

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, February 21, 2018

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on February 21, 2018 in the Board Room at the District Office located at 1370 Adams Avenue, Costa Mesa, CA.

1.00 Preliminary Matters

1.01 Call to Order

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

1.02 Roll Call

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

Trustees Absent: Student Trustee Venegas

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

1.03 Opportunity for 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
College President
5. Approval of Appointment of Classified Management
6. Approval of Appointment of Classified Staff
Executive Office Services Coordinator
Administrative Assistant II
Administrative Clerk
Registered Nurse – Charge
Textbook Acquisitions
7. Approval of Reclassification and Reorganization/Reassignment, Classified Staff
8. Ratification of Temporary Out of Class Assignments, Classified Staff
Reprographic Operations Tech
9. Ratification of Project-Specific Assignment, Classified Staff
Staff Assistant, Facilities
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. 34-2014-8001842

Reginald Lewis vs. Coast Community College District et al., Department of Fair Employment and Housing Case No. 359115-125003
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
Coast Community College District vs. Robert McDougal, Orange County Superior Court Case No. 30-2017-00907612
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

d. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-section "d-2" of *Government Code* Section 54956.9. One case: U.S. Department of Education/Coastline Community College.

e. Conference with Legal Counsel: Anticipated Litigation

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

f. Conference with Labor Negotiator

(Pursuant to *Government Code* Section 54957.6)

District Negotiators:

John Tortarolo, Interim Vice Chancellor Human Resources
Dr. John Weispenning, Chancellor

Employee Groups:

Coast Federation of Classified Employees (CFCE),
Coast Community College Association-California Teachers Association/
National Education Association (CCCA-TA/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 Trustee Hornbuckle at 5:00 p.m.

1.06 Pledge of Allegiance

Trustee Hornbuckle led the Pledge of Allegiance.

1.07 Report of Action in Closed Session (if any)

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

For **Item 1.04 b. Public Employment**, on a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to approve/ratify the personnel items. (See Appendix pages 15-20)

Motion carried with the following vote:

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

Barbara Cooper, OCC, Instructor, retirement effective May 28, 2018
Martha Malaty, OCC, Instructor, retirement effective May 28, 2018
Eligio Ortiz, OCC, Maintenance Specialist I, retirement effective April 1, 2018
Vinta Oviatt, OCC, Librarian, retirement effective August 1, 2018

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

Motion carried with the following vote:

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

2.00 Informative Reports

2.01 Faculty/Student/Program Highlight

Julie Mendez Marquez, Director, EOPS/CARE/CAFYES and CalWorks highlighted Coastline Community College's EOPS Food Pantry.

2.02 DIS - Presentation and Discussion of the District-wide Annual Institutional Effectiveness Report 2016-2017

Vice Chancellor of Educational Services and Technology, Dr. Andreea Serban, Mr. Dwayne Thompson, Dr. Kay Nguyen, Ms. Sheri Sterner and Dr. Aeron Zentner provided a presentation to the Board on the District-wide Annual Institutional Effectiveness Report for 2016-17. A key factor in ensuring educational quality is conducting an ongoing assessment of the District's effectiveness, and this ongoing evaluation reflected the commitment of many individuals within the District and examined our institutional strengths and identified areas for improvement. The report was divided into five major areas related to the District's and Colleges' missions, goals, functions, and resources. These topic areas included: Student Learning, Achievement and Development; Student Outreach and Responsiveness to the Community; Faculty, Staff and Administrators/Managers; Fiscal Support; and Facilities.

Looking across all 2017 Scorecard measures, Orange Coast College was above statewide average rates on every measure and had the highest rates within the District for all measures. Golden West College was at or above statewide average rates on all but two measures – Remedial ESL and Skills Builder. Coastline Community College was at or above statewide average rates on four of the seven measures. The three measures Coastline was below statewide average rates were Remedial ESL, Persistence, and Skills Builder. Skills Builder captures wage gains for students who completed Career Technical Education courses, but did not transfer to a four-year institution or completed a degree or certificate. Coastline, Golden West and Orange Coast College were just below the statewide average rate.

It was noted that the total number of degrees awarded district-wide reached a new high of 5,826 in 2016-17, and the number of certificates of achievement awarded had increased significantly over the last five years to 4,491 in 2016-17.

District-wide the percentage of Hispanic students continued to increase, while the percentage of Asian and White students declined. Golden West College and Orange Coast College are qualified as federally designated Hispanic Serving Institutions, Coastline Community College is qualified as a federally designated Asian American, Native American, Pacific Islander Serving Institution (AANAPISI). It was noted that overall, the number of economically disadvantaged students had increased by 13% since 2012-13 to 31,866 in 2016-17, with the total dollar amount of financial aid awarded by each college increasing 25% from 2012-13 to just over \$88 million in 2016-17. Numerous specific initiatives and strategies underway to improve student success and serve the students were noted.

Information regarding Staffing, Fiscal Support and Facilities was also presented. Dr. Serban responded to Trustees' questions, and the Board thanked Dr. Serban and her staff for the very informative report.

2.03 DIS - Informational Report on Preliminary Budget Update

Vice Chancellor of Finance and Administrative Services, Dr. Andy Dunn, provided a preliminary budget update, and responded to Trustees' questions. On January 10, 2018, Governor Brown had released his budget proposal for the 2018-19 fiscal year. The next major step in the process was the release of the State Budget trailer bill language. The language provided the details of the proposals laid out by Governor Jerry Brown in his January Budget Proposal, and allowed the field and policymakers a more in-depth look at his plans for the California Community Colleges. A Budget Study session was planned for the March 7, 2018 Board Meeting.

2.04 DIS - Informative Report on Procurement Selection Processes

Vice Chancellor Dunn and Mr. Jerry Marchbank, Sr. Director of Facilities, Planning and Construction, provided a report to the Board on procurement selection processes in response to a request made at the January 17, 2018 Board Meeting. The presentation outlined the current procurement selection processes, local hiring data, and concluded with recommendations looking forward. Recommendations were to increase bid pools/local participation, to increase the percentage of scoring criteria for bid prequalification, ensure 100% local hire component in all Requests for Proposals, and to amend Board Policy/Administrative Procedures. After discussion, it was proposed that this item be brought back to a future meeting for the Board to provide direction and specific recommendations for discussion and action.

2.05 DIS - Presentation of Initial Joint Proposal from Coast Community College District and Coast Federation of Classified Employees (CFCE) - Local 4794

In compliance with the Educational Employment Relations Act, Coast Community College District and Coast Federation of Classified Employees (CFCE) presented its initial joint proposal to reopen for negotiation AB-119 (Unit Member Information and Orientation Meetings), AB-1487 (Working Out-of-Class), and the Classified Senate.

3.00 Matters for Review, Discussion and/or Action

3.01 Board Meeting Dates

The Board reviewed upcoming meeting dates.

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

The Board reviewed upcoming Meetings and Conferences of the AACC, ACCT, CCLC and CCCT

3.03 DIS - Board Legislative Affairs Committee Recommendation Opposing the PROSPER Act in its Current Form

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to approve the letter opposing the "Promoting Real Opportunity, Success and Prosperity through Education Reform (PROSPER) Act" (H.R. 4508) in its current form.

Motion carried with the following vote:

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

3.04 DIS - Board Policies for First Reading

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to move the following policies forward to a future agenda for second reading:

BP 2110 Vacancies on the Board – revision
BP 2735 Board Member Travel – revision
BP 2745 Board Self Evaluation - revision

Motion carried with the following vote:

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

3.05 DIS - Advertisement to Fill Upcoming Vacancies on the Measure M Citizens' Oversight Committee

Article 5.4 of the Citizens' Oversight Committee By-laws allows members to serve no more than two consecutive two-year terms. Currently, the Measure M Citizens' Oversight Committee had three members with their final term ending June 30, 2018:

1. College Support Organization Representative
2. Senior Citizen Organization Representative
3. Taxpayers' Association Representative

To seek replacements, consistent with the committee by-laws, the District would advertise in the Orange County Register seeking community members interested in serving on this committee. At a later meeting of the Board of Trustees, a list of candidates and their resumes would be presented for appointment to the vacant seats.

3.06 DIS - Approval for Use of Foundation Funds for Student Trustee to Attend ASACC Conference

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve District's Chancellor Foundation Funds not to exceed \$2,000 be allocated to assist with the cost of registration and other expenses for Student Trustee Javier Venegas to attend the American Student Association of Community Colleges National Student Advocacy Conference in Washington, DC, March 17-20, 2018, and for Javier to travel independently in his role as Student Trustee and attend the conference without a Staff Advisor.

Motion carried with the following vote:

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

3.07 Board Directives Log

The Board reviewed the Board Directives Log.

4.00 Consent Calendar (Items 5.01 – 17.01)

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to approve the Consent Calendar.

Motion carried with the following vote:

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

18.00 Discussion Calendar

19.00 Ratification/Approval of General Items of Business

19.01 OCC - Authorization for Destruction of Disabled Students Programs and Services Records

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to authorize the destruction of paper copies of OCC Disabled Students Programs and Services records from January 2009 through September 2017.

Motion carried with the following vote:

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

19.02 DIS - Approval of Amendment No.2 to the Standard Construction Management Agreement with Kitchell, CEM.

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve Amendment No.2 to the Standard Construction Management Agreement with Kitchell, CEM.

Amendment No. 2 to the Standard Construction Management Services Agreement with Kitchell CEM would extend the contract expiration date for construction management services on the Golden West College Criminal Justice Training Center from January 10, 2018 to March 9, 2018. Extension of the original term dates for the Construction Management contract would retain Kitchell CEM's services through the completion of construction and closeout with DSA at no additional cost to the District.

Term: May 20, 2014 through March 9, 2018.

Fiscal Impact: No additional cost to the District.

Motion carried with the following vote:

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

19.03 DIS - Approval of New Bank Account with Union Bank

On a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted to approve the new account and authorized signatories with Union Bank. The account was to replace the bank account previously held with City National Bank with the following signatories:

Coast Community College District Federal Perkins Loan Funds - FCC
W. Andrew Dunn - Vice Chancellor, Finance & Administrative Services
Daniela Thompson - Administrative Director, Fiscal Affairs
John Weispfenning - Chancellor

Motion carried with the following vote:

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

19.04 DIS - Approval of Salary Increase for Managers on the DG Salary Schedule

On a motion by Trustee Prinsky, seconded by Trustee Venegas, the Board voted to approve a salary increase of the State-funded Cost of Living Adjustment (COLA) plus 1%, for each of the fiscal years 2018-2019 and 2019-2020, for Managers on the DG salary schedule (which excludes the Chancellor, College Presidents, and Vice Chancellors) to be effective on July 1st of each designated fiscal year.

Motion carried with the following vote:

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

19.05 DIS - Approval of Standard Amendment No.1 to the Non-Standard Professional Services Agreement with DMc Engineering

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve Standard Amendment No.1 to the Non-Standard Professional Services Agreement with DMc Engineering.

The non-standard professional services agreement with DMc Engineering was originally approved at the November 2, 2017 meeting of the Board of Trustees and procured professional topographic survey services for the Orange Coast College Language Arts and Social Sciences Building Project. Since then, Underground Services Company was contracted to provide underground utility mapping services. The findings of the underground utility mapping needed to be added to the topographic survey completed by DMc Engineering. Approval of Standard Amendment No.1 would procure additional professional services from DMc Engineering to complete an investigative report on the underground utility survey and include the results on an updated topographic map of the build site.

Term: November 2, 2017 through June 30, 2018. Approval of this amendment would not adjust the term dates set forth in the original non-standard professional services agreement.

Fiscal Impact: \$9,600 to be paid using General Obligation Bond Funds and State Capital Outlay Funds. Original Contract Amount: \$19,600; New Contract Amount: \$29,200

Motion carried with the following vote:

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

19.06 DIS - Approval of Addendum to the Non-Standard Agreement with GovernmentJobs.com, Inc. (d/b/a "NEOGOV")

On a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted to approve the Addendum to the Non-Standard Agreement with GovernmentJobs.com, Inc. (d/b/a "NEOGOV").

In 2012, the District Office of Human Resources evaluated a variety of service solutions to address compliance and reporting needs of the District's applicant tracking and performance appraisal systems. There was a need to acquire an upgrade to the NEOGOV software that would allow District HR to streamline processes. This software would allow maximum productivity and provide an overall benefit of eliminating paper forms required of new hires and new Students.

Term: January 26, 2018 – January 25, 2019

Fiscal Impact: Not to exceed \$5,500 to be paid for from General Funds.

Motion carried with the following vote:

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

20.00 Resolutions

20.01 Resolution #18-10 Authorization to Purchase Cisco Software and Equipment for the Career Technical Education Program at Coastline Community College

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to adopt Resolution #18-10 to purchase Cisco Software and Equipment for the Career Technical Education Program at Coastline Community College.

Motion carried with the following vote:

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

20.02 Resolution #18-12 Authorization to Purchase Installation of Bulbs, Lamps, and Fixtures for the Lighting Retrofit Project at Golden West College

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to adopt Resolution #18-12 to purchase installation of bulbs, lamps, and fixtures for the Lighting Retrofit Project at Golden West College.

Motion carried with the following vote:

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

21.00 Policy Implementation/Administrative Procedure Ratification

21.01 DIS - Board Policies for Approval

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve Board Policy 2730 Board Member Health Benefits as presented.

It was directed that Board Policy 2725 Board Member Compensation would be returned to the next agenda for approval, to include additional language that an approved increase in compensation would also apply to the compensation for the Student Trustee.

Motion carried with the following vote:

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

22.00 Approval of Minutes

22.01 DIS - Minutes

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve the minutes of the Special Meetings of January 24, 2018 and February 7, 2018.

Motion carried with the following vote:

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

23.00 Close of Meeting

23.01 Public Comment

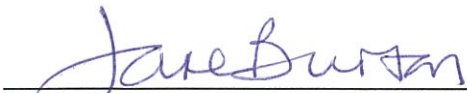
There were no requests to address the Board.

23.02 Adjournment

On a motion by Trustee Moreno, seconded by Student Trustee Venegas, the Board voted to adjourn the meeting at 7:13 p.m. in memory of the students who lost their lives at the Marjory Stoneman Douglas High School shooting, and in support of the student movements in Florida.

Motion carried with the following vote:

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



Jane Burton
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.....	15-20

CLOSED SESSION 2/21/2018 - 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

Don, Rachel

Leffler, Eric

Golden West College

Fitzpatrick, Denise

Orange Coast College

Sproat, Barbara

Navy Onshore and NCPACE for Military Contract Education during the Spring semester

Full Time Faculty Appointments during the period **01/01/18 to 6/30/18**.

Name

Adhanom, Abraham

Discipline

Business

3. Ratification of Appointment of Part Time Faculty

It is recommended by the Vice Chancellor of Human Resources that the following appointments be ratified for:

SPRING

Appointments during the period **01/29/18-05/27/18**:

Golden West College

Name

Nguyen, Thi Truc

Razo, Maria

Tran, Phien

Discipline

Counseling

Counseling

Counseling

Orange Coast College

<u>Name</u>	<u>Discipline</u>
Ryan, Keith	Physical Education

4. Approval of Appointment of Educational Administrators

None.

5. Approval of Appointment of Classified Management

None.

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>
Daniels, Jennifer	DIST	Executive Office Services Coordinator	02/22/18	JJ-5-2	D-034-18
McCord, Charissa	GWC	Administrative Assistant II	02/22/18	EE-118-3	G-009-18
Rogers, Ronda	GWC	Administrative Clerk	02/22/18	EE-109-1	G-018-18
Rossi, Margaret	OCC	Registered Nurse-Charge	02/22/18	EE-123-7	O-021-18
Rodriguez, Monica	GWC	Textbook Acquisitions	02/22/18	EE-112-1	G-010-18

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:

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>	<u>Plcmt</u>
D'Amore, Denise	OCC	Office Services Asst	Reprographic Operations Tech	01/02/18	02/09/18	E-115-6

9. Ratification of Project-Specific Assignment, Classified Staff

It is recommended by the Vice Chancellor of Human Resources that the following changes for Classified Staff working in a Project-Specific Assignment (7.5% differential) be ratified:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Project-Specific Assignment</u>	<u>Start Dt</u>	<u>End Dt</u>	<u>Plcmt</u>
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Carrizo, Michael	GW C	Staff Assistant, Facilities	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	11/01/17	04/30/18	E-117- 9
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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>Department</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work as Assigned</u>
Gajardo, Rachel	OCC	Student Support	02/07/18	07/09/18	812001- 261055	M,T,W,Th,F
Nguy, Eric	OCC	Student Success	01/10/18	06/30/18	124412- 246000	M,T,W,Th,F
Schultz, Michele	OCC	Student Success	01/10/18	06/30/18	124412- 246000	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>Department</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work as Assigned</u>
Almanza, Morenne	GWC	Learning Center	02/02/18	07/09/18	110001- 347101	M,T,W,Th,F
Bowman, Ashley	OCC	Photography	02/06/18	07/09/18	124127- 253800	M,T,W,Th,F
Defries Anderson, Alexis	GWC	Biology	01/24/17	07/09/18	110001- 311203	M,T,W,Th,F
Giangregorio, Robert	OCC	Self-Paced Math	02/07/18	07/09/18	11000-201503	M,T,W,Th,F
Holmes, Langdon	OCC	Student Success	02/02/18	07/09/18	812001- 201592 110001- 201591	M,T,W,Th,F

Ibrahim, Michelle	CCC	Special Ed	01/29/18	07/09/18	124028-201591	M,T,W,Th,F
Lombard, Paulina	OCC	Student Success	02/10/18	07/09/18	124007-856101	M,T,W,Th,F
					812001-201592	
					110001-201591	
					124028-201591	
Pennington, Amanda	GWC	Learning Center	02/02/18	07/09/18	110001-347101	M,T,W,Th,F
Rendon, Ashley	CCC	Biology	02/01/18	07/09/18	110001-804802	M,T,W,Th,F
Sanchez, Alejandro	CCC	Special Ed	01/29/18	07/09/18	124007-856101	M,T,W,Th,F
					124002-856201	
Schultz, Michele	OCC	Student Success	01/10/18	06/30/18	124028-256043	M,T,W,Th,F
					124002-856201	M,T,W,Th,F
Stricklin, Christina	CCC	Special Ed	01/29/18	07/09/18	124007-856101	M,T,W,Th,F
					124002-856201	

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>Department</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work as Assigned</u>
Alahmar, Rania	OCC	Cafeteria	02/01/18	07/09/18	812020-205404	M,T,W,Th,F
Friedman, Jacob	OCC	Cafeteria	02/01/18	07/09/18	812020-205401	M,T,W,Th,F
Nguyen, Katelynne	OCC	Cafeteria	02/10/18	07/09/18	812020-205401	M,T,W,Th,F
Ornelas, Alejandro	OCC	M & O	02/01/18	07/09/18	110001-285201	M,T,W,Th,F
Perez Mendez, Filiberto	OCC	Bldg. Maint	04/02/18	04/13/18	812001-259102	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>Department</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work as Assigned</u>
Adamis, George	OCC	Dance	01/30/18	07/09/18	110001-212201	M,T,W,Th, F
Carr, Rebecca	OCC	EMS	02/09/18	07/09/18	110001-204205	M,T,W,Th, F
Clemens, Brian	OCC	Music	02/08/18	07/09/18	110001-210501	M,T,W,Th, F
Csonka, Russell	GWC	Disabled Student Services	02/13/18	07/09/18	110001-361512	M,T,W,Th, F
Kappos, Zacchary	GWC	Athletics	01/29/18	05/27/18	124412-349608	M,T,W,Th, F
Thron, Rebecca	OCC	Student Success	02/10/18	07/09/18	124028-256041	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>Department</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work as Assigned</u>
Munoz, Monique	CCC	Military Prg	11/01/17	02/28/18	818030-847517	M,T,W,Th,F
Perez Mendez, Filiberto	OCC	Bldg. Maint	04/13/18	06/30/18	812001-259102	M,T,W,Th,F
Roberts, Corie	CCC	Military Prg	11/01/17	02/28/18	818030-847515	M,T,W,Th,F

11. Ratification of Appointment of State Mandated Substitute Classified

It is recommended by the Vice Chancellor of Human Resources that the following hourly Substitutes, on call, as needed to perform non-certificated 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.

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

Knox, Artis

Golden West College

Davis Robert

Holder, Gavin

Huynh, Kevin

Noriega, Jose

Ortiz, Crystal

Ratzlaff, Christina

Smith, Xavier

Orange Coast College

Barwich, Quinton

Bryan, Margaret

Dong, Mai

Nguyen, Nghia

Nguyen, Son Vinh

Pham, Tuan

Spotts, Kelsea