

REGULAR MEETING MINUTES*

Board of Trustees

Coast Community College District

District Board Room

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

Wednesday, February 6, 2019

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on February 6, 2019 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 Prinsky 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 joined the meeting at 5:00 p.m.

1.03 Public Comment (Items on Closed Session Agenda)

There were no requests to address the Board.

1.04 Recess to Closed Session

(Conducted in accordance with applicable sections of California law. Closed Sessions are not open to the public.)

The Board recessed to Closed Session to discuss the following:

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

b. 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. Three 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
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
5. Approval of Appointment of Retired CalPERS Annuitants
6. Approval of Appointment of Classified Management
Interim, Deputy Sector Navigator (DNS)
Interim Program Manager, Measure M
7. Approval of Appointment of Classified Staff
Cook
Student Life and Leadership Specialist
Student Programs Specialist
8. Approval of Appointment of Confidential Staff
9. Approval of Reclassification and Reorganization/Reassignment,
Classified Staff
10. Ratification of Temporary Out of Class Assignments, Classified
Management
Employee Relations Manager
11. Ratification of Project-Specific Assignment, Classified Management
Director, Human Resources
12. Ratification of Temporary Out of Class Assignments, Classified Staff
13. Ratification of Project-Specific Assignment, Classified Staff
Administrative Clerk Sr
Contract Education Associate Sr.
Course Assistant
14. Ratification of Appointment of Short Term Hourly Staff
15. Ratification of Appointment of State Mandated Substitute, Classified
Staff
16. Ratification of Medical Professional Hourly Personnel
17. 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 Weispenning, Chancellor

Crystal Crane, Executive Director Human Resources (for CCCA-TA/NEA)

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 Prinsky at 5:04 p.m.

1.06 Pledge of Allegiance

Trustee Prinsky 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 Hornbuckle, the Board voted unanimously to approve the settlement agreement in the Nguyen vs. Coastline Community College case.

Motion carried with the following vote:

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

Noes: None

Absent: None

Abstain: None

For **Item 1.04 e. Public Employment**, on a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted unanimously to approve and ratify the public employment items. (See Appendix pages 20-25)

Motion carried with the following vote:

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

For **Item 1.04 f. Conference with Labor Negotiator**, on a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted unanimously to ratify a Memorandum of Understanding with CFE regarding the F.I.E.L.D. Program at Golden West College.

Motion carried with the following vote:

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

For **Item 1.04 f. Conference with Labor Negotiator**, on a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted unanimously to ratify a Memorandum of Understanding with CFCE regarding the Classified Senates.

Motion carried with the following vote:

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

1.08 Public Comment

There were no requests to address the Board.

1.09 Acceptance of Retirements

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to accept the following retirements of employees with 10 or more years of service to the District:

Roman Falcon, Custodian, OCC, retirement effective February 9, 2019
Virginia Regnier, Financial Aid Technician, OCC, retirement effective January 30, 2019

Motion carried with the following vote:

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

2.00 Informational Reports

2.01 Faculty/Student/Program Highlight

Warren Carter, Avery Caldwell, Tasha Chamblis, Yvette Moore, Kevin Harrison and Don Hammond highlighted Golden West College's Black History Month Activities.

2.02 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

Matthew Bagale, on behalf of Jesse Lopez, Orange Coast College

2.03 DIS – Overview of Measure M Bond Program Finance

An overview of Measure M Bond Program Finance was provided by Vice Chancellor of Administrative Services and Finance, Dr. Andy Dunn, and representatives from RBC Capital Markets, who responded to Trustees' questions.

In 2011-2012, the planning for the Measure M bond program required the District, in conjunction with our experts, to develop several financial assumptions with which to build our financing plan. Ultimately, based on these financial assumptions, Measure M represented approximately 70% of the total capital necessary to implement our Vision 2020 Facilities Master Plan. To date, five separate series of bonds had been issued and the remainder was anticipated to be issued in calendar year 2020.

One of the key drivers in the bond planning process was the growth in Assessed Valuation (AV). Growth in AV bears directly on the tax rate and the issuance schedule. At the outset of the program, an assumption of 3.5% annual increase in AV and a presumed tax rate of \$17.97 per \$100,000 in assessed value were established. More recently, the assumption of AV growth was projected at 3.95%. However, actual growth in AV far exceeded both sets of assumptions which had allowed Coast to accelerate our bond issuance schedule and reduce the tax rate originally proposed in the ballot language. The tax rate was projected at \$15.76 per \$100,000 in assessed value.

Similarly, escalation in the construction market had significantly exceeded our expectations. Measure M planning assumed an annual rate of inflation of 4%. While that figure was thought to be conservative at the time, at this time we were experiencing a construction inflation rate of one to two percent per month. This phenomenon brought a clear recognition that some of our Vision 2020 capital work would not be funded with Measure M and projects needed to be prioritized accordingly.

Based on previous success in leveraging State matching funds for projects, Measure M made an assumption that we could reasonably secure \$193 million in external funding to supplement our local bond dollars. However, several factors had impacted this assumption, including the lack of a statewide bond until 2016 (Proposition 51), the continued parsimony from the State in issuing state bonds to fund projects, and the continued effects of flat or declining enrollment on State project eligibility. In actuality, the District was more likely to realize approximately \$55M in external funding. There had been discussion of a potential 2020 statewide bond measure, and we anticipated learning more about the capital outlay priorities of the new administration in the coming year.

In December the Board took action to begin development of the Vision 2030 Facilities Master Plan. As with similar master planning efforts, we anticipated this planning process would reflect some carry-over of activities as well as new capital improvement priorities. While enrollment suggested little need for "growth" projects, significant modernization and infrastructure needs remained. It was anticipated that Vision 2030 would be concluded in November/December 2019.

2.04 DIS – Financial Aid Highlights and Student Loan Default Rates

Dr. Andreea Serban, Vice Chancellor Educational Services and Technology, provided a report and presentation to the Board that provided information and analysis on the most recent student loan default rates, and a brief update on financial aid services at Coast Colleges and the District Office. Dr. Serban, Dr. Lori Adrian and Dr. Kate Mueller responded to Trustees' questions.

3.00 Matters for Review, Discussion and/or Action

3.01 Board Meeting Dates

The Board reviewed upcoming meeting dates, and chose April 10, 2019 for the 2019 Employee Service Awards recognition.

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

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

3.03 Board Directives Log

The Board reviewed the Board Directives Log. It was noted that Item #2, Annual Report on District-wide Facility Rental Fees, would be brought to the February 20, 2019 meeting.

4.00 Consent Calendar (Items 5.01 - 19.01)

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

Motion carried with the following vote:

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

20.00 Discussion Calendar

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

21.01 OCC - Standard Amendment No. 1 to Standard Independent Contractor Agreement with Full Capacity Marketing, Inc.

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board approved Standard Amendment No. 1 to Standard Independent Contractor Agreement with Full Capacity Marketing, Inc.

The Amendment #1 was to increase the contract amount by \$89,580 for a new total amount of \$196,175. Full Capacity Marketing would provide OCC's CTE Department branding, campaigning, marketing, professional development and execution with the completion of OCCAdvantage website, completion of Career Services website, newsletter templates, and CRM & training. (Prior Board approval of the original non-standard agreement on August 15, 2018).

Term: August 16, 2018 – December 20, 2019

Fiscal Impact: \$196,175 flat fee payment upon approval of invoices. Funded from Strong Workforce Local Fund. Activity reports and invoices would be submitted to Project Manager (OCC's CTE Dean) for review and approval prior to submission for payment.

Motion carried with the following vote:

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

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

22.01 DIS – Funded Programs

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board approved participation in the following funded program, and approved the associated contract.

Orange Coast College received a grant from the State Chancellor's Office titled "**Orange County Deputy Sector Navigator for Retail/Hospitality/Tourism.**" The Deputy Sector

Navigator facilitated collaboration in the retail/hospitality/tourism occupations sector, bringing together education and industry partners to achieve the goals of the Economic and Workforce Development Program. Orange Coast College would serve as the host college and provide supervision and evaluation of the Deputy Sector Navigator on behalf of the Orange County region.

Fiscal Impact: Orange Coast College would receive \$200,000 from November 1, 2018 to October 31, 2019. Matching funds of \$200,000 were required.

Motion carried with the following vote:

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

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

23.01 DIS – Approval of Amendment No. 1 to the Non-Standard Agreement with Michael Baker International

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve Amendment No. 1 to the Non-Standard Agreement with Michael Baker International.

Michael Baker International was initially contracted to provide design development and construction documents for the Orange Coast College Mariner Training Center Project. Since then, additional engineering and survey services were being requested to draft and finalize a necessary parcel map of the project upon construction completion. This map would be filed with the City of Newport Beach and the County of Orange, establishing the monumentation for this new parcel.

Term: May 9, 2016 – May 31, 2021. Additional 23 months to secure services through the remainder of construction

Fiscal Impact: Additional \$24,300 for a new contract total of \$92,800 to be paid using General Obligation Bond M Funds

Motion carried with the following vote:

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

23.02 DIS – Approval of Amendment to Non-Standard Independent Contractor Agreement with McKnight Associates Inc.

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve Amendment No. 1 with McKnight Associates, Inc. for an increase in scope and amount by \$97,900.

Amendment No. 1 would include Position Control Study, Staffing Standards Study, and an expansion of the Job Descriptions & Job Evaluation project.

On November 7, 2018, the Board of Trustees ratified the Approved Non-Standard Independent Contractor Agreement with McKnight Associates, Inc. for Review and Development of Job Descriptions. The approved item included a Fiscal Impact of NTE \$74,800, including travel expenses NTE \$4,000, optional use of Point Count System at \$5,000, and other designated services at \$350/hour. The term of the contract would remain the same from October 9, 2018 to June 30, 2019.

Fiscal Impact: Position Control Study \$11,200, Staffing Standards Study \$49,000, Job Descriptions & Job Evaluation \$105,000, Self-Score (ePDQ) \$3,000, and Estimated Out-of-Pocket Expenses \$4,500, for a total of \$172,700. The original contract totaled \$74,800. The total increase was \$97,900.

Motion carried with the following vote:

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

24.00 Ratification/Approval of General Items of Business

24.01 OCC - Approval of Sole Source Procurement of Sodick VL400Q Wire EDM Machine Tool

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board authorized the equipment purchase from Sodick, Inc. of a VL400Q Wire EDM Machine Tool for OCC's Machine Technology Program. The President of the Board of Trustees, or designee, was authorized to sign any related documents.

The District Purchasing Director had reviewed the equipment and price quotation and determined the pricing to be fair and reasonable. The total dollar amount would exceed the bid limit; however, due to the fact that Sodick VL400Q Wire EDM Machine Tool was a sole source product, manufactured, sold, and distributed exclusively by Sodick, Inc., it was determined to be necessary and in the best interest of the District to purchase the equipment from Sodick, Inc.

Motion carried with the following vote:

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

24.02 DIS- Approval of Educational Administrator Employment Agreement (Don Bui, CCC)

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Educational Administrator Employment Agreement with Don Bui as Project Director, Concurrent and Dual Enrollment at Coastline College at a salary placement of DG-7, Step 4 (currently \$105,914), commencing on January 17, 2019 and ending on June 30, 2020. The Board President, or designee, was authorized to sign the Agreement and any related documents, indicating approval by the Board of Trustees.

Motion carried with the following vote:

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

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

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board authorized the Chancellor or designee to file a Notice of Completion on the following project 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.

OCC- Planetarium Project, Bid No. 2085
Contractor: MS Construction Management Group, Inc.

Motion carried with the following vote:

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

24.04 DIS – Approval of Non-Standard Agreement with Plante and Moran, PLLC

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to approve the Non-Standard Professional Services Agreement with Plante and Moran. The President of the Board of Trustees, or designee, was authorized to sign any related documents indicating approval by the Board of Trustees.

The Coast Community College District sought qualified persons or firms interested in providing assistance to the District in the successful completion of its PCI Self-Assessment Questionnaire (SAQ), and to provide training, assistance with administrative procedures, guidance, and direction to the District's personnel so that the District could conform and perform future PCI self-assessments with minimal external assistance. The District was subject to annual assessment of compliance to the Payment Card Industry (PCI) Data Security Standards (PCI-DSS), as well as the related control requirements published by the individual card brands (e.g., VISA, MasterCard, American Express, etc.) to accept credit card payments. These controls governed the allowable processes and

procedures related to the storage, processing and transmission of credit card information. The initial term of the agreement was for six months or completion of the PCI Self-Assessment, with two options for a renewal of two years, to be exercised at the District's sole discretion and subject to the same terms and conditions of the original contracts.

Notices were published in the Daily Pilot on July 20, 2018 and July 27, 2018. Additionally, 452 vendors were notified via the PlanetBids portal. Sixteen bidders reviewed the proposal requirements, and seven proposals were received and opened on August 31, 2018. The District Purchasing office established a selection committee consisting of District Information Technology personnel, District Controller, and the Director of Internal Audit Services to review and evaluate all respondents. Respondents were evaluated and scored based on (1) experience and technical competence (2) ability to meet work plan/timelines, (3) cost of services, cost control (4) quality control (5) local business participation, (6) stability and references. Based on the initial scoring, four firms were short-listed and invited to participate in the interview phase. Interviews were held on November 19, 2018 at which time the committee, after extensive deliberations, recommended Plante & Moran, PLLC for selection for this project. The interviewees included:

1. Plante & Moran, PLLC
2. Tevora
3. Moss Adams LLP
4. CliftonLarsonAllen

The following respondents (alphabetical) were not selected as finalists for this project:

1st Secure IT
Citrin Cooperman & Company
RSI Security

Term: February 7, 2019 – December 31, 2019

Fiscal Impact: \$59,500 (General Fund)

Motion carried with the following vote:

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

24.05 DIS – Approval of Retired CalPERS Annuitant Employment Agreement (Judith Neal)

This item was pulled from the agenda.

24.06 DIS – Ratification of Non-Standard Master Services Agreement with Educational Credit Management Corporation

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to ratify a Non-Standard Master Services Agreement with Educational Credit Management Corporation.

At the February 7, 2018 Board of Trustees meeting, the Board ratified a one-year (March 1, 2018 to February 28, 2019) Master Services Agreement with Educational Credit Management Corporation (ECMC). ECMC had provided Coastline Community College, Golden West College and Orange Coast College with student loan default prevention services through counseling and outreach activities. In addition, the Colleges had access to a loan tracker dashboard to track the default services provided to each individual and the status of each delinquent borrower. The Colleges had used these services since March 1, 2017. This Agreement renewed the utilization of these services for a period of three years – March 1, 2019 to February 28, 2022 and added another important service – grace period counseling. This service was provided to current or former Coast students who had entered the repayment grace period to assist them with loan repayment with the goal of reducing the likelihood of borrowers defaulting on their loans.

General Counsel had raised a concern about the language in Section 3.1 which allowed the online terms to be “unilaterally modified by ECMC at any time.” The language in Section 3.1 was the same as in the previous two agreements with ECMC which were ratified by the Board on February 15, 2017 and February 7, 2018, respectively. This was not a section that the vendor agreed to change and it had not been an issue for the District and the Colleges. Since March 1, 2017, ECMC had provided the agreed upon services in an effective and efficient manner. Since this was not a new or different language compared to the prior two ratified agreements and based on the District’s and Colleges’ positive experience working with ECMC to date, the District was satisfied with renewing these important services with ECMC.

Term: March 1, 2019 – February 28, 2022

Fiscal Impact: \$6 per month per delinquent borrower serviced through the student loan default prevention services. \$0.67 per borrower who had entered the repayment grace period provided with grace period counseling. Colleges paid for actual number of delinquent borrowers or borrowers who entered the repayment grace period serviced every month. Paid from a combination of general fund and Board Financial Assistance Program (BFAP) funds.

Motion carried with the following vote:

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

24.07 DIS - Ratification of Non-Standard Agreement with Eaton Corp

On a motion by Trustee Moreno, seconded by Trustee Patterson, the Board voted to ratify the Non-Standard Agreement with Eaton Corporation.

Eaton Corp had been in the industry for over 40 years servicing and maintaining power quality equipment. At this time, Orange Coast College (OCC) housed a total of three Uninterruptible Power Supply (UPS) batteries located in the Lewis and Watson Hall buildings. These batteries were meant to provide power for basic services in the event of a utility outage. This included power to emergency lights, telephones, critical networking, etc. The purpose of this preventative service maintenance agreement with Eaton was to help ensure our systems were previously tested, maintained and ready to function in the event of an outage. Furthermore, if there were any deficiencies, Eaton would bring it to Coast's attention in an expedited fashion and have availability to assist in any needed repairs.

General Counsel had raised concerns regarding Section 15 of Eaton Corp's proposal noting the word "gross" should be deleted because the vendor should be liable for its own negligence, even if it was not "gross negligence." Second, the exception needed to apply to the entirety of Section 15, not just to the last sentence. Although Eaton was not able to agree to consequential damages, they were able to offer a 2x cap on the remaining damages. Due to the amount and the fact that Eaton had been servicing Coast for the past 10+ years, it was determined that moving forward with this agreement would be vital for OCC's UPS equipment.

Term: October 12, 2018 – October 11, 2019

Fiscal Impact: \$7,317 to be paid using General Funds.

Motion carried with the following vote:

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

24.08 DIS - Request for Board Authorization for Chancellor's Support of Prop 98/Tax Coalition Letter

On a motion by Trustee Patterson, seconded by Student Trustee Gil, the Board voted to authorize the Chancellor to join in signing on to the Prop 98/Tax Coalition Letter.

A broad group of education advocates had begun working together to review existing California tax credits and their impacts on Prop 98 funding. Efforts to increase tax credits for various industries and causes had increased in recent years, necessitating legislative review of those efforts in order to ensure a full understanding of their impact on the state's general fund, and Proposition 98 prior to legislative changes to the state's taxation and revenue systems. The letter was undersigned by multiple community college districts, education interest groups, and education advocates.

Motion carried with the following vote:

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

25.00 Resolutions

25.01 Resolution #19-02 A Resolution of the Board of Trustees of Coast Community College District for Authorization to Purchase Technology Infrastructure Equipment for the Math and Science Building Project at Golden West College

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to adopt Resolution #19-02 authorizing the utilization of a cooperative purchasing agreement to purchase technology infrastructure equipment for the Math and Sciences Building Project at Golden West College.

As part of their Vision 2020 plan, Golden West College allocated funding towards the Math and Science Building Project. Construction was well underway, with a completion date in Summer 2019. Adoption of this resolution allowed for the utilization of a cooperative purchasing agreement to procure the necessary technology infrastructure equipment to bring the Math and Science Building online, which included network switches and wireless/wan technology.

Term: February 6, 2019 – August 1, 2019

Fiscal Impact: \$419,038.40 to be paid utilizing General Obligation Measure M Bond Funds.

Motion carried with the following vote:

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

26.00 Policy Approval/Procedure Ratification

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

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

Chapter 2. Board of Trustees

BP 2010 Board Membership – Revision

BP 2100 Board Elections – Revision

Chapter 3. General Institution

BP 3200 Accreditation - Revision

BP 3250 Institutional Planning – Revision

Chapter 4. Academic Affairs

BP 4220 Standards of Scholarships – Revision

AP 4220 Standards of Scholarships – Revision

BP 4230 Grading and Academic Records Symbols - Review

AP 4230 Grading and Academic Records Symbols – Revision

Chapter 6. Business and Fiscal Affairs

BP 6340 Bids and Contracts – Revision

AP 6340 Bids and Contracts – Revision

Motion carried with the following vote:

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

27.00 Approval of Minutes

27.01 DIS – Minutes

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

Regular Meeting of January 16, 2019

Special Meeting/Public Hearing of January 23, 2019

Special Meeting of January 23, 2019

Motion carried with the following vote:

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

Noes: None

Absent: None

Abstain: None

28.00 Informational Reports II

28.01 Report from the Chancellor

The Chancellor provided a report.

28.02 Reports from the Presidents

The following College Presidents provided reports to the Board:

Dr. Lori Adrian, Coastline Community College

Kevin Ballinger, Orange Coast College

Tim McGrath, Golden West College

28.03 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

28.04 Report from the Classified Senate President

Mireille Halley, Orange Coast College, provided a report to the Board.

28.05 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)

Dana Emerson, Coast District Management Association (CDMA)

28.06 Reports from the Board of Trustees

The Trustees provided individual reports.

29.00 Close of Meeting

29.01 Public Comment

There were no requests to address the Board.

29.02 Adjournment

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adjourn the meeting at 6:55 p.m.

Motion carried with the following vote:

Ayes:	Trustees Grant, Hornbuckle, Moreno, Patterson, Prinsky and Gil
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.....	20-25

CLOSED Session 2/6/19 Approved
Public Report of Personnel Actions Taken by the Board of Trustees in Closed Session

1. Approval of Appointment of Full Time Faculty

None

2. Ratification of Appointment of Substitutes, Academic Staff

Part Time Faculty Substitutes

It is recommended by the Vice Chancellor of Human Resources that the following individuals be appointed as substitutes, pursuant to *Education Code* Section 87482.5 and subject to Board policies governing such appointments, to be paid \$44.36/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered during the 2018-19 academic year.

Goldenwest College

Discipline

Abella, Dori	Cosmetology
Bornemann, Chung	Cosmetology
Cordiero, Judy	Cosmetology
Culhno, Hannah	Cosmetology
Davidson, Anne	Cosmetology
Gardner, Christopher	Automotive
Gonzalez Phelps, Micha	Cosmetology
Halchishak, Regina	Cosmetology
Heavener, Connie	Cosmetology
Hernandez, Benjamin	Cosmetology
Jean-Pierre, Kezzey	Cosmetology
Krebbs III, Louis	Automotive
Long, Judith	Cosmetology
Ly, Lillian	Cosmetology
Moreno, Oscar	Cosmetology
Olson, Wayne	Automotive
Rangel, Paz	Cosmetology

Orange Coast College

Discipline

Perkins, Marc	Biology
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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:

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:

Breeze, Bonnie
Patton, Julie

4. Approval of Appointment of Educational Administrators

None

5. Approval of Appointment of Retired CalPERS Annuitants

None

6. 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>Vacancy #</u>
Corrigan, Sarah	OCC	Interim, Deputy Sector Navigator (DSN)	02/07/19	OM-016-19
Golden, Michael	DIST	Interim Program Manager, Measure M	02/07/19	DM-010-19

7. 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>
Espinachio, Richard	OCC	Cook	02/11/19	O-027-19
Garcia, Maria Ester	CCC	Student Programs Specialist	02/11/19	C-014-19
Patel, Grishma	OCC	Student Life & Leadership Specialist	02/11/19	O-026-19

8. Approval of Appointment of Confidential Staff

None

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

None

10. 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:

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>
Williams, Brandi	GWC	HR Coordinator	Employee Relations Manager	02/06/19	04/30/19

11. 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:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Project-Specific Assignment</u>	<u>Start Dt</u>	<u>End Dt</u>
Heinbuch, Danielle	GW C	Director, Human Resources	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	02/06/19	04/30/19

12. 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:

None

13. 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>
Agag-Maxwell, Diana	CCC	Contract Education Assoc. Sr.	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	02/01/19	03/31/19
Bui, Kimberly	CCC	Course Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	01/09/19	04/09/19
Guray, Martha	CCC	Contract Edu Assoc. Sr.	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	11/01/18	04/30/19
Trieu, Kevin	OCC	Administrative Clerk Senior	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days	01/01/19	03/31/19

14. 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>
Aranda, Eric	OCC	DSPS	12/14/18	07/09/19	124005-264200
Calsita, Ciara Luv	OCC	DSPS	01/22/19	07/09/19	124005-264200
Camacho, Salvador	OCC	DSPS	01/22/19	07/09/19	124005-264200
Cervantes, Guadalupe *BP 7310	OCC	Adult Education	01/16/19	07/09/19	124133-159501
Lai, Teresa	OCC	Student Success Center	01/22/19	07/09/19	124402-246000

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>
Hoberg, Megan	GWC	Tutoring	01/09/19	07/09/19	110001-347101
Moore, Jason	GWC	Tutoring	01/09/19	07/09/19	110001-347101
Nguyen, Tram	OCC	Chemistry Lab	12/18/18	07/09/19	110001-200300
Waire, Erik	GWC	Tutoring	01/09/19	07/09/19	110001-347101
Whittle, Matthew	OCC	Student Success Center	01/22/19	07/09/19	812001-201592

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.

<u>Name</u>	<u>LOC</u>	<u>Department</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>
Amaro Rodela, Yasmin	OCC	DSPS	01/14/19	07/09/19	124005-256205

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>
Flores, Jose	DIST	Facilities	01/17/19	07/09/19	110001- 186300
Rasey, Vanessa	OCC	Children's Center	12/10/18	07/09/19	330003- 259101
Sharpe, Ricardo	OCC	Campus Safety	01/14/19	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.

None

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>
Halphide, Jackson	OCC	Theater Arts	12/10/18	07/09/19	110001-210001
Halsey, Grant	GWC	Athletics	01/15/19	07/09/19	813001-317107
Pasco, George	GWC	Athletics	01/02/19	07/09/19	110001-317101
Proskura, Danylo	GWC	Athletics	01/15/19	07/09/19	813001-317106
Ratlledge, Edwin	GWC	Athletics	01/22/19	07/09/19	813001-317112

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.

None

15. 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

16. Ratification of Medical Professional Hourly Personnel

None

17. 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

Student Assistant

Tran, Pham

Student Assistant, Federal Work Study

Antunez, Izbeth

Ngo, Pham

Student Assistant, CalWorks

Nguyen, Teresa

Orange Coast College

Student Assistant

Ferrari, Simone Paolo

Rodriguez, Jocelyn

Tamshan, Lewis

Wu, Hui Ling

Student Assistant, Federal Work Study

None

Student Assistant, CalWorks

None

