

REGULAR MEETING MINUTES*

Board of Trustees Coast Community College District

**Board Room
Wednesday, November 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 November 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, Prinsky
Student Trustee Nunez 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 4:01 p.m. to discuss the following:

a. Public Employee Discipline/Dismissal/Release

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

b. 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

c. Public Employment

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

1. Approval of Appointment of Full Time Faculty
2. Approval of Appointment of Educational Administrators
 Director, Waterfront Campus
 Interim Dean
 Vice President, Administrative Services
3. Approval of Reappointment of Executive Educational Administrators
4. Approval of Reappointment of Educational Administrators
5. Approval of Appointment of Classified Management
 Manager, Basic Needs Program
6. Approval of Appointment of Classified Staff
 Admissions and Records Specialist Senior
7. Approval of Appointment of Confidential Staff
8. Ratification of Appointment of Substitute, Faculty
9. Ratification of Appointment of Part-Time Faculty
10. Ratification of Temporary Out of Class Assignments, Classified Staff
 Administrative Assistant I
 Admissions and Records Specialist Senior

11. Ratification of Project-Specific Assignment, Classified Staff
Budget Technician Senior

d. Conference with Labor Negotiator

Pursuant to *Government Code* § 54957.6

District Negotiators:

Dr. Whitney Yamamura, Chancellor

Dr. Diane Fiero, Vice Chancellor of Human Resources

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 5:01 p.m.

1.06 Pledge of Allegiance

Student Trustee Nunez 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 c. Public Employment

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

Motion by Trustee Parker, Second by Trustee Hornbuckle

Carried with the following vote:

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

1.08 Public Comment

There were no requests to address the Board.

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

2.01 Resolution #24-28 in Memory of Trustee Jerry Patterson

The Board voted to adopt Resolution #24-28 in Memory of Trustee Jerry Patterson.

Motion by Trustee Moreno, Second by Trustee Parker

Carried with the following vote:

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

2.02 Minutes

The Board voted to approve the minutes of the November 6, 2024 meeting.

Motion by Trustee Parker, Second by Trustee Moreno

Carried with the following vote:

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

2.03 Annual Clery Report

Orange Coast College, Chief of Police, Jim Rudy; Coastline College, Director of Public Safety, Mike Toledo, and Golden West College, Director of Public Safety, Denice Koen provided the annual safety report. In accordance with the requirements of BP 3515 and federal regulations, the Clery Act requires colleges and universities to disseminate an annual public security report to employees and students every October 1st. The reports can be found on each of the three colleges' Public Safety websites.

The Board voted to ratify the submission of the Coast Community College District Annual Security and Fire Safety Report to the Department of Education.

Motion by Trustee Moreno, Second by Trustee Hornbuckle

Carried with the following vote:

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

2.04 Unfunded Retiree Liability Annual Report

Mr. Will Kane from Total Compensation Systems, Inc. and Vice Chancellor Drinkwine, presented the Coast Community College District Actuarial Study of Retiree Health Liabilities Under GASB 74/75 for the fiscal year ending June 30, 2024.

2.05 OCC Program Highlight of Giles T. Brown Student Project and Research Symposium

Michael Sutliff, Dean of Kinesiology and Athletics, and Jerome Fang, Professor of Astronomy presented highlights of the Giles T. Brown Student Project and Research Symposium.

2.06 Risk Assessment Presentation to the Board of Trustees

The Board voted to postpone the presentation to the December 11, 2024 meeting.

Motion by Trustee Prinsky, Second by Trustee Moreno

Carried with the following vote:

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

2.07 Acceptance of the Independent Auditor's Report and Financial Statements, FY 23-24

Marlene Drinkwine, Vice Chancellor of Finance and Administrative Services, and Alicia Herrera of Eide Bailly, presented the Independent Auditor's Report and Financial Statement for FY 2023-24.

The Board voted to accept the Independent Auditor's Report and Financial Statements for the 2023-24 Fiscal Year.

Motion by Trustee Parker, Second by Trustee Moreno

Carried with the following vote:

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

2.08 Retirement Board of Authority

Government Code 53620 provides that, notwithstanding restrictions that would normally apply to the investment of funds held by a government entity, a local agency (which includes a Community College District) is allowed to invest funds designated for the payment of employee retiree health benefits in any form or type of investment that is deemed prudent by the governing body under Government Code Section 53622.

Under California Government Code section 53621, the governing body of a District is allowed to delegate authority (fiduciary oversight) for the investment of assets set aside to provide for retiree health benefits to "designated officers" of the District or to a "board of retirement."

The Board approved the transfer of all funds in the Keenan Futuris Trust, \$49.8 million to the CCLC JPA Trust now valued at \$104.8 million. Presently, 94% of the outstanding post-retirement liabilities are funded. The next RBOA meeting is scheduled for February 20, 2025. Full fiscal reports can be found on the District website.

Trustee Hornbuckle requested that the appointment of two trustees to serve on the Retirement Board of Authority be added to the appointments made at the Annual Organizational Meeting.

2.09 Board Policies and Administrative Procedures for First Reading

Following discussion, Vesna Marcina addressed the Board.

The Board voted to advance the following Board Policies and Administrative Procedures to second reading:

BP 2100 Board Elections
BP 2310 Regular Meetings of the Board
BP 2430 Delegation of Authority to Chancellor
AP 2430 Delegation of Authority to the College Presidents
AP 7120B Recruitment and Selection for Management Employees
BP 7260 Classified Managers

Motion by Trustee Hornbuckle, Second by Trustee Parker

Carried with the following vote:

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

The Board voted to return AP 7120A Recruitment and Selection for Executive Management Employees for first reading in 2025.

Motion by Trustee Hornbuckle, Second by Trustee Moreno

Carried with the following vote:

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

Trustee Moreno was excused at 6:40 p.m.

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. The report on Initiatives Utilizing Artificial Intelligence would be postponed from the first meeting in February to a later date.

3.00 Consent Calendar (Items 4.01 - 15.01)

The Board voted to approve the Consent Calendar.

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: Trustee Moreno

16.00 Discussion Calendar

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

17.01 DIS - Standard Amendment No. 4 to the Independent Contractor Agreement with Aisha Shelton Adam dba Adam Law

Vendor conducts investigations of personnel matters and/or dispute resolution services, as requested by the District, under the direction of General Counsel. Amendment no. 4 is to increase compensation.

Term: July 31, 2023 – June 30, 2025

Fiscal Impact:

Original Contract Amount: \$180,000

Amendment No. 2: \$90,000

Amendment No. 3: \$175,000

Amendment No. 4: \$120,000

New Contract Total: \$565,000

Paid with legal expense general fund.

The Board voted to approve Standard Amendment No. 4 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: Trustee Moreno

18.00 Revenue Generating Agreements Over \$114,500

18.01 DIS - Funded Program

Coast Community College District received the First Amendment to the Primary (formerly Master) Agreement for Strong Workforce Program Regional Funds and Employer Engagement Funds for FY 2018-19 through FY 2026-27 from the California Community College Chancellor's Office via Rancho Santiago Community College District (RSCCD). The First Amendment to the Primary Agreement makes the following changes: 1) extends the

end date to align with additional fund allocation years (FY 2024-25 and FY 2025-26): the end date has been extended from June 30, 2025 to June 30, 2027. 2) the invoicing and reporting processes described in the Primary Agreement have been updated to reflect current practice. All other terms and conditions remain the same.

Fiscal Impact: Participation Agreements for the District Office and Colleges provide details regarding the specific projects and funds awarded from January 1, 2022 to June 30, 2027. No matching funds required.

The Board voted to approve the amendment to the agreement with the California Community College Chancellor's Office.

Motion by Trustee Parker, Second by Hornbuckle ____

Carried with the following vote:

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

19.00 Ratification/Approval of General Items of Business

19.01 GWC - Ratification of Non-Standard License Agreement with TrackMan, Inc.

TrackMan is a hardware and software company that collects and analyses baseball statistical data in real time. Tracking metrics for pitchers, catcher throws, and hitting data.

Term: January 1, 2025 – December 31, 2027

Fiscal Impact: \$52,500 to be paid in payments of \$30,000 for the installation and \$7,500 annually for three years.

The Board voted to ratify the Non-Standard Master Service Agreement with TrackMan, Inc.

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:	Trustee Moreno

19.02 DIS - Approval of Educational Administrator Employment Agreement

Following the oral announcement by the Board President of the recommended Board action pursuant to the Brown Act, the Board voted to approve the Educational Administrator Employment Agreement for Justin Dion, Director Waterfront Campus, at Orange Coast College with the following compensation:

<u>First Name</u>	<u>Last Name</u>	<u>Annual Salary</u>	<u>Mileage Stipend</u>	<u>Longevity</u>
Justin	Dion	\$122,004	\$130 per month	None

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: Trustee Moreno

19.03 DIS - Approval of Third Amendment to Interim Educational Administrator Employment Agreement (Leighia Fleming, CCC)

The Board voted to approve the Third Amendment with a revised contract end date of June 30, 2025 for the Interim Educational Administrator Employment Agreement with Leighia Fleming, Interim Dean at Coastline College.

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: Trustee Moreno

19.04 DIS - Approval of Change Orders and Final Contract Adjustments for 21 Trade Contractors, Orange Coast College Chemistry Project - Bid No. 2170

As part of the Vision 2020 Facilities Master Plan, and after being awarded partial State funding for the project, Orange Coast College is finalizing construction on a new 43,786 square foot, two-story Chemistry Building.

The project team has been working to reconcile final contract adjustments for the remaining trades on the project. This change order reflects a credit back to the District and will close out all prime trade construction contracts associated with this project. All adjustments have been negotiated and deemed reasonable by the project team, College Vice President, and District Facilities Director.

Term: September 8, 2022 – December 31, 2024

Fiscal Impact: (-\$695,279) a 1.57% decrease in overall contract cost

The Board voted to approve the change orders to 21 prime trade contracts close out the Orange Coast College Chemistry Project - Bid No. 2170.

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:	Trustee Moreno

20.00 Policy Approval/Procedure Ratification

20.01 Board Policies for Approval and Administrative Procedures for Ratification

The Board voted to approve/ratify the following policies and procedures as amended:

Chapter 2. Board of Trustees

BP 2200 Board Duties and Responsibilities – Revision

BP 2210 Officers – Revision

BP 2220 Committees of the Board – Revision

BP 2340 Agendas of Board Meetings – Revision

BP 2350 Speakers at Board Meetings - Revision

BP 2710 Conflict of Interest Board Members – Revision

AP 2710 Conflict of Interest Board Members – Revision

BP 2712 Conflict of Interest Code – Revision

BP 2714 Distribution of Tickets or Passes - Review

AP 2714 Distribution of Tickets or Passes – Revision

BP 2716 Political Activity by Board Members – Revision

BP 2717 Personal Use of Public Resources by Board Members – Review

BP 2720 Communications among Board Members – Revision

BP 2740 Board Education - Revision

BP 2745 Board Self-Evaluation – Revision

BP 2750 Board Member Absence from the State – Revision

BP 2902 Governing Board Election Procedure in Event of Tie Vote – Revision
BP 2906 Presentation of Resolutions for Recognition Purposes - Revision

Chapter 4. Academic Affairs

AP 4105 Distance Education – Revision

Chapter 5. Student Services

BP 5020 Nonresident Tuition – Review

AP 5020 Nonresident Tuition – Revision

BP 5030 Fees – Review

AP 5030 Fees – Revision

Chapter 7. Human Resources

BP 7110 Delegation of Authority, Human Resources - Revision

AP 7110 Delegation of Authority, Human Resources - Review

BP 7340 Vacation and Leaves – Revision

AP 7340 Vacation and Leaves – Revision

BP 7700 Whistleblower Protection – Revision

AP 7700 Whistleblower Protection – Revision

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:	Trustee Moreno

21.00 Close of Meeting

21.01 Adjournment

The meeting was adjourned in memory of Jerry Patterson at 7:02 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

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)

<u>Name</u>	<u>Site</u>	<u>Position</u>	<u>Dates</u>
Bilbruck, Peggy	CCC	Interim Dean	11/21/24-06/30/25
*Dion, Justin	OCC	Director, Waterfront Campus	*11/19/24-06/30/26
Hicks, Ricky	GWC	Vice President, Administrative Services	11/21/24-06/30/26

*Revised contract start date from 11/12/24 to 11/19/24, originally on the 11/06/24 Board Agenda.

3. Approval of Reappointment of Executive Educational Administrators (Evaluation completed by the Chancellor. Reappointments are effective 07/01/25, contingent upon the execution and Board approval of the employment agreement)

<u>Name</u>	<u>SITE</u>	<u>Position</u>	<u>Reappointment Term</u>
Drinkwine, Marlene	DIST	Vice Chancellor, Finance and Administrative Services	3 years
Suarez, Angelica	OCC	President	3 years

4. Approval of Reappointment of Educational Administrators (Evaluations reviewed by Chancellor and Vice Chancellor of Human Resources. Reappointments are effective 07/01/25, contingent upon the execution and Board approval of the employment agreement.)

<u>Name</u>	<u>SITE</u>	<u>Position</u>	<u>Reappointment Term</u>
Bui, Don	CCC	Project Director, Concurrent and Dual Enrollment	1 year*
Mueller, Kathryn	CCC	Vice President	2 years
Ocegueda, Isela	CCC	Vice President	2 years
Scott, Michael	CCC	Program Director, Adult Education Programs	1 year*
Vernon, Claudia	CCC	Director, Mental Health Services	2 years

*Categorical Funding

<u>Name</u>	<u>SITE</u>	<u>Position</u>	<u>Reappointment Term</u>
Brooks, Dorsie	GWC	Dean	2 years
Davis Sosenko, Lauren	GWC	Dean	2 years
Ju-Ong, Linda	GWC	Program Director, Adult Education Programs	1 year*
Martinez, Carla	GWC	Dean	2 years
Miranda, Alexis	GWC	Dean	2 years
Nguyen, Kay	GWC	Dean	2 years
Ryan Rodriguez, Christina	GWC	Dean	2 years
Timpson, Natalie	GWC	Director, EOPS	2 years

*Categorical Funding

<u>Name</u>	<u>SITE</u>	<u>Position</u>	<u>Reappointment Term</u>
Duran, Sonia	OCC	Director, EOPS	2 years
Fitzgerald, Erin	OCC	Project Director, Guided Pathways and Dual Enrollment	2 years
Henson, Kevin	OCC	Dean	1 year
Knuppel, Lisa	OCC	Dean	2 years
Martinez, Sara	OCC	Program Director, Adult Education Programs	1 year*
Nazarenko, Larissa	OCC	Dean	2 years
Niroumand, Madjid	OCC	Vice President	2 years
Pagel, Richard	OCC	Vice President	1 year
Sterner, Sheri	OCC	Dean	2 years
Taylor, John	OCC	Dean	1 year
Valentine, Lawrence	OCC	Director, Mental Health Services	2 years

*Categorical Funding

5. Approval of Appointment of Classified Management

External Hires

<u>Name</u>	<u>Site</u>	<u>Position</u>	<u>Start Dt</u>
Kirk, Morgan	CCC	Manager, Basic Needs Program	12/02/24

6. Approval of Appointment of Classified Staff

Reorganization (all previous positions were Admissions and Records Specialist)

<u>Name</u>	<u>Site</u>	<u>Position</u>	<u>Start Dt</u>
Bui, Ivane	GWC	Admissions and Records Specialist Senior	11/21/24
Chau, Andy	OCC	Admissions and Records Specialist Senior	11/21/24
Malvin, Robin	GWC	Admissions and Records Specialist Senior	11/21/24
Kim, Christine	OCC	Admissions and Records Specialist Senior	11/21/24
Sukaeish, Rini	OCC	Admissions and Records Specialist Senior	11/21/24
Sanchez, Silvia	OCC	Admissions and Records Specialist Senior	11/21/24
Unger, Leigh	OCC	Admissions and Records Specialist Senior	11/21/24
Yan, Julie	GWC	Admissions and Records Specialist Senior	11/21/24

7. Approval of Appointment of Confidential Staff

None

8. Ratification of Appointment of Substitute, Faculty

None

9. Ratification of Appointment of Part-Time Faculty

None

10. 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>
Bui, Ivane	GWC	Admissions and Records Specialist SEA	Admissions and Records Specialist Senior	09/16/24	11/20/24
Dann, Heather	GWC	Administrative Assistant	Administrative Assistant I	10/01/24	12/31/24

11. 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 Date to Project-Specific Assignment

<u>Name</u>	<u>Site</u>	<u>Title</u>	<u>Project-Specific Assignment</u>	<u>Extend From</u>	<u>Extend To</u>
Pham, Dao	CCC	Budget Technician Senior	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	10/18/24

