

REGULAR MEETING MINUTES*

Board of Trustees Coast Community College District

Board Room

Wednesday, April 19, 2023

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 April 19, 2023 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
Student Trustee Bruning joined the meeting at 5:00 p.m.

Trustees Absent: None

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 at 4:02 p.m. 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

Veronica Arend vs. Coast CCD et al., Orange County Superior Court Case No. 30-2022-01282583
Crispina Barrita vs. Coast CCD, Orange County Superior Court Case No. 30-2022-01298015
Angela Bell vs. Coast CCD, Orange County Superior Court Case No. 30-2021-01184221
Coast CCD vs. Jaguar Lai, Orange County Superior Court Case No. 30-2023-01314430
Angie de la Paz vs. Coast Colleges, Orange County Superior Court Case No. 30-2020-01166473
Stanislav Dubrovskiy vs. Coast CCD, Arbitration
Stanislav Dubrovskiy vs. Coast CCD, Public Employment Relations Board Case No. LA-CE-6636-E
Dana Emerson vs. Coast CCD, Orange County Superior Court Case No. 30-2022-01285549

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
Rafael Herrera vs. Coast CCD, WCAB Case No. 17377894
Vincent Martinez vs. Coast CCD, WCAB Case No. 10547972
Elizabeth Ann Myers vs. Coast CCD, WCAB Case No. 12704896
Stephen O'Connor vs. Coast CCD, WCAB Case No. 17191697
Thai Pham vs. Coast CCD, WCAB Case No. 11064970
Puong Phan vs. Coast CCD, WCAB Case No. 15039592

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 Institutional Research
5. Approval of Appointment of Classified Management
6. Approval of Appointment of Classified Staff
Administrative Clerk
Dispatcher
Grants Fiscal & Administrative Specialist
Grounds & Landscape Specialist
Instructional Associate
IT Business Process Analyst
Student Life & Leadership Specialist

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
12. Ratification of Project-Specific Assignment, Classified Staff
 - Administrative Assistant
 - Instructional Assistant
 - Instructional Assistant- Biology

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 Federation of Educators/American Federation of Teachers (CFE/AFT)

Coast Community College Association-California Teachers Association/

National Education Association (CCCA-CTA/NEA)

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 5:06 p.m.

1.06 Pledge of Allegiance

Trustee Moreno led the Pledge of Allegiance.

1.07 Report of Action in Closed Session

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

For **Item 1.04 c. Public Employment**, on a motion by Trustee Moreno, seconded by Trustee Parker, the Board voted to approve and ratify the public employment items.

(See Appendix pages12-15)

Motion carried with the following vote:

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

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

23-1 Coastline Counselor Evaluation - Miscione
23-CG1 GWC Assistant Director of Nursing 23-24
23-CG2 GWC Title V Grant Project STEM Director 23-24
23-CG3 GWC Distance Education Coordinator 23-24
23-CG4 GWC Distance Education Faculty Training Coordinator 23-24
23-CG5 GWC OER Coordinator 23-24
23-CG6 GWC Center for Innovation and Learning 23-24
23-CG7 Umoja Coordinator - 23-24
23-CG8 CBE Coordinator 23-24
23-CG9 SLO Coordinator 23-24

Motion carried with the following vote:

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

1.08 Public Comment

Charles Young addressed the Board.

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

2.01 Acceptance of Retirements

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

Laurie Camody, Division/Area Office Coordinator, GWC, Retirement Effective May 22, 2023

2.02 OCC Faculty/Student/Program Highlight

Steve Tamanaha, Dean of Student Success & Support and Maricela Sandoval, Student Equity Manager at Orange Coast College highlighted the Pirates' Cove Basic Needs Center.

2.03 Measure M Citizens' Oversight Committee Annual Report

Diana Carey, Measure M Citizens' Oversight Committee Chair, presented the Measure M Citizens' Oversight Committee Annual Report for FY 2021-22. The report was authorized by the Committee to be developed and delivered to the Trustees in advance of the June Measure M meeting when it would be ratified.

2.04 Board Meeting Dates

The Board reviewed upcoming meeting dates.

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

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

2.06 Board Directives and Reports Log

The Board reviewed the Board Directives and Reports Log.

3.00 Consent Calendar (Items 4.01 - 16.01)

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 Bruning
Noes:	None
Abstain:	None
Absent:	None

17.00 Discussion Calendar

18.00 Approval of Standard Agreements in Excess of \$109,300

18.01 DIS - Standard Independent Contractor Agreement with Glacier Communications Inc.

On a motion by Trustee Parker, seconded by Trustee Prinsky, the Board voted to approve the Standard Independent Contractor Agreement with Glacier Communications Inc.

Glacier Communications provided advertising services to the Coast Community College District and its colleges.

Term: April 20, 2023 – June 30, 2024

Fiscal Impact: NTE \$333,300 paid with Districtwide marketing funds.

Motion carried with the following vote:

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

18.02 DIS - Standard Architectural Services Agreement with tBP Architecture

On a motion by Trustee Moreno, seconded by Trustee Parker, the Board voted to approve the standard architectural services agreement with tBP Architecture.

tBP Architecture provided design services to replace deteriorated wood framing of the roof canopies and replace the existing HVAC Systems at Buildings 12 and 13 as well as site landscaping plans. Additionally, tBP Architecture developed and maintained documents necessary to bid, construct, and close out the project.

Term: April 20, 2023 – April 20, 2024

Fiscal Impact: \$207,050 paid with OCC Scheduled Maintenance Funds.

Motion carried with the following vote:

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

19.00 Ratification/Approval of General Items of Business

19.01 GWC - Approval of Golden West College Cosmetology Program Client Services Fee Increase

On a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to approve the Golden West College client services fee increases.

The Cosmetology Program proposed increases to client services fees to better reflect the actual cost of the services offered. Proposed fees were lower than competitors.

Fiscal Impact: No cost to the District.

Motion carried with the following vote:

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

19.02 DIS - Approval of Educational Administrator Employment Agreement (Sosenko, Lauren, GWC)

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to approve the employment agreement with Lauren Sosenko as Dean of Institutional Research at Golden West College at an annual salary of \$162,227, commencing on May 8, 2023 and ending on June 30, 2025.

Motion carried with the following vote:

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

19.03 DIS - Approval of Interim Executive Educational Administrator Employment Agreement for Interim President of Golden West College

On a motion by Trustee Moreno, seconded by Trustee Parker, the Board voted to approve the Interim Executive Educational Administrator Employment Agreement for Meridith Randall, Interim President of Golden West College, commencing on April 20, 2023 and ending on June 30, 2023 with a prorated salary of \$ \$69,482.35, prorated monthly doctoral stipend of \$250, and a prorated monthly mileage stipend of \$290.

Motion carried with the following vote:

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

19.04 DIS - Bid Tabulations and Award of Contract for Coastline College Westminster Campus Roofing and Walkway Project; Bid No. 2184

On a motion by Trustee Parker, seconded by Trustee Moreno, the Board voted to award the Standard Contractor Services Agreement for Bid No. 2184 to Courtney Inc, the lowest responsive and responsible bidder.

Coastline College sought contractor services to perform restoration services of roof and concrete systems installed over various areas at the Westminster campus. Completion of the work included installing new roof hatches and the rehabilitation of the singly ply roof membrane for added weather protection.

Notices were published in the Daily Pilot on March 1, 2023, and March 8, 2023. Additionally, notices were sent out to 94 vendors using the Planet Bids portal. An onsite job walk was conducted on March 9, 2023, and three bids were received and opened on March 23, 2023.

The bid results were as follows:

<u>Bid Received From:</u>	<u>Total Bid:</u>
Courtney Inc	\$372,000
16781 Millikan Avenue	
Irvine, California 92606	
Best Contracting Services, Inc	\$389,499
Chapman Coast Roof Co., Inc	\$526,733

Term: April 20, 2023 – June 4, 2023

Fiscal Impact: \$372,000 which included \$20,000 in project allowance paid with Coastline College FY21-22 Scheduled Maintenance Funds

Motion carried with the following vote:

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

20.00 Resolutions

20.01 Resolution #23-23 Authorization to Purchase Energy Efficient LED Light Retrofitting for the Golden West College Tennis Courts and Maintenance Yard

On a motion by Trustee Moreno, seconded by Trustee Patterson, the Board voted to adopt Resolution #23-23 authorizing the purchase of materials and labor from GONLED to retrofit lighting fixtures at the Golden West College Tennis Courts and Maintenance Yard with energy efficient LED bulbs.

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. Approval of the resolution authorized the purchase of all necessary materials and installation labor.

Fiscal Impact: \$142,709.89 paid with Golden West College Scheduled Maintenance Funds.

Motion carried with the following vote:

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

21.00 Policy Approval/Procedure Ratification

21.01 DIS - Board Policies for Approval and Administrative Procedures for Ratification

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

Chapter 5. Student Services

BP 5030 Fees

AP 5030 Fees

BP 5420 Associated Students' Finance

AP 5420 Associated Students' Finance

BP 5905 Student Clubs and Organizations

Chapter 6. Business and Fiscal Affairs

BP 6340 Bids and Contracts

AP 6340 Bids and Contracts

BP 6620 Naming of Facilities and Properties

AP 6620 Naming of Facilities and Properties

BP 6750 Parking and Traffic

AP 6750 Parking and Traffic

Motion carried with the following vote:

Ayes:	Trustees Hornbuckle, Moreno, Parker, Patterson, Prinsky and Bruning
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 following meetings:

March 24, 2023 Special Meeting
April 4, 2023 Regular Meeting

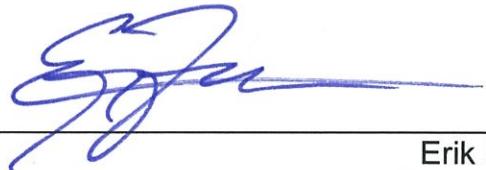
Motion carried with the following vote:

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

23.00 Close of Meeting

23.01 Adjournment

The meeting was adjourned in memory of Jean Watt, Ronda Rodgers, Worth Keene and Faye Eccles at 6:03 p.m.



Erik Fallis
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.....	12-15

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
Ceralde-Elson, Cheryl
Cordovil, Heather
Kim, So Yeon

Discipline

ESL
ESL
Strength and Conditioning
ESL

GWC

Switzer-Parkinson, Barbara

Discipline

Nursing

OCC

Hurt, Rodney
Rosendo, Maribel
Sabine-Wolf, Kerri

Discipline

Hospitality, Travel & Tourism
Culinary Arts
Art

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 AJ salary schedule. Assignments are for the period 07/01/22 to 06/30/23:

Curry, Floyd

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>
Sosenko, Lauren	GWC	Dean of Institutional Research	05/08/23-06/30/25	GM-003-23

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:

<u>Name</u>	<u>LOC</u>	<u>Title</u>	<u>Start Dt</u>	<u>Vacancy #</u>
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>
Barerra, Sheryl	GWC	Dispatcher	04/24/23	G-021-23
deFries Anderson, Alexis	GWC	Instructional Associate	05/01/23	G-025-23
Lopez, Ashley	CCC	Grants Fiscal & Administrative Specialist	04/20/23	C-008-23
Ochoa, Lizeth	CCC	Administrative Clerk	04/20/23	C-012-23
Parsons, Jason	DIST	IT Business Process Analyst	05/01/23	D-011-23
*Ramirez, Christiaan	OCC	Grounds & Landscape Specialist	04/24/23	O-015-23
Smallshaw, Stephanie	OCC	Student Life & Leadership Specialist	05/01/23	O-044-23

*Revised start date from 04/04/23 Board Agenda

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:

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:

None

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>
Wang, Michelle	OCC	Administrative Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/03/23	04/18/23

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>
Barba, Nakia	OCC	Instructional Assistant-Biology	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	01/01/23	03/31/23
Cutting, Kristopher	OCC	Emergency Response Coordinator	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/01/23	04/30/23
Dann, Heather	GWC	Administrative Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	04/01/23	06/30/23

Pham, Duy	OCC	Instructional Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	05/01/23	06/30/23
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