

**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: October 3, 2007

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**ADDENDUM TO THE AGENDA**

**Urgent Addition – Added to the General Action Items**

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 October 3, 2007 Agenda.

**Authorization for District Information Services (DIS) to Purchase Fortinet Equipment for the Luminis Implementation from Government Technology Solutions Utilizing California Multiple Award Schedule (CMAS) Contract 3-99-70-0332B**

Project Voyager, including the Luminis Portal, is going into production for Student Registration on November 5. In order to provide the best system experience for the Students, Coast Community College District is expanding its internet connection bandwidth with CENIC (Corporation for Education Network Initiatives in California) from 53 megabits per second (53 mbps) to 1 gigabit per second (1000 mbps). The Fortinet firewall and Intrusion Detection System (IDS) will accommodate the increased bandwidth and deal with the increased system threats (viruses, malware, etc.)

After review by the Administrative Director of District Information Services, Director of Purchasing and the Vice Chancellor of Administrative Services, and in the best interest of the District, it is recommended that the Board of Trustees authorize the Director of Purchasing to issue a purchase orders to Government Technology Solutions to support the Luminis and Project Voyager implementation.

**Fiscal Impact:** \$129,712 from General Funds.

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**Pg. 22-23 Additions to Existing Special Projects**

Golden West College to hold an Honors Program Annual Convocation Welcome Event, September 27, 2007 in the Community Center. Cost NTE \$500 for food, supplies, and printing to be paid from Honors funds.

Golden West College Career & Technical Education Division to hold an AC Delco Training Seminar, October 4, 2007 in the Community Center as an industry partnership. There will be no cost for the event.

Golden West College EOPS/CARE Club to hold a Tamale Sale Fundraiser, October 17, 2007 in the Student Center Patio. Cost NTE \$300 for food and supplies to be paid from club funds.

Golden West College to hold a Campus Job Fair, November 7, 2007 in the central quad. Cost NTE \$1,000 for food, supplies, and printing to be paid from Employment Services Foundation funds.

Golden West College to hold a Police Academy Graduation for Class 133, November 16, 2007 at the Rose Center Theater in Westminster. Cost NTE \$650 for supplies to be paid from department general funds.

Golden West College Regional Health Occupations Resource Center (RHORC) to hold a Saddleback College Teaching Nursing and Evaluating Student Learning Workshop, November 30, 2007, at Saddleback College. Cost NTE \$8,000 for food, supplies, facility rental, and printing to be paid from RHORC Grant funds.

Golden West College to hold the annual President's Holiday Open House for faculty and staff, December 4, 2007, in the Community Center. NTE \$2,000 for food, supplies, and printing to be paid from general and college discretionary funds.

Golden West College EOPS/CARE Club to hold a Fundraiser Jewelry Sale, December 5-6, 2007, and February 7-8, 2008 in front of the Bookstore. There will be no cost for the events; the vendor to donate \$100 for each event to the club.

Golden West College to hold the National Council State Board Review Exam, January 14-17, 2008 in the Mainstage Theater. Cost NTE \$800 for food, supplies, and printing to be paid from CNSA Club funds.

Golden West College to hold a Collaborative Nursing Student Career Fair with Santa Ana College, January 18, 2008 to visit hospital recruiters. There will be no cost for the event.

Golden West College to hold a Police Academy Graduation for Class 134, March 21, 2008 at the Robert B. Moore Theater at OCC. Cost NTE \$650 for supplies to be paid from department general funds.

Golden West College to hold the annual Advisory Committee Recognition Breakfast, May 22, 2008 in the campus Student Center. Cost NTE \$2,500 for food, supplies, and printing to be paid from college discretionary funds.

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**Pg. 32-49 Additions/Revisions to Existing Personnel Items**

**Acceptance of Resignations and/or Approval of Layoffs and Terminations**

Garcia-Villanueva, Maria L., CCC, Corporate Developer, Classified Unit, resignation effective 09/27/07. Unused vacation to be paid in lump sum.

**Appointment of Academic Staff**

Kaliski, Lucy, GWC, Instructor, Biological Sciences, temporary one semester full time position for the period 09/24/07 to 12/16/07. Salary placement for this assignment to be Col. II, Step 07 for the Fall semester.

**Appointment of Classified Staff to Advertised Positions**

Arellano, Christina, CCC, EOPS Recruitment Technician, Classified Unit, temporary, specially funded, .4875 time, 12 mo position, new hire effective 10/08/07 to 06/30/08; E-48-01\* (C-001-08)

\*This position may be extended, modified or eliminated based on changes from the funding source.

Rios, Jesse S., GWC, Swap Meet Supervisor, Classified Management, .500 time, 12 mo position, promotion effective 10/04/07; G-15-03. (G-002-08)\*

\*This position subject to the rights, privileges and obligations of those placed on the Classified Management schedule.

## Appointment 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>
Clements, Veronica	CCC	10/04/07	01/09/08	124077-851254-2333-709000	M,T,W,TH,F
Daniels, Roger	CCC	10/04/07	06/30/08	120010-850101-2333-709000	M,T,W,TH,F
Hartwell, Catherine	OCC	10/04/07	06/30/08	110001-249004-2333-620000	M,W,F
Hartzog, Christopher	CCC	10/04/07	01/09/08	124077-851254-2333-709000	M,T,W,TH,F
Macheski, Alexandra	OCC	10/04/07	06/30/08	812010-266851-2333-709000	T,W
Ruiz, Esmeralda	GWC	10/04/07	06/30/08	124006-361515-2423-611000	M,T,W,TH,F
Schneider, Ryan	CCC	10/04/07	06/30/08	124002-856201-2423-493030	M,T,W,TH,F
	CCC	10/04/07	06/30/08	124007-856101-2423-493030	M,T,W,TH,F
Vivar, Jacqueline	CCC	10/08/07	01/09/08	124077-851254-2333-709000	M,T,W,TH,F,S

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>
Battistelli, L'Oreal	OCC	10/04/07	06/30/08	812001-262702-2423-696000	M,T,W,TH,F
	OCC	10/04/07	06/30/08	110001-262701-2423-611000	M,T,W,TH,F
	OCC	10/04/07	06/30/08	124010-259703-2423-611000	M,T,W,TH,F
Belisario, Christian	GWC	10/08/07	06/27/08	813001-304506-2423-696000	T,W,TH
Carroll, Michelle	GWC	10/04/07	06/30/08	124006-361518-2423-493030	M,T,W,TH,F
Clausen, Caroline	GWC	10/04/07	06/30/08	124006-361518-2423-493030	M,T,W,TH,F
Holstein, Stephanie	GWC	10/04/07	06/30/08	124006-361518-2423-493030	M,T,W,TH,F
Lewis, Micah	GWC	10/04/07	06/30/08	124006-361518-2423-493030	M,T,W,TH,F
Lozano, Maria	GWC	10/04/07	06/30/08	124006-361519-2423-642000	M,T,W,TH,F
Smith, Kevin	OCC	10/04/07	06/30/08	812001-262702-2423-696000	M,T,W,TH,F
	OCC	10/04/07	06/30/08	110001-262701-2423-611000	M,T,W,TH,F
	OCC	10/04/07	06/30/08	124010-259703-2423-611000	M,T,W,TH,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: 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>
Brocard, Juan	OCC	10/04/07	06/30/08	812020-205401-2333-694000	M,T,TH
Kaifos, Christopher	OCC	10/04/07	06/30/08	127005-258900-2316-695000	M,W,F

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>
Berglund, Bruce	CCC	10/04/07	06/30/08	818030-847515-2333-701000	M,T,W,TH,F
McCullough, Kevin	GWC	10/04/07	06/30/08	813001-317107-2423-696000	M,T,W,TH,F
Naing, Aung	OCC	10/04/07	06/30/08	110001-247700-2333-615000	M,TH,F
Nasserara, Tasha	GWC	10/04/07	06/30/08	110001-380502-2333-615000	M,T,W,TH,F
Sakata, Maria	GWC	10/18/07	06/30/08	110001-374101-2333-661000	M,T,W,TH,F

**Authorization for Professional Experts**

Professional Experts over \$10,000.00

Young, Gary J., CCC, to serve as Systems Analyst/Programmer for special project applications, for the period 10/04/07 to 01/04/08, compensation to be \$12,500.00.

**Page 92      Revision to Existing Agreements**

**Authorization to Enter Into an Agreement between HealthFax, Inc., and the Coast Community College District for Flu and Pneumonia Immunization Clinics**

After review by the Vice Chancellor of Administrative Services, it is recommended by the Chancellor that authorization be given for the Coast Community College District to enter into an agreement with HealthFax, Inc., to provide flu and pneumonia vaccinations for all benefit-eligible employees and retirees. Vaccinations will be administered on the following dates at the following locations:

- October 29, ~~2006~~ **2007** Coastline College
- October 30, ~~2006~~ **2007** District Office
- November 1, ~~2006~~ **2007** Orange Coast College

**Page 96-97      Revision to Existing Resolution**

- 1. Adoption of Resolution Requesting Proposals (CCCD RFP #1935) for the Development of a Master Plan for Golden West College Career and Technical Education Programs**

After review by the District's Chancellor, Vice Chancellor of Administrative Services, and Risk Services Manager, by Golden West College's President, it is recommended by the Chancellor that the Board adopt the following "Resolution Requesting Proposals for the Development of a Master Plan" for Golden West College Career and Technical Education Programs, and to instruct staff to post and publish that resolution as specified and required by the Education Code. That resolution pertains to the RFP identified below, a copy of which is attached to each Trustee's Agenda. (See attachment 12)

## **RESOLUTION**

### **REQUESTING PROPOSALS UNDER DISTRICT RFP #1935 FOR THE DEVELOPMENT OF A MASTER PLAN FOR GOLDEN WEST COLLEGE CAREER AND TECHNICAL EDUCATION PROGRAMS.**

BE IT RESOLVED, DETERMINED AND ORDERED by the Governing Board of the Coast Community College District of the County of Orange, State of California, in regular session assembled on October 3, 2007, that NOTICE IS HEREBY GIVEN that it is the intention of the Governing Board to solicit proposals pursuant to CCCD RFP #1935 for the Development of a Master Plan for Golden West College Career and Technical Education Programs.

The terms the District will consider are specified in the Request for Proposals attached hereto.

Coast Community College District (CCCD) on behalf of Golden West College (GWC) is seeking to develop a Master Plan for its Career and Technical Education (CTE) programs. Currently, GWC offers nearly 40 Certificates of Achievement (State approved) and over 25 Certificates of Specialization (locally approved). These certificates are offered through 19 distinct academic departments. GWC would like to create a 5-7 year master plan that will ensure its CTE programs are strong, appropriately sustainable, and aligned with the needs of its local and virtual community. A successful plan should increase enrollment, increase student retention, increase certificate completion, and in general, increase the employment of CTE graduates in well-paying jobs.

GWC CTE is soliciting proposals for the assistance of a Consultant expert/team to prepare and present a strategic Master Plan that would include not only the configuration and composition of CTE's program offerings, but also the processes required in keeping that portfolio current and aligned with our targeted student population. The resulting plan and processes should address academic, facilities, funding and technology components of planning. It should also be cognizant of the California Community Colleges, Coast Community College District, and GWC's environments, policies, rules, economic capabilities, and mission. A final report/proposal shall include:

- A clear depiction of the current and future workforce requirements within our community in the form of presentations, charts, graphs, reports, and credible references.
- An analysis report for existing programs within our service area offered through private or public schools and colleges. This report should include size of the programs, allocated resources (cost, faculty, facilities, etc.), enrollment, completion rate, and job placement success.
- A gap analysis report between what programs are already in existence within our service area, what programs are in existence at GWC, and what the real need of our communities are.
- Categorization (critical, nice to have, and unnecessary) of existing programs at GWC according to the workforce requirements of our community.
- A feasibility study of the needed programs that would have the highest expectation of success at GWC. The success of program could be measured in terms of low resource requirements, high enrollment counts, high completion rate, and high expected wages.
- **Identification of potential grants and strategies to secure potential grants for Career and Technical Education Programs.**

The Most responsive proposer shall be selected based upon the following selection Criteria: The quality of consultant's approach and work plan; the quality and experience of staff proposed to be used on this project; The proposer's relevance of prior and related experience; understanding of GWC's environment and culture; the compatibility of proposer's timeline and commitments to GWC's needs; and the total project cost.

Sealed proposals shall be submitted in accordance with the Coast Community College District Request for Proposals attached hereto and copies of such Request for Proposals are available in the office of the Director of Purchasing, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m. The sealed proposals in response to RFP #1935 shall be received by John Eriksen, Director of Purchasing, at any time up to 4:00 p.m. on the Friday, November 16, 2007, in the Office of Administrative Services at the Coast Community College District Headquarters located at 1370 Adams Avenue, Costa Mesa, California.

The proposals in response to RFP #1935 will be opened and considered by the Coast Community College District Purchasing Department and GWC staff pursuant to the terms and criteria set forth in RFP #1935.

**The right to reject any and all proposals** is reserved to the Governing Board.

Notice of adoption of this Resolution and the time and place for holding the public meeting and consideration of proposals shall be given pursuant to Section 81368 of the California Education Code by posting copies of this Resolution in three public places in the District and by publishing notice of this Resolution pursuant to said Section 81368.