

REGULAR MEETING MINUTES*

Board of Trustees Coast Community College District

**Board Room
Wednesday, October 16, 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 October 16, 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, Parker, and Prinsky
Trustee Moreno joined Closed Session at 4:00 p.m. via telephone
Student Trustee Nunez joined Open Session at 5:00 p.m.

Trustees Absent: Trustee Patterson

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 4:01 p.m. to discuss the following:

a. Student Expulsion

Pursuant to *Education Code* § 72122

b. Public Employee Discipline/Dismissal/Release

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

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, U.S. District Court Case No. 8:24-cv-2044

Gabriel Cuellar vs. Coast CCD, California Civil Rights Department Case No. 2024-03-24071622

Stanislav Dubrovskiy vs. Coast CCD, California Civil Rights Department Case No. 2024-02- 23495302

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

Nancy and Frank Gruber vs. Mission Viejo Pateadores, Inc. et al., Orange County Superior Court Case No. 30-2024-01372974

Juilianna Hallsted vs. Coast CCD et al., Orange County Superior Court Case No. 30-2024-01389047

Sabrina Oleson vs. Ray et al., Orange County Superior Court Case No. 30-2024-0149039

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

Tom Tran vs. Coast CCD, Orange County Superior Court Case No. 30-2024-01380332

d. Public Employment

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

1. Approval of Appointment of Full Time Faculty
2. Approval to Extend the Appointment of Educational Administrator
Temporary Interim Dean
3. Approval of Appointment of Classified Management
4. Approval of Appointment of Classified Staff
Research Analyst Senior
Safety, Risk, and Loss Prevention Coordinator
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
Accounting Analyst
Accounting Technician- EOPS/CARE
Administrative Assistant II
Administrative Assistant to VP

Custodial Services Team Leader
Division/Area Office Coordinator
Graphic Designer
Instructional Lab Coordinator
Maintenance Specialist
Program Coordinator- Early Childhood Lab School
Safety, Risk, and Loss Prevention Coordinator

9. Ratification of Project-Specific Assignment, Classified Staff
Administrative Assistant
Sailing Program Coordinator

e. Conference with Labor Negotiator

Pursuant to *Government Code* § 54957.6

District Negotiators:

Dr. Whitney Yamamura, Chancellor
Dr. Diane Fiero, Vice Chancellor of Human Resources
Marlene Drinkwine, Vice Chancellor of 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

f. Threat to Public Services or Facilities

Pursuant to *Government Code* § 54957(a)

Consultation with General Counsel

1.05 Reconvene to Open Session

The meeting was reconvened by Board President Prinsky at 5:06 p.m.
Trustee Moreno was excused.

1.06 Pledge of Allegiance

Trustee Hornbuckle 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:

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 Parker

Carried with the following vote:

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

1.08 Public Comment

Karen Baker, Magali Martinez, Victor Dixon, Anna Nguyen, Joshua Sheldon, and Jeff Armstrong addressed the Board.

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

2.01 Minutes

The Board voted to approve the minutes of the October 1, 2024 Regular Meeting.

Motion by Trustee Parker, Second by Trustee Hornbuckle

Carried with the following vote:

| | |
|-----------|--------------------------------------|
| Advisory: | Student Trustee Nunez (Aye) |
| Ayes: | Trustees Hornbuckle, Parker, Prinsky |
| Noes: | None |
| Abstain: | None |
| Absent: | Trustees Moreno, Patterson |

2.02 Student Expulsion

Pursuant to Education Code Section 72122, the Board of Trustees, without providing any other information and without disclosing the student's name, took action on the Student Expulsion matter that was discussed in Closed Session.

The Board voted to

Motion by Trustee Parker, Second by Trustee Hornbuckle

Carried with the following vote:

Advisory: Student Trustee Nunez (No Vote)
Ayes: Trustees Hornbuckle, Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustees Moreno, Patterson

2.03 Acceptance of Retirements

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

Douglas Bennett, OCC, Executive Director College Advancement, Retirement Effective December 31, 2024

Vickie Hay, OCC, Student Services Program Coordinator, Retirement Effective November 1, 2024

The Board voted to accept the retirements.

Motion by Trustee Hornbuckle, Second by Trustee Parker

Carried with the following vote:

Advisory: Student Trustee Nunez (Aye)
Ayes: Trustees Hornbuckle, Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustees Moreno, Patterson

2.04 Coastline Program Highlight

Dr. Leighia Fleming, Interim Dean of Students, provided a presentation highlighting the Coastline College Basic Needs Program.

2.05 Biannual Measure M Project Report, District Facilities, Planning, and Construction Report (Local Hiring, Diversity, Labor Compliance, and Payroll Certification), and Bidding Report

Marlene Drinkwine, Vice Chancellor of Finance and Administrative Services, provided a Biannual Measure M Project Report, District Facilities, Planning, and Construction Report (Local Hiring, Diversity, Labor Compliance, and Payroll Certification), and a Bidding Report for review by the Trustees.

2.06 Board Policies for First Reading

The following Board Policies were brought to the Board for first reading, and would be returned for further review and action:

BP 2715 Code of Ethics for Members of the Board of Trustees
BP 2905 General Counsel

2.07 Board Meeting Dates

The Board reviewed upcoming meeting dates.

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

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

2.09 Board Directives and Reports Log

The Board reviewed the Board Directives and Reports Log.

3.00 Study Session

3.01 Advancing Career Technical Education and Workforce Development - District-Led Regional Projects

Program Director Stephanie Feger and Senior Research Analyst CJ Bishop provided an overview of several regional projects and a demonstration of OC Works, a suite of tools which helps individuals in Orange County make informed decisions about their education, job, and career paths.

4.00 Consent Calendar (Items 5.01 - 15.01)

The Board voted to approve the Consent Calendar as revised.

Motion by Trustee Hornbuckle, Second by Trustee Parker

Carried with the following vote:

| | |
|-----------|--------------------------------------|
| Advisory: | Student Trustee Nunez (Aye) |
| Ayes: | Trustees Hornbuckle, Parker, Prinsky |
| Noes: | None |
| Abstain: | None |
| Absent: | Trustees Moreno, Patterson |

16.00 Discussion Calendar

17.00 Approval of Standard Agreements in Excess of \$114,500

17.01 DIS - Standard Amendment No. 3 to the Independent Contractor Agreement with Aisha Shelton Adam dba Adam Law

Vendor to conduct investigations of personnel matters and/or to provide dispute resolution services, as requested by the District, under the direction of General Counsel. Amendment No. 3 is to increase compensation.

Term: July 31, 2023 – June 30, 2025

Fiscal Impact:

Original Contract Amount: \$90,000

Amendment No. 1: \$90,000

Amendment No. 2: \$90,000

Amendment No. 3: \$175,000

New Contract Total: \$445,000

Paid with legal expense general funds

The Board voted to approve Standard Amendment No. 3 to the Independent Contractor Agreement with Aisha Shelton Adam dba Adam Law.

Motion by Trustee Hornbuckle, Second by Trustee Parker

Carried with the following vote:

| | |
|-----------|--------------------------------------|
| Advisory: | Student Trustee Nunez (Aye) |
| Ayes: | Trustees Hornbuckle, Parker, Prinsky |
| Noes: | None |
| Abstain: | None |
| Absent: | Trustees Moreno, Patterson |

18.00 Revenue Generating Agreements Over \$114,500

18.01 DIS - Funded Programs

Coastline Community College received a subaward from the University of New Haven to participate in the project titled "Immersive Cybersecurity Workforce Development Program to Prepare Current and Future Workforce in Critical Infrastructure." Coastline Community College faculty will join a cybersecurity workforce development coalition with four universities with the goal of placing evaluated applicants into their cybersecurity programs. Fiscal Impact: Coastline Community College receives \$488,434 from September 13, 2024, to December 31, 2026. No matching funds required.

Coastline Community College received Amendment #2 from the California Community Colleges Chancellor's Office to increase the award amount for the Mathematics, Engineering, and Science Achievement (MESA) Program grant. Amendment #2 increases

the award amount for FY 2024-25 by \$139,393 from \$280,000 to \$419,393. The total project award amount increases from \$1,705,257.75 to \$1,844,650.75. All other terms and conditions remain the same, except for an amendment to the final report due date in Section A. Scope of Work and Payment Provisions, Subsection 1. Scope of Work, Reporting Requirements from July 31, 2027, to June 30, 2027.

Fiscal Impact: Coastline Community College receives \$1,844,650.75 from January 1, 2023, to July 31, 2027. No matching funds required.

Golden West College received Amendment #2 from the California Community Colleges Chancellor's Office to increase the award amount for the MESA Program grant. Amendment #2 increases the award amount for FY 2024-25 by \$139,393 from \$280,000 to \$419,393. The total project award amount increases from \$1,705,257.75 to \$1,844,650.75. All other terms and conditions remain the same, except for an amendment to the final report due date in Section A. Scope of Work and Payment Provisions, Subsection 1. Scope of Work, Reporting Requirements from July 31, 2027, to June 30, 2027.

Fiscal Impact: Golden West College receives \$1,844,650.75 from January 1, 2023, to July 31, 2027. No matching funds required.

Orange Coast College received Amendment #2 from the California Community Colleges Chancellor's Office to increase the award amount for the MESA Program grant. Amendment #2 increases the award amount for FY 2024-25 by \$139,393 from \$280,000 to \$419,393. The total project award amount increases from \$1,803,355.75 to \$1,942,748.75. All other terms and conditions remain the same, except for an amendment to the final report due date in Section A. Scope of Work and Payment Provisions, Subsection 1. Scope of Work, Reporting Requirements from July 31, 2027, to June 30, 2027.

Fiscal Impact: Orange Coast College receives \$1,942,748.75 from January 1, 2023, to July 31, 2027. No matching funds required.

The Board voted to approve participation in the following funded programs as well as the contract and amendments to the contracts.

Motion by Trustee Hornbuckle, Second by Trustee Parker

Carried with the following vote:

| | |
|-----------|--------------------------------------|
| Advisory: | Student Trustee Nunez (Aye) |
| Ayes: | Trustees Hornbuckle, Parker, Prinsky |
| Noes: | None |
| Abstain: | None |
| Absent: | Trustees Moreno, Patterson |

19.00 Ratification/Approval of General Items of Business

19.01 OCC - Authorization to Conduct Short-term Study Abroad Programs Spring 2025 and Summer 2025

The Board voted to authorize the following study abroad programs:

Guerrero Negro, Baja California, Mexico from February 14-17, 2025. Karen Baker and Kelly Elliott to serve as faculty. All logistical arrangements will be handled by the program service provider Andiamo Travel.

Fiscal Impact: \$23,673.97. To be funded by the College; the program will generate full-time equivalent students (FTES).

Madrid, Spain, from June 30, 2025 through July 30, 2025. Jocelyn Sherman Falcioni to serve as faculty. All logistical arrangements will be handled by the program service provider Accent Global Learning.

Fiscal Impact: \$30,440.68. To be funded by the College; the program will generate FTES.

Motion by Trustee Parker, Second by Trustee Hornbuckle

Carried with the following vote:

| | |
|-----------|--------------------------------------|
| Advisory: | Student Trustee Nunez (Aye) |
| Ayes: | Trustees Hornbuckle, Parker, Prinsky |
| Noes: | None |
| Abstain: | None |
| Absent: | Trustees Moreno, Patterson |

19.02 DIS - Approval of Change Order No. 1 with Unlimited Environmental, Inc. for the Golden West College General Education Demolition and New Site Work Improvements; Bid No 2190; Bid Package 02A

On August 2, 2023, the Board awarded Bid No. 2190; Bid Package 02A, to Unlimited Environmental, Inc. for contractor services to demolish the existing General Education Building and install new site work improvements. After starting work, it was discovered that the project required precise demolition, necessitating the use of hand tools and careful phasing of activities around other trades. Unforeseen building components were unearthed, leading to further removal work that had not been originally identified. Moreover, changes to the hardscape and landscape plans required additional grading to accommodate the revised design. Change Order No.1 reflects these unforeseen conditions, and the costs associated with this work.

Term: August 3, 2023 – December 31, 2024

Fiscal Impact:

Original Contract: \$634,000

Change Order No. 1: \$62,323.79

New Contract Total: \$696,323.79 (9.8% Increase)

Paid with GWC Measure M Bond Funds and reimbursed by the GWC Student Trust Account

The Board voted to approve Change Order No. 1 with Unlimited Environmental for the Golden West College General Education Building Demolition and New Site Work Improvements; Bid No. 2190; Bid Package 02A.

Motion by Trustee Parker, Second by Trustee Hornbuckle

Carried with the following vote:

Advisory: Student Trustee Nunez (Aye)
Ayes: Trustees Hornbuckle, Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustees Moreno, Patterson

19.03 DIS - Approval of Interim Educational Administrator Employment Agreement (Kelly Holt, OCC)

Following the oral announcement by the Board President of the recommended Board action pursuant to the Brown Act, the Board voted to approve the Interim, Educational Administrator Employment Agreement with Kelly Holt as Interim Dean at an annual salary of \$163,773, plus a \$250 per month doctoral stipend, and a monthly mileage stipend of \$130 commencing on October 7, 2024 and ending on June 30, 2025.

Motion by Trustee Hornbuckle, Second by Trustee Parker

Carried with the following vote:

Advisory: Student Trustee Nunez (Aye)
Ayes: Trustees Hornbuckle, Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustees Moreno, Patterson

19.04 DIS - Approval of Fourth Amendments to Acting Educational Administrator Employment Agreements

The Board voted to approve the Fourth Amendments with revised contract end dates from September 27, 2024 to January 31, 2025 for the Acting Educational Administrator Employment Agreements with Timothy Bremen, Acting Athletic Director, GWC, and Daniel Johnson, Acting Dean, GWC.

Motion by Trustee Parker, Second by Trustee Hornbuckle

Carried with the following vote:

Advisory: Student Trustee Nunez (Aye)

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

19.05 DIS - Ratification of Revised Educational Administrator Job Description for Dean of Career Education (Title Change Only)

The Board voted to ratify the revised Educational Administrator job description for the position of Dean of Career Education.

Motion by Trustee Hornbuckle, Second by Trustee Parker

Carried with the following vote:

Advisory: Student Trustee Nunez (Aye)
Ayes: Trustees Hornbuckle, Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustees Moreno, Patterson

19.06 DIS - Ratification of Successor Collective Bargaining Agreement with Coast Federation of Educators/American Federation of Teachers Local 1911 for the term of July 1, 2023 through July 1, 2027

The Board voted to ratify the Successor Collective Bargaining Agreement with Coast Federation of Educators/American Federation of Teachers Local 1911 for the term of July 1, 2023 through July 1, 2027.

Motion by Trustee Parker, Second by Trustee Hornbuckle

Carried with the following vote:

Advisory: Student Trustee Nunez (Aye)
Ayes: Trustees Hornbuckle, Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustees Moreno, Patterson

Recess to Closed Session

Trustees Hornbuckle, Parker and Prinsky recessed to Closed Session at 6:25 p.m.

Reconvene to Open Session

The meeting was reconvened by Board President Prinsky at 7:03 p.m.

Report of Action in Closed Session

There was no report of action in closed session.

20.00 Close of Meeting

20.01 Adjournment

The meeting was adjourned in memory of David Portogallo at 7:03 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 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 to Extend the Appointment of Educational Administrator (contingent upon the execution and Board approval of the employment agreement)

| <u>Name</u> | <u>Site</u> | <u>Position</u> | <u>Contract End Date</u> | <u>Amended End Date</u> |
|---------------|-------------|---------------------------|------------------------------|-----------------------------|
| Boogar, Tyler | OCC | Temporary Interim Dean | 10/31/24 | 12/31/24 |

3. Approval of Appointment of Classified Management

None

4. Approval of Appointment of Classified Staff

Transfers

| <u>Name</u> | <u>Site</u> | <u>Position</u> | <u>Start Dt</u> |
|---------------------|-------------|-------------------------|-----------------|
| Bishop, Christopher | GWC | Research Analyst Senior | 10/17/24 |

External Hires

| <u>Name</u> | <u>Site</u> | <u>Position</u> | <u>Start Dt</u> |
|-----------------|-------------|--|-----------------|
| Phillips, Janet | DIST | Safety, Risk, and Loss Prevention Coordinator | 10/28/24 |

5. Approval of Appointment of Confidential Staff

None

6. Ratification of Appointment of Substitute, Faculty

None

7. Ratification of Appointment of Part-Time Faculty

Fall 2024

| <u>OCC</u> | <u>Discipline</u> | <u>Start Date</u> | <u>End Date</u> |
|-------------------------|-------------------|-------------------|-----------------|
| Klockgether, Cassie Ann | Coaching | 09/23/24 | 12/14/24 |

8. 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 be ratified (Article 19.9, Section D. of CFCE Agreement):

| <u>Name</u> | <u>Site</u> | <u>Position From</u> | <u>Position To</u> | <u>Start Dt</u> | <u>End Dt</u> |
|---------------|-------------|--------------------------|----------------------------------|-----------------|---------------|
| *Lopez, Glory | OCC | Administrative Assistant | Division/Area Office Coordinator | 07/22/24 | 10/31/24 |

***Work Experience Program**

Extension of End Dates to Out of Class Assignments

| <u>Name</u> | <u>Site</u> | <u>Position From</u> | <u>Position To</u> | <u>Extend From</u> | <u>Extend To</u> |
|--------------------------|-------------|-----------------------------------|---|--------------------|------------------|
| Arroyo, Veronia | DIST | Administrative Assistant | Safety, Risk, and Loss Prevention Coordinator | 10/03/24 | 10/27/24 |
| Benitez, Ana | OCC | Administrative Assistant | Accounting Technician-EOPS/CARE | 11/01/24 | 12/31/24 |
| Cifuentes, Karen | OCC | Division/Area Office Coordinator | Administrative Assistant to VP | 11/01/24 | 12/31/24 |
| Do, Nghia | OCC | Budget Technician | Accounting Analyst | 10/01/24 | 12/31/24 |
| Do-Rivera, Michelle | OCC | Administrative Assistant | Program Coordinator- Early Childhood Lab School | 12/01/24 | 12/31/24 |
| Martinez, Maribel | OCC | Custodian Senior | Custodial Services Team Leader | 10/01/24 | 12/31/24 |
| Pacheco Jeronimo, Arturo | OCC | Custodian | Maintenance Specialist | 10/01/24 | 12/31/24 |
| Phonsiri, Stephanie | OCC | Administrative Assistant | Administrative Assistant II | 10/01/24 | 12/31/24 |
| Profeta, Robert | OCC | Instructional Associate- Sciences | Instructional Lab Coordinator | 10/01/24 | 12/31/24 |
| Valle, Janet | OCC | Administrative Assistant I | Administrative Assistant II | 10/01/24 | 12/31/24 |
| Vu, Mary | CCC | Administrative Clerk | Division/Area Office Coordinator | 10/01/24 | 12/31/24 |
| *Yagerman, Christopher | OCC | Printing and Publishing Team Lead | Graphic Designer | 10/01/24 | 12/31/24 |

***Work Experience Program**

9. 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 be ratified (Article 19.9, Section C. of CFCE Agreement):

Extension of End Dates to Project-Specific Assignments

| <u>Name</u> | <u>Site</u> | <u>Title</u> | <u>Project-Specific Assignment</u> | <u>Extend From</u> | <u>Extend To</u> |
|------------------|-------------|-----------------------------|---|--------------------|------------------|
| Nguyen, Bai | OCC | Administrative Assistant | Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days within a 15-day period. | 10/01/24 | 12/31/24 |
| Segerblom, Mette | OCC | Sailing Program Coordinator | Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days within a 15-day period. | 10/01/24 | 12/31/24 |

