

# **REGULAR MEETING MINUTES\***

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

**Board Room**

**Wednesday, September 20, 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 September 20, 2023 in the Board Room of the District Office, 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* § 54957(b)(1)

##### **b. Conference with Legal Counsel: Anticipated Litigation**

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

One Case: Claim by Julianna Hallsted

**c. 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  
*Coast CCD vs. Talon Brunelle*, Orange County Superior Court Case No. 30-2023-01341701  
*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  
*Rafael Herrera vs. Coast CCD*, WCAB Case No. 17377894  
*Eustorgia Leon vs. Coast CCD*, WCAB Case No. 17773138  
*Elizabeth Ann Myers vs. Coast CCD*, WCAB Case No. 12704896  
*Stephen O'Connor vs. Coast CCD*, WCAB Case No. 17191697  
*Phuong Pham vs. Coast CCD*, WCAB Case No. 15039592  
*Thai Pham vs. Coast CCD*, WCAB Case No. 11064970

**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  
Accounting Analyst Senior  
Administrative Clerk  
IT Technical Solutions Engineer
7. Approval of Appointment of Confidential Staff
8. Approval of Reclassification and Reorganization/Reassignment, Classified Staff  
Facilities System Specialist  
Independent Instructional Support Specialist  
Program Facilitator- Global Engagement
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  
Maintenance Specialist II  
Recycling Center Technician

**e. Conference with Labor Negotiator**

Pursuant to *Government Code* § 54957.6

District Negotiators:

Dr. Whitney Yamamura, Chancellor

Marlene Drinkwine, Vice Chancellor Finance and Administrative Services

Crystal Crane, Executive Director Human Resources (for CCCA-CTA/NEA)

Employee Groups:

Coast Federation of Classified Professionals (CFCP)

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 5:08 p.m.

**1.06 Pledge of Allegiance**

Trustee Prinsky 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 b. Conference with Legal Counsel: Anticipated Litigation**, on a motion by Trustee Patterson, seconded by Trustee Prinsky, the Board voted to deny the claim of Julianna Hallsted.

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

Motion carried with the following vote:

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

For **Item 1.04 e. Conference with Labor Negotiator**, on a motion by Trustee Parker, seconded by Trustee Prinsky, the Board voted to ratify Memorandum of Understanding 23-3 Dues Deduction with Coast Federation of Classified Professionals.

Motion carried with the following vote:

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

## **1.08 Public Comment**

Linda Nguyen and Charles Young addressed the Board.

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

## **2.01 Golden West College Program Highlight**

Instructors John Kasabia and Mike Russell highlighted the Golden West College Automotive Technology Program.

## **2.02 2022-2023 Accolades and Accomplishments**

Erik Frost Hollins, Director of Public Affairs and Marketing, provided a report recognizing districtwide accolades and accomplishments for 2022-2023.

## **2.03 Internal Audit Quarterly Report**

Rachel Snell, Director of Internal Audit, provided a quarterly report of projects completed, projects in progress, other services provided and a revision to the Strategic Audit Plan.

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to approve the revised 2023-2024 Internal Audit Strategic Work Plan.

Motion carried with the following vote:

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

## **2.04 The Economic Value of the Coast Community College District**

Dr. Andreea Serban, Vice Chancellor of Educational Services and Technology, presented the economic impact study of the Coast Community College District prepared by Lightcast.

## **2.05 Approach and Timeline for Conducting the Board Self Evaluation**

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to approve the evaluation instruments and timeline for conducting the Board Self-Evaluation, and to appoint Trustees Moreno and Parker to draft the 2023-2025 Board Goals.

The Board conducted a self-evaluation during fall of each odd numbered year. Draft survey instruments and the following timeline were presented:

- September 20, 2023 Board meeting – finalize/approve survey instruments,
- Deploy the online survey to all employees no later than September 25, 2023 with a deadline to complete of October 13, 2023,
- Deploy the online survey to all Board members no later than September 25, 2023 with a deadline to complete of October 13, 2023,

- District Research, Planning and Institutional Effectiveness prepares reports of survey results by October 18, 2023,
- Board discuss survey results at the November 1, 2023 meeting and, if needed, continues discussion at the November 15, 2023 meeting,
- Board discuss the status of the Board goals for 2022-23 and considers establishing new Board goals for 2023-25 at the November 1, 2023 meeting and, if needed, continues discussion at the November 15, 2023 meeting.

Motion carried with the following vote:

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

## **2.06 Board Meeting Dates**

The Board reviewed upcoming meeting dates.

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

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

## **2.08 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 Parker, seconded by Trustee Moreno, 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 Revenue Generating Agreements/Contracts Over \$109,300**

## 18.01 DIS - Funded Programs

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

Coastline College received a grant from the California Community Colleges Chancellor's Office for the California Apprenticeship Initiative New and Innovative Grant Program. The purpose of this program was to complete the planning processes necessary to register at least one, but potentially several, apprenticeship programs or pre-apprenticeship programs with the Division of Apprenticeship Standards.

**Fiscal Impact:** Coastline Community College received \$110,000 from July 1, 2023, to December 31, 2024. No matching funds required.

Coastline College received a grant from the California Community Colleges Board of Governors for the UMOJA Campus Programs. The purpose of the program was to promote student services and improved student life outcomes for all students through a curriculum that is responsive to the legacy of the African American Diasporas.

**Fiscal Impact:** Coastline Community College received \$205,829.04 from June 1, 2023, to June 30, 2025. No matching funds required.

Golden West College received a revision to the funding for the Mathematics, Engineering, and Science Achievement (MESA) Program from the California Community Colleges Chancellor's Office. The purpose of the grant was to build a sustainable program that will offer students a pathway to majors in Mathematics, engineering, science, and technology, while providing opportunities for students to engage in enriching activities that facilitate and encourage academic and career success. The grant term was corrected to start on January 1, 2023, and end on July 31, 2027. All other terms remained unchanged.

**Fiscal Impact:** Golden West College receives \$1,552,039 from January 1, 2023, to July 31, 2027. No matching funds required.

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 DIS - Ratification of Non-Standard Program Agreement with Mater Dei High School

On a motion by Trustee Moreno, seconded by Trustee Prinsky, the Board voted to ratify the Program Agreement with Mater Dei High School.

The Program Agreement established a partnership between Orange Coast College and Mater Dei High School. OCC offered a DANC 203 Performing Dance Ensemble class on the Mater Dei High School campus during the fall 2023 semester and provided Mater Dei High School free access to the Robert B. More Theatre from January 15- 20, 2024 for two dance concerts and dress rehearsal related to the class.

**Fiscal Impact:** OCC generated revenue through apportionment to offset the costs.

Motion carried with the following vote:

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

#### **19.02 DIS - Ratification of Revised Classified Manager Job Specification**

On a motion by Trustee Parker, seconded by Trustee Prinsky, the Board voted to ratify the revised Classified Manager job specification for the Director, Student Life and Leadership Development, effective September 20, 2023.

Motion carried with the following vote:

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

#### **19.03 DIS - Ratification of Job Description for Recruitment of President, Golden West College**

On a motion by Trustee Prinsky, seconded by Trustee Moreno, the Board voted to ratify the revised job description for the recruitment of President, Golden West College, effective September 20, 2023.

Motion carried with the following vote:

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



**19.04 DIS - Approval of Acting Educational Administrator Employment Agreement (Daniel Johnson, GWC)**

On a motion by Trustee Parker, seconded by Trustee Moreno, the Board voted to approve the Acting Employment Agreement with Daniel Johnson as Acting Dean, Math & Science at Golden West College at a daily rate of \$810.27, plus longevity pay of \$166.66/month, commencing on August 22, 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  |

**19.05 DIS - Approval of Acting Executive Educational Administrator Employment Agreement for Acting Vice Chancellor of Human Resources**

On a motion by Trustee Moreno, seconded by Trustee Patterson, the Board voted to approve the Acting Executive Educational Administrator Employment Agreement for Ryan Cox, Acting Vice Chancellor of Human Resources, commencing on September 15, 2023, with daily rate of \$1,272 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  |

**19.06 DIS - Approval of Amendment to Educational Administrator Employment Agreement (Shannon Quihuiz, OCC)**

On a motion by Trustee Parker, seconded by Trustee Prinsky, the Board voted to approve the employment agreement amendment with Shannon Quihuiz, revising her position title to Dean, Student Relations & Title IX and revising her annual salary to \$207,167 effective September 1, 2023.

Motion carried with the following vote:

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

#### **19.07 DIS - Approval of Amendment to Chancellor Employment Agreement for Dr. Whitney I. Yamamura**

On a motion by Trustee Moreno, seconded by Student Trustee Bruning, the Board voted to approve the Amendment to the Chancellor Employment Agreement for Dr. Whitney I. Yamamura to extend the term to June 30, 2025 and to extend the automobile stipend, business expense, and housing allowance.

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 Regular Meeting of September 6, 2023.

Motion carried with the following vote:

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

#### **21.00 Close of Meeting**

##### **21.01 Adjournment**

The meeting was adjourned in memory of Justin Quecke and Dick Romine at 6:18 p.m.

  
Julie Clevenger  
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 Chancellor 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:

| Name        | LOC | Title                               | Start Date | Vacancy # |
|-------------|-----|-------------------------------------|------------|-----------|
| Lee, Robert | OCC | Instructor, Aviation<br>Maintenance | 09/21/23   | 18-O-23   |

#### **2. Ratification of Appointment of Substitutes, Academic Staff**

##### Part Time Faculty Substitutes

It is recommended by the Chancellor 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 \$56.046/hr based on the part-time faculty daily miscellaneous teaching rate for services rendered during the 2023-24 academic year.

##### CCC

Cobb, Tonya  
Fauce, Steve  
Hong, Andrew  
Morehouse, Karen  
Pieri, Glenna

##### Discipline

ESL  
Biological Sciences  
ESL  
English  
Political Science

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

It is recommended by the Chancellor 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 Chancellor 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.

| Name      | LOC  | Position                                | Start Date |
|-----------|------|---|------------|
| Cox, Ryan | DIST | Acting Vice Chancellor, Human Resources | 09/15/23   |

## 5. Approval of Appointment of Classified Management

In accordance with Board Policies and Administrative Procedures, the following Classified Management are recommended by the Chancellor 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 Chancellor 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> |
|-------------------|------------|---------------------------------|-----------------|------------------|
| Pasillas, Gabriel | DIST       | IT Technical Solutions Engineer | 09/21/23        | D-003-24         |
| *Romero, Claudia  | GWC        | Administrative Clerk            | 09/11/23        | G-010-24         |
| Tran, Tuongvan    | OCC        | Accounting Analyst Senior       | 09/25/23        | O-018-24         |

\*Revised start date from 09/06/23 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 Chancellor that the following changes for Classified Staff be ratified:

### Reorganization/Reassignment

| <u>Name</u>         | <u>LOC</u> | <u>From</u>                   | <u>To</u>                                    | <u>Effective</u> |
|---------------------|------------|-------------------------------|--|------------------|
| Bennett, Forrest    | GWC        | Energy Management Coordinator | Facilities System Specialist                 | 12/01/22         |
| Bitar, Mirna        | GWC        | Student Services Specialist   | Program Facilitator- Global Engagement       | 07/01/22         |
| Nguyen, Thu K       | OCC        | Instructional Associate       | Independent Instructional Support Specialist | 07/01/22         |
| Pepic Koubati, Amra | OCC        | Instructional Associate- DSPS | Independent Instructional Support Specialist | 07/01/22         |

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

It is recommended by the Chancellor that the following changes for Classified Management working temporarily Out of Class be ratified:

None

#### 10. Ratification of Project-Specific Assignment, Classified Management

It is recommended by the Chancellor that the following changes for Classified Management working in a Project-Specific Assignment be ratified:

None

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

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

##### 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> |
|---------------|------------|-----------------------------|--|--------------------|------------------|
| Stiles, Leo   | OCC        | Recycling Center Technician | Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days. | 07/01/23           | 09/15/23         |
| Topete, Ruben | OCC        | Maintenance Specialist II   | Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days. | 07/01/23           | 09/30/23         |