

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

5:00 p.m. Closed Session, 6:30 p.m. Open Session

Wednesday, September 19, 2012

MINUTES*

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on September 19, 2012 in the Board Room at the District Office.

1.00 Preliminary Matters

1.01 Call to Order

President Moreno called the meeting to order at 5:10 p.m.

1.02 Roll Call

Trustees Present: Moreno, Hornbuckle, Patterson, Prinsky and Grant.
Student Trustee Torre joined the meeting at 6:30 p.m.
Trustees Absent: None

1.03 Public Comment (Closed Session - Items on Agenda)

There were no requests to address the Board at this time.

1.04 Recess to Closed Session

(Conducted in accordance with applicable sections of California law. Closed Sessions are not open to the public.)

Ms. Julie Frazier-Mathews, Secretary of the Board of Trustees, announced a correction to Item 1.04e, Conference with Legal Counsel: Anticipated Litigation, to change the number of cases from 3 to 4.

The Board recessed to Closed Session at 5:15 p.m. to discuss the following items:

a. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)

Positions: Chancellor, Presidents and Vice Chancellors

b. Public Employment (Pursuant to Government Code Section 54957 (b)(1))

Public Employment materials are available upon request from the Board of Trustees' Office

1. Faculty Special Assignments
2. Substitute Faculty
3. Full-time Faculty
4. Part-time Faculty
5. Educational Administrators
6. Classified Management
Acting Risk Services Manager
7. Classified Staff
8. Reclassification and Reorganization/Reassignment
9. Classified Temporary Assignments
Special Assignment
Staff Assistant
Accounting Assistant III
Staff Assistant Sr.
Coordinator of Community Services
Administrative Director, Information Technology
Lead Mechanic
Applications Project Coordinator
Student Financial Aid Specialist
10. Hourly Staff
11. Substitute Classified
12. Clinical Advisor/Summer
13. Medical Professional Hourly Personnel
14. Student Workers

c. Public Employee Discipline/Dismissal/Release

(Pursuant to Government Code Section 54957)

d. Conference with Legal Counsel: Existing Litigation

(Pursuant to sub-section "a" of Government Code Section 54956.9)

Coast Community College Association vs. Coast Community College District
Public Employment Relations Board Case No. LA-CE-5436-E

Damian Rodriguez vs. George Phan et al., Orange County Superior Court Case
No. 30-2011-00445563

Coast Federation of Classified Employees vs. Coast Community College District,
Public Employment Relations Board Case No. LA-CE-5682-E

Coast Federation of Educators vs. Coast Community College District Public
Employment Relations Board Case No. LA-CE-5714-E

Janet Redding vs. California Community Colleges, et al., Sacramento County
Superior Court, Case No. 34-2012-00120487

Haedeh Khamneian vs. Coast Community College District, Office of Administrative
Hearings Case No. 2012070966

e. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-section "b" of Government Code
Section 54956.9. Four Cases:

1. Construction Delays at Golden West College
2. Claim by American Fire and Casualty Company
3. Claim by John Merzweiler
4. Learning Center

f. Conference with Labor Negotiator

(Pursuant to Government Code Section 54957.6)

Agency Negotiator: Dr. Andrew Jones, Chancellor

Employee Organization:
Educational Administrators

Employee Organizations:
Coast Federation of Classified Employees(CFCE),
Coast Community College Association-California Teachers
Association/National Education Association (CCCA-CTA/NEA),
Coast Federation of Educators/American Federation of Teachers (CFE/AFT),
Unrepresented Employees: Association of Confidential Employees (ACE),
Unrepresented Employees: Coast District Management Association (CDMA),

1.05 Reconvene Regular Meeting

The meeting was reconvened by Board President Moreno at 6:40 p.m.

1.06 Pledge of Allegiance - Trustee Mary Hornbuckle

Trustee Hornbuckle led the Pledge of Allegiance.

1.07 Report of Action from Closed Session (if any)

Ms. Julie Frazier-Mathews, Secretary of the Board of Trustees, reported that on a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve all personnel items in Item 1.04b. Public Employment. (See Appendix A. pages 14-23)

Motion carried with the following vote:

Ayes: Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes: None
Absent: Student Trustee Torre
Abstain: None

Additionally, for Item 1.04d, Conference with Legal Counsel: Existing Litigation, Coast Federation of Educators vs. Coast Community College District, Public Employment Relations Board Case No. LA-CE-5714-E, Ms. Frazier-Mathews reported that on a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted unanimously to authorize legal counsel to respond to the complaint.

Motion carried with the following vote:

Ayes: Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes: None
Absent: Student Trustee Torre
Abstain: None

Additionally, for Item 1.04e., Conference with Legal Counsel: Anticipated Litigation, on a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted unanimously to deny the claim by American Fire and Casualty Company.

Motion carried with the following vote:

Ayes: Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes: None
Absent: Student Trustee Torre
Abstain: None

Finally, for Item 1.04e. Conference with Legal Counsel: Anticipated Litigation, on a motion by Trustee Patterson, seconded by Trustee Grant, the Board voted unanimously to deny the claim by John Merzweiler.

Motion carried with the following vote:

Ayes: Trustees Moreno, Hornbuckle, Patterson, Prinsky and Grant
Noes: None
Absent: Student Trustee Torre
Abstain: None

1.08 Public Comment (Open Session)

Ms. Natasha Solouki, student at Orange Coast College, addressed the Board regarding the OCC Recycling Center Project. Trustee Jerry Patterson, on behalf of the Land Development Committee, Orange Coast College President Dr. Dennis Harkins and Orange Coast College Vice President of Administrative Services Dr. Richard Pagel responded to her comments.

2.00 Informative Reports

2.01 Report from the Chancellor

Dr. Andrew Jones, Chancellor, provided a report to the Board.

2.02 Reports from the Presidents

The following College Presidents provided reports to the Board:

Mr. Wes Bryan, President of Golden West College
Dr. Dennis Harkins, President of Orange Coast College
Dr. Lori Adrian, President of Coastline College

2.03 Reports from the Presidents of Student Government Organizations

The following representative provided a report to the Board on behalf of the student government organizations:

Mr. Kolby Keo, Orange Coast College

2.04 Reports from the Academic Senate Presidents

The following Academic Senate Presidents provided reports to the Board:

Mr. Pedro Gutierrez, Coastline Community College Academic Senate President
Mr. Gregg Carr, Golden West College Academic Senate President
Ms. Vesna Marcina, Orange Coast College Academic Senate President

2.05 Reports from the Presidents of Employee Representative Groups

Mr. Dean Mancina, Coast Federation of Educators/American Federation of Teachers (CFE/AFT)
Mr. Thomas Selzer, Coast District Management Association (CDMA)

2.06 Reports from the Board of Trustees

The Board members provided individual reports at this time.

2.07 Reports from the Board Committees and Review of Board Committee Meeting Dates

The Board reviewed the dates of the upcoming Board Committee meetings, and provided updates on committee activities and meetings.

2.08 Diversity Report

The Board received and discussed a Diversity Report, presented by Shannon O'Connor, Human Resources Manager of Recruitment and Staff Analysis. Board members discussed the report findings as well as the need to increase the diversity of District employees and to explore strategies that would aid development of a more diverse recruitment pool. (See Appendix B. pages 24-37)

3.00 Matters for Review, Discussion and/or Action

3.01 Board Meeting Dates

The Board reviewed the scheduled Board Meeting dates for FY 2012/2013 as presented in the September 19, 2012 Agenda.

3.02 Meetings and Conferences of the American Association of Community Colleges (AACC), Association of Community College Trustees (ACCT), Association of Community College League (CCLC), and California Community College Trustees (CCCT)

The Board reviewed the meetings and conferences of the AACC, ACCT, CCLC and CCCT.

3.03 The Board Directives Log

The Board reviewed and discussed the Board Directives Log.

Chancellor Jones gave a presentation to the Board regarding Item #4, the dividend distribution from the Coast Community College Enterprise Corporation. The Chancellor and Dr. Andreea Serban, Vice Chancellor of Educational Services, answered questions from the Board, and the Board discussed the use of funds from the Enterprise Dividend to support class offerings. (See Appendix C. pages 38-42)

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to make changes to the Board Directives Log. The due date for Item #2 regarding contract signatures was revised to November 2012. For Item #12, Diversity Report, the due date was revised to September 18, 2013. Item #4 was removed from the Log.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

CONSENT CALENDAR (Items 4-23)

On a motion by Trustee Grant, seconded by Trustee Hornbuckle, the Board voted to approve the Consent Calendar.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

DISCUSSION CALENDAR

24.00 Approval of Agreements

At the request of Chancellor Jones, the following items were pulled:

24.01 Approval of Employment Agreement, Vice Chancellor of Finance and Administrative Services

24.02 DIS - Approval of Employment Agreement, Vice Chancellor of Human Resources

- 24.03 DIS - Approval of Employment Agreement, President, Golden West College
- 24.04 DIS - Approval of Employment Agreement, President, Orange Coast College
- 24.05 DIS - Approval of Employment Agreement, President, Coastline Community College

24.06 DIS - Approval of Non-Standard Agreement with the Community College League of California (CCLC) to Provide Services and Expertise to Reorganize and Update the Human Resource-Related Policies/Procedures

After discussion between the Board, Dr. Deborah Hirsh, Vice Chancellor of Human Resources, and Dr. Andreea Serban, Vice Chancellor of Educational Services, on a motion by Trustee Hornbuckle, seconded by Student Trustee Torre, the Board voted to approve the Agreement with Community College League of California, making a change on page 1 of the contract, deleting the verbiage "as a starting point" . It was also agreed that the policies be brought to an ad hoc Personnel Committee for review. The Board President or designee is authorized to sign the agreement, and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: Not to exceed \$20,000.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

24.07 DIS - Approve Non-Standard Professional Services Agreement and Statements of Work 2 and 3 between Strata Information Group and the Coast Community College District to Provide Services to Conduct an Assessment of the CCCD Banner® Systems and Business Process Analysis Services

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the Agreement between Strata Information Group and Coast Community College District to provide senior consulting services to conduct an assessment of the CCCD Banner® System. The term of this Professional Services Agreement is from September 6, 2012 to September 5, 2015. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Review & Impact: Total estimated cost of \$51,000, based upon \$25,500 for each Statement of Work Functional Area Assessment, with possible travel costs capped at \$1,700 per trip per consultant, if necessary, to be paid from general funds.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

24.08 GWC - Approve Non-Standard Agreement between The Regents of the University of California and the Coast Community College District to Administer the Puente Project

Golden West College President, Mr. Wes Bryan, gave a brief description of the Puente Project to the Board. On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Agreement between The Regents of the University of California and the Coast Community College District to administer the Puente Project, from July 1, 2012 through June 30, 2013. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: The College will contribute \$5,000 annually for student field trips, program activities, and supplies to be paid from General funds.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

24.09 GWC - Approve Non-Standard Agreement between California Community College Chancellor's Office and the Coast Community College District for Testing Center at Golden West College

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Agreement between California Community College Chancellor's office and the Coast Community College District for Regional Testing Center to provide certified nurse assistant testing services from July 1, 2012 through June 30, 2017. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: \$100,000 to be paid from RHORC RTC Trust funds.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

24.10 GWC - Approve Non-Standard Agreement between ThreeForks, Inc. and the Coast Community College District for Financial Aid Software Consultation

After discussion by the Board and District General Counsel, on a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve the Agreement between ThreeForks, Inc. and the Coast Community College District for financial aid software consultation, on September 20, 2012, with an amendment to the Agreement to read "between the Coast Community College District on behalf of Golden West College". The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: \$2,000 to be paid from BFAP funds.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

24.11 OCC - Approve Non-Standard Agreement between the Kellogg West Conference Center and Lodge and the Coast Community College District for the Purpose of Utilizing the Conference Center Facilities, Equipment and Food Services to Host the Annual ASOCC Leadership Conference

On a motion by Trustee Hornbuckle, seconded by Student Trustee Torre, the Board voted to approve the Agreement between the Kellogg West Conference Center and Lodge and the Coast Community College District for the purpose of utilizing the conference center facilities, equipment, and food services to host the annual ASOCC Leadership Conference. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Fiscal Impact: Orange Coast College to fund \$8,666.63 from ASOCC Budget # 1050-584010.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

24.12 CCC - Approve Memorandum of Understanding between Newport-Mesa Unified School District and the Coast Community College District (Coastline Community College) for the Operation of an Early College High School for the 2012-2013 High School Year

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to approve the Memorandum of Understanding between the Newport-Mesa Unified School District and the Coast Community College District. This Memorandum of Understanding sets forth the responsibilities of both parties for the operation of the Early College High School program for the 2012-2013 school year. The Board President, or designee, is authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees. The Trustees expressed concern regarding the students involved in this program, as the Agreement ends on December 31, 2012., and requested that the Chancellor provide them with an update on the status of the program for the second half of the school year.

Fiscal Review and Impact: \$15,000, for counseling and administrative support functions from general funds, subject to offset by increased FTE generation due to college class enrollment by ECHS students.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

25.00 General Items of Business

25.01 OCC - Independent Contractors Over \$50,000

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve Accounting Principles to provide accounting services for Orange Coast College on an interim basis while a search is conducted for the permanent position of Director of Fiscal Services. Compensation to be paid at a rate of \$59.61 per hour, for a total of six months, for a total of \$60,000.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

26.00 Resolutions

26.01 Resolution #12-33 to Amend an Agreement with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center General Child Care and Development Program Grant (CCTR-2167)

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to adopt Resolution #12-33 to amend an Agreement with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center General Child Care and Development Program Grant (CCTR-2167).

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

26.02 Resolution #12-34 to Amend an Agreement with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center California State Preschool Program Grant (CSPP-2325)

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to adopt Resolution #12-34 to Amend an Agreement with the California Department of Education, Child Development Division for the Harry & Grace Steele Children's Center California State Preschool Program Grant (CSPP-2325).

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

26.03 Resolution #12-35 Authorization of Signatures

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve Resolution #12-35 authorizing Daniela Thompson, Administrative Director, Fiscal Affairs, Andrew C. Jones, Ed.D., Chancellor, and Andrew Dunn, Vice Chancellor of Administrative Services, to sign (or use facsimile signatures) payroll notices of employment/changes of status (NOE/CS), time sheets warrant signatures, and other documents as authorized by the Board of Trustees.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

27.00 Approval of Minutes

27.01 Approval of Minutes

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve the Minutes of the Regular Meeting of September 5, 2012, Special Meeting of September 5, 2012 and Special Meeting of September 11, 2012.

Motion carried with the following vote:

Ayes:	Trustees Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

At 8:33 p.m., the meeting was recessed and the Board returned to Closed Session.

Board President Moreno reconvened to Open Session at 10:05 p.m. There was no report of any action from Closed Session.

28.00 Close of Meeting

28.01 Adjournment

There being no further business, on a motion by Trustee Grant, seconded by Trustee Patterson, the Board voted to adjourn the meeting at 10:07 p.m. in memory of Barbara Menard.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Patterson, Prinsky, Grant and Torre
Noes:	None
Absent:	None
Abstain:	None

Secretary of the Board of Trustees

**The Student Trustee of the Coast Community College District is provided with an advisory vote to the Board of Trustees, per Board Policy 2015. As such, the Student Trustee's votes recorded within these minutes are advisory only in nature and are not counted in the final outcome of each action taken by the Board. Additionally, per Board Policy 2015, the Student Trustee does not participate in Closed Session meetings of the Board, therefore, votes reported from Closed Session will not include a reference to the Student Trustee.*

APPENDIX

	Pages
A. Public Employment.....	14-23
B. Diversity Report.....	24-37
C. CCCD Community Education Report.....	38-42

1. Faculty Special Assignments

It is recommended that authorization be given for the following special assignments grouped by operation cost center. Board approved, contractual special pay rates listed below by pay type as follows: LOV = Librarian Overload, OVR = Overload, MTM = Full Time Certificated Instructional Misc. Teaching Rate, MTH = Part Time Misc. Teaching Rate, IUM = Full Time Certificated Instructional Unit Assistant, IUH = Part Time Certificated Instructional Unit Assistant, EXM = Full Time Certificated Extra Pay, EXH = Part Time Certificated Extra Pay, UNT = Part Time Certificated Unit Regular, PDM = Full Time Certificated Per Diem, PDH = Part Time Certificated Per Diem, INT = Intersession, SMM = Full Time Certificated Summer, SMH = Part Time Certificated Summer, ACS = Academic Senate.

COASTLINE COLLEGE

MATH WORKSHOPS FOR BASIC SKILLS STUDENTS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Cao, Thomas	09/20/12	06/30/13	EXH	\$29.46

ASTRONOMY ADVISOR

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Ostrowski, Kenneth	09/20/12	12/31/12	EXH	\$29.46

TRAINING AND INSTRUCTIONAL MATERIAL – HOMELAND SECURITY/BRIDGE TO CITIZENSHIP

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Lee, Sheryl	09/20/12	06/30/13	EXH	\$29.46

CULTURAL TRAINING FOR INSTRUCTORS – EDUCATION BOUND PROGRAM

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Ellis, Altis	09/20/12	12/31/12	EXH	\$29.46

GOLDEN WEST COLLEGE

CALWORKS POLICIES AND STATE REPORTING REQUIREMENTS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Lane, Andrea	09/20/12	12/16/12	EXM	\$43.55

STUDENT LEARNING OUTCOMES COORDINATOR (Per Article XI CFE Agreement)

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Cassens, Treisa	08/27/12	12/16/12	EXM	\$43.55

Justification: Additional assignment added late

SPECIAL PROJECT: BOARD OF REGISTERED NURSING REQUIREMENTS

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Hils-Williams, J.	07/01/12	07/31/12	EXM	\$43.55

Justification: Due to last minute notification of revised BRN requirements

INSTITUTIONAL EFFECTIVENESS COMMITTEE, CO-CHAIR

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Moore, Sacha	08/27/12	12/16/12	EXM	\$43.55

Justification: Added IEC Co-Chair stipend

ORIENTATION AT SADDLEBACK HOSPITAL

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Thach, Amy	07/20/12	07/30/12	EXM	\$43.55

Justification: Completion of orientation was done in July due to scheduling problems

ORANGE COAST COLLEGEBODY LANGUAGE EXHIBIT – ARTS PAVILION

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Thomas, Noah	08/26/12	08/27/12	EXH	\$29.46

Justification: Resignation of Arts Pavilion Director and late exhibit opening

ATHLETIC ALUMNI OUTREACH PROGRAM

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Thornton, Michael	08/27/12	12/16/12	EXH	\$29.46

Justification: Late due to campus level routing and approvals

LIBRARIAN – OVERLOAD

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate</u>
Della Marna, Jodi	11/10/12	11/30/12	LOVR	\$97.88

FACULTY OVERLOAD

Overload assignments for the following instructors, payment to be a maximum of \$72.000/hr based on 1/1000th of their placement on the CFE/AFT Local 1911 Faculty Unit Contract, for the period **08/27/12 to 12/16/12** for CCC, GWC and OCC assignments. Multiple statements indicate two or more separate assignments. LGF indicates Large Group Factor. This employment is subject to the general instructional needs of the college and/or the specific division. Assignments are not to exceed LHE stated:

GWC

<u>Name</u>	<u>LHE</u>
Goldstick, Deborah	2.170
Ullrich, Richard	6.000

OCC

<u>Name</u>	<u>LHE</u>
Barton, Laurie	4.000
Drum, Stephen	3.000
Laux, John	5.000
Voicu, Mariana	6.000

2. Substitute FacultyFull time Faculty Substitutes

It is recommended that the following individuals perform substitute assignments, and subject to Board policies governing such appointments, to be compensated at the overload rate.

Golden West College

Holland, Jon
Rosales, Evangelina

Orange Coast College

Avetisian, Sonia
Hussain, Syed
Nauta, Dale

Part time Faculty Substitutes

It is recommended that the following individuals be appointed as substitutes, as defined by California Ed Code 87480, appointments not to exceed 20 working days, and subject to Board policies governing such appointments, to be paid \$44.36/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered the 2012-13 academic year.

Golden West College

Abella, Dori
Graves, Buchansha
Kelly, Aaron

Orange Coast College

Khizhnyak, Aleksandra

3. Full time Faculty

In accordance with Board policies and procedures, the following academic staff are recommended for appointment for service during the period shown below. Employment and payment for services will follow upon notification that all required documents have been completed and filed. Salary placement may be revised upon presentation of evidence of additional education and/or experience:

Revise Salary Placement due to Additional Education

<u>Name</u>	<u>LOC</u>	<u>Title</u>		<u>Start Date</u>	<u>Plcmt</u>
Racataian, Cristain	GWC	Instructor, Science	Computer	08/27/12	A-V-07*

*from Column II

4. Part time Faculty

FALL

Assignments during the period **08/27/12-12/16/12** for CCC, GWC and OCC unless otherwise noted and not to exceed 10 LHE. LHE = Lecture Hour Equivalency. The items listed below have been submitted late for Board approval due to scheduling conflicts, last minute program requirements and student enrollments demands.

Coastline College

<u>Name</u>	<u>LHE</u>
Akamine, Karen	5.500
Bartosh, Travis	3.000

Calcanas, Christina	1.250
Cooper, Brian	5.500
Glover, Christopher	4.000
Whitson, Stephen	5.000

Golden West College

<u>Name</u>	<u>LHE</u>
Calderon, Araceli	2.880
Dinger, Michelle	6.000
Hagaman, Erica	8.000
Keller, Patrick	4.000
Kennison, Christopher	1.500
LeNoir, Jamie	3.000
Lurye, Eleanor	4.500
Mendivil-Knapp, Christine	3.000
Palacios, Roberto	8.630
Pawson, John	2.250
Smith, Shannon	2.500
Thoreson, Kristen	2.250
Turnbull, Don	0.750
Wolzinger, Renah	0.170
Zehngut, Kelley	6.830

Orange Coast College

<u>Name</u>	<u>LHE</u>
Dedmon, Kristen	3.250
Fullmer, Austin	7.922
Gleason, Patrick	3.437
Hanlon, Barbara	2.250
Lawson, Geri	8.000
Peters, Jennifer	3.000
Ridnor, Rachel	3.000
Tremain, Lisa	4.000

5. Educational Administrator

None.

6. Classified Management

In accordance with Board policies and procedures, the following Classified Management Staff are recommended for appointment to advertised positions; these include promotions, new hires, and rehires:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>End Dt</u>	<u>Plcmt</u>
Rymas, Colleen	DIST	Acting Risk Services Manager	09/06/12	06/30/13	G-24-03

*

*Justification: Unexpected vacancy in the dept

7. Classified Staff

None.

8. Reclassification and Reorganization/Reassignment

None.

9. Classified Temporary Assignments

It is recommended that authorization be given for the following changes for Classified Staff working temporarily Out of Class (minimum of 7.5% differential):

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>	<u>Plcmt</u>
Ngo, Vincent	OCC	Std Fin Aid Coord	Special Assignme nt	07/02/12 *	09/30/12 2	E-54-05
Russell, Patricia	DIST	Workers Comp Specialist	Special Assignme nt	09/06/12 **	11/30/12 2	E-52-05
Van Dorn, Julia	GW C	Online Instr Assoc	Staff Asst	09/20/12	12/14/12 2	E-52-05

*Justification: Assignment paperwork was overlooked in dept

**Justification: Unexpected vacancy in the department

Extension of End Dates for Out of Class Assignments

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Action</u>	<u>Plcmt</u>
Davis, Janice	GWC	Acctg Asst II	Acctg Asst III	Extend from 09/16/12 to 10/31/12*	E-46-05
Hernandez, Laura	GWC	Staff Aide	Staff Assistant	Extend from 09/30/12 to 12/31/12	E-52-05
Kuehner, Karen	GWC	Staff Assistant	Staff Assistant, Sr	Extend from 09/30/12 to 12/31/12	E-54-05
Lundell, Candra	GWC	Staff Assistant	Coord of Comm Service	Extend from 09/30/12 to 12/31/12	G-20-04
Maciel, Anthony	GWC	Sr Dir, Coll Inform Tech	Adm Dir, Inform Tech	Extend from 09/30/12 to 12/31/12	G-32-07
Moore, Garland	GWC	Stud Fin Aid Asst II	Special Assignment	Extend from 09/30/12 to 12/31/12	E-44-05
Ngo, Vincent	OCC	Stud Fin Aid Coord	Special Assignment	Extend from 09/30/12 to 12/31/12	E-54-05
Nguyen, Hung	DIST	Mechanic	Lead Mechanic	Extend from 09/30/12 to 12/31/12	E-55-05
O'Connor, Shannon	DIST	Mgr, Recruit/Staff Anl	Special Assignment	Extend from 09/30/12 to 12/31/12	G-24-07
Spiratos, Jerry	GWC	Inform Sys Tech II	App Project Coordinator	Extend from 06/30/12 to 09/30/12**	E-69-02

Spiratos, Jerry	GWC	Inform Sys Tech II	App Project Coordinator	Extend from 09/30/12 to 12/31/12	E-69-02
Suarez, Kathy	OCC	Stud Fin Aid Tech	Stud Fin Aid Specialist	Extend from 09/30/12 to 10/10/12	E-50-05
Vu, Tina	GWC	Stud Fin Aid Tech	Special Assignment	Extend from 09/30/12 to 12/31/12	E-48-05
Vu, Victoria	GWC	Stud Fin Aid Tech	Special Assignment	09/30/12 to 12/31/12	E-48-05
Wile, Geri	DIST	Mrg, Emp Svcs, Rec & Benefits	Special Assignment	Extend from 09/30/12 to 12/31/12	G-24-07

*Justification: medical leave of absence was extended

**Justification: Reorg discussions delayed

10. Short Term Hourly Staff

It is recommended that authorization be given for the following hourly personnel appointments in the performance of noncertificated duties which directly support administrative, classified, or student services and special projects, or are fulfilling noncertificated substitute services for classified employees temporarily absent, no assignment to exceed 160 working days pursuant to provisions of AB500 and the Agreement between the Coast Community College District and the Coast Federation of Classified Employees. (Please note: Budget numbers 110+ are General Fund; 12+ are Categorical or Grant Funds and 8+ indicates Ancillary Funds.)

EXTEND is noted when an already approved assignment has an extended end date.

Hourly/Temporary/Clerical/Secretarial, to provide clerical support including handling correspondence, maintaining files, answering phones, preparing reports and responding to public inquiries in one or more of the following campus and/or division offices: Instruction, Student Services or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Atuatasi, Fred	CCC	09/20/12	06/30/13	120010-850101	M,T,W,TH,F
Ehring, Garrett	CCC	09/20/12	06/30/13	818030-820531	M,T,W,TH,F
Nguyen, Thao	GWC	10/01/12	02/15/13	124036-349304	M,T,W,TH,F

Hourly/Temporary/Instructional/Research Assistant, to provide instructional support services to faculty and instructional divisions by assisting with pre-class preparations, maintaining various school records, scoring tests, tutoring, and coordinating instructional materials or equipment in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Cruz, Osman	OCC	09/20/12	06/30/13	812001-201592	M,T,W,TH,F
	OCC	09/20/12	06/30/13	110001-201591	M,T,W,TH,F
	OCC	09/20/12	06/30/13	124028-256041	M,T,W,TH,F

Dekany, Monica	GWC	09/20/12	06/30/13	110001-347101	M,T,W,TH,F
Ehring, Garrett*	CCC	09/10/12	06/30/13	120182-856601	M,T,W,TH,F
Jesson, Janna	OCC	09/20/12	06/30/13	812001-201592	M,T,W,TH,F
	OCC	09/20/12	06/30/13	110001-201591	M,T,W,TH,F
	OCC	09/20/12	06/30/13	120176-251045	M,T,W,TH,F
	OCC	09/20/12	06/30/13	124028-256041	M,T,W,TH,F
Nguyen, Ronald	OCC	09/20/12	06/30/13	812001-201592	M,T,W,TH,F
	OCC	09/20/12	06/30/13	110001-201591	M,T,W,TH,F
	OCC	09/20/12	06/30/13	124028-256041	M,T,W,TH,F

*Justification: Emergency due to previous hired hourly in accident

Hourly/Temporary/Professional (Non Faculty) to perform skilled technical duties such as athletic training duties, production of student newspaper, maintain online classes, provide real time captioning (in-class text) for deaf students or assist with associated student programs in one or more of the following campus departments and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Rodriguez, Hipolito*	OCC	09/12/12	05/25/13	110001-204201	M,W,TH,F
Van Vleet, Cynde**	OCC	09/12/12	05/25/13	110001-204201	M,W,TH,F

*Justification: Late submittal by department

**Justification: Missing documentation for I-9 verification

Hourly/Temporary/Service/Maintenance, to perform a variety of semi-skilled maintenance, janitorial and repair work on campus buildings, equipment and facilities in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Balderas, Armando	GWC	09/20/12	06/30/13	813015-381401	M,T,W,TH,F
	GWC	09/20/12	06/30/13	127006-385102	M,T,W,TH,F
Blancas, Rosa	OCC	09/20/12	06/30/13	812020-205404	M,T,W,TH,F
Higgins, Andrew	GWC	09/20/12	06/30/13	127006-385102	M,T,W,TH,F
	GWC	09/20/12	06/30/13	813015-381401	M,T,W,TH,F
Martin, Evan	GWC	09/20/12	06/30/13	813015-381401	M,T,W,TH,F
	GWC	09/20/12	06/30/13	127006-385102	M,T,W,TH,F

Nguyen, Duke	GWC	09/20/12	06/30/13	813015-381401	M,T,W,TH,F
	GWC	09/20/12	06/30/13	127006-385102	M,T,W,TH,F
Nguyen, Khoa	OCC	09/20/12	06/30/13	127005-258900	M,T,TH
Nguyen, Kiet	GWC	09/20/12	06/30/13	813015-381401	M,T,W,TH,F
	GWC	09/20/12	06/30/13	127006-385102	M,T,W,TH,F
Nguyen, Viet	OCC	09/20/12	06/30/13	812015-263750	S,SU
Pham, Cuong	OCC	09/20/12	06/30/13	812015-263750	S,SU
Pita, Larry	GWC	09/20/12	06/30/13	813015-381401	M,T,W,TH,F
	GWC	09/20/12	06/30/13	127006-385102	M,T,W,TH,F

Hourly/Temporary/Technical/Paraprofessional, to provide specialized and/or skilled technical support in such areas as classroom interpretation, computer operations, on-line editing, proctoring or special program research in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Cabochan, Gilmore	OCC	09/20/12	06/30/13	124005-256101	M,T,W,TH
Wakeem, Sami	OCC	09/20/12	06/30/13	124005-256101	M,T,W,TH

Hourly/Temporary Substitutes, pursuant to Section 7.2(A) of the Agreement between the Coast Community College District and the Coast Federation of Classified Employees, to take the place of a bargaining unit employee who is ill or on leave of absence for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Rosales, Jesus	OCC	09/03/12	06/30/13	812001-259102	M,T,W,TH,F

11. Substitute Classified

It is recommended that authorization be given for the following hourly Substitutes, on call, as needed to perform noncertificated substitute services for classified employees temporarily absent from departments which have state mandated coverage requirements, or which perform services directly related to the safety and maintenance of the campuses.

Orange Coast College

Barry, Lourdes
Morales, Rubie
St. Clair, Michelle
Torres, Maritza

12. Clinical Advisors/Summer

None.

13. Medical Professional Hourly Personnel

None.

14. Student Workers

It is recommended that authorization be given for the following hourly employment of either full time students enrolled in 12 or more units per semester, or part time students enrolled in less than 12 units per semester in any college work-study program, or in a work experience education program, with duties performed not to result in the displacement of any classified personnel, or impair existing services.

Golden West College

Cao, Lucian
Dang, Tram
Davis, Brittany
Do, Ly
Goldman, Elizabeth
Grimes, Brian
Hedger, Desiree
Kim, Timothy
Madrid, Britney
McGrath, Vivian
Nguyen, Christine
Nguyen, Diane
Nguyen, Nancy
Nguyen, Quan
Perkins, Joseph
Pham, An
Spiese, Richard
Tran, Giao
Truong, Man
Vochau, Tonyminhtri
Zila, Jason

Orange Coast College

Alexander, Michaelangelo
Arevalo, Cindy
Arizaga, Ruth
Avalos, Guadalupe
Bae, Ho
Barrera, Samuel
Cao, Hung
Chung, Hoanh
Cubillo, OIman
Davis, Troiannah
Dong, Truc
Hardin, Amanda
Le, Quan
Leffelbine, Drew
Litwin, Ashley
Martinez, Beatriz
Matsuo, Nora

Nguyen, Minh
Nguyen, Raphael
Parkin, Alexander
Parsons, Kelsey
Pham, Leslie
Pham, Tracy
Phan, Michelle
Scholey, Everett
Sosa, Yesenia
Tfaye, Ashley
Tran, Gina
Tran, Lan
Vu, Andy
Weimann, Cory



DIVERSITY TRENDS

(Fall 2009 – Fall 2011)

Presented: September 19, 2012

Dr. Deb Hirsh
Vice Chancellor of Human Resources

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DIVERSITY TRENDS (Fall 2009 – Fall 2011)

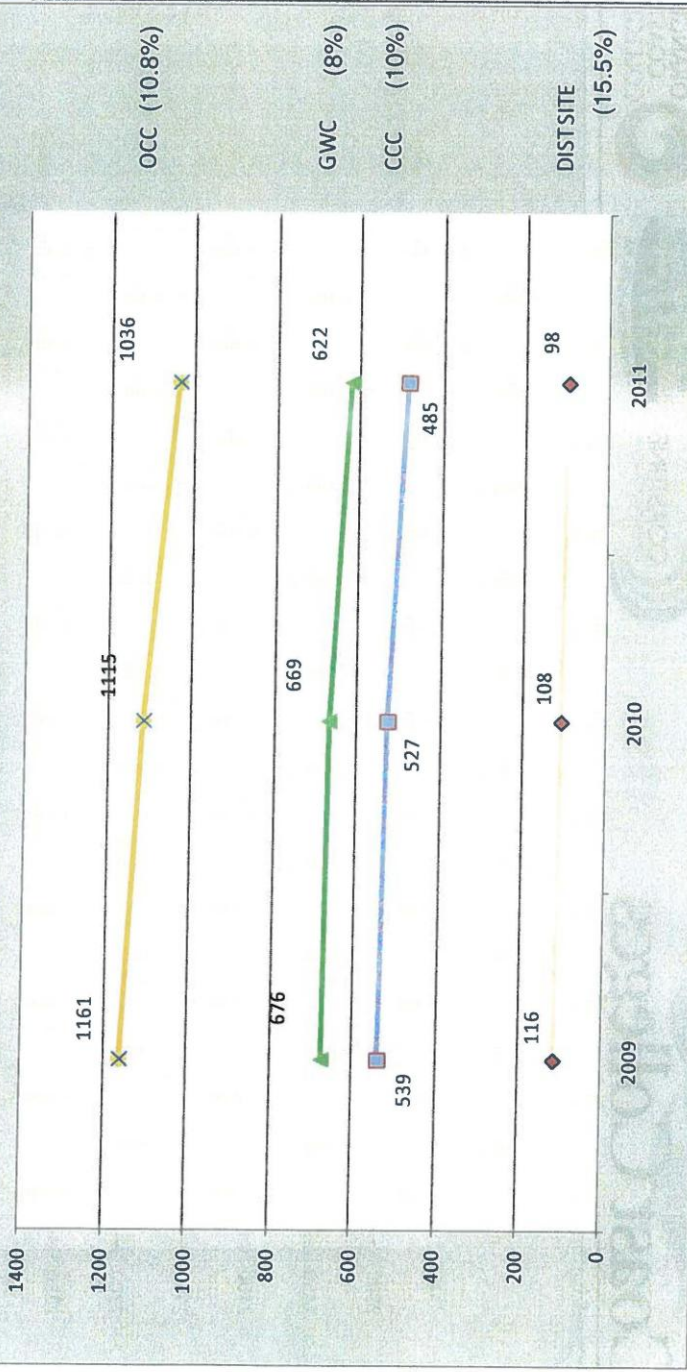
- Staffing Levels as a result of the District-wide Reorganization/Reassignment Plan
(District Site, Coastline, Golden West, Orange Coast, and Districtwide)
- Ethnicity Trends
(District Site, Coastline, Golden West, and Orange Coast)
- Gender Trends
(District Site, Coastline, Golden West, and Orange Coast)
- Faculty, Student, and Orange County Environment (A Demographic Snapshot)
- Current District-wide Diversity Summary by Occupational Group

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Staffing by the Numbers

Calculation by Headcount*

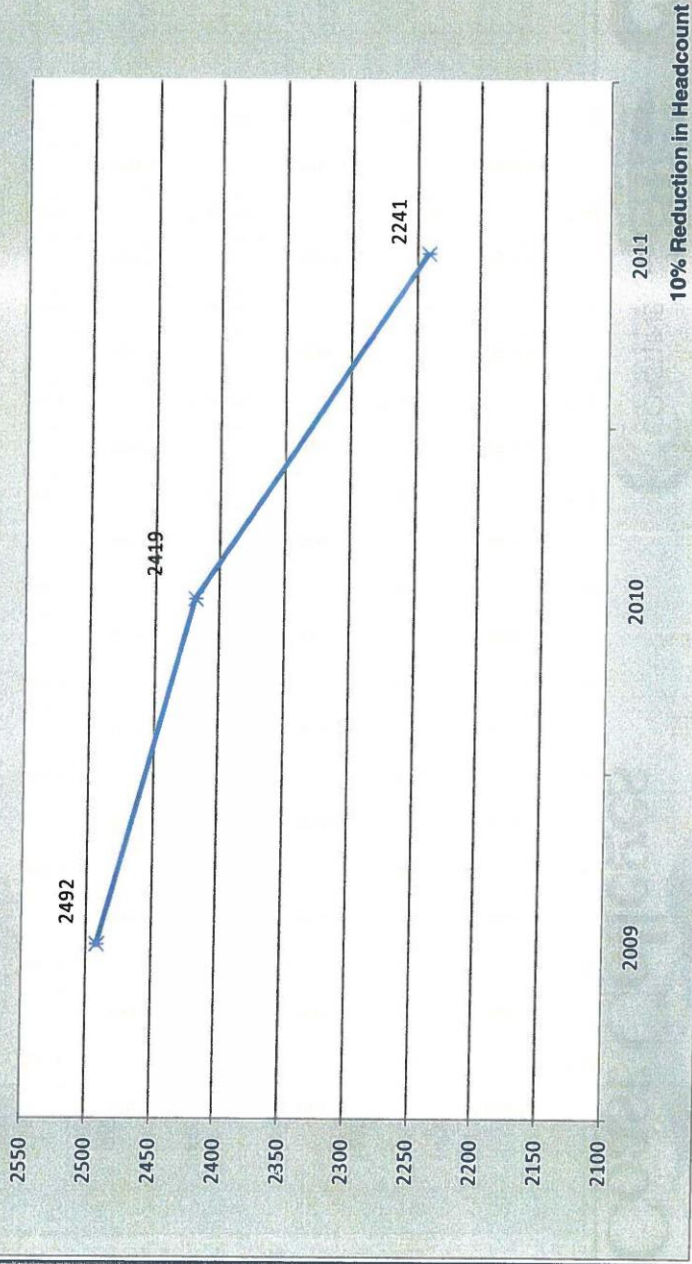


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Staffing by the Numbers (District-wide)

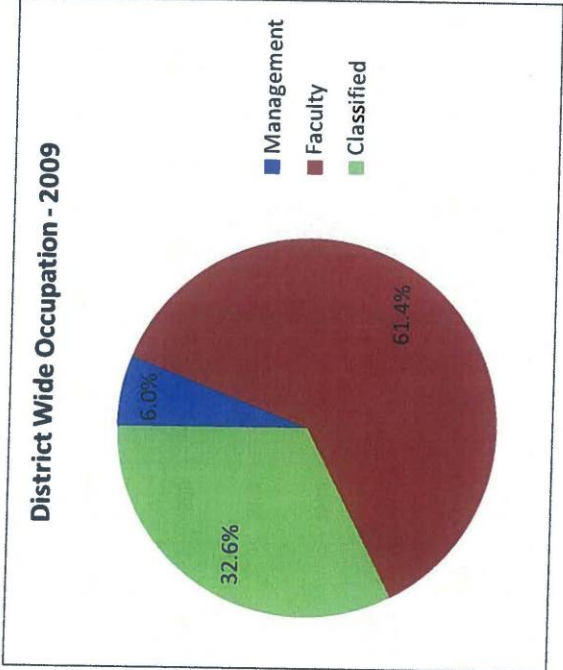
Calculation by Headcount*



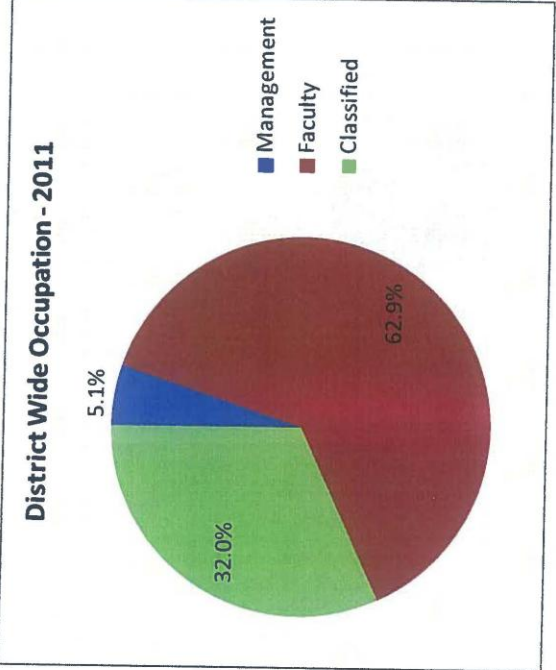
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District Wide Occupation - 2009



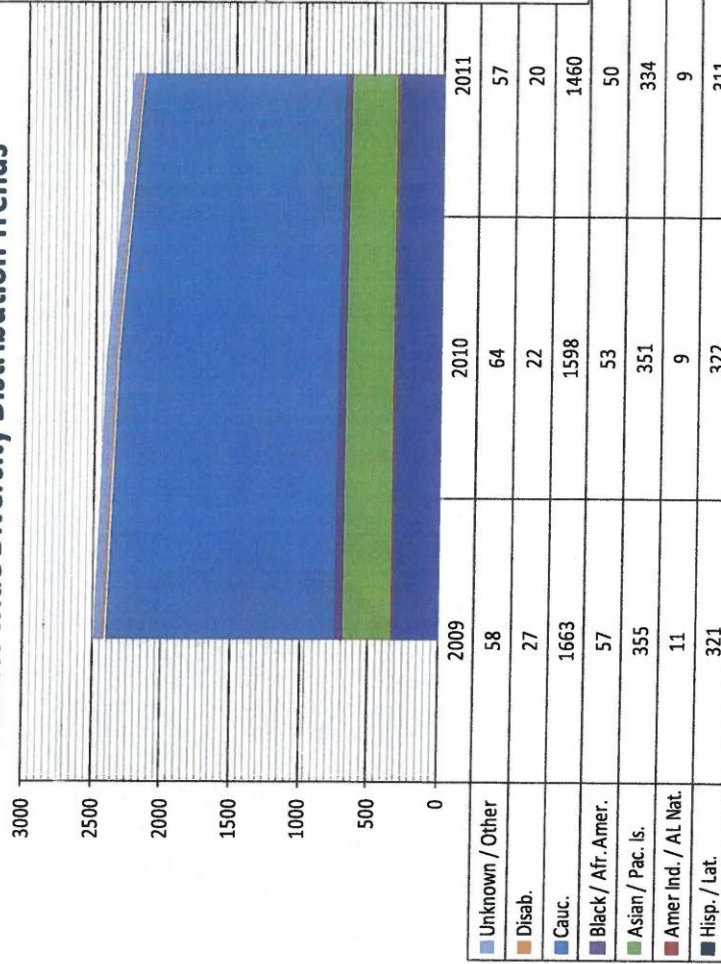
District Wide Occupation - 2011



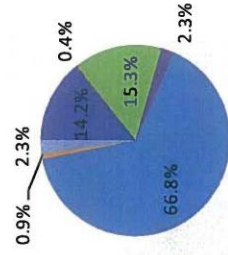
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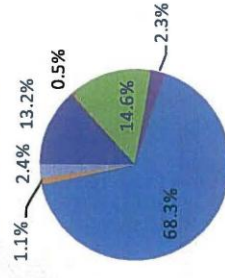
District-wide Diversity Distribution Trends



2011 Distribution



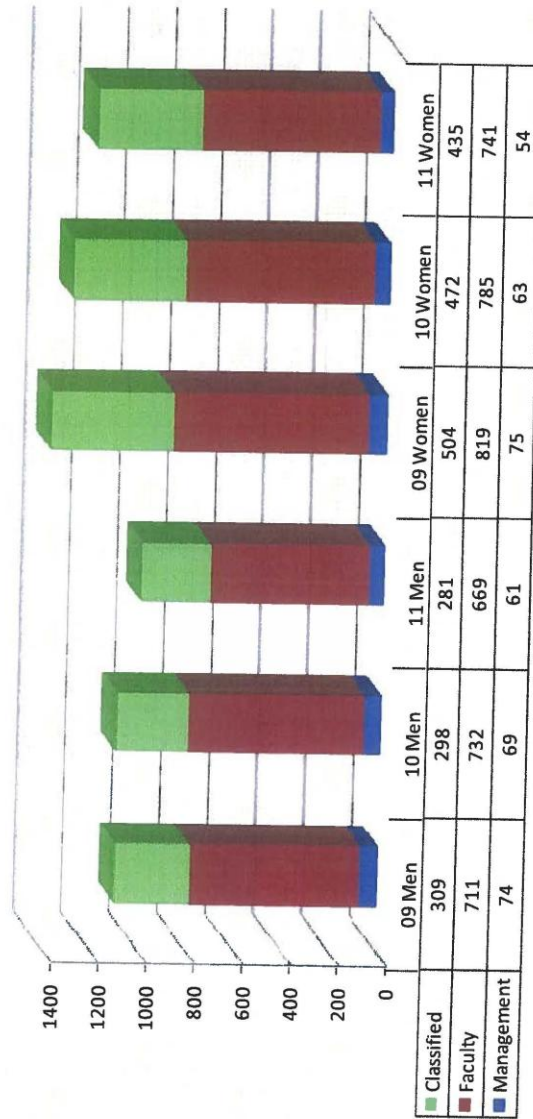
2009 Distribution



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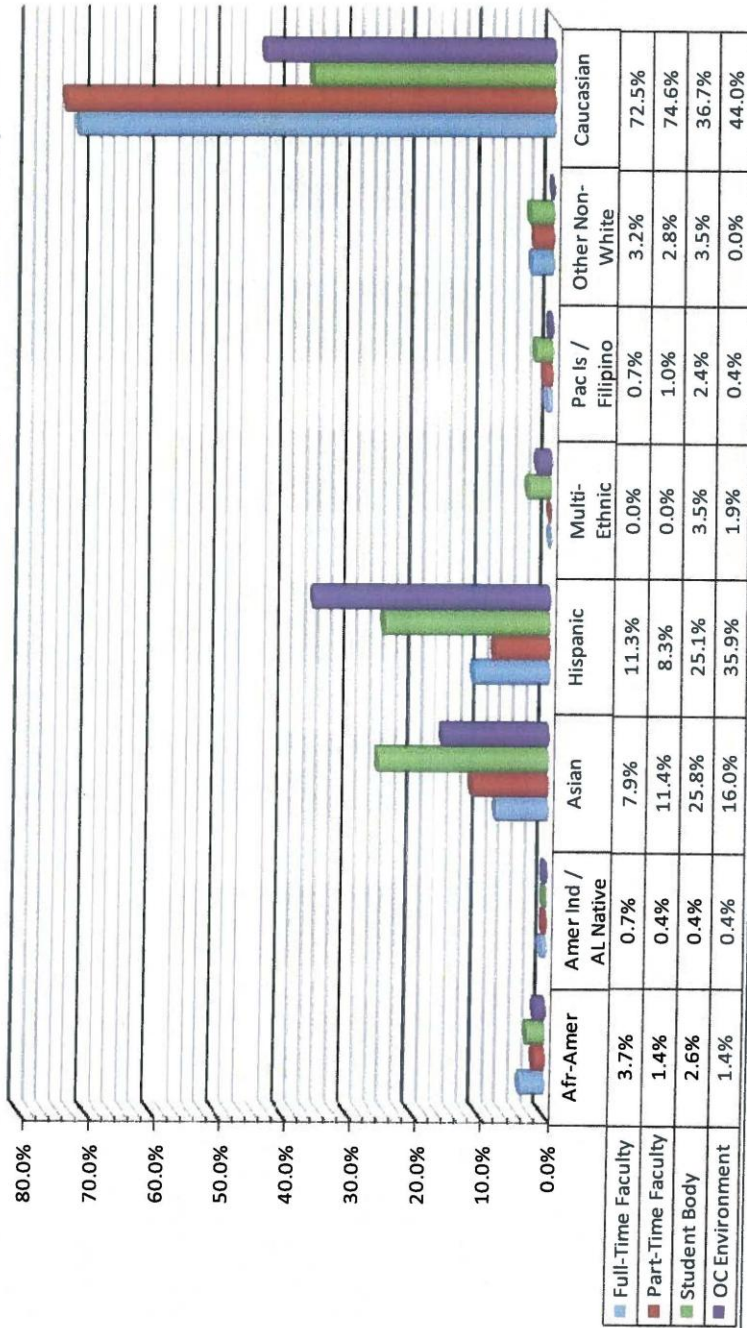
District-wide Trends by Gender and Occupation



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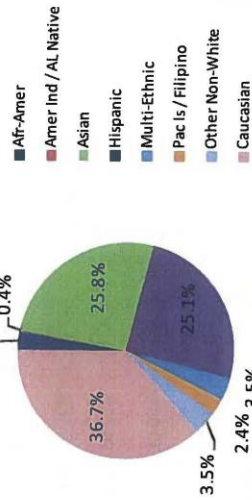
Faculty, Student Body, and Environmental Population by Ethnicity



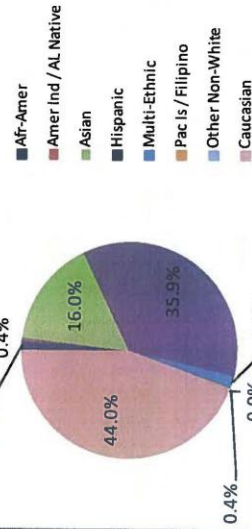
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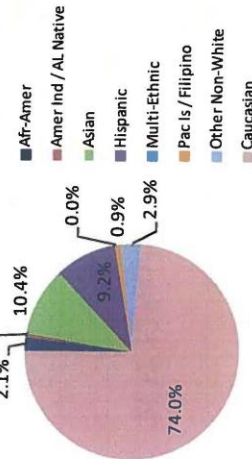
Student Body



OC Environment



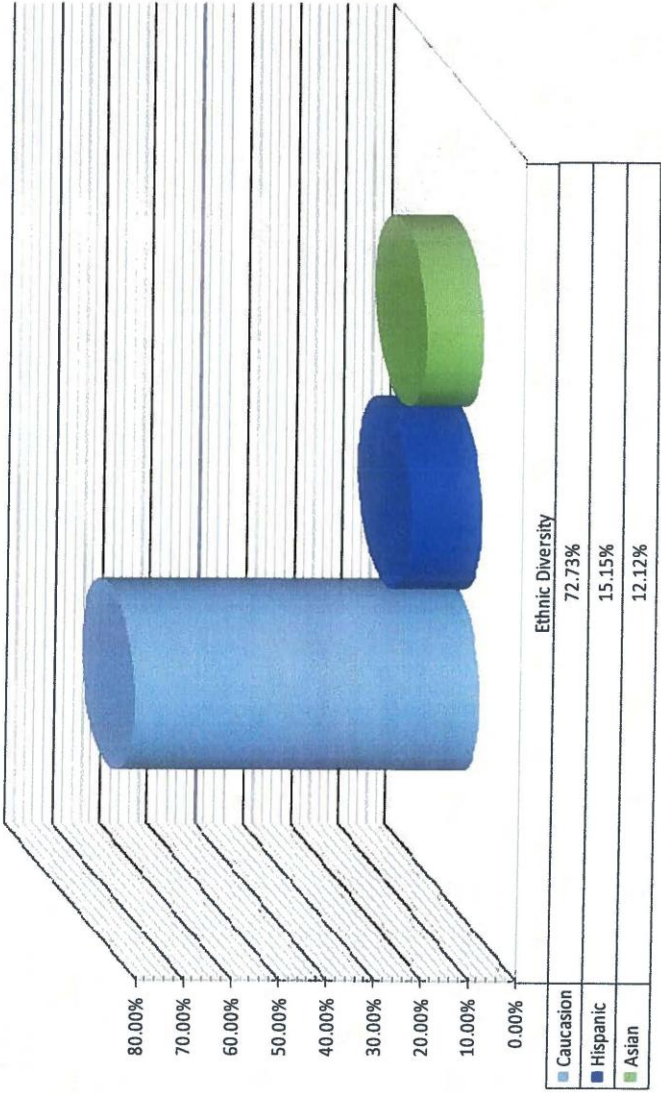
Total Faculty



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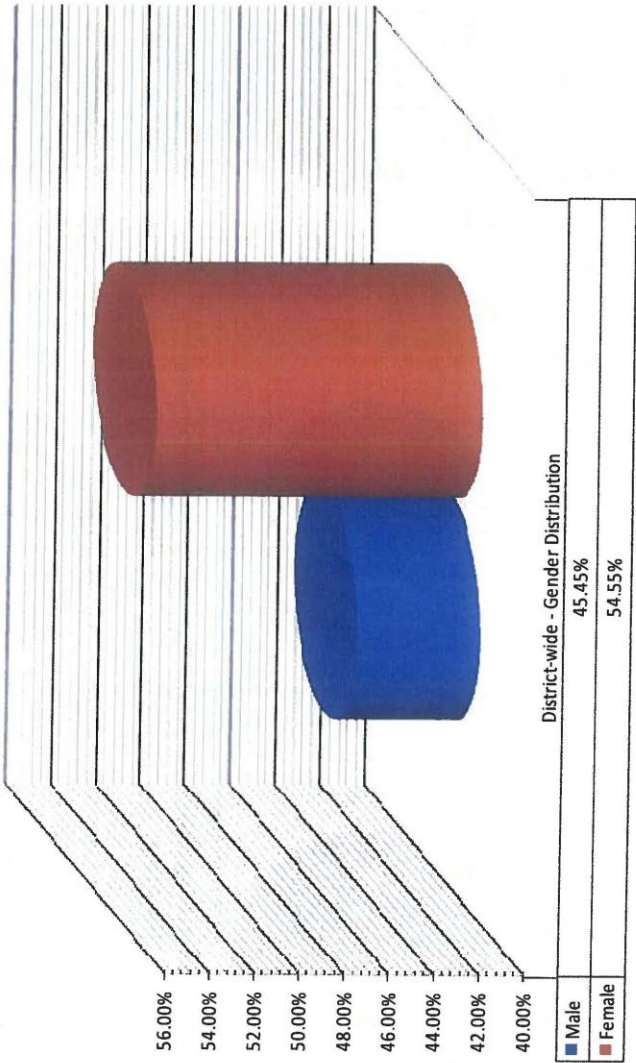


2012-13 Faculty Recruitment





2012-13 Faculty Recruitment





<p>Coastline Community College - Gender Distribution</p> <p>Male 80.0% Female 20.0%</p>	<p>Golden West College - Gender Distribution</p> <p>Male 30.8% Female 69.2%</p>	<p>Orange Coast College - Gender Distribution</p> <p>Male 46.7% Female 53.3%</p>
<p>Coastline Community College - Ethnic Diversity</p> <p>100% Caucasian</p>	<p>Golden West College - Ethnic Diversity</p> <p>Caucasian 53.8% Asian 30.8% Hispanic 15.4%</p>	<p>Orange Coast College - Ethnic Diversity</p> <p>Caucasian 80.0% Hispanic 20.0%</p>

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Diversity Report by *Primary Assignment – Fall 2011

Educational Administrators

Asian	Black	Filipino	Hispanic	Native American	Pacific Islander	White	Unknown	Other Non-White	Female	Male	Total
4	2	1	5	0	0	35	1	0	18	30	48
8.33%	4.17%	2.08%	10.42%	0.00%	0.00%	72.92%	2.08%	0.00%	37.50%	62.50%	

Tenured/Tenure Track Faculty

Asian	Black	Filipino	Hispanic	Native American	Pacific Islander	White	Unknown	Other Non-White	Female	Male	Total
33	16	1	48	3	2	299	14	0	222	194	416
7.93%	3.85%	0.24%	11.54%	0.72%	0.48%	71.87%	3.37%	0.00%	53.37%	46.63%	

Part-Time Faculty

Asian	Black	Filipino	Hispanic	Native American	Pacific Islander	White	Unknown	Other Non-White	Female	Male	Total
115	13	8	84	4	3	732	24	1	513	471	984
11.69%	1.32%	0.81%	8.54%	0.41%	0.30%	74.39%	2.44%	0.10%	52.13%	47.87%	

Classified Management

Asian	Black	Filipino	Hispanic	Native American	Pacific Islander	White	Unknown	Other Non-White	Female	Male	Total
4	4	1	6	0	0	48	3	1	36	31	67
5.97%	5.97%	1.49%	8.96%	0.00%	0.00%	71.64%	4.48%	1.49%	53.73%	46.27%	

Classified Support

Asian	Black	Filipino	Hispanic	Native American	Pacific Islander	White	Unknown	Other Non-White	Female	Male	Total
139	15	12	164	2	10	338	30	4	433	281	714
19.47%	2.10%	1.68%	22.97%	0.28%	1.40%	47.34%	4.20%	0.56%	60.64%	39.36%	

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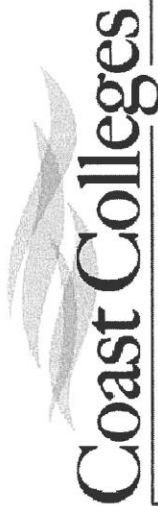
Staffing by the Numbers

- Headcount does not include: short-term employees, professional experts, student workers, or Board of Trustees (Note: Managers and classified employees who teach are also included in the part-time faculty headcount.)

Diversity Report by Primary Assignment

- * Primary Assignment – Managers and classified employees who also teach are only counted in their primary assignment and not included in the part-time faculty headcount.

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CCCCD Community Education Report

**September 19, 2012
Board of Trustees' Meeting**

**Presented by:
Dr. Andrew C. Jones**

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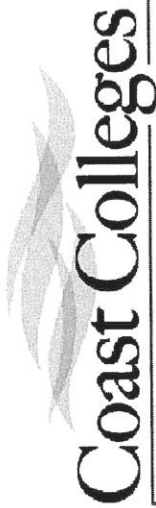


CCCCD Community Education Report

The purpose for the \$200,000 Enterprise dividend is to create a fund by which CCCD can:

- advance educational improvements,
- address documented course, skill and program needs (within a self sustaining and/or income generating context).

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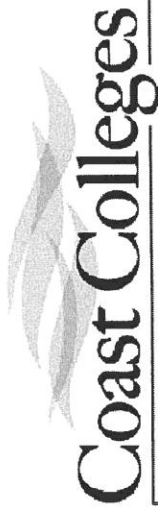


CCCCD Community Education Report

Criteria:

- ✓ Each request must document the need, costs and timeline
- ✓ Request may be for support of existing, new or hybrid projects
- ✓ Request may be made to enhance ongoing infrastructure and program development (current recommendations pending)
- ✓ Each request will document projected impact
- ✓ Each request will address an unmet need or opportunity

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CCCD Community Education Report

Process:

- ✓ All requests must be formally made through an application process
- ✓ Applications will be submitted to the Chancellor's office
- ✓ The Presidents' Cabinet will serve as the review panel (call in content experts as needed)
- ✓ Applications will be processed in 10 working days of receipt

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CCCCD Community Education Report

Questions & Answers

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