – District**

**1. Authorization to Renew Agreement between XAP Corporation and the Coast Community College District for Students' Online Admission Application (CCC Apply) and Online Board of Governors Fee Waiver Application**

It was moved by Trustee Hornbuckle and seconded by Trustee Howald that authorization be given for Coast Community College District to renew the Agreement with XAP Corporation. 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:** \$19,155.55. \$13,798 for CCC Apply (after 50% Mini-Grant and 15% Multi-campus Discount) from general funds. \$5,357.55 for Board of Governors Fee Waiver Application from categorical funds.

**2. Authorization to Negotiate a Tentative Agreement between Orange County Sanitation Department and Coast Community College District regarding the Calculation of Capital Facilities Fees**

It was moved by Trustee Howald and seconded by Trustee Moreno that the Board of Trustees agree that the Orange County Superintendent of Schools be able to negotiate a tentative agreement on the district's behalf regarding the calculation of capital facilities fees due to the Orange County Sanitation District.

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

**Fiscal Impact:** None

**3. Authorization to Purchase a Software Upgrade for the District's Telephone Switch Including a Three-year Software Maintenance Agreement from ROI Networks, Inc. to Cover the District's Centralized Voice Mail System and Telephone Switch Located on Orange Coast College Campus Using CMAS Contract 306-70-1163A.**

It was moved by Trustee Hornbuckle and seconded by Trustee Patterson to authorize the Director of Purchasing to issue a purchase order to ROI Networks, Inc. for a software upgrade and maintenance agreement using CMAS contract number 3-06-70-1163A and any applicable fees. (Please see attachment #8)

Pubic Contract Code 20652 provides authority for the governing board of any community college district without advertising for bids, the use of other Public Agencies contracts for

the lease, purchase or maintenance of equipment when the board has determined it to be in the best interest of the district.

The District's centralized voice mail system and telephone switch, located at OCC, have recently been upgraded. A software maintenance agreement would ensure continued reliability with 8:00AM to 10:00PM equipment monitoring and software support, as well as all future software upgrades for both the District's centralized voice mail system and telephone switch. The purchase of a software upgrade for the telephone switch is required in order to purchase a maintenance agreement that includes future upgrades.

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

**Fiscal Impact:** \$315,587.31 (General Funds)

#### **4.10 Resolutions**

The Board authorized the "Resolution of the Board of Trustees of Coast Community College District, Orange County, California" at Section 2.01 of the Agenda, as noted in the Minutes.

#### **5.01 Reports Continued**

##### **1. Reports From The Employee Representative Groups**

Dr. Barbara Price, President of the CCA/CTA-NEA, thanked Coastline Community College for allowing CCA/CTA-NEA to be part of the orientation for Part-Time Faculty. Dr. Price presented at the orientation and commented that the event went well. She noted that a copy of the CCA/CTA-NEA new contract with the District would be forwarded to Trustees, and invited Trustees to the CCA picnic scheduled for September 30, 2008.

Dean Mancina, President of the Coast Federation of Educators, noted that CFE held a breakfast orientation for new tenure track Faculty, and also, at the September 3, 2008 Board of Trustees meeting, CFE would be sunshining reopener proposals for its contract.

##### **2. Reports from the Presidents**

GWC President Wes Bryan noted that the College successfully hired new Faculty and Managers during the Summer, and that new systems had been implemented to assist students with Banner issues at the beginning of the Fall term.

CCC President Ding-Jo Currie commented that Coastline had a very busy summer, and that the College was optimistic about the upcoming Fall term. She invited Trustees to the CCC All College Meeting scheduled for Friday September 5, 2008, at the Le-Jao Center in Westminster.

OCC President Dees noted that the College was focused heavily on Accreditation issues and that he had formed a Task Force to address those matters. President Dees commented that the College interviewed candidates for its Fine Arts Director position and that he was very pleased with the quality of the candidates that were interviewed. President Dees commented that he had lunch with the ASOCC on August 19, 2008 and enjoyed hearing their plans for the new school year.

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

Trustee Moreno noted that he continued to follow the State budget crisis and to see what develops on a daily basis.

Student Trustee Michael Battistone commented that he had a enjoyable vacation to Europe and that he was looking forward to getting back to work. Mr. Battistone noted that he attended the California Community College League (CCLC) orientation for new Student Trustees in San Francisco. Mr. Battistone invited the Board of Trustees to the District Student Council "Kick-Off" Meeting scheduled for September 19, 2008 at the District Offices.

Trustee Hornbuckle noted that the Audit Committee met on August 12, 2008 and met with the District's External Auditors and heard about their progress. Trustee Hornbuckle thanked Vice Chancellor Brahmbhatt for his input at the Audit Committee meeting.

### **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**

The Board of Trustees reviewed the Board Directives Log as included in the August 20, 2008 Agenda. Trustee Howald suggested that the Board Directives Log be modified to include numbering for each item listed. Chancellor Yglesias and Christian Teeter, Manager of Board Operations/Assistant to the Chancellor, agreed to modify the format of the Board Directives Log accordingly.

### **6. Review of the Board Meeting Dates**

Trustees reviewed the proposed Board meeting dates.

### **5.02 Review of the Internal Audit Report**

Richard Kudlik, Director of Internal Audit Services, reviewed the Internal Audit Report with the Board of Trustees. Trustee Moreno noted that the District's External Auditors were doing very detailed work for the District, and thanked Mr. Kudlik and Vice Chancellor Brahmbhatt for attending a recent Audit Committee meeting.



### **5.03 Review of the Buildings and Grounds Report**

Trustees Reviewed the Buildings and Grounds Report as indicated in the August 20, 2008 Agenda.

### **5.04 Additional Informative Discussion Topics**

#### **1. Review of the Conflict of Interest Code, Policy 040-11-1.**

The Board reviewed the Conflict of Interest Code, Policy 040-11-1, as indicated in the August 20, 2008 Agenda. At the request of Trustees, Chancellor Yglesias and Christian Teeter, Manager of Board Operations/Assistant to the Chancellor, explained the steps taken to update the positions required to participate in the District's Conflict of Interest process. Trustees provided feedback and suggested that the Director, College Foundation, position be added to the Policy. Staff agreed to bring the revised Policy to the September 3, 2008 meeting for consideration/approval by Trustees.

#### **2. Review of Sample Resolution Formats**

Trustees reviewed sample resolution formats provided for their consideration. Trustee Hornbuckle noted that the resolution contained in the August 20, 2008 Agenda would suffice. Trustee Howald concurred, and also suggested that a number be added to the format. Trustee Patterson moved and Trustee Howald seconded to adopt the Resolution format, including a number, that prevailed in the August 20, 2008 Agenda. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

#### **3. Discussion of Appointments to the Orange County Legislative Task Force**

Trustees discussed appointments to the Orange County Legislative Task Force for Fiscal Year 2008-09.

On a motion by Trustee Patterson and seconded by Trustee Howald, the Board appointed Trustee Jim Moreno to serve as its representative on the Orange County Legislative Task Force for Fiscal Year 2008-09. Motion carried with the following vote: Aye – Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson and President Ruiz.

On a motion by President Ruiz and seconded by Trustee Howald the Board nominated Kathy Meschuk to serve as District Community Member to the Orange County Legislative Task Force for Fiscal Year 2008-09. Motion carried with the following vote: Aye – Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson and President Ruiz.

#### **4. Report on Board of Trustees Meeting Room Electronics and Warranties**

Ardith Richey, District Director of Facilities, noted that all warranties and instructions for the Board Room equipment would be kept on file for Trustee review. Trustee Moreno

asked if the warranties were different, and asked if each individual warranty would be monitored. Ms. Richey responded affirmatively.

**5. Issues Related to Orange Coast College Mathematics & Science/Engineering Department**

Mr. Desi Kiss, a former Part-Time Faculty Member of Orange Coast College, delivered a presentation to the Board of Trustees regarding the Orange Coast College Mathematics & Science/Engineering Department. Mr. Kiss' presentation is contained as part of the Minutes for the August 20, 2008 Board meeting and is on file in the Board of Trustees' Office.

**6. Opportunity for Board of Trustees' Discussion of the Study Session Agenda Format**

Trustees reviewed the Study Session Agenda Format that was adopted at the April 2, 2008 meeting. Trustee Hornbuckle commented that the Study Session Agenda would contain some business items but that reports would be reduced to allow Trustees to discuss the "District Agenda." Board President Ruiz noted that the Study Session format would leave time for the "District Agenda" which would be the main focus of the "Study Session" meeting. Trustee Hornbuckle noted that the Board had originally discussed having the "Study Session" on the second meeting of each month and noted she would be happy to try the new format. Trustees Howald and Moreno concurred. Based on feedback received, President Ruiz noted that the first "Study Session" would take place on September 17, 2008.

**Adjournment**

There being no further business, it was moved by Trustee Moreno and seconded by Trustee Howald 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 10:23 P.M.

---

Secretary of the Board