

# **SPECIAL MEETING MINUTES\***

## **Board of Trustees**

### **Coast Community College District**

#### **Board Conference Room**

**Wednesday, May 16, 2018 at 3:15 p.m.**

A Special Meeting of the Board of Trustees of the Coast Community College District was held on May 16, 2018 in the Board Conference Room at the District Office located at 1370 Adams Avenue, Costa Mesa, CA.

#### **1.01 Call to Order**

Board President Hornbuckle called the meeting to order at 3:17 p.m.

#### **1.02 Roll Call**

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

Trustees Absent: Student Trustee Venegas

#### **1.03 Opportunity for Public Comment**

There were no requests to address the Board.

#### **1.04 DIS - Bid Tabulations and Award of Contract for Contractor Services for Orange Coast College East Campus Utility Relocation Package B - Electric, Bid 2122R**

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to award Bid No. 2122R to Mel Smith Electric and authorize the President of the Board of Trustees, or designee to sign any related documents.

Orange Coast College sought contractor services to relocate the existing sewer, domestic water, gas, electrical, fiber optic communication, and site lighting in preparation for the new Student Union project. The bid was advertised in two packages: Package A was scoped to include the relocation of the existing utilities, while Package B included the relocation of the electrical and communications. It was anticipated that the project would commence on June 1, 2018 and be completed by August 13, 2018.

No responses were received for the scope of work detailed in Package B, electrical/communications. The telecommunications piece of Package B was removed from the scope, and the project was rebid with a two-week advertisement in the Daily Pilot

as well as mass notification to 306 vendors utilizing the PlanetBids portal. Four bids were received and opened on May 10, 2018.

<u>Bid Received From:</u>	<u>Total Bid:</u>
---------------------------	-------------------

<b>Mel Smith Electric, Inc.</b> 10950 Dale Street Stanton, CA 90680	<b>\$1,136,000</b>
---	--------------------

AJ Kirkwood & Assoc. Tustin, CA	\$1,313,153
------------------------------------	-------------

Rosendin Electric, Inc. Anaheim, CA	\$1,393,060
--	-------------

Guirguis Electric Covina, CA	\$1,490,950
---------------------------------	-------------

**Term:** June 1, 2018 - August 6, 2018

**Fiscal Impact:** \$1,136,000 which included \$96,000 in project allowance paid with General Obligation Bond Funds.

Motion carried with the following vote:

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

#### **1.05 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 Performance Evaluation** (Pursuant to *Government Code* Section 54957)

Position: Chancellor

##### **b. 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.

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

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

**d. Public Employee Discipline/Dismissal/Release**

(Pursuant to *Government Code* Section 54957)

**e. 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
  - Acting Dean, Math and Sciences
  - Acting Vice President, Instruction
  - Interim Director, Disabled Student Services
5. Approval of Appointment of Classified Management
  - Interim Director, Financial Aid
6. Approval of Appointment of Classified Staff
  - Administrative Clerk
  - Admissions and Records Technician, Sr.
  - Admissions and Records Technician II, SSSP
  - Café Specialist
  - Course Assistant
7. Approval of Appointment of Confidential Staff
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
  - Manager, Payroll Systems
11. Ratification of Appointment of Short Term Hourly Staff
  - Administrative Assistant 1
12. Ratification of Appointment of State Mandated Substitute, Classified Staff
  - Contract Education Associate
  - Contract Education Program Coordinator
  - IT Applications Developer
13. Ratification of Appointment of Short Term Hourly Staff
14. Ratification of Appointment of State Mandated Substitute, Classified Staff
15. Medical Professional Hourly Personnel
16. Ratification of Appointment of Student Workers



**f. 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  
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  
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

**g. 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)

## 1.06 Reconvene to Open Session

The meeting was reconvened by Board President Hornbuckle.

## 1.07 Report of Action in Closed Session

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

For **Item 1.04 e. Public Employment**, on a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve and ratify the personnel items as amended. (See Appendix pages 7-10)

Motion carried with the following vote:

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

## 1.08 Adjournment

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to adjourn the meeting at 3:47 p.m.

Motion carried with the following vote:

Ayes:	Trustees Grant, Hornbuckle, Moreno, Patterson and Prinsky
Noes:	None
Absent:	Student Trustee Venegas
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.....	7-10

## **CLOSED SESSION 5/16/18 - 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 Dt</u>	<u>Plcmt</u>	<u>Vacancy #</u>
Tanio, Stephanie	GWC	Instructor, Biological Sciences	08/24/18	A-I-01	3-G-19
Vu, Nam	GWC	Instructor, Biological Sciences	08/24/18	A-I-01	16-G-19

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

None

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

None

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

In accordance with Board policies and procedures, the following academic administrative staff are recommended by the Vice Chancellor of Human Resources for appointment for service during the period shown below. Employment and payment for services will follow upon notification that all required documents have been completed and filed. The following educational administrators are recommended for appointment for service during the period shown below, subject to subsequent Board approval of the respective employment agreements.

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Contract Dates</u>	<u>Plcmt</u>
Gasparian, Albert	GWC	Acting Vice President, Instruction	06/01/18 – 06/30/20	DG-14-6
Sogo, Farah	OCC	Acting Dean, Math & Sciences	08/01/18 – 01/11/19	DG-12-3 + Doc

#### **Extension of End Dates for Educational Administrators**

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Contract Dates</u>
Vance, Mary Lee	OCC	Interim Director, Disabled Student Services	06/01/18 – 06/30/18



## 5. Approval of Appointment of Classified Management

In accordance with Board policies and procedures, the following Classified Management 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>
Levy, David	CCC	Interim Director, Financial Aid	05/21/18	DG-9-2

## 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>
Cao, Timothy	CCC	Administrative Clerk	05/17/18	E-109-1	C-023-18
Castillo, Jose	GWC	A&R Technician	05/21/18	E-115-1	G-025-18
		Senior			
Cazarez, Sonia	GWC	A&R Technician	05/21/18	E-115-1	G-024-18
		Senior			
Esparza, Stephanie	GWC	A&R Technician	05/21/18	E-115-7	G-021-18
		Senior			
Garcia, Veronica	DIST	Accounting Technician	05/23/18	E-116-5	D-026-18
Lee, Albin	OCC	A&R Technician II, SSSP	05/17/18	E-114-1	O-034-18
Ly, Annie H.	GWC	Course Assistant	05/17/18	E0-114-2	G-026-18
Martinez, Ana	OCC	Café Specialist	05/17/18	E-109-3	O-037-18

## 7. Approval of Appointment of Confidential Staff

None

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

None

## 9. Ratification of Temporary Out of Class Assignments, Classified Management

None

## 10. Ratification of Project-Specific Assignment, Classified Management

It is recommended by the Vice Chancellor of Human Resources that the following changes for Classified Management working temporarily Out of Class (minimum of 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>
Bui, Vuong	DIST	Manager, Payroll Systems	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 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>
Schlosser, Lauren	GWC	Administrative Secretary	Administrative Assistant I	07/01/17	06/30/18	E-117-8

### 12. 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>
Kleppe, Vicky	CCC	Contract Education Associate	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	04/01/18	06/30/18	7.5%
Mensah, Araba	CCC	Contract Education Program Coordinator	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	03/01/18	06/30/18	7.5%

### Extension of End Dates for Out of Class Assignments

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Project-Specific Assignment</u>	<u>Extend From</u>	<u>End Dt</u>	<u>Plcmt</u>
Mack, Kyle	DIST	IT Applications Developer	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	04/01/18	06/30/18	7.5%
Vorathavorn, Max	DIST	IT Applications Developer	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	04/01/18	06/30/18	7.5%

### 13. 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>
McCullough, Megan	OCC	Guardian Scholar	04/19/18	07/09/18	124155-245500	M,T,W,Th,F
Sonneville, Anika	OCC	Guardian Scholar	05/01/18	07/09/18	124155-245500	M,T,W,Th,F

### 14. Ratification of Appointment of State Mandated Substitute Classified

None

### 15. Ratification of Medical Professional Hourly Personnel

None

### 16. 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

Barbosa, Aurelia  
Huynh, Angel  
Ly, Nhan  
Nguyen, Quynh Chi

#### Orange Coast College

Onofre, Alejandra