

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

3:45 p.m.

Wednesday, February 5, 2014

MINUTES*

A Special Meeting of the Board of Trustees of the Coast Community College District was held on February 5, 2014 in the Board Room at the District Office.

1.00 Agenda Items

1.01 Call to Order

Board President Hornbuckle called the meeting to order at 3:45 p.m.

1.02 Roll Call

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

1.03 Public Comment (Closed Session - Items on Agenda)

There were no requests to address the Board.

1.04 Discussion and Possible Action on Change of Title and Change of Job Description for Secretary of the Board of Trustees

After discussion, on a motion by Trustee Prinsky, seconded by Trustee Grant, the Board voted to change the title to **Secretary of the Board/District Director of the Office of the Board of Trustees**, and to make the following additional changes to the revised job description:

The first sentence to read "Under the direction of the Board of Trustees and the Chancellor, who hires and evaluates the Secretary of the Board/District Director of the Office of the Board of Trustees, to manage and oversee the day-to-day operations of the Office of the Board of Trustees; serve as a custodian of records for Board approved documents and contracts;...."

Examples of Duties:

- a. Serve as Secretary of the Board and a custodian of records."
- v. Receive complaints from constituents and route to Board Members and the Chancellor...."

Motion carried with the following vote:

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

1.05 Recess to Closed Session

The Board recessed to Closed Session at 4:36 p.m. to discuss the following:

Public Employment (Pursuant to *Government Code* 54957 (b)(1))

1. Full Time Faculty
2. Classified Staff
 - Military/Contract Education Tech. Intermediate Programmer
3. Special Assignments, Academic Staff
4. Appointment of Part-time Faculty
5. Promotions and Transfers, Classified Staff
 - Dist. Accounting Analyst Sr.
6. Reclassification and Reorganization/Reassignment, Classified Staff
7. Short Term Hourly Staff
8. Student Workers

1.06 Report of Action from Closed Session

Ms. Julie Frazier-Mathews, Secretary of the Board/District Director of the Office of the Board of Trustees, reported that for **Item 1.05 Public Employment**, on a motion by Trustee Prinsky, seconded by Trustee Grant, the Board voted to approve all personnel items.

Motion carried with the following vote:

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

1.07 Adjournment

On a motion by Trustee Moreno, seconded by Trustee Grant, the Board voted to adjourn the meeting at 4:53 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.*

