

REGULAR MEETING MINUTES*

Board of Trustees Coast Community College District

**Board Room
Wednesday, March 19, 2025
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 February 19, 2025 in the District Office Board Room at 1370 Adams Avenue, Costa Mesa, CA.

1.00 Preliminary Matters

1.01 Call to Order

Board President Dorn Parker called the meeting to order at 4:00 p.m.

1.02 Roll Call

Trustees Present: Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Trustees Absent: Trustees Hornbuckle, Student Trustee Nunez

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

Maria Del Refugio Cacho vs. Coast CCD et al., Orange County Superior Court Case No. 30-2025-01453203
Atif Chaudhry vs. Coast CCD, California Civil Rights Department Case No. 2024-10-26557706
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
Iris Gonzalez et al. vs. Golden West College et al., Orange County Superior Court Case No. 30-2025-01460896
Nancy and Frank Gruber vs. Mission Viejo Pateadores, Inc. et al., Orange County Superior Court Case No. 30-2024-01372974
Julianna 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
Dawn Willson vs. Coast CCD, California Civil Rights Department Case No. 2024-09-26064004

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
3. Approval of Appointment of Classified Management
Acting Director, Online and Distant Education
Director, Enrollment Services
4. Approval of Appointment of Classified Staff
Administrative Assistant I
Division/Area Office Coordinator
Financial Aid Assistant
Maintenance Specialist I
Office Services Assistant
Special Events Coordinator
Student Programs Specialist
Student Services Specialist
Transfer Center 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
Division/Area Office Coordinator
9. Ratification of Project-Specific Assignment, Classified Staff
Administrative Assistant I
Sailing Program Coordinator

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 Dorn Parker at 5:02 p.m.

1.06 Pledge of Allegiance

Trustee Moreno led the Pledge of Allegiance.

1.07 Report of Action in Closed Session

Board President Dorn Parker reported the following action from Closed Session:

Item 1.04 b. Conference with Legal Counsel: Existing Litigation

The Board voted to respond to the California Civil Rights Department complaint filed by Dawn Wilson.

Motion by Trustee Nguyen, Second by Trustee Moreno

Carried with the following vote:

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

Item 1.04 c. Public Employment

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

Motion by Trustee Moreno, Second by Trustee Prinsky

Carried with the following vote:

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

Item 1.04 d. Conference with Labor Negotiator

The Board voted to approve the following four Memoranda of Understanding with Coast Federation of Educators/American Federation of Teachers:

25-CG01 Golden West College Dual Enrollment Coordinator
25-CG03 Golden West College Title V Grant Project/STEM Director Coordinator
25-CG04 Golden West College Esthetics/Cosmetology Coordinator
25-CG05 Golden West College Nursing Assistant Director Coordinator

Motion by Trustee Moreno, Second by Trustee Prinsky

Carried with the following vote:

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

1.08 Public Comment

Erin Walsh, Matt Prouty and Courtney Prouty 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 following meetings:

February 26, 2025 Special Meeting

February 27, 2025 Special Meeting

March 5, 2025 Regular Meeting

Motion by Trustee Prinsky, Second by Trustee Nguyen

Carried with the following vote:

Ayes: Trustees Moreno, Nguyen, Dorn Parker, Prinsky

Noes: None

Abstain: None

Absent: Trustee Hornbuckle and Student Trustee Nunez

2.02 Acceptance of Retirements

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

Vickie Blackstock, Lecture Services Supervisor, OCC, Retirement Effective Date: July 1, 2025

The Board voted to accept the retirements.

Motion by Trustee Moreno, Second by Trustee Prinsky

Carried with the following vote:

Ayes: Trustees Moreno, Nguyen, Dorn Parker, Prinsky

Noes: None

Abstain: None

Absent: Trustee Hornbuckle and Student Trustee Nunez

2.03 Annual Report on International Education Programs and Students

Andreea Serban, Vice Chancellor of Educational Services, and representatives from the colleges provided an overview of international education programs and students across the District.

2.04 Coastline College Program Highlight

Dalia Zetina, Dream Resource Coordinator, provided an update on the Dream Resource Program at Coastline College.

2.05 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 four candidates. The four candidates who received the most votes would serve a three-year term.

The Board voted to select the following candidates:

1. Jose Alcala, Riverside CCD
2. Ines De Luna, Napa Valley CCD
3. Uduak-Joe Ntuk, Long Beach CCD
4. Tammy Silver, Pasadena Area CCD

Motion by Trustee Moreno, Second by Trustee Prinsky

Carried with the following vote:

Ayes:	Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Noes:	None
Abstain:	None
Absent:	Trustee Hornbuckle and Student Trustee Nunez

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

In accordance with Board Policy and Administrative Procedure 3600 Auxiliary Organizations, Coast Community College District Enterprise, Inc. submitted an annual report on activities, financials and plans for the upcoming year. Rich Pagel, Enterprise President, provided audited financial statements submitted to the CCC Chancellor's Office, description of major accomplishments of the organization, description of improvements and challenges, description of funds derived from indirect cost payments and the uses of such funds, reports on the Enterprise Board, and the annual self-review for compliance and good standing in accordance with BP/AP 3600.

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

Motion by Trustee Moreno, Second by Trustee Prinsky

Carried with the following vote:

Ayes: Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustee Hornbuckle and Student Trustee Nunez

2.07 Internal Audit Quarterly Report

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

2.08 Annual Emergency Management (Disaster Preparedness) Report

Marlene Drinkwine, Vice Chancellor of Finance and Administrative Services, provided the Annual Emergency Management (Disaster Preparedness) Report which focuses on the efforts and activities the District has taken in regard to mitigation, preparation, response and recovery for emergency and disaster related matters.

2.09 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 the Biannual Measure M Project Report (April 1 - September 30, 2025), Biannual Measure M Bidding Report (2024, Q4 - 2025, Q1), and District Facilities, Planning and Construction Report (Local Diversity, Labor Compliance, and Payroll Certification) Final Report (2024).

2.10 Annual Report from Coast Colleges' Foundation Directors

Per Administrative Procedure 3600 Auxiliary Organizations, the District Foundation, Coastline College Foundation, Golden West College Foundation, and Orange Coast College Foundation provided an Annual Report and Audited Financial Statements to their respective Boards of Directors and to the Board of Trustees.

2.11 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 AP 3600 compliance, which were used to make a determination of good standing.

The Board voted to reaffirm that each of the Foundations remain in good standing.

Motion by Trustee Moreno, Second by Trustee Prinsky

Carried with the following vote:

Ayes: Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustee Hornbuckle and Student Trustee Nunez

2.12 Draft College Institutional Self Evaluation Reports for Reaffirmation of Accreditation - Coastline Community College, Golden West College, Orange Coast College

Andreea Serban, Vice Chancellor Educational Services, provided drafts of the college Institutional Self Evaluation Reports. Every seven years, California community colleges undergo a comprehensive review for reaffirmation of accreditation by the Accrediting Commission for Community and Junior Colleges (ACCJC). As part of this process, the Colleges and the District Office have worked on gathering evidence in support of the accreditation standards, analyzing and evaluating the evidence, and writing the Institutional Self Evaluation Reports.

2.13 Board Policies and Administrative Procedures for First Reading

The Board voted to approve BP 2712 Conflict of Interest Code as revised without a second reading.

Motion by Trustee Prinsky, Second by Trustee Nguyen

Carried with the following vote:

Ayes: Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustee Hornbuckle and Student Trustee Nunez

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

Chapter 1. The District

BP 1200 District Mission

Chapter 2. Board of Trustees

BP 2340 Agendas of Board Meetings

BP 2345 Public Participation at Board Meetings

BP 2350 Speakers at Board Meetings

BP 2355 Meeting Decorum

Chapter 4. Academic Affairs

BP 4050 Articulation

AP 4050 Articulation

Chapter 5. Student Services

BP 5030 Fees

AP 5030 Fees

BP 5130 Financial Aid

AP 5130 Financial Aid

2.14 Faculty Advancement to Tenure

At the March 5, 2025 Board Meeting, the Board approved the following faculty to advance to Tenure for the 2025-26 Academic Year:

Jimmy Nguyen, Orange Coast College, Instructor & Program Coordinator/Director, Speech and Language Pathology

2.15 Board Meeting Dates

The Board reviewed upcoming meeting dates.

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

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

2.17 Board Directives and Reports Log

The Board reviewed the Board Directives and Reports Log.

3.00 Consent Calendar (Items 4.01 - 16.01)

The Board voted to approve the Consent Calendar.

Motion by Trustee Prinsky, Second by Trustee Nguyen

Carried with the following vote:

Ayes:	Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Noes:	None
Abstain:	None
Absent:	Trustee Hornbuckle and Student Trustee Nunez

17.00 Discussion Calendar

18.00 Approval of Non-Standard Agreements in Excess of \$114,800

18.01 DIS - Non-Standard Master Services Agreement and Order Form with Touchnet Information Systems, Inc.

Since March 2010, the District has used the services of Touchnet Information Systems, Inc. The current Master Services Agreement expires on March 31, 2025. The new Master Services Agreement and Order Form renew the services provided by Touchnet Information Systems, Inc. for another five years. These services provide the ability for students to pay their owed balances online via credit card; ensure that refunds can be processed and posted to the credit cards used by students to make the initial payment; and various points of payment at the Colleges can perform payments via credit cards.

Term: April 1, 2025 – March 31, 2030

Fiscal Impact: \$206,209 for 4/1/2025-3/31/2026. Touchnet Information Systems, Inc. reserves the right to increase the annual Software Maintenance and Support, Hosting Services, and Application Subscription Program fees by not more of 10% per year over the applicable amount for the immediately preceding year. Paid from the general fund.

The Board voted to approve the Master Services Agreement and Order Form with Touchnet Information Systems, Inc.

Motion by Trustee Prinsky, Second by Trustee Nguyen

Carried with the following vote:

Ayes:	Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Noes:	None
Abstain:	None
Absent:	Trustee Hornbuckle and Student Trustee Nunez

19.00 Ratification/Approval of General Items of Business

19.01 GWC - Ratification Health Sciences Program Agreement with Regents of the University of California

Renewal of a Health Sciences Program Agreement for GWC's Nursing program for student to obtain clinical experience.

Term: November 1, 2024 – March 30, 2027

Fiscal Impact: No fiscal impact to the District

The Board voted to ratify the Health Sciences Program Agreement with Regents of the University of California.

Motion by Trustee Prinsky, Second by Trustee Nguyen

Carried with the following vote:

Ayes: Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustee Hornbuckle and Student Trustee Nunez

19.02 DIS - Approval of Interim Educational Administrator Employment Agreement Template

The Board voted to approve the Interim Educational Administrator Employment Agreement template as a standard agreement.

Motion by Trustee Moreno, Second by Trustee Nguyen

Carried with the following vote:

Ayes: Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustee Hornbuckle and Student Trustee Nunez

19.03 DIS - Ratification of New Classified Employee Job Description: Theater Technical Assistant

The Board voted to ratify the new Classified employee job description for the position of Theater Technical Assistant.

Motion by Trustee Moreno, Second by Trustee Prinsky

Carried with the following vote:

Ayes: Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustee Hornbuckle and Student Trustee Nunez

19.04 DIS- Approval of Standard Contract Faculty Employment Agreements

The Board voted to approve the Standard Contract Faculty Employment Agreements for the following individuals for the 2025-26 Academic Year:

Tenure Advancement to Second-Year:

Name	College	# of Work Days/Yr	Start Date	End Date	Placement	Title	Department
Carlos Escobedo	CCC	175	8/22/2025	05/30/2026	AA-II-3	Instructor	Ethnic Studies
Nicole Clement	GWC	175	8/22/2025	05/30/2026	AA-II-8	Instructor	Nursing
Michael McCarthy	GWC	175	8/22/2025	05/30/2026	AA-I-8	Instructor	Administration of Justice
John Davis	OCC	175	8/22/2025	05/30/2026	AA-II-8	Instructor	Journalism

Tenure Advancement to Third-Year:

Name	College	# of Work Days/Yr	Start Date	End Date	Placement	Title	Department
Annette Edmonds	GWC	175	08/22/2025	05/29/2027	AA-V-9	Instructor	Computer Science
Armando Garcia	GWC	195	07/01/2025	06/30/2027	QQ-V-4	Counselor	Counseling, EOPS
Chad Ponciano	GWC	195	07/01/2025	06/30/2027	QQ-II-4	Counselor	Counseling
Jessica Gonzalez	OCC	175	08/22/2025	05/29/2027	AA-V-9	Instructor	Philosophy
Kara Jones (repeating year three of tenure track due to leave of absence)	OCC	175	08/22/2025	05/29/2027	AA-III-7	Instructor	Child Development & Education
Robert Lee	OCC	175	08/22/2025	05/29/2027	AA-I-10	Instructor	Aviation
Francisco Najera	OCC	175	08/22/2025	05/29/2027	AA-V-9	Instructor	Ethnic Studies

Motion by Trustee Nguyen, Second by Trustee Moreno

Carried with the following vote:

Ayes: Trustees Moreno, Nguyen, Dorn Parker, Prinsky
 Noes: None
 Abstain: None
 Absent: Trustee Hornbuckle and Student Trustee Nunez

20.00 Close of Meeting

20.01 Adjournment

The Board voted to adjourn the meeting in memory of Madison Dinh at 6:28 p.m.

Motion by Trustee Moreno, Second by Trustee Nguyen

Carried with the following vote:

Ayes: Trustees Moreno, Nguyen, Dorn Parker, Prinsky
Noes: None
Abstain: None
Absent: Trustee Hornbuckle and Student Trustee Nunez



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)

None

3. Approval of Appointment of Classified Management

External Hires

<u>Name</u>	<u>Site</u>	<u>Position</u>	<u>Start Dt</u>	<u>End Date</u>
Bell, Richette	GWC	Director, Enrollment Services	04/07/25	
Stanley, Sue	CCC	Acting Director, Online and Distant Education	03/03/25	06/30/25

4. Approval of Appointment of Classified Staff

Promotions

<u>Name</u>	<u>Site</u>	<u>Position</u>	<u>Start Dt</u>
Pacheco, Arturo	OCC	Maintenance Specialist I	04/01/25

External Hires

<u>Name</u>	<u>Site</u>	<u>Position</u>	<u>Start Dt</u>
Coerper, Carsyn	OCC	Division/Area Office Coordinator	03/25/25

Transfers

<u>Name</u>	<u>Site</u>	<u>Position From</u>	<u>Position To</u>	<u>Start Dt</u>
Gavidia, Nexy	GWC	Student Services Program Coordinator	Administrative Assistant I	03/31/25

Reorganization

<u>Name</u>	<u>Site</u>	<u>Position From</u>	<u>Position To</u>	<u>Start Dt</u>
Valle, Janet	OCC	Administrative Assistant I	Transfer Center Specialist	03/20/25

Reassignments based on Article 13 of CFCP Agreement

<u>Name</u>	<u>Site</u>	<u>Position From</u>	<u>Position To</u>	<u>Start Dt</u>
Bowman, Laurie	OCC	Accounting Assistant	Office Services Assistant	07/01/25
Cortez, Pedro	OCC	Project Assistant (Measure M)	Special Events Coordinator	05/01/25
Gallois, Mary	OCC	Administrative Assistant I, Child Care Center	Administrative Assistant I, Child Care Center & Early Childhood Education	07/01/25
Herrera, Karen	OCC	Course Assistant	Financial Aid Assistant	06/01/25
Hester, Carol	OCC	Course Assistant	Student Programs Specialist	07/01/25
Lopez, Glory	OCC	Administrative Assistant (Measure M)	Student Services Specialist	05/01/25

5. Approval of Appointment of Confidential Staff

None

6. Ratification of Appointment of Substitute, Faculty

None

7. Ratification of Appointment of Part-Time Faculty

Intercession and Spring 2025

Appointments for the period 01/02/25-05/31/25

<u>GWC</u>	<u>Discipline</u>	<u>Start Dt</u>
Bautista, Ricardo	Administration of Justice	03/09/2025
Cornelison, Savannah	Administration of Justice	01/13/2025
Duckworth, Erik	Administration of Justice	01/13/2025
Laraba, Brennen	Administration of Justice	02/10/2025
Lee, Christopher	Administration of Justice	02/03/2025
LeGrand, Emily	Administration of Justice	01/13/2025
Newman-Tarwater, Cheryl	Administration of Justice	01/13/2025
Pawlikowski, Joseph	Administration of Justice	03/04/2025
Pineda, Luis	Administration of Justice	02/10/2025
Salazar, Paul	Administration of Justice	03/06/2025
Valentine, Kristi	Administration of Justice	03/04/2025

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 CFCP Agreement):

Extension of End Date to Out of Class Assignment

<u>Name</u>	<u>Site</u>	<u>Position From</u>	<u>Position To</u>	<u>Extend From</u>	<u>Extend To</u>
Vu, Mary	CCC	Administrative Clerk	Division/Area Office Coordinator	04/01/25	06/30/25

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 CFCP 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 I	Temporary duties that are not fixed and prescribed to the assigned position that exceed five working days within a 15-day period.	03/01/25	03/31/25
Segerblom, Mette	PCC	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.	04/01/25	06/30/25