

**Regular Meeting**  
**Board of Trustees**  
**Coast Community College District**

District Board Room

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

November 19, 2008

**MINUTES**

A Study Session/Regular Meeting of the Board of Trustees of the Coast Community College District was held on November 19, 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 5:06 p.m.

**2. Roll Call**

Trustees Present: Mary Hornbuckle, Walt Howald, Jim Moreno, Jerry Patterson (arrived late), and Armando Ruiz

Trustees Absent: Michael Battistone\*

\*Student Trustee Battistone arrived at 6:30 p.m. for the Re-convening of the Regular Meeting of the Board of Trustees.

Others in Attendance were: Staff – K. Yglesias, J. Black, C. Brahmbhatt, J. Quarles, P. Arfsten, E. Arismendi-Pardi, K. Clark, J. Craig, D. Currie, B. Dees, K. Donahue, B. Fey, R. Forsberg, R. Hambly, D. Harper, C. Hausey, J. Houlihan, N. Kelsey, D. Mancina, C. Marchbank, V. Meneses, K. McElroy, K. Mueller, B. Price, J. Price, G. Profeta, D. Restelli, A. Richey, M. Schroeder, N. Sprague, C. Stewart, S. Tamanaha, C. Teeter, P. White, S. Wong, S. Worden, Students – L. Alteir, P. Bunch, K. Cutting, D. Lopez; Other – J. Neal.

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

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

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

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

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

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

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

- a. Conference with Labor Negotiator (pursuant to Section 54957.6)

Agency Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources  
Employee Organization: Coast Federation of Classified Employees (CFCE)

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

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

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

#### **8. Pledge of Allegiance**

Trustee Walt Howald led the Pledge of Allegiance to the United States of America.

#### **9. Public Comment (Open Session)**

Neal Kelsey, Executive Director, Coast Federation of Classified Employees (CFCE) read a letter directed toward Vice Chancellor Quarles and the Board of Trustees from Ann Nicholson, stating that the CFCE requested arbitration for the grievance relating to the "Me Too" clause, per Article 6.8 (a).

Trustee Patterson noted that the issue raised by Mr. Kelsey was discussed by the Board during its Closed Session Meeting, and was listed on the Agenda as 2.01 Item 6. It was then moved by Mr. Howald and seconded by Ms. Hornbuckle that the Board advance this item for discussion at this time. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

## **2.01 Reports**

### **6. Discussion of 2008-2009 Salary Schedule Increases and Impact on “Me Too” Clause Negotiated by the Coast Federation of Classified Employees**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle that determination of the “Me Too” clause continue as part of the grievance process, which at this stage will be assigned to arbitration, and that the decision of the arbitrator specific to this matter, be binding on the parties. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

## **Continuation of Public Comment (Open Session)**

Evan Dahl, Golden West College (GWC) Christian Club, reported that the band, Ring of Fire, declined to agree to the terms of the revised contract for a concert at GWC, but shared that the band indicated it would be interested in working with the District in the future. He thanked the Board of Trustees, Bill Kerwin, Valerie Venegas, Holly Van Dorn, David Lopez, and Wes Bryan, for their efforts in this matter.

David Lopez, President, Associated Students of Golden West College (ASGWC) reported that ASGWC students were delivering presentations to classes regarding the proposed fee increase for community colleges, and were prepared to hand deliver letters opposing the proposed fee increase to the local assembly member and senator.

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to approve the Minutes of the Regular Meeting of October 1, 2008. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson and President Ruiz.

It was moved by President Ruiz and seconded by Mr. Howald to advance the Consent Calendar and Action Items on the Agenda to be discussed prior to the remainder of the Procedural Matters and Reports on the Agenda. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

## **3.0 CONSENT CALENDAR**

Trustee Moreno requested that Items on pages 30-32, *Item 3.02 Travel Authorizations – Board and Staff*, on pages 30-32 of the Agenda, be removed from the Consent Calendar for separate discussion and vote.

Trustee Patterson requested that *Item 3.05.04 Authorization for Independent Contractors – District, Starpointe Ventures*, on page 78 of the Agenda, be removed from the Consent Calendar for separate discussion and vote.

It was moved by Mrs. Hornbuckle and seconded by Mr. Howald to approve the Consent Calendar as amended, excluding the two items referenced above. (Note: All background reports were included with the November 19, 2008 Agenda and are available on request.)

## **3.01 CURRICULUM**

Authorization was given for the approval of new courses, course revisions, program option revisions, course retirements, program/option suspensions, and General Education/Graduation Requirements, as presented in the November 19, 2008 Agenda.

### **3.0 Consent Calendar continued**

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

This item was removed from the Consent Calendar for separate vote to be considered following the Consent Calendar.

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

Authorization was given for the following CCC Student trips:

Conference/Activity: Orange County Museum of Art  
Location: Newport Beach  
Dates: November 22, 2008  
Department: Art Department  
Transportation: District transportation

Conference/Activity: Museum of Latin American Art  
Location: Long Beach  
Dates: December 7, 2008  
Department: Art Department  
Transportation: District transportation

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

None.

#### **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: Coastline Career Mentoring Event  
Date: Thursday, January 8, 2009; 4 – 7 p.m.  
Location: Garden Grove Center  
Department: Career and Technical Education Programs  
Purpose: Mentoring event to showcase programs  
Cost/purpose/funding source: NTE \$1000; Perkins Grant funds

Project/Activity: Holiday Boutique Fundraiser  
Date: Monday, December 1, 2008; 11 a.m. – 4 p.m.  
Location: College Center  
Department: Classified Council  
Purpose: Fundraiser for classified staff scholarships and activities  
Cost/purpose/funding source: No cost to College or District

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

Authorization was given for the following GWC Special Projects:

Project/Activity: Puente Projects On-Campus Projects  
Date: 2008-09  
Department: Puente Program

### 3.0 *Consent Calendar* continued

Purpose: Supplies and refreshments for meetings/projects

Cost/purpose/funding source: \$2,000 for supplies and refreshments; Puente budget

Project/Activity: Police Academy Graduation

Date: November 21, 2008

Department: Criminal Justice Training Program

Purpose: Graduation for Class 136

Cost/purpose/funding source: \$1,450 for supplies, refreshments, facility rental & printing; Department funds

Project/Activity: Specialized Investigators Basic Academy Graduation

Date: December 12, 2008

Department: Criminal Justice Training Program

Purpose: Graduation for Class 46

Cost/purpose/funding source: \$680 for supplies, refreshments & printing; Department funds

Project/Activity: "Day of Fire" Band Concert

Date: December 12, 2008

Department: Christian Club

Purpose: Musical entertainment

Cost/purpose/funding source: \$9,000 for food, supplies, printing, tech support, and out-of-state entertainment; ASGWC, Christian Club funds, ticket sales, and donations

Project/Activity: Foster Youth Dinner

Date: December 18, 2008

Department: EOPS/CARE Program

Purpose: Recognition ceremony

Cost/purpose/funding source: EOPS/CARE staff donations

Project/Activity: Track Team Clinic

Date: December 20, 2008

Department: Athletics

Purpose: Opportunity for high school track athletes to visit GWC

Cost/purpose/funding source: No cost

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

None.

#### 3.03.04 Authorization to Apply for Funded Programs

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

Orange Coast College has been awarded funding for the California Department of Education Carl D. Perkins Vocational and Technical Education Act of 2006 grant titled "**Tech Prep Regional Coordination Project**". Coast Community College District Tech Prep Consortium will direct a regional partnership within Orange County of secondary and post-secondary partners, business and industry partners, local workforce investment boards, local economic development agencies and other Orange County Tech Prep Consortia to integrate regional delivery systems for education and workforce services, create a strategy to identify new and redirected resources that will enhance the local and regional education and employment delivery systems, create a systemic plan to regionally

### 3.0 *Consent Calendar* continued

integrate education and workforce agencies with business and industry, and organize regional events in support of each of these goals.

**Fiscal Impact:** Orange Coast College received \$300,000 between July 1, 2008, to and including June 30, 200

#### 3.03.05 Authorization for Disposal of Surplus

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

#### 3.03.06 Authorization to Enter Standard Telecourse Agreements - Coastline Community College

Authorization was given to enter into the following standard telecourse agreements for Coastline Community College:

ANTHROPOLOGY: THE FOUR FIELDS  
CUNY-TV (NY)

ASTRONOMY: OBSERVATIONS AND THEORIES  
Mesalands Community College (AZ)

CHILD DEVELOPMENT: STEPPING STONES  
CMS-TV (NC)  
Colorado Mountain College (CO)  
HETA of Oklahoma (OK)  
Iowa Lakes Community College (IA)  
Tennessee Board of Regents (TN)  
University of Cincinnati – Raymond Walters College (OH)

CULTURAL ANTHROPOLOGY: OUR DIVERSE WORLD  
Bakersfield College (CA)  
Modesto Junior College (CA)  
State Board for Community & Technical Colleges (WA)  
Tennessee Board of Regents (TN)

CYCLES OF LIFE: EXPLORING BIOLOGY  
Tennessee Board of Regents (TN)

FACES OF CULTURE – REVISED  
HETA of Oklahoma (OK)  
Modesto Junior College (CA)  
State Board for Community & Technical Colleges (WA)  
Tennessee Board of Regents (TN) - 16303  
Tennessee Board of Regents (TN) - 16344

THE HOME GARDENER  
Southwestern Illinois College (IL)

HUMANITIES THROUGH THE ARTS  
HETA of Oklahoma (OK)  
Lamar State College - Orange (TX)

### 3.0 *Consent Calendar* continued

State Board for Community & Technical Colleges (WA)

MASTERING THE COLLEGE EXPERIENCE

Salt Lake Community College (UT)

MEDIA WAVES: AN INTRODUCTION TO MASS COMMUNICATION

Tennessee Board of Regents (TN)

PHYSICAL ANTHROPOLOGY: THE EVOLVING HUMAN

CUNY-TV (NY)

PSYCHOLOGY: THE HUMAN EXPERIENCE

State Board for Community & Technical Colleges (WA)

Tennessee Board of Regents (TN)

TRANSITIONS THROUGHOUT THE LIFE SPAN

HETA of Oklahoma (OK)

State Board for Community & Technical Colleges (WA)

**Fiscal Impact:** No direct cost to the District. Projected revenue unknown, depending on utilization of the telecourses by the lessees and number of students enrolled in the courses.

#### 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

Garden Grove School District

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 Worker's Compensation insurance for each student participating in approved clinical rotations (For field experience agreements, the District provides only Worker's Compensation insurance.) These District provided insurance coverages are in effect while the student is on-site at facility. The District realizes savings by utilizing off-campus clinical and field experience training facilities.

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

#### 3.03.08 Approval of Clinical Contracts - Orange Coast College

None.

#### 3.03.09 Authorization for Purchase of Institutional Memberships - Coastline Community College

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

RENEWAL

American Association of Paralegal Education (AAPE) - January 1, 2009 — December 31, 2009 - \$400

### 3.0 *Consent Calendar* continued

Asian Business Association of Orange County – November, 2008 — November, 2009 - \$75

Black Chamber of Orange County – November, 2008 — November, 2009 - \$200

Recording for the Blind and Dyslexic Annual Institutional Membership Program (RFB&D) – December 9, 2008 — December 8, 2009 - \$350

NEW

National Petrochemical & Refiners Association (NPRA) – October 27, 2008 — December 31, 2008 - \$1,250 (prorated-yearly membership \$6,000)

#### **3.03.10 Authorization for Purchase of Institutional Memberships - Golden West College**

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

RENEWAL

National League for Nursing – January 1, 2009 – December 31, 2009 - \$1,500

National League for Nursing Accrediting Commission, Inc. – January 1, 2009 –December 31, 2009 - \$1,875

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

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

NEW

American Association for State and Local History (AASLH) – December 1, 2008 – November 30, 2009 - \$100.00

RENEWAL

Academic Senate for California Community Colleges – 2008-2009 - \$3,257.10

#### **3.03.12 Authorization for Purchase of Institutional Memberships – District**

Authorization was given for the purchase of the following institutional memberships submitted on behalf of the campuses and District:

RENEWAL

Equal Employment Diversity Equity Consortium.(EEDEC) - July 1, 2008 through June 30, 2009 - \$250.

Huntington Beach Chamber of Commerce - December 1, 2008 through November 30, 2009 - \$334.00

California Colleges for International Education (CCIE) - July 2008 through June 2009 - \$850.00

#### **3.03.13 Community Activities - Coastline Community College**

Authorization was given for the Coastline Community College Contract Education Department to offer community activities, seminars, workshops, lecture series and/or cultural events and for appointment of lecturers and presenters as indicated in the November 19, 2008 Agenda. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign any applicable agreements.



**3.04 PERSONNEL ITEMS**

Authorization was given to approve the Personnel items listed in the November 19, 2008 Agenda.

**3.05 ADDITIONAL PERSONNEL ITEMS**

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

Authorization was given for the following Independent Contractors at Coastline Community College:

**\$10,000 AND OVER**

Craven, Kathy for the Business Education Statewide Advisory Committee grant, will maintain, update, and expand the [www.calbusinessed.org](http://www.calbusinessed.org) website including an online directory. This is a requirement of the fiscal contract held by Coastline Community College to facilitate the operation of the State Chancellor's Office Business Education Statewide Advisory Committee, November 20, 2008 – June 30, 2009, for a fee NTE \$16,000 to be paid from the Business Education Statewide Advisory Committee (BESAC) grant funds.

**UNDER \$10,000**

Koenig, William to provide narration for the Open Learning Language Initiative (OLLI), October 16, 2008 – June 30, 2009, for a fee NTE \$4,300 to be paid from grant funds received from the William and Flora Hewlett Foundation. (Revision is to increase NTE amount. Prior Board Approval: 10-15-08)

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

Authorization was given for the following Independent Contractors at Golden West College:

**\$10,000 AND OVER**

Theresa Whitt to serve as Project Coordinator for the Nursing Clinical Video Procedure Project, November 20, 2008 – June 30, 2009, to be paid \$10,000 from Regional Health Occupations Resource Center Program Trust funds. Costs to be reimbursed by the State.

**UNDER \$10,000**

Dierl, Christopher Zbaren to provide contracting services for the Choir Concert December 6, 2008, to be paid \$250 from Music Choral Trust funds.

The following individuals to serve as Musicians for the Choir Concert on December 6, 2008, to be paid \$160 each from Music Choral Trust funds.

Aarflot, Jostein  
Allen, Robert  
Charpie, Stephen K.  
Drinkworth, Charles  
Ghiassi, Mark  
Jackson, Joseph  
Michelou, Jean-Pierre  
Michelou, Linda  
Pesavento, Victor  
Reppun, Emily  
Seager, Daniel D.

### **3.0 Consent Calendar continued**

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

Authorization was given for the following Independent Contractors at Orange Coast College:

UNDER \$10,000

Innovative HR Resources to perform sexual harassment training for OCC Swap Meet employees on November 15, 2008, to be paid an amount NTE \$3,500 from CCCD Enterprises-Swap Meet funds.

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

Authorization was given for the following Independent Contractors for the District:

UNDER \$10,000

AM Associates (James L. McIlwain), OCC, to serve as an independent contractor, pursuant to the District's standard independent contractor agreement, for Construction Program Management for the District during the period of October 1, 2008 through December 31, 2008, for a rate of \$62.50 an hour, not to exceed \$25,000 to be paid from the General Obligation Bond Funds.

#### **3.05.05 Authorization for Off-Campus Assignments - Coastline Community College**

Authorization was given for the following Off-Campus Assignments for Coastline Community College:

Debra Secord, Department Chair/Instructor, Gerontology Department, to serve on the National Advisory Committee for Systems Approach to Gerontology Education (SAGE) from January 1, 2009 through January 20, 2010, without loss of salary, with the understanding that authorization will be requested to attend meetings as they are set.

Lorie Eber, Gerontology Instructor, to serve on the National Advisory Committee for Systems Approach to Gerontology Education (SAGE) from January 1, 2009 through January 20, 2010, without loss of salary, with the understanding that authorization will be requested to attend meetings as they are set.

### **3.06 FINANCIAL APPROVALS**

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

The Board approved purchase orders listed in the amount of \$ 206,450.30. (A copy of the report is on file with the November 19, 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 \$2,027,662.03. (A copy of the report is on file with the November 19, 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 \$1,454,286.18 (A copy of the report is on file with the November 19, 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 American Association of Medical Assistants Endowment in the amount of \$800 to cover the program annual institutional fee for 2008-2009 required for the Medical Assisting Program accreditation

**3.06.05 Authorization for Special Payment – District**

Authorization was given for the following District special payments:

A payroll check to Shirley Hull in the amount of \$378.39. Original 5A payroll check number 05369898, dated 11/30/98, is staledated and not negotiable. It has not been reissued previously; account number is 110001-090200-8899-800000.

Payment of \$1,707.36 to Gregory W. Kane, GWC, Maintenance Skilled, Classified Unit, payment for Out of Class duties performed from 12/01/07 through 06/30/08 for which paperwork was held by campus pending job restructuring.

**ITEMS REMOVED FROM THE CONSENT CALENDAR**

**3.02 Travel Authorizations – Board and Staff**

Chancellor Yglesias apprised the Board that the following travel plans had been cancelled, and they should be removed from the Agenda for approval.

Martha M Parham, Dist Dir Mark & Pub (CCCD), to attend the Association of Community College Trustees 2009 Legislative Summit, February 8 - 11, 2009, Washington, D.C. without loss of salary, with reimbursement for allowable expenses of \$3,000, including a registration fee of \$681, travel by Air Coach, to be paid from Management Conference funds - Public Information Office.

Martha M Parham, Dist Dir Mark & Pub (CCCD), to attend the Implementation Oversight Committee, December 3, 2008, Sacramento, CA, without loss of salary, with reimbursement for allowable expenses of \$250, including travel by Air Coach, to be paid from Management Conference funds - Public Information Office.

CCC President Ding-Jo Currie informed the Board that the following travel authorization had also been cancelled and should be removed from the agenda for approval:

Ding-Jo H Currie, President (CCC), to attend the Community College League of California 2008 Conference, November 20, 2008, Anaheim, CA, without loss of salary, with reimbursement for allowable expenses of \$250, including a registration fee of \$195, to be paid from College Support funds.

It was moved by Mr. Patterson and seconded by Mr. Moreno that authorization be given to approve Walt Howald's trip to Washington D.C., and any other trips that were paid for by funds that are not general funds of the District, with the exception of PDI or IPT.

The following individuals spoke to the motion:

Cheryl Stewart, Academic Senate President, CCC  
Eduardo Arismendi-Pardi, Academic Senate President, OCC,  
Dean Mancina, President, Coast Federation of Educators (CFE)  
Barbara Price, President, Coast Community College Association/California Teachers  
Association-National Education Association (CCA/CTA-NEA)

A substitute motion was made by Ms. Hornbuckle and seconded by Mr. Howald to approve the travel listed on the Agenda and ask District staff and college presidents to review all requests that come before them for travel, and to provide the reason for travel and confirm approval by the appropriate party to all items that come to the Board.

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

#### **3.05.04 Authorization for Independent contractors – District**

##### **\$10,000 AND OVER**

**Starpointe Ventures (DIST), to serve as an independent contractor, pursuant to the District's standard independent contractor agreement, to provide real estate development related duties on behalf of the District for the period commencing November 20, 2008 through April 20, 2009, to be paid a fee of \$36,000.00 (\$6,000.00 per month for six months) from District general funds.**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to approve the contract with Starpoint Ventures.

The following individual spoke to the motion:

Dean Mancina President, CFE

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

#### **4.0 ACTION ITEMS**

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

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

It was moved by Mr. Moreno and seconded by Mr. Howald that authorization be given to enter into an amended Agreement between the County of Orange and Coast Community College District (Coastline Community College) to include an increase not to exceed \$68,000 for a total compensation not to exceed \$2,693,198. The term of this Agreement shall be for the period of July 1, 2008 through June 30, 2009. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this Agreement.

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

#### **4.0 ACTION ITEMS continued**

Patterson, and President Ruiz.

**Fiscal Impact:** The County of Orange will reimburse Coastline Community College an additional \$68,000 for a total of \$2,693,198 for operation of these programs.

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

It was moved by Mr. Moreno and seconded by Mr. Howald that authorization be given to enter into an amended Agreement between the County of Orange and Coast Community College District (Coastline Community College) to include an increase not to exceed \$82,000 for a total compensation not to exceed \$2,383,609. The term of this agreement shall be for the period of July 1, 2008 through June 30, 2009. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this Agreement.

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

**Fiscal Impact:** The County of Orange will reimburse Coastline Community College an additional \$82,000 for a total of \$2,383,609 for operation of these programs.

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

##### **1. Authorization to Approve Agreement between the Coast Community College District (Golden West College) and Garr Child Care, Inc., for CalWORKS Students' Child Care**

It was moved by Mr. Howald and seconded by Mr. Moreno that authorization be given to approve the Agreement between with Coast Community College District (GWC) and Garr Child Care, Inc., for CalWORKS Students' child care, to be effective 8/25/08 through 6/20/09.

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

**Fiscal Impact:** Costs paid from CalWORKS Grant funds

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

None

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

##### **1. Authorization to Renew the Three Year Property/Liability Claims Administration Service Agreement between the Coast Community College District and Keenan and Associates**

It was moved by Mr. Patterson and seconded by Mr. Howald that the Board approve the contract with Keenan and Associates presented in Attachment No. 6 of the Agenda.

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

**Fiscal Impact:** Claim administration fees for each policy year 2008-2011 NTE \$20,000.00. (Prior agreement for November 1, 2007 through October 31, 2008, fees did not exceed \$20,000.00).

**2. Authorization to Enter into an Agreement between Marsh Risk & Insurance Services and the Coast Community College District**

It was moved by Mr. Patterson and seconded by Mr. Moreno to approve the Agreement with Marsh Risk & Insurance Services to provide insurance brokerage and advisement services to the District for the period of October 1, 2008 through October 1, 2009.

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

**Fiscal Impact:** The total brokerage fee for the services for the period October 1, 2008 through October 1, 2009 will not exceed \$27,500. The previous annual agreement costs for 2005 through 2008 were \$27,500 per year.

**4.05 Buildings and Grounds**

**1. Authorization for Addendum No. 3 to C.W. Driver; District Administration Building**

It was moved by Mr. Patterson and seconded by Mr. Moreno to approve Addendum No. 3 for additional construction management services for the District Administration Building.

The scope of services is to include the following:

- |                                     |         |
|-------------------------------------|---------|
| 1. Additional Reimbursable Expenses | \$1,300 |
|-------------------------------------|---------|

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:** \$1,300 (General Obligation Bond Fund/Measure C)  
Master Plan Approved Project  
Replacement of District Temporary Structures  
District Administrative Office Building

**2. Authorization to Employ C.W. Driver; Orange Coast College Softball Field**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to employ C.W. Driver for construction management services for the Orange Coast College Softball Field.

The scope of service is to include the following tasks:

- |   |            |
|---|------------|
| 1. Preconstruction Services (1 Month)       | \$ 17,241  |
| Construction Management Services (6 Months) | \$ 348,919 |

Design Phase/Preconstruction Phases

- Constructability Review
- Value Engineering

#### 4.0 ACTION ITEMS continued

- 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:** \$366,160 (Measure C - General Obligation Bond Fund)  
Master Plan Approved Project  
OCC Upgrade Health/Wellness Facilities  
OCC Upgrade Softball Field

### 3. **Bid Tabulations and Award of Contract: Orange Coast College ABC Building Site Preparation; Bid No. 1961**

It was moved by Mr. Howald and seconded by Ms. Hornbuckle that a contract be awarded to the lowest qualified base bid in Categories A, B and C 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 A – Demolition</u>	
U.S. Demolition 4510 E. Eisenhower, Anaheim, CA 92807	\$138,300
<u>Category B – Underground Utilities</u>	
Interpipe Contracting, Inc. 10870 Hartley Road, Santee, CA 92071	\$349,336
<u>Category C – Earthwork/Grading</u>	
Doja, Inc. 5050 W. Mission Blvd., Ontario, CA 91762	\$595,000

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

**Fiscal Impact:** \$1,082,636 (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
OCC Science Facilities  
OCC New Consumer Health & Lab Science Building (ABC Bldg.)

**4. Bid Tabulations and Award of Contract: Coastline College Center Restoration of Exterior Metal Panels; Bid No. 1959**

It was moved by Mr. Moreno and seconded by Ms. Hornbuckle that a contract be awarded to Southwest Coatings Inc. as lowest qualified base bid of \$114,000 as shown below, and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

Base Bid

Southwest Coatings Inc.	\$114,000
503 Harker Street, San Pedro, CA 90731	

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

**Fiscal Impact:** \$114,000 (Campus Auxiliary Funds)  
Master Plan Approved Project  
CCC Restoration of Exterior Metal Panels

**5. Bid Tabulations and Award of Contract: Golden West College Learning Resource Center, Phase III; Bid No. 1960**

It was moved by Mr. Moreno and seconded by Ms. Hornbuckle that a contract be awarded to the lowest qualified base bid in Category K as shown below, and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

Base Bid

Category G – Glass & Glazing

Bids exceeded this category budget. The District will rebid this trade category in January 2009.

Category J – Asphalt, Site Concrete & Paving

Bid exceeds this category budget. The District will rebid this trade category in spring of 2009

Category K – Landscape & Irrigation

Marina Landscape	\$ 235,700.00
1900 South Lewis Street, Anaheim, CA 92805	

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



**Fiscal Impact:** \$235,700 (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
GWC Learning Resource Center

**6. Authorization to Employ Keenan E. Smith, AIA dba City Lights Design Alliance; Orange Coast College Maritime Training Center**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to employ Keenan E. Smith, AIA dba City Lights Design Alliance; OCC Maritime Training Center.

Substitute Motion was made by Mr. Patterson and seconded by Mr. Moreno to continue this item to the December 10, 2008 Board Meeting. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

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

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

Bid No. 1955; OCC P.E. Field Events Relocation  
Contractor: Guerrero Brothers, Inc.

Bid No. 1958; OCC Horticulture Storage Pad  
Contractor: A Plus Quality Construction, Inc.

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

**Continuation of 1.01 Procedural Matters**

**10. Acceptance of Retirements**

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

Classified

Bowers, Elizabeth R., GWC, Secretary Senior, Classified Unit, retirement effective 12/31/08.

Edmondson, Catherine A., GWC, Student Activities Assistant, Classified Unit, retirement effective 12/31/08.

Harper, Dolores L., GWC, Executive Assistant to the President, Confidential, retirement effective 12/31/08.

Schroeder, Michele, GWC, Registered Nurse, Classified Unit, retirement effective 12/31/08.

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

## **2. General Information and Reports**

### **2.01 Reports**

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

The Board reviewed the Board Meeting Dates listed in the November 19, 2008 Agenda.

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

The Board reviewed the Board Directives Log

#### **3. Chancellor's Report**

Chancellor Ken Yglesias acknowledged Board President Armando Ruiz, honoring him for four decades of exemplary service to the field of public education.

Ardith Richey, Director, Facilities and Planning, thanked President Ruiz for his 25 years of service to the Coast Community College District, sharing that as a resident, parent and District employee, she has appreciated President Ruiz's support. She further mentioned other Departments throughout the District who asked her to relay their thanks to President Ruiz--Facilities & Planning, District Information Services, Budget, Accounts Payable, District Accounting, Fiscal Affairs, Payroll, District Administrative Services, Education Services, Risk Services, and Environmental Health and Safety at the District; Administrative Services, Maintenance and Operations, and Facilities Construction Department at OCC; and Maintenance and Operations at CCC and GWC.

Kris Cutting, OCC Student Senator, spoke on behalf of the students at OCC, thanking President Ruiz for his years of service to the District, and for his support. Mr. Cutting congratulated Trustee Hornbuckle and Trustee Patterson on their re-election to the Board of Trustees.

CCC President Ding-Jo Currie spoke on behalf of Coastline, thanking President Ruiz for his service to the District. She thanked him for his support and vote of confidence.

OCC President Bob Dees congratulated President Ruiz on his retirement from the Board of Trustees, noting that he has been a great model for many years. He thanked President Ruiz for his support and courage, and wished him well.

Trustee Howald also expressed appreciation to President Ruiz for the mentoring he provided in the national and statewide organization, and for his friendship. He quoted George Washington, referring to his comment to John Adams, saying "I'm on my way out and you're on your way in and we'll see, only history will tell us which is the happiest." Mr. Howald added that he was sure President Ruiz would be happy in all of his future pursuits.

#### **4.0 ACTION ITEMS continued**

GWC Vice President of Administrative Services Janet Houlihan, spoke, on behalf of President Wes Bryan, thanking President Ruiz for his continued support.

#### **Recess**

Chancellor Yglesias called a brief recess to honor President Ruiz for his service to the District.

#### **Reconvene**

The Board reconvened the Regular Meeting

#### **Continuation of Chancellor's Report**

Chancellor Yglesias announced that the District was awarded a safety award by the Statewide Educational Wrap up Program (SEW-UP) program, for outstanding safety and loss prevention efforts by a contractor. He noted that the District Administration Building project had the lowest loss ratio of any SEW-UP projects. Dr. Yglesias thanked Ardith Richey for her efforts on this project and introduced John Rodriguez with Keenan and Associates.

John Rodriguez, Keenan and Associates, commented that safety standards were set high for the District Administration Building project and that C.W. Driver and the trade contractors exceeded the expectation. He then, on behalf of the Board of Directors, presented the Safety Award to C.W. Driver. Mr. Rodriguez acknowledged Mr. Eric Cronin, On-site Superintendent of the project, who received the award for C.W. Driver.

Chancellor Yglesias announced that Ardith Richey and Dale Berry represented the District at a Community College Facilities Coalition (CCFC) conference, and received the CCFC Design Award with TbP Architecture for the OCC Library and Learning Resource Center. A plaque was presented to OCC President Bob Dees.

President Ruiz discussed the impact District employees have on the reputation of the District, commenting that awards such as those received tonight are a reflection of dedicated staff. He hoped that the Board would continue to listen to employees rather than make decisions from the top down, noting that is what made the District great.

Chancellor Yglesias invited Vice Chancellor of Administrative Services C.M. Brahmbhatt to present an update on the state budget.

Vice Chancellor Brahmbhatt presented a budget update relating to potential mid-year cuts, but noted that the District won't make final decisions until firm numbers are received from the State Chancellor's Office.

#### **4. District Agenda - 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.**

It was moved by Mr. Patterson and seconded by Mr. Howald that the District Agenda not be entertained at this meeting and return to the January 21, 2008 Agenda. Motion carried with the following vote: Aye - Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Patterson, and President Ruiz.

**5. Discussion of ING Life and Long Term Disability Insurance for Coast Community College District Part-Time Faculty**

It was moved by Mr. Howald and seconded by Mr. Moreno to direct staff to negotiate with Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA), relative to possible life insurance benefits, under the following parameters:

1. Employees who work for the district less than 7.5 LHEs and more than 3 LHEs, and
2. The Benefit is estimated to cost \$78,000 to \$82,000 per year, and
3. Determine who administers the program and how to avoid significant administrative cost to the District.
4. Return to the Board on February 4, 2009 for board consideration of a proposal from a fact-finding roundtable which would consist of the negotiating parties.

Speaking to the Topic:

Barbara Price, President, Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA) shared that she was pleased that this action was being taken.

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

**6. Discussion of 2008-2009 Salary Schedule Increases and Impact on “Me Too” Clause Negotiated by the Coast Federation of Classified Employees**

This item was advanced and discussed during the Public Comment (Open Session) section of the Agenda.

**7. Opportunity for the Board of Trustees to Review and Discuss an Alleged Violation of its own Code of Ethics**

Trustee Moreno removed this item from the Agenda.

**8. Opportunity for the Board of Trustees to Discuss Career Technical Opportunities Available to Community Colleges supported by President-Elect Barack Obama**

Trustee Jim Moreno discussed the Chancellor's Task Force on Career Technical Education (CTE), which pertained to the CTE initiatives that may be available through the Administration of President-Elect Barack Obama. He referred to a report that would be a good resource for determining what CTE program opportunities would be available. Mr. Moreno requested that the Chancellor and other staff research this matter and report back to the Board at the January 21, 2009 Board Meeting.

It was moved by Mr. Patterson and seconded by Mr. Howald that Items 9 and 10, listed below, be continued to the February 4, 2009 Agenda:

**9. Opportunity for Board of Trustees' Review and Discussion of Student Representative, Board of Trustees Policy**

**10. Opportunity for Board of Trustees' Review and Discussion of Student Representative Selection Process**

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

**11. Opportunity for Discussion of Accreditation Progress Reports from Coastline Community College, Golden West College, Orange Coast College and the District**

CCC President Ding-Jo President presented a report on the Accreditation progress at Coastline, mentioning library and learning resources and a long-term staffing plan. She commented that progress was being made toward the recommendations.

It was noted that GWC President Wes Bryan was at the Teacher of the Year Awards where one of the GWC faculty was being honored. In his place, GWC Vice President Janet Houlihan presented a report on GWC's progress on current accreditation recommendations, including areas such as student learning outcomes, student equity and coordination of District functions. She introduced Dwayne Thompson, Associate Dean, Institutional Research and Planning, and noted that he was available for questions.

OCC President Bob Dees reported that OCC made tremendous progress in the areas recommended by the Accreditation Team, commenting on issues such as Student Learning Outcomes, program review, and planning allocation of resources.

Associate Vice Chancellor Joyce Black presented a District Accreditation status report, discussing the delineation of responsibilities and process for decision making. She will provide a draft copy of the documents being developed to the Board.

Trustee Patterson discussed the need for delineation of authority and functions from Board to Chancellor and to the colleges, and expressed concern that the Board doesn't have a role in developing the policy.

**12. Opportunity for Discussion of Golden West College Academic Senate Resolution Advocating for Participatory Governance**

The Board briefly discussed the GWC Academic Senate Resolution Advocating for Participatory Governance and suggested bringing this item back for discussion with all three colleges in the future.

CCC Academic Senate President Cheryl Stewart reported that a similar Resolution was previously submitted by the Academic Senates at CCC and OCC.

**13. Opportunity for Board of Trustees to Review Proposed Amendment to Board of Trustees Policies Addressing Officers of the Board, the Election of Officers, and the Annual Organizational Meeting**

It was moved by Mr. Patterson and seconded by Mr. Moreno to refer this item to the December 10, 2008 Board Meeting.

President Ruiz expressed opposition to changing the policy from a rotation to an election of officers, noting that he was convinced by fellow Trustees in 2003 that a rotation was the most equitable method for selecting officers of the Board. He expressed concern that changing this back to an election process would send a message to the District that the Board cannot work together.

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

**Adjournment**

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

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

The meeting was adjourned at 9:31 p.m.

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Secretary of the Board