

REGULAR/ORGANIZATIONAL 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, December 12, 2018

A Regular/Organizational Meeting of the Board of Trustees of the Coast Community College District was held on December 12, 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 Gil

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. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-section "d-2" of *Government Code* Section 54956.9. Four cases including U.S. Department of Education and Dr. Tarin Olson.

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. 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 CCD et al. vs. Commission on State Mandates, Sacramento County
Superior Court Case No. 34-2014-8001842

Coast CCD vs. Robert McDougal, Orange County Superior Court Case Nos.
30-2017-00907612 and 30-2018-00988270

Ailene Nguyen and Christine Nguyen vs. Coast CCD 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

Susan Winterbourne vs. Coastline Community College, Orange County
Superior Court Case No. 30-2018-00980452

Emma Adams vs. Coast CCD et al., Orange County Superior Court Case No.
30-2018-00983692

Archie Kaaua vs. Diagnostic Medical Sonography et al., California Department
of Fair Employment and Housing Case No. 2018-01-00738810

Kana Pipeline vs. H.L. Moe Co., Inc. et al., Orange County Superior Court Case
No. 30-2018-01012867

Elizabeth Sykes vs. Coast CCD, EEOC Case No. 480-2018-10523

Elizabeth Sykes, appeal under Title 5, Section 59338

Workers' Compensation Appeals Board ("WCAB") Cases:

Jeffrey Anthony vs. Coast CCD, WCAB Case No. 11185187

Beatriz Cruz vs. Coast CCD, WCAB Case No. 10253686

Thomas Flood vs. Coast CCD, WCAB Case No. 9347588

Francisco Fonseca, Sr. vs. Coast CCD, WCAB Case No. 7699536

Ofelia Garcia vs. Coast CCD, WCAB Case No. 11095742

Constance George vs. Coast CCD, WCAB Case No. 9152145

Michael Hemphill vs. Coast CCD, WCAB Case No. 10708125

Vincent Martinez vs. Coast CCD, WCAB Case No. 10547972

Christana Montes vs. Coast CCD, WCAB Case No. 10401239

Luis Ortiz vs. Coast CCD, WCAB Case No. 8113171

Angelica Pacheco vs. Coast CCD, WCAB Case No. 11040525

Thai Pham vs. Coast CCD, WCAB Case No. 11064970

Virginia Regnier vs. Coast CCD, WCAB Case No. 11393484

Cheryl Schriefer vs. Coast CCD, WCAB Case No. 11234906

Elizabeth Sykes vs. Coast CCD, WCAB Case No. 8672113

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 Science
5. Approval of Appointment of Classified Management
6. Approval of Appointment of Classified Staff
Administrative Assistant to VP
Area Facilitator
Course Assistant
IT User Support Analyst
Public Safety Technician
Research Analyst Senior
Student Retention Specialist
7. Approval of Appointment of Confidential Staff
8. Approval of Reclassification and Reorganization/Reassignment,
Classified Staff
Director, Chancellor's Office Operations and Government Relations
District Director, Public Affairs and Marketing
9. Ratification of Temporary Out of Class Assignments, Classified
Management
10. Ratification of Project-Specific Assignment, Classified Management
11. Ratification of Temporary Out of Class Assignments, Classified Staff
Administrative Assistant II
HR Coordinator
12. Ratification of Project-Specific Assignment, Classified Staff
Administrative Assistant II
Admissions and Records Tech II
Contract Education Associate Senior
Instructional Associate
13. Ratification of Appointment of Short Term Hourly Staff
14. Ratification of Appointment of State Mandated Substitute, Classified
Staff

15. Ratification of Medical Professional Hourly Personnel

16. Ratification of Appointment of Student Workers

f. Conference with Labor Negotiator

(Pursuant to *Government Code* Section 54957.6)

District Negotiators:

Dr. Marco Baeza, 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: Classified Managers and Educational
Administrators

1.05 Reconvene to Open Session

The meeting was reconvened by Board President 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

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

For **Item 1.04 d. Conference with Legal Counsel: Existing Litigation**, on a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to approve the settlement agreement with Elizabeth Sykes.

Motion carried with the following vote:

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

Noes: None

Absent: Student Trustee Gil

Abstain: None

For **Item 1.04 e. Public Employment**, on a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to ratify and approve the personnel items as amended. (See Appendix pages 30-36)

Motion carried with the following vote:

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

For **Item 1.04 a. Public Employee Discipline/Dismissal/Release**, on a motion by Trustee Patterson, seconded by Trustee Grant, after consideration of all material the Board voted to terminate the employment of a counselor at Golden West College.

Motion carried with the following vote:

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

1.08 Public Comment

There were no requests to address the Board.

1.09 Oaths of Office for Trustees

Chancellor Weispfenning administered the Oath of Office to David Grant. Ms. Fran Sdao administered the Oath of Office to Jim Moreno.

1.10 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:

- Diana Carmel, GWC, Instructor, Business, Management, and Marketing, retirement effective December 15, 2018
- Gregg Carr, GWC, Instructor/Coordinator, Learning Resources, retirement effective January 1, 2019
- Patti McDonald, OCC, A&R Technician Sr., retirement effective December 7, 2018
- Ronald Rose, DIST, IT Infrastructure Engineer, retirement effective December 31, 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 and Prinsky
Noes: None
Absent: Student Trustee Gil
Abstain: None

At this time, **Item 5.01** was moved forward.

5.01 Reports from the Presidents of Student Government Organizations

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

Natalie Tran, Coastline Community College
Joseph Nielsen, Golden West College

2.00 Organizational Meeting of the Board of Trustees

2.01 Board Officer Elections

a. Election of Board President

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to elect Trustee Lorraine Prinsky as Board President.

Motion carried with the following vote:

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

b. Election of Board Vice President

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to elect Trustee Jerry Patterson as Board Vice President.

Motion carried with the following vote:

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

c. Election of Board Clerk

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to elect Trustee Jim Moreno as Board Clerk.

Motion carried with the following vote:

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

Chancellor Weispfenning acknowledged Trustees Hornbuckle, Prinsky and Moreno for their service to the District as Board President, Board Vice President and Board Clerk during 2018.

3.00 Matters for Review, Discussion and/or Action

3.01 DIS - Appointments of Trustee Representatives to Serve on District Committees, County Department of Education Groups, and as Liaisons to District Auxiliary Organizations

a. Appointments of Trustee Representatives to Serve as Liaisons to District Auxiliary Organizations

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to make the following changes to Trustee representation as liaisons to District Auxiliary Organizations for Calendar Year 2019:

Coast Community College District Foundation:	Trustee Jim Moreno
Orange Coast College Foundation:	Trustee Jerry Patterson
Golden West College Foundation:	Trustee Mary Hornbuckle
Coastline Community College Foundation:	Trustee Lorraine Prinsky
Coast Community College Enterprise Corp:	Trustee David Grant

Motion carried with the following vote:

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

The Board Secretary was directed to notify the Executive Director of each auxiliary organization of the respective liaison appointment of the Board of Trustees.

b. Appointment of Trustee to Serve on the Nominating Committee for Orange County on School District Organization

c. Appointment of Trustee to Serve on Orange County School Board's Political Action Group Effort

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to appoint Trustee Hornbuckle to serve on the Nominating Committee for Orange County on School District Organization for Calendar Year 2019, and Trustee Prinsky to serve on the Orange County School Board's Political Action Group Effort.

Motion carried with the following vote:

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

Abstain: None

d. Appointment of Trustee to Serve on Orange County Legislative Task Force

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to appoint Trustee Patterson to continue to serve on the Orange County Legislative Task Force.

Motion carried with the following vote:

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

e. Appointment to the Board of Trustees' Audit and Budget Committee

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to appoint Trustees Hornbuckle and Moreno to continue to serve on the Audit and Budget Committee.

Motion carried with the following vote:

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

f. Appointment to the Board of Trustees' Legislative Affairs Committee

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to appoint Trustees Patterson and Prinsky to continue to serve on the Legislative Affairs Committee.

Motion carried with the following vote:

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

4.00 Preliminary Matters continued

4.01 Recess for Reception to Honor Re-Elected Trustees Grant and Moreno

The meeting was recessed for a reception to honor Trustees Grant and Moreno. The meeting reconvened at 5:45 p.m.

5.00 Informational Reports

5.01 Reports from the Presidents of Student Government Organizations

This item was heard earlier in the meeting.

5.02 DIS – Internal Audit Quarterly Report

Rachel Snell, Director of Internal Audit, provided an overview of the Internal Audit Quarterly Report, and responded to Trustees' questions.

Projects—Completed

- PCI Compliance RFP (Reviewing submissions)
- College and Community Support Ethics Training—OCC
- OCC Recycling Center Employee Handbook Updates

Other Projects—In Progress

- ABI Program at CCC
- WOIA Grant at CCC
- Recycling Center at OCC
 - Ethics Training (OCC creating a survey)
 - Operations Risk Assessment
- AP 3600 Compliance and Brown Act Compliance Survey (Districtwide)
- External Audit Liaising (ongoing)

Other Services

- Retirement Board, Vice Chair
- President Institute Internal Auditors (IIA)-Orange County Chapter
- Association of Local Government Auditors (ALGA) Mentor Program
- Association of College and University Auditors (ACUA) Mentor Program
- New Work Study Student

5.03 DIS – Review of Quarterly Financial Status Report

Dr. Andy Dunn, Vice Chancellor of Finance and Administrative Services, provided a review of the Quarterly Financial Status Report ending September 30, 2018, and responded to Trustees' questions. Section 58310 of Title 5 of the California Code of Regulations requires that the District file a Quarterly Financial Status Report (Form CCFS-311Q) with the State of Chancellor's Office each quarter. The report contained the CCFS-311Q State Chancellor's Report, a General Fund Status Report and Fund Balance Report for all funds.

6.00 Matters for Review, Discussion and/or Action

6.01 DIS – Board Policy and Administrative Procedure for First Reading

The Board Policy and Administrative Procedure listed below were brought to the Board for first reading, however, on a motion by Trustee Patterson, seconded by Trustee

Hornbuckle, the Board voted to waive the second reading and approve/ratify the following policy and administrative procedure.

Chapter 2. Board of Trustees

BP 2410 Board Policies and Administrative Procedures – revision

AP 2410 Board Policies and Administrative Procedures – revision

Motion carried with the following vote:

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

6.02 DIS – One-Time, Off-Schedule, Equity Payment to Confidential Employees

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the one-time, off-schedule equity payments to Confidential employees. After a meet and confer process between the Vice Chancellor of Human Resources and the Association of Confidential Employees, in order to provide equity with the classified unit, each confidential employee employed as of December 12, 2018, who was eligible to receive a longevity payment during the 2016-2017 fiscal year under the terms of AP 7240, would receive a one-time off-schedule payment in an amount equal to longevity earned for the 2016-2017 fiscal year, subject to applicable taxes and statutory withholding, as a full and complete resolution to any claimed longevity payment due or owing during the 2016-2017 fiscal year. The recommended payments were as follows:

Name	Payment
Nguyen, Thuy	\$1,820.88
Burton, Jane	\$282.54
Oja, Christina	\$1,130.16
Mertz, Laila	\$753.48
Bell, Angela	\$1,130.16
Styles, Lynette	\$1,820.88

Motion carried with the following vote:

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

6.03 Board Meeting Dates

The Board reviewed upcoming meeting dates.

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

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

6.05 Board Directives Log

The Board reviewed the Board Directives Log.

7.00 Consent Calendar (Items 8.01 - 22.01)

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

Motion carried with the following vote:

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

23.00 Discussion Calendar

24.00 Approval of Standard Agreements in Excess of \$90,200

24.01 OCC – Approval of Standard Independent Contractor Agreement with Brainfuse

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve the Standard Independent Contractor Agreement with Brainfuse for purchase of up to 4,200 hours of on-line tutoring for OCC students at a rate of \$24 per hour. It was requested that the Chancellor provide a report on its success at the end of the spring semester.

Term: December 13, 2018 – June 30, 2019

Fiscal Impact: NTE \$100,800 (up to 4,200 hours at \$24 per hour) and upon approval of invoices.

Motion carried with the following vote:

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

24.02 DIS – Approval of Amendment No. 3 to the Standard Professional Services Agreement with The Solis Group

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to approve Amendment No. 3 to the Standard Professional Services Agreement with The

Solis Group. On March 16, 2016 the Board approved Amendment No. 1 to the Standard Professional Services Agreement with The Solis Group, adding Project Labor Agreement

(PLA) administrative services to their existing labor compliance/enforcement and local hire monitoring scope of work. Amendment No. 2 to this agreement was approved on March 21, 2018, for additional funding required to maintain services through the revised construction schedule. Amendment No. 3 would again amend the term expiration date of this contract, aligning the terms of the existing agreement with the amended construction schedule provided by the contractor.

Term: March 18, 2016 – March 31, 2019. Approval of Amendment No. 3 would extend the term dates of this agreement which originally expired October 31, 2018.

Fiscal Impact: \$12,775.74 to be paid utilizing General Obligation Bond Funds. Original Contract Amount: \$123,499, New Contract Amount: \$136,274.74.

Motion carried with the following vote:

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

24.03 DIS – Approval of Amendment No. 1 to Standard Contractor Services Agreement with Stolo Cabinets, Inc.

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve Amendment No. 1 to Standard Contractor Services Agreement with Stolo Cabinets, Inc. On June 15, 2016 the Board of Trustees awarded Bid No. 2063 Bid Package 6-Millwork and Counter Tops, to Stolo Cabinets, Inc. to procure construction services for the Golden West College Student Services Center Project. The scope originally outlined in this bid package had been completed by the contractor and the financial closing process for these services had begun. The Golden West College Student Services project was completed, and was being used for its intended purpose.

The original bid amount included \$15,000 in allowances to cover costs during construction such as unforeseen conditions, design omissions, trade damage and owner changes. Of this allocation, \$653 was used in the field. The remaining \$14,347 of this unused allowance as well as an additional \$143 credit for unused project scope for apprentice labor would be afforded to the District, totaling \$14,490 in credits.

Term: July 18, 2016 – August 1, 2018. There was no proposed change to the term length of the contract. This scope of work had been completed.

Fiscal Impact: A credit of \$14,490 to the General Obligation Bond.
Original Project Contract Amount: \$536,560
Total Project Change Orders: -\$14,490 (2.70% Decrease)

Motion carried with the following vote:

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

24.04 DIS – Approval of Standard Professional Services Agreement with Willdan Geotechnical Inc.

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve Standard Professional Services Agreement with Willdan Geotechnical, Inc.

Orange Coast College was preparing to begin construction on the Kinesiology, Athletics, and Pool complex, totaling 104,000 gross square feet. In accordance with Title 24 §4336, school construction projects require the observation, testing, and reporting of Special Inspection Verified Reports to the Division of State Architects. These specific requirements are inclusive of multiple laboratory-based and field-based tests in order to ensure the structural integrity of construction.

On November 7, 2018 fifty-four vendors were afforded the opportunity to submit proposals for these services via the PlanetBids Portal. Eleven proposals were received and reviewed by the project management team. After review, the team recommended Willdan Geotechnical to provide material testing and inspection services pursuant of Title 24 §4336.

Term: December 12, 2018 – June 30, 2020

Fiscal Impact: Not to exceed \$220,969 to be paid at a rate determined by service performed, detailed in Exhibit A of the attachment. To be paid utilizing General Obligation Measure M Bond Funds.

Motion carried with the following vote:

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

24.05 DIS – Approval of Change Order No. 2 to the Standard Contractor Services Agreement with MS Construction Management Group

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve Change Order No. 2 to the Standard Contractor Services Agreement with MS Construction Management Group.

At the regular meeting of the Board of Trustees on June 15, 2016, the Board awarded Bid No. 2085 to MS Construction Management Group (MSCMG) for contractor services on the Orange Coast College Planetarium Project. On April 19, 2017, Change Order No. 1 to the Contractor Services Agreement was approved by the Board of Trustees, removing installation of the projection system and its associated components out of the original scope of work, and adding it to a contract with Spitz Inc. Since then, some additional changes to the Contractor's scope of work had resulted in the need for an additional change order.

Changes to Site Lighting/Landscape: At the campus' request, the exterior lighting on this project was modified to be consistent with the standardized campus fixtures. This change included the removal of all concrete step lights, the addition of LED light bollards, and added LED light poles. The result would yield a more energy efficiency and operationally efficient lighting design. In addition, this change order sought to modify the landscape/site work to preserve existing trees and provide site work with lower long-term maintenance.

\$165,534

Fire Lane Modifications: Pursuant to the City of Costa Mesa Fire Department this project required the addition of 2,300 square feet of 7.5 inches concrete to accommodate emergency vehicle access. In addition to the concrete work which would allow for emergency vehicle turnaround, this change required a secondary grading effort to facilitate the new work.

\$102,137

Fiscal Impact: Additional cost of \$267,671 to be paid utilizing Orange Coast College's General Obligation Measure M Bond Funds. Revised Contract Total: \$16,533,364

Motion carried with the following vote:

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

24.06 DIS – Amendment No. 2 to the Standard Independent Contractor Agreement with Dyntek Services, Inc.

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to approve Amendment No. 2 to the Standard Independent Contractor Agreement with Dyntek Services, Inc.

On September 7, 2016 the Board approved Dyntek Services, Inc. to perform Project Management Services for the Banner Discovery Project that was expected to be completed by end of January 2017. On January 18, 2017, the Board approved an

Amendment for the completion date of this Project to be extended from January 2017 to June 2017 as additional needs were realized.

On March 1, 2017, the Board approved a Standard Independent Contractor (IC) Agreement with Dyntek to provide necessary professional services to assist in the project management portion of the Banner Discovery Project. Dyntek assisted the Coast Community College District (CCCD) with the initiation, planning, rollout, execution monitoring and control for the duration of this project. On December 13, 2017, the Board approved Amendment #1 to the Agreement as it was in CCCD's best interest for Dyntek to continue their ongoing project management support. This Amendment allowed for an increase of funds and an extension of the projected completion date to December 2018. During this time, Dyntek's Project Manager ensured Ellucian exposed the true need for Banner Transformation, significant code modifications, accountability on timelines and costs, and provided consultation for Change Management, which included the necessary "Structures" that ensure ongoing transformational success.

At this time, there was another need to augment the approved Standard IC Agreement with Dyntek. The existing Agreement required an Amendment No. 2 for additional funds increasing the cost by \$207,200 for a total cost of \$751,400 and an extension of the valid contract term to June 30, 2019.

Terms: March 16, 2017 – June 30, 2019

Fiscal Impact: The amount of the original Agreement increased in the sum of \$207,200, resulting in a total contract amount of \$751,400. New total contract amount not to exceed \$751,400 and billed at a rate of \$185/hour using Capital Outlay Funds.

Motion carried with the following vote:

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

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

25.01 DIS – Funded Programs

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve participation in the following funded programs, and approve the associated contracts.

Golden West College received a grant from the State Chancellor's Office titled "**Orange County Deputy Sector Navigator for Health.**" The Deputy Sector Navigator facilitated collaboration in the health occupations sector, bringing together education and industry partners to achieve the goals of the Economic and Workforce Development Program.

Fiscal Impact: Golden West College would receive \$200,000 from November 1, 2018 to October 30, 2019. Matching funds of \$200,000 were required. Sources of matching funds

were industry match for the Nursing/Allied Health Faculty Development, Nursing Staff Development, and HWI and Regional Advisory meetings.

Golden West College received a grant from the State Chancellor's Office titled "**Orange County Deputy Sector Navigator for Advanced Transportation and Logistics.**" The Deputy Sector Navigator facilitated collaboration in the health occupations sector, bringing together education and industry partners to achieve the goals of the Economic and Workforce Development Program.

Fiscal Impact: Golden West College would receive \$200,000 from November 1, 2018 to October 30, 2019. Matching funds of \$200,000 were required. Sources of matching funds were industry and college match.

Orange Coast College received Amendment 01 to the previously approved California Department of Education, Child Development Division grant titled, "**Harry & Grace Steel Children's California State Preschool Program Grant (CSPP-8339).**" The Children's Center had received funds to subsidize childcare for low-income student-parents since 1978. Orange Coast College provided comprehensive child development services that included: quality childcare for student-parents enrolled at Orange Coast College, a food and nutrition program, parent enrichment and resource/referral services. This funding provided child care services for infants and toddlers of low-income students enrolled in a minimum of 6 units while attending Orange Coast College, Golden West College or Coastline Community College. This Amendment included an increase to the Standard Reimbursement Rate and it added \$10,510 to the grant amount.

Prior Board Date: June 20, 2018

Fiscal Impact: Orange Coast College would receive \$467,372 \$177,882 from July 1, 2018 to June 30, 2019. No matching funds required.

Motion carried with the following vote:

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

26.00 Approval of Non-Standard Agreements in Excess of \$90,200

26.01 DIS – Approval of Non-Standard Agreement with Diversified Protection Systems, Inc. (DPSI)

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the Non-Standard Agreement with Diversified Protection Systems, Inc. DPSI would be enlisted to provide the annual service for preventative maintenance for equipment at mission critical facilities to include the Main Distribution Facility (MDF) room at Golden West College and the Data Center at Coast Community College District.

Term: Three-Year Term upon Board Approval

Fiscal Impact: \$158,160 to be paid in three annual installments (Year 1: \$48,610; Year 2: \$53,440; Year 3: \$56,110) using General Funds.

Motion carried with the following vote:

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

27.00 Ratification/Approval of General Items of Business

27.01 CCC – Non-Standard Agreement with WorkHands, Inc.

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve a Non-Standard Agreement with WorkHands, Inc. to develop and provide hosted software services for Cybersecurity apprenticeship program, helping to track apprenticeship hours and related information. It would be used by apprentices, employers and faculty/administrator and would be a one-stop data repository for non-sensitive student information.

Term: November 1, 2018 – December 31, 2020

Fiscal Impact: \$6,000 to be paid with Coastline's Cybersecurity Apprenticeship Program (CCAP) funds.

Motion carried with the following vote:

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

27.02 OCC – Authorization of Second Extension of Temporary Waiver of the Prohibition of Skateboarding on OCC Campus

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to authorize a second extension of a temporary waiver of the Prohibition of Skateboarding on the Orange Coast College campus through June 30, 2019, with an increase of \$7,500 in cost bringing a total cost to \$10,000.

At the May 2, 2018 Board meeting, the Board of Trustees authorized a temporary waiver of the prohibition of skateboarding on OCC campus from April 19 through June 30, 2018 to allow OCC's participation in the City of Costa Mesa's "Explore Merrimac" Cycling Event on April 21, 2018 as well as a safety project temporarily featuring protected bike/skateboard lanes on Merrimac Way and around the perimeter of the OCC campus. At the April 21 event, the use of bike/skateboard lanes was demonstrated, surveys were taken, and data/feedback was collected.

At the June 20, 2018 Board meeting, the Board of Trustees authorized an extension of the temporary waiver of the prohibition of skateboarding on OCC campus through December 31, 2018 to allow additional time for the campus to evaluate the proposed Active Transportation Plan (pedestrian, bike and skateboards).

The OCC's Facilities Planning Committee held its regular meeting on November 29, 2018, and made a recommendation to OCC's Acting President to continue the use of the bike/skateboard lanes through June 30, 2019. The additional time would allow the campus to continue its Active Transportation Route study, improve signage (dismount zones), and improve ground markings. The Facilities Planning Committee also recommended the Active Transportation Route be under continuous review and monitoring to address safety concerns and improve awareness of dismount zones through public safety interventions.

Purpose: Administrative Procedure 6750, Parking and Traffic, states "No person shall ride skateboards, roller skate, or roller blade within the confines of the campus". For OCC to continue its participation in the feasibility study, a temporary waiver of the prohibition of skateboarding on OCC campus was requested to extend through June 30, 2019.

Fiscal Impact: NTE \$10,000 for educational material, signage, and paint.

Motion carried with the following vote:

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

27.03 DIS – Authorization to File Notice of Completion and Release Retention Funds

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to authorize the Chancellor or designee to file a Notice 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, a Notice of Completion would be filed with the County of Orange Clerk Recorder's Office. Thirty-five (35) days after filing of the Notice of Completion and public notification 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 may withhold from the retention an amount not to exceed 150 percent of the disputed amount.

GWC – Student Services Project Bid No. 2063, Bid Package 6 – Millwork and Countertops
Contractor: Stolo Cabinets, Inc.

Motion carried with the following vote:

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

27.04 DIS – DIS - Bid Tabulations and Award of Contracts for Orange Coast College Kinesiology/Athletics/Adaptive PE/Aquatics Project- Bid No. 2130-C, Package #16

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to award the Standard Contractor Services Agreements for Bid No. 2130-C to the lowest responsive bidder for Bid Package 16, Southcoast Acoustical Interiors.

As part of the Vision 2020 Facilities Master Plan, Orange Coast College was seeking to correct current deficiencies and support current instruction through the Kinesiology/Athletics/Adaptive PE/Aquatics Project. Orange Coast College planned to construct a new 104,000 square foot single-story Kinesiology and Athletics facility. This also included the renovation of the existing Men's Locker Room Building and the construction of new aquatics facilities. The project would be procured via Multiple Prime Contracts to the District with C.W. Driver acting as the District's Construction Manager. The anticipated Construction schedule would be from December 2018 to June 2020.

At the November 20, 2018 meeting of the Board of Trustees, the Board awarded contracts for this project, with the exception of Bid Package #16, which had to be rebid. Originally, notices were published in the Daily Pilot on June 29, 2018 and July 6, 2018 notifying potential bidders of a prequalification opportunity. In addition, notices of this pre-qualification were sent to 991 potential bidders via the direct bid notification system through the Planet Bids Portal. One hundred fifteen prequalification applications were submitted of which 106 bidders were pre-qualified. Seventy-five bids were received and opened on October 24, 2018. Bid Package #16 – Acoustical Ceilings was re-bid.

Five pre-qualified vendors were invited to submit bids via notification from the PlanetBids portal. On November 20, 2018, two bids were received and opened. The bid results were as follows:

<u>Bid Package 16 – Acoustical Ceilings</u>	<u>Bid Amount</u>
Southcoast Acoustical Interiors	
14980 Hilton Dr.	\$425,840
Fontana, CA 92336	
Preferred Ceilings – Brea, CA	\$447,000
GC Chaney Company – Valencia, CA	No Bid
Nevell Group – Brea, CA	No Bid
Raymond –Southern California – Orange, CA	No Bid
Term: December 3, 2018 – June 29, 2020	

Fiscal Impact: \$425,840 to be paid using General Obligation Measure M Bond Fund.

Motion carried with the following vote:

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

27.05 DIS – Approval of Non-Standard Program Agreement with Huntington Beach Union High School District

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to approve a Non-Standard Program Agreement with Huntington Beach Union High School District. The Board President, or designee, was authorized to sign any related documents indicating approval by the Board of Trustees. Trustee Moreno requested that a press release be prepared.

Orange Coast College would offer enhanced noncredit English Language Learning (ELL) classes at sites at the Huntington Beach Union High School District/Huntington Beach Adult Education School for which it would claim apportionment. Orange Coast College would provide counseling and support services including assessment, orientation, academic counseling, student educational plans, and career and life planning to the adult education students enrolled in these noncredit ELL classes.

Term: December 13, 2018 – June 30, 2020

Fiscal Impact: Orange Coast College would generate revenue through apportionment to offset the costs.

Motion carried with the following vote:

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

27.06 DIS – Approval of Standard Agreement with M. Arthur Gensler, Jr. and Associates, Inc.

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, in order to establish a firm fixed fee, the Board voted to approve the first phase of “discovery phase” services to initiate preparatory work and meetings for Vision 2030. After further document review and scoping discussions with each campus, a fixed fee would be recommended to the Board in February 2019.

The District issued RFP #2132 seeking qualified consultants to assist the District in preparing the Vision 2030 Facilities Master Plan. The scope of services would include detailed examination of current and future academic program needs, examination of physical resource needs that support future enrollment, analysis and development of infrastructure plans including circulation, way-finding, and utilities, and the development of a capital improvement plan based on institutional goals and operational considerations. The selected consultant would assist the District in the analysis and planning process and produce written, graphic, and digital documentation of such plans for adoption by the District's Board of Trustees.

Consistent with Public Contract Code 20122 and Government Code 6066, the District published this advertisement for two successive weeks in the Times Daily Pilot. In addition, the District sent a direct announcement to 510 firms through the PlanetBids portal. The Office of Purchasing also established a selection committee, consisting of 8 college and District office personnel to review and evaluate all respondents. On September 6, 2018 the District received proposals from Gensler, HPI Architecture, Perkins Eastman/Dougherty, and tBP Architecture.

All firms were invited to participate in the interview phase. Interviews were held on November 26, 2018, and each firm was evaluated on (1) approach and timeline for the project, (2) experience and qualifications, (3) cost/rates. After deliberations, the committee recommended the selection of Gensler for the development of the Vision 2030 Facilities Master Plan.

Term: December 13, 2018 – December 31, 2019

Fiscal Impact: An initial not to exceed amount of \$20,000 to be paid at varying rates of compensation as outlined in the proposal. Expenditures would be paid utilizing General Obligation Measure M Bond Funds.

Motion carried with the following vote:

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

27.07 DIS – Bid Tabulations and Award of Contracts for Golden West College Classroom Improvement Project, Bid No. 2136

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to award the Standard Contractor Services Agreements for Bid No. 2136 to the lowest responsive and responsible bidder, CTG Construction, Inc.

On November 7, 2018, Bid #2136 was posted seeking contractor services for Golden West College as part of their Classroom Improvements Project. These services were to provide general upgrades to ten classrooms in two buildings. Improvements included

sanding and repainting walls and ceiling, removing storefront and installing gypsum wall, patching cracks, fixing drywall cutouts and replacing light covers, ceiling tiles etc. Additionally, the contractor would also be responsible for removing existing flooring and installing Golden West College supplied rolled carpet.

Notices were published in the Daily Pilot on November 7, 2018 and November 14, 2018. In addition, notices were sent to 596 potential bidders via the direct bid notification system through the Planet Bids Portal. Twenty-one potential bidders attended a mandatory job walk on November 15, 2018. On November 28, 2018, six bids were received and opened. The bid results were as follows

<u>Bid Package 2136</u>	<u>Bid Amount</u>
CTG Construction Inc.	
433 Lecouvreur Avenue	\$187,500.00
Wilmington, CA 90744	
La La Land – Long Beach, CA	\$199,000.00
AJ Fistes – Long Beach, CA	\$220,590.00
Corner Keystone Construction – Walnut, CA	\$242,070.34
Leonida Builders Inc. – Santa Clarita, CA	\$262,000.00
J & L Constructors Inc. – Huntington Beach, CA	\$272,000.00

Term: January 2 - January 25, 2019

Fiscal Impact: \$187,500 to be paid using General Obligation Measure M Bond Funds.

Motion carried with the following vote:

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

27.08 DIS – Annuitant Employment Agreement Template

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve the Annuitant Employment Agreement template as a standard agreement.

Motion carried with the following vote:

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

27.09 DIS – Approval of Amendments to Executive Educational Administrator Employment Agreements

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Amendments to the Executive Educational Administrator Employment Agreements for the executives listed below, effective January 1, 2019. Section 7 ("Salary") of the Agreements were revised as indicated below. All other terms and conditions of the Agreements remained the same.

<u>Name</u>	<u>Current Grade/Step</u>	<u>Current Base</u>	<u>Recommended Grade/Step</u>	<u>Recommended Base</u>
Lori Adrian	LL-2-6	\$250,151	LL-2-7	\$259,452
Andy Dunn	LL-2-5	\$241,168	LL-2-6	\$250,151
Andrea Serban	LL-2-5	\$241,168	LL-2-6	\$250,151

Motion carried with the following vote:

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

27.10 DIS – Approval of Educational Administrator Employment Agreements

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the Educational Administrator Employment Agreements for the individuals listed below for terms commencing on July 1, 2019. Compensation to be based on the appropriate placement on the DG Salary Schedule as indicated below. The Board President, or designee, was authorized to sign the Agreements and any related documents, indicating approval by the Board of Trustees.

<u>Name</u>	<u>LOC</u>	<u>Position</u>	<u>Reappointment Term</u>	<u>Plcmt</u>
Arnold, Jonathan	GWC	Chief of Police & Campus Security	2 Year	DG-10-9
Avery, William	OCC	Director of Marine Programs	2 Year	DG-11-8
Emerson, Dana	CCC	Dean	2 Year	DG-12-5
Head, Sara	OCC	Project Director, Adult Ed. Block Grant	1 Year	DG-7-7
Henson, Kevin	OCC	Dean	2 Year	DG-12-9
Houlihan, Janet	GWC	Vice President	2 Year	DG-14-9
Hudson, David	GWC	Dean	2 Year	DG-12-9
Johnson, Ronald	OCC	Dean	2 Year	DG-12-9

Keeler, Bruce	CCC	Dean	2 Year	DG-12-6
Knuppel, Lisa	OCC	Dean	2 Year	DG-12-5
Mandelkern, Michael	OCC	Dean	1 Year	DG-12-9
Martinez, Carla	GWC	Dean	2 Year	DG-12-8
McLaughlin, Jane	OCC	Dean	2 Year	DG-12-5
Miranda, Alexis	GWC	Dean	2 Year	DG-12-9
Mueller, Kathryn	CCC	Vice President	2 Year	DG-14-9
Nazarenko, Larissa	OCC	Dean	2 Year	DG-12-8
Nguyen, Kay	GWC	Dean	2 Year	DG-12-8
Niroumand, Madjid	OCC	Vice President	2 Year	DG-14-9
Pagel, Richard	OCC	Vice President	2 Year	DG-14-9
Pourzanjani, Omid	GWC	Vice President, Instruction	2 Year	DG-14-8
Restelli, Diane	GWC	Associate Dean, Director Nursing Programs	2 Year	DG-10-9
Ryan Rodriguez, Christina	GWC	Dean	2 Year	DG-12-4
Sanchez, Jorge	CCC	Associate Dean	2 Year	DG-10-9
Scott, Michael	CCC	Project Director, Adult Ed. Block Grant	1 Year	DG-7-9
Selzer, Thomas	OCC	General Manager, Instructional Food Services	2 Year	DG-9-9
Sergeyeva, Larisa	GWC	Project Director, Adult Ed. Block Grant	1 Year	DG-7-4
Shrader, Daniel	OCC	Dean	2 Year	DG-12-9
Sterner, Sheri	OCC	Dean	2 Year	DG-12-9
Thompson, Dwayne	CCCD	District Director, Institutional Research & Planning	2 Year	DG-12-9
Timpson, Natalie	GWC	Director, EOPS	2 Year	DG-8-5
Valentine, Lawrence	OCC	Director, Mental Health Services	2 Year	DG-8-9

Motion carried with the following vote:

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

28.00 Resolutions

28.01 DIS - Resolution # 18-44 to Increase Income and Expenditure Budget July-September 2018 for 2018-2019

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve Resolution #18-44 to increase the Income and Expenditure Budget, July – September 2018 for 2018-19.

Motion carried with the following vote:

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

28.02 DIS – Resolution #18-45 of the Board of Trustees of the Coast Community College District to Approve July-September 2018 Budget Transfers for 2018-2019

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve Resolution #18-45, July – September 2018 Budget Transfers for 2018-19.

Motion carried with the following vote:

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

28.03 Resolution #18-46 Authorization to Purchase ePlus Technology Inc. Software and Equipment for the Career and Technical Education Program

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve Resolution #18-46 authorizing the purchase of ePlus Technology Inc. Software and Equipment for the Career and Technical Education Program.

Motion carried with the following vote:

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

28.04 Resolution # 18-47 A Resolution of the Board of Trustees of Coast Community College District for Authorization to Purchase and Install Audio/Visual Equipment for the Classroom Improvements Project at Golden West College

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to approve Resolution #18-47 to purchase and install audio/visual equipment for the Classroom Improvements Project at Golden West College.

Motion carried with the following vote:

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

29.00 Policy Approval/Procedure Ratification

29.01 DIS – Board Policies for Approval and Administrative Procedures for Ratification

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve/ratify the following Board Policies and Administrative Procedures:

Chapter 3. General Institution

BP 3435 Discrimination, Harassment, and Retaliation Complaints and Investigations - revision

AP 3435 Discrimination, Harassment, and Retaliation Complaints and Investigations - revision

BP 3720 Computer and Network Use – review

AP 3720 Computer and Network Use – revision

BP 3810 Claims Against the District – revision

AP 3810 Claims Against the District – revision

Motion carried with the following vote:

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

30.00 Approval of Minutes

30.01 Approval of Minutes

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the minutes of the Regular Meeting of November 20, 2018

Motion carried with the following vote:

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

31.00 Informational Reports II

31.01 Report from the Chancellor

The Chancellor provided a report.

31.02 Reports from the Presidents

The following College Presidents provided reports to the Board:

Dr. Lori Adrian, Coastline Community College
Kevin Ballinger, Orange Coast College
Janet Houlihan on behalf of Tim McGrath, Golden West College

31.03 Reports from Academic Senate Presidents

The following Academic Senate Presidents provided reports to the Board:

Ann Holliday, Coastline Community College
Martie Ramm Engle, Golden West College
Loren Sachs, Orange Coast College

31.04 Report from the Classified Senate President

James Hulbert, Golden West College, provided a report to the Board.

31.05 Reports from Presidents of Employee Representative Groups

There were no reports from Presidents of Employee Representative groups.

31.06 Reports from the Board of Trustees

The Trustees provided individual reports.

32.00 Close of Meeting

32.01 Public Comment

There were no requests to address the Board.

32.02 Adjournment

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adjourn the meeting at 7:03 p.m.

Motion carried with the following vote:

Ayes:	Trustees Grant, Hornbuckle, Moreno, Patterson, and Prinsky
Noes:	None
Absent:	Student Trustee Gil
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.....	30-36

CLOSED Session 12/12/18 Approved
Public Report of Personnel Actions Taken by the Board of Trustees in Closed Session

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:

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 2018-19 academic year.

None

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:

FALL

Appointments during the period 08/24/18-12/14/18

CCC

Choyce, Ramon	Distance Learning and Virtual Library
Ortiz, Nancy	Counseling
Vernon, Claudia	Counseling

Discipline

GWC

Plouffee, David	Humanities
Sanchez, Sergio	ESL

Discipline

OCC

*Clontz, Amber	English
*BP 7310	

Discipline

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 07/01/18 to 06/30/19, not to exceed 498 hours:

Bowen, Peter
Svoboda, Jacob

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>Position</u>	<u>Contract Dates</u>	<u>Vacancy#</u>
Courchaine, Jeff	OCC	Acting Dean, Math & Science	01/23/19-05/31/19	OM-010-19

REAPPOINTMENTS

The Coast Community College District employs educational administrators. During this reappointment cycle, effective 07/01/19, the following administrators are recommended for reappointment. These reappointments are subject to subsequent ratification of new employment agreements.

***Position Titles Corrected from 11/20/18 Board Agenda**

<u>Name</u>	<u>LOC</u>	<u>Position</u>	<u>Chancellor's Review</u>	<u>Reappointment Term</u>
Arnold, Jonathan	GWC	*Chief of Police & Campus Security	Yes	2 year
Knuppel, Lisa	OCC	*Dean	Yes	2 year
Thompson, Dwayne	DIST	*Director, Institutional Research & Planning	Yes	2 year

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:

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>Vacancy #</u>
Franco, Patricia	CCC	Administrative Assistant to VP	01/15/19	C-018-19
Harris-Paez, Raquel	GWC	Public Safety Technician	01/07/19	G-006-19
Hester, Carol*	OCC	Course Assistant	01/02/19	O-018-19
Leung, Emily	CCC	Area Facilitator	01/02/19	C-015-19
Martinez, Alyssa	CCC	Student Retention Specialist	01/02/19	C-012-19
Pichay, Michael	CCC	Student Retention Specialist	12/13/18	C-009-19
Tran, Uyen	GWC	Research Analyst Senior	12/13/18	G-007-19
Tswei, Daniel	DIST	IT User Support Analyst	01/02/19	D-010-19

*revised start date

7. Approval of Appointment of Confidential Staff

In accordance with Board policies and procedures, the following Confidential Staff are recommended for appointment to advertised positions:

None

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

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

Reorganization

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>From Salary Range:</u>	<u>To Salary Range</u>	<u>Effective</u>
Nevin, Miles	DIST	Director, Chancellor's Office Operations & Projects	Director, Chancellor's Office Operations & Government Relations	DG-10	DG-10	12/13/18
Vacant	DIST	Director, Public & Government Affairs	District Director, Public Affairs & Marketing	DG-10	DG-9	12/13/18

Reassignment

None

Reclassification

None

9. Ratification of Temporary Out of Class Assignments, 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:

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 in a Project-Specific Assignment (7.5% differential) be ratified:

None

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>
Grande, Therese	GWC	Administrative Asst II	Student Leadership Coord.	7/01/17	12/15/17
Recalde, Edwina	OCC	HR Coordinator	HR Recruiting Coord.	9/01/18	01/31/19

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>
Grande, Therese	GW C	Administrative Assistant II	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	12/16/17	06/30/18
Isbell, Anna	CCC	Instructional Associate	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	07/01/17	06/30/18

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>Extend To</u>
Guray, Minerva	CCC	Contract Education Assoc., Sr.	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	11/01/18	01/31/19
Munoz-Sanchez, Martha	OCC	A&R Tech II	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	01/01/19	03/31/19

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>
Cardenas, Maria	CCC	Admission Guidance and Info Services	10/25/18	07/09/19	110001-849002
Deitrich, Allyson	GWC	Student Activities Auxiliary	10/08/18	07/09/19	813001-361801
Spoja, Caroline	CCC	Student Services	10/03/18	07/09/19	110001-860001

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>
Camacho, Illiana	GWC	Tutoring	10/29/18	07/09/19	110001-347101
Do, Hieu	GWC	AEBG	11/10/18	06/30/19	124133-159501
Holt, Michael	GWC	AEBG	10/10/18	12/14/18	124131-159501
Jeong, Cindy	OCC	Student Success Center	11/19/18	07/09/19	812001-201592
Nguyen, Kathleen	GWC	AEBG	09/12/18	12/14/18	124131-159501
Scholz, Eric	OCC	Consumer Health Sci	08/27/18	07/09/19	110001-204213
Villatoro, Sabrina	CCC	Humanities	10/08/18	07/09/19	110001-804513
Vu, Vivian	GWC	AEBG	11/10/18	06/30/19	124133-159501
Waters, Anelysse	GWC	Tutoring	10/04/18	07/09/19	110001-347101

Hourly/Temporary/Professional (Non Faculty) to perform skilled technical duties such as athletic training duties, production of student newspaper, maintain online classes, provide real time captioning (in-class text) for deaf students or assist with associated student programs in one or more of the following campus departments and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

None

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>
Alvarado, Juan	GWC	Maintenance and Operations	11/16/18	07/09/19	110001-385302
Albarran, Miguel	GWC	Maintenance and Operations	11/19/18	07/09/19	110001-385302
Gaulrapp, Stanley	GWC	Swap Meet	11/17/18	07/09/19	813015-381401

Gonzalez, Antonio	GWC	Maintenance and Operations	11/19/18	07/09/19	110001-385302
San Martin, Juan	CCC	Maintenance and Operations	10/17/18	07/09/19	110001-885203
Vieira, Jadein	OCC	Public Safety	11/26/18	07/09/19	127005-258900

Hourly/Temporary/Skilled Crafts, to perform highly specialized, detailed tasks such as transporting, segregating and storing hazardous materials, constructing and rigging stage equipment, or design event lighting for stage productions supporting one or more campus departments and/or divisions: 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>
Estrada, Ray	OC C	Food Services	11/20/18	01/06/19	812020-205401

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>
Barrett, Nathan	GWC	Theater	11/13/18	07/09/19	813001-324504
Martinez, Jonathan	GWC	Athletics	11/16/18	07/09/19	813001-317105
Nguyen, Nguyen	OCC	Consumer Health Sci	08/27/18	07/09/19	110001-204503
Ringwelski, Scott	GWC	Public Relations	11/15/18	07/09/19	110001-396002

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>
Gomez, Giovanni	GWC	Maintenance & Operations	12/05/18	07/09/19	110001-385302
Reyes, Gabriel	GWC	Maintenance & Operations	12/04/18	07/09/19	110001-385302
Sweem, Jeffrey	DIST	Human Resources/Mailroom	10/31/18	07/09/19	120111-157000

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

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

15. Ratification of Medical Professional Hourly Personnel

It is recommended that the following Medical Professional Hourly Personnel be ratified.

Golden West College

Sample, Christopher

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.

Coastline College

Student Assistant

Zito, Vincent

Student Assistant, Federal Work Study

Nguyen, Tien

Golden West College

Student Assistant

Duong, Tan

Student Assistant, Federal Work Study

Gonzalez, Jose

Rivers, Shilo

Orange Coast College

Student Assistant

Chen, Kaiyuan

Manoogian, Mikaela

Potyrina, Yulia

Reyes Silva, Marlon

Solorio, Hedio

Student Assistant, Federal Work Study

Calleja Ayapantecatl, Gregorio

Hooper, Chance

Jolliff, Nicole

Nguyen, Khanh

Santiago, Jasmine

Tayan, Walaa