

REGULAR MEETING/STUDY SESSION MINUTES*

Board of Trustees Coast Community College District

Via Telephone

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

Wednesday, June 17, 2020

A Regular Meeting/Study Session of the Board of Trustees of the Coast Community College District was held on June 17, 2020 via telephone.

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 Finkley

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(b)(1)

Position: Chancellor

b. Public Facility Risk: Consultation with General Counsel and Internal Auditor, *Government Code* Section 54957(a)

c. Public Employee Discipline/Dismissal/Release

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

d. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-section “d-2” of *Government Code* Section 54956.9. Three cases including: Threatened litigation by Angela Bell and Claim by Anderson Charnesky Structural Steel

e. 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

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:

Mitra Aghaei vs. Coast CCD, WCAB Case No. 12954390

Jamie Blair vs. Coast CCD, WCAB Case No. 12973118

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

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

Ildelfonso 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

Elizabeth Ann Myers vs. Coast CCD, WCAB Case No. 12704896

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

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

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
 - Athletic Director
 - Dean, Extended Learning
 - Vice President, Instruction

5. Approval of Appointment of Classified Management
 6. Approval of Appointment of Classified Staff
 - Administrative Clerk
 - Outreach Specialist- Adult Education Programs
 7. Approval of Appointment of Confidential Staff
 8. Approval of Appointment of Student Trustee
 9. Approval of Involuntary Transfers
 - Admissions & Records Specialist
 - Course Assistant, Senior
 - Outreach Specialist, Adult Education
 - Purchasing Assistant
 - Student Programs Specialist, EOPS
 - Warehouse & Distribution Coordinator
 10. Approval of Reclassification and Reorganization/Reassignment, Classified Staff
 11. Ratification of Temporary Out of Class Assignments, Classified Management
 12. Ratification of Project-Specific Assignment, Classified Management
 13. Ratification of Temporary Out of Class Assignments, Classified Staff
 14. Ratification of Project-Specific Assignment, Classified Staff
- g. Conference with Labor Negotiator**
 Pursuant to *Government Code* Section 54957.6

District Negotiators:

Dr. Marco Baeza, Vice Chancellor Human Resources
 Dr. John Weispfenning, Chancellor
 Crystal Crane, Executive Director Human Resources (for CCCA-CTA/NEA)

Employee Groups:

Coast Federation of Classified Employees (CFCE),
 Coast Community College Association-California Teachers Association/
 National Education Association (CCCA-CTA/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 5:04 p.m.
 The Board Secretary reported that the Special Meeting of June 17, 2020 was adjourned at 4:45 p.m. There was no action reported out of Closed Session.

1.06 Report of Action in Closed Session

General Counsel, Dr. Jack Lipton, reported the following action from Closed Session:

For **Item 1.04 e. Conference with Legal Counsel: Existing Litigation**, on a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to accept the settlement agreement with Jesse Montanez.

Motion carried with the following vote:

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

For **Item 1.04 f. Public Employment**, on a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to approve and ratify the public employment items.
(See Appendix pages 28-30)

Motion carried with the following vote:

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

For **Item 1.04 g. Conference with Labor Negotiator**, on a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to ratify Memorandum of Understanding #20-33 with Coast Federation of Educators regarding District Coordinator of Equity, Diversity and Inclusion.

Motion carried with the following vote:

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

For **Item 1.04 g. Conference with Labor Negotiator**, on a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to ratify Memorandum of Understanding #20-7 with Coast Federation of Classified Employees regarding Classified Employee Reorganization and Work Experience Program Supporting District Operations Impacted by COVID-19.

Motion carried with the following vote:

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

1.07 Public Comment

There were no requests to address the Board.

1.08 Oath of Office for Student Trustee

Item Pulled

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

2.01 Reaffirmation of Student Trustee Rights

Item Pulled

2.02 Reports from the Presidents of Student Government Organizations

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

Beth Koenig, Coastline College
Raymond Tu, Orange Coast College

2.03 Associated Student Organizations Annual Reports

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to accept the Associated Student Organizations Annual Reports.

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

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

Motion carried with the following vote:

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

2.04 Acceptance of Auxiliary Organizations Assessment of Good Standing

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to accept the Auxiliary Organizations Assessment of Good Standing.

In accordance with Board Policy and Administrative Procedure 3600 Auxiliary Organizations, the college Associated Student Bodies 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

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, Moreno, Patterson and Prinsky
Noes:	None
Abstain:	None
Absent:	None

2.05 Approval of the Associated Student Government of Coastline College 2020-2021 Annual Budget

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Associated Student Government of Coastline College 2020-2021 Annual Budget as revised.

Motion carried with the following vote:

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

2.06 Approval of the Associated Students of Golden West College 2020-2021 Annual Budget

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Associated Students of Golden West College 2020-2021 Annual Budget.

Motion carried with the following vote:

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

2.07 Approval of the Associated Students of Orange Coast College 2020-2021 Annual Budget

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Associated Students of Orange Coast College 2020-2021 Annual Budget.

Motion carried with the following vote:

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

3.00 Budget Study Session

3.01 Budget Study Session Update - 2020-21 FY Tentative Budget Development Review

Dr. Andy Dunn, Vice Chancellor of Finance and Administrative Services, provided an update on the development of the 2020-21 FY Tentative Budget and responded to Trustees' comments and questions.

3.02 Adjustment of Various Fiscal Reporting Dates and Adoption of Resolution #20-39

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #20-39 Continuing Budgetary Authority.

As a part of the fiscal response to the COVID-19 pandemic, California's Franchise Tax Board provided special tax relief for all California taxpayers by postponing until July 15 all tax filing and payment deadlines for individuals and business entities. Similarly, the State Chancellor issued Executive Order 2020-06, pursuant to California Community Colleges Board of Governors' Resolution No. 2020-01 and Section 52020 of Title 5 of the California Code of Regulations, extending the deadline for community college districts to issue the 2020-2021 Tentative Budget from July 1, 2020 to August 1, 2020, and extended the deadline to issue the 2020-2021 Final Budget from September 15, 2020 to October 31, 2020, in addition to extending other related deadlines.

The May Revise fundamentally altered the budget plan put forward by the Governor through the January Budget Proposal and resulted in a re-write of the Tentative Budget.

The Continuing Budgetary Authority Resolution created spending authority between July 1, 2020, and the estimated date of July 15, 2020, when the 2020/21 FY Tentative Budget would be presented to the Board of Trustees.

Motion carried with the following vote:

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

3.03 Review of Quarterly Financial Status Report

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to receive and file the Third Quarter Financial Status Report.

Section 58310 of Title 5 of the California Code of Regulations required the District to file a Quarterly Financial Status Report (Form CCFS-311Q) with the State Chancellor's Office each quarter. The Report contained the CCFS-311Q State Chancellor's Report, a General Fund Status Report and Fund Balance Report for all funds.

Motion carried with the following vote:

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

3.04 Consideration of Annual Compensation Increase for the Board of Trustees

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve a 7% compensation decrease effective January 1, 2021.

Pursuant to District Board Policy 2725, on an annual basis in June during the budget fiscal discussions, trustees consider an increase the compensation of Board members by the Cost of Living Adjustment in effect for the next fiscal year.

Motion carried with the following vote:

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

4.00 Informational Reports, Matters for Review, Discussion and/or Action continued

4.01 Internal Audit Quarterly Report

On a motion by Trustee Hornbuckle, seconded by Trustee Patterson, the Board voted to accept the Internal Audit Quarterly Report.

Rachel Snell, Director of Internal Audit, provided a summary of projects completed, projects in-progress and services provided.

Motion carried with the following vote:

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

4.02 Advertisement to Fill Upcoming Vacancy on the Measure M Citizens' Oversight Committee

Dr. Andy Dunn, Vice Chancellor of Finance and Administrative Services, provided an update on Article 5.4 of the Citizens' Oversight Committee By-laws, which allowed members to serve no more than two consecutive two-year terms. The Measure M Citizens' Oversight Committee did not have any expiring terms, however, one member, Joshua Stone, representing the Orange County Taxpayers Association, notified the District of his resignation from the committee.

To seek a potential replacement, 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 future meeting of the Board of Trustees, a list of candidates and their resumes would be presented for appointment to the vacant seat.

4.03 Board Meeting Dates

The Board reviewed upcoming meeting dates.

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

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

4.05 Board Directives Log

The Board reviewed the Board Directives Log.

5.00 Consent Calendar (Items 6.01 - 19.01)

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

Motion carried with the following vote:

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

20.00 Discussion Calendar

21.00 Approval of Non-Standard Agreements in Excess of \$95,200

21.01 CCC - Non-Standard Application Hosting Agreement with Comevo, Inc.

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Non-Standard Application Hosting Agreement with Comevo, Inc.

The COMEVO online orientation platform allowed Coastline's student orientation to be developed and delivered in a more dynamic, interactive, student-friendly format including videos of students. The application facilitated creation and management of content in orientation modules, progress reports, and student feedback, for updated information and faster assessments. The AB 705 compliance component helped students identify courses to take immediately. The software and technical support were ADA compliant and available on all devices and browsers.

Term: May 8, 2020 – May 7, 2023

Fiscal Impact: \$133,548 paid from Guided Pathways and Equity funds

Motion carried with the following vote:

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

21.02 GWC - Non-Standard End-User License Agreement with Ocelot (CareerAmerica, LLC)

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the Non-Standard End-User License Agreement with Ocelot (CareerAmerica, LLC).

The end-user license agreement provided the student services department an enrollment management chatbot upgrade. The company worked with institutions of higher education to provide services to communicate with students and parents using chatbots and videos.

Term: April 1, 2020 – October 31, 2021

Fiscal Impact: \$15,833.33 paid in two payments; \$5,833.33 due on April 30, 2020, and \$10,000 due on October 31, 2021, from Student Equity and Achievement Program funds.

Motion carried with the following vote:

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

21.03 DIS - Non-Standard Subscription Order Form with CampusLogic, Inc.

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve the Subscription Order Form with CampusLogic, Inc.

The CampusLogic solution supported and automated the following financial aid processes: standard federal Title IV verification and comment code resolution; the appeal process for Satisfactory Academic Progress; and the Professional Judgment appeal process. This solution gave financial aid staff the ability to manage and approve documents online with workflow driven file review. It sent automated student communications such as reminders and notifications via text and email. It enabled students to manage financial aid tasks online, securely upload documents from any device, and use built-in electronic signature.

Term: July 1, 2020 – June 30, 2023

Fiscal Impact: \$499,227 for three years paid from General and Categorical Funds:

7/1/2020 – 6/30/2021 \$163,909

7/1/2021 – 6/30/2022 \$166,399

7/1/2022 – 6/30/2023 \$168,919

Motion carried with the following vote:

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

21.04 DIS - Non-Standard Third Extension Agreement with Touchnet Information Systems, Inc.

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to approve the Third Extension Agreement with Touchnet Information Systems, Inc.

Renewal for the following services was provided by Touchnet Information Systems, Inc: Application Subscription Program Fee (“ASP Fee”) for the TouchNet Payment Gateway Credit Card, Payment Client (including student tuition payment point), Bill+Payment Account Center, eRefunds software, and TouchNet Marketplace uPay – Limited Use software. These services provided the ability for students to pay their owed balances online via credit card; ensured that refunds were processed and posted to the credit cards used by students to make the initial payment; and various points of payment at the Colleges performed payments via credit cards.

Term: April 1, 2020 – March 30, 2025

Fiscal Impact: \$124,092 for 4/1/2020-3/31/2021. Touchnet Information Systems, Inc. reserved the right to increase the ASP fee by not more than 10% per year over the applicable amount for the immediately preceding year. Paid from the general fund.

Motion carried with the following vote:

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

21.05 DIS - Amendment #3 to Non-Standard Independent Contractor Agreement with McKnight Associates Inc.

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve Amendment #3 to the Non-Standard Independent Contractor Agreement with McKnight Associates, Inc.

The amendment extended the term end date of the agreement with McKnight Associates, Inc. for review and development of job descriptions from December 31, 2019 to June 30, 2021.

Fiscal Impact: No new fiscal impact.

Motion carried with the following vote:

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

22.00 Revenue Generating Agreements/Contracts Over \$95,200

22.01 CCC - Amendment #1 to Non-Standard Memorandum of Understanding with Rio Hondo Community College District

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve Amendment #1 to the Non-Standard Memorandum of Understanding with Rio Hondo Community College District.

Coastline College housed and funded the Region's NETLAB HUB, which allowed remote access of lab environments to serve as teaching resources for instructors and training resources for students. The MOU served to identify the parameters and cost of usage for participating Los Angeles Colleges.

Term: February 21, 2019 - December 31, 2021

Fiscal Impact: \$155,979 in revenue collected by Coastline College in three payments, one occurring after execution of the MOU, one occurring on January 1, 2020, and one occurring on January 1, 2021.

Motion carried with the following vote:

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

23.00 Ratification/Approval of General Items of Business

23.01 CCC - Ratification of Vision 2025 Educational Master Plan

Item Pulled

23.02 CCC - Ratification of Non-Standard Subscription Service Agreement with HubSpot

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to ratify the Non-Standard Subscription Service Agreement with HubSpot, Inc.

HubSpot's all-in-one platform CRM software included marketing, sales, tracking, project management and service software that helped grow inbound student enrollment. The time-saving software provided deeper insights into prospective students and automated tasks needed to reach them in various channels and marketing campaigns, such as email tracking, meeting scheduling and email automation.

Term: May 13, 2020 – May 12, 2022

Fiscal Impact: \$26,250. \$12,000 annually and \$2,250 onetime onboarding payment from Marketing Funds.

Motion carried with the following vote:

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

23.03 CCC - Ratification of Non-Standard Software as a Service Agreement with Meltwater News US Inc.

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to ratify the Non-Standard Agreement with Meltwater News US Inc.

Meltwater software as a service (SaaS) developed and marketed media monitoring and business intelligence software. Coastline College received accurate online and timely online content delivered from the largest database in the industry monitoring social media and news. It also provided the best journalists' data base to amplify messages, based on beat, name, publication, coverage and location.

Term: May 1, 2020 - April 30, 2021

Fiscal Impact: \$12,500 paid from Marketing Funds.

Motion carried with the following vote:

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

23.04 DIS - Bid Tabulations and Award of Contracts for Orange Coast College Rocket Sculpture - Bid No. 2153

On a motion by Trustee Patterson, seconded by Trustee Hornbuckle, the Board voted to awards the Standard Contractor Services Agreement for Bid No. 2153 to the lowest responsive and responsible bidder.

Orange Coast College sought contractor services to install a structural foundation and all required bracing to properly upright a prefabricated rocket sculpture that was generously donated to the campus. The sculpture was placed adjacent to the newly constructed Planetarium building.

Notices were published in the Daily Pilot on April 8, 2020 and April 15, 2020. Additionally, notices were sent out to 346 vendors utilizing the Planet Bids portal. Four bids were received and opened on May 4, 2020. A scope review meeting was held by the campus project team and the bid was deemed responsive.

The bid results were as follows:

Bid Received From:

Total Bid:

Model Builders Inc.
15030 Goldenwest Circle #11612
Westminister, CA 92685

\$14,998.88

Speedy Fix Inc

\$34,000.00

Elegant Construction

\$44,700.00

Leonida Builders

\$73,000.00

Fiscal Impact: \$14,998.88 which included \$5,000 in project allowance paid for with OCC Foundation funds.

Motion carried with the following vote:

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

Noes: None

Abstain: None

Absent: None

23.05 DIS - Approval of Change Order No. 1R2 for Orange Coast College Student Union Complex - Bid No. 2119 - Bid Package 18

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approves Change Order No. 1R2, Orange Coast College Student Union Complex, Bid No. 2119, Bid Package 18, and authorized the President of the Board of Trustees or designee to sign any related documents.

On August 15, 2018 the Board of Trustees awarded Bid No. 2119, Bid Package 18 – Miscellaneous Specialties, to ISEC Inc for the construction of Orange Coast College's new 119,000 square foot, three-story College Center building and a new 40,600 square foot two-story Student Life building.

The change added projector screens at classrooms for better visibility, additional marker boards, bulletin board cabinets per requirements of the Brown Act, roller shades to prevent glare in classrooms and offices, and additional fire extinguishers. It also changed the exterior building signage from "Student Life" to Student Union," a request made by the students to align with the original Vision 2020 master plan.

Term: August 23, 2019 – January 5, 2021

Fiscal Impact: Original Contract Amount: \$1,290,000
Change Order No. 1R2: \$68,101
New Contract Total: \$1,358,101 (~5.2% Increase)
General Obligation Measure M Bond Funds

Motion carried with the following vote:

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

23.06 DIS - Approval of Final Deductive Change Order for ISEC, Inc on the Golden West College Math & Science Project

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the deductive change order to trade package #17 and authorize the President of the Board of Trustees or designee to sign any related documents.

In accordance with Vision 2020, the Board authorized contracts with 19 prime contractors to construct the Golden West College Math & Science Building. As a whole, these 19 prime contracts totaled \$56,983,666 for the complete construction of the project with trade package #17 being awarded to ISEC, Inc in the amount \$1,069,299. As anticipated, the project was completed on schedule and had been open since the beginning of fall semester 2019. The change order reflected a credit back to the District for unused allowances and closed out the construction contract with ISEC Inc. associated with the project.

Fiscal Impact: (\$55,453) 4.73% decrease in overall contract cost
Measure M Bond Funds - GWC Math & Science Building

Motion carried with the following vote:

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

23.07 DIS - Ratification of Non-Standard Program Agreement with Huntington Beach Union High School District

On a motion by Trustee Moreno, seconded by Trustee Patterson, the Board voted to ratify the Non-Standard Program Agreement with Huntington Beach Union High School District.

Under the agreement, all three Colleges in the District offered various noncredit courses at sites of the the Huntington Beach Union High School District/Huntington Beach Adult Education School for which the Colleges claimed apportionment. The Colleges provided counseling and support services including assessment, orientation, academic counseling, student educational plans, and career and life planning to the adult education students enrolled in the college noncredit classes.

Term: July 1, 2020 – June 30, 2023

Fiscal Impact: The Colleges would generate revenue through apportionment to offset the costs.

Motion carried with the following vote:

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

23.08 DIS - Approval of Educational Administrator Employment Agreement (Linda Ju-Ong, GWC)

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to approve the employment agreement with Linda Ju-Ong as Program Director, Adult Education at Golden West College at an annual salary of \$117,152.

On May 20, 2020 the Board approved the reappointment of Linda Ju-Ong to the position of Program Director, Adult Education at Golden West College, commencing on July 1, 2020 and ending on June 30, 2021. The Employment Agreement with Linda Ju-Ong set forth the terms of her employment.

Motion carried with the following vote:

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

23.09 DIS - Approval of Educational Administrator Employment Agreement (Ricky Hicks, GWC)

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve the employment agreement with Ricky Hicks as Dean, Math & Sciences, at Golden West College at an annual salary of \$152,137.

On May 20, 2020 the Board approved the appointment of Ricky Hicks to the position of Dean, Math & Sciences at Golden West College, commencing on May 21, 2020 and ending on June 30, 2022. The Employment Agreement with Ricky Hicks set forth the terms of his employment.

Motion carried with the following vote:

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

23.10 DIS - Approval of Participants in the 2020 Coast Retirement Incentive Plans, Ratification of Retirements, and Ratification of Resignations of Employees from District Employment

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to approve 123 participants across two retirement incentive plan options, ratify the retirements, and ratify the resignations of the employees from District employment.

At the April 28, 2020 meeting of the Board of Trustees action was taken through adoption of Resolutions #20-01 and #20-02 to approve two retirement incentive plan options. Under Resolution #20-01, in conjunction with Public Agency Retirement Services ("PARS"), the District offered the PARS Supplementary Retirement Plan involving a retirement incentive of 70% of annual salary to eligible classified, faculty, and management employees. Under Resolution #20-02, the District offered the CalSTRS Retirement Incentive Plan, involving a retirement incentive of two years of service credit to eligible CalSTRS members.

These plans were designed to enhance State Teachers Retirement System (CalSTRS) or California Public Employee Retirement System (PERS) pensions for those eligible employees who wished to voluntarily exercise their option to retire and resign from District service.

Motion carried with the following vote:

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

23.11 DIS - Approval of 2020/2021 Salary Schedules for Faculty, Classified Staff, Confidential, Management, Executive, Professional Expert, Student Assistant, Sailing Center, and Short-Term Employees as well as the Board of Trustees

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to adopt the following salary schedules as revised, effective July 1, 2020. The DG Salary Schedule for Classified Management and Educational Administrators continued at the current rates due to 0% COLA.

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

Professional Expert – PE
Student Assistant – SA
Sailing Center – SC
Short-Term – ST

Fiscal Impact: Changes to the minimum wage effective January 1, 2021 increased salary expenses.

Motion carried with the following vote:

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

24.00 Resolutions

24.01 Resolution #20-41 Authorization to Purchase Roofing Material for the Orange Coast College Language Arts and Social Sciences Project

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #20-41 authorizing the utilization of a cooperative purchasing agreement to purchase roofing material for the partially state funded OCC Language Arts and Social Sciences Project.

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.

Adoption of the resolution allowed the utilization of a cooperative purchasing agreement to procure roofing material for the partially state funded OCC Language Arts and Social Sciences Project. By procuring the material directly and having the low bid roofing contractor on the project complete installation, Coast District was able to guarantee the consistency of roofing material across campus, while avoiding costly markups.

Fiscal Impact: \$97,575.40 split between General Obligation Measure M Bond Funds & State Proposition 51 Funds.

Motion carried with the following vote:

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

24.02 Resolution #20-42 Authorization to Purchase and Install Audio/Visual Technology Equipment for the Golden West Classroom Improvements Project

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to adopt Resolution #20-42 authorizing the utilization of a cooperative purchasing agreement to purchase Audio/Visual technology for 25 classrooms across Golden West 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.

Adoption of the resolution allowed the utilization of a cooperative purchasing agreement to procure Audio/Visual technology inclusive of televisions, instructor lecterns, Extron AV switching equipment, document cameras, speakers and the required cabling and install labor to upgrade and improve the existing AV technology in 25 classrooms on the Golden West College campus.

Fiscal Impact: \$339,468.75 paid with Golden West College General Obligation Measure M Technology Endowment Funds.

Motion carried with the following vote:

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

24.03 Resolution #20-38 Authorizing and Approving the Borrowing of Funds for Fiscal Year 2020-21; the Issuance and Sale of a Tax and Revenue Anticipation Note

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #20-38 Authorizing and Approving the Borrowing of Funds for Fiscal Year 2020-21; the Issuance and Sale of a Tax and Revenue Anticipation Note.

The Coast Community College District (the “District”) projected to experience a cash flow shortfall during fiscal year 2020-21 created by timing differences between its anticipated expenditures and estimated receipt of revenues, including State funding and the District’s share of property tax collections. Resolution #20-38 presented to the Board of Trustees authorized borrowing by the District to address the cash flow shortfall through the issuance of a tax and revenue anticipation note (a “TRAN”).

- a. TRAN Resolution. The resolution authorized the issuance of a TRAN by the District in an amount not-to-exceed \$30,000,000, at legal interest rates, and the participation by the District in the California Community College Financing Authority Tax and Revenue Anticipation Notes Program (the “Program”). By participating in the

Program, the District's TRAN was marketed together with TRANs of other similarly-rated community college districts.

- b. Form of Purchase Agreement; Trust Agreement; Preliminary Official Statement. The Resolution approved the forms of Note Participation Purchase Agreement (the "Purchase Agreement"), Trust Agreement (the "Trust Agreement") and Preliminary Official Statement (the "POS") for the Program. All three documents were approved in their current form, and staff was authorized to fill in any existing blanks in the documents and to approve their final form.

Pursuant to the Purchase Agreement, Morgan Stanley & Co., LLC (the "Underwriter") agreed to buy a series of note participations (the "Note Participations") representing investors' interests in the TRANs of the District and all other community college districts participating in the Program. All the conditions of closing the transaction were set forth in the document, including the documentation to be provided at the closing by various parties. Upon the pricing of the Note Participations and the District's TRAN, the final execution copy of the Purchase Agreement was prepared following this form.

The Trust Agreement was signed by the Trustee, and each participating district in the Program. The Trust Agreement set out instructions to the Trustee for the deposit and disbursement of (1) the funds received from the issuance of the TRANs and (2) funds transmitted by the participating districts to repay their TRANs. The Trust Agreement also set forth the terms of the Note Participations and the rights of investors.

POS was the offering document describing the Note Participations and the District's TRAN which was distributed to prospective purchasers of the Note Participations. POS disclosed information with respect to, among other things, (i) the proposed uses of proceeds of the TRAN, (ii) the terms of the TRAN and the Note Participations (interest rate, maturity, yield, etc.), (iii) the security for repayment of the TRAN (the pledge of revenues described below), (v) certain District financial and operating data (together with financial and operating data of the other participating districts), and (vi) absence of material litigation and other miscellaneous matters expected to be of interest to prospective purchasers of the Note Participations. Following the pricing of the Note Participations and the TRAN, a final Official Statement for the Note Participations was prepared, substantially in the form of the POS.

Fiscal Impact: Pursuant to the Purchase Agreement, the District pledged a portion of the revenues expected to be received by the District during fiscal year 2020-21 to the repayment of the TRAN. The TRAN was a general obligation of the District payable from its General Fund, and to the extent pledged revenues were not available, the TRAN would be paid from other legally available monies of the District. The District would not have any obligation to pay the TRANs of the other districts participating in the Program, and the District would not be liable for the failure of any other district participating in the Program to pay its own TRAN.

Motion carried with the following vote:

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

24.04 Resolution #20-40 Establishing Appropriation Limit, GANN Initiative for 2020-21

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to adopt Resolution #20-40 to establish maximum appropriation limitations for fiscal year 2020-21.

Fiscal Impact: No cost associated with the Resolution.

Motion carried with the following vote:

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

24.05 Resolution #20-43 to Allow the County Superintendent of Schools to Make Routine Budget Transfers, As Needed, at the close of Coast Community College District's FY 2019-20 and During FY 2020-21

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to adopt Resolution #20-43 to allow the County Superintendent of Schools to make routine budget transfers (except from District reserves), as needed, at the close of Coast Community College District's FY 2019-20 and during FY 2020-21.

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. The 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.

Fiscal Impact: No cost associated with the Resolution.

Motion carried with the following vote:

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

24.06 Resolution #20-44 Authorization to Relinquish Contracts with the California Department of Education for the Children's Center at Orange Coast College

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to adopt Resolution #20- 44 authorizing the Center to maintain compliance with the CDSS Title 22 requirements, and relinquish its contracts with CDE for General Child Care and Development and for the State Preschool Program, effective July 1, 2020.

The Harry and Grace Steele Children's Center ("Center") at Orange Coast College complied with the legal requirements for child care centers of the California Department of Social Services ("CDSS") under Title 22 of the California Code of Regulations, as well as legal requirements of the California Department of Education ("CDE") under Title 5 of the California Code of Regulations. Title 22, which set operational guidelines was required in order to maintain and operate any Child Development, Child Care, Early Education Programs or Schools. The Center was required to maintain and operate a Title 22 license with the State of California Department of Social Services.

Maintaining Title 5 Programs was not sustainable as it would cost the Center approximately an additional \$400,000 annually to adhere to requirements. Therefore, elimination of Title 5 Programs would have a significant financial impact that would help the Center self-sustain its operation. The Center would continue to maintain high quality child care under Title 22 even without its contracts with the California Department of Education ("CDE") under Title 5.

Fiscal Impact: No cost to the District.

Motion carried with the following vote:

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

24.07 Resolution #20-45 to Condemn Racial Injustice and Commit to Action

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to adopt Resolution # 20-45 to Condemn Racial Injustice and Commit to Action.

Motion carried with the following vote:

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

25.00 Policy Approval/Procedure Ratification

25.01 Board Policies for Approval and Administrative Procedures for Ratification

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

Chapter 2. Board of Trustees

BP 2712 Conflict of Interest Code

Chapter 3. General Institution

BP 3440 Service and Emotional Support Animals

AP 3440 Service and Emotional Support Animals

BP 3570 Smoking and Tobacco Use

AP 3570 Smoking and Tobacco Use

Motion carried with the following vote:

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

Noes: None

Abstain: None

Absent: None

26.00 Approval of Minutes

26.01 Minutes

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the Minutes of the Regular Meeting of May 20, 2020.

Motion carried with the following vote:

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

Noes: None

Abstain: None

Absent: None

27.00 Informational Reports

27.01 Report from the Chancellor

The Chancellor provided a report to the Board.

27.02 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

27.03 Reports from Academic Senate Presidents

The following Academic Senate Presidents provided reports to the Board:

Martie Ramm Engle, Golden West College
Loren Sachs, Orange Coast College

27.04 Reports from the Classified Senate Presidents

The following Classified Senate Presidents provided reports to the Board:

Kasie Hipp, Coastline College
Therese Grande, Golden West College

27.05 Reports from Presidents of Employee Representative Groups

The following Presidents of Employee Representative Groups provided reports to the Board:

Rob Schneiderman, Coast Federation of Educators/American Federation of Teachers (CFE/AFT)
Dana Emerson, Coast District Management Association (CDMA)

27.06 Reports from the Board of Trustees

The Trustees provided individual reports.

28.00 Close of Meeting

28.01 Public Comment

There were no requests to address the Board.

28.02 Adjournment

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to adjourn the meeting at 6:40 p.m.

Motion carried with the following vote:

Ayes:	Trustees Grant, Hornbuckle, Moreno, Patterson and Prinsky
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>
Gongora-Dunner, Davina	OCC	Instructor, Culinary Arts	08/21/20	7-O-21
Sheehan, Katherine	OCC	Instructor, Studio Art	08/21/20	11-O-21
Yip, Sam	OCC	Instructor, Digital Media Arts & Design	08/21/20	12-O-21

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.

None

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

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.

<u>Name</u>	<u>LOC</u>	<u>Position</u>	<u>Contract Dates</u>	<u>Vacancy#</u>
*Harrell, Chermaine	CCC	Dean, Extended Learning	03/19/20- 06/30/21	CM-002-20
Johnson, Daniel	GWC	Athletic Director	06/18/20- 06/30/22	GM-008-20

Randall, Meridith	GWC	Vice President, Instruction	07/20/20- 06/30/22	GM-009-20
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*Position Title Correction

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:

None

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>
Pyles, Cora	GWC	Administrative Clerk, 47.5 FTE	06/29/20	G-032-20
Tran, Dominique	GWC	Outreach Specialist- Adult Education Programs	06/18/20	G-031-20

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 Appointment of Student Trustee

In accordance with Board policies and procedures, the following Student Trustee is recommended for appointment:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Vacancy #</u>
Finkley, Angela	DIST	Student Trustee	06/01/20	NA

9. Approval of Involuntary Transfers

It is recommended by the Vice Chancellor of Human Resources that the following involuntary transfer(s) for Classified Staff, as referenced in the CFCE MOU #20-6, be ratified:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Cota, Mary	CCC, Contract Education Associate Senior	GWC, Admissions & Records Specialist	06/01/20

Gonzalez, Yesenia	CCC, Instructional Associate	OCC, Student Programs Specialist, EOPS	06/01/20
Martinez, Alyssa	CCC, Student Retention Specialist	CCC/DIST, Outreach Specialist, Adult Education	07/01/20
Montgomery, Jason	CCC, Bookstore Operations Assistant	DIST, Purchasing Assistant	07/01/20
Moon, William	CCC, Warehouse & Distribution Coordinator	OCC, Warehouse & Distribution Coordinator	07/01/20
Wetrick, Amanda	CCC, Instructional Associate	OCC, Course Assistant Senior	07/01/20

10. 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

11. 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

12. 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

13. Ratification of Temporary Out of Class Assignments, Classified Staff

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

None

14. 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:

None