

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, May 2, 2018

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on May 2, 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 5:05 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. 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.

b. Conference with Legal Counsel: Anticipated Litigation

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

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

d. 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
5. Approval of Appointment of Classified Management
6. Approval of Appointment of Classified Staff
 - Administrative Secretary
 - Custodian, Sr.
 - Financial Aid Accounting Specialist
 - Outreach Specialist – Adult Education Block Grant
 - Public Safety Officer, Sr.
7. Approval of Appointment of Confidential Staff
 - Executive Assistant
8. Approval of Reclassification and Reorganization/Reassignment, Classified Staff
9. Ratification of Temporary Out of Class Assignments, Classified Staff
10. Ratification of Project-Specific Assignment, Classified Staff
 - Administrative Assistant to the Vice President
11. Ratification of Appointment of Short Term Hourly Staff

12. Ratification of Appointment of State Mandated Substitute, Classified Staff

13. Ratification of Medical Professional Hourly Personnel

14. Ratification of Appointment of Student Workers

e. Conference with Legal Counsel: Existing Litigation

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

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

Coast Community College District et al. vs. Commission on State Mandates,

Sacramento County Superior Court Case No. 34-2014-8001842

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

Coast Community College District vs. Robert McDougal, Orange County

Superior Court Case No. 30-2017-00907612

Coast Community College District vs. Robert McDougal, Orange County

Superior Court Case No. 30-2018-00988270

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

Nicholas French vs. Arturo Salgado et al., Orange County Superior Court

Case No. 30-2018-00974923

Robert McDougal vs. Orange Coast College et al., Orange County Superior

Court Case No. 30-2018-00977431

Susan Winterbourne vs. Coastline Community College, Orange County

Superior Court Case No. 30-2018-00980452

Emma Adams vs. Coast Community College District et al., Orange County

Superior Court Case No. 30-2018-00983692

Andre Bautista vs. Coastline Community College, Orange County Superior

Court Case No. 30-2018-00979574

f. Conference with Labor Negotiator

(Pursuant to *Government Code* Section 54957.6)

District Negotiators:

John Tortarolo, Interim Vice Chancellor Human Resources

Dr. John Weispfenning, 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 Board President Hornbuckle at 5:05 p.m.

1.06 Pledge of Allegiance

Trustee Grant 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 d. Public Employment**, on a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve the personnel items as amended. (See Appendix pages 15-19)

Motion carried with the following vote:

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

For **Item 1.04 e. Conference with Legal Counsel: Existing Litigation**, on a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to approve the settlement agreement in the John Merzweiler vs. Houlihan et al., Orange County Superior Court Case No. 30-2014-00714677.

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

Chancellor Weispfenning introduced and welcomed incoming Vice Chancellor of Human Resources, Dr. Marco Baeza, who would be starting on June 1, 2018. Dr. Baeza addressed the Board.

1.09 Ceremonial Resolution Honoring Classified Employees Appreciation Week

President Hornbuckle presented the ceremonial resolution proclaiming May 21 - 25, 2018 as "Classified Employees Appreciation Week" to Connie Marten, Coast Federation of Classified Employees President.

2.00 Informational Reports

2.01 Reports from the Presidents of Student Government Organizations

The following representatives of Student Government Organizations provided reports to the Board:

Carlos Bahena, Coastline Community College
Leanna Gutierrez, Orange Coast College

2.02 Public Awareness Campaign Presentation

Letitia Clark, District Director of Public Affairs, Marketing and Government Relations provided an overview of the key messages, creative content, explanation of media placements, and target audiences that were reached with the Public Awareness Campaign. The Coast Community College District initiated a county-wide public awareness campaign in Fall 2017 to strengthen the brand of the Coast Community College District and its three colleges. The campaign was in the first stage of implementation. Ms. Clark responded to comments and accolades from the Trustees and Chancellor.

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. President Hornbuckle noted that Trustee Moreno would be sworn in as the new President of the Community College League of California during the Annual Meeting on May 6, 2018.

3.03 DIS - Board Policies and Administrative Procedures for First Reading

Trustee Prinsky requested a revision of BP 1200 District Mission placing “educational services” first in the area of Continuous Improvement.

The Board unanimously agreed to move the following policies forward to a future agenda for second reading:

Chapter 1. The District

BP 1200 District Mission

Chapter 3. General Institution

BP 3310 Records Retention and Destruction

AP 3310 Records Retention and Destruction

Chapter 4. Academic Affairs

BP 4020 Program, Curriculum, and Course Development

AP 4020 Program, Curriculum, and Course Development

Chapter 5. Student Services

BP 5030 Fees

AP 5030 Fees

BP 5140 Disabled Student Programs and Services

AP 5140 Disabled Student Programs and Services

Chapter 7. Human Resources

BP 7904 Industrial Accident and Illness Leave

AP 7904 Industrial Accident and Illness Leave

3.04 Board Directives Log

The Board reviewed the Board Directives Log.

4.00 Consent Calendar (Items 5.01 - 17.01)

On a motion by Trustee Grant, seconded by Trustee Prinsky, 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 Approval of Standard Agreements in Excess of \$90,200

19.01 DIS - Approval of Amendment No. 1 to Standard Contractor Services Agreement with Swift Slip Dock and Pier Builders

On a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted to approve Amendment No. 1 to the Standard Contractor Services Agreement with Swift Slip Dock and Pier Builders.

On August 16, 2017 the Board of Trustees awarded Bid No. 2107 to Swift Slip Dock and Pier Builders to procure construction services on the Dock Modification Project at the Orange Coast College Sailing Center. The scope originally outlined in the bid package had been completed by the contractor and the financial closing process had begun. The original bid amount included \$100,000 in allowances to cover costs during construction such as unforeseen conditions, design omissions, trade damage and owner changes.

Term: August 18, 2017 - March 30, 2018

Fiscal Impact: A credit of \$72,266.84 to the General Obligation Bond.

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 Standard Contractor Services Agreement with GonLED

On a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted to approve the standard contractor services agreement with GonLED and authorize the President of the Board of Trustees, or designee to sign any related documents.

Golden West College sought contractor services to retrofit the existing lamps and fixtures located throughout multiple buildings on campus with LED lighting products. The project included the removal of 555 T8 lamps and 639 fixtures in the Administrative Offices Building, the Athletics Training Room, the Automotive/Diesel Building, the Bookstore, the Business Building, the Cafeteria, the Central Plant, the Learning Resources Center, the Forums, the Nursing Building, the Communications Building, the Cosmetology Building, the Counseling/Administration Offices, all Exterior Pathways, Swing Space, the New Fine Arts Building, the Old Fine Arts Building, the Physical Education Building, Rec/Ed Buildings, the Music Building, the Technology Building, and the Theater. All areas were replaced with LED T8 lamps and fixtures/retrofit kits for better energy efficiency throughout the campus.

Term: May 3, 2018 - September 15, 2018

Fiscal Impact: \$321,716.40 to be paid utilizing 2017-18 (Year 5) Proposition 39 Funds.

Motion carried with the following vote:

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

20.00 Revenue Generating Agreements/Contracts Over \$90,200

20.01 DIS - Funded Programs

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve participation in the funded program outlined below, as well as the associated contract.

Golden West College received an augmentation to a grant from the California Community Colleges Chancellor's Office titled "Orange County Deputy Sector Navigator for Health." The Deputy Sector Navigator facilitated collaboration in the health occupations sector and brought together education and industry partners to achieve the goals of both the Economic and Workforce Development Programs. The augmentation increased the funding amount from \$200,000 to \$235,000. The funding period was extended to August 31, 2018. All other terms and conditions of the grant remained the same.

Term: July 1, 2017 - August 31, 2018

Fiscal Impact: Golden West College received \$235,000. Matching funds of \$235,000 were required. Sources of funds were industry match for the Nursing/Allied Health Faculty Development, Critical Care Nursing, and Health Workforce Initiative and Regional Advisory meetings.

Previous Board Date: June 21, 2017

Motion carried with the following vote:

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

21.00 Ratification/Approval of General Items of Business

21.01 OCC - Authorization for A Temporary Waiver of the Prohibition of Skateboarding on Campus

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to authorize a temporary waiver of the prohibition of skateboarding on the Orange Coast College campus April 19 - June 30, 2018.

Orange Coast College worked with the City of Costa Mesa for the "Explore Merrimac" event on April 21, as well as a safety project featuring protected bike/skateboard lanes on Merrimac Way and around the perimeter of the OCC campus. Surveys were taken and data/feedback was collected and analyzed to determine viability for the OCC campus community.

Fiscal Impact: No 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

21.02 DIS - Authorization to File Notices of Completion and Release Retention Funds

On a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted to authorize the Chancellor, or designee, to file Notices of Completion on the following projects in compliance with Public Contract Code 7107 allowing for substantial completion by the public agency, or its agent (architect) of the work of improvement.

Upon acceptance by the Chancellor or Vice Chancellor of Administrative Services and Finance, Notices of Completion were filed with the County of Orange Clerk Recorder's Office. Thirty-five (35) days after filing of the Notices of Completion and public notifications to all subcontractors, the Chancellor, or designee, was authorized to pay retention due, accepting all work and/or materials as satisfactorily completed by the contractor(s). In the event of a dispute between the District and a Contractor, the District would withhold from the retention an amount not to exceed 150 percent of the disputed amount.

GWC - Student Services Composite Panels and Sheet Metal, Bid 2063, Package 13-Ceiling
Contractor: Elljay Acoustics, Inc.

GWC - Student Services Tile, Bid 2063, Package 24- Site Utilities
Contractor: JPI Development Group, Inc.

Motion carried with the following vote:

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

21.03 DIS - Bid Tabulations and Award of Contract for Contractor Services for Orange Coast College Clark Center Relocation Project, Bid 2121

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to award Bid No. 2121 to J & L Constructors Inc. and authorize the President of the Board of Trustees, or designee to sign any related documents.

Orange Coast College sought contractor services to remodel the interior of three classrooms and an open space in the Clark Center building. This included demolition and construction within the existing space to create a new storefront and to make adjustments necessary to achieve ADA compliance. Construction also included the installation of lighting retrofit kits and expansion of the power and data infrastructure within the facility.

Dr. Andy Dunn, Vice Chancellor of Finance and Administrative Services, responded to questions from Trustee Moreno regarding prequalification and bid submission processes. General Counsel Dr. Jack Lipton noted that a presentation summarizing current practices and proposed changes to the processes would be forthcoming at a future Board meeting.

<u>Bid Received From:</u>	<u>Total Bid:</u>
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J & L Constructors, Inc. 8471 Clarkdate Dr. Huntington Beach, CA 92646	\$287,000
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R Dependable Construction Inc. San Bernardino, CA	\$345,000
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RT Contractor Corporation Garden Grove, CA	\$375,000
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Term: May 3, 2018 - July 2, 2018

Fiscal Impact: \$287,000, which included \$50,000 in project allowance paid from General Obligation Bond Funds.

Motion carried with the following vote:

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

22.00 Resolutions

22.01 Resolution #18-18 to Increase Income and Expenditure Budget January - March 2018 for 2017-2018

On a motion by Trustee Moreno, seconded by Trustee Prinsky. the Board voted to adopt Resolution #18-18 to Increase the Income and Expenditure Budget January - March 2018 for 2017 - 2018.

Dr. Andy Dunn, Vice Chancellor of Finance and Administrative Services, responded to questions from Trustee Patterson relative to the budget plan modifications which recognized new revenue modifications to categorical funding and resulted in an overall increase of more than \$1 million to restricted funds.

Motion carried with the following vote:

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

22.02 Resolution #18-19 to Approve January-March 2018 Budget Transfers for 2017-2018

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to adopt Resolution #18-19 to Approve January - March 2018 Budget Transfers for 2017-2018.

Motion carried with the following vote:

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

23.00 Policy Approval/Administrative Procedure Ratification

23.01 DIS - Board Policy for Approval

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to approve BP 7907 Management and Confidential Longevity Pay.

Motion carried with the following vote:

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

24.00 Approval of Minutes

24.01 DIS - Minutes

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve the minutes of the following meetings:

Regular Meeting of April 4, 2018
Special Meeting of April 11, 2018
Regular Meeting of April 18, 2018
Special Meeting of April 21, 2018

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

25.00 Informational Reports II

25.01 Report from the Chancellor

The Chancellor provided a report to the Board.

25.02 Reports from the Presidents

The following College Presidents provided reports to the Board:

Dr. Loretta Adrian, Coastline Community College
Dr. Dennis Harkins, Orange Coast College
Wes Bryan, Golden West College

25.03 Reports from Academic Senate Presidents

The following Academic Senate Presidents provided reports to the Board:

Dr. Stephen Barnes, Coastline Community College
Jaima Bennett, Golden West College
Lee Gordon, Orange Coast College

25.04 Reports from Presidents of Employee Representative Groups

The following Presidents of Employee Representative Groups provided reports to the Board:

Connie Marten, Coast Federation of Classified Employees (CFCE)

Rob Schneiderman, Coast Federation of Educators/American Federation of Teachers (CFE/AFT)

Rupa Saran, Coast District Management Association (CDMA)

25.05 Reports from the Board of Trustees

Trustees provided individual reports.

26.00 Close of Meeting

26.01 Public Comment

There were no requests to address the Board.

26.02 Adjournment

On a motion by Trustee Moreno, seconded by Trustee Venegas, the Board voted to adjourn the meeting at 6:28 p.m. in memory of Father Christian Mondor.

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.....	15-19

CLOSED SESSION 5/2/18 - Board Approved

1. Approval of Appointment of Full Time Faculty

In accordance with Board policies and procedures, the following academic staff are recommended by the Vice Chancellor of Human Resources 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>	<u>Vacancy #</u>
Cruz, Cristina Tiernes	GWC	Instructor, Spanish	08/24/18	A-I-01	1-G-19
Thomason, Mark	GWC	Instructor, Physics	08/24/18	A-I-01	2-G-19
*Jennings, Amy	GWC	Instructor, Psychology	08/24/18	A-V-07 Doc	4-G-19

*Revised Salary Placement

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 2017-2018 academic year.

<u>Name</u>	<u>LOC</u>	<u>Discipline</u>
Adams, Tayloria	GWC	Physical Science
Ahad, Sally	OCC	Biological Sciences
Drury, Derrick	GWC	Writing Center
Endo, David	GWC	Strong Workforce Program
Gardner, Christopher	GWC	Strong Workforce Program
Krebs III, Louis	GWC	Strong Workforce Program
Olson, Wayne	GWC	Strong Workforce Program

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:

SUMMER

Appointments during the period **06/01/17-08/24/17:**

Coastline Community College

<u>Name</u>	<u>Discipline</u>
Brophy, Shane	Special 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>
Dann, Heather	GWC	Administrative Secretary	06/11/18	E-115-1	G-015-18
Flores, Noemi	CCC	Financial Aid Accounting Specialist	05/03/18	E-117-8	C-021-18
Geddes, Chris	GWC	Custodian, Senior	05/03/18	E-112-1	G-020-18
Gomez, Armando	GWC	Custodian, Senior	05/03/18	E-112-1	G-029-18
Sarabia, Raul	GWC	Outreach Specialist – Adult Education Block Grant	05/17/18	E-119-1	G-022-18
Stowell, Ray	CCC	Public Safety Officer, Senior	05/07/18	E-115-5	C-020-18

7. Approval of Appointment of Confidential 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>
Cooney, Natalie	DIST	Executive Assistant	06/05/18	J-5-3	D-035-18

8. Approval of Reclassification and Reorganization/Reassignment, Classified Staff

None

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

None

10. 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>
Fitzgerald, Erin	OCC	Administrative Assistant to the VP	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	04/02/18	06/30/18	7.5%

11. 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>
Truong, Lanh	OCC	Adult Ed Office	04/13/18	07/09/18	124131- 159501	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>
Hunt, Magen	OCC	CTE	03/26/18	07/09/18	124445-250300	M,T,W,Th,F
Lai, Jaguar	GWC	Student Success	03/13/18	07/09/18	124136-349304	M,T,W,Th,F
Taver, Vadim	GWC	Learning Resource Ctr.	03/23/18	07/09/18	110001-347101	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>Department</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work as Assigned</u>
Gonzalez Sandoval, Alejandra	OCC	Swap Meet	04/14/18	07/09/18	110001-261400	F, Sat, Sun

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>
*Cowan, David	OCC	Theater	04/13/18	07/09/18	110001-210001	M,T,W,Th,F, Sat, Sun

*Assigned work schedule will depend upon campus theater performances and department need.

12. Ratification of Appointment of State Mandated Substitute Classified

None

13. Ratification of Medical Professional Hourly Personnel

None

14. 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.

Golden West College

Aguilar, Johnny
Andrews, David
Azer, Eren
Nguyen, Uyen
Velez, Antonio

Orange Coast College

Cormier, Kaelyn
De Graauw, Anouk
Lertpanit, Lan
Pham, Quynh