

# **REGULAR MEETING MINUTES\***

Board of Trustees

Coast Community College District

District Board Room

3:45 p.m. Closed Session, 5:00 p.m. Open Session

Wednesday, November 15, 2017

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on November 15, 2017 in the Board Room at the District Office.

## **1.00 Preliminary Matters**

### **1.01 Call to Order**

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

### **1.02 Roll Call**

Trustees Present: Trustees Grant, Hornbuckle, Prinsky, Patterson and Moreno

Trustees Absent: Student Trustee Venegas

Student Trustee Venegas joined the meeting at 5:00 p.m.

### **1.03 Public Comment (Items on Closed Session 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 to discuss the following:

#### **a. Public Employee Discipline/Dismissal/Release**

(Pursuant to *Government Code* Section 54957)

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

1. Approval of Appointment of Full Time Faculty

2. Ratification of Appointment of Substitutes, Academic Staff
3. Ratification of Appointment of Part-time Faculty
4. Approval of Appointment of Educational Administrators  
Reappointments  
Vice President  
Dean  
Dir. Accessibility Center for Education  
Associate Dean/Director Student Health Center  
Exec/Dean Military Edu  
Project Dir., Adult Edu Block Grant  
Coordinator Criminal Justice Training Center  
Associate Dean, Global Engagement  
Athletic Director  
Associate Dean  
Admin Dir Res Plan and Institutional Effectiveness
5. Approval of Appointment of Classified Management  
Director, Academic and User Support  
Manager, Art Galleries and Exhibits
6. Approval of Appointment of Classified Staff  
Admissions & Records Tech Senior – SSSP  
Custodian  
Accounting Coordinator  
Cyber Patriot Project Specialist  
Student Financial Aid Systems Specialist  
Typist Clerk, Intermediate  
Instructional Associate-Basic Skills  
IT Applications Analyst  
IT Business Process Analyst  
Admissions & Records Tech II  
Accounting Assistant Senior  
Instructional Associate, Student Success Center
7. Approval of Reclassification and Reorganization/Reassignment, Classified Staff
8. Ratification of Temporary Out of Class Assignments, Classified Staff  
Instructional Load and Pay Analyst
9. Ratification of Project-Specific Assignment, Classified Staff
10. Ratification of Appointment of Short Term Hourly Staff

11. Ratification of Appointment of State Mandated Substitute, Classified Staff
12. Ratification of Medical Professional Hourly Personnel
13. Ratification of Appointment of Student Workers

**c. Conference with Legal Counsel: Existing Litigation**

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

City of Huntington Beach et al. vs. California Director of Finance et al., California Court of Appeal Case No. C076809

City of Fountain Valley et al. vs. Michael Cohen et al., California Court of Appeal Case No. C081661

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., Equal Employment Opportunity Commission Charge No. 480- 2014-00049

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

Reginald Lewis vs. Coast Community College District et al., Department of Fair Employment and Housing Case No. 359115-125003

Heidi Mattingly-Viers vs. Coast Community College District, Orange County Superior Court Case No. 30-2015-00819631

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

Constance George vs. Coast Community College District et al., Orange County Superior Court Case No. 30-2016-00865168

Emma Adams vs. Coast Community College District et al, Department of Fair Employment and Housing Case No. 758894-221724

Michelle Wang vs. Coast Community College District, Equal Employment Opportunity Commission Case No. 480-2017-01086

Coast Community College District vs. Robert McDougal, Orange County Superior Court Case No. 30-2017-00907612

Orange Coast College, Office for Civil Rights, Case No. 09-17-2403

Sue Primich vs. Coast Community College District, Department of Fair Employment and Housing Case No. 778850-255792

Ronald Pryor vs. Coast Community College District, Department of Fair Employment and Housing Case No. 826405-282725

Diana Sharp vs. Coast Community College District, Arbitration

Ailene Nguyen and Christine Nguyen vs. Coast Community College District et al., Orange County Superior Court Case No. 30-2017-00939524

Daniel Scheid vs. Coast Community College District, Orange County Superior Court Case No. 30-2017-00941816

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

Significant exposure to litigation pursuant to sub-section “d-2” of *Government Code* Section 54956.9. Three cases including claim by Nicholas French, and threatened litigation by Kevin Shenkman and by William Hoang.

**e. Conference with Labor Negotiator**

(Pursuant to *Government Code* Section 54957.6)

District Negotiators: John Tortarolo, Interim Vice Chancellor Human Resources, and Dr. John Weispfenning, Chancellor

Employee Groups:

Coast Federation of Classified Employees (CFCE),

Coast Community College Association-California Teachers

Association/National Education Association (CCCA-A/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)

**1.05 Reconvene to Open Session**

The meeting was reconvened by Board President Grant at 5:05 p.m.

**1.06 Pledge of Allegiance**

Trustee Jim Moreno led the Pledge of Allegiance.

**1.07 Report of Action in Closed Session**

General Counsel, Dr. Jack Lipton, reported the following action from Closed Session:

For **Item 1.04 b. Public Employment**, on a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve and ratify the personnel items as revised. (See Appendix pages 21-28)

Motion carried with the following vote:

Ayes: Trustees Grant, Hornbuckle, Prinsky, Patterson and Moreno

Noes: None

Absent: Student Trustee Venegas

Abstain: None

For **Item 1.04 d. Conference with Legal Counsel: Anticipated Litigation**, on a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to deny the claim submitted by Nicholas French.

Motion carried with the following vote:

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

For **Item 1.04 e. Conference with Labor Negotiator** on a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to ratify a Memorandum of Understanding with CCA regarding priority part-time faculty assignments, a Memorandum of Understanding with CFCE regarding retirement benefits, and the Classified Club Advisor Form with CFCE.

Motion carried with the following vote:

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

The Board voted to add an item to the agenda that had been brought to their attention subsequent to the agenda being posted that needed immediate action regarding appointing a Board Member and Community Member to serve on the Vice Chancellor of Human Resources Search Committee.

On a motion by Trustee Moreno, seconded by Student Trustee Venegas, the Board voted to appoint Trustee Patterson to serve on the Committee. In addition, the Board delegated the Chancellor to appoint a Community Member to serve on this search committee, to be ratified by the Board at the December meeting.

Motion carried with the following vote:

Ayes:	Trustees Grant, Hornbuckle, Prinsky, Patterson, Moreno and Venegas
Noes:	None
Absent:	None
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 retirees with 10 or more years of service to the Coast Community College District:

Deborah Bales, GWC, Director of Marketing and Creative Services, retirement effective December 30, 2017

Becky Bernard, GWC, Office Services Assistant, retirement effective February 21, 2018

Rosalind Campbell, OCC, Student Financial Aid Fiscal/Accounting Specialist, retirement effective December 31, 2017

Cathy Mesenbrink, DIST, HR Analyst, retirement effective December 31, 2017

Teresa Speakman, GWC, Instructor, retirement effective May 28, 2018

Nancy Sprague, DIST, Executive Assistant to the Chancellor, retirement effective December 31, 2017

Cheryl Tittle, GWC, Administrative Clerk, Senior, retirement effective December 30, 2017

Susan Wong, GWC, Registered Nurse, retirement effective December 31, 2017

Mark Worden, CCC, Educational Tech Specialist, retirement effective December 29, 2017

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to accept the retirements.

Motion carried with the following vote:

Ayes: Trustees Grant, Hornbuckle, Prinsky, Patterson, Moreno and Venegas

Noes: None

Absent: None

Abstain: None

## **2.00 Public Hearing**

### **2.01 GWC - Dual Enrollment Partnership Agreement with the Orange County Department of Education (OCDE)**

Board President Grant opened the Public Hearing at 5:20 p.m. The Chancellor provided a brief staff report. There was no public testimony.

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to approve the Non-Standard Dual Enrollment Partnership between Coast Community College District for Golden West College and the Orange County Department of Education (OCDE). The President of the Board of Trustees or designee, was authorized to sign any related documents, indicating approval by the Board of

Trustees. This College and Career Access Pathways (CCAP) partnership with OCDE offered or expanded dual enrollment opportunities for students who may not already be college bound or who were under-represented in higher education. Public Notice had previously been given on the November 1, 2017 Board of Trustees' Agenda pursuant to *Education Code 76004 b*.

**Fiscal Impact:** No cost to the District. The College did not anticipate any additional costs in teaching the dual enrollment classes at either the Golden West site or OCDE sites.

Motion carried with the following vote:

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

The Public Hearing was closed at 5:23 p.m.

### **3.00 Informative Reports**

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

Eduardo Cervantes, Outreach Program Specialist, and students Denia Guillen, Alexandra Olvera and David Vo highlighted Orange Coast College's Student Outreach Program.

#### **3.02 DIS - Notice That the District and The Coast Federation of Educators (CFE) Will Be Negotiating the Effectuation of AB 119 (2017) Regarding Employee Orientations**

AB 119 (2017), which was signed into law by the Governor on June 27, 2017, provided, in part, for unions to have access to new employee orientations. In addition to the topics already presented in their initial bargaining proposals, the District and the Coast Federation of Educators would be negotiating the effectuation of this new law. This Notice was provided pursuant to sub-section "d" of *Government Code* Section 3547.

#### **3.03 DIS - Report on Preparation of Accreditation Institutional Self Evaluation Reports**

Vice Chancellor of Educational Services and Technology, Dr. Andreea Serban, provided an overview to the Board on the preparation of the Accreditation Institutional Self Evaluation reports, explaining some of the notable changes in the content of the

Institutional Self Evaluation Report (ISER). Coast Colleges were scheduled for the next comprehensive review for reaffirmation of accreditation in spring 2019. A major component of this process was the preparation of the ISER which documented how each college was meeting the standards, eligibility requirements, and policies of the Accrediting Commission for Community and Junior Colleges (ACCJC) as well as federal requirements. This report provided information on the key requirements for the ISER, recent changes in ACCJC's expectations for ISERs and comprehensive accreditation visits, the approach and timeline for preparing the college ISERs, and review, discussion, and adoption of ISERs by the Board.

Dr. Serban indicated that representatives from all three colleges and the District Office had participated in required ACCJC training in September and each college had established an accreditation self-evaluation committee and co-chairs for each ACCJC standard. Additionally, a district-wide workgroup had been established in May 2017 consisting of the co-chairs of Standard IV from each college and the Vice Chancellor of Educational Services and Technology. The proposed timeline for developing drafts of the ISERs and review, discussion and adoption of the Board was presented and discussed as follows:

- First complete draft of college ISERs done by April 1, 2018
- Second Board Meeting in April 2018 – draft Standard IVC Governing Board brought for review and discussion with the Board
- May-August 2018 – Revisions and updates of college ISERs
- First Board Meeting in September 2018 – Board review and discussion of drafts of college ISERs
- Second Board Meeting in October 2018 – Board review and discussion of drafts of college ISERs
- Second Board Meeting in November 2018 – Board adoption of final college ISERs

Discussion took place and Dr. Serban responded to Trustees' questions. Dr. Serban was commended for her leadership.

### **3.04 DIS – Annual Report on Unfunded Retiree Liability**

The Board reviewed a report on Unfunded Retiree Liability, and Mr. Geoffrey Kischuk of Total Compensation Systems, Inc. gave a presentation to the Board on 2017 GASB 75 Evaluation, and responded to Trustees' questions.

Trustee Patterson requested that a document be provided to members of the Measure M Committee to provide clarity on our acronyms and definitions of funding etc.

### **3.05 DIS – Informational Report on the OCC School of Sailing and Seamanship**

Brad Avery, Director, provided an overview to the Board on the OCC School of Sailing and Seamanship.



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

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

The Board reviewed upcoming Board Meeting dates.

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

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

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

The Board reviewed the Board Directives Log.

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board directed the Chancellor to obtain an analysis from the State Chancellor's Office showing proposed tax revisions and the impact on our community college students, their families and our veterans in terms of deductions (mortgage interest, loss of health care subsidies etc.)

Motion carried with the following vote:

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

##### **4.04 DIS - Board Self Evaluation**

Trustee Moreno was excused from the meeting.

After some discussion, on a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board directed the Board Secretary to schedule a special meeting to continue this item for further discussion and action, preferably at the beginning of the year.

Motion carried with the following vote:

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

#### **5.00 Consent Calendar (Items 6.01 – 19.01)**

##### **5.01 Consent Items**

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

Motion carried with the following vote:

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

## **20.00 Discussion Calendar**

## **21.00 Approval of Standard Agreements in Excess of \$88,300**

### **21.01 DIS - Amendment No. 2 to the Standard Architectural Services Agreement with tBP Architecture**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve Amendment No. 2 to the Standard Architectural Services Agreement with tBP Architecture, Inc.

On November 20, 2015 the District issued RFP #2076, seeking qualified architectural/engineering firms to provide professional design and architectural services during the pre-design phase of the Student Union Project at Orange Coast College. After an extensive committee review of the proposals received, the Board awarded an agreement to tBP Architecture Inc. in September of 2016. Through the Fall 2016 semester, the designers worked with the campus constituents to finalize a plan for new construction of a 153,000 square foot, three-story building. In January of 2017, the Board approved Amendment No. 1 to tBP Architecture's contract, authorizing design and engineering services to be extended through the design development phase of the project, including the development of construction documents and the procurement of construction administration services throughout the project. Amendment No. 2 to this agreement would adjust the scope of work to include Fixed Furniture and Equipment (FF&E) Design and procurement services for the project as proposed in the attachment dated October 25, 2017.

**Term:** September 9, 2016 through December 30, 2020 (no change)

**Fiscal Impact:** \$150,000; previous contract amount \$4,963,900; revised contract amount \$5,113,900. These funds were to be paid General Obligation Measure M Bond Funds designated for the Orange Coast College Student Union Project.

Motion carried with the following vote:

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

## **22.00 Revenue Generating Agreements/Contracts Over \$88,300**

### **22.01 DIS - Standard Tower License Site Agreement with NextWeb, Inc., d/b/a TPx Communications**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve the standard Tower License Site Agreement with NextWeb, Inc. d/b/a TPx Communications. Per the La Habra Tower Site License Agreement approved at the July 19, 2017 Board Meeting, NextWeb Inc., d/b/a TPx Communications would affix and maintain the agreed upon microwave transmission antennae(s) and rack(s) on the La Habra Tower as shown in Exhibit A & B of the Agreement.

**Term:** December 1, 2017 – November 31, 2022

**Fiscal Impact:** No cost to the District. Projected revenue of \$2,250/Month; \$27,000/Year for up to 5 years with a 3% yearly increase as outlined in the La Habra Tower Site License Agreement.

Motion carried with the following vote:

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

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to add an item to the Board Directives Log for an informational report from the Chancellor regarding status of current usage of the tower, current revenues, and what staff foresees for the future.

Motion carried with the following vote:

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

## **23.00 Approval of Non-Standard Agreements in Excess of \$88,300**

### **23.01 DIS – Non-Standard Independent Contractor Agreement/Berkley Life and Insurance Company**

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve the non-standard independent contractor agreement with Berkley Life and Insurance Company. Medical stop loss is an insurance product that provides protection against catastrophic or unpredictable losses. It is purchased by employees who have decided to self-fund their employee benefit health plans, but do not want to assume 100% of the liability for losses arising from the plans. If expenses go above the insured limits, the stop loss carrier will assume the liability. Coast Community College District protects against liability for losses, on high claims of \$300,000 or more, in our self-funded Delta Health Systems PPO Plan. Our previous stop loss insurance carrier was VOYA Financial. The District was notified by VOYA Financial that effective October 1, 2017 our insurance premium rates were increasing by 19.5%. The District was able to secure a more favorable agreement with Berkley Accident and Health for our stop loss insurance. We have the same insurance limits and stop loss coverage as we did with VOYA Financial and our premiums reflect only a 2.4% increase.

**Term of Agreement:** October 1, 2017 to September 30, 2018

**Fiscal Impact:** \$48.04 per employee/per month

Motion carried with the following vote:

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

### **23.02 DIS – Non-Standard Agreement with WTC Consulting, Inc.**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve the Non-Standard Agreement with WTC Consulting, Inc.

Coast Community College District engaged WTC Consulting, Inc. to assess and establish the Technology Condition Index of our District. The index would provide the District with:

- The complete inventory of primary and application specific network elements in use at all District sites, and

- Provide the foundational data needed prioritize device replacement based on usage, role and condition of the devices.

Utilization of the data produced through WTC's "Phase I Assessment and Inventory" would provide critical elements for the calculation of the Total Cost of Ownership for future technology planning and purchases. Knowing the condition of systems that support and power applications was vital for determining the true cost of ownership rather than simply the cost of system acquisition.

**Term:** Upon Chancellor's Signature – 4 Month Term

**Fiscal Impact:** Not to exceed \$275,000 to be paid using Measure M Funds.

Motion carried with the following vote:

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

## **24.00 Ratification/Approval of General Items of Business**

### **24.01 DIS - Approval of Change Order No. 1 to the Standard Contractors Agreement with Line Tech Contractors**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve Change Order; No. 1 for Orange Coast College Legacy Hall & Garrison Honors Building Remodel Project; Bid No. 2100. The Board President or designee, was authorized to sign any related documents, indicating approval by the Board of Trustees.

Orange Coast College rehabilitated the Legacy Hall (Building 12) and Garrison Honors (Building 13) centers to include occupancy for Intensive English Course (IEC) classrooms and the honors college program. Work included the removal and disposal of remaining furniture, abatement of select areas including flooring, walls and base boards; demolition of existing walls and infills; installation of new demising walls; removal, prep and installation of new flooring; new paint; reconfiguration of the restrooms; mechanical and electrical updates; and other items as shown on the plans and specifications. Notice of Completion was filed and the project was in the process of financial closing.

Final contract closeout and credit for unused allowance.

Change Order Amount: <-\$59,660.22>

Original Contract Amount: \$495,000.00

Total Change Orders: <-\$59,660.22> (12.1% Decrease)

**Term:** February 28, 2017 - August 31, 2017

**Fiscal Impact:** Decrease amount of <-\$59,660.22>; previous contract amount \$495,000; revised contract total amount \$435,339.78 (OCC- Measure M Bond Funds)

Motion carried with the following vote:

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

#### **24.02 DIS - Bid Tabulations and Award of Contract for Coastline Community College Changeable Banner Signage Project, Bid No. 2112**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to award Bid No. 2112 to the lowest responsive and responsible bidder PVL Signs & Graphics Inc. The President of the Board of Trustees, or designee, was authorized to sign any related documents indicating approval by the Board of Trustees.

This project included the installation of three banner displays at the Coastline Newport Learning Center, College Center, and Garden Grove Center locations. It was anticipated this would commence in November of 2017 and be completed by January 2018. Notices were published in the Daily Pilot on August 20, 2017 and August 27, 2017. Additionally, 405 pre-qualified vendors were solicited via email. Twenty perspective bidders reviewed the bid requirements, and one bid was received and opened on October 10, 2017.

**Comments:** Bid Results are as follows:

<u>Bid Received From:</u>	<u>Total Bid:</u>
<b>PVL Signs &amp; Graphics Inc.</b> 1342 Bell Avenue, Unit 3N Tustin, CA 92780	\$26,900 (Includes \$2,000 project allowance)

**Fiscal Impact:** \$26,900 (CCC - Measure M General Obligation Bond Fund)

Motion carried with the following vote:

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

## **24.03 DIS - Bid Tabulations and Award of Contract for Construction Management Services for Orange Coast College Kinesiology Athletics Project Phase I, Bid No. 2115**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to award Bid No. 2115 to C.W. Driver, LLC. The President of the Board of Trustees, or designee, was authorized to sign any related documents indicating approval by the Board of Trustees.

Orange Coast College was seeking construction management services for the first phase of its Kinesiology Athletics Project. This would include management through the pre-construction, bidding, construction, and post-construction phases of the new construction of a multi-building, one story complex, measuring 58,000 gross square feet. This new facility would consist of division offices, athletic training, adaptive P.E., equipment management, locker rooms/showers, support spaces for the aquatics programs, a 65-meter competition pool and a 25-meter conditioned instructional pool. Construction was expected to begin in December of 2018 with a completion date estimated for some time in December 2020.

Notices were published in the Daily Pilot on September 27, 2017 and October 4, 2017. Additionally, 339 pre-qualified vendors were solicited via email. Fifty-five perspective bidders reviewed the bid requirements, and six bids were received and opened on October 13, 2017. The District Purchasing office established a selection committee, consisting of OCC and District office personnel to review and evaluate all respondents. Respondents were evaluated and scored based on (1) approach to the project and management plan, (2) experience of the team proposed (3) cost (4) local business participation, (5) references, and (6) overall firm capability and resources. Based on the initial scoring, two firms were short-listed and invited to participate in the interview phase. Interviews were held on November 1st at which time the committee, after extensive deliberations, recommended C.W. Driver, LLC for selection of for this project. The interviewees included:

- Tilden-Coil
- C.W. Driver, LLC.

The following respondents (alphabetical) were not selected as finalists for this project: Arcadis, California, Kitchell CEM, TELACU

**Impact:** \$2,328,448 (OCC- Measure M General Obligation Bond Fund)

Motion carried with the following vote:

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

#### **24.04 DIS- Bid Tabulations and Award of Contract for Contractor Services for Orange Coast College Skills Center and Faculty Offices HVAC, Bid No. 2116**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to award Bid No. 2116 to Allison Mechanical. The President of the Board of Trustees, or designee, was authorized to sign any related documents indicating approval by the Board of Trustees.

Orange Coast College was seeking contractor services to remove and replace the existing heating, ventilation, and air conditioning (HVAC) units and duct work associated with the faculty offices. The existing single pack HVAC units had far exceeded the end of their useful life and the existing infrastructure was damaged and failing. Contracting for these services would restore the normal functionality of the units currently servicing the faculty offices. Construction was expected to begin in December of 2018 with a completion date estimated for some time in January 2018.

Notices were published in the Daily Pilot on October 18, 2017 and October 25, 2017. Additionally, 253 pre-qualified vendors were solicited via email. A mandatory job walk was held on October 26, 2017 and eleven perspective bidders attended. Two bids were received and opened on November 3, 2017.

**Comments:** The bid results were as follows:

<u>Bid Received From:</u>	<u>Total Bid:</u>
<b>Allison Mechanical</b> 1968 Essex Ct. Redlands, CA 92373	<b>\$339,530.00</b>
F.M. Thomas Air Conditioning Brea, CA	\$434,445.00

**Fiscal Impact:** \$339,530 which includes \$25,000 in allowances. (2017-18 Scheduled Maintenance Funds)

Motion carried with the following vote:

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



**24.05 DIS - Ratification of Successor Collective Bargaining Agreement with Coast Federation of Classified Employees/American Federation of Teachers, Local 4794 through June 30, 2019**

On a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted to ratify the successor collective bargaining agreement ("CBA") between the District and CFCE/AFT, Local 4794.

Motion carried with the following vote:

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

**24.06 DIS - Adoption of College Integrated Plans - Student Success and Support Program/Student Equity Program/Basic Skills Initiative**

On a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted to adopt the Integrated Plans SSSP/SEP/BSI for Coastline Community College, Golden West College and Orange Coast College, respectively. The State Chancellor's Office communicated on September 28, 2016 that it had suspended the requirement for colleges to submit separate 2016-17 Action and Expenditure Plans for the Student Success and Support Program (SSSP), Student Equity Program (SEP), and Basic Skills Initiative (BSI), respectively. The decision to suspend the submittal of plans for one year was made to facilitate greater integration, alignment, and streamlining of these three programs. The colleges were required to integrate, coordinate, and align these three programs, develop an integrated plan and submit it to the State Chancellor's Office by December 15, 2017.

Motion carried with the following vote:

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

**25.00 Resolutions**

**25.01 Resolution #17-35 Authorization to Purchase Network Infrastructure Equipment for the Criminal Justice Training Center Project at Golden West College**

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to adopt Resolution #17-35 authorizing the purchase of Network Infrastructure Equipment for the Criminal Justice Training Center Project at Golden West College.

Motion carried with the following vote:

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

**25.02 Resolution #17-36 Authorization to Purchase Heating, Ventilation, and Air Conditioning Controls for the Skills Center and Faculty Offices Project at Orange Coast College**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #17-36 authorizing the purchase of Heating, Ventilation, and Air Conditioning Controls for the Skills Center and Faculty Offices Project at Orange Coast College.

Motion carried with the following vote:

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

**25.03 Resolution #17-37 Authorization to Purchase Audio Visual Equipment for the Criminal Justice Training Center Project at Golden West College**

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to adopt Resolution #17-37 authorizing the purchase of Audio Visual Equipment for the Criminal Justice Training Center Project at Golden West College.

Motion carried with the following vote:

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

**26.00 Approval of Minutes**

**26.01 Minutes**

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve the minutes of the Regular Meeting of October 18, 2017, the Special Meeting of November 1, 2017 and the Regular Meeting of November 1, 2017.

Motion carried with the following vote:

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

## **27.00 Close of Meeting**

### **27.01 Public Comment**

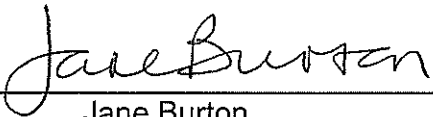
There were no requests to address the Board.

### **27.02 Adjournment**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to adjourn the meeting at 7:10 p.m.

Motion carried with the following vote:

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

  
\_\_\_\_\_  
Jane Burton  
Interim 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***

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Public Employment.....	21-28

**CLOSED Session 11/15/17 Board Approved**

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

None.

**2. Ratification of Appointment of Substitutes, Academic Staff**

Part Time Faculty Substitutes

It is recommended by the Vice Chancellor of Human Resources that the following individuals be appointed as substitutes, pursuant to *Education Code* Section 87482.5 and subject to Board policies governing such appointments, to be paid \$44.36/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered during the 2017-18 academic year.

Coastline Community College

Marian, Lynne

Saens, Marisol

Syverson, Beth

Golden West College

Bayz, Kalthoum

Hernandez, Rebecca

Tanio, Stephanie

Orange Coast College

Timmons, Nicholas

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

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 period 07/01/17 to 06/30/18, not to exceed 498 hours:

Brouwer, Jeff

Casteel, Brian

Johnson, Stephen

Nelson, Robert

Woo, James

**4. Approval of Appointment of Educational Administrators**

REAPPOINTMENTS

## EDUCATIONAL ADMINISTRATOR REAPPOINTMENTS

The Coast Community College District employs educational administrators. During this reappointment cycle, effective 07/01/18, the following administrators are recommended for reappointment. These reappointments are subject to subsequent ratification of new employment agreements.

Name	Position	Placement	Doctoral Stipend	Site	Chancellor's Review	Reappointment Term
Ballinger, Kevin	Vice President	DG-14-8		OCC	Yes	2 year
Blair, Shelly	Dean	DG-12-3	x	CCC	Yes	2 year
Bowman, Chad	Dir., Accessibility Ctr for Education	DG-8-7	x	GWC	Yes	2 year
Brammer, Robyn	Dean	DG-12-9	x	GWC	Yes	2 year
Cheng-Chen, Judy	Assoc Dean/Director Student Health Ctr	DG-10-4	x	GWC	Yes	2 year
Daly, Kelly	Assoc Dean/Director Student Health Ctr	DG-10-3		OCC	Yes	2 year
Giblin, Tara	Dean	DG-12-7	x	OCC	Yes	2 year
Groot, Joycelyn	Exec/Dean. Military Edu	DG-13-9		CCC	Yes	2 year
Hicks, Ricky	Coord Criminal Just Trgn Ctr	DG-4-8		GWC	Yes	2 year
Jensen, Nathan	Assoc Dean, Global Engagement	DG-10-6		OCC	Yes	2 year
Jones, Nancy	Dean	DG-12-9	x	CCC	Yes	2 year
Kehler, Jason	Athletic Director	DG-10-3		OCC	Yes	2 year
Lowenberg, Ronald	Dean	DG-12-9		GWC	Yes	2 year
Mandelkern, Michael	Dean	DG-12-9	x	OCC	Yes	1 year
Mueller, Kathryn	Dean	DG-12-9	x	OCC	Yes	2 year
Neal, Tommy	Dean	DG-12-5	x	CCC	Yes	2 year
Nguyen, Christine	Vice President	DG-14-8		CCC	Yes	2 year
Quihuiz, Shannon	Assoc Dean	DG-10-3		OCC	Yes	2 year
Rodriguez, Vincent	Vice President	DG-14-8	x	CCC	Yes	2 year
Saddul, Claudia	Vice President	DG-14-7	x	GWC	Yes	2 year

Sergeyeva, Larisa	Project Dir., Adult Edu Block Grant	DG-7-3	x	GWC	Yes	1 year
Sutliff, Michael	Dean	DG-12-9	x	OCC	Yes	2 year
Tamanaha, Stephen	Dean	DG-12-7		OCC	Yes	2 year
Taylor, John	Dean	DG-12-5	x	OCC	Yes	2 year
Vergara, Derek	Dean	DG-12-6	x	OCC	Yes	2 year
Whiteside, Christopher	Dean	DG-12-9		GWC	Yes	2 year
Zentner, Aeron	Admin Dir Res Plan and Inst Eff	DG-11-9	x	CCC	Yes	2 year

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.

## 5. Approval of Appointment of Classified Management

In accordance with Board policies and procedures, the following Classified Management Staff are recommended by the Vice Chancellor of Human Resources for appointment to advertised positions; these include promotions, new hires, and rehires:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Plcmt</u>	<u>Vacancy #</u>
Thompson, David	DIST	Dir, Academic and User Support	11/16/17	DG-9-7	D-014-18
Stallings, Tyler	OCC	Mgr, Art Galleries & Exhibits	01/08/18	DG-7-9	O-008-18
Whiteside, Sandra	DIST	Dir, Academic and User Support	11/16/17	DG-9-4	D-015-18

## 6. 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>
Culross, Lee Ann	CCC	Adm & Rec Tech Senior-SSSP	11/16/17	E-115-2	C-017-18
Cuevas, Alex	OCC	Custodian	11/16/17	E-110-1	O-015-18
Cuevas, Osvaldo	OCC	Custodian	11/16/17	E-110-1	O-013-18
Even, Kristi	DIST	Accounting Coordinator	11/16/17	E-118-1	D-019-18
Fujanto, Handrias	CCC	Cyber Patriot Proj Specialist	11/16/17	E-116-1	C-016-18
Grunbaum, Andrew	GWC	Student Fin Aid Systems Specialist	11/16/17	E-118-1	G-006-18
Ho, Phuong	CCC	Typist Clerk, Interm 19.5 hrs wk 5% diff-swing shift	11/16/17	E-109-1	C-008-18
Hoeft, Kristen	CCC	Instructional Assoc-Basic Skills	11/16/17	E-115-4	C-011-18
Jones, Adam	DIST	IT Applications Analyst	11/27/17	E-121-1	D-021-18
Mungi, Subba	DIST	IT Business Process Analyst	11/16/17	E-125-5	D-022-18
Pacheco, Arturo	OCC	Custodian	11/16/17	E-110-1	O-014-18
Pacheco, Mercedes	OCC	Adm & Records Tech II	11/16/17	E-114-4	O-024-18
Pham, Dao	GWC	Accounting Assistant Senior	11/16/17	E-114-3	G-005-18
Rowden, Melissa	OCC	Adm Assistant I	11/16/17	E-117-3	O-025-18
Torres, Renee	CCC	Instr Assoc, Student Success Ctr	11/16/17	E-115-1	C-014-18

## 7. Approval of Reclassification and Reorganization/Reassignment, Classified Staff

None.



## 8. Ratification of Temporary Out of Class Assignments, Classified Staff

It is recommended by the Vice Chancellor of Human Resources 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>LOC</u>	<u>From</u>	<u>To</u>	<u>Action</u>	<u>Plcmt</u>
Bach, Bebe	GWC	HR Specialist	Instr Load & Pay Analyst	Extend from 10/31/17 to 01/31/18	E-121-4

## 9. Ratification of Project-Specific Assignment, Classified Staff

None.

## 10. Ratification of Appointment of Short Term Hourly Staff

It is recommended by the Vice Chancellor of Human Resources 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>
Venturanza, Rikka	CCC	11/01/17	07/09/18	120217-856602	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>
Greer, Christopher	OCC	10/30/17	07/09/18	812035-212203	M,T,W,Th,F

Lara, Catherine	CCC	11/02/17	07/09/18	124007-856101	M,T,W,Th,F
Park, Velvet	OCC	10/30/17	07/09/18	110001-200201	M,T,W,Th,F
Prechel, Garrett	OCC	08/11/17	07/09/18	110001-201503	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>
Alonso, Mark	GWC	10/31/17	07/09/18	110001-385302	M,T,W,Th,F
Berg, Rogina	OCC	10/26/17	07/09/18	330001-259101	M,T,W,Th,F
Carmack, Kyle	OCC	10/26/17	07/09/18	127005-258900	M,T,W,Th,F
Cochran, Indigo	OCC	10/26/17	07/09/18	330003-259101	M,T,W,Th,F
Dang, Ivy	OCC	10/26/17	07/09/18	330003-259101	M,T,W,Th,F
Filner, Hannah	OCC	10/27/17	07/09/18	330001-259101	M,T,W,Th,F
Hoang, Theresa	OCC	10/26/17	07/09/18	330001-259101	M,T,W,Th,F
Lattimer, Megan	OCC	11/10/17	07/09/18	812020-205401	M,T,W,Th,F
Le, Son Kim	OCC	10/20/17	07/09/18	812020-205401	M,T,W,Th,F
Nguyen, John T.	OCC	10/27/17	07/09/18	127005-258900	M,T,W,Th,F
Ocampo Garcia, Queny	OCC	10/26/17	07/09/18	330001-259101	M,T,W,Th,F
Vu, Andrew	OCC	10/31/17	07/09/18	127005-258900	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>
Riley, Michael	GWC	10/23/17	07/09/18	110001-324501	M,T,W,Th,F

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

None.

#### **12. Ratification of Medical Professional Hourly Personnel**

None.

#### **13. Ratification of Appointment of Student Workers**

It is recommended by the Vice Chancellor of Human Resources 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.

##### Coastline College

Tran, Lena

Tran, Phung

##### Golden West College

Keighan, Liam

Le, Brandon

McGowan, Michelle

Ordonhez, Matheus

Rodriguez, Patricia

Smit, Cassidy

##### Orange Coast College

Arguello, Carmen

Corrales Diaz, Juan

Garcia, Brian

Ghazy, Sara

Kasmi, Mona

Ochoa, Issai

Sohn, Haley

Tran, Giau