

# **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, April 3, 2019

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on April 3, 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

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

Position: Chancellor

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

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

Significant exposure to litigation pursuant to sub-section "d-2" of *Government Code* Section 54956.9. Two cases.

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

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

**e. Conference with Legal Counsel: Existing Litigation**

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

*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

*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

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

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

*Anthony Bryant vs. Coast CCD*, WCAB Case No. 12007849

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

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

*Ildefonso Flores vs. Coast CCD*, WCAB Case No. 11921849

*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

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

*Evangelina Rosales vs. Coast CCD*, WCAB Case No. 12018020

*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

**f. Public Employment**

(Pursuant to *Government Code* 54957(b)(1))

1. Approval of Appointment of Full Time Faculty  
Instructor, History  
Instructor, Kinesiology and Women's Soccer Coach  
Counselor, Disabled Student Services and Programs  
Instructor, Film Production and Immersive Media
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
7. Approval of Appointment of Classified Staff  
Student Life and Leadership Specialist
8. Approval of Appointment of Confidential Staff
9. Approval of Reclassification and Reorganization/Reassignment,  
Classified Staff  
Grounds and Landscape Specialist
10. Ratification of Temporary Out of Class Assignments, Classified  
Management  
Manager, Employer/Employee Relations
11. Ratification of Project-Specific Assignment, Classified Management  
Director, Human Resources
12. Ratification of Temporary Out of Class Assignments, Classified Staff  
Maintenance Specialist II
13. Ratification of Project-Specific Assignment, Classified Staff  
Accounting Coordinator  
Administrative Clerk, Sr.  
Administrative Secretary  
Contract Education Associate  
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 Appointment of Medical Professional Hourly Personnel

17. Ratification of Appointment of Student Workers

**g. Conference with Labor Negotiator**

(Pursuant to *Government Code* Section 54957.6)

**District Negotiators:**

Dr. Marco Baeza, Vice Chancellor Human Resources

Dr. John Weispfenning, 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 5:00 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 b. Public Employee Discipline/Dismissal/Release**, on a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to ratify the probationary separation of an accounting coordinator.

Motion carried with the following vote:

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

Noes: None

Absent: None

Abstain: None

For **Item 1.04 c. Conference with Legal Counsel: Anticipated Litigation**, on a motion by Trustee Grant, seconded by Trustee Moreno, the Board voted to approve the settlement agreement with MS Construction.

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. Public Employment**, on a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve and ratify the personnel items. (See Appendix pages 19-25)

Motion carried with the following vote:

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

For **Item 1.04 g. Conference with Labor Negotiator**, on a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to ratify the following Tentative Agreements with Coast Community College Association-California Teachers Association/National Education Association, LOCAL 1152:

Article IV: Association Rights  
Article XI: Compensation  
Article XII: Leave

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 Retirement**

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

David Rodriguez, OCC, Construction Technology, retirement effective June 2, 2019

Motion carried with the following vote:

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

## **1.10 Ceremonial Resolution Honoring Dr. Kate Mueller**

The Board presented a Ceremonial Resolution honoring Dr. Kate Mueller, Vice President of Student Services at Coastline Community College, for having received *The Pillar of the Profession Award* by NASPA in recognition of her outstanding work in higher education and student affairs.

## **2.00 Informational Reports**

### **2.01 Reports from the Presidents of Student Government Organizations**

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

Thuy Nguyen on behalf of Natalie Tran, Coastline Community College  
Joseph Nielsen, Golden West College  
Joseph Nielsen on behalf of Jessie Lopez, Orange Coast College

### **2.02 DIS - Quarterly Measure M Report, District Facilities, Planning and Construction Report, and Quarterly Bidding Report**

Dr. Andy Dunn, Vice Chancellor of Finance and Administrative Services, provided a report on Measure M including a District Facilities, Planning and Construction Report (local hiring, diversity, labor compliance, and payroll certification) The following reports were presented:

- Measure M Quarterly Report from the Citizens' Oversight Committee at the regular meeting of March 1, 2019
- District Facilities Planning and Construction Report (Local Hiring, Diversity, Labor Compliance, and Payroll Certification)
- Quarterly Bid Report

### **2.03 DIS - Update on the Status of the Implementation of AB 705**

Dr. Andreea Serban, Vice Chancellor of Educational Services and Technology, provided an update on the status of the implementation of AB 705 across the three colleges in the District and statewide. She responded to Trustees' comments and questions regarding the impact on students, faculty and support services. A follow up report would be provided in the fall of 2019.

Rob Schneiderman addressed the Board.

### **3.00 Matters for Review, Discussion and/or Action**

#### **3.01 DIS - Endorsement of Nominee for Classified Employee of the Year Award**

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to endorse Cecilia Schreyer as a nominee for the California Community Colleges Classified Employee of the Year award.

Each year the Coast Community College District nominated one Classified employee for the California Community Colleges Classified Employee of the Year awards. The 2019 nominee was Cecilia Schreyer, Instructional Lab Coordinator, Math and Science Division, Orange Coast College.

Motion carried with the following vote:

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

#### **3.02 DIS - Board Policies and Administrative Procedures for First Reading**

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to return the following Board Policies and Administrative Procedures to the next agenda for further review and action:

##### **Chapter 3. General Institution**

BP 3410 Prohibition of Discrimination and Harassment

AP 3410 Prohibition of Discrimination and Harassment

##### **Chapter 7. Human Resources**

BP 7270 Student Assistants

AP 7270 Student Assistants

BP 7905 Short-Term Employees

AP 7905 Short-Term Employees

BP 7906 Substitute Employees

AP 7906 Substitute Employees

Motion carried with the following vote:

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

### **3.03 Board Meeting Dates**

The Board reviewed upcoming meeting dates.

### **3.04 Meetings and Conferences of the AACC, ACCT, CCLC and CCCT**

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

### **3.05 Board Directives Log**

Chancellor Weispfenning noted that the report on Cyber Security would be presented on May 1, 2019. Board President Prinsky noted that a follow up report on the status of AB 705 would be in the fall.

## **4.00 Consent Calendar (Items 5.01 - 18.01)**

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, 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

## **19.00 Discussion Calendar**

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

### **20.01 DIS - Funded Program**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the amendment to a previously approved grant as outlined below.



Coastline Community College received an amendment to a grant from the California Department of Education, Adult Education Office funded through the Workforce Innovation and Opportunity Act (WIOA) Title II: Adult Education Family Literacy Act, Section 231. The grant provided supplemental funds for adult education to 1) assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency; 2) assist adults who are parents or family members to obtain education and skills; 3) assist adults in attaining a secondary school diploma and postsecondary education and training, including career pathways; and 4) assist immigrants and other individuals who are English language learners. The amendment increased the amount of the award by \$6,016.

**Term:** July 1, 2018 - June 30, 2019

**Fiscal Impact:** Coastline Community College would receive \$100,140. Minimum of 25% match was required and provided in-kind.

Motion carried with the following vote:

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

## **21.00 Approval of Non-Standard Agreements in Excess of \$90,200**

### **21.01 DIS - Software License and Service Agreement with Passport Labs, Inc.**

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to approve the Software License and Service Agreement with Passport Labs, Inc.

The Software License and Service Agreement with Passport Labs, Inc. allowed Orange Coast College, Coastline College, and Golden West College to obtain parking-related software and hardware including Scout Software, Mobile License Plate Recognition (LPR), Parkeon Multi-Space Meters, and Passport Mobile Payment Solution, and maintenance support.

**Term:** April 4, 2019 – June 30, 2024

**Fiscal Impact:** Flat fees of \$476,152.33 (Year 1: \$321,600; Year 2: \$37,528.80; Year 3: \$38,253.71; Year 4: \$39,000.38; and Year 5: \$39,769.44) via purchase order paid from 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

## **22.00 Ratification/Approval of General Items of Business**

### **22.01 CCC - Non-Standard License Agreement with Slack Technologies**

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to ratify the Non-Standard License Agreement with Slack Technologies.

The license would allow Coastline Community College to use the online application to facilitate the Coastline Pathways teams' communication, collaboration, and tracking of project deliverables, in a distributed campus environment.

**Term:** May 1, 2019 - April 30, 2020

**Fiscal Impact:** NTE \$5,000 paid from grant funds upon receipt of approved invoice. Actual cost of \$12.50 per user per month, billed annually.

Motion carried with the following vote:

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

### **22.02 OCC - Approval of Sole Source Procurement of Simbionix U/S Mentor System**

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to recognize 3D Systems Corporation as the sole source provider and the only manufacturer and supplier of the Simbionix UltraSounded Mentor in the USA, and authorize the purchase of the Simbionix U/S Mentor System from 3D Systems Corporation for OCC's Diagnostic Medical Sonography Program. It was further recommended that the President of the Board of Trustees, or designee, be authorized to sign any related documents.

Simbionix U/S Mentor System was a new cutting edge technology that allowed simulation of normal and abnormal pathology. A purchase of the new U/S Mentor simulator would allow OCC's Diagnostic Medical Sonography students the ability to work with a realistic mannequin with true-to-life external landmarks and realistic virtual patients for the practice of scanning and diagnosing various anatomies and pathologies.

**Fiscal Impact:** \$177,848 paid from Strong Workforce funds.

Motion carried with the following vote:

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

#### **22.03 DIS - Authorization to File Notice of Completion and Release Retention Funds**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, 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 would withhold from the retention an amount not to exceed 150 percent of the disputed amount.

Orange Coast College Year 5 Lighting Campus Wide  
**Contractor:** SmartWatt

Motion carried with the following vote:

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

#### **22.04 DIS - Approval of Contracting Agent for East-West Bank Accounts**

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to designate Dr. Andrew Dunn, Vice Chancellor Finance and Administrative Services, as Contracting Agent for all East-West bank accounts, to:

- a. Provide proper authority for any changes in District bank accounts
- b. Update signatories on all bank accounts to reflect staffing changes

On February 20, 2019, the Board of Trustees voted unanimously to award a Contract for Banking and related Depository and Cash Management Services to East-West Bank for the term July 1, 2019 – June 30, 2022. Due to the change in banking relationship, a new Contracting Agent was required to be established with East-West Bank.

Motion carried with the following vote:

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

#### **22.05 DIS - Non-Standard Agreement with Duo Security, Inc.**

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to ratify the Non-Standard Agreement with Duo Security, Inc.

DUO Multifactor Authentication Services provided user-friendly software running on smart phones and a cloud-based Software-As-A-Service to act as a second identity verification mechanism in addition to the user's password when signing on to Coast computer systems.

**Term:** March 22, 2019 – March 21, 2020

**Fiscal Impact:** \$28,350 paid from General Funds

Motion carried with the following vote:

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

#### **22.06 DIS - Authorization to Purchase Proofpoint Email Security Services under Proofpoint General Terms Agreement and FCCC Administrative Services Agreement**

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to ratify the Authorization to Purchase Proofpoint Email Security Services under the Proofpoint General Terms Agreement and FCCC Administrative Services Agreement.

Proofpoint Email Security services provided a number of protections against malicious email received by the District. Using real-time intelligence, Proofpoint services identified and blocked SPAM (emails with malicious attachments), spoofed emails, and emails with links to malicious websites.

**FCCC Administrative Services Agreement Contract# CB-194-16**

TAP URL Defense & Attachment Defense	\$58,089.69
Encryption	\$1,640.62
Protection Stack	\$9,873.29
Cloud Account Defense	<u>\$16,415.47</u>
Total	\$87,019.07

**Term:** 1 Year Term Upon Chancellor's Signature

**Fiscal Impact:** \$87,019.07 paid from General Funds

Motion carried with the following vote:

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

**22.07 DIS - Non-Standard Agreement with SolarWinds Worldwide, LLC**

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to ratify the Non-Standard Agreement with SolarWinds Worldwide, LLC.

SolarWinds' Network Performance Monitor software provided monitoring, alerting, and analysis of all network, server, and storage systems both on premises and in the cloud. This software was crucial as it enabled IT staff to receive notifications regarding system outages and assist in troubleshooting if problems occurred. Additionally, the software provided in depth analysis and reporting of network traffic throughout the District and helped identify where network issues occurred. IT staff would be able to leverage the deep visibility into Coast IT systems to help ensure service availability and improve operations.

**Term:** 3 Year Agreement Upon Chancellor's Signature

**Fiscal Impact:** \$73,091.75 paid from General Funds

Motion carried with the following vote:

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

## **23.00 Resolutions**

### **23.01 DIS - Resolution #19-09 of the Board of Trustees of the Coast Community College District to Purchase Golden Star Technology Equipment for the Career and Technical Education Program**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #19-09 of the Board of Trustees of Coast Community College District to Purchase Golden Star Technology Equipment for the Career and Technical Education Program.

Trustee Patterson requested that Dr. Lori Adrian, President of Coastline Community College, prepare a staff report for the Board providing additional information on the Strong Workforce Program.

Motion carried with the following vote:

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

### **23.02 DIS - Resolution #19-10 of the Board of Trustees of the Coast Community College District to Purchase Furniture for the Golden West College Math & Science Project**

On a motion by Trustee Moreno, seconded by Trustee Patterson, the Board voted to adopt Resolution #19-10 of the Board of Trustees of Coast Community College District authorizing the utilization of cooperative purchasing agreements to purchase furniture for the Math and Sciences Building 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

### **23.03 DIS - Resolution #19-11 of the Board of Trustees of the Coast Community College District to Purchase HP Computer Equipment**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #19-11 of the Board of Trustees of Coast Community College District to purchase HP computer equipment for Orange Coast College as part of the College's computer replacement plan.

Motion carried with the following vote:

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

## **24.00 Policy Approval/Procedure Ratification**

### **24.01 DIS - Board Policies for Approval and Administrative Procedures for Ratification**

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

#### **Chapter 2. Board of Trustees**

BP 2410 Board Policies and Administrative Procedures  
AP 2410 Board Policies and Administrative Procedures

#### **Chapter 4. Academic Affairs**

BP 4240 Academic Renewal  
AP 4240 Academic Renewal

Motion carried with the following vote:

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

## **25.00 Approval of Minutes**

### **25.01 DIS - Minutes**

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

Special Meeting of March 14, 2019  
Regular Meeting of March 20, 2019

Motion carried with the following vote:

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

## **26.00 Informational Reports II**

### **26.01 Report from the Chancellor**

The Chancellor provided a report to the Board.

### **26.02 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

### **26.03 Reports from Academic Senate Presidents**

There were no reports for the Board.

### **26.04 Report from the Classified Senate President**

Kasie Hipp, Coastline Community College, provided a report to the Board.

### **26.05 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)  
Rob Schneiderman, Coast Federation of Educators/American Federation of Teachers (CFE/AFT)

### **26.06 Reports from the Board of Trustees**

The Trustees provided individual reports.

## **27.00 Close of Meeting**

### **25.01 Public Comment**

There were no requests to address the Board.

### **27.02 Adjournment**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adjourn the meeting at 7:15 p.m. in memory of John Tornow and Christopher Hamilton.



Motion carried with the following vote:

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



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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.....	19-25

## APPENDIX

### Public Report of Personnel Actions Taken by the Board of Trustees in Closed Session 4/3/19

#### 1. Approval of Appointment of Full Time Faculty

In accordance with Board policies and procedures, the following academic staff are recommended by the Vice Chancellor of Human Resources for appointment for service. Employment and payment for services will follow upon notification that all required documents have been completed and filed. Salary placement may be revised upon presentation of evidence of additional education and/or experience:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Date</u>	<u>Vacancy #</u>
Archibald, Melissa	OCC	Instructor, History	08/23/19	6-O-20
Barone, Krissy	GWC	Instructor, Kinesiology & Women's Soccer Coach	08/23/19	8-G-20
Chavez Jimenez, Irving	OCC	Counselor, Disabled Student Services & Programs	04/08/19	12-O-19
Newman, Matthew	OCC	Instructor, Film Production & Immersive Media	08/23/19	5-O-20

#### 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.

##### CCC

Chabra, Shashi  
Crowley, Erin  
Damschen, Sandra  
Friend, Rebecca  
Leath, Jennifer

##### Discipline

Special Education  
Special Education  
Special Education  
Special Education  
Special Education

##### GWC

Cowan, Rory  
Jereb, Claudia  
McKinney, Donald  
Ohm, Carrie

##### Discipline

Theater  
English  
Art  
Art

##### OCC

Blasius, Mary  
Cottrell, Lynne  
Hutzel, William  
Mofid, Kevin

##### Discipline

Marine Science  
Allied Health  
Astronomy  
Math

Navarro, Adam	Communications
Neibel, Katherine	Biology
Nia, Halleh	Communications
Paghunasan, Rachel	Dining Room Service
Pankhurst, Paul	Math

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

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

#### **SPRING 2019**

Appointments for the period of 01/28/19-05/25/19

<b><u>CCC</u></b>	<b><u>Discipline</u></b>
Lawrence, Richard	Communications Studies
McDevitt, David	English
Oberlin, Craig	Computer Science

### 4. Approval of Appointment of Educational Administrators

None

### 5. Approval of Appointment of Retired CalPERS Annuitants

None

### 6. Approval of Appointment of Classified Management

None

### 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>
Patel, Grishma*	OCC	Student Life & Leadership Specialist	02/07/19	O-026-19

\*Revised start date

### 8. Approval of Appointment of Confidential Staff

None

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

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

### Reclassification

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Barrera, Juan	GWC	Grounds & Landscape Specialist	Grounds & Landscape Specialist Senior	07/01/18
Rodriguez, Santiago	GWC	Grounds & Landscape Specialist	Grounds & Landscape Specialist Senior	07/01/18

## 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:

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

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Extend From</u>	<u>Extend To</u>
Williams, Brandi	GWC	HR Coordinator	Manager, Employer/Employee Relations	05/01/19	06/30/19

## 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:

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

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Project-Specific Assignment</u>	<u>Start Dt</u>	<u>End Dt</u>
Heinbuch, Danielle	GWC	Director, Human Resources	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	05/01/19	06/30/19

## 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:

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>
Kistler, John	CCC	Maintenance Specialist II	Maintenance Specialist Team Leader	03/14/19	05/09/19

### 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>
Griffin, Kelsey	DIST	Administrative Secretary	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/03/18	10/29/18

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

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Project-Specific Assignment</u>	<u>Start Dt</u>	<u>End Dt</u>
Agag- Maxwell, Diana	CCC	Contract Education Assoc. Senior	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/01/19	05/31/19
Guray, Minerva	CCC	Contract Education Assoc. Senior	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/01/19	06/30/19
Kleppe, Vicky	CCC	Contract Education Assoc.	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/01/19	05/31/19
Pontius, Cody	CCC	Course Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/01/19	06/30/19
Romero, Patricia	OCC	Accounting Coordinator	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/01/19	06/30/19
Trieu, Kevin	OCC	Administrative Clerk, Senior	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/01/19	06/30/19

#### 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>
Bergdahl, Kristi	CCC	Student Life & Leadership	03/20/19	07/09/19	818001-849510

**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>
Diaz, Amelia	GWC	Tutoring Center	01/28/19	05/25/19	124038-356044
Le, Duc Minh	CCC	Tutoring Center	03/14/19	07/09/19	110001-804513
Levin, Matthew	GWC	Public Safety	03/19/19	07/09/19	127006-385102
Nguyen, Julie Thai	GWC	Tutoring Center	02/22/19	07/09/19	110001-347101
Nguyen, Thanh Cuong	OCC	Student Success Center	03/10/19	07/09/19	812001-201592
Russel, Ryan	CCC	Student Success Center	03/11/19	07/09/19	110001-804513
Steinhardt, Kenneth	OCC	Student Success Center	03/10/19	07/09/19	812001-201592
Truong, Linh My	GWC	Chemistry	03/15/19	07/09/19	110001-311305

**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>
Garcia, Andy	OCC	M & O	03/05/19	07/09/19	110001-285201
Nguyen, Vu	OCC	Public Safety	03/13/19	07/09/19	127005-258900
Pham, Tino	OCC	Food Services	03/06/19	06/30/19	812020-205403

**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>
Madrigal, Juan	OCC	Kinesiology	03/08/19	07/09/19	110001-212100

**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

None



## 16. Ratification of Appointment 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.

### CCC

None

### GWC

#### Student Assistant

Alberto, Kyla

Truong, Minh Tuong

#### Student Assistant, Federal Work Study

Chulula-Serrano, Norma

### OCC

#### Student Assistant

Faramarzi, Arya

Lyons, Luke

Moe, Ngwe

Pham, Thy Quynh

Santini, Fernanda

Vanslyke, Noemi

#### Student Assistant, Federal Work Study

Mikati, Hania

## PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE FOR RATIFICATION

### Classified

<u>Title</u>	<u>Action</u>	<u>Effective Date</u>
Accounting Coordinator	Probationary Separation	03/15/19