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# AGENDA

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**Coast Community College District  
Regular Meeting of the Board of Trustees  
Date: December 15, 2004 6:30 p.m.  
Board Room - 1370 Adams Avenue  
Costa Mesa, CA 92626**

## **Procedural Matters**

1. Call to Order
2. Pledge of Allegiance
3. Oath of Office
4. Roll Call
5. Public Comment

*At this time, members of the public have the opportunity to address the Board of Trustees on any item within the subject matter jurisdiction of the Board. Persons wishing to make comments are allowed five minutes per item. A "Request to Address the Board of Trustees" card needs to be completed and filed with the Secretary of the Board prior to speaking.*

*Please note that the Board cannot take action on any items not on the agenda, with certain exceptions as outlined in the Brown Act. Matters brought before the Board that are not on the agenda may, at the Board's discretion, be referred to staff or placed on the next agenda for Board consideration.*

*The Board requests that the public speak on matters which are on this agenda at the time that the item is considered by the Board.*

6. Organization of the Board
7. Adopt Agenda
8. Approval of Minutes

Regular Meeting of November 3, 2004  
Master Planning Workshop Meeting of November 17, 2004  
Special Meeting of November 29, 2004

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*Board of Trustees:  
Paul Berger, George Brown, Walter Howald, Jerry Patterson, Armando Ruiz,  
and Student Trustee Heather Larson  
Chancellor: Kenneth D. Yglesias*

## **Acceptance of Retirements**

An opportunity for the Board of Trustees to express appreciation and accept the retirements of employees with 10 or more years of service to the District.

## **General Information And Reports**

1. Review of Board Meeting Dates
2. Reports from the Officers of Student Government Organizations
3. Reports from the Academic Senate Presidents
4. Reports from Employee Representative Groups
5. Reports from the Presidents
6. Report from the Chancellor
7. Reports from the Board of Trustees
8. Review of Buildings and Ground Reports
9. Consideration of Proposals, Recommendations, Resolutions, and Actions by the California Community Colleges Board of Governors
10. Review of Proposed New Policies: Computer and Electronic Resources Systems – Acceptable Use; and Accessibility Standards for Electronic and Information Technology Section 508
11. Review of Proposed Revision to the District’s Smoking Policy – 050-1-15
12. Consideration of Proposed Policy Revision – Tax Sheltered Annuity and Deferred Compensation Program
13. Consideration of Proposed Policy Revision --Nomination/Election of Officers
14. Review of the Coast Community College District Auditor’s Report, Fiscal Year 2003-2004

## **Consent Calendar**

*All items listed under the consent calendar are considered to be routine, and action will be taken by the Board of Trustees in one motion. There will be no discussion of the items prior to the vote unless it is requested by a member of the Board that specific items be discussed or removed, in which case that item will be considered immediately following the consent calendar.*

### **1. Travel Authorization**

- a. Authorization for Attendance at Meetings and/or Conferences - Board and Staff Members
- b. Authorization for Student Trips

**2. General Items**

- a. Authorization for Special Projects
- b. Authorization to Apply for Funded Programs and/or Projects
- c. Authorization for Disposal of Surplus Materials and/or Equipment
- d. Authorization for Changes in Salary Schedules
- e. Authorization to Enter into Standard Agreements for Distribution of Telecourses for Coastline Community College
- f. Approval of Clinical Contracts
- g. Authorization for Purchase of Institutional Memberships

**3. Personnel Items**

- a. Authorization for Special Assignments
- b. Acceptance of Resignations and/or Approval of Layoffs and Terminations
- c. Authorization for Leaves of Absence
- d. Appointment of Substitutes, Academic Staff
- e. Appointment of Academic Staff
- f. Appointment of Classified Staff to Advertised Positions
- g. Authorization for Reclassification, Classification Reductions, and Reorganizational Reassignments, Classified Staff
- h. Authorization for Temporary Out of Class and Special Assignments, Classified Staff
- i. Authorization for Schedule Changes, Classified Staff
- j. Authorization for Additional Assignments, Change in Bargaining Unit, Classified Staff
- k. Appointment of Special Category - Hourly Staff
- l. Approval of Sabbatical Leave Requests

- m. Approval of Classified Staff Longevity Payments
- n. Authorization for Professional Experts
- o. Authorization for Staff Development
- p. Authorization for Classified Employees Professional Development Program
- q. Authorization for Independent Contractors

#### **4. Curriculum Approvals**

- a. Approval of New Courses
- b. Approval of Course Revisions
- c. Approval of Program/Option Revisions
- d. Approval of Course Retirements

#### **5. Special Programs and Activities**

- a. Community Education Activities - Orange Coast College
- b. Sailing Program - Orange Coast College

#### **6. Financial Approvals**

- a. Approval of Purchase Orders
- b. Ratification/Approval of Checks
- c. Authorization for Special Payments

#### **7. Buildings and Grounds Items Under \$10,000**

- a. Authorization for Addendum No. 1 to AEPC Group, LLC; Orange Coast College Early Childhood Lab School Classroom Upgrade

### **Action Items**

#### **Agreements**

1. Authorization to Enter into a Subcontract Agreement with The Tom Porter Group and the Coast College District (Coastline Community College) to offer Sales Consulting Services
2. Authorization to Amend the Agreement Between the County of Orange and Coast Community College District/Coastline Community College/Orange County One-Stop Center Northern Region to Provide Workforce Investment Act (WIA) Services to Eligible Technology and Transportation Clients at the Orange County One-Stop Center

3. Authorization to Enter into an Agreement Between the County of Orange and Coast Community College District/Coastline Community College/Orange County One-Stop Center Southern Region to Provide Workforce Investment Act (WIA) Services to Eligible Technology and Transportation Clients at the Orange County One-Stop Center
4. Authorization to Enter in an Agreement Between South Central Los Angeles Job and Business Alliance, Inc. and Coast Community College District (Coastline Community College) to Provide WIA Services to Eligible Clients at the Orange County One-Stop Centers
5. Authorization to Approve an Agreement with WallStreet University, Inc. and Coast Community College District (Coastline Community College) for the development and marketing of the "Loan Processing Made Easy" Online Course
6. Student Field Placement Agreement with Trustees of California State University, Long Beach Campus
7. Authorization to Enter Into a Standard Agreement between the Coast Community College District (Orange Coast College) and Orange County Head Start, Inc. for the purpose of offering instruction in "FEEDING THE YOUNG CHILD (FN145)/LIFE CYCLE NUTRITION:CHILDREN "
8. Authorization to Enter Into a Standard Agreement between the Coast Community College District (Orange Coast College) and the United States Marine Corps for the purpose of offering instruction in Electrical Wiring Training
9. Authorization to Enter Into a Standard Agreement between the Coast Community College District (Orange Coast College) and the United States Department of the Army for the purpose of offering instruction in Universal Refrigeration Service Certification
10. Authorization to Enter Into an Agreement between the Coast Community College District (Orange Coast College) and ACCENT International Consortium for Academic Programs Abroad, Ltd., for the purpose of offering instruction in "Paris, France Summer Tour"
11. Authorization to Purchase Dell Computers as the standard equipment for Orange Coast College using the Western States Contract Alliance (WSCA) Master Price Agreement or Department of General Services, (CMAS) California Multiple Award Schedule Contract
12. Student Field Placement Agreement with Trustees of California State University, Long Beach Campus
13. Approval of Mutual Cancellation Settlement and Full Mutual Release Agreement, and approval of a new Support and Maintenance Agreement between the Coast Community College District and Protocol National, Inc.
14. Authorization for District Information Services to purchase CISCO networking equipment from Pacific Blue Micro Utilizing the California Department of General Services, California Multiple Award Schedule (CMAS) or the Western States Contracting Alliance (WSCA) Master Price Agreement

15. Authorization to Extend the Agreement between Constellation NewEnergy and Coast Community College District for Electricity Service for Six Months
16. Authorization for Coast Community College District to Enter Into a Master Lease Agreement (006428224) with Dell Financial Services L. P. (DFS) to Finance Future Computer Equipment Acquisitions
17. Authorization for District Information Services to enter into a DellFlex Lease Purchase agreement for Seventy-Three (73) Dell Personal Computers (PCs) Utilizing California Department of General Services, California Multiple Award Schedule (CMAS) or the Western States Contracting Alliance (WSCA) Master Price Agreement
18. Authorization for District Information Services to purchase a Storage Area Network (SAN) and Server solution from Dell Utilizing the California Department of General Services, California Multiple Award Schedule (CMAS) or the Western States Contracting Alliance (WSCA) Master Price Agreement
19. Authorization to Enter into an Agreement Renewal Between Coast Community College District and Mandate Resource Services to Provide Claim Preparation Services
20. Authorization to Enter into a Memorandum of Understanding (MOU) Agreement with El Viento Foundation and the Coast Community College District (Golden West College) to Provide Educational Pathways for Students to Attend GWC from the Oak View Community in Huntington Beach, California
21. Authorization to Enter into a Memorandum of Understanding (MOU) Agreement with El Viento Foundation, the Coast Community College District and Golden West College a Part of the Coast Community College District to Develop a Preliminary Plan for the Oakview 2010 Project
22. Authorization to Enter into an Agreement with a Travel Contractor for a 2005 Short-Term Study Abroad Program (England)
23. Authorization to Enter into an Agreement with a Travel Contractor for a 2005 Short-Term Study Abroad Program (Spain)
24. Authorization to Enter into a Sublease Agreement Between Arbor Employment and Training, a corporation, and the Coast Community College District (Coastline Community College) to sublease for Orange County Workforce Investment Board Business Services at the Orange County One-Stop Center – South
25. Authorization to Amend the Agreement Between the County of Orange and the Coast Community College District (Coastline Community College) for Continued Operation of the Orange County One-Stop Center-Northern Region
26. Authorization to Amend the Agreement Between the County of Orange and the Coast Community College District/Coastline Community College for Continued Operation of the Orange County One-Stop Center-Southern Region

27. Authorization to Approve an Amended Agreement between the Coast Community College District (Coastline Community College) and Bedford, Freeman, and Worth Publishing Group, LLC to publish three Telecourse Student Guides for Psychology: The Human Experience
28. Authorization to Enter into a Memorandum of Understanding Between Florence-Darlington Technical College (FDTC) and the Coast Community College District (Coastline Community College) to provide a credit course designed for Veterans and offered by FDTC with contracted online instruction provided by Coastline College

### **Buildings and Grounds Items Over \$10,000 and Change Order Items**

1. Authorization for Change Order No. 2; Orange Coast College Stadium Upgrade
2. Authorization for Change Order No. 1; Golden West College Student Center Upgrade

### **General Items of Business**

1. Recommendation for Rejection of Claim For Damages Against Coast Community College District for Personal Injury and Property Damages.
2. Recommendation for Rejection of Claim For Damages Against Coast Community College District.
3. Revision to Previously Approved Item: Authorization for Golden West College to Purchase a Server Storage Consolidation System from Pacific Blue Micro Utilizing the Department of General Services, California Multiple Aware Schedule (CMAS) Contract #3-04-70-1838C
4. Authorization to Conduct a Short-Term Study Abroad Art Program in Dublin, Ireland During Summer 2005
5. Authorization to Conduct a Short-Term Cultural Study Abroad Program in China During Intersession 2006
6. Authorization to Conduct a Short-Term Introduction to Art Study Abroad Program in Florence, Italy, during January, 2006
7. Authorization to Conduct a Short-Term History and Theater Arts Study Abroad Program in London, England, during Summer, 2006
8. Approval of Instructional Material Fees
9. Approval of Tax Sheltered Annuity Company
10. Consideration of Nomination to the California Community College Trustees (CCCT) Board of Directors

**Personnel Action Item**

1. Appointment of the President for Golden West College

**Policy Implementation**

1. Adoption of Board Policy 040-3-5, Alternative Revolving Cash Funds at the Colleges, to Increase Individual Student Refund Limits

**Resolutions**

1. Adoption of Resolution of October 2004 Budget Transfers
2. Adoption of Resolution for the OCTFCU to Administer Deferred Compensation (457b) Program
3. Adoption of Resolution to Increase Income and Expenditure Budget for 2004-2005
4. Authorization to Apply for Funded Programs and/or Projects: Harry & Grace Steele Children's Center School Age Resource Grant

**Recess to Closed Session**

*Conducted in Accordance with applicable sections of California law. Closed Sessions are not open to the public.*

The following item(s) will be discussed in Closed Session:

1. Conference with Legal Counsel – Anticipated Litigation (pursuant to Section 54956.9)  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (1 case)

**Reconvene Regular Meeting**

Report of Action in Closed Session

**Adjournment**

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***Upcoming Meetings:  
January 19, 2005 (Regular Meeting)  
February 2, 2005 (Regular Meeting)***

**COAST COMMUNITY COLLEGE DISTRICT**

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**Request to Address the Board of Trustees**

Date \_\_\_\_\_ Name \_\_\_\_\_  
(please print legibly)

Agenda Item No. \_\_\_\_\_ Subject \_\_\_\_\_

NOTE: Persons requesting to speak on a particular agenda item will be given that opportunity as that agenda item is considered by the Board.

Non-agenda Subject \_\_\_\_\_

NOTE: Non-agenda items must be addressed during the public comment period at the beginning of the meeting. A "Request to Address the Board of Trustees" card needs to be completed and filed with the Secretary of the Board prior to speaking.

Each speaker will be allowed five minutes per item. Speaking order will be prioritized on a first-come first-served basis.

SPEAKER NO. \_\_\_\_\_

*It is the intention of the Coast Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Coast Community College District will attempt to accommodate you in every reasonable manner. Please contact Donna M. Waldfogel, Secretary of the Board, (714) 438-4848, at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.*