

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

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

Tuesday, October 20, 2015

**MINUTES\***

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on October 20, 2015 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 4:00 p.m.

**1.02 Roll Call**

Trustees Present: Trustees Prinsky, Grant, Hornbuckle, Patterson and Moreno  
Student Trustee Cronk joined the meeting at 6:00 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 4:02 p.m. to discuss the following:

**a. Conference with Labor Negotiator**

(Pursuant to *Government Code* Section 54957.6)

District Negotiators: Dr. Cindy Vyskocil, Vice Chancellor Human Resources  
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. Public Employee Discipline/Dismissal/Release**

(Pursuant to *Government Code* Section 54957)

**c. 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
6. Approval of Appointment of Classified Management
7. Approval of Appointment of Classified Staff
  - Instructional Associate, Student Success and Support Program
  - Research Analyst, Senior
  - Immigration Technician (International Student Services)
  - Admissions & Records Technician II
  - Staff Assistant (Career Center)
  - Webmaster-Programmer
  - Office Coordinator-Counseling Division
  - Accounting Assistant II
8. Approval of Reclassification and Reorganization/Reassignment, Classified Staff
  - Director, Academic and User Support
9. Ratification of Temporary Out of Class Assignments, Classified Staff
  - Special Assignment
  - Electronic Media and Public Project Coordinator
  - Staff Assistant
  - Coordinator of Community Services
10. Ratification of Appointment of Short Term Hourly Staff
11. Ratification of Appointment of Substitute, Classified Staff

12. Ratification of Appointment of Student Workers

**d. 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  
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  
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  
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  
State of California et al. vs. Office Depot, Inc., Los Angeles County Superior Court Case No. BC410135  
Connie Judson vs. The Chicago School of Professional Psychology et al., Orange County Superior Court Case No. 30-2014-00756749  
Coast Federation of Classified Employees vs. Coast Community College District, Public Employee Relations Board Case No. LA-CE-6003-E  
Evangelina Ramirez vs. Coast Community College District, Orange County Superior Court Case No. 30-2015-00777176  
Coast Community College District vs. Coast Federation of Classified Employees, Public Employment Relations Board Case No. LA-UM-907-E  
Constance George vs. Coast Community College District, Department of Fair Employment and Housing Case No. 604515-169492  
Jorge Ascencio vs. Coast Community College District, et al., Department of Fair Employment and Housing Case No. 525092-154013

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

Significant exposure to litigation pursuant to *Government Code* Section 54956.9(d)(2): Four cases, including regarding construction at OCC.

**f. 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 Prinsky at 6:05 p.m.

**1.06 Pledge of Allegiance**

Trustee Hornbuckle 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 a. Conference with Labor Negotiator, Coast Federation of Educators/American Federation of Teachers (CFE/AFT)**, on a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted unanimously to approve the Memorandum of Understanding #15-17 between Coast Community College District and Coast Federation of Educators/American Federation of Teachers (CFE/AFT) Local 1911 related to part-time faculty compensation.

Motion carried with the following vote:

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

For **Item 1.04 c. Public Employment**, on a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted unanimously to approve all personnel items as amended. (See Appendix pages 17-25)

Motion carried with the following vote:

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

## **1.08 Public Comment**

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:

### **Classified Management**

Gary Stromlund, Director Campus Safety and Emergency Management, CCC, retirement effective December 31, 2015.

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to accept this retirement.

Motion carried with the following vote:

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

## **2.00 Public Hearings**

### **2.01 Notice of Public Hearing Before the Board of Trustees of the Coast Community College District Regarding Adoption of Education Protection Account Funding and Expenditures**

Trustee Prinsky opened the Public Hearing at 6:18 p.m. Vice Chancellor of Administrative Services and Finance, Dr. Andy Dunn, provided the Board with a Staff Report. There were no requests to address the Board during Public Testimony. Dr. Dunn responded to Trustees' questions. The Public Hearing was closed at 6:26 p.m.

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to approve the use of the estimated \$24,414,906 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.

Motion carried with the following vote:

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

## **3.00 Informative Reports**

### **3.01 Faculty/Student/Program Highlight**

Ms. Carla Martinez, Dean of Student Life, and student Ms. Melody Mulligan, highlighted Golden West College's Student Leadership Training Program.

### **3.02 DIS - Report on Full-time Faculty Obligation, 50% Law Compliance and Full-time Faculty Hiring Planned for 2016**

Vice Chancellor of Educational Services and Technology, Dr. Andreea Serban, provided an overview of Full-time Faculty Obligation, 50% Law Compliance and Hiring of Full-time Faculty for Fall 2016, and responded to Trustees' questions.

### **3.03 DIS – Review of Internal Audit Reports**

Internal Audit Director, Ms. Rachel Snell, outlined the Internal Audit Quarterly Report and Final Report Change Fund.

### **3.04 DIS – College Student Success and Support Program Plans 2015-2016**

The College Student Success and Support Program Plans for 2015-2016 were reviewed by the Board and Trustees' questions were addressed. It was requested that an Executive Summary showing highlights be included with future plans.

### **4.00 Matters for Review, Discussion and/or Action**

#### **4.01 Board Meeting Dates**

The Board reviewed upcoming meeting dates.

#### **4.02 Meetings and Conferences of the AACC, ACCT, CCLC and CCCT**

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

#### **4.03 Board Directives Log**

The Board reviewed the Board Directives Log.

#### **Annual Log:**

**Item #1, Full Time Faculty Hiring** was moved to October 2016.

**Item #2, Unfunded Retiree Liability** was moved to the November 18<sup>th</sup> meeting.

#### **4.04 DIS – Board Policies and Administrative Procedures for First Reading**

The following Board Policies and Administrative Procedures will be returned to the November 4, 2015 agenda for second reading:

##### **Chapter 5. Student Services**

BP 5030 Fees - Revision

AP 5030 Fees - Revision

##### **Chapter 6. Business and Fiscal Affairs**

BP 6750 Parking and Traffic - Revision

AP 6750 Parking and Traffic - Revision

##### **Chapter 7. Human Resources**

BP 7110 Delegation of Authority Human Resources -Revision

### **5.00 Consent Calendar (Items 5.01 – 20.01)**

The following items were pulled for discussion:

**Item 9.04 DIS – Ratification of Approved Standard IC Agreement – Strata Information Group (SIG)**



**Item 9.06 DIS – Ratification of Approved Standard IC Agreement – Evans Consulting Group, Inc.**

**Item 10.02 GWC – Non-Standard License to Use Agreement between Kaplan International North America LLC and Coast Community College District (Golden West College)**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to ratify the balance of the Consent Calendar.

Motion carried with the following vote:

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

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to ratify **Item 9.04 DIS – Ratification of Approved Standard IC Agreement with Strata Information Group (SIG).**

Motion carried with the following vote:

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

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to ratify **Item 9.06 Standard IC Agreement for Evans Consulting Group, Inc.**

Motion carried with the following vote:

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

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to ratify **Item 10.02 GWC – Non-Standard License to Use Agreement between Kaplan International North America LLC and Coast Community College District (Golden West College).** At the request of the Board, Ms. Janet Houlihan on behalf of President Bryan indicated she would provide a summary memo outlining revenue and cost.

Motion carried with the following vote:

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

## **20.00 DISCUSSION CALENDAR**

**21.00 Approval of Standard Agreements in Excess of \$86,000**

**22.01 DIS - Approval of Standard Architectural Services Agreement with tBP Architecture, Inc.; Orange Coast College Watson Hall Renovation Project**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the Standard Architectural Services Agreement between tBP Architecture, Inc. and the Coast Community College District for services. These services would include but not be limited to addressing the space and functional needs of student services and administrative programs and working with staff and faculty to develop a basis of design, plans and specifications, and procurement documents resulting in the remodel and reconfiguration of the existing Watson Hall. The scope would include reviewing and addressing the structural, electrical, data, mechanical, and accessibility needs of the facility. The design of this project was expected to commence immediately with construction anticipated to commence in Fall 2016.

**Goal/Purpose:** Implementation of the Vision 2020 Facilities Master Plan

**Comments:** Basic Design Fee (Building): \$472,000  
Reimbursable Expenses: \$ 10,000

**Term:** November 6, 2015 – December 30, 2018

**Fiscal Impact:** \$482,000 (Measure M General Obligation Bond Fund)  
Master Plan Approval Projects  
OCC Watson Hall Renovation

Motion carried with the following vote:

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

**22.02 DIS - Approve Standard Professional Services Agreement with UCMI, Inc. for Division of State Architect (DSA) Inspection Services; Orange Coast College 4160V/Com Loop, Switch House I, and Solar Photovoltaic/Adams Parking Lot Improvement Project**

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to approve Standard Professional Services Agreement between UCMI, Inc., and the Coast Community College District for Division of State Architect (DSA) Inspection Services; Orange Coast College 4160V/Com Loop, Switch House I, and Solar Photovoltaic/Adams Parking Lot Improvement Project.

**Fixed Fee Amount:** \$124,803

**Contract Terms:** October 30, 2015 through June 30, 2016

**Fiscal Impact:** \$124,803 (Measure M General Obligation Bond Fund)  
Master Plan Approval Projects  
OCC Photovoltaic/Adams Parking Lot Improvement



Motion carried with the following vote:

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

**22.03 DIS – Approval of Amendment #1 to Standard Independent Contractor Agreement with Strata Information Group (SIG)**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve Amendment #1 to the standard independent contractor agreement with Strata Information Group with the new total contract amount of \$97,580 and changing the end date from May 30, 2016 to June 30, 2016, to expand the scope of work to include additional support time for an additional cost of \$55,080.

**Term:** June 1, 2015 to June 30, 2016

**Fiscal Impact:** Increase contract amount by \$55,080 for a total of \$97,580 to be paid from General Funds upon review and approval of invoices submitted by the vendor.

Motion carried with the following vote:

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

**22.04 DIS - Approval of Standard Independent Contractor Agreement with DynTek Services, Inc.**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Standard Independent Contractor Agreement between Coast Community College District and DynTek Services, Inc. for project management services related to information technology infrastructure projects and solutions.

**Contract Terms:** October 21, 2015 through June 30, 2016

**Fiscal Impact:** Not to exceed \$86,000 at a rate of \$150 per hour to be paid using General Funds based on approved invoices.

Motion carried with the following vote:

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

## **23.00 Revenue Generating Agreements/Contracts Over \$86,000**

### **23.01 DIS – Funded Programs**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve participation in the following funded programs and/or projects:

Coastline Community College received a subgrant from Whatcom Community College in Washington State, for the National Science Foundation (NSF) Advanced Technological Education (ATE) program titled CyberWatch West (CCW). CyberWatch West's mission is to expand cyber security education in western states, with focus on four broad objectives: student development, faculty development, curriculum development, and outreach and partnerships. Coastline Community College works with the CyberWatch West leadership team to oversee outreach to community colleges in California, map California curriculum to national standards, assist California community colleges to apply for the Center for Academic Excellence designation, and assist in promoting the completion of the Transfer Model Curriculum for cyber security in California.

**Fiscal Impact:** Coastline Community College would receive ~~\$104,256.70~~ \$119,256.70 from July 1, 2014 to ~~September 30, 2015~~ September 30, 2016. No matching funds required.

**Original Board date:** October 1, 2014

**Orange Coast College** received a renewal for the California Department of Education, Child Development Division grant titled, “**Harry & Grace Steele Children’s Center General Child Care & Development Program Grant (CCTR-4159).**” The Children’s Center has received funds to subsidize childcare for low-income student-parents since 1978. OCC provides comprehensive child development services that include: quality childcare for student-parents enrolled at OCC, a food and nutrition program, parent enrichment and resource/referral services. This funding provides child care services for infants and toddlers of low income students enrolled in a minimum of 6 units while attending Orange Coast College, Golden West College or Coastline Community College. This revision allows the Harry & Grace Steele Children's Center to be reimbursed for a larger number of students served during the 2014-2015 academic year under this contract number.

**Fiscal Impact:** Orange Coast College received ~~\$188,384~~ \$254,185 from July 1, 2014 to June 30, 2015. No matching funds required.

**Original Board date:** July 16, 2014

**Orange Coast College** received a renewal for the California Department of Education, Child Development Division grant titled, “**Harry & Grace Steele Children’s Center California State Preschool Program Grant (CSPP-4312).**” The Children’s Center received funds to subsidize childcare for low-income student-parents since 1978. OCC provides comprehensive child development services that include: quality childcare for student-parents enrolled at OCC, a food and nutrition program, parent enrichment and resource/referral services. This funding provides child care services for preschool children ages 3-5 years of low income students enrolled in a minimum of 6 units while attending Orange Coast College, Golden West College or Coastline Community College. This revision allows the Harry & Grace Steele Children's Center to be reimbursed for a larger number of students served during the 2014-2015 academic year under this contract number.

**Fiscal Impact:** Orange Coast College received ~~\$124,413~~ \$166,028 from July 1, 2014 to June 30, 2015. No matching funds required.

**Original Board date:** September 3, 2014



Motion carried with the following vote:

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

**24.00 Approval of Non-Standard Agreements in Excess of \$86,000**

**24.01 DIS - Approval of Disbursement Agreement for Grant Funds with The Sonoma County Junior College District for CTE Employment Outcomes Survey**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the Disbursement Agreement for Grant Funds with The Sonoma County Junior College District for CTE Employment Outcomes Survey. The CTE Employment Outcomes Survey is a survey of students who completed some Career Technical Education (CTE) courses or completed CTE certificates or degrees to determine the impact of the CTE education received on the students' subsequent employment, success and satisfaction. As the fiscal agent for the Orange County SB1070 CTE Pathways Program Grant (#14-164-004), Coast Community College District would pay the Sonoma County Junior College District for participation in the 2015-16 CTE Employment Outcomes Survey for the nine Orange County community colleges and the North Orange County School of Continuing Education.

**Contract Terms:** October 30, 2015 through September 1, 2016

**Fiscal Impact:** \$134,000 to be paid using Orange County SB1070 CTE Pathways Program Grant funds.

Motion carried with the following vote:

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

**25.00 Ratification/Approval of General Items of Business**

**25.01 DIS - Bid Tabulations and Award of Contract For Golden West College Demolition & Abatement for Student Services Project Bid No. 2063**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to award Bid No. 2063 to the lowest responsive and responsible bidder, Unlimited Environmental, Inc. for the abatement and demolition of the existing Boyce Library in preparation for construction of the Student Services Center in accordance with the Vision 2020 Facilities Master Plan. It was further recommended that the President of the Board of Trustees, or designee, be authorized to sign any related documents, indicating approval by the Board of Trustees.

Bid Results were as follows:



<b>Unlimited Environmental, Inc.</b> <b>1390 32<sup>nd</sup> Street</b> <b>Signal Hill, CA 90755</b>	<u>Total Bid</u> <b>\$1,204,000</b>
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Silverado Contractors Upland, CA	\$1,562,212
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National Demolition Contractors San Pedro, CA	\$1,855,647
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GGG Demolition Orange, CA	\$1,882,000
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**Fiscal Impact:** \$1,204,000 (GWC Student Services General Obligation Bond M Fund)

Motion carried with the following vote:

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

## 25.02 DIS - Authorization to Purchase Defender Regenerative Media Filtration System direct from Neptune Benson for Golden West College Swimming Pool

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to authorize the District to purchase and issue related purchase orders, for a Defender Regenerative Media Filtration System direct from Neptune Benson for Golden West College Swimming Pool, to replace the existing sand filtration system with a more efficient pool filtration system, having determined that this arrangement was in the District's best interest. The Board President or designee, was authorized to sign any related documents, indicating approval by the Board of Trustees.

As part of the District's ongoing water conservation efforts, Golden West College identified the existing filtration system serving the College's swimming pools as a significant source of water usage. In researching alternative, water-conscious options the College found that the Defender filtration system would eliminate the need for frequent "back-washes" of pool filters and would result in an estimated 1,000,000 gallons of water savings annually. Subsequently, the District applied for and was granted \$285,000 in State Scheduled Maintenance/Special Repair funds to pay for this water conservation project.

**Fiscal Impact:** \$226,309.39 (Base amount: \$199,567.45; 5% contingency: \$9,978.28; Calif Sales Tax Amount: \$16,763.50) (2015/2016 State Scheduled Maintenance Special Repairs Funds)

Motion carried with the following vote:

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

### **25.03 DIS – Approval of Instructional Material Fees**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the instructional material fee revisions, deletions and/or new fees for inclusion in the curriculum.

Motion carried with the following vote:

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

### **25.04 DIS – Approval of Employment Agreement (Natalie Timpson, GWC)**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Employment Agreement with Natalie Timpson, GWC, to serve as Director of EOPS, commencing on October 14, 2015 and ending on June 30, 2017. Compensation to be \$88,063 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 Prinsky, Grant, Hornbuckle, Patterson, Moreno and Cronk
Noes:	None
Absent:	None
Abstain:	None

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

#### **26.01 DIS - Board Policy 3300 for Approval and Administrative Procedure 3300 for Ratification and Temporary Suspension of Selected Provisions in AP 7340 Vacation and Leaves**

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve Board Policy 3300 Inspection and Copying of Public Records with one amendment to remove the last sentence in the first paragraph ~~“The Chancellor shall develop procedures for the handling of requests for public records.”~~ Additionally, the Board voted to ratify Administrative Procedure 3300 and for the provisions of Administrative Procedure 7340 regarding unused vacation election for payout or deferral to be suspended pending review.

Motion carried with the following vote:

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

### **27.00 Accreditation Study Session**



## **27.01 DIS - Report on Preparation of Accreditation Mid-term Reports Due March 2016**

Vice Chancellor Serban gave a brief overview to the Board regarding the requirements for Accreditation Mid-term reports and the approach and timeline for preparing the college Mid-term Reports. She indicated that the first draft of the Mid-term reports would be brought to the Board at either the second meeting in November 2015 or the January 2016 meeting, and then brought to the second meeting in February 2016 for adoption. Coast Colleges' Mid-term reports were due to ACCJC by March 15, 2016. Brief discussion took place regarding the changing of the accreditation standards and Dr. Serban indicated she would provide the Board with a memo outlining the differences between the old and new standards.

The Board discussed a press release from ACCJC and Trustee Moreno gave a brief report on ACCT nominations.

## **28.00 Approval of Minutes**

### **28.01 DIS – Approval of Minutes**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the minutes of the Regular Meeting of September 16, 2015 and Special Meeting of October 7, 2015.

Motion carried with the following vote:

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

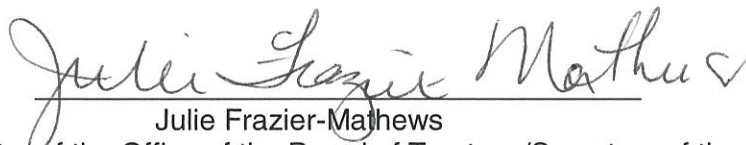
## **29.00 Close of Meeting**

### **29.01 Adjournment**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to adjourn the meeting at 7:48 p.m.

Motion carried with the following vote:

Ayes:	Trustees Prinsky, Grant, Hornbuckle, Patterson, Moreno and Cronk
Noes:	None
Absent:	None
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.....	17-25

## **CLOSED Session 10/20/15 Board Revised 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: IUM = Full Time Certificated Department Chairman, IUH = Part Time Certificated Department Chairman, 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, ACS = Academic Senate, MTM = Full Time Miscellaneous Teaching Rate, MTH = Part Time Miscellaneous Teaching Rate, MIL= Military/Contract Education Teaching Rate

#### **Coastline Community College**

##### **PART TIME COUNSELING**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate per Hr</u>
Gonzalez Brown, Matt	10/21/15	12/13/15	UNT	\$59.48

#### **Golden West College**

##### **DEPARTMENT CHAIR**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate per LHE</u>	<u>Discipline</u>
Sekins, Denise	08/23/15	12/13/15	IUM	\$1567.00	Nursing

##### **TITLE III ENGLISH & JUMPSTART PROGRAM**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate per Hr</u>
Brenes, Erica	08/23/15	09/30/15	EXH	\$30.49

##### **PART TIME COUNSELING**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate per Hr</u>
Brown, Shannon	10/07/15	12/13/15	UNT	\$59.48
Razo, Maria	10/07/15	12/13/15	UNT	\$59.48

#### **Orange Coast College**

##### **LIBRARIAN - LECTURES**

<u>Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Pay Type</u>	<u>Pay Rate per Hr</u>
Varela, Anita	10/01/15	12/13/15	UNT	\$59.48

### **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 \$45.90/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered during the 2015-16 academic year.

Orange Coast College

Varela, Anita

**3. Approval of Appointment of Full Time Faculty**

In accordance with Board policies and procedures, the following academic staff are recommended for appointment for service. 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:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Date</u>	<u>Plcmt</u>
Rojas, Alexandria	OCC	Counselor, Student Equity/Veteran	11/09/15	Q-I-1

**4. Ratification of Appointment of Part Time Faculty**

It is recommended that the following assignments be ratified:

The following GWC Part-time Police Academy Instructors to be paid hourly rates based on the Administration of Justice "C" salary schedule. Assignments are for the 2015-16 school year for the period 09/23/15 to 06/30/16, not to exceed 498 hours:

Allshouse, Kris  
Moore, Jessica  
Ortiz, Jr., Jesus C.  
Tucker, James

FALL

Assignments during the period **08/23/15-12/13/15** 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>
Devia, Marvin	1.910
Fernandes, Twin	3.020
Kerr, Genai	4.530
Little, Sean	8.000
Munoz, Alex	4.980
Vu, Emily Phuong-T.	3.000

Orange Coast College

<u>Name</u>	<u>LHE</u>
Gravis, Christopher	1.750

Grzekowiak, Mark	3.800
Logan, Kenneth	4.000

## 5. Approval of Appointment of Educational Administrators

None.

## 6. Approval of Appointment of Classified Management

None.

## 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>
Bosley, Alexis	CCC	Instruct Assoc, Student Success & Support Prog*	11/02/15	E-48-01	C-004-16
Valerius, Matthew	GWC	Research Analyst, Sr.	10/19/15	E-65-04	G-022-15
Rowden, Melissa	OCC	Adm & Records Tech II*	10/26/15	E-45-01	O-004-16
Huynh, Tiffany	OCC	Office Coordinator- Counseling Division	11/02/15	E-42-01	O-007-16
Navarro, Roxann	OCC	Accounting Assistant II	10/29/15	E-44-03	O-012-16

\*Temporary one year assignment, specially funded.

## 8. Approval of Reclassification and Reorganization/Reassignment, Classified Management

It is recommended that the following changes for Classified Management be ratified:

### Reorganization

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Blackmore, Chris	DIST	Mgr, User Support G-22	Dir, Academic & User Support G-28	10/08/15
Harrison, Kevin	DIST	Mgr, User Support G-22	Dir, Academic & User Support G-28	10/08/15
Saran, Rupa	DIST	Mgr, User Support G-22	Dir, Academic & User Support G-28	10/08/15

## 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:

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>	<u>Plcmt</u>
DePretto, Diane	GWC	HR Campus Analyst	Special Assignment	09/01/15	11/03/15	E-58-05
Dluzak, David	GWC	Graphic Designer	Elec Media & Pub Proj Coordinator	07/01/15	09/30/15	E-58-05



### 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>
Dluzak, David	GW C	Graphic Designer	Elec Media & Pub Proj Coord	Extend from 09/30/15 to 12/31/15	E-58-05
Hernandez, Laura	GW C	Staff Aide	Staff Assistant	Extend from 09/30/15 to 12/31/15	E-52-05
Lundell, Candra	GW C	Staff Assistant, Sr	Coord of Comm Services	Extend from 09/30/15 to 12/31/15	G-20-04

### **10. 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>
Aranda, Joana	GWC	10/08/15	06/30/16	124403-349507	M,T,W,Th,F
Arinaga, Luis	GWC	10/21/15	06/30/16	110001-349104	M,T,W,Th,F
Deitrich, Jason	GWC	10/21/15	06/30/16	110001-349104	M,T,W,Th,F
Greuel, Jamie	CCC	10/22/15	06/30/16	110001-804513	M,T,W,Th,F
Tran, Michael	GWC	10/08/15	06/30/16	124403-349507	M,T,W,Th,F
Valdez, Carlos	CCC	10/22/15	06/30/16	818030-847515	M,T,W,Th,F
Webb, Robert	GWC	09/17/15	06/30/16	110001-349104	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>
Benson, Jason	OCC	09/01/15	12/13/15	110001-201501	M,T,W,Th,F
Bukhari, Syed	OCC	09/01/15	12/13/15	110001-201501	M,T,W,Th,F
Dickerson, Jeanette	OCC	10/05/15	06/30/16	812001-201592 110001-201591 124028-201591	M,T,W,Th,F
Kikawa, Jonathan	OCC	09/14/15	06/30/16	110001-221100	M,T,W,Th,F
Nguyen, Thomas	GWC	09/22/15	06/30/16	110001-311305	M,T,W,Th,F
Nix, Courtney	OCC	10/05/15	06/30/16	110001-212100	M,T,W,Th,F
Queja, Brittany	GWC	09/28/15	10/07/15	110001-327301	M,T,W,Th,F
Sabins, Anthony	OCC	07/01/15	06/30/16	812001-201592 110001-201591 124028-201591	M,T,W,Th,F
Saia, Patricia	OCC	07/01/15	06/30/16	812001-201592 110001-201591 124028-201591	M,T,W,Th,F
Schryer, Marc	OCC	07/01/15	06/30/16	812001-201592 110001-201591 124028-201591	M,T,W,Th,F
Shaver, Vasiliki	OCC	07/01/15	06/30/16	812001-201592 110001-201591 124028-201591	M,T,W,Th,F
Shipley, Andrew	OCC	07/01/15	06/30/16	812001-201592 110001-201591 124028-201591	M,T,W,Th,F

Stetson, Scott	OCC	07/01/15	06/30/16	812001- 201592 110001- 201591 124028- 201591	M,T,W,Th,F
Taskiran, Hazal	OCC	07/01/15	06/30/16	812001- 201592 110001- 201591 124028- 201591	M,T,W,Th,F
Tran, Amundson	OCC	07/01/15	06/30/16	812001- 201592 110001- 201591 124028- 201591	M,T,W,Th,F
Tran, Brian	OCC	07/01/15	06/30/16	812001- 201592 110001- 201591 124028- 201591	M,T,W,Th,F
Tran, Cassidy	CCC	11/05/15	06/30/16	110001- 804513	M,T,W,Th,F
Trinh, Khoi	OCC	07/01/15	06/30/16	812001- 201592 110001- 201591 124028- 201591	M,T,W,Th,F
Turner, Audrey	OCC	07/01/15	06/30/16	812001- 201592 110001- 201591 124028- 201591	M,T,W,Th,F
Turner, Tracy	OCC	08/24/15	06/30/16	110001- 210100	M,T,W,Th,F
Twidwell, Robert	OCC	07/01/15	06/30/16	812001- 201592 110001- 201591 124028- 201591	M,T,W,Th,F
Vu, Nga	OCC	07/01/15	06/30/16	812001- 201592 110001- 201591 124028- 201591	M,T,W,Th,F

Wall, Sarah	OCC	07/01/15	06/30/16	812001-201592 110001-201591 124028-201591	M,T,W,Th,F
Williamson, Austin	OCC	07/01/15	06/30/16	812001-201592 110001-201591 124028-201591	M,T,W,Th,F
Yi, Paul	OCC	07/01/15	06/30/16	812001-201592 110001-201591 124028-201591	M,T,W,Th,F
Zemanek, Erika	OCC	07/01/15	06/30/16		

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>
Barcenas, Cynthia	OCC	09/10/15	06/30/16	812020-205403	M,T,W,Th,F
Ismail, Zulekha	OCC	09/18/15	06/30/16	330001-259101	M,T,W,Th,F
Lee, John	GWC	10/08/15	06/30/16	127006-385102 813015-381401	M,T,W,Th,F
Munoz, Sahira	GWC	10/08/15	06/30/16	127006-385102 813015-381401	M,T,W,Th,F
Silva, May	OCC	07/01/15	06/30/16	330001-259101	M,T,W,Th,F
Vargas Armenta, Yessica	OCC	09/23/15	06/30/16	330001-259101	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>
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Gilbert, Christine	GWC	10/21/15	06/30/16	124403-349507	M,T,W,Th,F
Heard, Cadrena	GWC	10/22/15	06/30/16	124403-349507	M,T,W,Th,F
Joseph, Cathy	GWC	10/22/15	06/30/16	124403-349507	M,T,W,Th,F
Montgomery, Jessica	GWC	10/22/15	06/30/16	813001-324504	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>
Khim, Kevin	OCC	09/17/15	06/30/16	110001-249200	M,T,W,Th,F
Pham, Duy	OCC	07/01/15	09/02/15	110001-200201	M,T,W,Th,F
Queja, Brittany	GWC	10/08/15	06/30/16	110001-327301	M,T,W,Th,F
Rahhal, Joud	OCC	07/01/15	06/30/16	110001-200201	M,T,W,Th,F

#### **11. Ratification of Appointment of Substitute Classified**

None.

#### **12. 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

Alvarez, Adrian  
 Briseno, Crystal  
 Dempsey, Jennifer  
 Fakatou, Lillian  
 Fix, Cassidy  
 Haley, Steven  
 Newton, Sydney  
 Nguyen, Diana  
 Nguyen, Luan  
 Nguyen, Phuc  
 Papp, Zsuzsanna  
 Rodriguez, Anneliese  
 Sanchez Ramos, Odaliz  
 Vu, David

##### Orange Coast College

Gherghina, Mihai  
 Ho, Tri

Javadi, Fatemeh  
Khourg, Anthony  
Ly, Mindy  
Nguyen, Quan  
Paraiso, Camila  
Prechel, Garrett  
Provasoli, Davide  
Rahou, Kayla  
Schwartz, Caitlin  
Sif Essalam, Abd Elhakim  
Teimoury, Parmida  
Tran, Chuong  
Yamada, Yuto  
Yamanaka, Hajime

