

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

3:30 p.m. Closed Session, 4:30 p.m. Open Session

Monday, December 2, 2013

MINUTES*

A Special Meeting of the Board of Trustees of the Coast Community College District was held on December 2, 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 3:31 p.m.

1.02 Roll Call

Trustees Present: Trustees Prinsky, Hornbuckle, Patterson, Moreno and Grant
Trustees Absent: Student Trustee Kelly

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 3:35 p.m. to discuss the following:

Public Employment

* Interim Chief Negotiator

1.05 Reconvene Regular Meeting

The meeting was reconvened by Board President Prinsky at 4:34 p.m.

1.06 Pledge of Allegiance

Trustee Hornbuckle led the Pledge of Allegiance.

1.07 Report of Action in Closed Session (if any)

Secretary of the Board, Ms. Julie Frazier-Mathews, reported the following action from Closed Session:

For **Item 1.04 Public Employment**, on a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted three in favor (Prinsky, Hornbuckle and Grant) and two opposed (Patterson and Moreno) to appoint Zampi, Determan and Erickson, LLP, specifically Rex Randall Erickson, as Interim Chief Negotiator.

Motion carried with the following vote:

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

2.00 Matters for Review, Discussion and/or Action

2.01 DIS - Board Policies and Administrative Procedures for First Reading

The following policies and procedures were brought to the Board for first reading, having been continued from the November 20, 2013 meeting. Vice Chancellor of Educational Services and Technology, Dr. Andreea Serban, indicated that the majority of recommendations by General Counsel were straightforward and could be incorporated into the policies and administrative procedures before being returned for action at the December 11th Board Meeting.

Chapter 3 General Institution

BP 3900 Speech – Time, Place, Manner – Revision

AP 3900 – Time, Place, Manner – Revision

Chapter 6 Fiscal Affairs

AP 6305 Reserves – New

BP 6322 Employee Indemnity Bonds – New

AP 6322 Employee Indemnity Bonds - New

AP 6325 Payroll – New

BP 6325 Payroll – New

BP 6700 Civic Center and Other Facilities – Revision

AP 6700 Civic Center and Other Facilities Use – New
BP 6934 Limited Authority to Settle Liability Claims – Revision
BP 6970 Environmental Responsibility – Revision
BP 6990 Removal of Barriers to the Disabled – Revision

Chapter 7 Human Resources

BP 7120 Recruitment and Selection
AP 7120 Recruitment and Selection
AP 7120A Recruitment and Selection for Executive Management Employees
AP 7120B Recruitment and Selection for Management Employees
AP 7120D Recruitment and Selection for Confidential Employees
AP 7120E Recruitment and Selection for Classified Employees
BP 7125 Verification of Eligibility for Employment
AP 7125 Verification of Eligibility for Employment
BP 7130 Compensation
BP 7140 Collective Bargaining
BP 7150 Evaluation
AP 7150 Evaluation
BP 7160 Professional Development
AP 7160 Professional Development
BP 7212 Temporary Faculty
BP 7216 Academic Employees: Grievance Procedure for Contr. Decisions
BP 7233 Claims for Work Out of Classification
AP 7233 Claims for Work Out of Classification
BP 7234 Overtime
AP 7234 Overtime
BP 7260 Classified Supervisors and Managers
BP 7310 Nepotism
AP 7310 Nepotism
BP 7330 Communicable Disease
AP 7330 Communicable Disease
BP 7336 Certification of Freedom from TB
AP 7336 Certification of Freedom from TB
BP 7337 Fingerprinting
AP 7337 Fingerprinting
BP 7341 Sabbaticals
AP 7341 Sabbaticals
BP 7342 Holidays
BP 7343 Industrial Accident and Illness Leave
AP 7343 Industrial Accident and Illness Leave
BP 7346 Employees Called to Military Duty
BP 7350 Resignations
AP 7350 Resignations

Trustee Patterson made a motion, seconded by Trustee Moreno, that no Board Policies or Administrative Procedures, whether for first or second reading, be brought to the December 11, 2013 Regular/Organizational Meeting. Dr. Serban provided the Trustees with an outline of the number of policies coming to future Board Meetings for both first and second readings. She indicated that the accreditation report had to be finalized by January 27, 2014 so that it could be brought to the February 5th Board Meeting for first reading and adoption at the February 19th Board Meeting, therefore, it was important that the timeline be adhered to.

Motion failed with the following vote:

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

3.00 Discussion Calendar

3.01 DIS - Policy Implementation/Administrative Procedure Ratification

These policies and administrative procedures had been brought for first reading at the November 6, 2013 Board Meeting.

BPs and APs related to Delegation of Authority

BP 2430 Delegation of Authority to CEO – revision
AP 2430 Delegation of Authority – new
BP 6100 Delegation of Authority – revision
AP 6100 Delegation of Authority – new
BP 6150 Designation of Authorized Signatures – revision
AP 6150 Designation of Authorized Signatures – new
BP 6340 Bids and Contracts – revision
AP 6340 Bids and Contracts – new
BP 6350 Contracts Relating to Construction – new
AP 6350 Contracts Relating to Construction – new
BP 6370 Contract for Independent Contractor or Professional Experts – new
AP 6370 Contract for Independent Contractor or Professional Experts – new
BP 7110 Delegation of Authority – new
AP 7110 Delegation of Authority – new

Chapter 2. Board of Trustees

BP 2510 Participation in Local Decision Making - revision
AP 2510 Participation in Local Decision Making – new based on consolidating two existing BPs

Chapter 3. General Institution

BP 3310 Records Retention and Destruction - revision
AP 3310 Records Retention and Destruction - revision
BP 3410 Nondiscrimination - new
AP 3410 Nondiscrimination - new
BP 3420 Equal Employment Opportunity - revision
AP 3420 Equal Employment Opportunity - new
BP 3430 Prohibition of Harassment-revision
AP 3430 Prohibition of Harassment - new
BP 3435 Discrimination and Harassment Investigations - revision
AP 3435 Discrimination and Harassment Investigations - new
BP 3440 Service Animals
AP 3440 Service Animals
BP 3500 Campus Safety - revision
AP 3500 Campus Safety - new

BP 3501 Campus Security and Access - revision
AP 3501 Campus Security and Access - new
BP 3505 Emergency Response Plan - revision
AP 3505 Emergency Response Plan - new
BP 3515 Reporting of Crimes - revision
AP 3515 Reporting of Crimes - new
BP 3516 Registered Sex Offender Information
AP 3516 Registered Sex Offender Information
BP 3518 Child Abuse Reporting
AP 3518 Child Abuse Reporting
BP 3520 Local Law Enforcement
AP 3520 Local Law Enforcement
BP 3530 Weapons Prohibited on Campus
AP 3530 Weapons Prohibited on Campus
BP 3540 Sexual and Other Assaults on Campus
AP 3540 Sexual and Other Assaults on Campus
BP 3550 Drug Free Environment and Drug Prevention Program - revision
BP 3560 Alcoholic Beverages
AP 3560 Alcoholic Beverages
BP 3600 Auxiliary Organizations - Revision
AP 3600 Auxiliary Organizations - New
BP 3710 Securing Of Copyright
AP 3710 Securing Of Copyright
BP 3750 Use Of Copyrighted Material
AP 3750 Use Of Copyrighted Material
BP 3810 Claims against the District - Revision
AP 3810 Claims against the District - New

Chapter 4. Academic Affairs

BP 4010 Academic Calendar – revision
AP 4010 Academic Calendar – new
BP 4020 Program Curriculum and Course Development – revision
AP 4020 Program, Curriculum, and Course Development – new
BP 4025 Philosophy and Criteria for Associate Degree and General Education - revision
BP 4050 Articulation – revision
AP 4050 Articulation – new
BP 4400 Community Services Program - revision
BP 4901 International and Multicultural Education – revision
AP 4901 International Students – new

Chapter 5. Student Services

BP 4250 Probation Disqualification and Readmission - revision
AP 4250 Probation Disqualification and Readmission - new
BP 5110 Counseling - revision
AP 5110 Counseling - new
BP 5150 Extended Opportunity Programs and Services - revision
AP 5150 Extended Opportunity Programs and Services - new

Chapter 6. Fiscal Affairs

BP 6200 Budget Preparation - Revision
AP 6200 Budget Preparation - New

BP 6250 Budget Management
AP 6250 Budget Management
BP 6300 Fiscal Management - Revision
AP 6300 Fiscal Management - New
BP 6310 Accounting
AP 6310 Accounting
BP 6315 Warrants
AP 6315 Warrants
BP 6320 Investments
AP 6320 Investments - New
BP 6330 Purchasing
AP 6330 Purchasing
BP 6333 Institutional Memberships
AP 6360 Contracts – Electronic Systems and Materials - New
AP 6365 Contracts – Accessibility Of Information Technology (Rehabilitation Act, Section 508 Compliance)
AP 6380 Vendors
BP 6400 Audits - Revision
AP 6400 Audits - New
BP 6450 Wireless Or Cellular Telephone Use
AP 6450 Wireless And Cellular Telephone Use
BP 6500 Property Management
AP 6500 Property Management
BP 6520 Use & Security For District & Personal Property
AP 6520 Use & Security For District & Personal Property
BP 6530 District Vehicles
AP 6530 District Vehicles
BP 6535 Use Of District Equipment
AP 6535 Use Of District Equipment
BP 6540 Insurance And Authority To Settle Minor
AP 6540 Insurance And Authority To Settle Minor
BP 6550 Disposal Of District Property
AP 6550 Disposal Of Property
BP 6600 Capital Construction
AP 6600 Capital Construction
BP 6620 Naming Of Facilities And Properties
AP 6620 Naming Of Facilities And Properties
BP 6740 Citizens' Bond Oversight Committee
AP 6740 Citizens' Bond Oversight Committee
BP 6750 Parking And Traffic
AP 6750 Parking And Traffic
BP 6800 Occupational And Workplace Safety
AP 6800 Occupational And Workplace Safety
BP 6850 Hazardous Materials
AP 6850 Hazardous Materials
BP 6900 Bookstores
AP 6900 Bookstores - Revision
BP 6910 Housing
AP 6910 Housing - New

BP 6950 Drug and Alcohol Testing (U.S. Dept. of Transportation) - Revision
AP 6950 Drug and Alcohol Testing (U.S. Dept. of Transportation) - New
BP 6960 Identity Theft Prevention
AP 6960 Identity Theft Prevention
BP 6980 Acquiring Federal Surplus Property - Revision
AP 6980 Acquiring Federal Surplus Property - New

Chapter 7. Human Resources

BP 7240 Confidential Employees
AP 7240 Confidential Employees
BP 7270 Student Assistants
AP 7270 Student Assistants
BP 7365 Discipline and Dismissals-Classified Employees
AP 7365 Discipline and Dismissals-Classified Employees
BP 7400 Travel
AP 7400 Travel

Board Policy 2430 Delegation of Authority to CEO

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted that the duties of the Chancellor be moved from the Administrative Procedure back into Board Policy 2430 with no additional changes.

Motion carried with the following vote:

Ayes: Trustees Hornbuckle, Patterson and Moreno
Noes: Trustee Prinsky
Absent: Student Trustee Kelly
Abstain: Trustee Grant

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to make the following additional changes:

A change to the third paragraph to read "It is the duty of the Chancellor to inform the Board of such action and to recommend a board policy if one is **desired**."

Motion carried with the following vote:

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

The addition of "contract" into the following paragraph to read: "The Chancellor is expected to perform the duties contained in the Chancellor's **contract**, job description...."

Motion failed with the following vote:

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

In the next to last paragraph, remove "as a whole" from "The Chancellor shall make available any information or give any report requested by the Board ~~as a whole.~~"

Motion failed with the following vote:

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

Board Policy/Administrative Procedure 6100 Delegation of Authority

To incorporate General Counsel's recommendation to the second sentence of the second paragraph of the Administrative Procedure to add language from the Education Code 81656 that all transactions entered into pursuant to this delegation of authority shall be reviewed by the Board of Trustees every 60 days.

Board Policy/Administrative Procedure 6350 Contracts Relating to Construction

Board Policy/Administrative Procedure 6350 to add General Counsel's recommendation to add language from the Education Code, and also to change verbiage to read "shall plan and oversee". Also to add to the end of the fourth paragraph in AP 6350 "subject to Board ratification."

Board Policy 6340 Bids and Contract

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to amend the third bullet point "...awarded to the lowest possible bidder or **if permissible by law** the bidder presenting the best value to the District."

Motion passed with the following vote:

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

Board Policy/Administrative Procedure 2510 Participation in Local Decision Making

On a motion by Trustee Patterson, seconded by Trustee Grant, the Board voted to incorporate the statement by General Counsel regarding the Academic Senates by moving verbiage back into the Board Policy from the Administrative Procedure.

Motion failed with the following vote:

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

Board Policy/Administrative Procedure 3420 Equal Employment Opportunity

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted that the new nine points from Title 5 would be incorporated into the Administrative Procedure when they were available.

Motion passed with the following vote:

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

Board Policy/Administrative Procedure 3500 Campus Safety

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to revise the title to "**District or** Campus Safety." After further discussion, Trustee Hornbuckle withdrew her second.

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted that Board Policy 3500 be changed to read "**District or** Campus Safety."

Motion failed with the following vote:

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

Board Policy/Administrative Procedure 3600 Auxiliary Organizations

Board Policy and Administrative Procedure 3600 were pulled to be returned on December 11th with incorporation of General Counsel's recommendations.

Board President Prinsky recessed the meeting at 6:30 p.m.

The meeting was reconvened at 6:42 p.m.

Administrative Procedure 6360 Contracts – Electronic Systems and Materials

There was a recommendation that Board Policy 6340 should be referenced in this Administrative Procedure for clarification.

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to move the last paragraph of Administrative Procedure 6360 back into the Board Policy 6340.

Motion failed with the following vote:

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

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to bring **Administrative Procedures 6360 Contracts - Electronic Systems and Materials, 6365 Contracts - Accessibility of Information Technology, and 6380 Vendors** to the next Board Meeting with Board Policy 6340 with recommended changes.

Motion passed with the following vote:

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

Board Policy/Administrative Procedure 6900 Bookstores

It was agreed that a revision would be made to the title of the second to last paragraph of the Administrative Procedure to read "Income to the Distribution".

Board Policy/Administrative Procedure 7365

The recommendation was made that Cause #R should be changed from "regular compensation" to "District compensation" and to remove the verbiage "to an employee".

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve all of these policy changes, new and amended.

Motion passed with the following vote:

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

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to ratify the Administrative Procedures as discussed and amended.

Motion passed with the following vote:

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

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve any Policies or Procedures that had been superceded would be deleted or retired.

Motion passed with the following vote:

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

4.00 Close of Meeting

4.01 Adjournment

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to adjourn the meeting at 7:17 p.m.

Motion carried with the following vote:

Ayes: Trustees Prinsky, Hornbuckle, Patterson, Moreno and Grant
Noes: None
Absent: Student Trustee Kelly
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.*

