

REGULAR MEETING MINUTES*

Board of Trustees Coast Community College District

Board Room

Wednesday, August 16, 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 August 16, 2023 in the Board Room the District Office 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 4:02 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 4:04 p.m. to discuss the following:

a. Public Employee Performance Evaluation

Pursuant to *Government Code* § 54957

Position: Chancellor

b. Public Employee Discipline/Dismissal/Release

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

c. Conference with Legal Counsel: Anticipated Litigation

Potential initiation of litigation pursuant to sub-section "d-4" of *Government Code* § 54956.9: One case

d. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-sections "d-2" and "e-3" of *Government Code* § 54956.9

Two Cases: Claim by Nancy Gruber and Claim by Frank Gruber

e. Conference with Legal Counsel: Existing Litigation

Pursuant to sub-section "d-1" of *Government Code* § 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

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

Elaine Folayan vs. Coast CCD, Orange County Superior Court Case No. 30-2023-01322946

Orange County Choppers Design Properties, LLC vs. Coast CCD, U.S. Trademark Trial and Appeal Board Cancellation No. 92082762

Louis Tran vs. Coast CCD et al., Orange County Superior Court Case No. 30-2023-01336537

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

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

Beatriz Cruz vs. Coast CCD, WCAB Case No. 17668214

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

Francisco Fonseca, Sr. vs. Coast CCD, WCAB Case No. 7699536

Maria Garcia vs. Coast CCD, WCAB Case No. 17640505

Constance George vs. Coast CCD, WCAB Case No. 9152145

Rafael Herrera vs. Coast CCD, WCAB Case No. 17377894

Eustorgia Leon vs. Coast CCD, WCAB Case No. 17773138

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

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

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
Acting Dean, Enrollment Services
5. Approval of Appointment of Classified Management
6. Approval of Appointment of Classified Staff
Administrative Clerk
Counseling Technician
Division/Area Office Coordinator
IT Applications Developer
IT User Support Technician Senior
7. Approval of Appointment of Confidential Staff
8. Approval of Reclassification and Reorganization/Reassignment, Classified Staff
Instructional Load & Pay Analyst
IT User Support Analyst (Transformation)
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
Administrative Assistant II
12. Ratification of Project-Specific Assignment, Classified Staff
IT User Support Analyst
Public Safety Operations Coordinator
Recycling Center Assistant

g. Conference with Labor Negotiator

Pursuant to *Government Code* § 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 5:02 p.m.

1.06 Pledge of Allegiance

Trustee Parker 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. Conference with Legal Counsel: Anticipated Litigation**, on a motion by Trustee Moreno, seconded by Trustee Parker, the Board voted to initiate litigation. After the litigation is commenced, the identity of the defendant/respondent shall be disclosed upon inquiry so long as such disclosure will not jeopardize the District's ability to effectuate service of process, pursuant to the Brown Act, *Government Code* Section 54957.1(a)(2).

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 Legal Counsel: Anticipated Litigation**, on a motion by Trustee Prinsky, seconded by Trustee Patterson, the Board voted to reject the claims of Nancy Gruber and Frank Gruber.

Motion carried with the following vote:

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

For **Item 1.04 f. Public Employment**, on a motion by Trustee Prinsky, seconded by Trustee Parker, the Board voted to approve and ratify the public employment items as revised.
(See Appendix)

Motion carried with the following vote:

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

The Board took the following action in Closed Session on July 19, 2023 which could now be reported: For **Item 1.04 a. Public Employee Discipline/Dismissal/Release**, on a motion by Trustee Moreno, seconded by Trustee Parker, the Board voted to terminate the employment of a Classified employee.

Motion carried with the following vote:

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

1.08 Public Comment

Fred Smoller and 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:

Yen Luong, Financial Aid Specialist, OCC, Retirement Effective September 30, 2023

On a motion by Trustee Prinsky, seconded by Trustee Parker, the Board voted to accept the retirement.

Motion carried with the following vote:

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

2.02 Workers' Compensation Self-Insured Open Claims Annual Status Report

Jerry Marchbank, Senior Director, Facilities Planning and Construction, provided the Coast Community College District Workers' Compensation Self-Insured Open Claims Annual Status Report.

2.03 Annual Report on Risk Management and Insurance

Jerry Marchbank, Senior Director, Facilities Planning and Construction, provided the Coast Community College District Annual Report on Risk Management and Insurance.

2.04 Title IX Reports

Andreea Serban, Vice Chancellor of Educational Services and Rachel Snell, Internal Audit Director, provided a report on the administration of Title IX at the District and the Colleges.

2.05 Board Meeting Dates

The Board reviewed upcoming meeting dates.

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

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

2.07 Board Directives and Reports Log

The Board reviewed the Board Directives and Reports Log.

3.00 Consent Calendar (Items 4.01 - 17.01)

The following items were pulled for discussion:

9.01 GWC - Non-Standard Amendment #1 to Master Service Agreement, Participation Authorization Form with National Student Clearinghouse

9.02 GWC - Non-Standard Memorandum of Understanding with United States Veterans Initiative

14.01 DIS - Personnel

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

Motion carried with the following vote:

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

Following discussion, on a motion by Trustee Moreno, seconded by Trustee Parker, the Board voted to approve item 9.01 GWC - Non-Standard Amendment #1 to Master Service Agreement, Participation Authorization Form with National Student Clearinghouse.

Motion carried with the following vote:

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

Following discussion, on a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve item 9.02 GWC - Non-Standard Memorandum of Understanding with United States Veterans Initiative.

Motion carried with the following vote:

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

Trustee Parker recused herself due to conflict and left the dais during consideration of item 14.01. Following discussion, on a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve item 14.01 DIS - Personnel.

Motion carried with the following vote:

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

18.00 Discussion Calendar

19.00 Ratification/Approval of General Items of Business

19.01 OCC - Ratification of Non-Standard Master Service Agreement with Liaison International LLC

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to ratify the Master Service Agreement with Liaison International LLC.

The Master Service Agreement with Liaison International LLC was for purchasing email design/campaign for OCC's CRM system.

Term: August 1, 2023 - July 31, 2024

Fiscal Impact: \$44,750 flat fee. Paid with Enrollment and Retention funds.

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 Second Amendment to Interim Executive Educational Administrator Employment Agreement (Meridith Randall, GWC)

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to approve the Second Amendment to the Interim Executive Educational Administrator Employment Agreement for Meridith Randall, Interim President of Golden West College, extending her contract term from July 1, 2023 and ending on December 31, 2023 with a monthly salary of \$22,896.25, monthly doctoral stipend of \$250, and a 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

19.03 DIS - Approval of Acting Educational Administrator Employment Agreement (Roslyn Haley, GWC)

On a motion by Trustee Parker, seconded by Trustee Moreno, the Board voted to approve the employment agreement with Roslyn Haley as Acting Dean of Enrollment Services at Golden West College at a daily rate of \$903.13 and an additional monthly doctoral stipend of \$250 commencing August 17, 2023 and ending on December 31, 2023.

Motion carried with the following vote:

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

20.00 Approval of Minutes

20.01 DIS - Minutes

On a motion by Trustee Moreno, seconded by Trustee Parker, the Board voted to approve the Minutes of the following meetings:

August 2, 2023 Special Meeting
August 2, 2023 Regular Meeting

Motion carried with the following vote:

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

Recess to Closed Session

The Board recessed to Closed Session at 6:00 p.m.

Reconvene to Open Session

The Board reconvened to Open Session at 6:59 p.m.

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 Moreno, seconded by Trustee Parker, the Board voted to respond to the cancellation petition filed by Orange County Choppers Design Properties.

Motion carried with the following vote:

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

For **Item 1.04 g. Conference with Labor Negotiator**, on a motion by Trustee Parker, seconded by Trustee Moreno, the Board voted to ratify Memorandum of Understanding #23-2 Coastline College Area Facilitator – Payroll Agreement with Coast Federation of Classified Employees.

Motion carried with the following vote:

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

For **Item 1.04 g. 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:

#22-8 Article VIII. Evaluation of Faculty Members (revised)

#23-3 Clinical Coordination Compensation for Responsibilities Outside the Fall and Spring Semesters 2022-2023

#23-CO1 Orange Coast College Institutional Effectiveness Coordinators (revised)

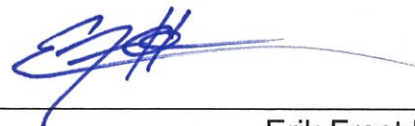
Motion carried with the following vote:

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

21.00 Close of Meeting

21.01 Adjournment

The meeting was adjourned at 7:01 p.m. in memory of those lost and suffering in Maui and in honor of the first responders working tirelessly on search and recovery efforts.



Erik Frost Hollins
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

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.

OCC

Komatovich, Angelina

Discipline

Marine Science

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 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>
Haley, Roslyn	GWC	Acting Dean, Enrollment Services	08/17/23-12/31/23	GM-004-24

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>
Arinaga, Luis	CCC	Counseling Technician (SEA)	08/21/23	D-006-24
*Cardiel, Nicholas	GWC	Administrative Clerk, 47.5% FTE	08/07/23	G-001-24
Nguyen, Samantha	GWC	Division/Area Office Coordinator	08/17/23	G-003-23
Nguyen, Preciado, Stephani	OCC	Public Relations Specialist	09/25/23	O-14-24
**Sultana, Sazedah	CCC	IT Applications Developer	09/05/23	C-001-24
Willette, Stephen	DIST	IT User Support Technician Senior	09/05/23	D-004-24

*Revised start date from 08/02/23 Board Agenda

**Revised start date from 07/19/23 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:

Reorganization

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Han, Annie	OCC	Instructional Support Specialist	Instructional Load & Pay Analyst	08/01/23

Reassignment

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Ramirez, Ivannia	DIST	IT User Support Analyst (Sustainment)	IT User Support Analyst (Transformation)	09/18/23

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

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

None

10. Ratification of Project-Specific Assignment, Classified Management

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

None

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

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

<u>Name</u>	<u>LOC</u>	<u>From</u>	<u>To</u>	<u>Start Dt</u>	<u>End Dt</u>
Phonsiri, Stephanie	OCC	Administrative Assistant	Administrative Assistant II	07/24/23	11/30/23

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>
Tswei, Daniel	DIST	IT User Support Analyst	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	09/11/23	12/31/23

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>
Bryan, Eric	OCC	Recycling Center Assistant	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/23	09/30/23
Nguyen, Annie	GWC	Public Safety Operations Coordinator	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days.	07/01/23	09/30/23