

# **Regular Meeting/Study Session**

Board of Trustees

Coast Community College District

District Board Room

3:00 p.m. Closed Session, 5:00 p.m. Open Session

Wednesday, October 16, 2013

## **MINUTES\***

A Regular Meeting/Study Session of the Board of Trustees of the Coast Community College District was held on October 16, 2013 in the Board Room at the District Office.

### **1.00 Preliminary Matters**

#### **1.01 Call to Order**

Board President Prinsky called the meeting to order at 3:00 p.m.

#### **1.02 Roll Call**

Trustees Present: Trustees Prinsky, Hornbuckle, Moreno and Grant  
Trustee Patterson joined the meeting at 3:20 p.m.  
Student Trustee Kelly joined the meeting at 5:00 p.m.  
Trustees Absent: None

#### **1.03 Public Comment (Closed Session - Items on Agenda)**

There were no requests to address the Board.

#### **1.04 Recess to Closed Session**

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

The Board recessed to Closed Session at 3:02 p.m. to discuss the following:

- a. Conference with Labor Negotiator**  
(Pursuant to Government Code Section 54957.6)

District Negotiator: Dr. Deborah Hirsh, Vice Chancellor of Human Resources

Employee Groups:

Educational Administrators,  
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)

**b. Public Employment Discipline/Dismissal/Release**  
(Pursuant to *Government Code* Section 54957)

**c. Conference with Legal Counsel: Existing Litigation**  
(Pursuant to sub-section "d-1" 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  
Coast Federation of Classified Employees vs. Coast Community College District, Public  
Employment Relations Board Case No. LA-CE-5682-E  
URS Corporation vs. Coast Community College District, Arbitration  
Malinni Roeun vs. Coast Community College District, EEOC Charge No. 480-2013-00219  
American Fire & Casualty Co. vs. Coast Community College District, Orange County  
Superior Court Case No. 30-2013-00625449  
Rikki Selby vs. Coast Community College District, Orange County Superior Court Case  
No. 30-2013-00630181  
City of Huntington Beach et al. vs. California Director of Finance et al., Sacramento  
County Superior Court Case No. 34-2013-8000-1441  
Vidella Waller vs. Coast Community College District et al., Los Angeles County Superior  
Court Case No. BC504096  
Sandra Basabe vs. Coast Community College District et al., DFEH Case No. 85955-39167  
Landmark Site Contractors vs. Coast Community College District, Orange County  
Superior Court Case No. 30-2013-00638489  
Homa Akhondzadeh-Myandoab vs. Coast Community College District et al., Orange  
County Superior Court Case No. 30-2013-00644987  
Coast Federation of Educators vs. Coast Community College District, Public Employment  
Relations Board Case No. LA-CE-5808-E  
Barbara A. Price vs. California Teachers Association et al., Orange County Superior Court  
Case No. 30-2013-00646740  
City of Fountain Valley et al. vs. Matosantos et al., Sacramento County Superior Court Case  
No. 34-2013-80001564  
Coast Federation of Classified Employees vs. Coast Community College District, Public  
Relations Board Case No. LA-CE-5840-E

**d. Conference with Legal Counsel: Anticipated Litigation**  
Significant exposure to litigation pursuant to sub-section "d-2" of *Government Code*  
Section 54956.9. Three cases including the following:

Construction Delays at Golden West College  
Dispute with Puente Hills Habitat Preservation Authority  
Threatened Litigation by Stephen Whitson

**e. Conference with Legal Counsel: Anticipated Litigation**

Potential initiation of litigation pursuant to sub-section "d-4" of *Government Code* Section 54956.9. Two cases.

**1.05 Reconvene Regular Meeting**

The meeting was reconvened by Board President Prinsky at 5:04 p.m.

**1.06 Pledge of Allegiance**

Board President Prinsky led the Pledge of Allegiance.

**1.07 Report of Action in Closed Session (if any)**

There was no report of action from Closed Session.

**1.08 Public Comment (Items on Open Session Agenda)**

There were no requests to address the Board.

**1.09 Acceptance of Retirements**

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

Don Cock, DIS, Sr. Director, Information Tech Infrastructure/Systems, retirement effective 12/31/13.

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the retirement of Don Cock.

Motion carried with the following vote:

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

**2.00 Informative Reports**

**2.01 DIS – Report from the Chancellor on District Governance Council**

The Chancellor reported to the Board that a new draft of membership and charge would be discussed at an upcoming District Governance Council meeting, and that a subsequent report would be brought to the Board.

**3.00 Matters for Review, Discussion and/or Action**

**3.01 DIS – Opportunity for the Board of Trustees to Review Revisions to Board Policies 2010, 2015, 2100, 2105, 2110, 2200, 2210, 2220, 2305, 2310, 2315, 2320, 2340, 2345, 2350, 2355, 2725, 2903, 4040, 4300, 5130, 7100, and Administrative Procedures 2015, 4300 and 5130**

Prior to Board review, Dr. Serban explained that all policies and procedures were being brought to the Board, even though some have no recommended changes, to ensure compliance with the accreditation requirement to review all policies regularly, and the Coast District's plan to have a four year cycle. She indicated she would provide the Board with a review timeline. This group of policies would come back to the November 5th Board Meeting with any additional requested changes for approval, including suggestions from General Counsel. Dr. Serban acknowledged everyone who had worked diligently to meet the accreditation recommendation and emphasized the need to have all policies and procedures approved and ratified by the December Board Meeting.

**Board Policy 2010 Board Membership:** Proposed verbiage from General Counsel would be considered for the changes in the policy.

**Board Policy 2015 Student Member Trustee.** Suggestion to use verbiage "Student Member, Board of Trustees" as the title of policy, and to move the text of the proposed Administrative Procedure back into the policy.

**Board Policy 2100 Board Elections.** Removal of the paragraph in red at the bottom of page one.

**Board Policy 2105 Election of Student Member.** Addition of "Board of Trustees" in policy title.

**Board Policy 2110 Vacancies on the Board:** No additional changes recommended.

**Board Policy 2200 Board Duties and Responsibilities:** No additional changes recommended.

**Board Policy 2210 Officers:** Suggested change to include "during the Regular Meeting" in the first sentence prior to "in December of each year". Also an additional duty of the President of the Board should be "Sign, when authorized by law or by Board action, any documents that require the signature of the Secretary or the Clerk of the Board".

**Board Policy 2220 Committees of the Board:** Suggested change in first sentence of third paragraph on first page to add verbiage "unless otherwise directed by the Board." Also center and use a larger font for the titles of each committee and add "Board" to each committee title.

**Board Policy 2305 Annual Organizational Meeting:** Suggested change in the second sentence to remove the word "establish" and replace with "appoint members to". Also in the first sentence remove the verbiage "first two weeks of December: and replace with "within a 15 day period that commences on the first Friday in December". Additionally, to include that the organizational meeting is part of the regular meeting.

**Board Policy 2310 Regular Meetings of the Board:** Suggested change to add verbiage "or as otherwise permitted by law" to the final sentence in the second paragraph.

**Board Policy 2315 Closed Sessions:** Suggestion to change "public employee" to "District employee" in first two bullet points. Revision of the fourth bullet to read "Consideration of claims against the District". Fifth bullet to read "Consideration of certain real property transactions as permitted by law". The last paragraph on page one would be revised to read "After any closed session, the Board shall reconvene in open session before adjourning and shall announce actions taken in closed session and the vote of every member present as required by law".

**Board Policy 2320 Special and Emergency Meetings:** General Counsel's four recommendations to be incorporated.

**Board Policy 2340 Agendas:** Recommendation by General Counsel to re-write the last sentence to include comments on items not on the agenda.

**Board Policy 2345 Public Participation:** General Counsel's recommendations to be incorporated, including the change of title from Board Chair to Board President.

**Board Policy 2350 Speakers:** General Counsel's recommendation to be included regarding clarifying speaking only on agenda items in special meetings. Also, any language in Board Policy 2340 regarding speakers would be removed (so that it is only in Board Policy 2350). JP lets go with 15 mins and let BP extend if she wants. Time limits should be 20 minutes.

**Board Policy 2355 Decorum:** Removal of the second sentence in the final paragraph "The Board shall only consider matters appearing on the agenda". Revise the title of the policy to "Meeting Decorum". Third bullet to be revised to read "Obscene language".

**Board Policy 2725 Board Member Compensation:** No suggested changes.

**Board Policy 2903 Board Involvement in Personnel Matters:** No suggested changes.

**Board Policy 4040 Library Services:** General Counsel's suggested changes to be incorporated.

**Board Policy/Administrative Procedure 4300 Field Trips and Excursions:** General Counsel's suggested changes to be incorporated.

**Board Policy/Administrative Procedure 5130 Financial Aid:** General Counsel's suggested changes to be incorporated.

**Board Policy 7100 Commitment to Diversity:** General Counsel's suggested changes to be incorporated.

These policies and administrative procedures with suggested amendments would be brought back to the next Board Meeting for approval.

#### **4.00 Consent Calendar – Travel (Items 4.01 and 4.02)**

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

Motion carried with the following vote:

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

## **Discussion Calendar**

### **5.00 Policy Implementation/Administrative Procedure Ratification**

#### **5.01 DIS – Approval of Revisions to Board Policy 5040 Student Records, Directory Information and Privacy**

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to approve Board Policy 5040 Student Records, Directory Information and Privacy with one change in the second paragraph, Directory Information Denied, changing "(i.e. the Solomon Act)" to read "(e.g. the Solomon Act)".

Motion carried with the following vote:

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

#### **6.00 OCC – Agreement between Sunrise Aviation Company Inc. and the Coast Community College District for the Purpose of Continuing to Provide Private Pilot Flight Lab A120, A121, A122, A123 and A124**

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to approve the Agreement between Sunrise Aviation Company Inc. and the Coast Community College District for the purpose of continuing to provide Private Pilot Flight Lab A120, A121, A122, A123 and A124.

Motion carried with the following vote:

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

### **7.00 Study Session**

#### **7.01 Financial Aid**

Mr. Kyle Murphy, Mr. Mitchell Jimenez and Mr. Jules Luna addressed the Board regarding concerns with the financial aid process and HigherOne Services.

**a. Brief Information Regarding the Transition to and Implementation of HigherOne Services**

Vice Chancellor of Educational Services and Technology, Dr. Andreea Serban, provided a background on HigherOne Services and recognized the many District employees who had been working diligently to provide students the best possible services. She emphasized that representatives from HigherOne had been on site several times to assist students and train employees. Additionally, an information packet had been produced, workshops had been offered, and employees had been working one on one with students experiencing difficulties. Ms. Melissa Moser, Director Student Financial Aid, also provided background to the Board on the financial aid process, including the new transcript requirement that is a regulation put into place on July 1 by the Federal Government. She stressed that all three campuses were working as quickly as possible to update the transcript information.

The Trustees and Staff discussed at length the current concerns affecting students. A concern was raised that information received from HigherOne includes the District logo which could be perceived by students as a District endorsement, and could open up the door to unsolicited marketing. Ms. Moser agreed to conduct a survey of students regarding their satisfaction of HigherOne. Dr. Serban also indicated she would work on developing a procedure regarding how outside parties can communicate with Coast students, and also review options regarding HigherOne, including lower swipe fees.

**b. Overview of District-wide Financial Aid Services**

Dr. Serban provided a written report on district-wide financial aid services. The Trustees indicated they would read the report and contact Dr. Serban with any questions.

Board President Prinsky recessed the meeting for a short break at 7:45 p.m..

The meeting was reconvened at 7:55 p.m.

**7.02 Board Self Evaluation**

Dr. Prinsky opened this portion of the study session by giving background on this self evaluation and also the new portion of the evaluation by District employees. She requested that the Board provide recommendations for goals, and plans to meet those goals.

**a. Discussion of Board Self Evaluation**

It was stressed that Board members were all dedicated to moving forward and meeting the ACCJC recommendations by March 2014. Reviewing all policies and procedures would be one of the main goals of the Board to comply with the recommendations. Trustees expressed their dedication to the students and their goal to be responsive and respectful of the groups they serve.

The Board discussed scheduling a retreat in the spring with a facilitator to work on relationships with the Chancellor, and also mentioned the need for concrete discussion on future needs and direction of the District. Student Success was also mentioned as an important topic for future study sessions.

**b. Discussion of Board Evaluation by District Employees**

It was noted that questions on this evaluation were based on accreditation standards and Trustees felt that some responses appeared to indicate some employees did not fully understand the Board's purpose and function in the District. Providing a better explanation of the survey the next time it is sent out was suggested, and to include information such as a link to policies and procedures, and the Board's Code of Ethics. Trustees also expressed that they needed to communicate better with employees on what they are doing, and the suggestion was made that a newsletter be sent out after each Board meeting. Employee concern with legal counsel bills was also discussed, and the Board President indicated this would be coming back with some recommendations.

**c. Development of Board Goals and Action Plans Based on Evaluation Results**

Trustees discussed developing goals and action plans based on the evaluation results. The Board President indicated she would gather this information and report back.

**8.00 Close of Meeting.**

**8.01 Public Comment (Items Not on the Agenda)**

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

**8.02 Adjournment**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to adjourn the meeting at 8:47 p.m.

Motion carried with the following vote:

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

---

Julie Frazier-Mathews, Secretary of the Board

*\*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.*