

# Regular Meeting

## Board of Trustees Coast Community College District

District Board Room.

5:00 p.m. Closed Session 6:30 p.m. Regular Meeting

September 3, 2008

### MINUTES

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on September 3, 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 5:03 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, J. Black, C. Brahmbhatt, J. Quarles, E. Arismendi-Pardi, W. Bryan, D. Currie, B. Dees, B. Fey, B. Kerwin, D. Mancina, K. McElroy, V. Meneses, L. Miller, M. Nish, D. Restelli, A. Richey, N. Sprague, C. Stewart, C. Teeter; **Students** – K. Cutter, D. Lopez.

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

There were no requests to address the Board under Public Comment for Closed Session.

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

Amendments to the Agenda were presented. It was then moved by Mr. Howald and seconded by Ms. Hornbuckle 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. Approval of Minutes**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to approve the Minutes of the Regular Meeting of June 18, 2008.

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

#### **7. Recess to Closed Session**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle that the following items be discussed in Closed Session:

##### **a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (pursuant to Section 54956.8)**

Property: 1527-1533 Monrovia Avenue, Newport Beach, CA

Agency Negotiators: Ding-Jo Currie, Ph.D., President, Coastline College  
Patrick Strader, District Land Development Consultant  
Toliver Morris, WM Commercial Real Estate

Negotiating Parties: Eric C. Smyth  
Michael A. Hefner, VOIT Commercial Brokerage

Under Negotiation: Price and Terms

**b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (pursuant to Section 54956.8)**

Properties: 1505 and 1515 Monrovia Avenue, Newport Beach, CA

Agency Negotiators: Ding-Jo Currie, Ph.D., President, Coastline College  
Patrick Strader, District Land Development Consultant  
Toliver Morris, WM Commercial Real Estate

Negotiating Parties: Kirstin Emershaw, Monrovia Avenue, LLC

Under Negotiation: Price and Terms

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

**8. Reconvene Regular Meeting**

The Board reconvened in Open Session at 6:35 p.m.

**1.04 Public Comment (Open Session)**

Denise Cabanel-Bleuer, Orange Coast College (OCC) Honors Program Coordinator, addressed the Board to provide clarification in response to comments made at the August 20, 2008 Board Meeting regarding a decline in transfers to UCLA. She distributed a handout showing the rates for honor students participating in the UCLA Transfer Alliance Protocol (TAP), indicating that the TAP students admitted to UCLA increased from 80% to 86% in Fall 2008. She noted that there was a decrease in Fall 2007, which could be due to the time period when the Honors Program was in transition. She anticipates a continuation in the increased rates.

Lorraine Prinsky, candidate for Coast Community College District Board of Trustees, Area 3, introduced herself, sharing that she was an English Professor at California State University, Fullerton. She mentioned her experience working with students, faculty and administrators at all levels. Dr. Prinsky further commented that her primary focus had been service learning and service to the community, and that she hopes to continue that work at the Coast District.

**1.05 Acceptance of Retirements**

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

Faculty

Chardonnay, Carole, OCC, Instructor, Music, retirement effective date 08/22/08.

It was moved by Mr. Howald and seconded by Mr. Moreno to accept this retirement. 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 stated that the District was meeting its targeted and projected growth, reporting current enrollment of 25,442 students at OCC, 14,218 at GWC, and 14,062 at CCC. ■ He discussed the surge in enrollment in California colleges, and reported over \$42 million unfunded FTEs by the State in 2007/08. ■ Dr. Yglesias announced the Celebration of Life event for founding Chancellor and early president of OCC, Dr. Norman Watson, to be held on September 25, 2008 at 2:00 p.m. at the District. He then asked Vice Chancellor of Administrative Services C.M. Brahmbhatt to provide a budget update.

Vice Chancellor Brahmbhatt reported that the state budget had not been approved yet. He noted that the last proposal included no COLA, 2% growth funding, and did not cut categorical programs as was previously proposed. Mr. Brahmbhatt reported that he planned to have the budget at the October 1, 2008 Board Meeting. ■ Trustees raised questions regarding the monthly cost to run the District, and were assured by Mr. Brahmbhatt that the District had enough funds to cover expenses until the state budget is approved. Mr. Brahmbhatt assured employees that payrolls checks would be processed on time. ■ Discussion continued regarding the parity funds for part-time faculty. Mr. Brahmbhatt clarified that it was indicated in the May revise of the state budget that parity funds would be provided in April 2009; therefore, he recommended that the District pay the parity funds to the part-time faculty in one single payment at the end of the semester. President Ruiz asked Mr. Brahmbhatt to consider ways to provide the contractually obligated increase in salaries without the state COLA funds. Mr. Brahmbhatt confirmed that employees would receive the contractually agreed upon salary increase and he would look at resources and follow up with the Board at the September 17, 2008 Board Meeting. ■ Mr. Brahmbhatt provided information on the CVS lease and invited Trustees to call him if they had questions.

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

Kris Cutting, OCC Student Senator, reported on behalf of Sheena Privette, President, Associated Students of Orange Coast College (ASOCC) that the students voted to approve allocation of \$550,000 for expansion of the ASOCC building. ■ He mentioned campus events, including Club Rush on September 9, 60<sup>th</sup> Anniversary Celebration on September 10, and the Orange Tie Gala on September 27, 2008. ■ Mr. Cutting noted that a group of faculty, students, and administrators visited the Griffith Park Observatory to seek ways to update OCC's Planetarium.

David Lopez, President, Associated Students of Golden West College (ASGWC), announced the student representatives assigned to campus-wide committees, and distributed a list to the Board. ■ He reported on events on campus, including the Information Booth, to assist students. ■ Mr. Lopez noted that the ASGWC received a presentation on the Student Textbook Access Reserve Collection (STAR) Program, requesting allocation of \$5,000 to assist students with the cost of textbooks by providing books for check-out. He noted that the students would discuss this at the next meeting.

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

Coastline Community College (CCC) Academic Senate President Cheryl Stewart reported that the second week of school went well and the Senate held their first meeting.

GWC Academic Senate President Diane Restelli reported that the first Senate meeting is scheduled for September 9, 2008 at 1:00 p.m. She noted that the second and third floors of the new Health Science Building were up and running.

OCC Academic Senate President Eduardo Arismendi-Pardi reported that the Senate endorsed the increase from 6 to 16 LHEs for the Program Review coordinator. ■ He noted that he was waiting for the organizational and reporting charts that he requested. ■ Dr. Arismendi-Pardi expressed concern about diversity issues, particularly relating to diversity on hiring committees.

### **3. CONSENT CALENDAR**

It was moved by Mr. Howald and seconded by President Ruiz to approve the amended Consent Calendar as presented in the September 3, 2008 Agenda. 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 September 3, 2008 Agenda. (A copy of the curriculum report is on file with the September 3, 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.

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

Authorization was given for the following OCC Student Trips:

Orange Coast College Speech Team to participate in the following trips during fiscal year 2008-2009. Courtney Anderson, Ben Lohman, Sherana Polk, Shawn O'Rourke, and Lucas Ochoa, Instructors in Speech, will accompany the students.

Sept. 5-7, 2008 PSCFA Coaches Conference Palm Springs, CA  
Sept. 13, 2008 PSCFA Seminar OCC Campus  
Sept. 26-27, 2008 PSCFA Warm-Up Torrance, CA  
Oct. 11-12, 2008 Reel and Hokett Invitationals Walnut, CA  
Oct. 17-19, 2008 California Double-Up Invitationals Azusa, CA

### **3.02.01 Authorization for Student Trips – OCC, continued**

Oct. 25-26, 2008 Lancer Invitational Pasadena, CA  
Oct. 25-26, 2008 Hotel Expenses Pasadena, CA  
Nov. 14-16, 2008 Palomar/Griffin Swing Grossmont, CA  
Nov. 11, 2008 Public Performance OCC Campus  
Nov. 14, 2008 Intramural Competition OCC Campus  
Dec. 5-7, 2008 PSCFA Fall Champs Long Beach, CA  
Dec. 14, 2008 Holiday Party Costa Mesa, CA  
Jan. 17-18, 2009 Sun God Invitational San Diego, CA  
Feb. 5, 2009 Southwestern Hotel San Diego, CA  
Feb. 6, 2009 Southwestern Invitational San Diego, CA  
Feb. 18, 2009 Public Performance OCC Campus  
Feb. 13-14, 2009 Tabor-Venitsky Swing Cerritos, CA  
Feb. 20-22, 2009 PSCFA Spring Championships Los Angeles, CA  
Feb. 19-21, 2009 PSCFA Hotel Expenses Los Angeles, CA  
Mar. 6-8, 2009 AFA District Qualifier Long Beach, CA  
Mar. 17-22, 2009 CCCFA State Championships Woodland Hills, CA  
Mar. 17-22, 2009 CCCFA Hotel Expenses Woodland Hills, CA  
Mar. 17-22, 2009 CCCFA State Student Food Woodland Hills, CA  
Mar. 17, 2009 Public Performance OCC Campus  
April 2-12, 2009 Phi Rho Phi (PRP) Portland, OR  
April 2-12, 2009 PRP Nat'l Student Money Portland, OR  
April 2-12, 2008 PRP Airline Tickets Portland, OR  
April 2-12, 2009 PRP Transportation Portland, OR  
April 2-12, 2009 PRP Hotel Expenses Portland, OR  
April 23-26, 2009 Interstate Oratory Tournament Madison, WI  
April 23-26, 2009 Interstate Hotel Madison, WI  
April 23-26, 2009 Interstate Airline Tickets Madison, WI  
April 23-26, 2009 Interstate Transportation Madison, WI  
April 23-26, 2009 Interstate Student Food Madison, WI  
April 25-26, 2009 PSCFA Cool-Off Palomar, CA  
April 25-26, 2009 PSCFA Hotel Expenses Palomar, CA  
May 8, 2009 Intramural Competition OCC Campus  
May 4-5, 2009 Am. Readers Theater Assn. Walnut, CA  
May 24, 2009 Speech Banquet Costa Mesa, CA  
Orange Coast College Extended Opportunity Programs and Services and Cooperative Agencies Resources for Education (EOPS & CARE) to host 20 EOPS/CARE students to attend the Region VIII Annual CARE Conference on November 14, 2008, in Buena Park, CA. Expenses NTE \$1,500 to be paid from EOPS/CARE funds. Transportation by District.

### **3.03 GENERAL ITEMS**

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

Authorization was given for the following CCC Special Projects:

Project/Activity: Guest Lecturers

Date: November 18, 2008

Department: Art Gallery

Purpose: Discuss artwork on exhibit

Cost/purpose/funding source: NTE \$100/lecturer; Ancillary funds

### **3.03.01 Authorization for Special Projects – CCC, continued**

Project/Activity: Open House and Potluck Dinner

Date: October 13, 2008

Department: Special Programs and Services for the Disabled

Purpose: Open house event for students and their families

Cost/purpose/funding source: NTE \$250; Foundation funds

Project/Activity: Gerontology Networking Event

Date: October 8, 2008

Department: Gerontology

Purpose: To provide networking opportunities for students

Cost/purpose/funding source: NTE \$200; Foundation funds

Project/Activity: Informational Meeting

Date: September 10, 2008

Department: Early College High School

Purpose: Informational meeting for Principals and College Liaisons regarding the Early College High School Program.

Cost/purpose/funding source: NTE \$255; CCC Foundation and Foundation for California Community Colleges funds

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

Authorization was given for the following GWC Special Projects:

Project/Activity: Academic Senate Meetings and Events

Date: 2008-09 academic year

Department: Academic Senate

Purpose: Senate meetings and events throughout the year

Cost/purpose/funding source: \$2,000 for food, supplies, and printing; Senate funds

Project/Activity: CARE Workshops

Date: 2008-09 academic year

Department: CARE program

Purpose: Workshops and lunches for CARE students

Cost/purpose/funding source: \$6,000 for food and supplies; EOPS funds

Project/Activity: EOPS/CARE Staff and Advisory Meetings and Retreats

Date: 2008-09 academic year

Department: EOPS/CARE program

Purpose: To discuss department goals and objectives

Cost/purpose/funding source: \$3,000 for food and supplies; EOPS/CARE funds

Project/Activity: Welcome Back BBQ/Concert

Date: September 3, 2008

Department: ASGWC

Purpose: Welcome back event for students and staff

Cost/purpose/funding source: \$1,200 for food and entertainment; ASGWC funds

Project/Activity: 9/11 Memorial Event

Date: September 11, 2008

Department: ASGWC

Purpose: Memorial in honor of this national tragedy

Cost/purpose/funding source: \$500 for supplies; ASGWC funds

Project/Activity: Peace, Mind, & Body Club International Week of Peace/Concert

Date: September 15-21, 2008

Department: ASGWC

Purpose: Film festival, panels discussions, concert

Cost/purpose/funding source: \$1,000 for supplies; ASGWC & Club funds

Revision to previous Board action of 7/16/08 to change the dates only

Project/Activity: Student Activities Open House, Day & Night

Date: September 18, 2008

Department: ASGWC

Purpose: Students to tour Student Activities and Intercultural Center Program areas

Cost/purpose/funding source: \$700 for food and opportunity drawing; ASGWC funds

Project/Activity: Constitution and Citizenship Day

Date: September 25, 2008

Department: ASGWC

Purpose: Recognition of the U.S. Constitution and understanding rights of citizenship

Cost/purpose/funding source: \$400 for food, speaker, film; ASGWC funds

Project/Activity: Club Rush

Date: October 8, 2008

Department: ASGWC

Purpose: Clubs, departments, and program booths to share information with students

Cost/purpose/funding source: \$2,000 for food/outside vendor displays; ASGWC funds

Project/Activity: Transfer Day Fairs

Date: October 16, 2008 and April 30, 2009

Department: Transfer Center

Purpose: University representatives on campus to provide information

Cost/purpose/funding source: \$2,000 for food, supplies, printing; Transfer Center funds

Project/Activity: Red Ribbon Week

Date: October 20, 2008

Department: ASGWC

Purpose: Anti-drug and alcohol awareness

Cost/purpose/funding source: \$500 for food, supplies, MADD car display; ASGWC funds

Project/Activity: Camp Pendleton & Hire Patriots Job Fair

Date: October 23, 2008

Department: Outreach

Purpose: Outreach/recruitment at a military job fair

Cost/purpose/funding source: \$600 booth fee; Outreach funds



### **3.03.02 Authorization for Special Projects – GWC, continued**

Project/Activity: Fall 2008 Campus Job Fair

Date: November 5, 2008

Department: Employment Services

Purpose: To invite community employers to advertise jobs for students

Cost/purpose/funding source: \$1,000 for food and printing; Employment Services Foundation funds

Project/Activity: Human Trafficking Presentation

Date: November 13, 2008

Department: Intercultural Center

Purpose: Discussion of slave trafficking in India and other nations. Hand-made items made by crime victims will be sold

Cost/purpose/funding source: \$200 for speaker; ASGWC funds

Project/Activity: Interpreter Workshop

Date: November 15, 2008

Department: ACE

Purpose: To recruit and inform interpreters of certification

Cost/purpose/funding source: \$300 for food; department funds

Project/Activity: Re-Entry/CalWORKs Student Success Recognition Luncheons

Date: December, 2008 and May, 2009

Department: Re-Entry

Purpose: Recognizing CalWORKs students

Cost/purpose/funding source: \$1,600 for food, supplies, printing; TANF grant funds

Project/Activity: High School Preview Day

Date: March 4, 2009

Department: Counseling

Purpose: Local area high school seniors to visit GWC for college information

Cost/purpose/funding source: \$16,000 for food, supplies, printing; Counseling, Outreach, Financial Aid, and Students Activities funds

Project/Activity: EOPS 2008-09 Year-End Banquet

Date: May, 2009

Department: EOPS

Purpose: Awards banquet for graduating EOPS students

Cost/purpose/funding source: \$4,000 for food and supplies; EOPS/CARE funds

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

Authorization was given for the following OCC special projects:

Project/Activity: Kiwanis Club Key Club events

Date: 2008-2009 Fiscal Year

Department: Student Key Club

Purpose: Host high school and college students and adult leaders

Cost/Purpose/Funding Source: No Expense to the College

Project/Activity: Kiwanis Club Key Club Regional Training

Date: October 4, 2008

Department: Student Key Club

Purpose: Host approximately 700 high school and college students and adult leaders

Cost/Purpose/Funding Source: No Expense to the College

Project/Activity: Football Game Tailgate Party

Date: September 20, 2009

Department: Physical Education & Athletics

Purpose: Invite alumni, students, faculty, and staff of CCCD and local community members

Cost/Purpose/Funding Source: Expenses NTE \$1,500 from Foundation funds

Project/Activity: Cheerleader, Band, and Football Player Reunion

Date: September 13, 2008

Department: Foundation

Purpose: Invite alumni, students, faculty, and staff of CCCD and local community members

Cost/Purpose/Funding Source: Expenses NTE \$1,500 from Foundation funds

Project/Activity: Athletic Alumni Hall of Fame

Date: October 4, 2008

Department: Foundation

Purpose: Invite alumni, students, faculty, and staff of CCCD and local community members

Cost/Purpose/Funding Source: Expenses NTE \$5,000 from Foundation funds

Project/Activity: 60<sup>th</sup> Birthday Party

Date: September 10, 2008

Department: Foundation

Purpose: Invite alumni, students, faculty, and staff of CCCD and local community members

Cost/Purpose/Funding Source: Expenses NTE \$7,500 from Foundation funds

Project/Activity: "Relay for Life" Hosted by the American Cancer Society

Date: May 30, 2009

Department: Student Health Services

Purpose: Fundraiser to include 300 to 500 participants from the community; OCC students and staff may participate by sending a team.

Cost/Purpose/Funding Source: No cost to the College or District

Project/Activity: Meetings and Events

Date: 2008-2009 Academic Year

Department: Library and Media Services Division

Purpose: Meetings and events throughout the year

Cost/Purpose/Funding Source: Expenses to be determined by number of participants to be paid from ancillary, general, or Foundation funds

Project/Activity: California Real Estate Inspection Association (CREIA) Orange County Workshop

Date: September 13, 2008

Department: Technology Division/Construction Department

Purpose: Workshop on the home inspection industry; OCC faculty may attend for free

Cost/Purpose/Funding Source: Food provided by CREIA

### **3.03.03 Authorization for Special Projects – OCC, continued**

Project/Activity: Expenses Related to Operation of a Travel Agency

Date: Beginning 2008-2009 Academic Year

Department: Hospitality Travel & Tourism Programs

Purpose: Pay for expenses related to operation of a travel agency which may include application fees, registration of seller fees, surety bond, travel related membership fees, office equipment, hourly personnel, and related expenses.

Cost/Purpose/Funding Source: All proceeds will remain in a co-curricular account and used for expenses related to the operation.

Project/Activity: 60th Anniversary Gala

Date: 2008-2009 Fiscal Year

Department: Foundation

Purpose: Invite alumni, students faculty, and staff of CCCD and local community members

Cost/Purpose/Funding Source: Expenses NTE \$70,000 from sponsors, attendee fees and Foundation funds.

Project/Activity: Implementation of the California Early Childhood Mentor Program

Date: August 1, 2008 through July 31, 2010

Department: Career Education

Cost/Purpose/Funding Source: OCC to receive a total of \$1,584 during this period

### **3.03.04 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.)

### **3.03.05 Approval of Clinical Contracts – Golden West College**

#### **RENEWAL**

Alzheimer's Family Services

Standard Affiliation Agreement

### **3.03.06 Approval of Clinical Contracts – Orange Coast College**

#### **NEW**

Pomona Valley Hospital Medical Center  
Pomona, CA

Standard Clinical Affiliation Agreement

#### **AMENDMENT**

Saddleback Memorial Medical Center  
Laguna Hills, CA

Non-Standard Clinical Affiliation Agreement

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

**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

University & College Designers Association(UCDA) – September 1, 2008 – August 31, 2009 - \$175

**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

South Coast Higher Education Council – July 1, 2008 – June 30, 2009 - \$50

**3.03.09 Authorization for Purchase of Institutional Memberships - District**

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

NEW

Community College League of California (CCLC) Board Docs – July 1, 2008 – June 30, 2009 - \$9,000.00

**3.03.10 Community Activities – Orange Coast College**

Authorization was given for not-for-credit classes advertised and offered by the Community Education Office during the period of September 4, 2008 – June 30, 2009, as presented in the September 3, 2008 Agenda. Payment to the presenter will be based on a negotiated fixed rate (F) or percentage of income based on course enrollment (P).

**3.03.12 Sailing Program - Orange Coast College**

Authorization was given for non-credit classes offered by the Marine Programs Office during the period of September 17 – June 30, 2009, as presented in the September 3, 2008 Agenda. The presenters will be paid at a fixed rate or percentage of income based on actual enrollment. Instructor fees will be charged against individual ticket budget numbers and paid from Sailing Center funds. (P) = percentage and (F) = flat rate.

### **3.04 PERSONNEL ITEMS**

Authorization was given for Personnel Items listed in the September 3, 2008 Agenda.

#### **3.05.01 Authorization for Independent Contractors – Coastline Community College**

Authorization was given for CCC Independent Contractors as listed in the September 3, 2008 Agenda.

#### **3.05.02 Authorization for Independent Contractors – Golden West College**

Authorization was given for GWC Independent Contractors as listed in the September 3, 2008 Agenda.

#### **3.05.03 Authorization for Independent Contractors – Orange Coast College**

Authorization was given for OCC Independent Contractors as listed in the September 3, 2008 Agenda.

#### **3.05.04 Authorization for CCC Off-Campus**

Authorization was given for CCC off campus assignments as listed in the September 3, 2008 Agenda.

### **3.06 FINANCIAL APPROVALS**

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

The Board approved purchase orders listed in the amount of \$9,565,341.33. (A copy of the report is on file with the September 3, 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 \$2,918,432.78. (A copy of the report is on file with the September 3, 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 \$1,646,978.59. (A copy of the report is on file with the September 3, 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 to Richard Maradian, Accrediting Commission for Community & Junior Colleges, to conduct a program review workshop on September 24, 2008, on the OCC campus to be paid airfare and miscellaneous NTE \$500 from President's ancillary funds.

Payment of \$1,070 to the California Department of Public Health-Radiologic Health Branch, Sacramento, CA for the 2008-2009 annual institutional fee required for accreditation of the Radiologic Technology program.

## **4. ACTION ITEMS**

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

- 1. Authorization to Approve a Memorandum of Agreement between Commander, Navy Region Southwest and Coast Community College District (Coastline Community College) to Acquire and Operate a National Test Center for College-Level Examination Program® (CLEP® eCBT) and Internet-based DSST® Testing Programs at Naval Base Point Loma**

**2.**

It was moved by Mr. Moreno and seconded by Mr. Patterson that authorization be given to approve the MOA between Commander, Navy Region Southwest and Coast Community College District (Coastline Community College) to provide the guidelines to operate a "restricted" national test center for CLEP® eCBT and Internet-based DSST® testing programs to military and civilian personnel at Naval Base Point Loma. The term of the MOA will extend from the date signed by both parties and shall remain in effect for a period of five years. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this MOA.

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

**Fiscal Impact:** Expenses NTE \$15,000; A standard test administration fee of \$20 per test shall be paid for each test administered.

- 2. Authorization to Approve a Distribution Agreement with Destination Education, Inc. and the Coast Community College District (Coastline Community College, Coast Learning Systems) to Distribute Coast Learning Systems Video Programs by DVD throughout the United States**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that authorization be given to approve a Distribution Agreement with Destination Education, Inc. and the Coast Community College District (Coastline Community College, Coast Learning Systems) to Distribute Coast Learning Systems Video Programs by DVD throughout the United States. The term of this Agreement shall be from September 4, 2008 to June 30, 2011. 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:** Projected revenue unknown, dependent upon sales.

**3. Authorization to Approve an Amended Agreement between Coast Community College District (Coastline Community College) and Worth Publishers to Publish the Third Edition of the Telecourse Study Guide for Child Development: Stepping Stones**

It was moved by President Ruiz and seconded by Mr. Moreno that authorization be given to amend the Agreement between Coast Community College District (Coastline Community College) and Worth Publishers dated April 18, 2001 to publish the Third Edition of the Telecourse Study Guide presently entitled Telecourse Student Guide Child Development: Stepping Stones to Accompany The Developing Person through Childhood and Adolescence under the same terms and conditions applicable to the Telecourse Study Guide under the Agreement.

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

**Fiscal Impact:** Coastline to receive \$4,000 grant from Publisher

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

None.

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

**1. Authorization to Enter Into a Non-Standard Agreement between the Coast Community College District (Orange Coast College) and @ONE for Services Related to the @ONE Workshop Institute for the Purpose of Offering Instruction in Hands-On Technology workshops**

It was moved by Ms. Hornbuckle and seconded by Mr. Battistone that authorization be given to enter into a non-standard agreement between the Coast Community College District (Orange Coast College) and @ONE for the purpose of offering a series of in-service, hands-on technology workshops to be held at Orange Coast College from January 13 through January 16, 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:** Orange Coast College Computing Services will pay 4-5 student instructional assistants NTE \$2,200 to aid the institute and @ONE will reimburse the host site for the cost.

**2. Authorization to Enter Into a Non-Standard Agreement between the Coast Community College District (Orange Coast College) and Smarthinking, Inc. for the purpose of offering an online tutoring program to OCC students**

It was moved by Mr. Moreno and seconded by Ms. Hornbuckle that authorization be given to enter into a non-standard agreement between the Coast Community College District (Orange Coast College) and Smarthinking, Inc. for the purpose of offering an online tutoring program to OCC students.

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:** The full cost of the contract will be paid through Title III Grant funds, as outlined in the Title III grant.

**4.04 Buildings and Grounds**

**1. Authorization for Addendum No. 2 to Perkins + Will; Golden West College Health Science Building**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that authorization be given to accept Addendum No. 2 for additional architectural services for the Golden West College Health Science Building.

The scope of services is to include the following tasks:

- |    |   |          |
|----|---|----------|
| 1. | Calculations for demountable partitions<br>The College requested demountable partitions.  | \$ 3,910 |
| 2. | Additional service (Meetings/Extension of contract)<br>The project schedule was extended requiring additional weekly construction meetings. | \$17,492 |
| 3. | Reimbursable expenses   | \$ 1,800 |

The Board further authorized the Chancellor or the Vice Chancellor of Administrative Services to sign the letter of proposal.

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

**Fiscal Impact:** \$23,202 (Measure C – General Obligation Bond)  
Master Plan Approved Project  
GWC Health Science Building



**2. Authorization for Addendum No. 1 to URS Corporation; Golden West College Learning Resource Center**

It was moved by Ms. Hornbuckle and seconded by Mr. Battistone that authorization be given to accept Addendum No. 1 for additional construction management services for the Golden West College Learning Resource Center.

The scope of services is to include the following:

1. Standard Construction Management to Multi Prime \$1,196,490

After the first construction bid was unsuccessful due to disqualification of the four low bidders, the College determined the best way to get this project back on schedule was to bid it in phases as a multiple prime construction project. URS will now pick up the general conditions, field office, construction superintendent, project engineering and additional paperwork necessary for a multiple prime construction project.

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:** \$1,196,490 (General Obligation Bond Fund/Measure C)  
Master Plan Approved Project  
GWC Learning Resource Center

**3. Authorization to Employ P2S Engineering; Orange Coast College Administration and Student Services Phase II**

It was moved by Ms. Hornbuckle and seconded by Mr. Battistone that authorization be given to employ P2S Engineering for engineering services for the Orange Coast College Administration and Student Services Phase II.

The scope of service is to include the following tasks:

1. Controls design for Administration and Student Services \$10,600

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:** \$10,600 (Measure C – General Obligation Bond)  
Master Plan Approved Project  
OCC Upgrade Student Services  
OCC Student Center

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

It was moved by Mr. Howald and seconded by Ms. Hornbuckle 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. 1922; OCC Lewis Center for Applied Science Renovation

Contractor: Chegini Enterprises Inc. dba SMC Construction Company

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

#### **5. Authorization to Employ C.W. Driver; Orange Coast College New Consumer Health & Lab Science Building (ABC Building)**

It was moved by Mr. Patterson and seconded by Mr. Howald to employ C.W. Driver for construction management services for the Orange Coast College New Consumer Health & Lab Science Building (ABC Building).

The scope of service is to include the following tasks:

1.	Preconstruction Services (3.5 Months)	\$ 62,953
	Construction Management Services (18 Months)	\$1,592,843
2.	Reimbursable Expenses	\$ 10,000

##### Design Phase/Preconstruction Phases

- Constructability Review
- Value Engineering
- Deductive Alternates
- Budgeting
- Scheduling
- Bidding
- Change Order Mitigation
- Subcontract Award

##### Construction Phase Services

- Insurance/Bonds
- Safety Program
- Quality Control Program

- Scheduling
- Cost Control
- Change Order & RFI Management
- Application for Payment
- Project Close Out
- Final Payments

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

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

**Fiscal Impact:** \$1,665,796 (General Obligation Bond Fund)  
Master Plan Approved Project  
OCC New Consumer Health & Lab Science Building (ABC Building)

#### **4.05 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 Mr. Moreno and seconded by Mr. Battistone that authorization be given to enter into a standard travel contractor agreement to conduct a program in Norway during Summer 2009. All logistical arrangements will be handled by a service provider that will be submitted for approval at a later date. (Revision is to correct program location. Prior Board Approval: 8/20/08)

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 General Items of Business – District**

##### **1. Authorization to Increase the Risk Services Property/Liability Trust Account Balance with Keenan and Associates (District's Third Party Claims Administrator) for Purposes of Prompt Property and Liability Claims Settlement**

It was moved by Ms. Hornbuckle and seconded by Mr. Patterson that authorization be given to increase the Risk Services Property/Liability Trust Account Balance with Keenan and Associates (District's Third Party Claims Administrator) for purposes of prompt property and liability claims settlement.

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

**Fiscal Impact:** Increase the existing trust account balance from \$10,000.00 to \$35,000.00 (net \$25,000.00 increase).

#### **4.07 Policy Implementation**

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

It was moved by Mr. Patterson and seconded by Mr. Battistone to adopt the revised Conflict of Interest Code, Policy #040-11-1, as presented in the September 3, 2008 Agenda.

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

#### **5.0 CONTINUATION OF GENERAL INFORMATION AND REPORTS**

##### **5.01 Reports Continued**

##### **1. Reports from the Employee Representative Groups**

Neal Kelsey, Executive Director, Coast Federation of Classified Employees (CFCE) commented on discussions of expanding the hours of operation for the OCC Student Health Center to include weekends. He cited Education Code 88010.5 which requires employees to sign a written consent before changing regular weekday work hours to weekend hours, and requested that the District take that under consideration. ■ Mr. Kelsey expressed concern that it had been brought to his attention that OCC Student Health Center nurses were frustrated because they were being expected to perform duties outside the parameters of their licensure.

OCC President Bob Dees was not aware of plans to expand health care services on the weekends. He expressed a different opinion from Mr. Kelsey, indicating that ongoing discussions regarding nursing duties had been taking place, and that it was his understanding that the nurses were not being asked to do anything outside of their licensing capabilities.

Vice Chancellor of Human Resources Joseph Quarles concurred with President Dees, sharing that Chancellor Yglesias recently met with Mr. Kelsey, Ann Nicholson, and legal counsel regarding this issue, and that he was waiting for a response from legal counsel.

President Ruiz discussed the process for dealing with complaints, and recommended that Mr. Kelsey continue to work with campus and District administration in resolving this issue. He went on to say that if the issue isn't resolved after going through the appropriate channels, then it should come to the Board.

■ Trustees commented that this issue appeared to be in process of being handled, but noted that some concerns discussed were new issues. It was requested that Mr.

Kelsey's concerns be provided to President Dees, and be included in a report back to the Board.

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

OCC President Bob Dees reported that enrollment at OCC was strong. He commented that with the large influx of students, a number of students were not able to get the classes they wanted. ■ Mr. Dees reminded the Board of the OCC 60<sup>th</sup> Anniversary Gala on September 27, 2008. ■ He announced the campus-wide workshop to address accreditation issues scheduled for September 5, 2008.

CCC President Ding-Jo Currie reminded the Board of the All College Opening at 3:00 p.m. on September 5, 2008 at the Le Jao Center. ■ She reported that the production team for the Anthropology Series would be receiving Coastline's 17<sup>th</sup> Emmy Award on September 6, 2008.

GWC President Wes Bryan announced the Chicano-Latino fundraiser event, *Chefs for Scholarships*, scheduled for September 14, 2008. ■ He commented on the surge of students and enrollment shifts being experienced at the college, noting that the colleges had to make adjustments to meet the changing student need. ■ Mr. Bryan announced that the Learning Resource Center Groundbreaking ceremony was scheduled at 3:00 p.m. on October 1, 2008, and the Ribbon Cutting ceremony for the new Health Sciences Building was scheduled for November 19, 2008. ■ He stated that community outreach forums had been scheduled for November 12, 2008 and April 22, 2009.

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

Trustee Hornbuckle thanked everyone for their concern during her recent recuperation.

Student Trustee Battistone reminded the Board of the District-wide Student Council Meeting at 11:00 a.m. on September 19, 2008 in the Board room. He shared that the students were focusing on the voter registration drives at the campuses.

Trustee Patterson commented on the acoustic problem in the Board Room.

President Ruiz thanked the District staff for assisting the campuses during the first week of school. He referred to a document that Board members received from the ACCT discussing trusteeship and the Board's good standing in the ACCT.

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

The Board reviewed the Board Directives Log and made updates and revisions as necessary.

**5. Consideration of Association of Community College Trustees (ACCT) and California Community Colleges League (CCLC) Meetings and Conferences**

The Board reviewed the upcoming ACCT and CCLC meetings and conferences as presented in the September 3, 2008 Agenda.

**6. Review of Board Meeting Dates**

The Board reviewed the Board Meeting Dates listed in the September 3, 2008 Agenda.

It was moved by Mr. Patterson and seconded by Mr. Howald to change the October 7, 2009 Board Meeting to September 30, 2009. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, and Mr. Patterson; Nay - President Ruiz.

**5.02 Review of Proposed Changes to Usage Fees and/or Equipment Policy 04-2-11**

The Board reviewed the proposed revised Policy #040-2-11, *Changes to usage Fees and/or Equipment*, as presented in the September 3, 2008 Agenda.

Trustee Patterson requested that the proposed policy include clarification of government as “nonprofit” status. Trustees also requested a report showing the research compiled in the revision of this policy, and a history of the demand for use of District facilities.

**5.03 Additional Informative Discussion Topics**

**1. Opportunity for Trustees to Review the Coast Federation of Classified Employees (CFCE) Professional Development Report**

Trustees reviewed the Coast Federation of Classified Employees (CFCE) Professional Development Report, as attached to the September 3, 2008 Agenda.

**2. Opportunity for Trustees to Review a Proposed Policy on Land Development**

Trustees discussed the proposed policy on land development, as attached to the September 3, 2008 Agenda.

It was moved by Ms. Hornbuckle and seconded by Mr. Patterson to refer this to the Land Development Committee for their assessment and report back to the full Board. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

Trustee Hornbuckle made suggestions to the proposed policy, which she agreed to forward to the Land Development Committee.

#### **5.04 Review of Buildings and Grounds Reports**

The Board reviewed the Buildings and Grounds Reports as presented in the September 3, 2008 Agenda.

#### **5.05 Receive Initial Proposal from Coast Federation of Educators to Reopen Negotiations**

- 1. Receive Initial Proposal from the Coast Federation of Educators (CFE) to Reopen Negotiations between the Coast Federation of Educators and the Coast Community College District.**

The Board received the initial proposal from the CFE to reopen negotiations between the CFE and CCCD for the 2008-2009 school year.

- 2. Receive Initial Proposal from the Coast Community College District (CCCD) to Reopen Negotiations between the Coast Federation of Educators and the Coast Community College District.**

The Board received the initial proposal from the CCCD to reopen negotiations between the CFE and CCCD for the 2008-2009 school year.

#### **6. ADJOURNMENT**

There being no further business, it was moved by Mr. Moreno and seconded by Mr. Patterson to adjourn the meeting in memory of David Eisenstadt, Antelope Valley College adjunct faculty member, who recently died in a car accident. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

The meeting adjourned at 8:23 p.m.

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Secretary of the Board