

REGULAR MEETING/BUDGET STUDY SESSION **MINUTES***

Board of Trustees

Coast Community College District

District Board Room

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

Wednesday, June 19, 2019

A Regular Meeting/Budget Study Session of the Board of Trustees of the Coast Community College District was held on June 19, 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 3:46 p.m.

1.02 Roll Call

Trustees Present: Trustees Grant, Hornbuckle and Prinsky
Trustee Patterson via telephone

Trustees Absent: Trustee Moreno
Student Trustee Finkbeiner 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 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. One case.

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, California Court of Appeal
Case No. C080349

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

Henry Pacheco vs. Coast CCD, WCAB Case No. 12071215

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

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

f. 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. Ratification of Approval of Appointment of Retired CalPERS Annuitants
6. Approval of Appointment of Classified Management
 - Deputy Sector Navigator
 - Director, Housing and Residential Education
 - Director, Risk Services
 - District Director, Public Relations and Marketing
 - Interim Academic Support Coordinator
7. Approval of Appointment of Classified Staff
 - Administrative Secretary, STEM
 - Admissions and Records Technician, Sr.
 - Athletic Equipment Manager
 - Child Care Center Assistant
 - Division Area Office Coordinator
 - Financial Aid Assistant
 - Instructional Associate, Student Success Center
 - Program Coordinator, STEM
 - Public Safety Officer
 - Recycling Center Assistant
8. Approval of Appointment of Confidential Staff
9. Approval of Reclassification and Reorganization/Reassignment, Classified Staff
 - Accounting Technician
 - Administrative Assistant 1
 - Administrative Assistant II
 - Admissions and Records Technician, Sr.
 - Athletic Trainer, Sr.
 - Office Services Assistant
 - Student Services Assistant
 - Student Success and Equity Specialist, Sr.

Theater Technical Specialist

10. Ratification of Temporary Out of Class Assignments, Classified Management

11. Ratification of Project-Specific Assignment, Classified Management

12. Ratification of Temporary Out of Class Assignments, Classified Staff
Child Development Specialist

13. Ratification of Project-Specific Assignment, Classified Staff
Accounting Coordinator
Administrative Secretary
Contract Education Associate
Contract Education Associate, Sr.
Course Assistant
Facilities Logistics Assistant
HR Analyst
HR Recruitment Coordinator

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 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 5:00 p.m.

1.06 Pledge of Allegiance

Trustee Mary 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 f. Public Employment**, on a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to approve and ratify the public employment items as amended. (See Appendix pages 35-42)

Motion carried with the following vote:

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

For **Item 1.04 g. Conference with Labor Negotiator**, on a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to ratify the following Memoranda of Understanding with Coast Federation of Classified Employees:

18-10 Revised: 2018-2019 Reclassification Process
19-9 Article 20. Employee and Dependent Benefits Coverage

Motion carried with the following vote:

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

For **Item 1.04 b. Public Employee Discipline/Dismissal/Release**, delayed pursuant to provisions of the Brown Act, in Closed Session of the Board Meeting of May 1, 2019 on a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to terminate the employment of a full-time faculty member.

Motion carried with the following vote:

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

1.08 Public Comment

Lisa Cahn addressed the Board.

1.09 Oath of Office for Student Trustee

Board President Lorraine Prinsky officiated the Oath of Office for Spencer Finkbeiner.

1.10 Service Acknowledgment to the Measure M Citizens' Oversight Committee

Two members of the Measure M Citizens' Oversight Committee termed out effective June 30, 2019 after serving two consecutive terms.

Richard Armendariz
Derrick Nguyen

Their service was acknowledged by the Board of Trustees.

1.11 Acceptance of Retirements

The Board expressed appreciation and congratulations to the following retirees with 10 or more years of service to the District:

- David Moore, History Instructor, GWC, retirement effective August 4, 2019
- Diane Sullivan, Instructional Assistant, OCC, retirement effective July 1, 2019
- Anne Estrada, Custodian, OCC, retirement effective July 1, 2019
- Sigrid Wolf, Theater Technical Specialist, GWC, retirement effective September 1, 2019
- Maria Anzaldo, Custodian, OCC, retirement effective August 1, 2019
- Marcella Norling, Instructor, OCC retirement effective May 26, 2019

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to accept the retirements.

Motion carried with the following vote:

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

2.00 Public Hearing/Budget Study Session

2.01 DIS - Adoption of Coast Community College District Tentative Budget for 2019-20

Board President Prinsky opened the Public Hearing at 5:19 p.m.
There were no public comments.

Vice Chancellor Dunn provided a staff report and presentation to the Board on Budget Development, and responded to comments from Trustees and the Chancellor. The 2019-2020 Tentative Budget was presented for adoption.

Background

The Tentative Budget was prepared as prescribed by Title 5 of the California Code of Regulations, Section 58305. Funding for the budget was based upon the latest information available as of the April 2019, P-1 Revision. Any changes based on the enacted state budget that were signed by the Governor would be included in the 2019-2020 Final Budget.

Beginning Balance

The Tentative Budget beginning balance was estimated to be \$29,223,257 (including \$3,550,000 for entity balances). The Tentative Budget reflected a balanced set of revenues and expenses. The beginning balance would fluctuate up or down due to final re-calculation of State apportionment. A firm figure for the beginning balance would not be available until the year-end closing was completed in late July.

Revenue Estimate

Total 2019-2020 General Fund revenues were projected to be \$282,348,503. The revenue estimate included 3.26% COLA and 0% growth funds. Student fees remained at \$46 per unit.

Expenditure Estimate

The Tentative Budget included \$400,000 for step and column estimated increases. Partial information regarding the cost of delivering health benefits for active and retired employees was available, which included the increased renewal fees, Stop-Loss Coverage, and administrative fees for health benefit plans, that totaled \$543,383. The California Public Employee Retirement System (CalPERS) contribution rate increased from 18.06% to 20.70% for the 2019-2020 FY. Additionally, the State Teachers Retirement System (CalSTRS) employer rate increased from 16.28% to 17.10%. The combined increase of the pension system match requirement was estimated at \$2,884,869.

Undistributed Reserve

The Tentative Budget, consistent with Board Policy 6300, included an unappropriated reserve of 10% of prior year unrestricted general fund expenditures, consisting of a 5% Reserve for Contingencies, pursuant to Title 5, Section 58307, and a 5% Ancillary Reserve. Embedded in Fund Balance were other designated and undesignated amounts. Total Beginning Fund Balance was projected at \$29,223,257. The estimates of fund balance would be refined with year-end closing and actual figures presented to the Board with the Final Budget.

As specified by Title 5 CCR § 58301, for purposes of developing and adopting the Final Budget, the governing board of each district would hold a public hearing on the proposed budget in a district facility, or some other place conveniently accessible to the residents of the district, on or before the 15th day of September, but at least three days following availability of the proposed budget for public inspection, at which any resident in the district may appear and object to the proposed budget or any item in the budget.

Consistent with the above mentioned requirements, Coast's Final Budget for the 2019-2020 FY was scheduled for presentation and adoption on September 4, 2019 at 5:00 PM in the Coast Community College District Board Room located at 1370 Adams Avenue, Costa Mesa, CA 92626. The annual Financial and Budget Report (CCFS 311) would be sent to the California Community College Chancellor's Office (CCCCO) on or before October 10, 2019.

The same regulatory framework required districts to send informational copies of their budgets to the County Office of Education by September 30 and to the CCCCCO on or before October 10. Lastly, districts would submit annual audited financial statements to the CCCCCO before December 31.

On a motion by Trustee Grant, seconded by Trustee Hornbuckle, the Board voted to adopt the Tentative Budget for the 2019-2020 Fiscal Year.

Motion carried with the following vote:

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

The Public Hearing was closed at 5:41 p.m.

2.02 DIS - Consideration of Annual Compensation Increase for the Board of Trustees

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to approve the cost of living adjustment of 3.26% to Board compensation.

Trustees considered an annual compensation increase to be granted to the elected Board of Trustees effective January 1, 2020. Pursuant to District Board Policy 2725, the Board may, on an annual basis in June during the budget fiscal discussions, increase the compensation of Board members by the Cost of Living Adjustment (3.26%) in effect for the next fiscal year.

Motion carried with the following vote:

Ayes: Trustees Grant, Hornbuckle and Patterson
Noes: Trustee Prinsky
Absent: Trustees Moreno
Abstain: Student Trustee Finkbeiner

3.00 Informational Reports

3.01 Reports from the Presidents of Student Government Organizations

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

Thuy Nguyen, Coastline College
J. Toby Venegas, Golden West College
Jesse Lopez, Orange Coast College

3.02 DIS - Associated Student Bodies' Annual Reports

In accordance with Board Policy and Administrative Procedure 3600 Auxiliary Organizations, the college Associated Student Bodies submitted their Annual Reports.

The reports were received and filed by the Board.

Associated Student Government of Coastline College
Associated Students of Golden West College
Associated Students of Orange Coast College

3.03 DIS - Review of Quarterly Financial Status Report

Vice Chancellor of Finance and Administrative Services Dr. Andy Dunn presented the Third Quarter Financial Status Report ending March 31, 2019. It contained the CCFS-311Q State Chancellor's Report, a General Fund Status Report and Fund Balance Report for all funds.

Section 58310 of Title 5 of the California Code of Regulations required that the District file a Quarterly Financial Status Report (Form CCFS-311Q) with the State Chancellor's Office each quarter.

The reports were received and filed by the Board.

3.04 DIS - Internal Audit Quarterly Report

Director of Internal Audit Rachel Snell provided a report to the Board that included the 2019-2020 Strategic Work Plan, 2018-2019 Accomplishments Report, projects in progress and other services provided.

The reports were received and filed by the Board.

4.00 Matters for Review, Discussion and/or Action

4.01 DIS - Acceptance of Auxiliary Organizations Assessment of Good Standing

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to accept Auxiliary Organizations' Assessments of Good Standing.

In accordance with Board Policy and Administrative Procedure 3600 Auxiliary Organizations, the college Associated Student Bodies, Foundations and Enterprise Corporation were reviewed by external auditors and determined to be in good standing. The Chancellor reviewed the external auditor's report and concurred with each auxiliary that they were in good standing.

Associated Student Government of Coastline College
Associated Students of Golden West College
Associated Students of Orange Coast College
Coast Community College District Foundation
Coastline College Foundation
Golden West College Foundation
Orange Coast College Foundation
Enterprise Corporation

As there were no changes to the list of organizations in good standing, the list did not need to be submitted to the State Chancellor's Office, per Administrative Procedure 3600 Auxiliary Organizations and sub-section "e" of Section 59265 of Title 5 of the California Code of Regulations.

Motion carried with the following vote:

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

4.02 CCC - Approval of the Associated Student Government of Coastline College 2019-2020 Annual Budget

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve the Associated Students of Coastline College 2019-2020 Budget.

Associated Student Government President Thuy Nguyen provided an overview of the proposed budget to the Board.

Motion carried with the following vote:

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

4.03 GWC - Approval of the Associated Students of Golden West College 2019-2020 Annual Budget

On a motion by Student Trustee Finkbeiner, seconded by Trustee Grant, the Board voted to approve the Associated Students of Golden West College 2019-2020 Budget.

Associated Student Government Vice President of Finance Leon Ho provided an overview of the proposed budget to the Board.

Motion carried with the following vote:

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

4.04 OCC - Approval of the Associated Students of Orange Coast College 2019-2020 Annual Budget

On a motion by Trustee Grant, seconded by Trustee Hornbuckle, the Board voted to approve the Associated Students of Orange Coast College 2019-2020 Budget.

Associated Student Government Vice President of Fiscal Affairs Mahek Yerunkar provided an overview of the proposed budget to the Board.

Motion carried with the following vote:

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

4.05 DIS - Reaffirmation of Student Trustee Rights

On a motion by Trustee Grant, seconded by Trustee Hornbuckle, the Board voted to reaffirm the rights of the Student Trustee.

Under sub-section "d" of Education Code Section 72023.5, if the Student Trustee was to be allowed to make and second motions, to receive compensation, and to serve a one-

year term, as is set forth in Board Policy 2015, the Board of Trustees was required to adopt rules to this effect each year.

Motion carried with the following vote:

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

4.06 DIS - Chancellor's Outside Assignments

The Chancellor provided a report to the Board of his outside assignments for the 2019-2020 academic year.

1. California Community Colleges CEO (CCCCEO) Accreditation Workgroup on Improving ACCJC Structure, Function, and Relations.
2. Community College League of California (CCLC) Financial Aid Taskforce.
3. Accrediting Commission for Junior and Community Colleges (ACCJC): The Chancellor will carry out Team Chair training, Team training, an accreditation visit, and the submission of an accreditation report between August 1, 2019 and October 31, 2019. Training components will occur at a location to be determined, with accreditation taking place at the Salvation Army College for Officer Training at Cresmont.
4. OC Human Relations, Community Partners Advisory Board.
5. Orange County Coastkeeper Board of Directors.

4.07 DIS - Chancellor's Goals for the District 2019-2020

On a motion by Trustee Grant, seconded by Trustee Hornbuckle, the Board voted to adopt the Chancellor's Goals for the District 2019-2020.

Chancellor Weispfenning provided a summary overview of the five Goals:

1. Grow Enrollments
2. Focus on Student Success and Equity
3. Maintain Fiscal Integrity
4. Leverage Educational Technology
5. Strengthen Employee, Student and Community Relations

Motion carried with the following vote:

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

4.08 DIS - Advertisement to Fill Current and Upcoming Vacancies on the Measure M Citizens' Oversight Committee

Article 5.4 of the Citizens' Oversight Committee By-laws allowed members to serve no more than two consecutive two-year terms. The Measure M Citizens' Oversight Committee had two members, At-Large Representative and Business Organization Representative, whose second two-year term expired June 2019.

To seek replacements, consistent with the committee by-laws, the District would advertise in the Orange County Register seeking community members interested in serving on the committee. At a later meeting of the Board of Trustees, a list of candidates and their resumes would be presented for appointment to the vacant seats.

4.09 Board Meeting Dates

The Board reviewed upcoming meeting dates.

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

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

Recess

The Board recessed at 6:30 p.m.

Reconvene

The Board reconvened at 6:40 p.m.

4.11 Board Directives Log

The Board reviewed the Board Directives Log.

5.00 Consent Calendar (Items 6.01 - 20.01)

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

Motion carried with the following vote:

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

21.00 Discussion Calendar

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

22.01 DIS - Funded Programs

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve participation in the following funded program and recommended that the associated contract be approved.

Coast Community College District received a grant from the State Chancellor's Office titled "Improving Online CTE Pathways at Coast Colleges." The grant was utilized to: 1. Develop and scale online Career Technical Education (CTE) and related academic program pathways; 2. Build greater awareness of online programs; 3. Provide professional development for faculty and student services to retain students; 4. Scale use of online behavioral predictive analysis; 5. Explore new and innovative ways to engage online students; 6. Research and develop methods for collecting and documenting faculty discussions and implementation of changes based on student learning outcomes; and, 7. Develop a mechanism to track the online student educational journey.

Fiscal Impact: Coast Community College District received \$500,000 from July 1, 2019 to June 30, 2020. No matching funds required.

Motion carried with the following vote:

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

22.02 DIS - Approval of Non-Standard Agreement for Bookstore Services Between Barnes & Noble College Booksellers, LLC and the Coast Community College District, RFP 2140

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to award RFP No. 2140 to Barnes & Noble College Booksellers, LLC. The Board further approved the Agreement for Bookstore Services as revised and the President of the Board of Trustees, or designee, was authorized to sign any related documents indicating approval by the Board of Trustees.

The District issued RFP #2140 seeking qualified firms to provide Bookstore Operations at Orange Coast College, Golden West College, and Coastline College.

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 133 firms through the PlanetBids portal. The Office of Purchasing also established a selection committee, consisting of a student, faculty, Administration, and classified staff from each college, as well as CFCE representatives to review and evaluate all respondents. On February 21, 2019 the District received proposals from Barnes & Noble and Follett.

Both firms were invited to participate in the interview phase. Interviews were held on April 5, 2019 and each firm was evaluated on (1) innovations and programs available to students to lessen the financial burden; (2) changes in the industry and their approach to managing those changes; (3) commission/income offered to the District. Upon conclusion of the April 5, 2019 interviews, the Bookstore committee recommended that Barnes & Noble College Booksellers, LLC be retained as the operator of the District's Bookstore operations. Negotiations with Barnes & Noble and District representatives (OCC Vice President, Student Services; GWC Vice President, Administrative Services; CCC Vice President, Administrative Services; and Manager, Purchasing Services) on the specific terms and conditions were completed and the committee recommendation forwarded to the Board of Trustees for consideration. The initial term of the agreement was for one year with the understanding that both parties would re-evaluate commission rates at the end of the first year.

Term: July 1, 2019 – June 30, 2020

Fiscal Impact: Generated revenue for all three colleges.

Motion carried with the following vote:

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

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

23.01 DIS - Change Order; No. 1 for Orange Coast College Kinesiology & Athletics project, Bid No 2130 Package 3

On a motion by Student Trustee Finkbeiner, seconded by Trustee Hornbuckle, the Board voted to approve Change Order; No. 1 for Orange Coast College Kinesiology & Athletics project, Bid No 2130 Package 3. The Board President or designee was authorized to sign any related documents, indicating approval by the Board of Trustees.

On November 20, 2019, the Board awarded Bid No. 2130 package 3, in the amount of \$898,500, to James McMinn Inc for the abatement, demolition, earthwork and SWPPP of the Orange Coast College Kinesiology & Athletics project. Since the time of award, petromat fabric was discovered onsite contaminating the asphalt paving and was required to be hauled to a specialized landfill in Riverside, California. Additionally, unforeseen

electrical and communications ducts were discovered requiring demolition and haul off. Based on the favorable pricing received from James McMinn Inc, it was recommended that the work be included as a change order to the contract.

Fiscal Impact: Original Contract: \$ 898,500
Total Change Orders: \$ 70,467.00 (7.84% Increase)

Motion carried with the following vote:

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

23.02 DIS - Amendment No. 3 to the Standard Independent Contractor Agreement with Dyntek Services, Inc.

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve Amendment No. 3 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.

On December 12, 2018, the Board approved Amendment #2 to the Standard IC Agreement with Dyntek to add funds and extend date of the contract. Moving forward with the Banner 9 Transformation Project, there was another need to amend the Agreement

to increase the cost by \$229,400 for a total cost of \$980,800 and an extension of the valid contract term to January 31, 2020.

Term: March 16, 2017 – January 31, 2020

Fiscal Impact: The amount of the original Agreement was increased by \$229,400, resulting in a total contract amount not to exceed \$980,800 and billed at a rate of \$185/hour using Capital Outlay Funds.

Motion carried with the following vote:

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

23.03 DIS - Addendum No. 7 to Standard Architectural Services Agreement with HMC Architects for the Golden West College Mathematics and Science Building Project

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to approve Addendum No. 7 to Standard Architectural Services Agreement between HMC Architects and the Coast Community College District.

On January 14, 2015, the Board of Trustees approved the standard architectural services agreement with HMC Architects in the amount of \$4,021,760, for the design of the new three story, 120,000 square foot Mathematics and Science Building at Golden West College. The addendum was for additional design and structural engineering services due to IT changes received after review of the DSA approved documents as set forth in the proposal dated June 5, 2019.

Term: January 15, 2015 - October 31, 2019

Fiscal Impact: \$36,000.00; previous contract amount: \$4,317,405.00; new contract amount: \$4,353,405.00 (Measure M Bond Funds)

Motion carried with the following vote:

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

23.04 DIS - Standard Independent Contractor Agreement with Cloud Professional Services

Item pulled by staff.

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

24.01 DIS - Amendment #1 to the Non-Standard Agreement with RingCentral, Inc.

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve Amendment No. 1 to the Non-Standard Agreement with RingCentral, Inc.

In June of 2018, the Board authorized the District Information Services (DIS) Team to complete Phase 1 of the Telephony Project, and Coast entered into a 5-Year Agreement with RingCentral, Inc.

The DIS Management Team negotiated with RingCentral to reconcile invoicing ambiguities totaling \$12,864.19 during Year #1 of Coast's 5-Year Non-Standard Agreement with RingCentral, Inc. It was recommended to increase Year 1 by \$12,864.19, bringing the total to \$563,020.25 by amending the following:

- Each college would have toll free numbers that were not included in the original contract which resulted in an additional \$1,800.19.
- The colleges collectively needed an additional 300 local numbers added to their annual contract. The numbers were "spare" consecutive Coast Community College numbers saved for future growth resulting in an additional \$3,564.00.
- The IT Help Desk needed 25 "Live Reports" licenses that provided the ability to know how many callers were in queue and how long they had been waiting. This resulted in an additional \$7,500.00.

Additionally, the DIS Management Team recommended amending Years 2-5 of the Non-Standard Agreement to include "Live Reports" licenses. This would result in an additional \$7,500 per year not to exceed \$557,656.06 per year.

Term: June 20, 2018 – June 19, 2023

Fiscal Impact: Paid with General Funds as follows:

Year 1: \$563,020.25
Year 2: \$557,656.06
Year 3: \$557,656.06
Year 4: \$557,656.06
Year 5: \$557,656.06

Motion carried with the following vote:

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

24.02 CCC - Amendment #2 to Non Standard Lease Agreement with CSUF

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve the Amendment to the Non-Standard Lease Agreement between California State University, Fullerton and the Coast Community College District. The Board President, or designee, was authorized to sign any related documents, indicating approval by the Board of Trustees.

The amended extension to the original one-year lease agreement allowed CSUF to continue to use approximately 2,100 square foot area (3 classrooms) at the Garden Grove Campus, for their Extended Education Program.

Term: August 1, 2017 - June 30, 2020. (Amendment extends the term through June 30, 2020. Prior Board Approval on July 19, 2017 and June 20, 2018.)

Fiscal Impact: \$348,100 total income to the District. Base rent amended to \$50,000 for the entirety of the extended 12-month period.

Motion carried with the following vote:

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

24.03 CCC - Non-Standard Agreement with thyssenkrupp Elevator Corporation

Item pulled by staff.

24.04 GWC - Non-Standard Agreement with Orange County Transportation Authority

On a motion by Student Trustee Finkbeiner seconded by Trustee Hornbuckle the Board voted to approve the Partnership Agreement with the Orange County Transportation Authority.

Golden West College participated in the OCTA College Pass Pilot Program which provided unlimited fixed-route bus transportation for all Golden West College students for a period of (3) years.

Term: June 20, 2019 – June 20, 2022

Fiscal Impact: \$186,956 made in two payments of \$93,478.

Motion carried with the following vote:

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

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

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve Amendment #2 with McKnight Associates, Inc. to extend the term ending date from June 30, 2019 to December 31, 2019.

Amendment #2 would extend the term ending date from June 30, 2019 to December 31, 2019 and did not include a change in the overall cost of the contract. All other terms of the contract remained the same.

Motion carried with the following vote:

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

25.00 Ratification/Approval of General Items of Business

25.01 CCC - Ratification of Non-Standard Agreement with National Security Agency

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to ratify the Non-Standard Agreement with National Security Agency.

Coastline College was awarded a prestigious GenCyber grant award from the National Security Agency (NSA) for \$50,000+. This would be used to run the GenCyber summer camp for 75 middle school and high school girls July 15-19, 2019. Coastline College would use the "GenCyber" (the "Mark") trademark in connection with reproduction materials for its "Mark" branded cybersecurity camp activities. The GenCyber logo would only be used by Professor Tobi West, CIS/CST Department Chair, for marketing and promotional materials, which included the website, flyers, and promotional materials, as outlined in the Trademark License.

Term: May 1, 2019 – April 3, 2020

Fiscal Impact: No cost to College or District.

Motion carried with the following vote:

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

25.02 CCC - Ratification of Non-Standard Royalty-Free License Agreement with Footage Firm, Inc.

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to ratify the Non-Standard Agreement with Footage Firm, Inc.

Footage Firm, Inc., owner of VideoBlocks.com was a subscription-based website whose license provided the use of stock videos, aftereffects templates, motion backgrounds, and fonts utilized as content in advertising, promotions and public information announcements.

Term: One year from date of signature approval

Fiscal Impact: \$198.96 (\$16.85/month) paid from Marketing/PIO general funds

Motion carried with the following vote:

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

25.03 OCC - Approval of Joint Use And Maintenance Agreement with Department of Transportation

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve the Joint Use And Maintenance Agreement with Department of Transportation as revised, and in doing so, authorized District personnel to execute all provisions of the Agreement, as needed, without seeking additional approval from the Board of Trustees.

As part of the Vision 2020 Facilities Master Plan, Orange Coast College expanded the existing School of Sailing and Seamanship by constructing an additional facility on the north side of Pacific Coast Highway.

Per the conditions for approval of the Caltrans encroachment permit, the Coast Community College District (CCCD) sought to enter into a Joint Use Maintenance Agreement (JUMA) with the Department of Transportation (DOT). The agreement would enable the District to assume full responsibility of the ownership and maintenance of the bridge for the duration of its possession, while establishing a joint use area of the DOT

controlled Pacific Coast Highway. After construction was completed, the engineering consulting firm PSOMAS was contracted to provide a detailed maintenance plan to be implemented to ensure compliance and integrity.

Term: As of June 20, 2019

Fiscal Impact: No fiscal impact.

Motion carried with the following vote:

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

25.04 DIS - Adoption of Student Equity Plans 2019-2022 for Coastline Community College, Golden West College, and Orange Coast College

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to adopt the Student Equity Plans 2019-2022 for Coastline Community College, Golden West College, and Orange Coast College with the understanding that there would be a presentation at the July 17, 2019 Board Meeting.

Education Code Section 78222 required that, as a condition of funding, each community college maintain a student equity plan, as outlined in Education Code Section 78220. In order to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances, colleges were required to maintain a student equity plan that included all of the following for each community college in the community college district:

(1) Campus-based research, as to the extent of student equity by gender and for each of the following categories of students, that used the methodology established pursuant to subdivision (d) of Education Code Section 78221:

(A) Current or former foster youth.

(B) Students with disabilities.

(C) Low-income students.

(D) Veterans.

(E) Students in the following ethnic and racial categories, as they were defined by the United States Census Bureau for the 2010 Census for reporting purposes:

(i) American Indian or Alaska Native.

(ii) Asian.

(iii) Black or African American.

(iv) Hispanic or Latino.

(v) Native Hawaiian or other Pacific Islander.

(vi) White.

(vii) Some other race.

- (viii) More than one race.
- (F) Homeless students.
- (G) Lesbian, gay, bisexual, or transgender students.
- (H) Additional categories of students determined by the governing board of the community college district.

The State Chancellor's Office requested that colleges develop and submit their Student Equity Plan 2019-2022 by June 30, 2019. In addition, colleges were requested to submit an Executive Summary for the Student Equity Plan.

Motion carried with the following vote:

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

25.05 DIS - Approval of 2019/2020 Salary Schedules for faculty, management, classified staff, and confidential employees

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to adopt the following salary schedules effective July 1, 2019:

Full Time Faculty – AA, A2
Faculty Counselors – QQ
Faculty Cosmetology – Q2
Part Time Faculty – BB
Classified – EE, E0, E1
Confidential – JJ
Classified Management and Educational Administrators – DG

With respect to the DG Salary Schedule for Classified Management and Educational Administrators, the recommendation was to increase the salaries by 1% and by 3.26% COLA.

Motion carried with the following vote:

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

25.06 DIS - Approval of Amendments to Executive Educational Administrator Employment Agreements

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve the amendments to the Executive Educational Administrator Employment Agreements with Marco Baeza as Vice Chancellor of Human Resources and Tim McGrath as President of Golden West College increasing the salaries to \$232,527.

Motion carried with the following vote:

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

25.07 DIS - Approval of Employment Agreement Templates

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve the following Employment Agreement templates as standard agreements to supersede any previous versions:

Standard Professional Expert Employment Agreement
Standard Professional Expert Employment Agreement for CalPERS Annuitant
Standard Apprentice Employment Agreement

Motion carried with the following vote:

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

25.08 DIS - Approval of Revised Coast Community College District Standard Agreements

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve the following revised District Standard Agreements:

Standard Construction Contractor Agreement
Standard General Conditions
Standard Escrow Agreement

In collaboration with General Counsel, the District updated its public works bidding documents. Following approval by the Board, the agreements would be required for contracting of districtwide public works (construction) projects.

Motion carried with the following vote:

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

25.09 DIS - Adoption and Authorization for Submission of the 2021-2025 Five-Year Construction Plan for Orange Coast College, Golden West College, Coastline College, and the District

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to adopt Coast Community College District's 2021-2025 Five-Year Construction Plan for submittal to the California Community Colleges Chancellor's Office.

The Five-Year Construction Plan (FYCP) was an annual document required by the State Chancellor's Office for every California Community College District in the State. Included in the FYCP were upcoming projects in which the District might pursue State funding assistance.

Faculty, staff, and administrators from each of the three Colleges, worked with Gensler during the Spring semester to develop the Vision 2030 Facilities Master Plan. This included analyzing campus space utilization, assessing current and future programmatic needs, and determining which of these elements would meet the criteria for possible state support. The goal was to formulate a FYCP that would maximize the District's eligibility for State funding for its capital projects.

The purpose of the FYCP was twofold: 1) To provide the State with insight as to District's existing and prospective use of facilities as compared to student demand and, 2) to determine the worthiness of the District for funding support for its capital construction program.

The proposed FYCP included three Initial Project Proposals. Preliminary analysis suggested that the projects could be viable candidates for state funding, and upon approval they would become eligible to compete for funding as Final Project Proposals. The projects were as follows:

Golden West College Fine Arts Renovation: \$18,630,595 project that would receive \$9,320,646 in state funding;

Orange Coast College Skills Lab Replacement: \$11,859,764 project that would receive \$5,941,924 in state funding;

Golden West College Rec Ed (Gym) Renovation or Replacement: \$19,167,931 project that would receive \$9,591,785 in state funding

Senior Director of Facilities/Planning/Construction Jerry Marchbank and Principal Deborah Shepley of Gensler provided an overview of the plan and responded to questions from Trustees.

Fiscal Impact: \$0 (no fiscal impact for plan submission)

Motion carried with the following vote:

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

25.10 DIS - Award of Contract for Construction Management Services for Golden West College Language Arts Complex, RFP No. 2142

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve the Standard Construction Management Agreement and award RFP No. 2142 to Sundt Construction, Inc. for preconstruction services for the Golden West College Language Arts Complex. The President of the Board of Trustees, or designee, was authorized to sign any related documents indicating approval by the Board of Trustees.

Golden West College sought construction management services for the Language Arts Building. This included services from pre-construction phase through project closeout for the new 3-story, 70,250 gross square foot, building. Due to this project being partially State-funded, the District was only authorized to proceed with pre-construction services until the State approved commencement of construction. The contract would be amended to reflect the phases of work in Spring 2020. Construction was expected to begin in July 2020 with an estimated completion in December 2021.

Notices were published in the Daily Pilot on April 24, 2019 and May 1, 2019. Additionally, 299 vendors were notified via the PlanetBids portal. Sixty perspective bidders reviewed the bid requirements, and six proposals were received and opened on May 10, 2019.

The District Purchasing office established a selection committee, consisting of four GWC and one District office personnel to review and evaluate all respondents.

Based on the "qualifications-based selection" criteria reviewed and approved by the Board in April 2019, respondents were evaluated and scored on:

1. Firm Experience (10%)
2. Qualifications of the Proposed Team Members (10%)
3. Overall Capability, Stability, and Resources of the Firm (10%)
4. References (10%)
5. Understanding of the Project (10%)
6. Approach/Management Plan for the Project (15%)
7. Cost/Rates (15%)
8. Local Business Participation (10%)
9. Minority/Veteran/Women-owned Business Participation (10%)

Based on the initial proposal scoring, three firms were short-listed and invited to participate in the interview phase. Interviews were held on June 3, 2019 at which time the committee, via consensus, recommended Sundt Construction, Inc. for selection for the project. The finalists for the project included:

Average Score (1,000 points total)

1. Sundt Construction, Inc. 788.50
2. C.W. Driver, LLC 730.96
3. TELACU 701.44

The following respondents (alphabetical) were not selected as finalists for the project:
Cordoba Corp., Jenkins/Gales & Martinez, Inc., and Lundgren Management

Term: June 20, 2019 – December 31, 2021

Fiscal Impact:

\$107,846 (GWC Measure M General Obligation Bond Fund)

\$107,846 (State Proposition 51 Funds)

Total: \$215,692

Motion carried with the following vote:

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

25.11 DIS - Award Meadows Sheet Metal and Air Conditioning, Inc. the Standard Contractor Services Agreement for Bid No. 2146

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to award the Standard Contractor Services Agreement for Bid No. 2146 to Meadows Sheet Metal and Air Conditioning, Inc.

Orange Coast College sought contractor services to demolish and install two chillers at the Technology Building and demolish and install one chiller at the Children's Center. It was anticipated that the project would commence on June 20, 2019 and be completed by July 20, 2019 for the Technology Building. It was anticipated that the project would commence on December 19, 2019 and be completed by December 30, 2019 for the Children's Center.

Notices were published in the Daily Pilot on May 4, 2019 and May 8, 2019. Additionally, notices were sent out to 150 vendors utilizing the Planet Bids portal. A mandatory job walk was held on May 9, 2019 and 20 prospective bidders were in attendance. Ten bids were received and opened on May 20, 2019.

<u>Bid Received From:</u>	<u>Total Bid:</u>
Meadows Sheet Metal and Air Conditioning, Inc. 333 Crown Vista Drive Gardena, CA 90248	\$291,892
Graycon- Industry, CA	\$332,462
Pardess Air, Inc – Los Angeles, CA	\$342,600
Allison Mechanical, Inc. – Redlands, CA	\$351,600
Key Air Conditioning Contractor, Inc.– Santa Fe Springs, CA	\$377,123
Mesa Energy Systems, Inc. – Irvine, CA	\$397,177
Couts Heating & Cooling, Inc. – Corona, CA	\$400,000
Envise – Garden Grove, CA	\$417,570
Los Angeles Air Conditioning, Inc. – La Verne, CA	\$427,903
Prime ENC, Inc. – Cypress, CA	\$494,600

Term: June 20, 2019 – December 30, 2019

Fiscal Impact: \$351,892 which included \$60,000 in project allowance paid with the OCC 2017/2018 Scheduled Maintenance Funds.

Motion carried with the following vote:

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

25.12 DIS - Award Abajian Enterprise the Standard Contractor Services Agreement for Bid No. 2145

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to award the Standard Contractor Services Agreement for Bid No. 2145 to Abajian Enterprise.

Orange Coast College sought to enter into contract with Abajian Enterprise (Contractor) to demolish and regrade the former recycling center site. The Contractor would remove the old recycling center structure, concrete columns, concrete curb, curb ramp, catch basin, existing portions of fence and the surrounding site asphalt pavement and base. Existing solar panels would be removed from the structure prior to demolition and delivered to the campus M&O yard. It was anticipated that the project would commence June 20, 2019 with a completion date of August 19, 2019.

Notices were published in the Daily Pilot on May 3, 2019 and May 10, 2019. Additionally, notices were sent out to 289 vendors utilizing the Planet Bids portal. A mandatory job walk was held on May 15, 2019 and 18 prospective bidders were in attendance. 5 bids were received and opened on May 29, 2019.

<u>Bid Received From:</u>	<u>Total Bid:</u>
Abajian Enterprise 15520 Rockfield Blvd B100 Irvine, CA 92618	\$175,000
Sandwood Enterprises - Orange, CA	\$219,000
Asbestos Instant Response, Inc – Los Angeles, CA	\$328,789
Interior Demolition, Earthwise Demo JV– Montrose, CA	\$398,168
Doja Inc. – Ontario, CA	\$465,000

Term: June 20, 2019 – August 19, 2019

Fiscal Impact: \$175,000 which included \$50,000 in project allowance paid with General Obligation Bond M Funds.

Motion carried with the following vote:

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

26.00 Resolutions

26.01 Resolution #19-22 Authorizing Payment to Trustee Absent from Board Meeting

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to adopt Resolution #19-22 authorizing Payment to Trustee Patterson who was absent from the May 15, 2019 Board Meeting.

Motion carried with the following vote:

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

26.02 Resolution #19-25 Establishing Appropriation Limit, GANN Initiative for 2019-2020

On a motion by Student Trustee Finkbeiner seconded by Trustee Patterson, the Board voted to adopt Resolution #19-25 establishing the Appropriation Limit, GANN Initiative for 2019 - 2020.

Motion carried with the following vote:

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

26.03 Resolution #19-26 To Allow the County Superintendent of Schools to Make Routine Budget Transfers, As Needed, at the close of Coast Community College District's Fiscal Year 2018-2019 and During Fiscal Year 2019-2020

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to adopt Resolution #19-26 to allow the County Superintendent of Schools to make routine budget transfers, as needed, at the close of Coast Community College District's Fiscal Year 2018-2019 and during Fiscal Year 2019-2020.

This resolution, similar to Board-approved routine Budget Transfer Resolutions in prior years, addressed the role of the Orange County Department of Education in facilitating transfers without overtly granting authority to move funds from the District's Reserve for Contingency.

Despite the formal separation of the California K-12 School system and the Community College system, the Orange County Superintendent of Schools maintained certain oversight of payroll and budget functions. From an operational perspective, this resolution allowed the Orange County Department of Education to act as the District's agent with the offices of the Orange County Treasurer-Tax Collector and Auditor-Controller.

Motion carried with the following vote:

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

26.04 Resolution #19-27 to Increase Income and Expenditure Budget January-March 2019 for 2018-2019

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to adopt Resolution #19-27 to increase Income and Expenditure Budget January-March 2019 for 2018-2019.

Motion carried with the following vote:

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

26.05 Resolution #19-28 to Approve January-March 2019 Budget Transfers for 2018-2019

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to adopt Resolution #19-28 to approve January-March 2019 Budget Transfers for 2018-2019.

Motion carried with the following vote:

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

27.00 Policy Approval/Procedure Ratification

27.01 DIS - Board Policies for Approval and Administrative Procedures for Ratification

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

Chapter 4. Academic Affairs

BP 4250 Probation, Disqualification, Dismissal, and Reinstatement

AP 4250 Probation, Disqualification, Dismissal, and Reinstatement

Chapter 5. Student Services

BP 5010 Admissions and Concurrent Enrollment
AP 5010 Admissions and Enrollment of Underage Students
BP 5030 Fees
AP 5030 Fees

Chapter 7. Human Resources

BP 7350 Resignations
AP 7350 Resignations

Motion carried with the following vote:

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

28.00 Approval of Minutes

28.01 DIS - Minutes

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve the revised Minutes of the Regular Meeting of May 15, 2019.

Motion carried with the following vote:

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

29.00 Informational Reports II

29.01 Report from the Chancellor

The Chancellor provided a report to the Board.

29.02 Reports from the Presidents

The following College Presidents provided reports to the Board:

Dr. Vince Rodriguez on behalf of Dr. Lori Adrian, Coastline College
Kevin Ballinger, Orange Coast College
Tim McGrath, Golden West College

29.03 Reports from Academic Senate Presidents

Ann Holliday, Coastline College, provided a report to the Board.

29.04 Report from the Classified Senate President

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

29.05 Reports from Presidents of Employee Representative Groups

No reports

29.06 Reports from the Board of Trustees

The Trustees provided individual reports.

30.00 Close of Meeting

30.01 Public Comment

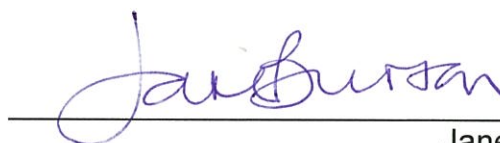
There were no requests to address the Board.

30.02 Adjournment

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to adjourn the meeting at 7:33 p.m.

Motion carried with the following vote:

Ayes:	Trustees Grant, Hornbuckle, Prinsky and Finkbeiner
Noes:	None
Absent:	Trustee Moreno and Patterson**
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.*

*** The Board was unable to hear Trustee Patterson's vote due to audio technical difficulties, and therefore was counted as an absent vote.*

APPENDIX

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Public Employment.....	35-42

APPENDIX

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:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Date</u>	<u>Vacancy #</u>
Brooks, Dawn	GWC	Instructor, Music	08/23/19	10-G-20
Brown, Diane	OCC	Instructor, Public Health/Health Science	08/23/19	14-O-20
Doucette, Samantha	OCC	Instructor, Kinesiology – Head Women's Basketball Coach	08/23/19	20-O-20
Jang, Justin	OCC	Instructor, Computer Science	08/23/19	4-O-20
Kiresich, Emily	OCC	Instructor, Food and Nutrition	08/23/19	15-O-20
Lew, Chih	OCC	Instructor, Biology (Non- Major)	08/23/19	2-O-20
Moreno, Heather	OCC	Instructor, Dental Assisting	08/23/19	10-O-20
Riddle, Jacob	OCC	Instructor, HVAC	08/23/19	19-O-20
Ruppert, Kelly	CCC	Instructor, Geology	08/23/19	3-C-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

Navidnia, Soheila

Discipline

Human Physiology

GWC

Barone, Kristin

Bremen, Myra

Heavener, Connie

Hernandez, Benjamin

Jean-Pierre, Kezzey

Long, Judith

Ly, Lillian

Martin, Amanda

Martin, Debra

Moreno, Oscar

Discipline

Physical Education

Kinesiology

Cosmetology

Cosmetology

Cosmetology

Cosmetology

Cosmetology

Theater

ESL

Cosmetology

Rangel, Paz	Cosmetology
<u>OCC</u>	<u>Discipline</u>
Mang, Dorri	Communications
Nicewarner, Dawn	Chemistry
Plunkett, Angela	Art
Selzer, Thomas	Dining Room Service
Yates, Alexandra	Dining Room Service

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:

None

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:

Hernandez, Monica
Mitchell, Adam

4. Approval of Appointment of Educational Administrators

None.

5. Ratification 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>
Gonzalez, Jaime	GWC	Deputy Sector Navigator	06/24/19	GM-009-19
Kammerman, Jamie	OCC	Director, Housing & Residential Education	06/24/19	OM-019-19
Oja, Christina	GWC	Interim Academic Support Coordinator	07/01/19	GM-010-19
Fallis, Erik	DIST	District Director, Public Relations and Marketing	07/01/19	DM-015-19
Pegg, Kevin	DIST	Director, Risk Services	06/20/19	DM-013-19

7. Approval of Appointment of Classified Staff

In accordance with Board policies and procedures, it is recommended by the Vice Chancellor of Human Resources that 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>
Barger, Angelina	OCC	Program Coordinator, STEM	07/15/19	O-042-19
Bryan, Eric	OCC	Recycling Center Assistant	07/08/19	O-046-19
Hickman, Kevin	OCC	Child Care Center Assistant	08/01/19	O-029-19
Iupati, Andrew	GWC	Athletic Equipment Manager	06/20/19	G-015-19
Kiser, Linda	GWC	Division Area Office Coordinator	07/08/19	G-023-19
Miller, Chad	GWC	Public Safety Officer	06/24/19	G-018-19
Page, Kathryn	GWC	Athletic Equipment Manager	06/20/19	G-014-19
Trieu, Kevin	OCC	Administrative Secretary – STEM	06/24/19	O-041-19

8. 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.

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>
Amescua, Juan	OCC	Student Success & Equity Specialist	Student Success & Equity Specialist Senior	07/01/19
Arinaga, Luis	CCC	Admissions & Records, Technician I – SSSP	Student Services Assistant	07/01/19
Carpio, Isabel	OCC	Athletics Trainer	Athletic Trainer, Senior	07/01/19
Carr, Meredith	GWC	Administrative Secretary	Administrative Assistant I	07/01/19
Cilley, Brock	OCC	Theater Promotions Specialist	Theater Technical Specialist	07/01/19
Conlisk, Karen	CCC	Contract Education Program Coordinator	Administrative Assistant II	07/01/19
DeNunno, Maria	OCC	Administrative Secretary	Administrative Assistant I	07/01/19
Jacobi, Jami	OCC	Admissions & Records Technician, II	Admissions & Records Technician, Senior	07/01/19
Kekipi, Chaz	OCC	Athletics Trainer	Athletic Trainer, Senior	07/01/19
Le, Thuy	CCC	Receptionist	Office Services Assistant	07/01/19

Nguyen, Breanne	OCC	Accounting Assistant	Accounting Assistant Senior	07/01/18
Sharp, Diana	DIST	IT User Support Technician	Identity and Access Management Technician	07/01/18
Tran, Angelyn	OCC	Administrative Secretary	Accounting Technician	07/01/19

10. Ratification of Temporary Out of Class Assignments, Classified Management

None.

11. Ratification of Project-Specific Assignment, Classified Management

None.

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>
Hulgreen, Erin	OCC	Child Care Center Assistant	Child Development Specialist	09/01/19	06/30/20
Jordan, Judith	OCC	Child Care Center Assistant	Child Development Specialist	09/01/19	06/30/20
Penmetcha, Hemalalitha	OCC	Child Care Center Assistant	Child Development Specialist	09/01/19	06/30/20

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>
Retes, Diana	GWC	Administrative Secretary	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	02/01/19	06/30/19
Soto, Veronica	GWC	Administrative Secretary	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/01/19	06/30/19

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 Associate Senior	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	06/01/19	06/30/19
Bentley, Kyla	DIST	HR Analyst	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/19	07/31/19
Bui, Kimberly	CCC	Course Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/10/19	06/30/19
De Pretto, Diane	DIST	HR Analyst	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/19	07/31/19
Dunckel, Laurie	DIST	Facilities Logistics Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/19	09/30/19
Guray, Minerva	CCC	Contract Education Associate Senior	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/19	09/30/19
Kleppe, Vicky	CCC	Contract Education Associate	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	06/01/19	06/30/19
Pontius, Cody	CCC	Course Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/19	09/30/19

Recalde, Edwina	OCC	HR Recruitment Coordinator	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/19	07/31/19
Romero, Patricia	OCC	Accounting Coordinator	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/19	09/30/19

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>
Wolff, Caleb	OCC	Student Equity	05/10/19	07/09/19	124402-246000
Meehan, Marissa	CCC	Extended Learning Division	05/06/19	07/09/19	818030-847517

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.

None.

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>
Flaucher, Jonathan	OCC	DSPS	05/22/19	07/09/19	124005-256203
Shumate, Allison	OCC	DSPS	05/22/19	07/09/19	124005-256203

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.

None.

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>
Abascal, Kiara*	GWC	Athletics	06/10/19	06/30/19	813001-317117
Abascal, Naomi*	GWC	Athletics	06/10/19	06/30/19	813001-317117
Babaalian Morales, Elias	GWC	Athletics	06/10/19	06/30/19	813001-317117
Bobadilla, Susan	GWC	Athletics	06/10/19	06/30/19	813001-317117
Borton, Anna	GWC	Athletics	06/10/19	06/30/19	813001-317117
Casey, Brian	GWC	Athletics	06/10/19	06/30/19	813001-317117
De Augustine, Danyelle	GWC	Athletics	06/10/19	06/30/19	813001-317117
Finger, Abigail	GWC	Athletics	06/10/19	06/30/19	813001-317117
Fisher, Emma	GWC	Athletics	06/10/19	06/30/19	813001-317117
Freeman, Danielle	GWC	Athletics	06/10/19	06/30/19	813001-317117
Hill, Sara	GWC	Athletics	06/10/19	06/30/19	813001-317117
Lane, Kari	GWC	Athletics	06/10/19	06/30/19	813001-317117
Lawrence, Rheanna	GWC	Athletics	06/10/19	06/30/19	813001-317117
Long, Allison	GWC	Athletics	06/10/19	06/30/19	813001-317117
Moore, Parker	GWC	Athletics	06/10/19	06/30/19	813001-317117
Nguyen, Kathryn	GWC	Athletics	06/10/19	06/30/19	813001-317117
Noe, Hannah	GWC	Athletics	06/10/19	06/30/19	813001-317117
O'Connor, Matthew	GWC	Athletics	06/10/19	06/30/19	813001-317117
Perez, Alexis	GWC	Athletics	06/10/19	06/30/19	813001-317117
Rankin, Kathleen	GWC	Athletics	06/10/19	06/30/19	813001-317117
Roe, Elijah	GWC	Athletics	06/10/19	06/30/19	813001-317117
Ruttler, Kaitlyn	GWC	Athletics	06/10/19	06/30/19	813001-317117
Tran, Jamie	GWC	Athletics	06/10/19	06/30/19	813001-317117

Truong, Heather	GWC	Athletics	06/10/19	06/30/19	813001-317117
Tucker, Emily	GWC	Athletics	06/10/19	06/30/19	813001-317117

*Exception to BP 7310

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.

GWC

Student Assistant

Hoang, Vy

Student Assistant, CalWorks

Nold, Brittany

OCC

Student Assistant

Allen, Corinne

Boisineau, Sabina

Castellon, Dulce

Contla Basave, Cesar

Durgut, Ilayda

Fabre, Nicholas

Ishii, Lee

Verburg, Abram

Zhao, Daniela

Student Assistant, CalWorks

Fredriksen, Jamie

Lopez, Jessica