

# Regular Meeting

## Board of Trustees Coast Community College District

District Board Room

6:30 p.m. Regular Meeting

September 17, 2008

### MINUTES

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on September 17, 2008 in the Board Room at the District Office.

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

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

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

Board President Armando Ruiz called the meeting to order at 6:31 p.m.

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

Student Trustee Michael Battistone led the Pledge of Allegiance to the United States of America.

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

Trustees Present: Mary Hornbuckle, Walt Howald (arrived at 6:47 p.m.), Jim Moreno, Jerry Patterson, Armando Ruiz, and Michael Battistone.

Others in Attendance were: **Staff** – K. Yglesias, J. Black, C. Brahmhatt, J. Quarles, P. Arfsten E. Arismendi-Pardi, C. Babler, W. Bryan, K. Clark, J. Craig, C. Crane, E. Crowley, D. Currie, B. Fey, B. Fitzgeorge, R. Forsberg, J. Houlihan, M. Kennedy, N. Kelsey, D. Mancina, K. McElroy, V. Meneses, L. Miller, L. Ortiz-Franco, B. Price, J.

Price, D. Restelli, A. Richey, T. Snyder, N. Sprague, C. Stewart, S. Tamanaha, C. Teeter; **Students** – K. Cutting, D. Lopez, B. Reid; **Other** – C. Pirch.

#### **4. Adopt Agenda**

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

#### **5. Approval of Minutes**

It was moved by Ms. Hornbuckle and seconded by Mr. Moreno to approve the Minutes of the Regular Meeting of July 16, 2008. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Moreno, Mr. Patterson, and President Ruiz; Absent – Mr. Howald.

### **1.02 Public Comment**

Barbara Price, President, Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA), addressed the Board to raise the issue of parity funding for part-time faculty, which was provided to reduce the disparity of wages between full-time and part-time faculty members in community colleges. She discussed the issues part-time faculty deal with, in addition to lower wages than full-time faculty, such as opportunity cost lost and additional anxiety and insecurity. Dr. Price expressed concern that the District might be delaying the payment of the parity funds for ten months. ■ In closing, Dr. Price thanked Vice Chancellor of Human Resources Joe Quarles for his support and assistance in resolving recent issues for the part-time faculty.

Dean Mancina, President, Coast Federation of Educators (CFE), expressed support of the concerns raised by Dr. Price regarding parity dollars. He expressed concern that staff relied on a report from the State Vice Chancellor Erik Skinner from May 2008, rather than more recent information. Mr. Mancina stated that CFE received information from Vice Chancellor Skinner stating that there was no talk of a reduction or delay in parity dollars. He expressed the opinion that delaying the funds would cause a hardship on many part-time faculty. Mr. Mancina further noted the CFE disagrees with the District's interpretation on the issue of parity and that a grievance had been filed.

### **1.03 Public Hearing**

#### **1. Public Hearing - Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911) Initial Proposal to Reopen Negotiations between the CFE/AFT-Local 1911 and the Coast Community College District**

The Public Hearing was open to input from the audience and public regarding the proposal made by the Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911) Reopen Negotiations between the CFE/AFT-Local 1911 and the Coast Community College District.

There being no input, the Public Hearing was closed.

**2. Public Hearing - Coast Community College District's Initial Proposal to Reopen Negotiations Between the District and the Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911)**

The Public Hearing was open to input from the audience and public regarding the proposal made by the Coast Community College District to Reopen Negotiations Between the District and the Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911).

There being no input, the Public Hearing was closed.

**1.04 Acceptance of Retirements**

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

Faculty

Grajeda, John, GWC, retirement effective 08/28/08.

It was moved by Mr. Moreno and seconded by Mr. Howald 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 reported that the three campuses celebrated Constitution day, in recognition of the 221<sup>st</sup> anniversary of the day the U.S. Constitutional Convention signed the Constitution. He provided a background of the observance of this historical event, sharing a quote from the U.S. Supreme Court Justice Roberts regarding the relevance of the Constitution for all generations.

Vice Chancellor of Administrative Services C.M. Brahmbhatt updated the Board on the current budget Issues and responded to the concerns raised by the presidents of the CFE/AFT and CCA/CTA-NEA regarding parity dollars for part-time faculty. Mr. Brahmbhatt confirmed that the parity funds belong to part-time faculty and the District had no intention of holding those funds. He noted, however, that the District did not have authority to provide those funds to employees until the state budget was approved, and indicated that the funds would be provided to part-time faculty as soon as possible, once the budget is approved. ■ Mr. Brahmbhatt discussed the current state budget situation, noting that the District was managing finances wisely while waiting for the state budget to be approved. He confirmed that all District employees and vendors were

being paid in a timely manner, and reassured campus administrators that once the District budget was adopted, no further reductions would be made to the campuses for 2008/2009.

Vice Chancellor Brahmbhatt responded to inquiry from President Ruiz regarding the disclosure certification required by Assembly Bill 1200 (AB 1200) for K-12 institutions. He reported that a bill was progressing that would include community colleges in that requirement, and that he would continue to monitor the outcome.

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

Golden West College (GWC) Academic Senate President Diane Restelli reported that the Academic Senate held its first meeting at GWC.

Coastline Community College (CCC) Academic Senate President Cheryl Stewart reported on Coastline's two new standing committees—1) sustainability and 2) international initiatives. She commented that all was going well at Coastline.

Orange Coast College (OCC) Academic Senate President Eduardo Arismendi-Pardi reported that Mark Wade Lieu, State Academic Senate, delivered an excellent presentation to the Academic Senate regarding shared governance. He shared that Mr. Lieu also discussed the OCC organizational chart in relation to the Academic Senate.

## **3. Reports from Officers of Student Government Organizations**

Brett Reid, Vice President, Student Advisory Council (SAC), OCC, reported on behalf of SAC President Penny Mains, commenting that SAC is seeking students to appoint as representatives to many campus committees.

Kris Cutting, OCC Student Senator reported on the Constitution Day events on campus and OCC's 60th birthday party, presenting photos from both events. ■ He also mentioned the upcoming Orange Tie Gala event.

David Lopez, President, Associated Students of GWC (ASGWC) provided a handout and reported on student representation on campus-wide activities, highlighting recently appointed students. ■ He reported that the ASGWC approved the allocation of \$5,000 to the Student Textbook Access Reserve Collection (STAR) Program. ■ Mr. Lopez mentioned events taking place as part of the National Week of Peace, noting that the winners of the scholarship essay on Peace would be announced October 15, 2008. ■ In closing, he announced that his quartet would be performing for the GWC Patrons.

## **4. District Agenda**

The Trustees reviewed the "District Agenda" that was adopted at the February 2008 Board of Trustees Retreat, and after discussion, prioritized the seven items. It was agreed that the seven items would be placed on the Board of Trustees' Directives Log to be discussed at future study session meetings. Board members also made

recommendations for revisions to the District Agenda items, such as including common course numbering and addressing accreditation issues cited in the 2008 Team Report.

It was moved by Mr. Moreno and seconded by Mr. Howald to adopt the following District Agenda as revised and prioritized:

1. Provide full, helpful, and District-wide-coordinated customer service, including course registration, support services, counseling for rapid program completion, technology, assistance with transfers, and common course numbering throughout the District.
2. Identify and build alternative local revenue sources, in foundations, corporations, land use, and elsewhere.
3. Capture all of the above in Vision 2020, a strategic plan for the District over the coming decade. Regular attention to it and updating as necessary are assumed.
4. Create meaningful and implemented policies and procedures for program review (academic and administrative), based on carefully surveyed and monitored District educational needs, student learning outcomes, enrollment, overall effectiveness addressing all accreditation issues cited in the 2008 Team Report, and best use of limited resources among the three colleges and District offices.
5. Develop shared trust and vision among trustees, board, and chancellor.
6. Prepare a succession plan for faculty, staff, and administration, based on careful identification of estimated dates of retirement and field of work -- and tied into District educational needs and program review. Included are training programs to develop future leaders from among those in the District's employ.
7. In line with the prior task, refine and advance the relationships among the three colleges and the District offices, including creation of District-wide governance bodies and assumption of a more directive and active role for the chancellor's office. The result will be active coordination of the District's various components. While the District still will work through its three colleges, the chancellor's office also will play a far more significant role in helping the colleges to collaborate, respond to local need and allocate funding accordingly.

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

Board members discussed addressing District Agenda Item #1 at the November Board Meeting and listing the remainder of the items on the Board Directives Log to be addressed.

It was moved by Mr. Moreno and seconded by Mr. Howald to schedule the November 19, 2008 Board Meeting as a Study Session to discuss District Agenda Item #1, "Provide full, helpful, and District-wide coordinated customer service, including course registration, support services, counseling for rapid program completion, technology, assistance with transfers, and common course numbering throughout the District."

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

It was moved by Ms. Hornbuckle and seconded by Mr. Moreno to set February 21 or 28, 2009 as a Board Retreat to discuss District Agenda Item #5, "Develop shared trust and vision among trustees, Board and Chancellor." Staff was directed to retrieve presentation materials from Pasadena City College and check availability of facilitator. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

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

The Board reviewed the proposed Board Meeting dates.

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle to schedule Regular Board Meetings for October 1, October 15, and November 5, 2008, and a study session for November 19, 2008 to discuss District Agenda Item 1, and receive a report on Accreditation as reflected in the Board Directives Log. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

## **6. Opportunity to Review the Board Directives Log**

The Board reviewed the Board Directives Log.

It was moved by Mr. Howald and seconded by Mr. Moreno to revise the date for Board Log Item #4, to October 1, 2008. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

## **7. Recruitment & Staffing Data for Faculty**

Vice Chancellor of Human Resources Joe Quarles delivered a presentation on Recruitment and Staffing, summarizing data for the Coast Community College District for 2007/08 and 2008/09.

The Board discussed and emphasized the goal of improving diversity in hiring throughout the Coast Community College District. College Presidents and Academic Senate Presidents discussed the campus processes, and related their experiences in developing selection committees, noting that the challenges vary among departments. Further comments included suggestions to improve mechanisms to assist new employees, and to receive a demographic report on District management employees.

It was moved by Mr. Moreno and seconded by Ms. Hornbuckle that the Board strongly suggest, to the extent possible, that College Presidents and Human Resources Departments ensure diverse committees in the hiring process. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

It was then moved by Ms. Hornbuckle and seconded by Mr. Moreno to request that a presentation on diversity in hiring be presented to the Board annually, beginning in Fall 2009, and that this request be listed on the Board Directives Log. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

### **3. CONSENT CALENDAR**

Marilyn Kennedy, OCC Academic Senate Conference and Workshop Chair, expressed concern regarding inaccuracies in the funding sources for travel authorizations in the Agenda. She requested the travel authorization for Jack S. Hoffman, and Eileen C. Tom, listed under Item 1a *Authorization for Attendance at Meetings and/or Conferences*, be removed from the remainder of the Consent Calendar for a separate discussion and vote.

Trustee Patterson requested that items 3.05.03 *Authorization for Independent Contractors – OCC*, and 3.05.04, *Authorization for Independent Contractors – District*, be removed from the remainder of the Consent Calendar for a separate discussion and vote.

Correction was made to the college assignment for Addendum Item, *Appointment of Classified Staff to Advertised Position, Ames, Steven*, noting that location should read GWC instead of OCC.

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle to approve the amended Consent Calendar as presented in the September 17, 2008 Agenda, excluding the travel authorization for Jack S. Hoffman, and Eileen C. Tom, and Items 3.05.03 and 3.05.04, as mentioned above.

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

#### **3.01 CURRICULUM APPROVALS**

There were no requests for curriculum approvals.

#### **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, as presented in the September 17, 2008 Agenda and Addendum.

##### **3.02.01 Authorization for Student Trips – Coastline Community College**

Authorization was given for the following CCC Student Trips:

Kathy Kahn, Instructor/Dance, to accompany approximately 40 students (Ticket Numbers 81290, 81271, 82753, 82755, 81057) to the Orange County Performing Arts Center in Costa Mesa on October 7, 2008.

### **3.02.01 Authorization for Student Trips - CCC, continued**

Jeanne Oelstrom and June Briggs, Instructors/Emeritus/Social Studies, to accompany approximately 40 students (Ticket Numbers 81434, 81886, 81233) to Bowers Museum in Santa Ana to view the Chinese terra cotta soldiers exhibit and to Café China Super Buffet in Tustin for a “no host” lunch on October 8, 2008. Students will use District transportation.

Jane Bauman, Instructor/Art, to accompany approximately 30-40 students (Ticket Numbers 81133, 82483, 81153, 81085) to the Getty Center Museum in Los Angeles on October 14, 2008. Students will use District transportation.

Diana Jason, Instructor/Psychology, to accompany approximately 40 students (Ticket Numbers 81817, 81039) to Tanaka Farms in Irvine on October 22, 2008.

Diana Jason, Instructor/Psychology, to accompany approximately 40 students (Ticket Numbers 81254, 81255) to Tanaka Farms in Irvine on October 23, 2008.

Diana Jason, Instructor/Psychology, to accompany approximately 40 students (Ticket Numbers 81254, 81255) to the Orange Public Library in Orange on November 13, 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:

Chip Marchbank, Michelle Sambrano, GWC staff, and 20 students to attend the Region VIII Annual CARE Conference, November 14, 2008, Buena Park, CA. Travel by District transportation.

## **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: Careers 2008 Job Fair

Date: October 16, 2008

Department: Orange County One-Stop Center

Purpose: Job Fair with One-Stop Center partners and Orange County community colleges bringing together job seekers and potential employers.

Cost/purpose/funding source: NTE \$1,500; Workforce Investment Act funds

Project/Activity: A Workshop on National Coming Out Day

Date: October 10, 2008

Department: Diversity Committee

Purpose: Informational

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



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

Authorization was given for the following GWC Special Projects:

Project/Activity: New and Newly Tenured Faculty Meeting

Date: September 12, 2008

Department: Office of Instruction

Purpose: Welcome and orient new faculty members and congratulate tenured faculty

Cost/purpose/funding source: \$500 for food, supplies, printing; General funds & Trust Account.

Revision to Previous Board action of 8/20 to change the date from Sept. 5

Project/Activity: Learning Resources Center Building Groundbreaking

Date: October 1, 2008

Department: Foundation

Purpose: Ceremony to open construction on the new building

Cost/purpose/funding source: \$1,000 for food, supplies, printing; Community Hosting funds

Project/Activity: Homecoming Week Activities

Date: October 27-30, 2008

Department: ASGWC

Purpose: To celebrate homecoming and the sports teams

Cost/purpose/funding source: \$2,000 for food, supplies, & mechanical bull riding; ASGWC funds

Project/Activity: Halloween Activities

Date: October 30, 2008

Department: ASGWC

Purpose: To promote celebrating a traditional U.S. custom

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

Project/Activity: Homecoming Game

Date: November 1, 2008

Department: ASGWC program

Purpose: Coronation and half time celebration for crowning of the king and queen

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

Project/Activity: 2009 Scholarships and Awards Convocation

Date: May 13, 2009

Department: Foundation & ASGWC

Purpose: Student scholarship awards presentations

Cost/purpose/funding source: \$3,000 for food, supplies, printing; ASGWC & Foundation funds

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

Authorization was given for the following OCC special projects:

Project/Activity: Breakfast/Luncheons

Date: 2008-2009 Fiscal Year

Department: OCC Internship Program

Purpose: UCI/OCC Joint Graduate Student Faculty Internship Program

Cost/Purpose/Funding Source: NTE \$500 from UCI Internship funds

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

Project/Activity: Meetings/Speakers

Date: 2008-2009 Fiscal Year

Department: Dean of Students Office

Purpose: Meetings of Region VI of the National Association of Student Personnel Administrators

Cost/Purpose/Funding Source: All expenses to be paid by the National Association of Student Personnel Administrators and attending members

Project/Activity: Payment for travel expenses and campus luncheon

Date: September 19, 2008

Department: Campus-wide event

Purpose: Presentation by Steve Maradian, Accrediting Commission for Community and Junior Colleges on Program Review

Cost/Purpose/Funding Source: NTE \$1,000 from general and ancillary funds

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

There were no requests for authorizations to apply for funded programs.

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

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

### **3.03.06 Authorization to Enter Standard Telecourse Agreements – Coastline Community College**

Authorization was given to enter into the 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 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

Acacia Adult Day Services

Standard 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 Workers 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 the facility. The District realizes savings by utilizing off-campus clinical and field experience training facilities.

**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

National Association of Student Financial Aid Administrators – July 1, 2008 – June 30, 2009 - \$1,531

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

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

RENEWAL

Costa Mesa Chamber of Commerce - November 1, 2008 - November 1, 2009 - \$600.00

**3.03.10 Community Activities – Coastline Community College**

Authorization was given for not-for-credit programs advertised and offered by the Community Education Office during the period of September 18, 2008 – June 30, 2009, as presented in the September 17, 2008 Agenda. Payment to the presenter will be based on a negotiated fixed rate (F) or percentage of income based on course enrollment (P).

**3.04 PERSONNEL ITEMS**

Authorization was given for Personnel Items listed in the September 17, 2008 Agenda.

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

Authorization was given for CCC Independent Contractors as listed in the September 17, 2008 Agenda.

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

Authorization was given for GWC Independent Contractors as listed in the September 17, 2008 Agenda.

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

This item was pulled from the Agenda to be discussed and voted on separately from the remainder of the Consent Calendar. It will be discussed following the Consent Calendar.

### **3.05.04 Authorization for Independent Contractors - District**

This item was pulled from the Agenda to be discussed and voted on separately from the remainder of the Consent Calendar. It will be discussed following the Consent Calendar.

### **3.05.05 Authorization for Staff Development – Orange Coast College**

Authorization was given for Staff Development – Orange Coast College as presented in the September 17, 2008 Agenda.

## **3.06 FINANCIAL APPROVALS**

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

The Board approved purchase orders listed in the amount of \$949,607.59. (A copy of the report is on file with the September 17, 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 \$3,163,739.32. (A copy of the report is on file with the September 17, 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 \$4,635,724.99. (A copy of the report is on file with the September 17, 2008 Agenda, and is available on request.)

### **3.06.04 Authorization for Special Payment - District**

Authorization was given for the following District special payments:

Payment of \$1,565.25 to Steve Hogue, OCC Instructor, reimbursement of retraining leave expenses.

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

### **1a. Authorization for Attendance at Meetings and/or Conferences**

**JACK S HOFFMAN, Adjunct Instructor, Mathematics (OCC), to attend the Workshop on Applied Mathematics, October 17 – 20, 2008, Palo Alto, CA, without loss of salary, with reimbursement for allowable expenses of \$800, including a registration fee of \$75, travel of air coach, to be paid from Professional Development funds.**

It was moved by Mr. Moreno and seconded by Mr. Patterson to move this item to the October 1, 2008 Board Agenda, allowing the opportunity for the campus to correct the funding source. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

**EILEEN C TOM, Counselor (OCC), to attend the University of California Counselors Conference 2008, September 18, 2008, Riverside CA, without loss of salary, with reimbursement for allowable expenses of \$87, including a registration fee of \$60, to be paid from PDI Conference & Workshops.**

OCC Vice President of Student Services Jess Craig commented that, since a delay in approval of this event would prevent the attendance of this crucial conference, he suggested that the funding source be changed to an alternative funding source.

It was moved by President Ruiz and seconded by Mr. Howald to approve the travel authorization for Eileen Tom, to be paid from the president's conference fund and provide a report to the Board that this issue was resolved. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

### **3.05.03 Authorization for Independent Contractors – OCC**

Trustee Patterson requested clarification on the Independent Contractor Agreement for Jack Raubolt, listed in the September 17, 2008 Agenda. Vice Chancellor Brahmhatt clarified that this is a temporary replacement the retirement of the Senior Director of Information Technology at OCC.

It was moved by Mr. Patterson and seconded by Ms. Hornbuckle to authorize Item 3.05.03, Authorization for Independent Contractors – OCC, with the request that backup materials be provided to the Board if this assignment is extended. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

### **3.05.04, Authorization for Independent Contractors - District**

Trustee Patterson inquired regarding the request for authorization for the Independent Contractor Agreement for AM Associates (James L. McIlwain) listed in the September 17, 2008 Agenda. Vice Chancellor Brahmhatt explained that this is a temporary

assignment filling a vacant position responsible for managing the projects at the Sailing Center and OCC.

It was moved by Mr. Howald and seconded by Mr. Battistone that authorization be given for this item, with the request that backup materials be provided to the Board in the future. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

#### 4. ACTION ITEMS

##### 4.01 Authorization to Enter Agreements - Coastline Community College

**1. Authorization to Approve an Amendment to the Agreement between Coast Community College District (Coastline Community College) and Worth Publishers to Publish the Fourth Edition of the Telecourse Student Guide for Psychology: The Human Experience**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle that authorization be given to amend the Agreement between Coast Community College District (Coastline Community College) and Worth Publishers to publish the Fourth Edition of the Telecourse Student Guide presently entitled Telecourse Student Guide for Psychology: The Human Experience to Accompany Psychology under the same terms and conditions applicable to the Third Edition Telecourse Student 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.

**2. Authorization to Approve an Agreement with the Center for Usability in Design and Accessibility and the Coast Community College District (Coastline Community College) to provide a Heuristic Evaluation of Three Episodes of the Open Learning Language Initiative (OLLI)**

It was moved by Mr. Howald and seconded by Mr. Moreno that authorization be given to approve the Agreement between the Center for Usability in Design and Accessibility and Coast Community College District (Coastline Community College) to provide a Heuristic Evaluation of three episodes of the Open Learning Language Initiative (OLLI). The terms of this Agreement shall be from September 18, 2008 to 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:** \$7,000 to be paid from The William and Flora Hewlett Foundation grant funds.

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

- 1. Authorization to Approve a Standard Agreement Between the Coast Community College District (Golden West College) and Turtle Mountain Community College to Provide Reimbursement as the Sub-contractor for the FIPSE Grant**

It was moved by Mr. Battistone and seconded by Mr. Howald that authorization be given to approve a standard agreement between Turtle Mountain Community College and the Coast Community College District (Golden West College) as the sub-contractor for the FIPSE Grant/North American Renewable Energy Training. The agreement is effective 09/01/08 – 08/31/09.

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

**Fiscal Impact:** Costs NTE \$7,300 to be paid from FIPSE NARET Grant P116N060028 North American Mobility in Higher Education.

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

- 1. Authorization to Enter Into a Standard Student Field Placement Agreement between the Coast Community College District (Orange Coast College) and Cal State Long Beach**

It was moved by Mr. Moreno and seconded by Mr. Battistone that authorization be given to enter into a standard agreement between the Coast Community College District (Orange Coast College) and Cal State Long Beach for the field placement of a CSULB student as an Electronics Program intern for fall 2008.

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:** None

- 2. Authorization to Enter Into a Non-Standard Agreement between the Coast Community School District (Orange Coast College) and National Student Clearinghouse to Provide a Nationwide, Central Repository of Information on Postsecondary Student Enrollment and Educational Achievements**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that authorization be given to enter into a non-standard agreement between the Coast Community School District (Orange Coast College) and National Student Clearinghouse to provide a nationwide, central repository of information on postsecondary student enrollment and educational achievements.

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

#### **4.04 Authorization to Enter Agreement – District**

##### **1. Approval of Agreement with 24 Hour Fitness Centers of California and the Coast Community College District**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that approval be given for the Coast Community College District to purchase a corporate fitness membership with 24 Hour Fitness Centers of California for a one (1) year (12 month) period at a cost of \$2,500.00 to be paid from District Wellness funds under the terms presented in the September 17, 2008 Agenda.

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:** \$2,500.00.

#### **4.05 Buildings and Grounds**

##### **1. 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. 1925: GWC Health Science Building  
Contractor: DJM Construction

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



**2. Authorization for Change Order No. 8; District Administration Building, Bid No. 1920**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle that authorization be given for Change Order No. 8 to the District Administration Building, Bid No. 1920 as described in the Change Order document.

These changes are necessary for the following reasons:

GCI Construction – Package B – Underground Utilities

1. Closeout Credit for Allowances <\$ 2,820>

Contract Amount: \$739,850 (C.O. 6: 1% Increase; C.O. 8: .4% Decrease)  
Total Change Orders: \$4,445 (.6% Increase)

Padua Glass – Package F – Glass & Glazing

1. Closeout Credit for Allowances <\$30,678>
2. Interior Aluminum Frame and Louver Credit <\$28,911>

Contract Amount: \$1,377,400 (C.O. 1: .3% Increase; C.O. 2: 1% Increase; C.O. 8: 4.3% Decrease)  
Total Change Orders: <\$40,089> (2.9% Decrease)

Preferred Ceilings – Package G – Acoustical Ceilings

1. Closeout Credit for Allowances <\$ 2,126>
2. Lobby Roller Shade Credit <\$ 8,645>

Contract Amount: \$459,700 (C.O. 8: 2.3% Decrease)  
Total Change Orders: <\$10,771> (2.3% Decrease)

Aire Masters Air Conditioning – Package I – HVAC

1. Closeout Credit for Allowance <\$ 3,113>

Contract Amount: \$1,490,000 (C.O. 3: .6% Decrease; C.O. 8: .2% Decrease)  
Total Change Orders: <\$11,758> (.8% Decrease)

Superior Wall Systems – Package K – Drywall/Plaster/Framing/Fireproofing

1. Closeout Credit for Allowances <\$12,423>

Contract Amount: \$2,567,000 (C.O. 1: .4% Increase; C.O. 2: .1% Decrease; C.O. 3: .01% Increase; C.O. 4: .7% Increase; C.O. 5: .8% Increase; C.O. 6: .2% Increase; C.O. 8: .5% Decrease)  
Total Change Orders: \$42,187 (1.6% Increase)

Tile Trends – Package O – Ceramic Tile

1. Closeout Credit for Allowances <\$ 3,556>

Contract Amount: \$182,250 (C.O. 4: 3% Increase; C.O. 8: 2% Decrease)  
Total Change Orders: \$3,441 (1.9% Increase)

K & Z Cabinets – Package R – Millwork

1. Closeout Credit for Allowances <\$ 4,991>

Contract Amount: \$435,200 (C.O. 2: 2% Increase; C.O. 8: 1.1% Decrease)  
Total Change Orders: \$5,246 (1.2% Increase)

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

**Fiscal Impact:** <\$97,263> (Measure C - General Obligation Bond)  
Master Plan Approved Project  
Replacement of District Temporary Structures  
District Administrative Office Building

**3. Authorization for Change Order No. 6; Orange Coast College East/West Campus Utility Renovations**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that authorization be given for Change Order No. 6 to Orange Coast College East/West Campus Utility Renovations as described in the Change Order document.

These changes are necessary for the following reasons:

Phase II Bid – Closeout

T.B Penick & Sons, Inc.

1. Closeout Credit for Allowances <\$2,126>

Contract Amount: \$2,045,000 (C.O. 1: .6% Decrease; C.O. 6: .1% Decrease)  
Total Change Orders: <\$15,307> (.7% Decrease)

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

**Fiscal Impact:** <\$2,126> (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
OCC Upgrade Utility Infrastructure  
OCC East/West Campus Utility Renovations

**4. Authorization to Employ Gafcon, Inc.; Golden West College Library MDF Room Renovation**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that authorization be given to employ Gafcon, Inc. for construction management services for the Golden West College Library MDF Room Renovation.

The scope of service is to include the following tasks:

- |    |  |          |
|----|--|----------|
| 1. | Construction Management Services (1 Month) | \$20,000 |
| 2. | Reimbursable Expenses                      | \$ 5,000 |

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:**       \$25,000 (General Obligation Bond Fund)  
                                  Master Plan Approved Project  
                                  GWC Library MDF Room Renovation

**5. Bid Tabulations and Award of Contract: Golden West College Learning Resource Center, Phase II; Bid No. 1954**

It was moved by Ms. Hornbuckle and seconded by Mr. Patterson that a contract be awarded to the lowest qualified base bid in Categories F, G, H, and I as shown below,

and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

	<u>Base Bid</u>
<u>Category F – General Construction</u>	
1. <b>T &amp; Y Construction</b> 1221 E. 8 <sup>th</sup> Street, Upland, CA 91786	<b>\$6,947,000</b>

Category G – Glass and Glazing

No bidders in this category \$ None

Category H – HVAC/Plumbing

1. <b>Plumbing Piping &amp; Construction</b> 5950 Lakeshore Drive, Cypress, CA 90630	<b>\$3,688,000</b>
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Category I – Fire Protection

1. <b>So Cal Fire Protection</b> 14102 Holt Avenue, North Tustin, CA 92705	<b>\$ 269,000</b>
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Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

**Fiscal Impact:** \$6,947,000 (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
GWC Learning Resource Center

**6. Bid Tabulations and Award of Contract: Orange Coast College P.E. Field Events Relocation; Bid No. 1955**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that a contract be awarded to Guerrero Brothers, Inc. as lowest qualified base bid of \$75,000 as shown below, and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

	<u>Base Bid</u>
1. <b>Guerrero Brothers, Inc.</b> 969 W. Edgehill Road, San Bernardino, CA 92405	<b>\$ 75,000</b>

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

**Fiscal Impact:** \$75,000 (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
OCC Upgrade Health/Wellness Facilities  
OCC Upgrade Softball Field

#### **4.06 Resolutions**

It was moved by Mr. Howald and seconded by Mr. Patterson to adopt Resolution #5, authorizing the Chancellor or designee to file a Corrective Grant Deed with the County of Orange Recorder's Office to change the legal name of the owner of record for the GWC campus from the Orange Coast Junior College District of Orange County to the Coast Community College District, as presented in the September 17, 2008 Agenda.

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

#### **4.07 Personnel Action Item**

##### **Approval of Salary Schedule Increases**

Vice Chancellor Brahmbhatt requested that this item be pulled at this time because the State budget had not been finalized. It would be brought back to the October 1, 2008 Agenda.

#### **ADJOURNMENT**

There being no further business, it was moved by Mr. Howald and seconded by Mr. Patterson to adjourn the meeting. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

The meeting adjourned at 10:00 p.m.

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Secretary of the Board