

# **REGULAR MEETING MINUTES\***

## **Board of Trustees**

## **Coast Community College District**

### **Board Room**

**Wednesday, January 15, 2020**

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

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on January 15, 2020 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 Grant called the meeting to order at 3:55 p.m.

##### **1.02 Roll Call**

Trustees Present: Trustees Grant, Hornbuckle, Moreno, Patterson and Prinsky  
Trustees Absent: 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 Discipline/Dismissal/Release**  
(Pursuant to *Government Code* Section 54957)

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

Significant exposure to litigation pursuant to sub-section "d-2" of *Government Code* Section 54956.9. One case. Claim of Jeffrey G. Jones.

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

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

*Coast CCD et al. vs. Commission on State Mandates*, California Court of Appeal  
Case No. C080349

*Nicholas French vs. Arturo Salgado et al.*, Orange County Superior Court  
Case No. 30-2018-00974923

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

*Stephen O'Connor vs. Coast CCD*, EEOC Charge #480-2020-00802

*Mercedes Pacheco vs. Coast CCD*, California Department of Fair Employment and  
Housing Case No. 2019-09-07517111

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

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

*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

*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

*Jesse Montanez vs. Coast CCD*, WCAB Case No. 12320466

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

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

*Mercedes Pacheco vs. Coast CCD*, WCAB Case No. 12281988

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

*Scott Ringwelski vs. Coast CCD*, WCAB Case No. 12221708

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

*Lim Schramm vs. Coast CCD*, WCAB Case No. 11409468

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

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

**d. Public Employment**

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

1. Approval of Appointment of Full Time Faculty
2. Ratification of Appointment of Substitutes, Academic Staff
3. Ratification of Appointment of Part Time Faculty
4. Approval of Appointment of Educational Administrators
5. Approval of Appointment of Classified Management
  - Academic Support Manager
  - Director, Chancellor's Office, Operations & Government Relations
6. Approval of Appointment of Classified Staff
  - Child Care Center Assistant
  - Research Analyst Sr.

7. Approval of Appointment of Confidential Staff
8. Approval of Reclassification and Reorganization/Reassignment, Classified Staff
9. Ratification of Temporary Out of Class Assignments, Classified Management
10. Ratification of Project-Specific Assignment, Classified Management
11. Ratification of Temporary Out of Class Assignments, Classified Staff
  - Accounting Analyst
  - Budget Technician
  - IT User Support Analyst
12. Ratification of Project-Specific Assignment, Classified Staff
  - Accounting Analyst
  - Accounting Technician
  - Budget Technician
  - IT User Support Analyst

**e. 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 Grant at 5:00 p.m.

**1.06 Pledge of Allegiance**

Trustee Grant 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 104.b. Conference with Legal Counsel: Anticipated Litigation**, on a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to deny the claim submitted by Jeffrey G. Jones.

Motion carried with the following vote:

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

For **Item 1.04.c. Conference with Legal Counsel: Existing Litigation**, on a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to respond to the complaint of discrimination submitted by Mercedes Pacheco.

Motion carried with the following vote:

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

For **Item 1.04.d. Public Employment**, on a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to approve and ratify the public employment items.  
(See Appendix pages 21-23)

Motion carried with the following vote:

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

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

19-16 Retirement Incentive Program 2019-2020 PARS Supplementary Retirement Plan  
19-4 Anti-Nepotism Policy and Procedure

Motion carried with the following vote:

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

For **Item 1.04.e. Conference with Labor Negotiator**, on a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to ratify the following Memoranda of Understanding with Coast Federation of Educators/American Federation of Teachers:

19-22 Embedded Tutor Faculty Coordinator  
19-27 Irene Naesse Annual Workload Obligation 2019-2020  
19-28 GWC Distance Education Faculty Training Coordinator  
20-2 2019-2020 Faculty Retirement Incentive Programs and Economic Incentive Agreement

Motion carried with the following vote:

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

#### **1.08 Public Comment**

There were no requests to address the Board.

#### **1.09 Acceptance of Retirements**

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

Diana Sharp, IT User Support Technician, DIS, retirement effective December 31, 2019  
Leilani French, Nursing Program Administrative Specialist, GWC, retirement effective March 2, 2020

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

Motion carried with the following vote:

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

#### **2.00 Informational Reports, Matters for Review, Discussion and/or Action**

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

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

Student Trustee Spencer Finkbeiner on behalf of Alex Ta, Coastline College  
J. Toby Venegas, Golden West College  
Raymond Tu, Orange Coast College

## **2.02 DIS - Annual Report on Disaster Preparedness**

The Annual Report on Disaster Preparedness was provided by Director of Risk Services Kevin Pegg, with the cooperation of the GWC Chief of Police/Director of Campus Security Jon Arnold, OCC Director of Campus Security Jim Rudy, and the CCC Director of Campus Security Mike Colver. It focused on the efforts and activities the District had taken in regard to preparation, mitigation, response, and recovery for emergency and disaster-related matters.

## **2.03 DIS - Office of Equity, Inclusion, and Compliance: Winter T.I.E.S. Update**

Sacha Moore, District Coordinator of Equity, Inclusion, and Compliance, gave a Winter T.I.E.S. (Teaching Internship with Experienced Support) Update presentation from the Office of Equity, Inclusion, and Compliance.

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

Jerry Marchbank, Senior Director of Facilities, Planning and Construction, provided a quarterly report on the following Measure M topics:

- Measure M Quarterly Project Report that was presented to the Citizens' Oversight Committee at their regular meeting on November 15, 2019
- District Facilities, Planning, and Construction Report.
- District Quarterly Bidding Report for Measure M funded projects which included information regarding any pre-qualification processes

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

The following Board Policies and Administrative Procedures were brought to the Board for first reading, and would be returned for further review and action:

### **Chapter 5. Student Services**

BP 5035 Withholding of Student Records

AP 5035 Withholding of Student Records

## **Chapter 6. Business and Fiscal Affairs**

BP 6905 Payment Card Industry Data Security Standards Compliance

AP 6905 Payment Card Industry Data Security Standards Compliance

## **Chapter 7. Human Resources**

BP 7310 Anti-Nepotism

AP 7310 Anti-Nepotism

BP 7342 Holidays

BP 7908 Lactation

AP 7908 Lactation

### **2.06 Board Meeting Dates**

The Board reviewed upcoming meeting dates. A date for the 2020 Service Awards would be proposed at the February 5, 2020 meeting.

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

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

### **2.08 Board Directives Log**

The Board reviewed the Board Directives Log.

### **3.00 Consent Calendar (Items 4.01 - 17.01)**

At the request of Trustee Patterson, item 8.06 was pulled for discussion.

At the request of Trustee Prinsky, item 9.05 was pulled for discussion.

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

Motion carried with the following vote:

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

On a motion by Trustee Hornbuckle, seconded by Student Trustee Finkbeiner, the Board voted to approve item 8.06 - Amendment #1 to the Standard Agreement with David Moss & Associates with the stipulation that a memo would be provided by General Counsel summarizing the findings of the City of La Habra Heights Planning Commission Hearing held on February 25, 2020.

Motion carried with the following vote:

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

After discussion, on a motion by Trustee Prinsky, seconded by Trustee Grant, the Board voted to approve item 9.05 - Non-Standard Distance Education Agreement with Trustees of the California State University on behalf of California State University, Fullerton.

Motion carried with the following vote:

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

## **18.00 Discussion Calendar**

## **19.00 Approval of Standard Agreements in Excess of \$95,200**

### **19.01 OCC - Standard Independent Contractor Agreement with Interact Communications, Inc.**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Standard Independent Contractor Agreement with Interact Communications, Inc. as revised.

Interact Communications, Inc. provided marketing of the overall Orange County regional project. The service included a comprehensive marketing plan and activities that aligned with other regional marketing efforts. Submittal of the contract was by OCC as the lead college. The funding from the Strong Workforce Regional Project was approved by the fiscal agent and grant monitor at the Rancho Santiago Community College District.

**Term:** January 16, 2020 - December 17, 2020

**Fiscal Impact:** NTE \$150,000 inclusive of Marketing & Media Buying Plan Development, Collateral Development (advertising materials), Website Consulting Services, Advertising & Marketing Media Buying, and Public Relations/Media Relations. Funded from Strong Workforce Regional Drone Project fund.

Motion carried with the following vote:

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

**19.02 DIS - Amendment #2 to the Standard Professional Services Agreement with Solis Group, Inc.**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve Standard Amendment No. 2 to the Standard Professional Services Agreement with Solis Group as revised.

On April 20, 2016, the Board approved the Standard Professional Services Agreement with The Solis Group, for local hiring and labor compliance monitoring services on the Golden West College Math and Science Building. The proposal for these services included staffing through the duration of the construction schedule. Although construction on the project was completed and the building utilized, labor compliance document collection was ongoing throughout the closeout phase. Amendment No. 2 amended the term expiration date of the contract, aligning the terms of the existing agreement with the project close-out schedule.

**Term:** September 1, 2016 - February 29, 2020. Approval of Amendment No. 2 extended the term dates of the agreement which originally expired on December 31, 2019.

**Fiscal Impact:** \$7,200 paid utilizing General Obligation Bond Funds. Original Contract Amount: \$137,124, New Contract Amount: \$144,324

Motion carried with the following vote:

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

**19.03 DIS - Amendment #1 to the Standard Agreement with Malcolm Drilling Company, Inc.; Orange Coast College Mariner Training Center; Bid No 2135**

On a motion by Trustee Moreno, seconded by Trustee Patterson, the Board voted to approve Amendment No. 1 for Orange Coast College Mariner Training Center Bid No 2135, and authorized the Board President or designee to sign any related documents, indicating approval by the Board of Trustees.

On March 20, 2019, the Board awarded Bid No. 2135, to fourteen contractors in the amount of \$17,736,385, for the construction of the Orange Coast College Mariner

Training Center. Although significant underground investigations were completed in the pre-construction phase, existing utilities were not thoroughly detailed in city plans and were subsequently discovered during preliminary boring efforts. Upon further investigation and review, Malcolm drilling recommended the installation of a large steel casing to protect the existing lines while simultaneously enabling onsite crews to proceed with the installation of the caisson without incurring significant project delay. Based on the favorable outcome, Malcolm Drilling was directed to proceed with this solution.

**Fiscal Impact:** \$14,574 (OCC- Measure M Bond Funds)

Original Contract: \$1,922,250

Total Change Order: \$1,936,824 (0.7% Increase)

Motion carried with the following vote:

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

**19.04 DIS - Change Order No. 1, Orange Coast College Kinesiology Project, Bid No. 2130**

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve Change Order No. 1, Orange Coast College Kinesiology Project, Bid No. 2130, and authorize the President of the Board of Trustees or designee to sign any related documents, indicating approval and adoption by the Board of Trustees.

In November 2018, the Board authorized contracts with twenty-four prime contractors to construct the Orange Coast College Kinesiology Project. The twenty-four prime contracts totaled \$37,869,271 for the complete construction of the project.

At the time of bid closing, the signage design for the building had not been finalized and pricing estimates were included in the bid. Upon completion of the design, it was determined that a specialized contractor was required to fabricate and install the approved design. This change order removed the cabinet/millwork scope and included it in the specialty contractor scope.

**Fiscal Impact:** \$1,942 paid from Measure M Bond Funds, OCC Kinesiology Project

Company	Bid Package #	Purchase Order #	Trade	Original Contract Amount	Change Order Amount	Revised Contract Amount
Spooners Woodworks	11	P0354120	Architectural Millwork and Cabinets	\$542,640	(\$97,172)	\$445,468
ISEC, INC	20	P0354130	Miscellaneous Specialties	\$1,137,700	\$95,320	\$1,233,020
			Total:	\$1,680,340	(\$1,942)	\$1,678,488

Motion carried with the following vote:

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

## **20.00 Approval of Non-Standard Agreements in Excess of \$95,200**

### **20.01 DIS - Approval of Amendment #2 to the Non-Standard Services Agreement with Ellucian**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve Amendment #2 to the Non-Standard Services Agreement with Ellucian.

On December 13, 2017, the Board approved the Non-Standard Agreement with Ellucian to host the District's Banner environment in the cloud. There was a need to amend the Cloud Hosting Agreement as Coast moved toward modernizing identity and access procedures. The Ellucian application Active Directory Account Provisioning (ADAP), used to create, add and delete users in Banner, was moved to the Ellucian cloud hosted environment to reduce the ongoing burden to support its basic operation.

**Term:** December 1, 2019 - December 31, 2022

**Fiscal Impact:** Additional \$762 per month during 3-Year Term at \$9,144 per year. Total Cloud Application Hosting during this period not to exceed \$929,544 annually. Funded by Capital Outlay Funds.

Motion carried with the following vote:

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

## **21.00 Revenue Generating Agreements/Contracts Over \$95,200**

### **21.01 CCC - Ratification of Amendment #4 to Non-Standard Agreement with Career Expansion, Inc.**

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to ratify Amendment #4 to the Non-Standard Agreement with Career Expansion, Inc.

Career Expansion, Inc., a training and workforce development organization, collaborated with Coastline College in delivering industry specific workforce development programs. The programs focused primarily on training military veterans, youth and dislocated workers for employment and career advancement in the safety, energy, construction and utility industries. Amendment #4 revised the Statement of Work and updated revenue pricing.

**Term:** March 2, 2016 - December 31, 2020

**Fiscal Impact:** Estimated Revenue to District of \$200,000 per year.

Motion carried with the following vote:

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

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

### **22.01 CCC - Approval of Amendment #2 to Non-Standard Site Lease Agreement with T-Mobile West LLC**

Item pulled by staff

### **22.02 DIS - Consideration of Nomination to the California Community College Trustees Board of Directors**

The Board reviewed the criteria for nominations for membership on the California Community College Trustees Board of Directors. No nomination from the Coast Community College district was made.

### **22.03 DIS - Districtwide Strategic Technology Plan 2019-2022**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to ratify the Coast Community College District Strategic Technology Plan 2019-2022.

The Strategic Technology Plan for Coast Community College District provided an overall framework for the strategic implementation of technology across the District. The plan aligned the application of technology to the District's Mission and Vision, and Strategic Goals and Objectives to support the Colleges' Missions and Visions. It provided a roadmap for major technology initiatives undertaken districtwide from 2019 through 2022.

**Fiscal Impact:** Determined based on projects undertaken based on the strategic objectives included in the plan.

Motion carried with the following vote:

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

#### **22.04 DIS - Authorization to File Notices of Completion and Release Retention Funds**

On a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted to authorize the Chancellor or designee to file a Notice of Completion on the following projects in compliance with Public Contract Code 7107 allowing for substantial completion by the public agency, or its agent (architect) of the work of improvement:

- 1) District Administration Building Lobby Roof Repair; Bid No. 2133  
Contractor: Chapman Coast Roof Co., Inc.
- 2) Coastline College Newport Learning Center Electronic Exterior Curtain Wall Shades  
Bid No. 2106  
Contractor: Astra Builders
- 3) Golden West College Softball Field; Bid No. 2118P  
Contractor: Ohno Construction

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 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.

Motion carried with the following vote:

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

## **23.00 Resolutions**

### **23.01 Resolution #20-01 Contingent Adoption of Public Agency Retirement Services (PARS) Supplementary Retirement Plan (SRP)**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #20-01 authorizing the SRP, contingent upon whether the final enrollment in the SRP meets the District's fiscal and operational objectives, and approve the Agreement for Administrative Services with PARS as revised.

The goal of the SRP was to generate savings for the District by increasing the number of retirements in the 2019-2020 academic year. The SRP allowed the District to offer the Plan, conduct enrollments into the SRP, analyze the participation, and elect either to move forward or cancel the SRP depending upon the participation and whether the District's fiscal and operational objectives had been met. If the SRP was cancelled, then resignations could be rescinded notwithstanding Board Policy 7350.

With this resolution, the Board adopted the SRP contingent upon whether the final enrollment met the District's fiscal and operational objectives, and appointed the Vice Chancellor of Finance and Administrative Services as the District's SRP Administrator. Approval of the PARS Agreement for Administrative Services engaged PARS to perform administrative services for the District related to the SRP.

Motion carried with the following vote:

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

### **23.02 Resolution #20-02 Approval of California State Teachers' Retirement System (CalSTRS) Retirement Incentive Plan**

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to adopt Resolution #20-02, authorizing the CalSTRS retirement incentive plan as revised.

The District proposed a retirement incentive plan with CalSTRS for eligible faculty and management employees as an alternative to participation in the Public Agency

Retirement System (PARS) retirement incentive plan. Participation in the CalSTRS retirement incentive plan precluded participation in the PARS retirement incentive plan.

The District determined, pursuant to Education Code Sections 22714 and 87488, the best interest of the District would be served by encouraging eligible faculty and management employees to retire from District service to result in a net savings to the District. Employees' resignation from District employment would be irrevocable. However, the District would elect either to move forward or cancel the CalSTRS retirement incentive plan depending upon the participation and whether the District's fiscal and operational objectives had been met. If the CalSTRS retirement incentive plan was canceled, then resignations could be rescinded notwithstanding Board Policy 7350.

To receive the two additional years of service credit, eligible members would retire at the end of the Spring 2020 Academic Term, or not later than July 1, 2020. Eligible members would notify Human Resources and Employee Relations of their retirement date beginning on March 1, 2020, but no later than 5:00 p.m. on April 17, 2020.

Motion carried with the following vote:

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

#### **23.03 Resolution #20-03 Imposition of a Hiring Freeze for January 2020 to June 2021 and Reorganization and Lateral Transfer Plan**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #20-03 regarding imposition of a hiring freeze for January 2020 to June 2021 and reorganization and lateral transfer plan as revised.

Motion carried with the following vote:

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

#### **23.04 Resolution #20-05 Authorization to Purchase Office Furniture for the Orange Coast College Kinesiology Project**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #20-05 authorizing the utilization of cooperative purchasing agreements to purchase office furniture for the Kinesiology Project at Orange Coast College.

Public Contract Code Section 20652 provided authority for the governing boards of any community college district without advertising for bids, the use of other public agencies contracts for the lease or purchase of equipment when the Board determined it to be in the best interest of the District.

As part of the Vision 2020 plan, Orange Coast College allocated funding to the purchase of furniture, fixture and equipment for the Kinesiology Project, Bid No. 2130. The campus established a furniture selection committee to evaluate several specialty furnishing options. The District Purchasing Manager reviewed the following pricing agreements and determined the pricing to be fair and reasonable:

Herman Miller: US Communities Contract No. 4400003403

SitOnIt - OMNIA Contract No. 2015000063

Arcadia – California Multiple Award Schedule (CMAS) No. 4-15-71-0145A

**Fiscal Impact:** \$338,309.34 paid with General Obligation Measure M Bond Funds.

Motion carried with the following vote:

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

Noes: None

Abstain: None

Absent: None

### **23.05 Resolution #20-06 Authorization to Purchase Furniture for the New Orange Coast College Student Union Complex**

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to adopt Resolution #20-06 authorizing the utilization of a cooperative purchasing agreement to purchase furniture for the Student Union Complex at Orange Coast College.

Public Contract Code Section 20652 provided authority for the governing boards of any community college district without advertising for bids, the use of other public agencies contracts for the lease or purchase of equipment when the Board determined it to be in the best interest of the District.

Furniture was procured for the new Orange Coast College Student Union Complex. The campus established a furniture selection committee to evaluate several specialty furnishing options. The District Purchasing Manager reviewed the following pricing agreement and determined the pricing to be fair and reasonable:

US Communities Contract No. 4400003403

**Fiscal Impact:** \$485,517.70 paid with General Obligation Measure M Bond Funds.

Motion carried with the following vote:

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

### **23.06 Resolution #20-07 Authorization to Purchase Theater Lighting System for Golden West College Technical Theater Department**

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to adopt Resolution #20-07 authorizing the utilization of cooperative purchasing agreements to purchase lighting system for the Technical Theater Department at Golden West Campus.

Public Contract Code Section 20652 provided authority for the governing boards of any community college district without advertising for bids, the use of other public agencies contracts for the lease or purchase of equipment when the Board determined it to be in the best interest of the District.

Golden West College purchased a theater lighting system that provided students in the Scenic Lighting and Projection Design program with industry standard lighting equipment. It allowed students to work on the same equipment they would be utilizing in the workforce. The equipment provided access to the technical skills and industry certifications students used to succeed in their careers.

**Fiscal Impact:** \$96,918.67 paid from the Perkins fund.

Motion carried with the following vote:

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

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

#### **24.01 DIS - Board Policy for Approval and Administrative Procedure for Ratification**

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve/ratify the following Board Policy and Administrative Procedure:

##### **Chapter 5. Student Services**

BP 5200 Student Health Services

AP 5200 Student Health Services

Motion carried with the following vote:

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

Regular Meeting December 11, 2019

Special/Organizational Meeting December 13, 2019

Motion carried with the following vote:

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

## **26.00 Informational Reports**

### **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 College

Dr. Angelica Suarez, Orange Coast College

Tim McGrath, Golden West College

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

The following Academic Senate Presidents provided reports to the Board:

Deborah Henry, Coastline Community College

Peter Bouzar on behalf of Martie Ramm Engle, Golden West College

Loren Sachs, Orange Coast College

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

Amanda Wetrick, Coastline College, provided a report to the Board.

#### **26.05 Reports from Presidents of Employee Representative Groups**

Curtis Williams, Coast Community College Association-California Teachers Association/National Education Association, provided a report to the Board.

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

The Trustees provided individual reports.

#### **27.00 Close of Meeting**

##### **27.01 Public Comment**

There were no requests to address the Board.

##### **27.02 Adjournment**

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to adjourn the meeting at 6:37 p.m. in memory of Orange Coast College Alumnus Terrance Chester.

Motion carried with the following vote:

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



Jane Burton  
Secretary of the Board

*\*The Student Trustee of the Coast Community College District is provided with an advisory vote to the Board of Trustees, per Board Policy 2015. As such, the Student Trustee's votes recorded within these minutes are advisory only in nature and are not counted in the final outcome of each action taken by the Board. Additionally, per Board Policy 2015, the Student Trustee does not participate in Closed Session meetings of the Board, therefore, votes reported from Closed Session will not include a reference to the Student Trustee.*

**APPENDIX**

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## 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>
Nguyen, Teresa	GWC	Instructor, Noncredit ESL	01/27/20	15-G-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 \$46.256/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered during the 2019-20 academic year.

<u>GWC</u>	<u>Discipline</u>
Carrillo, Marco	Library
Ohanian, Vasken	Music

<u>OCC</u>	<u>Discipline</u>
Elliott, Kelli	Biology
Lloyd, Douglas	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:

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 07/01/19 to 06/30/20, not to exceed 498 hours:

Samoff, Tanya

#### 4. Approval of Appointment of Educational Administrators

In accordance with Board policies and procedures, the following academic administrative staff are recommended by the Vice Chancellor of Human Resources for appointment for service during the period shown below. Employment and payment for services will follow upon notification that all required documents have been completed and filed. The following educational administrators are recommended for appointment for service during the period shown below, subject to subsequent Board approval of the respective employment agreements.

None

## 5. Approval of Appointment of Classified Management

In accordance with Board policies and procedures, the following Classified Management are recommended by the Vice Chancellor of Human Resources for appointment to advertised positions; these include promotions, new hires, and rehires:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Vacancy #</u>
Clevenger, Julia	DIST	Director, Chancellor's Office Operations and Government Relations	01/16/20	DM-002-20
Oja, Christina	GWC	Academic Support Manager	01/16/20	GM-004-20

## 6. 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>
Lee, Kenneth	OCC	Research Analyst Senior	01/21/20	O-026-20
Do, Vi	OCC	Child Care Center Assistant (48.75%)	01/13/20*	O-006-20

\*Start date revised from 01/02/20

## 7. Approval of Appointment of Confidential Staff

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

None

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

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

None

## 9. Ratification of Temporary Out of Class Assignments, Classified Management

It is recommended by the Vice Chancellor of Human Resources that the following changes for Classified Management working temporarily Out of Class (minimum of 7.5% differential) be ratified:

None

## 10. Ratification of Project-Specific Assignment, Classified Management

It is recommended by the Vice Chancellor of Human Resources that the following changes for Classified Management working in a Project-Specific Assignment (7.5% differential) be ratified:

None

### 11. Ratification of Temporary Out of Class Assignments, Classified Staff

It is recommended by the Vice Chancellor of Human Resources that the following changes for Classified Staff working temporarily Out of Class (minimum of 7.5% differential) be ratified:

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>
Borkenhagen, Brian	OCC	IT User Support Technician, Sr.	IT User Support Analyst	07/01/19	12/31/19
Nguyen, Kaydan	OCC	A & R Technician II	A & R Tech, Senior	11/01/19	11/30/19
Romero, Patricia	OCC	Accounting Coordinator	Accounting Analyst	12/01/19	02/28/20

### 12. Ratification of Project-Specific Assignment, Classified Staff

It is recommended by the Vice Chancellor of Human Resources that the following changes for Classified Staff working in a Project-Specific Assignment (7.5% differential) be ratified:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Project-Specific Assignment</u>	<u>Start Dt</u>	<u>End Dt</u>
Heffelman, William	CCC	IT User Support Analyst	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	01/01/20	03/31/20
MacGregor, Shannon	OCC	Accounting Technician	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	12/01/19	02/28/20
Schulte, Rita	OCC	Budget Technician	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	12/01/19	02/28/20
Tran, Tuongvan	OCC	Accounting Analyst	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	12/01/19	02/28/20

