

# **REGULAR MEETING MINUTES\***

## **Board of Trustees Coast Community College District**

**Board Room**

**Wednesday, September 21, 2022**

**4:00 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 September 21, 2022 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 Hornbuckle called the meeting to order at 4:00 p.m.

#### **1.02 Roll Call**

Trustees Present: Trustees Hornbuckle, Moreno, Parker, Patterson and Prinsky

Trustees Absent: Student Trustee Fuentes-Perez joined the meeting at 5:00 p.m.

#### **1.03 Public Comment (Items on Closed Session Agenda)**

Mark Templin, Brad Avery, Quintin Powell, Karen Prioleau and Cameron Brown addressed 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.

In Closed Session under Item 1.04a Public Employee Discipline/Dismissal/Release, the Board considered the termination of the employment of Mark Templin, Marine Program Specialist at the OCC Waterfront Campus. It had been recommended that Mr. Templin's employment be terminated, and under the Brown Act, Mr. Templin elected to have the charges against him heard in Open Session. Accordingly, it was announced that the charges against Mr. Templin were dishonesty, including falsification of facts; dereliction of duty, including repeated violation of or refusal to obey applicable policies, rules, and

regulations; and unlawful or immoral conduct, including selling, use, possession, or being under the influence of alcohol or illegal drugs while on duty.

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: 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

*Angie de la Paz vs. Coast Colleges*, Orange County Superior Court Case No. 30-2020-01166473

*Angela Bell vs. Coast CCD*, California Court of Appeal Case No. G060741

*Stanislav Dubrovskiy vs. Coast CCD*, Arbitration

*Stanislav Dubrovskiy vs. Coast CCD*, Public Employment Relations Board Case No. LA-CE-6636-E

*Tom Tran vs. Coast CCD*, Department of Fair Employment and Housing Case No. 2021-05-1359112

*Williams vs. Orange Coast College*, U.S. Office for Civil Rights Case No. 09-21-2357

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

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

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

*Ildfonso 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

*Vincent Martinez vs. Coast CCD*, WCAB Case No. 10547972

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

*Phuong Phan vs. Coast CCD*, WCAB Case No. 15039592

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

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

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

**c. 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  
Dean of Technology
5. Approval of Appointment of Classified Management

6. Approval of Appointment of Classified Staff  
Administrative Assistant I  
Internal Audit Specialist  
Payroll Technician
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  
Manager, Student Equity & Achievement  
Manager, Student Success & Support Programing
11. Ratification of Temporary Out of Class Assignments, Classified Staff  
Grounds & Landscape Specialist  
Maintenance Specialist I
12. Ratification of Project-Specific Assignment, Classified Staff  
Administrative Assistant  
Administrative Assistant II  
Division/Area Office Coordinator  
Emergency Response Coordinator  
IT Cyber Security Analyst  
Maintenance Specialist II  
Maintenance Specialist Team Lead  
Recycling Center Assistant  
Recycling Center Technician

**d. Conference with Labor Negotiator**

Pursuant to *Government Code* Section 54957.6

**District Negotiators:**

Dr. Marco Baeza, Vice Chancellor Human Resources

Dr. Whitney Yamamura, 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),

Classified Managers and Educational Administrators

### **1.05 Reconvene to Open Session**

The meeting was reconvened by Board President Hornbuckle at 5:11 p.m.

### **1.06 Pledge of Allegiance**

Trustee Hornbuckle led the Pledge of Allegiance.

**1.07** General Counsel, Dr. Jack Lipton, reported that there was no action, and the Board would reconvene to closed session at the conclusion of open session.

### **1.08 Public Comment**

There were no requests to address the Board.

## **2.00 Public Hearing**

### **2.01 Public Hearing on Initial Bargaining Proposal from Coast Federation of Educators American Federation of Teachers Local 1911 (CFE) to the Coast Community College District for the 2022-2023 FY**

Members of the public were provided opportunity to comment on the initial bargaining proposal to the Coast Community College District from Coast Federation of Educators American Federation of Teachers Local 1911 (CFE) to re-open negotiations on the following articles of the Parties' collective bargaining agreement for the 2022-2023 fiscal year.

Board President Hornbuckle opened the Public Hearing at 5:13 p.m.

Dr. Marco A. Baeza, Vice Chancellor of Human Resources, reviewed highlights of the proposal.

There were no public comments.

The Public Hearing was closed at 5:16 p.m.

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

### **3.01 Faculty/Student/Program Highlight**

Dr. Erin Craig, Center for Innovation and Learning Coordinator at Golden West College, highlighted the center's goals, work and offerings.

### **3.02 2021-2022 Accolades and Accomplishments**

Erik Fallis, Director of Public Affairs and Marketing, presented districtwide accolades and accomplishments for 2021-2022.

### **3.03 Internal Audit Quarterly Report**

Rachel Snell, Director of Internal Audit, provided a quarterly report of completed projects, ongoing projects and other services.

### **3.04 Board Meeting Dates**

The Board reviewed upcoming meeting dates.

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

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

### **3.06 Board Directives and Reports Log**

The Board reviewed the Board Directives and Reports Log. Trustees Moreno and Parker would review the Code of Ethics Policy and report back at the October 6, 2022 meeting.

### **4.00 Consent Calendar (Items 5.01 - 17.01)**

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

Motion carried with the following vote:

Ayes:	Trustees Hornbuckle, Moreno, Parker, Patterson, Prinsky and Fuentes-Perez
Noes:	None
Abstain:	None
Absent:	None

### **18.00 Discussion Calendar**

### **19.00 Revenue Generating Agreements/Contracts Over \$99,100**

#### **19.01 DIS - Funded Programs**

On a motion by Trustee Prinsky, seconded by Trustee Parker, the Board voted to approve participation in the following funded programs and the contracts or amendments/revisions to contracts.

Coastline Community College received a Rising Scholars Network grant from the California Community Colleges Board of Governors via the California Community Colleges Chancellor's Office. The program served Rising Scholars incarcerated in state and federal prisons by increasing success, retention, graduation, and transfer rates.

**Fiscal Impact:** Coastline Community College received \$480,000 from July 1, 2022, to July 31, 2025. No matching funds required.

Golden West College received a Nursing Enrollment grant from the California Community College Chancellor's Office. The grant increased enrollment in the Associate Degree Nursing Program from 40 to 53 students to help meet the demand; provided student support services and tracking and trending of student successes; continued the integration of NCLEX review for soon-to-be graduates while in the program; and provided diagnostic assessment exams to students eligible to enter the nursing program.

**Fiscal Impact:** Golden West College received \$103,290 from July 1, 2022 - August 30, 2023. No matching funds required.

Orange Coast College received funding for the Title V STEM Academy grant from the U.S. Department of Education, Hispanic-Serving Institutions Program. The program expanded opportunities for Hispanic students and expanded academic offerings, program quality, and institutional stability of the College.

**Fiscal Impact:** Orange Coast College received \$549,432 from October 1, 2022 - September 30, 2023 and a \$2,747,986 from October 1, 2018 - September 30, 2023. No matching funds required.

Motion carried with the following vote:

Ayes:	Trustees Hornbuckle, Moreno, Parker, Patterson, Prinsky and Fuentes-Perez
Noes:	None
Abstain:	None
Absent:	None

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

### **20.01 OCC - Authorization to Conduct Short-term Study Abroad Programs in Baja California Sur, Mexico**

On a motion by Trustee Moreno, seconded by Trustee Parker, the Board voted to authorize two study abroad programs in Baja California Sur, Mexico:

1. February 17-20, 2023. Kelli Elliott, OCC professor, served as faculty
2. March 26 - April 1, 2023. Karen Baker, OCC professor, served as faculty

All logistical arrangements were handled by program service provider Andiamo Travel.

**Fiscal Impact:** \$6,293 for Kelli Elliott and \$6,703 for Karen Baker. The cost was funded by the College and the courses generated FTES.

Motion carried with the following vote:

Ayes: Trustees Hornbuckle, Moreno, Parker, Patterson, Prinsky and Fuentes-Perez  
Noes: None  
Abstain: None  
Absent: None

#### **20.02 OCC - Authorization to Conduct a Short-term Study Abroad Program in Paris, France**

On a motion by Trustee Prinsky, seconded by Student Trustee Fuentes-Perez, the Board voted to authorize a study abroad program in Paris, France from July 1 - 31, 2023. Lia Raileanu, OCC professor, served as faculty. All logistical arrangements were handled by program service provider ACCENT.

**Fiscal Impact:** \$19,094. The cost was funded by the College and the course generated FTES.

Motion carried with the following vote:

Ayes: Trustees Hornbuckle, Moreno, Parker, Patterson, Prinsky and Fuentes-Perez  
Noes: None  
Abstain: None  
Absent: None

#### **20.03 DIS - Ratification of Revised Educational Administrator and Classified Management Job Specifications**

On a motion by Trustee Moreno, seconded by Trustee Parker, the Board voted to ratify the following revised job specifications effective September 21, 2022:

Educational Administrator

- Vice President, Administrative Services

Classified Management

- Controller
- Director, Business Services
- Manager, Board Support Services and Board Secretary

The job specifications were revised to include Enterprise Officer duties.

Motion carried with the following vote:

Ayes: Trustees Hornbuckle, Moreno, Parker, Patterson, Prinsky and Fuentes-Perez  
Noes: None  
Abstain: None  
Absent: None

#### **20.04 DIS - Authorization for Destruction of Internal Audit Records**

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to authorize the destruction of copies of Internal Audit records from various dates between 1998-2021. The records were Class 3 – Disposable.

Motion carried with the following vote:

Ayes:	Trustees Hornbuckle, Moreno, Parker, Patterson, Prinsky and Fuentes-Perez
Noes:	None
Abstain:	None
Absent:	None

## **21.00 Resolutions**

### **21.01 Resolution #22-43 Authorization for Whitney Yamamura, as Agreement Signer, to Enter into Agreements with East West Bank**

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to adopt Resolution #22-43 authorizing Whitney Yamamura, Chancellor, to act as an Agreement Signer between Coast Community College District and East West Bank.

Whitney Yamamura, Chancellor of Coast Community College District, was authorized to enter into any agreements of any nature with East West Bank ("Bank"), including Application and Agreement for Commercial Letter of Credit, Application and Agreement for Irrevocable Standby Letter of Credit and/or Assignment of Deposit Account.

Motion carried with the following vote:

Ayes:	Trustees Hornbuckle, Moreno, Parker, Patterson, Prinsky and Fuentes-Perez
Noes:	None
Abstain:	None
Absent:	None

## **22.00 Approval of Minutes**

### **22.01 DIS - Minutes**

On a motion by Trustee Moreno, seconded by Trustee Patterson, the Board voted to approve the Minutes of the Regular Meeting of September 7, 2022.

Motion carried with the following vote:

Ayes:	Trustees Hornbuckle, Moreno, Parker, Patterson, Prinsky and Fuentes-Perez
Noes:	None
Abstain:	None
Absent:	None



## Recess to Closed Session

The board recesses to Closed Session at 5:42 p.m.

Trustee Parker was excused at 6:05 p.m.

## Reconvene to Open Session

The meeting was reconvened by Board President Hornbuckle at 7:09 p.m.

## Report of Action in Closed Session

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

For **Item 1.04 c. Public Employment**, on a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to approve and ratify the public employment items. (See Appendix pages 11-15)

Motion carried with the following vote:

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

## 23.00 Close of Meeting

### 23.01 Adjournment

The meeting was adjourned in memory of Queen Elizabeth and Chester Wasco at 7:10 p.m.

  
\_\_\_\_\_  
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***

	Pages
Public Employment.....	11-15

## 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 Administrative 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 \$51.789/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered during the 2022-23 academic year.

##### CCC

Ahlman, Mary  
Grozinger, Michelle

##### Discipline

ESL  
ESL

##### GWC

Gagne, Patrick  
Greiner, Katlyn

##### Discipline

Digital Media Arts  
Art

##### OCC

Click, Sean  
Hirsch, Sarah

##### Discipline

English Language Learning  
CHS – Marime4 Activities

#### 3. Ratification of Appointment of Part Time Faculty

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 07/01/22 to 06/30/23:

Mena, Rafael

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

In accordance with Board Policies and Administrative 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>
Carlson, Donald	OCC	Dean of Technology	*10/10/22-06/30/24	OM-001-23

\*Revised Start Date

## 5. Approval of Appointment of Classified Management

In accordance with Board Policies and Administrative 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 Administrative 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>
Chung, Cidney	DIST	Payroll Technician	09/26/22	D-004-23
De La Torre, Maira	DIST	Internal Audit Specialist	10/03/22	D-002-23
Rodriguez, Karen	OCC	Administrative Assistant I	09/26/22	O-019-23
Williams, Curtis	OCC	Educational Technologies Specialist	09/26/22	O-001-23

## 7. Approval of Appointment of Confidential Staff

In accordance with Board Policies and Administrative 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:

### Extension of End Dates for Out of Class Assignments

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Project-Specific Assignment</u>	<u>Extend From</u>	<u>Extend To</u>
Salazar, Felipe	OCC	Manager, Student Success & Support Programing	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22
Sandoval, Maricela	OCC	Manager, Student Equity & Achievement	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22

## 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>
Cuevas Yopez, Osvaldo	OCC	Custodian	Grounds & Landscape Specialist	10/01/22	12/31/22
*Flores, Angel	OCC	Custodian	Grounds & Landscape Specialist	10/01/22	12/31/22
*Pacheco Jeronimo, Arturo	OCC	Custodian	Maintenance Specialist I	10/01/22	12/31/22
Perez, Virgil	OCC	Custodian	Grounds & Landscape Specialist	10/01/22	12/31/22
*Rios Aguilar, Eusebio	OCC	Custodian Senior	Grounds & Landscape Specialist	10/01/22	12/31/22

\*Work Experience Program

## 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>
Bryan, Eric	OCC	Recycling Center Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/22	09/30/22
Lam, Kelly	OCC	Administrative Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/22	09/30/22
Stiles, Leo	OCC	Recycling Center Technician	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/22	09/30/22

### Extension of End Dates for Out of Class Special Assignments

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Project-Specific Assignment</u>	<u>Extend From</u>	<u>Extend To</u>
Bryan, Eric	OCC	Recycling Center Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22
Cutting, Kristopher	OCC	Emergency Response Coordinator	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22
Elam, Dustin	OCC	Maintenance Specialist II	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22
Gorman, Daniel	DIST	IT Cyber Security Analyst	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22

Hernandez, Laura	GW C	Administrative Assistant II	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22
Kiefer, Jill	GW C	Division/Area Office Coordinator	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22
Lam, Kelly	OCC	Administrative Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22
Salgado, Arturo	OCC	Maintenance Specialist Team Lead	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22
Stiles, Leo	OCC	Recycling Center Technician	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22
Topete, Ruben	OCC	Maintenance Specialist II	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	10/01/22	12/31/22