

REGULAR MEETING MINUTES*

Board of Trustees Coast Community College District

Board Room

Wednesday, March 20, 2024

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 March 20, 2024 in the District Office Board Room at 1370 Adams Avenue, Costa Mesa, CA.

1.00 Preliminary Matters

1.01 Call to Order

Board President Prinsky 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 Bruning

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

Claim by Marco Baeza

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

Marco Baeza vs. Coast CCD, California Civil Rights Department Case No. 2023-10-224560325

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

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

Velvet Miscione vs. Coast CCD, Public Employment Relations Board Case No. LA-CE-6860-E

Velvet Miscione vs. Coast CCD, California Civil Rights Department Case No. 2023-09-30020

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

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. Approval of Appointment of Educational Administrators
3. Approval of Appointment of Classified Management
4. Approval of Appointment of Classified Staff
 - Custodian
 - Instructional Load and Pay Analyst
 - IT User Support Technician
 - Outreach Specialist- General

Student Services Specialist Senior
Training and Development Specialist

5. Approval of Appointment of Confidential Staff
6. Ratification of Appointment of Substitute, Faculty
7. Ratification of Appointment of Part-Time Faculty
8. Ratification of Temporary Out of Class Assignments, Classified Staff
9. Ratification of Project-Specific Assignment, Classified Staff
Division/Area Office Coordinator

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 Prinsky at 5:07 p.m.

1.06 Pledge of Allegiance

Trustee Patterson 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:

1.04 b. Conference with Legal Counsel: Anticipated Litigation

The Board voted to deny the claim filed by Marco Baeza.

Motion by Trustee Hornbuckle, Second by Trustee Parker

Carried with the following vote:

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

1.04 c. Conference with Legal Counsel: Existing Litigation

The Board voted to respond to the discrimination complaint filed by Marco Baeza with the California Civil Rights Department.

Motion by Trustee Hornbuckle, Second by Trustee Moreno

Carried with the following vote:

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

Item 1.04 d. Public Employment

The Board voted to approve and ratify the public employment items. (See Appendix)

Motion by Trustee Hornbuckle, Second by Trustee Moreno

Carried with the following vote:

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

1.08 Public Comment

Marc Kepler and Rob Schneiderman addressed the Board.

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

2.01 Coastline College Program Highlight

Dr. Deborah Henry and Dr. Tanya Hoerer presented highlights of the Coastline College John Stauffer Human Anatomy Suite Program.

2.02 Annual Emergency Management (Disaster Preparedness) Report

Jerry Marchbank, Senior Director, Facilities Planning and Construction, and Kris Cutting, District Emergency Management Coordinator, provided a report on Emergency Management that focused on the efforts for preparation, mitigation, response and recovery for emergency/disaster related matters.

2.03 Annual Report from Coast Community College District Enterprise, Inc. and Report of Good Standing

Dr. Richard Pagel, President Enterprise, Inc. provided the annual report on activities, financial statements and plans for the upcoming year.

In accordance with Board Policy and Administrative Procedure 3600 Auxiliary Organizations, Coast Community College District Enterprise, Inc. submitted the annual self-review for compliance, which was used to make a determination of good standing.

The Board voted to reaffirm that the Enterprise Corporation remained in good standing.

Motion by Trustee Moreno, Second by Trustee Parker

Carried with the following vote:

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

2.04 Annual Report from Coast Colleges' Foundation Directors

Erik Frost Hollins, Director of Public Affairs, Marketing, and the Foundation, provided the District Foundation, Coastline College Foundation, Golden West College Foundation, and Orange Coast College Foundation annual reports and financial statements.

2.05 District and College Foundations Assessment of Good Standing

In accordance with Board Policy and Administrative Procedure 3600 Auxiliary Organizations, the College and District Foundations submitted follow-up audit reports related to AP3600 compliance, which were used to make a determination of good standing.

The Board voted to reaffirm that the College and District Foundations remained in good standing.

Motion by Trustee Parker, Second by Trustee Hornbuckle

Carried with the following vote:

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

2.06 Internal Audit Quarterly Report

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

2.07 Election of Members to the California Community College Trustees (CCCT) Board

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT Board of the League took place between March 10 and April 25. Each community college district governing Board could vote for up to seven candidates. The seven candidates who received the most votes would serve a three-year term.

The Board voted to select the following candidates:

1. Nan Gomez-Heitzeberg, Kern CCD
2. Hortencia Armendariz, Imperial CCD
3. Barbara Calhoun, Compton CCD
4. Yvette Davis, Glendale CCD
5. Greg Pensa, Allan Hancock CCD
6. Bernardo Perez, Ventura County CCD
7. Deborah Ikeda, State Center CCD

Motion by Trustee Moreno, Second by Trustee Patterson

Carried with the following vote:

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

2.08 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 3516 Registered Sex Offender Information

AP 3516 Registered Sex Offender Information

Chapter 6. Business and Fiscal Affairs

BP 6330 Purchasing

AP 6330 Purchasing

BP 6901 Institutional Memberships

Chapter 7. Human Resources

AP 7120C Faculty Hiring

2.09 Revisions to Board of Trustees Agenda & Minutes Templates

The Board voted to change the placement of the approval of minutes on the agenda from the end of the agenda as its own category to the "Informational Reports, Matters for Review, Discussion and/or Action" category at the beginning of the agenda and to change the format of the minutes so the action, motion, and votes appear after the item description.

Motion by Trustee Parker, Second by Trustee Hornbuckle

Carried with the following vote:

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

2.10 Board Meeting Dates

The Board reviewed upcoming meeting dates.

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

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

2.12 Board Directives and Reports Log

The Board reviewed the Board Directives and Reports Log.

3.00 Consent Calendar (Items 4.01 - 15.01)

The Board voted to approve the Consent Calendar.

Motion by Trustee Parker, Second by Trustee Hornbuckle

Carried with the following vote:

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

16.00 Discussion Calendar

17.00 Ratification/Approval of General Items of Business

17.01 DIS - Authorization for Destruction of Internal Audit Records

The Board voted to authorize the destruction of copies of Class 3 - Disposable Internal Audit records from various dates between 1990-2021.

Motion by Trustee Hornbuckle, Second by Trustee Patterson

Carried with the following vote:

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

17.02 DIS - Endorsement of Nominee for California Community Colleges Classified Employee of the Year Award

Each year the Coast Community College District nominated one Classified employee for the California Community Colleges Classified Employee of the Year awards. The 2024 nominee was Melissa Jauregui, Program Support Specialist, Educational Services.

The Board voted to endorse Melissa Jauregui as a nominee for the 2024 California Community Colleges Classified Employee of the Year award.

Motion by Trustee Moreno, Second by Trustee Hornbuckle

Carried with the following vote:

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

17.03 DIS - Ratification of New Classified Employee Job Specification

The Board voted to ratify the new Classified employee job specification for the position of Adult Education Program Specialist.

Motion by Trustee Hornbuckle, Second by Trustee Parker

Carried with the following vote:

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

17.04 DIS - Ratification of Revised Classified Employee Job Specification

The Board voted to ratify the revised Classified Employee Job Specification for the position of Energy Management Data Specialist.

Motion by Trustee Hornbuckle, Second by Trustee Moreno

Carried with the following vote:

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

18.00 Approval of Minutes

18.01 DIS - Minutes

The Board voted to approve the minutes of the March 6, 2024 Regular Meeting.

Motion by Trustee Parker, Second by Trustee Moreno

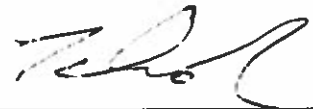
Carried with the following vote:

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

19.00 Close of Meeting

19.01 Adjournment

The meeting was adjourned in memory of Anthony Gonzales at 5:50 p.m.



Richard Goetz
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

The appointments set forth below in Section 1 through 7 are recommended by the Acting Vice Chancellor of Human Resources.

1. Approval of Appointment of Full Time Faculty (contingent upon the execution and Board approval of the employment agreement)

None

2. Approval of Appointment of Educational Administrators (contingent upon the execution and Board approval of the employment agreement)

None

3. Approval of Appointment of Classified Management

None

4. Approval of Appointment of Classified Staff

Promotions

<u>Name</u>	<u>Site</u>	<u>Position</u>	<u>Start Dt</u>
Chung, Cidney	OCC	Instructional Load and Pay Analyst	03/21/24

Transfers

<u>Name</u>	<u>Site</u>	<u>Position</u>	<u>Start Dt</u>
Kilayko, Sheila Mae	OCC	Outreach Specialist- General	04/08/24

External Hires

<u>Name</u>	<u>Site</u>	<u>Position</u>	<u>Start Dt</u>
Gallego, Robert	OCC	Custodian	04/15/24
Lan, Tran	DIST	IT User Support Technician	04/08/24
Nguyen, Hop	GWC	Student Services Specialist Senior	03/25/24

Reorganization

<u>Name</u>	<u>Site</u>	<u>Position</u>	<u>Start Dt</u>
Bui, Kim	CCC	Training and Development Specialist	04/01/24

5. Approval of Appointment of Confidential Staff

None

6. Ratification of Appointment of Substitute, Faculty

Part-Time Faculty Substitutes, Spring 2024 Semester

<u>OCC</u>	<u>Discipline</u>
Djang, Stephanie	Biological Sciences
Erbstoesser, Rebeca	Art
Hartnett, Devyn	Communication Studies

7. Ratification of Appointment of Part-Time Faculty

Appointment for the period 01/02/24-05/25/24 (Intercession & Spring 2024 Semesters)

<u>OCC</u>	<u>Discipline</u>
Carrillo, Marco	Library Science

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

It is recommended by the Acting Vice Chancellor of Human Resources that the following changes for classified staff working temporarily Out of Class be ratified (Article 19.9, Section D. of CFCE Agreement):

None

9. Ratification of Project-Specific Assignment, Classified Staff

It is recommended by the Acting Vice Chancellor of Human Resources that the following changes for classified staff working in a Project-Specific Assignment be ratified (Article 19.9, Section C. of CFCE Agreement):

<u>Name</u>	<u>Site</u>	<u>Title</u>	<u>Project-Specific Assignment</u>	<u>Start Dt</u>	<u>End Dt</u>
Chaudhry, Allyssa	GWC	Division/Area Office Coordinator	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days within a 15-day period.	02/28/24	05/31/24