

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

4:00 p.m. Closed Session, 6:00 p.m. Open Session

Wednesday, November 19, 2014

MINUTES*

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on November 19, 2014 in the Board Room at the District Office.

1.00 Preliminary Matters

1.01 Call to Order

Board President Hornbuckle called the meeting to order at 4:00 p.m.

1.02 Roll Call

Trustees Present: Trustees Hornbuckle, Grant, Patterson and Moreno
Student Parkin joined the meeting at 6:00 p.m.

Trustees Absent: Trustee Prinsky joined the meeting by teleconference from 6:00 p.m.
to 9:37 p.m.

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)

It was announced that **Item 1.04 h. Conference with Real Property Negotiator** had been pulled from the Closed Session agenda. The Board recessed to Closed Session at 4:02 p.m. to discuss the following:

a. Conference with Labor Negotiator

(Pursuant to *Government Code* Section 54957.6)

District Negotiators: Mr. James Andrews, Human Resources Executive Director
and Mr. Randy Erickson, Zampi, Determan and Erickson, LLP

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. Student Discipline (Pursuant to *Government Code* 54957(b)(1))

c. Public Employee Discipline/Dismissal/Release (Pursuant to *Government Code* Section 54957)

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

1. Ratification of Special Assignments, Academic Staff
2. Ratification of Appointment of Substitutes, Academic Staff
3. Approval of Appointment of Full Time Faculty
4. Ratification of Appointment of Part-time Faculty
5. Approval of Appointment of Educational Administrators
Re-Appointments
Director of Public Safety and Employee Training
Director of Marine Programs
Division Dean
Vice President
Dean of Student Life
Dean, Student Services
Associate Dean
Adm Dir, Research, Planning and Inst. Effect.
Dean of Enrollment Management
Gen Mgr Food Ser/Instruc Food Serv
Adm Dir, Research, Planning and Inst Effect
Dist Dir Research, Planning and Inst. Effect
6. Approval of Appointment of Classified Management
Interim Director of Personnel Services
7. Approval of Appointment of Classified Staff
Grants and Fiscal Adm Specialist
Student Success and Support Program Testing Technician
Human Resource Technician
Course Assistant 1
Accounting Technician
Office Assistant 1

8. Approval of Reclassification and Reorganization/Reassignment
Executive Dean, Military Education, Corporate Training & Business Development
(Ancillary)
9. Ratification of Temporary Out of Class Assignments, Classified Staff
Special Assignment
10. Ratification of Appointment of Professional Experts
11. Ratification of Appointment of Short Term Hourly Staff
12. Ratification of Appointment of Substitute, Classified Staff
13. Ratification of Appointment of Student Workers

e. Conference with Legal Counsel: Existing Litigation

(Pursuant to sub-section "d-1" of *Government Code* Section 54956.9)

URS Corporation vs. Coast Community College District, Arbitration

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

Coast Federation of Educators vs. Coast Community College District, Public
Employment Relations Board Case No. LA-CE-5808-E

City of Fountain Valley et al. vs. Matosantos et al., Sacramento County Superior
Court Case No. 34-2013-80001564

City of Westminster vs. Cohen et al., Sacramento County Superior Court Case No.
34-2013-80001665

Kimlan Nguyen vs. Coast Community College District et al., EEOC Charge No.
480- 2014-00049

Stephen Whitson vs. Coast Community College District, Orange County Superior
Court Case No. 30-2014-00700920

Nicole Lloyd vs. Coast Community College District, EEOC Case No. 480-2014-00380

Nicole Lloyd vs. Coast Community College District, EEOC Case No. 480-2014-03372

John Merzweiler vs. Houlihan et al., Orange County Superior Court Case No. 30-
2014-00714677

Coast Community College District et al. vs. Commission on State Mandates,
Sacramento County Superior Court Case No. 34-2014-80001842

Coast Federation of Classified Employees vs. Coast Community College District,
Orange County Superior Court Case No. 30-2014-00734416

Scott Hays vs. Coast Community College District et al., Orange County Superior
Court Case No. 30-2014-00734887

Reginald Lewis vs. Coast Community College District et al., DFEH Case No. 359115-
125003

David Hamilton vs. Coastline College Bookstore, Orange County Superior Court Case
No. 30-2014-00699574

State of California et al. vs. Office Depot, Inc., Los Angeles County Superior Court Case
No. BC410135

Coast Federation of Educators vs. Coast Community College District, Public
Employment Relations Board Case No. LA-CE-5979-E

f. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-section "d-2" of *Government Code* Section 54956.9. Four cases including the following:

Construction Delays at Golden West College
Dispute with Puente Hills Habitat Preservation Authority
Construction at Orange Coast College

g. Conference with Legal Counsel: Anticipated Litigation

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

1.05 Reconvene to Open Session

The meeting was reconvened by Board President Hornbuckle at 6:06 p.m.

1.06 Pledge of Allegiance

Student Trustee Parkin led the Pledge of Allegiance.

1.07 Report of Action in Closed Session

District Director of the Office of the Board of Trustees/Secretary of the Board, Ms. Julie Frazier-Mathews reported the following action from Closed Session:

For **Item 1.04 d. Public Employment**, on a motion by Trustee Moreno, seconded by Trustee Patterson, the Board voted 4-0-1, with Trustee Prinsky being absent, to approve all personnel items. (See Appendix pages 17-23)

Motion carried with the following vote:

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

For **Item 1.04 e. Conference with Legal Counsel: Existing Litigation, Coast Federation of Educators vs. Coast Community College District, Public Employment Relations Board Case No. LA-CE-5979-E**, on a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted 4-0-1, with Trustee Prinsky being absent, to respond to the charge.

Motion carried with the following vote:

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

1.08 Public Comment

Mr. Ivan Hermosillo and Dr. Tab Livingston addressed the Board at this time.

2.00 Informative Reports 1

2.01 GWC – Faculty/Student/Program Highlights

Mr. Michael Carruzo, Advisor to the Golden West College Veterans Club, and students Matt Pugh, David Lowry and Kaitlyn Hutchings gave a presentation to the Board highlighting the Golden West College Veterans Resource Center.

Board President Hornbuckle called for a short recess at 6:35 p.m.

The Board reconvened at 6:40 p.m.

At this time, **Item 3.05 Acceptance of the Coast Community College District External Auditor's Report for Fiscal Year 2013-2014**, and **Item 3.06 Report on Operations of the Enterprise** were moved forward in the agenda.

3.05 DIS – Acceptance of the Coast Community College District External Auditor's Report for Fiscal Year 2013-2014

Ms. Tina Henton and Ms. Renee Graves from Vicenti, Lloyd & Stutzman, LLP, provided an overview of the External Auditor's Report for Fiscal Year 2013-2014. The report included the Independent Auditor's Report, Management's Discussion and Analysis, Basic Financial Statements, Notes to Financial Statements, Required Supplementary Information, Other Independent Auditor's Reports, Findings and Recommendations, and Continuing Disclosure Information. Ms. Henton and Ms. Graves responded to Trustees' questions. On a motion by Trustee Grant, seconded by Trustee Moreno, the Board voted unanimously to accept the report.

Motion carried with the following vote:

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

3.06 DIS – Report on Operations of the Enterprise

Mr. Tim Evans, Partner and Tax Specialist with Vicenti, Lloyd & Stutzman, LLP, gave an overview of the Enterprise Corporation taxes.

2.02 DIS – Internal Audit Quarterly Report

Ms. Rachel Snell, Internal Audit Director, gave a report to the Board for the period ending September 30, 2014.

2.03 DIS – Quarterly Reports on Measure M

Mr. Andrew Dunn, Vice Chancellor of Finance and Administrative Services, addressed the Board regarding two Measure M Quarterly Reports that had been presented to the Citizens' Oversight Committee at their October 21, 2014 meeting, and responded to Trustees' questions.

2.04 DIS – Capital Program Funding Outlook

Mr. Jerry Marchbank, Senior Director of Facilities, Planning and Construction, provided an overview presentation to the Board on Capital Program Funding. This summarized the programmatic impact in the absence of a 2014 Statewide Bond initiative that was anticipated to provide \$94M in capital funding for the design and construction of a new Golden West College Math/Science building, and Orange Coast College Language Arts and Social Sciences building. Mr. Marchbank responded to Trustees' questions.

2.05 DIS – Annual Report and Presentation on International Education and Student Programs

Dr. Andreea Serban, Vice Chancellor Educational Services and Technology, Ms. Melissa Lyon, Golden West College Director International and Intercultural Programs, Mr. Nathan Jensen, Orange Coast College Director of International Center, and Dr. Vince Rodriguez, Coastline Community College Vice President of Instruction gave a brief overview of the Annual Report on International Education and Student Programs, and responded to questions from Trustees.

2.06 DIS – Annual Report on Full-Time Faculty Hiring

Chancellor Harris spoke briefly regarding full-time faculty hiring. Vice Chancellor Dunn and Human Resources Executive Director James Andrews gave a presentation that covered Multi-Year Growth Projection, Faculty Hiring Projection and Chancellor Recommendations.

The Trustees discussed this topic at length. Mr. Dunn and Mr. Andrews addressed Trustees' questions. It was agreed that the college Presidents would give the Chancellor their feedback and that this item would be addressed further at the December 10, 2014 Board Meeting.

Trustee Moreno stressed the importance of looking at our remediation rates and suggested having our faculty interface with high school faculty to improve them. He requested that the Chancellor provide a plan or task force to work with faculty. The Chancellor also indicated he would recommend our District conduct a comprehensive hiring plan that would assist us prioritize where new faculty were most needed.

Chair Hornbuckle recessed the meeting at 8:45 p.m. The meeting reconvened at 8:58 p.m.

Board President Hornbuckle moved **Item 24.01 Board Policies for Approval and Administrative Procedures for Ratification** forward.

24.01 DIS – Board Policies for Approval and Administrative Procedures for Ratification

The following Board Policies and Administrative Procedures were pulled:

BP 7110 Delegation of Human Resources Authority to Chancellor
BP/AP 7345 Catastrophic Leave Program
BP/AP 7355 Retirement

On a motion by Trustee Grant, seconded by Student Trustee Parkin, the Board voted to approve the remainder of the Board Policies and Administrative Procedures:

Chapter 2. Board of Trustees
BP 2714 Distribution of Tickets or Passes - new
AP 2714 Distribution of Tickets or Passes - new

Chapter 6. Business and Fiscal Affairs
BP 6100 Delegation of Authority - revision
BP 6340 Bids and Contracts – revision

Chapter 7. Human Resources
BP 7335 Health Examinations – revision
AP 7335 Health Examinations – new

Motion carried with the following vote:

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

Board President Hornbuckle moved **Item 22.04 Adoption of the District-wide Strategic Plan 2014-17** was moved forward at this time.

22.04 DIS - Adoption of the District-wide Strategic Plan 2014-17

After discussion, on a motion by Trustee Moreno, seconded by Trustee Patterson, the Board voted to approve the District-wide Strategic Plan 2014-17.

Motion carried with the following vote:

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

3.00 Matters for Review, Discussion and/or Action

3.01 Board Meeting Dates

The Board reviewed the upcoming Board Meetings.

3.02 Reports from Board Committees, Review of Board Committee Dates and Recommendation by Chancellor on Committee Structure

Chancellor Harris responded to the request made at the Board Retreat for his recommendation on the structure of Board Committees. He indicated that, after review of our committees and the committee structures at other community colleges in the state, his recommendation would be to streamline our committees to include only an Audit and Budget Committee, Student Success and Support Programs Committee, and Human Resources Committee, to be presented quarterly to the Board by staff. In addition, there could be a one-time committee meeting as needed. Any questions from the Board would be directed to the

Chancellor, and any action needed would be placed on a Board of Trustees' agenda for full review and consideration. Trustees gave their feedback on this recommendation and it was agreed to return this item for further review on the December 10, 2014 agenda.

3.03 Meetings and Conferences of the AACC, ACCT, CCLC and CCCT

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

3.04 DIS – Review of Instructional Material Fees

On a motion by Trustee Patterson, seconded by Trustee Grant, the Board voted to approve the instructional material fees as presented.

Motion carried with the following vote:

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

3.05 DIS - Acceptance of the Coast Community College District External Auditor's Report for Fiscal Year 2013-2014

This item was heard earlier in the meeting.

3.06 DIS – Report on Operations of the Enterprise

This item was heard earlier in the meeting.

3.07 DIS – Board Directives Log

On a motion by Student Trustee Parkin, seconded by Trustee Hornbuckle, the Board voted to amend the Board Log as follows:

Monthly Log

Change the due date on Item #1 for the quarterly report on Measure M to February 18, 2015.
Remove Items #2 and #3 on Capital State Bonds Program and Enterprise.

Annual Log

Change the due date on Item #1 on International Education Programs to November 18, 2015

Motion carried with the following vote:

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

3.08 DIS – Board Policies and Administrative Procedures for First Reading

The following Board Policies and Administrative Procedures were brought to the Board for first reading, to be returned for action on the December 15, 2014 agenda with the inclusion of recommended revisions from Dr. Lipton as appropriate.

Chapter 6. Business and Fiscal Affairs

BP 6934 Limited Authority to Settle Liability Claims - revision

Chapter 7. Human Resources

BP 7400 Travel - revision

4.00 CONSENT CALENDAR (Items 5.01 - 18.01)

At the request of staff, the following items were pulled for discussion:

Item 9.03 CCC – Non-Standard Agreement between Memphis at the Santora, Inc., a California Corporation and the Coast Community College District

The following revisions were noted:

Item 8.01 CCC – Special Projects, Coastline College Preview Day, addition of "NTE" to Cost/Funding Source.

Item 8.03 GWC – Special Projects, addition of "NTE" to Cost/Funding Source

Item 8.04 OCC – Special Projects, addition of "NTE" to Cost/Funding Source

Item 9.01 CCC – Revenue Generating Standard Agreement addition of "Ratification"

On a motion by Trustee Moreno, seconded by Student Trustee Parkin, the Board voted to approve the balance of the Consent Calendar as amended.

Motion carried with the following vote:

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

Item 9.03 CCC – Non-Standard Agreement between Memphis at the Santora, Inc., a California Corporation and the Coast Community College District

On a motion by Trustee Moreno, seconded by Student Trustee Parkin, the Board voted to ratify the non-standard agreement between Memphis at the Santora Inc. a California Corporation and the Coast Community College District for a non-exclusive, defined time license to access and use certain facility space and equipment located at 1515 Monrovia Avenue, Newport Beach, CA 92663, subject to changes approved by Chancellor Harris.

Fiscal Impact: \$16,500 Annual Income to the District.

Motion carried with the following vote:

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

19.00 DISCUSSION CALENDAR

20.00 Revenue Generating Agreements/Contracts in Excess of \$84,100

20.01 DIS – Ratification of Approved Funded Programs

On a motion by Trustee Moreno, seconded by Student Trustee Parkin, the Board voted to ratify the following funded program:

Coast Community College District has received Year 2 and Year 3 funding from the California Community Colleges Chancellor's Office titled "**Career Technical Education Pathways Program (SB1070)**." This grant funds the Orange County SB1070 Consortium, comprised of four community college districts, nine colleges, high schools, Regional Occupational Programs, middle schools, and regional business organizations, and led by Coast Community College District. The OC SB1070 Consortium will work collaboratively to create policy changes to ease awarding credit to high school students for articulated courses, create industry-relevant stacked credentials, promote countywide pathways, and build the infrastructure to collect data to populate the California Community Colleges Chancellor's Office LaunchBoard data interface.

Fiscal Impact: Coast Community College District will receive **\$1,779,492** from January 1, 2015 to December 31, 2016. No matching funds required.

Motion carried with the following vote:

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

20.02 GWC – Non-Standard Agreement between KOCE-TV Foundation and the Coast Community College District

On a motion by Student Trustee Parkin, seconded by Trustee Hornbuckle, the Board voted to approve the Non-Standard Agreement between KOCE-TV Foundation and the Coast Community College District to extend the term of the Agreement to June 30, 2016.

Fiscal Impact: \$140,902 (Income)

Motion carried with the following vote:

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

21.00 Approval of Standard Agreements in Excess of \$84,100 (State Bid Limit)**21.01 CCC - Approval of Employment Agreement, Executive Dean, Military Education, Corporate Training and Business Development (Ancillary)**

On a motion by Trustee Moreno, seconded by Student Trustee Parkin, the Board voted to approve the Employment Agreement with Joycelyn Groot, CCC, to serve as Executive Dean, Military Education, Corporate Training and Business Development (Ancillary), commencing on November 20, 2014 and ending on June 30, 2015. Compensation to be \$152,106.00 annually based on the appropriate step placement. The Board President, or designee, was authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Motion carried with the following vote:

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

21.02 CCC – Approval of Employment Agreement, Dean, Instruction, Arts and Science

On a motion by Student Trustee Parkin, seconded by Trustee Moreno, the Board voted to approve the Employment Agreement with Michelle A. Priest, CCC, to serve as Dean, Instruction, Arts & Science, commencing on January 2, 2015 and ending on June 30, 2016. Compensation to be \$122,983 annually based on the appropriate step placement. The Board President, or designee, was authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Motion carried with the following vote:

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

21.03 DIS - Approval of Standard Professional Services Agreement with Page and Turnbull for Orange Coast College Potential Historic Structures Assessment Project, RFP No. 2033

On a motion by Trustee Hornbuckle, seconded by trustee Grant, the Board voted to employ Page & Turnbull for Orange Coast College Potential Historic Structures Assessment Project RFP No. 2033.

The scope of service to include the following tasks:

Phase 1 P-HSR	\$555,670
Phase 2 HABS-like Documentation	\$ 90,000
Owner Contingency	\$ 27,785
Reimbursable Expenses (Phase 1)	\$ 7,000
Total fees for services	\$680,455

It was further recommended that the President of the Board of Trustees, or designee, be authorized to sign the agreement.

Fiscal Impact: \$680,455 (OCC General Obligation Bond Master Plan Fund)

Motion carried with the following vote:

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

22.00 Ratification/Approval of General Items of Business

22.01 DIS – Approval of Change Order No. 1: Golden West College Math/Science Building Classroom Renovations Project, Bid No. 2031

On a motion by Trustee Moreno, seconded by Student Trustee Parkin, the Board voted to authorize Change Order No. 1; Golden West College Math/Science Building Classroom Renovation Project Bid No. 2031 for short-term improvements to the GWC Math/Science Building, pending the construction of a new facility pursuant to the Vision 2020 Facilities Master Plan.

AGM Construction, Inc.

Final Contract Closeout: Outstanding Contractor costs less unused allowance: <\$24,234.00>

Original Contract Amount: \$469,950.00, this Change Order will decrease the total contract amount to \$445,716.00 (5.16% Decrease)

Fiscal Impact: <\$24,234.00> (Measure M Bond Funds)
GWC Math & Science Renovation

Motion carried with the following vote:

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

22.02 DIS – Authorization to File Notice of Completion and Release Retention Funds

On a motion by Trustee Moreno, seconded by Student Trustee Parkin, the Board voted to authorize the Chancellor or designee 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 to 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 Chancellor or designee is authorized to pay retention due, accepting all work and/or materials as

satisfactorily completed by the contractor(s). In the event of a dispute between the District and a Contractor, the District may withhold from the retention an amount not to exceed 150 percent of the disputed amount.

GWC Math/Science Building Classroom Renovation Bid No. 2031
Contractor: AGM Construction, Inc.

Motion carried with the following vote:

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

22.03 DIS - Ratification of Contractors for Fiscal Year 2014-2015 Pursuant to District's Standard Annual Agreement for Contractor Services

On a motion by Trustee Hornbuckle, seconded by Student Trustee Parkin, the Board voted to ratify the following contractors for the performance of a variety of contractor services throughout the District, on an as needed basis for FY 2014-2015. These contractors to complete the District's Standard Annual Agreement for Contractor Services prior to the performance of services. Prior to authorizing these services, the District would obtain competitive pricing quotes from the contractor(s). If selected to perform the quoted services, the contractor would send an invoice to the District based upon the agreed-upon price.

Pacific Coast Entertainment
7601 Woodwind Drive
Huntington Beach, CA 92647

Motion carried with the following vote:

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

22.04 DIS – Adoption of the District-wide Strategic Plan 2014-17

This item was heard earlier in the meeting.

22.05 DIS – Approval of the District's Colleges Three Year Renewal of Enrollment for Volume Licensing under the Foundation for California Community Colleges (FCCC) School Volume Licensing Agreement with Microsoft through Computerland of Silicon Valley

On a motion by Student Trustee Parkin, seconded by Trustee Hornbuckle, the Board voted to approve the three year renewal of enrollment for Volume Licensing, sponsored by the Foundation for California Community Colleges (FCC) with Microsoft through Computerland of Silicon Valley. This Agreement became effective on November 20, 2014 and provides for the licensing of *Microsoft Office*, *Microsoft Suite*, and other operating systems for each District computer. This Agreement also extended discounted pricing to faculty and staff within the District utilizing Microsoft authorized reseller, Computerland of Silicon Valley.

Fiscal Impact: \$216,303.00 for year one of a three year agreement from General Funds. Pricing is based on FTE for the District and runs three (3) years.

Motion carried with the following vote:

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

23.00 Resolutions

23.01 Resolution #14-27 Authorizing Payment to Trustee Absent from Board Meetings

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to approve Resolution #14-27 authorizing payment to Trustee Moreno who was absent from the Special Meeting and Regular Board Meetings of November 5, 2014.

Motion carried with the following vote:

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

24.00 Policy Implementation/Administrative Procedure Ratification

24.01 DIS – Board Policies for Approval and Administrative Procedures for Ratification

This item was heard earlier in the meeting.

25.00 Approval of Minutes

25.01 DIS – Approval of Minutes

On a motion by Student Trustee Parkin, seconded by Trustee Patterson, the Board voted to approve the minutes of the Special Meeting of November 5, 2014.

Motion carried with the following vote:

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

26.00 Close of Meeting

26.01 Adjournment

On a motion by Trustee, seconded by, the Board adjourned the meeting at 10:11 p.m.

Motion carried with the following vote:

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



Julie Frazier-Mathews

District Director of the Office of the Board of Trustees/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.*

APPENDIX

	Pages
Public Employment.....	17-23

CLOSED Session 11/19/14 Board meeting Revised 2 Approved**1. Ratification of Special Assignments, Academic Staff**

It is recommended that ratification 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: MTM = Full Time Certificated Instructional Misc. Teaching Rate, MTH = Part Time Misc. Teaching Rate, IUM = Full Time Certificated Department Chair, IUH = Part Time Certificated Department Chair, 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, MLM = Full time Certificated Military Online, MLH = Part Time Certificated Military Online.

District**TECHNICAL DEPARTMENT OVERVIEW/PATHWAY COURSE – CTE GRANT**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate per Hr</u>
Rafferty, Michael	10/01/14	11/30/14	EXH	\$30.18

LEARNING MANAGEMENT TASK FORCE

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate per Hr</u>
Chapman, Cheryl	06/04/14	06/30/14	EXH	\$29.46
	08/01/14	08/30/14	EXH	\$30.18
	10/01/14	10/31/14	EXH	\$30.18
Chovan, Maria L.	06/01/14	06/30/14	EXM	\$43.55
	08/01/14	08/31/14	EXM	\$44.61
	10/01/14	10/31/14	EXM	\$44.61
Cooper, Barbara	06/04/14	06/30/14	EXM	\$43.55
	08/01/14	08/31/14	EXM	\$44.61
	10/01/14	10/31/14	EXM	\$44.61
Davis, Scott	06/01/14	06/30/14	EXM	\$43.55
	08/01/14	08/31/14	EXM	\$44.61
	10/01/14	10/31/14	EXM	\$44.61
Franklin, Robert	06/01/14	06/30/14	EXH	\$29.46
	08/01/14	08/31/14	EXH	\$30.18
	10/01/14	10/31/14	EXH	\$30.18
Fuchs Jr., Steven	06/01/14	06/30/14	EXM	\$43.55
	08/01/14	08/31/14	EXM	\$44.61
	10/01/14	10/31/14	EXM	\$44.61
Garcia, Gonzalo	06/01/14	06/30/14	EXM	\$43.55
	08/01/14	08/31/14	EXM	\$44.61
	10/01/14	10/31/14	EXM	\$44.61
Holt, Kelly	06/01/14	06/30/14	EXM	\$43.55
	08/01/14	08/31/14	EXM	\$44.61
Lockwood, Fredrick	06/01/14	06/30/14	EXM	\$43.55
	08/01/14	08/31/14	EXM	\$44.61
	10/01/14	10/31/14	EXM	\$44.61

Golden West College**COUNSELOR – BASIC SKILLS**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate per Hr</u>
Baird, David	08/24/14	12/14/14	EXM	\$44.61

DEPARTMENT CHAIRPERSON

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate per LHE</u>	<u>Discipline</u>
Davis, Julie	08/27/14	12/14/14	IUM	\$1,551.00	Library

Orange Coast College**EXAM PROCTORING**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate per Hr</u>
Ghuloum, Adam	10/01/14	10/02/14	EXH	\$30.18
Gulu, Michelle	10/01/14	10/02/14	EXH	\$30.18
Phan, Sang	10/01/14	10/02/14	EXH	\$30.18
Simpkin, Philip	10/01/14	10/02/14	EXH	\$30.18

2. Ratification of Appointment of Substitutes, Academic Staff**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 \$45.45/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered during the 2014-15 academic year.

Coastline Community College

Jones, Julie
Mendoza, Jaime

Orange Coast College

Sendowsky, Guido

3. Approval of Appointment of Full Time Faculty

None.

4. Ratification of Appointment of Part Time Faculty

It is recommended that the following assignments be ratified:

SPRING

Assignments during the period **01/31/15-05/31/15** for Coastline Community College, Golden West College and Orange Coast College and not to exceed 10 LHE. LHE = Lecture Hour Equivalency.

Coastline Community College

<u>Name</u>	<u>LHE</u>
Morehouse, Karen	6.000

Golden West College

<u>Name</u>	<u>LHE</u>
Page, James	4.500
Saucedo-Daniel, Jorge	4.500

FALL

Assignments during the period **08/24/14-12/14/14** for CCC, GWC and OCC unless otherwise noted and not to exceed 10 LHE. LHE = Lecture Hour Equivalency.

Golden West College

<u>Name</u>	<u>LHE</u>
Nieves, Osbaldo	3.000
Wailles, David	0.410
Wetger, Rachael	6.000

5. Approval of Appointment of Educational Administrators**ADMINISTRATOR REAPPOINTMENTS***(Closed Session Only)*

The Coast Community College District employs 52 educational administrators. During this reappointment cycle, effective 07/01/15, the following 16 administrators are recommended for reappointment.

Name	Position	Placement	Doctoral Stipend	Site	Chancellor's Review	Reappointment Term
Avery, William B.	Dir of Marine Programs	DL-28-15		OCC	Yes	2 years
Courchaine, Jeffrey	Division Dean	D-32-07		GWC	Yes	2 years
Gasparian, Albert	Division Dean	DL-32-09		GWC	Yes	2 years
Houlihan, Janet	Vice President	DL-34-15		GWC	Yes	2 years
Hudson, David	Division Dean	DL-32-15	x	GWC	Yes	2 years
Mueller, Kathryn	Dean, Student Services	DL-32-10	x	OCC	Yes	2 years
Nguyen, Kay	Adm Dir, Research, Planning & Inst Effect	D-32-07	x	GWC	Yes	2 years
Pagel, Richard	Vice President	DL-34-12	x	OCC	Yes	2 years
Pham, Hue	Division Dean	DL-32-12	x	OCC	Yes	2 years
Poshek, Joseph	Division Dean	D-32-07		OCC	Yes	2 years
Pourzanjani, Omid	Vice President	D-34-07	x	GWC	Yes	2 years
Saddul, Claudia	Dean of Enrollment Management	D-32-07	x	GWC	Yes	2 years
Sanchez, Jorge	Associate Dean	YY-26-01	x	CCC	Yes	2 years
Selzer, Thomas	Gen Mgr Food Serv/Instruc Food Serv	DL-25-12		OCC	Yes	2 years
Stern, Sheri	Adm Dir, Reseach, Planning & Inst Effect	DL-32-12		OCC	Yes	2 years
Thompson, Dwayne	Dist Dir Research, Planning & Inst Effect	DL-32-15		DIST	Yes	2 years

Recommendations for reappointments are based on the following criteria:

- a) Review of goals and objectives
- b) Self-evaluation
- c) Peer/subordinate survey results
- d) Evaluate by administrator's supervisor

These administrators have completed the evaluation process, the results have been reviewed by the Chancellor, and the Chancellor recommends the reappointments listed above.

6. Approval of Appointment of Classified Management

Revise/Correction to Rescind Appointment

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>End Dt</u>	<u>Plcmt</u>
Parra, Peter	OCC	Interim Director of Personnel Services	11/12/14	03/20/15	G-24-07

*Appointment will be an Independent Contractor and will appear on Open Session.

7. Approval of Appointment of Classified Staff

In accordance with Board policies and procedures, the following Classified Staff are recommended for appointment to advertised positions:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Plcmt</u>	<u>Vacancy #</u>
Do, Nghia	DIST	Grants & Fiscal Adm Specialist	12/01/14	E-52-01	D-004-15
LaBounty, Kayla	OCC	Student Success and Support Program Testing Technician	11/20/14	E-45-01	O-007-15
Sta. Ana, Christine	DIST	Human Resource Technician	11/10/14	E-45-03	D-007-15
Tran, Tom	CCC	Course Assistant 1, 48.75%	11/20/14	E-44-01	C-012-15
Kiser, Linda	OCC	Accounting Technician	12/01/14	E-48-05	O-014-15

Revision to Revise Start Dates

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Plcmt</u>	<u>Vacancy #</u>
Ganzon, Arvine	CCC	Office Assistant 1, 48.75%	11/06/14	E-32-01	C-008-15
Magrum, Leslie	CCC	Office Assistant 1, 48.75%	11/06/14	E-32-01	C-009-15
Ponce, Brenda	CCC	Office Assistant 1, 48.75%	11/06/14	E-32-01	C-010-15
Tran, Hannah	CCC	Office Assistant 1, 48.75%	11/06/14	E-32-01	C-011-15

Revise from 11/16/014

8. Approval of Reclassification and Reorganization/Reassignment

It is recommended that the following changes for Educational Administrator be ratified:

Reorganization

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Groot, Joycelyn	CCC	Special Assignment, Temporary Exec Dean, Business Development & Entrepreneurship D-33	Exec Dean, Military Education, Corporate Training & Business Development (Ancillary) D-33	11/20/14

9. Ratification of Temporary Out of Class Assignments, Classified Staff

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

Extension of End Dates for Out of Class Assignments

<u>Name</u>	<u>LO C</u>	<u>From</u>	<u>To</u>	<u>Action</u>	<u>Plcmt</u>
Overlin, Lyndsey	DIS	Staff Aide	Special Assignment	Extend from 11/30/14 to 02/28/15	E-48-05

10. Ratification of Appointment of Professional Experts

None.

11. Ratification of Appointment of Short Term Hourly Staff

It is recommended that the following **short term** hourly personnel appointments in the performance of non-certificated duties which directly support administrative, classified, or student services and special projects, or are fulfilling non-certificated 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 be ratified. **These assignments will vary in hours and days depending on shift availability and assigned duties.** (Please note: Budget numbers 110+ are General Fund; 12+ are Categorical or Grant Funds and 8+ indicates Ancillary Funds.)

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 as Assigned</u>
Nguyen, Kelly	DIST	11/10/14	06/30/15	110001- 160700	M,T,W,Th,F
Preciado, Stephanie	OCC	10/29/14	06/30/15	110001- 269002	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 as Assigned</u>
Ghassemi, Reza	CCC	10/01/14	06/30/15	110001-804513	M,T,W,Th,F
Onusz, Alison	OCC	11/07/14	06/30/15	812001-201592 110001-201591 124048-201591 124058-201591	M,T,W,Th,F
Shipley, Andrew	OCC	11/03/14	06/30/15	812001-201592 110001-201591 124048-201591 124058-201591	M,T,W,Th,F
Williams, Lenora	CCC	11/20/14	06/30/15	818030-820531	M,T,W,Th,F

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 as Assigned</u>
Le, Vu Q.	OCC	07/01/14	06/30/15	812020-205402	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 as Assigned</u>
Marcin, Christine	OCC	10/31/14	05/15/15	110001-204503	M,T,W,Th,F

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, or to fill a vacancy during recruitment 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 as Assigned</u>
Remigio, Jacqueline	OCC	10/27/14	06/30/15	110001-212100	M,T,W,Th,F

12. Ratification of Appointment of Substitute Classified

It is recommended that 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 be ratified.

Golden West College

Mosqueda Plancarte, Margarita

13. Ratification of Appointment of Student Workers

It is recommended that 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 be ratified.

Golden West College

Gonzalez-Diaz, Angelia M.

Hernandez, Evelyn

Tran, Dung Q.

Vi, Chieu

Orange Coast College

Anderson, Dustin D.

Chamroeun, Sopanha

Chu, Vuong

Gomez, Katherine

Hoang, Ann Marie

Khang, Dristyn R.

Leigh, Allana

Ngo, Johnny N.

Nguyen, Huong

Nguyen, Kim Ngan Thai

Nguyen, Minh Hoc

Nguyen, Quinn

Ocampo, Daysi

Parkin, Alexander

Petersen, Constance

Spenker, Jacob Stephen

Tran, Tri M.

Vu, Hoan Khai

