

Regular Meeting

Board of Trustees Coast Community College District

District Board Room – 6:30 p.m.

February 16, 2005

MINUTES

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on February 16, 2005, in the Board Room at the District Office.

1. Call to Order

Trustee Jerry Patterson announced that due to a flight delay for Trustees Walt Howald and Armando Ruiz, the meeting will be called to order at 7 p.m.

Board President Walt Howald called the meeting to order at 7 p.m.

2. Pledge of Allegiance

Trustee George Brown led the Pledge of Allegiance to the Flag of the United States of America.

3. Roll Call

Trustees Present: George Brown, Jerry Patterson, Armando Ruiz (joined the meeting at 7:30 p.m.), Walt Howald, and Heather Larson

Trustees Absent: None

Others in attendance were: Staff – K. Yglesias, R. Berggren, C. Brahmhatt, J. Quarles, D. Barua, W. Bryan, E. Cohn, J. Craig, D. Currie, C. Dahl, B. Dees, G. Farrell, B. Hollowell, R. Kudlik, M. Lovig, K. McElroy, J. McIlwain, R. Pagel, K. Parker, D. Sharp, H. Thomas, D. Waldfogel; Students - V. Arviso, T. Dickinson, ; Other – S. Carey, L. Gallup

4. Opportunity for Public Comment

There were no requests to address the Board under Public Comment.

5. Adopt Agenda

Amendments to the Agenda were presented. It was then moved by Mr. Patterson and seconded by Mr. Brown that the Agenda, as amended, be adopted. Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

6. Approval of Minutes

It was moved by Mr. Brown and seconded by Mr. Patterson that the Minutes of the Regular Meeting of February 2, 2005 be approved as submitted. Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

General Information and Reports

1. Review of Board Meeting Dates

The Board reviewed the scheduled Board meeting dates for the months of March 2005 through May 2005. The March 16, 2005 Workshop was cancelled due to lack of a quorum, and will be rescheduled in May 2005.

2. Reports from the Officers of Student Government Organizations

Taryn Dickinson, President, Associated Students, Golden West College, reported that the students have many activities planned for spring semester at GWC. ■ She announced that applications for the creative writing and poetry contest and the talent show are available. ■ Ms. Dickinson commented that GWC scholarship applications have been filled out in record numbers and are due March 4. ■ She expressed that students are excited about the Grand Reopening & Ribbon Cutting Ceremony for the new Student Center scheduled for February 28, and welcomed all to attend. Ms. Dickinson added that this ceremony will be followed by a week of festivities, including karaoke, live band, open house & game room competition.

3. Reports from the Academic Senate Presidents

Kevin Parker, OCC, reported that the Senate had an interesting discussion of the Study Abroad Program, and that faculty are organizing a Study Abroad committee on campus. ■ He announced that the first luncheon for faculty to discuss the implementation of student learning outcomes is scheduled for Tuesday, February 22.

Dibakar Barua, GWC, reported that the Senate has been gearing up for the 2006 Accreditation Visit. He shared that a workshop was held to discuss how to conduct an accreditation under the new standards, and that a follow-up meeting will be held in March to discuss strategies and timelines. ■ Dr. Barua commented that the Senate met to read the Master Plan one final time prior to adoption.

Item 3, Reports from the Academic Senate Presidents, continued

Margaret Lovig, CCC, reported that the Senate completed recommendations on institutional core outcomes and forwarded the data to the Institutional Effectiveness Committee. ■ She stated that Senate discussed the position for Director of Marketing, Public Relations, and what qualities and capabilities the faculty hopes this person would bring to the campus. ■ Ms. Lovig added that Coastline also participated in the accreditation workshop.

4. Reports from Employee Representative Groups

No Reports

5. Reports from the Presidents

CCC President, Ding Jo Currie, announced Grand Openings of the two One-Stop Centers, scheduled for March 18 at the Westminster site and March 24 at the Irvine site. She added that quite a few dignitaries from Orange County are expected to attend.

GWC President, Wes Bryan, reported on the All College Meeting at GWC, commenting that Council Member Cathy Green presented information to faculty, staff, and students on the development and projects happening in the Huntington Beach community.

6. Report from the Chancellor

Chancellor Ken Yglesias acknowledged long-time colleague, Eddie Arismendi-pardi, Mathematics Professor at Orange Coast College, and welcomed him back from sabbatical.

7. Reports from the Board of Trustees

Student Trustee Heather Larson reported that she attended the United Way 2005 Hispanic Influentials Recognition Dinner on February 11, and expressed congratulations to Chancellor Yglesias, who was honored for being influential in the area of education.

Trustee Walt Howald shared that he will report on the ACCT National Legislative Summit at the March 2, 2005 meeting. He commended Heather Larson for her participation at the conference, and added that there were a number of opportunities to visit with legislators and gather information.

Trustee Jerry Patterson reported that one topic of interest discussed at the legislative conference is the Sarbanes-Oxley Bill, and its potential applicability to community colleges. He expressed that the Board should look into this issue.

8. Review of Buildings and Ground Reports

The Board reviewed the Buildings and Grounds Reports as listed in the February 16, 2005 Agenda.

9. Consideration of Proposals, Recommendations, Resolutions, and Actions by the California Community Colleges Board of Governors

The Board reviewed the upcoming meeting dates as scheduled by the Board of Governors.

10. Review of Scholarship Awards Ceremonies and Commencement Exercises

The Board reviewed the dates for the scholarship awards and commencement exercises.

11. Review of Policy 040-11-1, Conflict of Interest Code

The Board reviewed Policy 040-11-1, CCCD Conflict of Interest Code, as required by the Political Reform Act.

12. Quarterly Financial Status Report

The Board reviewed the First Quarter Financial Status Report ending December 31, 2004.

Fiscal Impact: No fiscal impact

CONSENT CALENDAR

It was moved by Mr. Brown and seconded by Mr. Patterson that the Consent Calendar be approved. Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald. (Note: All background reports were included with the February 16, 2005 Agenda and are available on request.)

1. Travel Authorization

a. Authorization for Attendance at Meetings and/or Conferences – Board and Staff Members

Authorization was given for members of the Board and/or Faculty/Staff to attend listed meetings and/or conferences.

b. Authorization for Student Trips

Authorization was given for the following student trips:

Bev Rico, Instructor (CCC) to accompany 25 students enrolled in Parent Education courses (Ticket #'s 8661 & 8751) to visit Golden View Elementary School in Huntington Beach, March 3, 2005.

Nadine Davis, Mary Kay Keegan, and Terry Cottle, (GWC), CNSA Advisors, and eight students to attend the annual California Nursing Students Association Annual State Convention, Long Beach, CA, February 25-27, 2005. Travel by District transportation or personal car.

Chuck Whitchurch, Stephanie Dumont, and Marsha Brown (GWC), Honors Program Advisors and eight students to attend the Honors Student Research Conference, UC Irvine, March 5, 2005.

Orange Coast College Spring 2005/OCC Overnight Athletic Trips:

Men's & Women's Swimming Coaches: Anthony Iacopetti & Don Watson; Assistant Coach: Teri Watson

Item 1b, Authorization for Student Trips, continued

March 2-6, Mt. San Antonio Invitational, Mt. San Antonio
March 17-20, Cuesta Invitational, Cuesta
April 7-10, Pasadena Invitational, Pasadena
May 3-8, State Championship, Diablo Valley

2. General Items

a. Authorization for Special Projects

Authorization was given for the following special projects:

Coastline Community College

Coastline Community College/Orange County One-Stop Center to host the Orange County One-Stop Center Grand Opening (Westminster), March 18, 2005, 9 – 11 a.m. at the Orange County One-Stop Center in Westminster.

Coastline Community College/Orange County One-Stop Center to host the Orange County One-Stop Center Grand Opening (Irvine), March 24, 2005, 9 - 11 a.m., at the Orange County One-Stop Center in Irvine.

Coastline Community College Extended Opportunity Programs & Services (EOPS) to host an EOPS Student Awards Breakfast on May 20, 2005, at Mile Square Golf Course Banquet Center.

Golden West College

Golden West College Intercultural Center to hold a series of Diversity Films and Book Shows for students and staff during the Spring 2005 semester to assist students and staff in addressing personal issues dealing with diversity.

Golden West College Intercultural Center to conduct “Pathways for Success” Diversity Training Workshops for faculty and staff during the spring 2005 semester.

Golden West College to hold a Management Team Building Workshop for approximately 30-35 staff, June 1-3, 2005, at the UCLA Conference Center, Lake Arrowhead, CA.

Golden West College, Coastline College, and Orange Coast College Transfer Centers to offer spring 2005 University Tours for students to obtain transfer admission requirements, financial aid, housing, and campus tours. Tours are scheduled for March 11, Chapman & CSU Fullerton; April 8, San Diego State & UC San Diego; April 15, CSU Long Beach; April 16, UC Irvine; April 22, USC; April 29, UCLA.

Golden West College to hold spring 2005 Transfer Evening and Day Fairs, February 16 and April 13, 2005.

Golden West College to hold a Puente Mentor Training Workshop and Reception, February 23, 2005.

Orange Coast College

Orange Coast College Foundation and OCC Business and Computing Division to co-host the Orange Coast College Small Business Conference & Expo 2005 on March 30, 2005.

Orange Coast College Admissions, Records, Financial Aid, Matriculation, Assessment, and Registration departments to participate in training entitled “Embracing Change” on March 18, 2005 to be provided by E. Steven Sonnenberg, President of Sonn Associates.

Orange Coast College Job Placement Center to host the Annual Job Fair on April 19, 2005, in the OCC Quad.

Orange Coast College Business and Computing Division, in cooperation with the OCC Financial Aid department, to sponsor an income tax assistance program, “Volunteer Income Tax Assistance (VITA), to be held on the following dates: February 12, 19, 26, March 5, 12, 19, 26, April 2 and 9, 2005.

Orange Coast College Service Learning Project to host various functions and meetings from November 4, 2004, through June 30, 2005.

Orange Coast College Physical Education & Athletics Division to co-sponsor a cheerleading “Goodbye Show” performance fundraiser in the OCC gym on April 4, 2005.

Orange Coast College to hold auditions for the 2005/2006 Dance & Cheerleading team in the OCC gym on May 13-14, 2005.

Orange Coast College ASOCC Persian Student Society Club to sponsor “A Night of Exotic Belly Dances and World Music” featuring world renowned artists Andy and Shani, in the OCC Student Center on February 12, 2005.

Orange Coast College Puente Club to volunteer their services at the Santa Ana Rescue Mission homeless shelter on February 26, 2005.

b. Authorization for Disposal of Surplus Materials and/or Equipment

Authorization was given for the disposal of surplus materials and/or equipment which are no longer of value to the using departments; disposal to be made by Roger W. Davis, Director of Purchasing, in such a way as to conform to the law and District policy and to bring the best possible return to the District.

c. Authorization to Enter into Standard Agreements for Distribution of Telecourses – Coastline Community College

Authorization was given to enter into standard agreements for the lease of telecourses for the terms and conditions listed in the February 16, 2005 Agenda.

d. Approval of Clinical Contracts

Authorization was given to enter into clinical contracts with the following institutions in connection with the various Allied Health programs which are a part of the Coast Community College District curriculum.

ORANGE COAST COLLEGE

NEW

PLACENTIA-YORBA LINDA
SCHOOL DISTRICT

Standard Field Experience Affiliation Agreement
Attachment 1: Speech-Language Pathology Assistant

The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign such agreements.

Fiscal Impact: The District shall provide professional liability insurance and Worker's Compensation insurance for each student participating in clinical rotation. (For field experience agreements, the District provides only Worker's Compensation insurance.) These coverages are in effect while the student is on-site at facility. However, District saves money by utilizing off-campus clinical and field experience training facilities.

e. Authorization for Purchase of Institutional Memberships

Authorization was given for **the following renewals of institutional memberships:**

Golden West College

Recordings for the Blind & Dyslexic – July, 2005 - June 2006 - \$500

It is further recommended that authorization be given for the purchase of the following new institutional memberships:

Orange Coast College

NEW

Western Association of Veteran Education Specialists (WAVE) - \$25.00 – July 2, 2005 through June 30, 2006

3. Personnel Items

The Board authorized special assignments; accepted resignations and/or approved layoffs and terminations; authorized leaves of absence; appointed substitutes, academic staff; appointed academic staff; appointed classified staff to advertised positions; authorized reclassification, classification reductions and reorganizational reassignments, classified staff; authorized temporary out of class and special assignments, classified staff; authorized schedule changes, classified staff; authorized changes in salary schedules; authorized additional assignments, change in bargaining unit, classified staff; appointed special category, hourly staff, as amended; authorized professional development; authorized professional experts; authorized independent contractors;

4. Special Programs and Activities

a. Community Education Activities - Orange Coast College

Authorization was given for not-for-credit classes to be advertised and offered by the Community Education Office during the period of February 16, 2005 – June 30, 2006. Presenters will pay a \$200.00 non-refundable initial course-offering fee to Orange Coast College unless employed by the District as a full-time or adjunct Faculty member. Payment to the presenter will be based on a negotiated fixed rate (F) or percentage of income based on course enrollment (P).

5. Financial Approvals

a. Approval of Purchase Orders

The Board approved purchase orders listed in the amount of \$538,452.20. (A copy of the report is on file with the February 16, 2005 Agenda and is available on request.)

b. Ratification/Approval of Checks

The Board ratified/approved the warrants for previously approved purchase orders listed in the amount of \$2,625,609.81. (A copy of the report is on file with the February 16, 2005 Agenda, and is available on request.)

The Board ratified/approved the warrants for the General Obligation Bond Fund in the amount of 1,190,557.88. (A copy of the report is on file with the February 16, 2005 Agenda, and is available on request.)

c. Authorization for Special Payments

Authorization was given for the following Special Payments:

1. Payment NTE \$4,000 to cover reasonable and allowable travel expenses, including airfare, lodging, and taxes incurred by finalists (names to be determined) invited for a second interview for full-time faculty, staff, and management positions. Names on file with Personnel Office. Expenses to be paid by Campus Staff Diversity funds.
2. Reissue Check for Payment of Salary to Maria L. Chairez in the amount of \$198.82. Original check number 00184296, dated 02-08-02 is outdated and not negotiable. It has not been reissued previously; account number is 110-82131-8899-0.

Fiscal Impact: No Change

ACTION ITEMS

Agreements

1. **Authorization to Approve an Amended Agreement with Learning Evolution, a Division of Nan McKay, Inc., a California Corporation and Coast Community College District (Coastline Community College) for the Course Development & Marketing Agreement Entitled Multifamily Online Offerings**

Item 1, Authorization to Approve an Amended Agreement with Learning Evolution, a Division of Nan McKay, Inc., a California Corporation and Coast Community College District (Coastline Community College) for the Course Development & Marketing Agreement Entitled Multifamily Online Offerings, continued

It was moved by Mr. Patterson and seconded by Mr. Brown that authorization be given to approve the Amended Course Development and Marketing Agreement between Learning Evolution, a Division of Nan McKay, Inc., a California corporation, and Coast Community College District (Coastline Community College) entitled: Multifamily Online Offerings. Project course headings, content headings and definitions changed, but all of the terms and conditions remain the same. The Board further authorized the Chancellor or Vice Chancellor, Administrative Services, to sign this amendment.

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

Fiscal Impact: No direct cost to the District. Revenue dependent upon course usage and student enrollment.

2. Authorization to approve an Amended Agreement between Coast Community College District (Coastline Community College) and Houghton Mifflin Company to Publish the Third Edition of the Telecourse Study Guide for Mastering the College Experience

It was moved by Mr. Brown and seconded by Mr. Patterson that authorization be given to amend the agreement between Coast Community College District (Coastline Community College) and Houghton Mifflin Company to publish the Third Edition of the Telecourse Study Guide presently entitled Telecourse Student Guide to Accompany Becoming a Master Student under the same terms and conditions applicable to the Telecourse Study Guide under the Agreement. The Board further authorized the Chancellor or Vice Chancellor, Administrative Services, to sign this agreement

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

Fiscal Impact: No cost to Coastline. Coastline will receive a \$4,000 grant.

3. Authorization to Enter into an Agreement with the County of Orange and the Coast Community College District (Coastline Community College) to provide Workforce Investment Act approved training

It was moved by Mr. Patterson and seconded by Mr. Brown that authorization be given to enter into an Agreement between the County of Orange and the Coast Community College District (Coastline) to provide Workforce Investment Act (WIA) services to eligible participants as determined through the Orange County One-Stop Delivery Centers (first eligible program, Entrepreneurial Management, board approved 6/16/04). The term of this Agreement shall be from February 17, 2005 through June 30, 2005. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this Agreement.

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

Fiscal Impact: None

4. 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

It was moved by Mr. Patterson and seconded by Mr. Brown that authorization be given to revise the agreement between the County of Orange and the Coast Community College District (Coastline Community College) for the period of July 1, 2004 through June 30, 2005, to increase funding by \$75,000.00 to cover additional costs associated with the Business Services Center, in addition to providing continued operation of the following programs at the Orange County One-Stop Center-Northern Region: Business Services Center, Employment for People with Disabilities, Disadvantaged Adult, Dislocated Workers, Senior AIDES, Community Service, OJT/WEX, and Groundfish. The County of Orange will reimburse Coastline Community College \$2,811,081.00 for operation of these programs. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this agreement

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

Fiscal Impact: The County of Orange will reimburse Coastline Community College \$2,811,081.00 for operation of these programs

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

1. Authorization for Cash & Associates; Orange Coast College Upgrade Sailing Center Docks and Ramps

It was moved by Mr. Patterson and seconded by Mr. Brown that authorization be given to employ Cash & Associates for construction administration services for the Orange Coast College Upgrade Sailing Center Docks and Ramps.

The scope of services is to include the following tasks:

1. Bid Assistance \$5,000
2. Construction Administration \$7,500
Services include site visits for review of construction work, review and approval of shop drawing and submittals, project closeout.

The Board further authorized the Chancellor or the Vice Chancellor of Administrative Services to sign the letter of proposal.

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

Fiscal Impact: \$12,500 (General Obligation Bond Funds)
Orange Coast College Upgrade Sailing Center Seawall and Ramps

General Items of Business

1. Approval of Sexual Harassment Prevention Training for Classified Staff

It was moved by Mr. Brown and seconded by Mr. Patterson to approve the Sexual Harassment Prevention Training for Classified Staff, which is in compliance with Title V and will be conducted

Item 1, Approval of Sexual Harassment Prevention Training for Classified Staff, continued

by Liebert Cassidy and Whitmore LLP, as listed in the February 16, 2005 Agenda.

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

Fiscal Impact: \$9,000.

2. Authorization to Co-Sponsor a Management Staff Development Workshop Titled “Management Strategies for Today’s Community College Student”

It was moved by Mr. Brown and seconded by Mr. Patterson that authorization be given to co-sponsor a management staff development workshop titled “Management Strategies for Today’s Community College Student” on Friday April 8, 2005 at the Crown Plaza Resort Hotel in Garden Grove, California. Dr. Pamela Cox-Otto will be the Program speaker.

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

Fiscal Impact: Not to exceed \$800 from Management Staff Development Funds

3. Consulting Services for the Under-funded District Workgroup Provided by California Strategies, LLC

It was moved by Mr. Brown and seconded by Mr. Patterson to approve payment of \$5,000.00 to participate jointly with other districts in hiring Jim Brulte, a consultant representing California Strategies, LLC, to work on securing equalization funding in the 2005-2006 state budget.

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

Fiscal Impact: \$5,000.00 (General Fund)

4. Approval to Name Golden West College Baseball Field as Hoover Field

It was moved by Mr. Brown and seconded by Mr. Patterson to approve the naming of the GWC baseball field Hoover Field, in honor of retired charter faculty member Coach Fred Hoover. The Board further approved the dedication ceremony on February 19 or March 5, 2995.

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

Fiscal Impact: \$3,000.00 (for the dedication ceremony) to be paid from P.E. Trust Funds

Recess to Closed Session

It was moved by Mr. Brown and seconded by Mr. Patterson that the Board discuss the following items in Closed Session:

1. Public Employee Discipline/Dismissal/Release (pursuant to Section 54957.6)

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, and President Howald.

Reconvene Regular Meeting

The Board reconvened in Open Session at 7:57 p.m. to report on action taken in Closed Session.

No formal action was reported.

Adjournment

There being no further business, it was moved by Mr. Brown and seconded by Mr. Ruiz that the meeting be adjourned.

Motion carried with the following vote: Aye – Mr. Brown, Mr. Patterson, Mr. Ruiz, and President Howald.

The meeting was adjourned at 8 p.m.

Secretary of the Board