

**REGULAR MEETING
BOARD OF TRUSTEES
COAST COMMUNITY COLLEGE DISTRICT**

LOCATION: District Headquarters Board Room
1370 Adams Avenue
Costa Mesa, CA 92626

TIME: 6:30 P.M.

DATE: June 20, 2007

ADDENDUM TO THE AGENDA

Urgent Addition – Added to the Action Agreements # 16

The Staff is requesting the addition of the following time sensitive item to the Board's Agenda, noting that the need to include this item arose subsequent to the printing and posting of the June 20, 2007 Agenda.

Authorization to Enter Into an Agreement with Orange County Department of Education and the Coast Community College District to Participate in Payroll Time and Attendance System Development and Implementation

After review by the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given to enter into an agreement between the Coast Community College District and Orange County Department of Education for payroll time and attendance system development and implementation. This will provide web based attendance access to all employees and payroll information to each individual. This will reduce the cost of preparation and delivery of paychecks and provide more efficient information access in the future. It is further recommended that the Chancellor or the Vice Chancellor of Administrative Services be authorized to sign the agreement. (A copy of the agreement is attached to this Addendum).

Fiscal Impact: \$38,626.00 one time General Fund expenses in fiscal year 2007-08

Pg. 52 - 118 Additions/Revisions to Existing Personnel Items

Acceptance of Resignation and/or Approval of Layoffs and Terminations

It is recommended that the following resignations be accepted and/or layoffs and terminations be authorized:

Faculty

Higbee, Helen, GWC, Instructor English, resignation effective 06/07/07.

Appointment of Academic Staff

Salary placement may be revised upon presentation of evidence of additional education and/or experience.

Administrator

Pourzanjani, Omid, GWC, Dean, Career and Technical Education, full time 12 month position for the period 07/01/07 to 06/30/08. Salary placement for this assignment to be D-32-07 for the 2007-08 academic year.

Faculty

Birk, Allison, GWC, Instructor, Nursing, temporary full time 2 semester position for the period 08/27/07 to 05/28/08. Salary placement for this assignment to be Col. II, Step 07 for the 2007-08 academic year.

Bruce, Martha E., GWC, Instructor, Nursing, temporary full time 2 semester position for the period 08/27/07 to 05/28/08. Salary placement for this assignment to be Col. II, Step 07 for the 2007-08 academic year. Funded by the WIA Expansion Grant.

Chan, Dennis E., GWC, Instructor, Nursing, temporary full time 2 semester position for the period 08/27/07 to 05/28/08. Salary placement for this assignment to be Col. II, Step 07 for the 2007-08 academic year. Funded by the WIA Expansion Grant.

Rangel, Amy C., GWC, Instructor, Nursing, temporary full time 2 semester position for the period 08/27/07 to 05/28/08. Salary placement for this assignment to be Col. II, Step 07 for the 2007-08 academic year.

Stuart, John, OCC, Instructor, Heating, Ventilation, and Air Conditioning, full time tenure track 2 semester position for the period 08/27/07 to 05/28/08. Salary placement for this assignment to be Col. V, Step 01 for the 2007-08 academic year.

Revision to Previous Board action

Best, Amanda, GWC, Instructor, Art, revise from temporary to full time tenure track 2 semester position for the period 08/27/07 to 05/28/08. Salary placement for this assignment to be Col. V, Step 03 for the 2007-08 academic year. (Previous Board action 05/31/06, 09/06/06)

Courchaine, Jeffrey, GWC, Dean, Business and Social Sciences, revise from temporary to full time 12 month position for the period 07/01/07 to 06/30/08. Salary placement for this assignment to be D-32-07 for the 2007-08 academic year. (Previous Board action 06/21/06, 07/19/06)

Appointment of Classified Staff to Advertised Positions

Onusz, Cindy Marie, GWC, Re-Entry/Cal WORKS Office Coordinator, Classified Unit, .375 time, 12 mo position, from hourly effective 06/21/07; E-42-01 (G-016-07)

Revision to Existing Item

Truax, Linda, CCC, Child Care Center Assistant, Classified Unit, .5625, 10 mo position, new hire revise start date from 05/13/07 to 08/13/07; E-32-03 (C-020-07)

Authorization for Reclassification, Classification Reductions, and Reorganizational Reassignments, Classified Staff

Guevara, Martha, OCC, Reclassification from Typist Clerk, Intermediate, E-36-05, to Typist Clerk, Senior, E-40-05, Classified Unit, full time 12 mo position, effective 07/01/07.

Revisions to Existing Item

Moon, Belta N., OCC, Reclassification revision from Library Clerk Senior, E-40-05, .500 time, and Library Assistant E-44-05, .500 time, to Library Assistant, E-44-05, Classified Unit, full time 12 mo position effective 07/01/07.

Nguyen, Bai V., OCC, Reclassification revision from Staff Aide to Staff Specialist, and revise placement from E-45-05 to E-50-05, Classified Unit, full time 12 mo position, effective 07/01/07.

Appointments of Special Category, Hourly Staff

Hourly/Temporary/Clerical/Secretarial, to provide clerical support including handling correspondence, maintaining files, answering phones, preparing reports and responding to public inquiries in one or more of the following campus and/or division offices: Instruction, Student Services or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Fitzpatrick, Adriana	GWC	06/21/07	06/30/07	124006-361519-2333-642000	M,T,W,TH,F
	GWC	07/01/07	06/30/08	124006-361519-2333-642000	M,T,W,TH,F
Hoang, Elizabeth	OCC	07/01/07	06/30/08	110001-261601-2333-647000	M,T,W,TH,F
	OCC	07/01/07	06/30/08	812001-261052-2333-696000	M,T,W,TH,F
Lane, Andrea	GWC	07/01/07	12/16/07	110001-320701-2423-080100	M,T,W,TH,F
Valles, Martin	CCC	07/01/07	06/30/08	115060-833750-2333-709000	M,T,W,TH,F

Hourly/Temporary/Instructional/Research Assistant, to provide instructional support services to faculty and instructional divisions by assisting with pre-class preparations, maintaining various school records, scoring tests, tutoring, and coordinating instructional materials or equipment in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Holmes, Richard	GWC	07/01/07	06/30/08	110001-324104-2423-100200	M,W
Mancino, Raymond	GWC	07/01/07	06/30/08	110001-324104-2423-100200	M,W
Van Aken, Earl	OCC	06/21/07	06/30/07	110001-210100-2423-100200	M,W,F
	OCC	07/01/07	06/30/08	110001-210100-2423-100200	M,W,F

Hourly/Temporary/Service/Maintenance, to perform a variety of semi-skilled maintenance, janitorial and repair work on campus buildings, equipment and facilities in one or more of the following campus and/or division offices: Instructions, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Fu, Terrence	CCC	06/21/07	06/30/07	127007-885901-1233-695000	M,T,W,TH
	CCC	07/01/07	06/30/08	127007-885901-1233-695000	M,T,W,TH
Laris Laris, Jose	GWC	06/23/07	06/30/07	110001-385302-2333-655000	S,SU
	GWC	07/01/07	12/21/07	110001-385302-2333-655000	S,SU

Hourly/Temporary/Technical/Paraprofessional, to provide specialized and/or skilled technical support in such areas as classroom interpretation, computer operations, on-line editing, proctoring or special program research in one or more of the following campus and/or division offices: Instruction, Student Services, or Campus Operations for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Coxon, James	CCC	07/01/07	06/30/08	110001-881400-2333-677000	M,T,W,TH,F
Davidson, Tina	OCC	07/01/07	06/30/08	127001-261302-2333-644000	M,W,F

Hourly/Temporary Substitutes, pursuant to Section 7.2(A) of the Agreement between the Coast Community College District and the Coast Federation of Classified Employees, to take the place of a bargaining unit employee who is ill or on leave of absence for the time frame noted below.

<u>Name</u>	<u>LOC</u>	<u>Start Date</u>	<u>End Date</u>	<u>Funding Source</u>	<u>Days to Work</u>
Ha, Tran	GWC	06/01/07	06/18/07	110001-380102-2333-699000	M,T,TH,F
	GWC	06/19/07	09/30/07	110001-380102-2334-699000	M,T,TH,F

Authorization for Professional Experts

Means, Derek R., CCC, to serve as Flash Programmer for multimedia language course for ISD Chengo Project, for the period 06/21/07 to 12/31/07, compensation to be \$30,000.00.

Mineo, Donald F., OCC, to complete contact of all media personnel to coordinate, set up, and record videoconference, and to organize and build webpage for all technical assistance, for the period 06/01/07 to 06/30/07, compensation to be \$1,000.00.

Page 193 Revision to Existing Building And Grounds Item

Bid Tabulations and Award of Contract: Golden West College Health Science Building; Bid No. 1925

Notices were published on May 1, 2007 and May 8, 2007 in the newspaper as well as three trade journals requesting bids. Forty-one bid packages were delivered or picked up by prospective bidders. Eight bids were received.

The bids were opened on June 13, 2007 for the Golden West College Health Science Building; Bid No. 1925.

After due diligence by Risk Services, and review by the Facilities coordinator and the Vice Chancellor of Administrative Services, it is recommended that a contract be awarded to P.W. Construction as lowest qualified base bid of \$11,764,000 as shown below, and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

	<u>Base Bid*</u>
1. P.W. Construction 1905 East Route 66, Suite 200, Glendora, CA 91740 (Bidder has requested withdrawal of bid due to clerical error)	\$11,764,000
2. GKK Works (Irvine) (Bidder was disqualified due to error on Subcontractor's Listing)	\$12,600,000
3. DJM Construction (Anaheim) 1540 S. Lewis Street, Anaheim, CA 92805	\$12,773,000
4. Morillo Construction (Pasadena)	\$12,790,000
5. Robert Clapper Construction Services, Inc. (Rialto)	\$12,800,000
6. Howard S. Wright Construction (Irvine)	\$13,029,000
7. Woodcliff Corporation (Los Angeles)	\$13,226,000
8. G-2000 Construction (Agoura Hills)	\$15,300,000

*Note: The Bid Form included five deductive alternates. Golden West College has elected not to apply any of the deductive alternates. Award of Bid No. 1925 consist of the base bid only.

Fiscal Impact: \$11,764,000 (Measure C – General Obligation Bond Fund)
Master Plan Approved Project
GWC Health Science Building

1. Approval of Salary Schedule Increase

After review by the Vice Chancellor for Human Resources, it is recommended by the Chancellor that the Board of Trustees approve a 6% increase to the following 2007-2008 employee salary schedules to become effective as noted below, subject to the final approval of the Governor’s 2007-2008 budget.

<u>Schedule</u>	<u>Employee Groups</u>	<u>Effective Date</u>
Schedule AA	Faculty (CFE/AFT)	Fall 2007
Schedule AJ	Administration of Justice	Fall 2007
Schedule BB/B1	Part-time Faculty	Fall 2007
Schedule DD	Educational Managers	July 1, 2007
Schedule EE	Classified Staff (CFCE)	July 1, 2007
Schedule GG	Classified Managers	July 1, 2007
Schedule HH	Hourly	August 10, 2007
Schedule JJ	Confidential	July 1, 2007
Schedule KK	Students	August 10, 2007
Schedule L2	Educational Administrators	July 1, 2007
Schedule QQ	Counselors (CFE/AFT)	July 1, 2007
Schedule PP	Professional/Medical Experts	Fall 2007
Schedule SS	Special Project Professional Experts	July 1, 2007
Schedule TT	Professional Experts	Fall 2007

Fiscal Impact: \$7,421,952 (This salary increase represents a formula as COLA plus ½ of a growth percentage plus 0.375% rounded to the nearest 0.5%, amounting, equaling 4.53% for COLA plus 0.67% for Growth, plus 0.375% additional District funds, total 5.575% rounded to 6.00%).

4. Adoption of Resolution authorizing the Establishment of a Retirement Health Benefit Fund Investment Advisory Board Relating to the College District’s Participation in a Retiree Health Benefit Program

WHEREAS, the Coast Community College District (“District”) provides certain retiree health benefits to retired employees;

WHEREAS, the Governmental Accounting Standards Board (“GASB”) is requiring new accounting procedures for costs and liabilities associated with retiree health benefit programs;

WHEREAS, various community college districts around the State of California, in conjunction with the Community College League of California have heretofore established the Retiree Health Benefit Program Joint Powers Agency (“JPA”) for the purpose of assisting its member community college districts in meeting the new accounting standards previously established by GASB;

WHEREAS, the District’s Board has previously approved a joint powers agreement (the “JPA Agreement”) authorizing the District’s participation in the JPA; and

WHEREAS, the District’s Board now seeks to establish a retirement health benefit fund investment advisory board for the purpose of assisting in the District’s participation in the programs and activities provided for by way of the JPA Agreement and for the purpose of reviewing and making recommendations on the form of investments of funds allocated for investment in the District’s retirement program.

NOW, THEREFORE, it is hereby resolved by the Governing Board of the Coast Community College District as follows:

SECTION 1. Above Recitals. The above Recitals are true and correct and the District's Board hereby so finds.

SECTION 2. Establishment of Retirement Health Benefit Fund Investment Advisory Board. On behalf of the District, the District's Board hereby establishes the Coast Community College District Retirement Health Benefit Fund Investment Advisory Board for the purpose of assisting the District in its participation in the programs and activities provided for by way of the JPA Agreement.

SECTION 3. Retirement Health Benefit Fund Investment Advisory Board Members-Appointments. The Retirement Health Benefit Fund Investment Advisory Board established hereby shall consist of three (3) members. The members shall include: (1) that individual who is the member representative to the JPA (the "Designated Member"), (2) that individual who is the designated alternate member to the JPA (the "Alternate Member"), and (3) the District's Internal Auditor. The District's Board hereby appoints the individuals identified above to serve as the current members of the District's Retirement Health Benefit Fund Investment Advisory Board. On an ongoing basis, membership on the Retirement Health Benefit Fund Investment Advisory Board shall be filled by those District officers who hold the three (3) positions designated herein, namely the Designated Member, the Alternate Member and the District's Internal Auditor.

SECTION 4. Duties. The duties of the Retirement Health Benefit Fund Investment Advisory Board shall be to review the District's investment portfolio as established by way of the JPA Agreement and make recommendations to the District's Board and to the Designated Member as to the form and format of such investments on an annual basis including any deletions, additions or modifications to such investments as provided for by way of the investment allocation model established by the JPA and as provided for in the JPA Agreement. The Retirement Health Benefit Fund Investment Advisory Board shall meet no less often than annually and shall provide regular written reports of its activities and recommendations to the District's Board, communicated by way of the Designated Member.

5. Adoption of Resolution to Renew Participation in the Covered Electronic Waste Recovery and Recycling Payment System

In order for Orange Coast College to participate in the Covered Electronic Waste Recovery and Recycling Payment System, the Board is required to approve a Resolution to participate in the program.

After review by the Orange Coast College president, it is recommended by the Chancellor that the following Resolution be adopted:

RESOLUTION

WHEREAS, on September 24, 2003, the Electronic Waste Recycling Act of 2003 (Act), Chapter 526, Statutes of 2003 (SB 20, Sher) became law with the purpose of improving the growing challenge of appropriately managing discarded electronic equipment; and

WHEREAS, the Act authorizes the California Integrated Waste Management Board (CIWMB) to administer a covered electronic waste recovery and recycling payment system to establish and enhance an infrastructure for the proper management of electronic wastes collected by municipalities, nonprofit organizations, and private entities; and

WHEREAS, Title 14, California Code of Regulations, Section 18660.11(b) (2)(F) requires a local government agency to provide a resolution from the governing body of the local agency authorizing the agency to participate in the payment system; and

WHEREAS, an entity intending to participate in the covered electronic waste recovery and recycling payment system must secure approval from the CIWMB prior to handling materials for which payment will be sought; and

*NOW, THEREFORE, BE IT RESOLVED that the Coast Community College District/Orange Coast College authorizes the submittal of an application to the California Integrated Waste Management Board for approval to participate in the Covered Electronic Waste Recovery and Recycling Payment System. The Recycling Coordinator is hereby authorized and empowered to execute all necessary documents, including but not limited to, applications, agreements, amendments, and payment requests to secure payment funds and to implement and carry out the purposes specified in the Act and payment system.

~~SECTION 4. — Duties. — The duties of the Retirement Health Benefit Fund Investment Advisory Board shall be to review the District's investment portfolio as established by way of the JPA Agreement and make recommendations to the District's Board and to the Designated Member as to the form and format of such investments on an annual basis including any deletions, additions or modifications to such investments as provided for by way of the investment allocation model established by the JPA and as provided for in the JPA Agreement. The Retirement Health Benefit Fund Investment Advisory Board shall meet no less often than annually and shall provide regular written reports of its activities and recommendations to the District's Board, communicated by way of the Designated Member.~~