

# **SPECIAL MEETING MINUTES\***

Board of Trustees

Coast Community College District

Board Conference Room

Wednesday, July 17, 2019 at 2:30 p.m.

A Special Meeting of the Board of Trustees of the Coast Community College District was held on July 17, 2019 in the Board Conference Room located at 1370 Adams Avenue, Costa Mesa, CA.

## **1.01 Call to Order**

Board President Prinsky called the meeting to order at 2:30 p.m.

## **1.02 Roll Call**

Trustees Present: Trustees Grant, Hornbuckle, Moreno, Prinsky and  
Student Trustee Finkbeiner

Trustees Absent: Trustee Patterson

## **1.03 Opportunity for Public Comment**

There were no requests to address the Board.

## **1.04 Discussion and Possible Action Regarding Establishing Procedures to Fill Vacancy on the Board of Trustees**

The Board of Trustees began planning for the possibility of a trustee vacancy, engaged in discussion and took action on the procedures for filling a trustee vacancy.

Trustees discussed the two methods available for filling a vacancy. The Board would need to make a provisional appointment or request an election within 60 days of the notice of vacancy.

On a motion by Trustee Moreno, Seconded by Student Trustee Finkbeiner, the Board voted that upon receipt of a letter of resignation from a Trustee, the Chancellor would notify the Superintendent of Education that the Board would follow the provisional appointment process.

Motion carried with the following vote:

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

Pursuant to Board Policy 2110 "Vacancies on the Board", the Board established procedures for a provisional appointment process that would assure ample publicity and readily available information for prospective candidates. Applicants would be required to be a resident of the trustee area and at least 18 years old. The provisional appointee would be required to run for reelection to the position in the next election cycle. The provisional appointment could be challenged by voter petition within 30 days.

On a motion by Trustee Moreno, Seconded by Trustee Hornbuckle, the Board voted to have an application process for the provisional appointment of a Trustee.

Motion carried with the following vote:

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

The Community College League of California (CCLC) handbook titled "Appointing a New Trustee to the Board" was referenced for samples of an application form and interview questions.

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to direct the Chancellor to develop an application form based on Attachment #3 in the CCLC handbook.

Motion carried with the following vote:

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

On a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to direct the Chancellor to develop recruitment and publicity procedures based on Attachments #1 and #2 of the CCLC handbook.

Motion carried with the following vote:

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

The Board discussed the procedures for screening and interviewing applicants.

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to act as a committee as a whole to screen applications and interview applicants.

Motion carried with the following vote:

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

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted that all Trustees would individually review applications and present a rank-ordered list of five. The Board, as a whole, in Open Session would then decide who would be invited for interview.

Motion carried with the following vote:

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

On a motion by Trustee Grant, seconded by Student Trustee Finkbeiner the Board voted that Trustees would ask individual interview questions to each finalist as deemed appropriate.

Motion carried with the following vote:

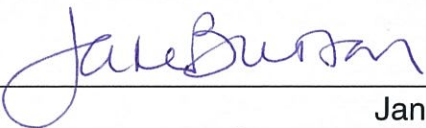
Ayes: Trustees Grant, Hornbuckle, Moreno, Prinsky and Finkbeiner  
Noes: None  
Absent: Trustee Patterson  
Abstain: None

## 1.05 Adjournment

On a motion by Student Trustee Finkbeiner, seconded by Trustee Moreno, the Board voted to adjourn the meeting at 3:35 p.m.

Motion carried with the following vote:

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