

REGULAR MEETING MINUTES*

Board of Trustees Coast Community College District

Via Telephone

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

Wednesday, October 21, 2020

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on October 21, 2020 via telephone.

1.00 Preliminary Matters

1.01 Call to Order

Board President Grant called the meeting to order at 3:54 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 Discipline/Dismissal/Release

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

b. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-sections "d-2" and "e3" of *Government Code* Section 54956.9

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 Supreme Court
Case No. S262663

Stephen O'Connor vs. Orange County Superintendent of Schools et al.,
Orange County Superior Court Case No. 30-2020-01144768

Gwendolyn Conway vs. Golden West College, Orange County Superior Court Case
No. 30-2020-01143365

Sandra Basabe vs. Coast CCD, California Department of Fair Employment and
Housing Case No. 202002-09286616

Trent Younkin vs. Coast CCD, Orange County Superior Court Case No. 30-2020-
01152541

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

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

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

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
6. Approval of Appointment of Classified Staff
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 Technician
 - IT Database Analyst
12. Ratification of Project-Specific Assignment, Classified Staff
 - Student Success & Equity Specialist, Sr.

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-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 5:05 p.m.

1.06 Report of Action in Closed Session

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

For **Item 1.04 d. Public Employment**, on a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve and ratify the public employment items. (See Appendix pages 14-16)

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:

20-37 COVID-19 Remote Instructional Delivery Plan 2020-2021, without Exhibit A
20-43 2020-2021 Evaluation Panel for Coastline College Counselor

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.

2.00 Public Hearing

2.01 Public Hearing and Adoption of the 2020-21 Final Budget for the Coast Community College District

Board President Grant opened the Public Hearing at 5:07p.m.

There were no public comments.

Dr. Andy Dunn, Vice Chancellor of Finance and Administrative Services, provided a presentation to the Board that highlighted the following:

- Budget Development and Assumptions
- Student Centered Funding Formula Highlights
- Budget Allocation Model for 2020-2021
- Health Benefit and Pension Data
- Local, State and Federal Areas of Concern

Trustees discussed the presentation and Dr. Dunn responded to comments and questions.

The Public Hearing was closed at 5:34 p.m.

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adopt the Final 2020-2021 District Budget and directed all reports to be disseminated as required by law.

Motion carried with the following vote:

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

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

3.01 Coastline College Program Highlight

Chair of Health Sciences Dr. Laurie Runk and Vice President of Instruction Dr. Vince Rodriguez presented highlights of the Certified Dietary Manager Program at Coastline College.

3.02 Semi Annual Report on the Chancellor's Goals for the District 2020-21

Chancellor Weispenning provided a status update on goals for the District 2020-21.

3.03 Full-time Faculty Related Information and Recommendation for Fall 2021 Hiring

Vice Chancellor Andreea Serban provided information on full-time faculty, including a recommendation for full-time faculty hiring for Fall 2021.

3.04 Annual Report on 50% Law Compliance

Vice Chancellor Andy Dunn provided an update on the status of District compliance with the 50% Law for the 2020-21 FY.

3.05 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 3. General Institution

BP 3550 Drug Free Environment and Drug and Alcohol Abuse Prevention Program
AP 3550 Drug Free Environment and Drug and Alcohol Abuse Prevention Program

Chapter 5. Student Services

BP 5910 Sexual Misconduct
AP 5910 Sexual Misconduct

3.06 Board Meeting Dates

The Board reviewed upcoming meeting dates.

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

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

3.08 Board Directives Log

The Board reviewed the Board Directives Log.

4.00 Consent Calendar (Items 5.01 - 16.01)

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

Motion carried with the following vote:

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

17.00 Discussion Calendar

18.00 Approval of Standard Agreements in Excess of \$95,200

18.01 DIS - Standard Professional Services Agreement with Pfeiler & Associates

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve the Standard Professional Services Agreement with Pfeiler & Associates, and authorized the Board President or designee to sign any related documents.

Pfeiler & Associates provided the necessary equipment, office and field personnel to perform topographic survey services for Coastline College's Student Services Center Project. This included a topographic survey, layout for over-excavation limits, rough grade verification of building pads, site contours, utility verification, fine grade stakes and final grade verification.

Term: October 22, 2020 - August 31, 2022

Fiscal Impact: \$105,920 paid using General Obligation Measure M Bond Funds.

Motion carried with the following vote:

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

18.02 DIS - Amendment No. 1 to the Standard Construction Management Agreement with C.W. Driver

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to approve Amendment No. 1 to the Standard Construction Management Agreement with C.W. Driver, LLC for the Coastline College Student Services Center and authorized the Board President or designee to sign any related documents.

In December 2019 the Board of Trustees authorized a construction management services agreement related to the construction of the Coastline College Student Services Center. After the award of contract, the design/engineering team recommended that the District proceed with soil mitigation/stabilization work in advance of the new building construction. The Board awarded this work to Keller North America on March 18, 2020. Approval of this amendment covered costs associated with mobilizing construction management services two months early to oversee the “rammed aggregate pier” soil mitigation effort.

Term: December 12, 2019 - September 1, 2022

Fiscal Impact:

Original Contract: \$2,423,263

Amendment #1: \$104,958

New Contract Total: \$2,528,221 (~4.33% Increase)

General Obligation Measure M Bond Funds

Motion carried with the following vote:

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

19.00 Ratification/Approval of General Items of Business

19.01 DIS - Approval of Change Order No. 2 for Orange Coast College Student Union Complex - Bid No. 2119 - Bid Package 24

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve Change Order No. 2, Orange Coast College Student Union Complex, Bid No.

2119, Bid Package 24 and authorized Board President or designee to sign any related documents.

On August 15, 2018 the Board of Trustees awarded Bid No. 2119, Bid Package 24 – Electrical, to AJ Kirkwood and Associates 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.

As the project reached finality, the College Center and Student Union buildings required modifications to the power and data systems resulting from the furniture systems being customized to fit in their intended spaces. Additional electrical infrastructure was also needed to accommodate the following changes: additional security camera locations, relocation of kitchen equipment, installation of conference room audio/visual equipment, and additional fire alarm devices as required by code.

Term: August 23, 2019 - January 5, 2021

Fiscal Impact:

Original Contract Amount: \$11,041,591

Change Order No. 1: \$449,765

Change Order No. 2: \$72,586

New Contract Total: \$11,563,942 (~0.63% Increase)

General Obligation Measure M Bond Funds

Motion carried with the following vote:

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

Noes: None

Absent: Student Trustee Finkley

Abstain: None

19.02 DIS - Approval of Change Order No. 2 for Orange Coast College Student Union Complex - Bid No. 2119 - Bid Package 22

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to approve Change Order No. 2, Orange Coast College Student Union Complex, Bid No. 2119, Bid Package 22 and authorized the Board President or designee to sign any related documents.

On August 15, 2018 the Board of Trustees awarded Bid No. 2119, Bid Package 22 – Plumbing, to JPI Plumbing 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.

After inspection by the OC Health Department, several changes were required for OC Health certification. Changes included rerouting of water and drain lines to various pieces

of kitchen equipment, installation of backflow preventers, and the addition of protective gas sleeves to prevent potential gas line punctures.

Term: August 23, 2019 - January 5, 2021

Fiscal Impact:

Original Contract Amount: \$3,330,000

Change Order No. 1: \$46,140

Change Order No. 2: \$29,720

New Contract Total: \$3,405,860 (~0.88% Increase)

General Obligation Measure M Bond Funds

Motion carried with the following vote:

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

Noes: None

Absent: Student Trustee Finkley

Abstain: None

19.03 DIS - Approval of Educational Administrator Employment Agreement (Hirsch, Sarah OCC)

On a motion by Trustee Prinsky, seconded by Trustee Hornbuckle, the Board voted to approve the Educational Administrator Employment Agreement with Sarah Hirsch as Director, Maritime Center, at Orange Coast College at an annual salary of \$119,004 setting forth the terms of her employment.

Motion carried with the following vote:

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

Noes: None

Absent: Student Trustee Finkley

Abstain: None

19.04 DIS - Approval of Amended 2020/2021 Salary Schedules for Faculty, Counselors, Cosmetology, and Faculty Special Rates

On a motion by Trustee Patterson, seconded by Trustee Moreno, the Board voted to adopt the following salary schedules and faculty special rates effective July 1, 2020:

AA Salary Schedule for Faculty - 175 Days

A2 Salary Schedule for Faculty 12 Month - 221 Days

QQ Salary Schedule for Counselors - 195 Days

Q2 Salary Schedule for Cosmetology - 210 Days

Faculty Special Rates for Head Coaches

Motion carried with the following vote:

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

20.00 Resolutions

20.01 Resolution #20-48 and Master Terms and Conditions with Butterfly Network, Inc. Authorizing to Purchase Butterfly Network's Single Probe Transducers and Medical Education Membership for OCC's Diagnostic Medical Sonography Department

On a motion by Trustee Hornbuckle, seconded by Trustee Moreno, the Board voted to ratify the Master Terms and Conditions with Butterfly Network as revised and adopt Resolution #20-48 authorizing the purchase of Butterfly Network's single probe transducers and medical education membership for OCC's Diagnostic Medical Sonography Department.

Butterfly transducers were required for Diagnostic Medical Sonography classes to create a virtual hands-on training lab while minimizing the necessity for in-person lab. The cloud membership provided virtual interactions that were shared between students and instructors allowing them to continue lab operations from students' homes.

Fiscal Impact: \$115,997.72 paid from 2020-21 Perkins Funding.

Motion carried with the following vote:

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

20.02 Resolution #20-60 Authorization to Purchase and Install Motorized Projector Screens for the Orange Coast College Language Arts & Social Sciences Project

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adopt Resolution #20-60 authorizing the utilization of cooperative purchasing agreements to purchase motorized projector screens and associated equipment for the Orange Coast College Language Arts & Social Sciences Project.

Public Contract Code 20652 provided authority for the governing board of any community college district without advertising for bids, the use of other Public Agencies' contract for lease or purchase of equipment when the Board determined it to be in the best interest of the District. The motorized screen package was inclusive of 63 projector screens,

individual unit controllers and all in-ceiling mounting hardware needed to house and power the screens.

Fiscal Impact: \$130,900.22 paid with General Obligation Measure M Bond Funds

Motion carried with the following vote:

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

21.00 Policy Approval/Procedure Ratification

21.01 DIS - Board Policies for Approval

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

Chapter 2. Board of Trustees

BP 2712 Conflict of Interest

Chapter 7. Human Resources

BP 7240 Confidential Employees

Motion carried with the following vote:

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

21.02 DIS - Administrative Procedure for Deletion

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to delete the following Administrative Procedure:

Chapter 7. Human Resources

AP 7240 Confidential Employees

Motion carried with the following vote:

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

22.00 Approval of Minutes

22.01 Minutes

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to approve the Minutes of the Regular Meeting of October 7, 2020.

Motion carried with the following vote:

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

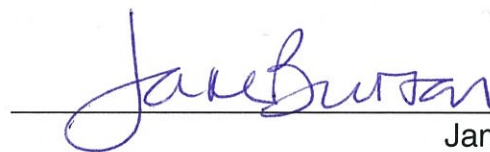
23.00 Close of Meeting

23.01 Adjournment

On a motion by Trustee Moreno, seconded by Trustee Hornbuckle, the Board voted to adjourn the meeting at 6:14 p.m.

Motion carried with the following vote:

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


Jane Burton
Secretary of the Board

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

APPENDIX

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Public Employment.....	14-16

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:

None

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 2020-21 academic year.

GWC

Hernandez, Benjamin
Keen, Phillip

Discipline

Cosmetology
Music

OCC

Alvarado, Annette
Thompson, April

Discipline

Culinary Arts
Culinary Arts

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:

FALL 2020

Appointments for the period 08/21/20-12/12/20

GWC

Entrikin, Kelsey
Thompson, Cody
Woiemberghe, Nicole
Wong, Alexis

Discipline

English
Kinesiology
Kinesiology
English

OCC

Hammond, Taylor

Discipline

Coaching-Volleyball

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 07/01/20 to 06/30/21:

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.

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:

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:

None

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:

Extension of End Dates for Out of Class Assignments

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Extend From</u>	<u>Extend To</u>
Ostovarpour, Babak	DIST	IT Business Processes Analyst	IT Database Analyst	10/01/20	12/15/20
Tran, Emylie	OCC	Administrative Assistant	Accounting Technician	09/01/20	11/30/20

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>
Pirio, Jeanamarie	OCC	Student Success & Equity Specialist, Sr.	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days. To conduct research work for STEM grant.	10/01/20	11/31/20