

Regular Meeting
Board of Trustees
Coast Community College District

District Board Room – 6:30 p.m.

September 6, 2006

MINUTES

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on September 6, 2006 in the Board Room at the District Office.

1. Call to Order

Board President Walt Howald called the meeting to order at 6:36 p.m.

2. Pledge of Allegiance

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

3. Roll Call

Trustees Present: George Brown, Mary Hornbuckle, Jerry Patterson, Armando Ruiz, Walt Howald and Jeri Elder

Trustees Absent: None

Others in Attendance were: **Staff** – K. Yglesias, C. Brahmhatt, E. Curtis, J. Quarles, K. Allen, C. Babler, D. Brownell, W. Bryan, J. Craig, D. Currie, L. Dahnke, B. Dees, S. Dumont, B. Fey, N. Hill, A. Holliday, J. Houlihan, N. Jones, B. Kerwin, R. Kudlik, D. Mancina, K. McElroy, L. Miller, G. Monahan, R. Pagel, M. Parham, A. Richey, N. Sprague, C. Teeter, D. Waldfogel, S. Worden; **Students** - A. Hodge, M. Schneider, B. Shelly; **Other** – Paul Ruig, Richard Sherman, and Cameron Totten.

4. Public Comment

Tom Umberg, Orange County Assemblyman and concerned citizen, addressed the Board expressing support of pending bill, AB 523. Acknowledging that KOCE is an asset to the community, he shared his belief that AB 523 provides the Board with flexibility as to how to deal with unique assets such as an FCC license and sale of a television station. He urged the Board members to let the Governor know their opinions on this important measure.

Board President Walt Howald, expressed agreement that KOCE is an asset to the community and that the Board has an obligation to the community and students. He further shared his opinion that AB 523 amends an obsolete law and will have no direct effect on pending litigation. President Howald thanked Mr. Umberg, on behalf of the Board, for his efforts and support of community colleges.

Trustee Patterson thanked Mr. Umberg for his hard work, and shared the opinion that AB 523 gives the Board the alternative to keep KOCE as a community asset.

Trustee Hornbuckle thanked Mr. Umberg for seeing a local problem and responding to it.

5. Adopt Agenda

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

6. Public Hearing and Adoption of the 2006-2007 Budget for the Coast Community College District

It was moved by Mr. Ruiz and seconded by Ms. Hornbuckle to open the Public Hearing on the 2006-2007 Budget for the Coast Community College District.

Kim Allen, Administrative Director, Fiscal Services, provided an overview of the 2006-2007 Budget for Coast Community College District, including revenue estimates, appropriation changes, operating expenses and reserves. She discussed major components in the budget, such as a 5.92% COLA increase, receipt of \$1,000,000 in equalization funds, receipt of one-time funds, negotiated and anticipated salary increases for all staff, maintenance of health care costs, increase in retiree liability benefits charge, and reserved funds for the KOCE matter. Ms. Allen highlighted accomplishments in the District, including comfortable salary increases for the last eight years, increased reserve for contingency of 7.5%, balance of \$15.2 million for retiree health benefits liability, and no issuance of a TRANS for temporary cash flow needs.

Trustee Hornbuckle inquired regarding the District's employee benefit cost compared to that of other comparable districts. Ms. Allen responded that comparisons between districts are difficult due to varied benefit plans, and commented that the Coast District has a very generous package.

Dean Mancina, President Coast Federation of Educators (CFE), inquired regarding the health and welfare benefits and retiree benefit charges, confirming that when an employee is hired in a new

position, the campus is responsible for the benefit cost for the first year. ■ He expressed concern that increasing the reserve to 7.5% will reduce funding for serving students at the colleges. ■ He further raised the issue that the colleges don't feel that the funds are flowing down to the operations at the campus, noting that colleges will have to allocate \$200,000 of their budget for the faculty incentives.

C.M. Brahmbhatt, Vice Chancellor, Administrative Services, responded to Mr. Mancina's concerns, indicating that the contingency reserve was increased to prepare the district for times when the economy is down, without reducing funding to the campuses. He shared that any additional dollars go to the campuses, and the funds going to the reserve are one-time funds. Mr. Brahmbhatt further emphasized that in the past, any allocation from the State has been provided to the campuses, for example, *Partnership for Excellence (PFE)*, and equalization funds. He clarified that the \$200,000 is new funding for the campuses to develop new programs.

C.M. Brahmbhatt commended Wanda Doty, Director of Budgeting, as well as the Vice Presidents of Administrative Services at the campuses and their staff for their hard work developing this budget.

President Howald, on behalf of the Board, applauded the staff that put this Budget together, as well as those who worked hard to get additional funds through legislation.

There being no more requests to speak, it was moved by Mr. Ruiz and seconded by Mr. Brown to close the Public Hearing and adopt the 2006-2007 Budget for the Coast Community College District.

The Board further authorized the Vice Chancellor of Administrative Services, or designee, to file the Budget with the State Chancellor's Office with any minor adjustments as needed.

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

7. Approval of Minutes

It was noted that page 5 of the August 16, 2006 Regular Board Meeting Minutes will be revised to correct the spelling of Shannon Willson's name. It was then moved by Mr. Ruiz and seconded by Mr. Patterson that the Minutes of the Regular Meeting of August 16, 2006 be approved with revision. Motion carried with the following vote: Aye – Mr. Brown, Ms. Hornbuckle, Mr. Patterson, and Mr. Ruiz; Abstain – President Howald

Acceptance of Retirements

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

Faculty

Clark, Linda Sue, OCC, Instructor, Early Childhood Education, retirement effective 02/01/06.

Classified

Reichenbach, Ronald R., OCC, Energy Management Facilitator, Classified Unit, retirement effective 12/30/06. Unused vacation to be paid in lump sum.

It was moved by Mr. Ruiz and seconded by Ms. Hornbuckle that these retirements be accepted. Motion carried with the following vote: Aye – Mr. Brown, Ms. Hornbuckle, Mr. Patterson, Mr. Ruiz and President Howald.

General Information and Reports

1. Review of Board Meeting Dates

It was noted that the reference to the June 20 meeting is for 2007 not 2006. The Board reviewed the scheduled Board meeting dates for the months of September 2006 through June 2007.

2. Reports from the Officers of Student Government Organizations

Ashley Hodge, President, Student Advisory Council (SAC) at Coastline College, reported that the council distributed 750 bags with information about leadership. ■ She announced that Chelsea Swir is a new member of SAC. ■ Ms. Hodge shared that they are reviewing their by-laws, and noted that the first revision will be to change the number of units required for SAC officers from six to five to comply with Education Code requirements and Board directive from July 19, 2006 Regular Board Meeting.

Brandon Shelly, President, Associated Students of Golden West College (ASGWC), reported that the ASGWC is working on corrections to their Constitution and Standing rules, and they hope to have a draft Constitution to be voted on during the Homecoming Elections in late October. ■ He announced that a subcommittee met to discuss the ASGWC goals for 2006/2007. Mr. Shelly noted that the first week of school included a College Information/Recruitment Booth on campus, and that 500-600 students attended the welcome back event which included food and a band for entertainment. ■ He reported that the Student Activities Open House is September 7. ■ In closing, Mr. Shelly invited the Chancellor and Board Members to the 40th anniversary event at GWC on September 12 from 11:30 to 1:00 p.m.

Michelle Schneider, Student Trustee, Associated Students of Orange Coast College (ASOCC), reported that the Club Rush Student Fair is scheduled for September 12. ■ She shared that the ASOCC is reviewing its constitution. ■ Ms. Schneider announced that Yusuf Abukar resigned from his position as President of ASOCC, to attend Columbia University, and the ASOCC is beginning the process of appointing a new president.

3. Reports from the Academic Senate Presidents

Coastline College Academic Senate President Nancy Jones reported that the Academic Senate held an airing of their accreditation report for review at their Academic Senate meeting, noting that it will be reviewed again at the Town Hall Meeting on September 22. ■ She announced that September 8 is Coastline's all-college meeting.

Orange Coast College Academic Senate President Georgie Monahan reported that they held their new faculty orientation and it went very well. ■ She noted that the Senate has met twice and they

are establishing goals for the year. ■ Ms. Monahan announced that OCC is holding their opening meeting on September 8 with a motivational speaker presenting *The Magic of Education*.

Golden West College Academic Senate President Stephanie Dumont reported that the Senate held its first meeting and has changed its meeting format, meeting twice a month for two hours. ■ She announced that four new Senate seats were added this year and they welcomed seven new senators. ■ Ms. Dumont noted that two subcommittees have been established— the Faculty Recognition Subcommittee and the Academic Senate Rules and Voting/Nominating Rights Subcommittee. ■ She shared that the Senate presented former President Dibakar Barua with a resolution commending him as a recipient of the statewide Academic Senate’s 2005-2006 *Hayward Award for Excellence in Education*. ■ Ms. Dumont stated that they are commending the Program Vitality Review Process for the three programs identified for 2006/2007, and that the nomination period is open for a 2nd Senate Vice President. She announced that the new faculty orientation is September 8 and the all college meeting is September 12. Ms. Dumont noted that she is serving on the Statewide Academic Senate’s Equity and Diversity committee. ■ In closing, she commented that the faculty are excited about the new year and the 40th year celebration at GWC.

4. Reports from Employee Representative Groups

Dean Mancina, President, Coast Federation of Educators (CFE), announced that the CFE held a workshop for new faculty in the District, presenting information on the union agreement and the tenure evaluation process, noting that 21 new faculty attended. He reported that CFE is planning monthly workshops on parts of the contract. Mr. Mancina further reported that CFE representatives will be participating in the opening day events at the three campuses.

5. Reports from the Presidents

Orange Coast College President Bob Dees reported that enrollment is up 2% from last year, and invited the Board to the campus “*Focus Day*” September 8. ■ He reported on the passing of Harold Schrupp, 42 year faculty member, commenting that Mr. Schrupp was always there for the college and students and will be missed. ■ Mr. Dees thanked Trustee Hornbuckle for visiting the campus and announced the Watson Hall building is expected to be completed this month.

Coastline College President Ding-Jo Currie reported that they are launching their celebration of the college’s 30th anniversary at the opening day event at 3:00 on September 8. She shared that everyone at Coastline is busy reviewing the accreditation report which is scheduled to be completed for the October 18 Board workshop. She thanked Trustee Hornbuckle for attending the League of United Latino American Citizens (LULAC) event on behalf of Coastline College.

Golden West College President Wes Bryan reported that the Chefs for Scholarships event was a success. ■ He commented that he has been visiting classrooms and committees and is impressed with the excitement of the new faculty members. ■ Mr. Bryan shared that GWC has been featured in the press, with an article in Orange County Persian Community Magazine, Time Magazine, and listed in the U.S. News and World Report’s *America’s Best Colleges*. ■ He noted that enrollment is up and announced that the all-college meeting is scheduled for September 12, beginning with a birthday cake celebration at 11:30 a.m. The event will also include a 40th year photo of all staff, followed by the general meeting at 2:30 p.m. ■ In closing, Mr. Bryan noted that they, like the other colleges, are reviewing their draft of the accreditation report.

6. Report from the Chancellor

Chancellor Ken Yglesias acknowledged that OCC is preparing to celebrate 60 years, GWC is celebrating 40 years, and Coastline is celebrating 30 years. He mentioned that both OCC and GWC won their first football games.

7. Reports from the Board of Trustees

Student Trustee Jeri Elder reported that she attended the 2006 Student Trustee Workshop where she met trustees from all over California, commenting that it was interesting to network, share ideas and make new friends. ■ She announced that the first District-wide Student Council Meeting is scheduled for September 22 at 11:00, noting that they have a “Superman” theme this year. ■ In closing, Ms. Elder shared that she enjoyed visiting the ASOCC and seeing how their meetings are run.

Trustee Jerry Patterson congratulated Wes Bryan for the good things being reported about GWC. ■ He welcomed the new and returning faculty and students to the new semester. ■ Mr. Patterson inquired regarding the topic planned for the October 18 workshop meeting.

President Howald and Chancellor Yglesias clarified that the topic for the October 18, 2006 workshop will be accreditation.

Trustee Mary Hornbuckle reported that she enjoyed the tour of Watson Hall and refurbished classrooms at OCC, and the Chefs for Scholarships at GWC. She shared, however, that due to her schedule she will have to miss some of the upcoming events at the campuses. ■ Ms. Hornbuckle thanked Dean Mancina for allowing her to visit the first day of his college success class, commenting that she is amazed at what students accomplish in the course, and looks forward to visiting the class at the end of the year.

Trustee Armando Ruiz shared memories of working with Harold Schrupp and sadness in his passing. ■ He reported that he enjoyed the Chefs for Scholarships event at GWC. ■ Mr. Ruiz pointed out the 11.6% decline in enrollment indicated in the Quarterly Report, and expressed concern that the District will have difficulty meeting the growth requirement.

Vice Chancellor Brahmhatt responded to Mr. Ruiz’s concern regarding meeting the enrollment requirement for growth funding, explaining that the District will utilize the FTEs from summer 2005 and 2006 to meet the requirement. He further stated that the campuses will be provided with the target necessary for the current year plus two years.

Board President Walt Howald commented that an attorney in Monterey pointed out the U.S. News and World Report article regarding GWC to him.

8. Review of Buildings and Ground Reports

The Board reviewed the Buildings and Ground Reports as listed in the September 6, 2006 Agenda.

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

The Board reviewed the upcoming meeting dates schedule by the Board of Governors.

10. Review of Internal Audit Report

Richard Kudlik, CPA, Director of Internal Audit Services presented the Activity Report for the period April 1, 2006 through June 30, 2006. He reported that there were no significant issues with the Change Fund Audit, or the Review of Bank Reconciliations. Mr. Kudlik noted that Internal Audit Services assisted the campuses with input of capital assets purchased exceeding the \$5,000 threshold, and attended weekly construction project meetings at all campuses to ensure proper compliance with District procedures and state requirements. He reported no significant issues relating to the physical inventory process for the bookstores at Golden West and Orange Coast Colleges. Mr. Kudlik stated that he chaired the District-wide committee to pre-approve project/construction management firms, worked with an independent third party to begin an actuarial study of the retiree health benefits liability, and coordinated the preliminary audit fieldwork of Macias, Gini and Co., LLP for fiscal year 2005/2006. He summarized the audit projects scheduled for fiscal year 2006/2007, including operational audits, construction review of physical facilities, coordination of external audit, consultations and investigations, quarterly Review of bank and financial Statements, tracking of audit findings, tax management, and internal audit services administration.

11. Quarterly Financial Status Report

The Board reviewed the quarterly financial status report ending June 20, 2006, containing the CCFS-311Q State Chancellor's Report, a General Fund Financial Status Report and Fund Balance Report for all funds.

President Howald expressed concern with the 11.6% reduction in enrollment and does not like to see the District dependent on summer school enrollment to bring the growth requirement up.

Trustee Patterson inquired regarding data showing the growth pattern of the District, and commented that the Board could consider looking at this data during the October 18 workshop in addition to the accreditation topic.

Chancellor Yglesias discussed a report he read that indicated positive trends for student enrollment at the community colleges. ■ He also reported some positive steps taken to begin a common course numbering system among colleges.

Vice Chancellor Brahmbhatt shared that the District has gone through all economic cycles, and is making an effort as a District to serve the needs of the community and the students, such as improving technology to put our colleges on the cutting edge.

President Howald requested that Vice Chancellor Brahmbhatt report back to the Board early in the Spring semester on the status of enrollment issues.

Fiscal Impact: None.

12. Review of Recommended Revisions to the District Smoking Policy, 050-1-15

Trustee Patterson commended the committee that developed this District Smoking Policy, noting that it includes all of the issues raised by the Board.

Trustee Hornbuckle suggested a correction to the capitalization of the word “District” in the policy.

The Board reviewed the recommended revision to Policy #050-1-15, *District Smoking Policy*, restoring language that was inadvertently omitted during the revision process in January 2005 and altering language to reflect the need for Board approval should campuses desire additional restrictions, as presented in the September 6, 2006 Agenda. This item will be presented on the Action Section of the September 20, 2006 Agenda for adoption.

13. Review of Personnel Policies Relating to Management Employees

The Board reviewed the proposed revised personnel policies relating to management employees, which were necessary due to the elimination of the Supervisory/Management Classification, as presented in the September 6, 2006 Agenda. This item will be placed on the September 20, 2006 Regular Meeting Agenda for adoption.

Trustee Patterson inquired regarding the deletion of Policy 090-1-2.1 referring to exception of the *Secretary of the Board/Assistant to the Chancellor* position. It was confirmed that this was deleted because the position title has changed to *Manager of Board Operations/Assistant to the Chancellor*, and is listed under the Management positions.

Trustee Hornbuckle requested that Vice Chancellor Quarles look closely at the policies referring to “exempt” employees to ensure that the term “exempt” is in compliance with the law.

14. Review of Personnel Policy Relating to Acceptance of Written Resignation from Certificated and Classified Personnel and Date of Resignation

The Board reviewed the proposed revised policy #050-1-1.5, *Authorization for Chancellor to accept written Resignation from Certificated and Classified Personnel and Date of Resignation*, as presented in the September 6, 2006 Agenda. This item will be presented on the Action Section of the September 20, 2006 Agenda.

Consent Calendar

It was moved by Mr. Brown and seconded by Mr. Ruiz that the amended Consent Calendar be approved. Motion carried with the following vote: Aye – Mr. Brown, Ms. Hornbuckle, Mr. Patterson, Mr. Ruiz, and President Howald. (Note: All background reports were included with the September 6, 2006 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 the listed meetings and/or conferences:

b. Authorization for Student Trips

Authorization was given for the following student trips:

Diane Ryan, Instructor/Emeritus (CCC) to accompany approximately 25-30 students (Ticket Number 9978) to the Laguna Art Museum in Laguna Beach, CA on September 19, 2006. Students will use District transportation.

Diane Ryan, Instructor/Emeritus (CCC) to accompany approximately 25-30 students (Ticket Number 9470) to the Laguna Art Museum in Laguna Beach, CA on September 21, 2006. Students will use District transportation.

Valerie Venegas, Director, Student Activities (GWC) and two students to attend the State Student Senate of California Community Colleges, Bi-yearly Meeting, Northern California, November 4-5, 2006.

Valerie Venegas, Director, Student Activities, Christana Montes, Staff, (GWC) and 20 students to attend the California Community College Student Affairs Association Student Leadership Conference, Los Angeles, CA, October 20-22, 2006.

Yvonne Valenzuela and Abe Tarango, Puente Program Advisors (GWC) and 30 Puente students to attend a special screening of HBO film, "Walkout," September 21, 2006, at CSU Long Beach. Travel by District transportation.

Yvonne Valenzuela, Puente Program Advisor (GWC) and 35 Puente students to attend the UC Irvine Transfer Track, October 20, 2006, Irvine, CA. Travel by District transportation.

Yvonne Valenzuela and Abe Tarango, Puente Program Advisors (GWC) and 35 Puente students to attend the Puente Motivational Transfer Conference, November 4, 2006, Riverside, CA. Travel by District transportation.

Orange Coast College International Center to coordinate and sponsor a variety of off campus activities, including but not limited to, trips to various attractions, sports games, video tapings, movie nights, amusement parks, and museums for international students and their invited guests during the 2006-2007 school year. Transportation by District or other transportation company.

Orange Coast College Speech Team to conduct the following field trips to be accompanied by Courtney Andersen, Felicia Coco, Ben Lohman and Christopher DeSurra, Instructors in Speech. Transportation to be furnished by District.

February 13, 2007
December 16, 2006

Public Performance
Holiday Party

OCC Campus
Costa Mesa, CA

2. General Items

a. Authorization for Special Projects

Authorization was given for the following special projects:

District

District Human Resources will host the workshops "Preventing Harassment" and "Performance Evaluations" for managers and administrators. These workshops will be held at two locations (OCC

Item 2a, Authorization for Special Projects, continued

and Garden Grove Center) from 9:00 am to 4:00 pm on the following dates: September 15, 2006 and September 20, 2006.

Coastline Community College

Coastline Community College Special Programs and Services for the Disabled, to host an Ice Cream Social Graduation event for the Acquired Brain Injury program, Wednesday, May 23, 2007, 10 a.m. to 12:30 p.m. at the Costa Mesa Learning Center, Costa Mesa, CA. .

Coastline Community College Special Programs and Services for the Disabled, to host its annual Fall Potluck and Open House for DDL students and their families, Monday, October 9, 2006, 5:30 to 7:00 p.m. at the Costa Mesa Learning Center, Costa Mesa, CA.

Coastline Community College to host the following meetings for the Business Education Statewide Advisory Committee (BESAC) on November 3, 2006, February 9, 2007, March 14, 2007 and May 18, 2007. Meetings will originate from the Coastline College Garden Grove Learning Center or from the Asilomar Conference Center in Pacific Grove, CA.

Coastline Community College, to sponsor presentations and participant materials by Peter F. Meggison, President-elect of the National Business Education Association (NBEA) for the California Business Education Association (CBEA) conference on October 5-8, 2006, in Palm Springs, California.

Coastline Community College to host the Fall All-College Meeting on Friday, September 8, 2006, 2:00-6:30 p.m. at the Le-Jao Center and the Westminster Rose Center Theatre.

Coastline Community College in coordination with the Orange County League of Latin American Citizens (LULAC) Foundation and the LULAC Garden Grove Council to co-sponsor the First Annual Latino Youth Leadership Academy Conference on Saturday, October 28, 2006, 8:00 a.m. – 3:00 p.m. at the Le-Jao Center in Westminster, CA.

Steven Jones to serve as a volunteer teaching assistant for instructor Gayle Berggren from September 7, 2006 - January 27, 2007, in Psychology 148, Ticket 8446 “Human Sexual Behavior.”

Deborah Mitchell to serve as a volunteer teaching assistant for Psychology instructor Gayle Berggren from September 7, 2006 - January 27, 2007, in Psychology 115, Ticket 9586, “Child Growth and Development.”

Golden West College

Golden West College to hold a Financial Aid Awareness Day, September 13, 2006, in the quad and designated areas.

Golden West College RHORC program to hold a Test Site Coordinators Annual Meeting, September 10-11, 2006, at the Anaheim Sheraton Hotel for coordinating of testing activities.

Golden West College to hold Advisory Committee Meetings for the Center for Nursing Expansion, September 21, 2006 and in April, 2007 at the Turnip Rose in Santa Ana.

Golden West College RHORC program to hold a Collaborative Simulation Conference “Using Patient Simulators as a Teaching Strategy,” January 11-12, 2007, at OCC as a faculty development program for use of human patient simulation. Costs NTE \$10,000 for food and supplies to be paid from RHORC Grant & Center for Nurse Expansion Grant funds.

Golden West College California Nursing Students Association (CNSA) to hold a Lab Night, September 23, 2006, as a fundraiser for the CNSA convention.

Item 2a, Authorization for Special Projects, continued

Golden West College to hold a Faculty Reception for newly tenured and new tenure track faculty, September 8, 2006.

Golden West College to hold a Puente Program Welcome Dinner, October 5, 2006, on campus as an information session for parents and students.

Golden West College to hold Institute for Professional Development Meetings and Events as needed for the 2006-07 academic year.

The Golden West College Student Health Center to conduct a pilot project September 7 – June 30, 2007 to offer health services to hourly Golden West College employees and part-time faculty with an assignment of 9 units or less who are not eligible for District benefits. These services would also be provided to employees from the Boys & Girls Club and Sodexo, who staff the Child Development Center and food services program, respectively. This project will provide an opportunity to increase revenues, to enhance the health of those served, and to increase the utilization of Student Health Center facilities. An evaluation of this project will be conducted in January 2007, and project outcomes will be provided to the Board of Trustees at a later date.

Fiscal Impact: The Student Health Center requires no adjustment to its staff to conduct this pilot project. There is no additional cost to the District or College. Low cost services will be offered to include: Medical consultation per visit: \$25; Women's health exam: \$30; Dispensary medications: Student rate; Laboratory Services: Student rate

Orange Coast College

Orange Coast College International Center to coordinate and sponsor a variety of on and off campus activities, including but not limited to entertainment, community service, and speakers, for international students and their invited guests during the 2006-2007 fiscal year.

Orange Coast College Fashion Department to sponsor a fundraiser on November 8, 2006 to raise funds for student supplies and events in the Fashion Department.

Orange Coast College to co-sponsor a Kiwanis Key Club event to be held in the OCC Science Hall and Home Tech 109/114.

Orange Coast College International Center to host the annual Study, Work, and Travel Abroad Fair on October 20, 2006, in the OCC Quad. Over 15 schools and organizations will be represented.

Orange Coast College International Center to provide food and refreshments during new international student orientations throughout the 2006-2007 fiscal year.

Orange Coast College Foundation to host an event in honor of the opening of the Norman E. Watson Hall on the OCC campus on October 4, 2006.

Orange Coast College Foundation to host a reunion and fundraiser in honor of the 40th anniversary of the forensics team on October 20, 2006, in the OCC Student Center.

Orange Coast College Foundation to host a reception for vendors and sponsors of the Small Business Conference and Expo on October 12, 2006, in the Student Center Lounge.

Orange Coast College Foundation to host the 2006 Alumni Hall of Fame program and reception on November 2, 2006, in the OCC Student Center.

Orange Coast College Foundation to host the Pirate Golf Tournament to benefit Orange College's baseball team on November 13, 2006, at Strawberry Farms Golf Club.

Item 2a, Authorization for Special Projects, continued

Orange Coast College Foundation to host the 4th Annual Aviation Scholarship Luncheon in Honor of the Tuskegee Airmen on February 9, 2007, in the OCC Captain's Table..

Orange Coast College to host the 3rd Annual Classic Car Show on May 6, 2007, on the OCC campus.

Orange Coast College to host the 8th Annual Small Business Conference and Expo on June 6, 2007. Proceeds to benefit the OCC Foundation and Business and Computing Division.

Orange Coast College Harry & Grace Steele Children's Center to sponsor the California Child Development Administrators Association's (CCDAA) monthly Southern Section meetings to be held on September 8, 2006, and January 12, 2007, in the OCC Captain's Table.

Orange Coast College Food Science and Nutrition programs to host the Southern California Institute of Food Science on October 18, 2006, in the OCC Student Center.

Orange Coast College Hillel student club to screen the film "The Consequences of Global Warming" during October, 2006, for OCC students and faculty in the Robert B. Moore Theatre to include discussion with director Laurie David following the film.

Orange Coast College Foundation to host an Alumni Fundraising Event at the Wine Artist in Lake Forest, CA on October 29, 2006.

Orange Coast College Math & Science Department to host a welcome-back barbecue for full-time faculty and other invited staff during fall semester, 2006, in the OCC Horticulture gardens.

Orange Coast College Photography Department to sponsor the Society of Photographic Educators Conference on November 10-12, 2006, on the OCC campus. Revision to Previous Board Action to add food expense.

Orange Coast College Symphony Orchestra and Choir to perform at St. Elizabeth Ann Seaton Church in Irvine, CA, on November 18, 2006. Revision to Previous Board Action to change date and location.

b. Authorization to Apply for Funded Programs and/or Projects

Authorization was given to apply for the following funded programs and/or projects and to participate, if funded, as outlined below. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign any related documents as appropriate.

1. Orange Coast College has applied to the California Community Colleges Regional Consortia for a grant titled "**Career Development Statewide Technical Workshops.**" Orange Coast College will receive a total \$100,000 from the California Community Colleges Regional Consortia to provide ongoing development, organization and marketing of Career Development Statewide Technical Workshops, all supporting web sites and materials during 2006-2007.

Fiscal Impact: Orange Coast College will receive \$100,000 funding from the Regional Consortia. Expenses not to exceed \$100,000 and will include travel, meeting rooms, food, miscellaneous 9meeting expenses, speaker fees, web site revision fees, content development fees, newsletter production and distribution, printing materials, consultant fees and Professional Experts for regional workshops. No Match Required.

2. Orange Coast College has reapplied to the California Department of Education, Child Care Food Program for a grant titled "**The Harry and Grace Steele Children's Center.**" The Harry and Grace Children's Center has reapplied for continued funding as participants in the Child Care

Item 2b, Authorization to Apply for Funded Programs and/or Projects, continued

Food Program for 2006-2007. The California Department of Education reimburses the Center for the full or partial cost of each meal consumed based on each family's eligibility. During 2005-2006, OCC earned \$53,000 in reimbursement for meals, which are based on a fixed percentage determined by actual attendance and meals served.

Fiscal Impact: The General Child Care Grant and parent fees help fund OCC's full time food service employees who are responsible for preparing breakfast and snack, transporting lunch from the campus food services, distributing meals and maintaining the inventory for a full service kitchen. No matching funds required.

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

Authorization was given for the disposal of the following surplus materials and/or equipment which are no longer of value to the using departments; disposal to be made by John Eriksen, 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.

The Board further authorized the donation of Golden West College surplus equipment to Mary Bragg Elementary School with no warranty implied and in as-is condition.

d. 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 agreements (copies of telecourse agreements are on file in the board office).

Fiscal Impact: No direct cost to the District. Projected revenue unknown, depending on utilization of the telecourses by the lessees and number of students enrolled in the courses.

e. 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.

RENEWAL

GOLDEN WEST COLLEGE

LOS ALAMITOS MEDICAL CENTER, INC.	Non-standard Affiliation Agreement
SOUTHLAND GERIATRIC CENTER	Standard Affiliation Agreement

ORANGE COAST COLLEGE

LOS ALAMITOS MEDICAL CENTER	Non-standard Clinical Education Agreement
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The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign such agreements.

Fiscal Impact: Students are required to obtain personal liability insurance during enrollment in an Allied Health program. The District shall provide professional liability insurance (above students' personal 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, the District saves money by utilizing off-campus clinical and field experience training facilities.

f. Authorization for Purchase of Institutional Memberships

Authorization was given for the following renewals of institutional memberships:

District

Chancellor's Office, California Community Colleges – This agreement shall be for a period of one year from July 1, 2006 through June 30, 2007. The renewal subscription fees will be \$3,700 per college (total \$11,100).

Coastline Community College

Council for Higher Education Accreditation (CHEA) – July 1, 2006 through June 30, 2007 - \$455

Orange Coast College

Honors Transfer Council of California – 2006-2007 - \$50.00

National Association for Foreign Student Affairs: Association of International Educators – July 1, 2006 – June 30, 2007 - \$1,300.00

National Collegiate Honors Council (NCHC) – 2007 - \$500.00

Western Regional Honors Council – 2006-2007 - \$50.00

The Board further authorized the purchase of the following new institutional memberships:

Orange Coast College

Organization of Biological Field Stations (OBFS) – 2006-2007 - \$100.00

3. Personnel Items

The Board authorized special assignments; accepted resignations and/or approval of layoffs and terminations; authorized leaves of absence; appointed substitutes, academic staff; authorized contract amendments based upon horizontal salary moves; 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; appointed special category, hourly staff; authorized professional experts; authorized professional experts; authorized off campus assignments; authorized independent contractors; authorized staff development; and authorized professional development program;

4. Special Programs And Activities

a. Community Education Activities – Orange Coast College

Authorization was given for not-for-credit classes be advertised and offered by the Community Education Office during the period of September 7, 2006 – June 30, 2007, as presented in the September 6, 2006 Agenda.

b. Sailing Program – Orange Coast College

Authorization was given for non-credit classes offered by the Marine Programs Office during the period of September 7, 2006 – June 30, 2007, as presented in the September 6, 2006 Agenda.

5. Financial Approvals

a. Approval of Purchase Orders

The Board approved purchase orders listed in the amount of \$3,807,773.52. (A copy of the report is on file with the September 6, 2006 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 \$8,775,740.30. (A copy of the report is on file with the September 6, 2006 Agenda, and is available on request.)

The Board ratified/approved the warrants for the General Obligation Bond Fund in the amount of \$2,407,192.38. (A copy of the report is on file with the June 21, 2006 Agenda, and is available on request.)

6. Buildings and Grounds Items Under \$10,000

a. Authorization for Addendum No. 4 to tBP Architecture; Orange Coast College Learning Resource Center

Authorization was given to accept Addendum No. 4 for additional architectural services for the Orange Coast College Learning Resource Center.

The scope of services is to include the following tasks:

1. Revised drawings for library shelving changes \$4,900

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

Fiscal Impact: \$4,900 (Measure C – General Obligation Bond)
Master Plan Approved Project
OCC Learning Resource Center

Action Items

Agreements

1. Authorization to Enter into a Renewal Standard Agreement Between Police Officers Standards & Training and Coast Community College District (Golden West College) for Video Production and Services with New Media

It was moved by Mr. Patterson and seconded by Mr. Ruiz that authorization be given to enter into a renewal standard agreement with Police Officers Standards & Training and Coast Community College District (Golden West College) for Video Production and Services with New Media, July 1, 2006 – June 30, 2007.

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

Fiscal Impact: Income of \$151,596 to the GWC New Media Center Revolving Account

2. Authorization to Enter into a Renewal Standard Agreement Between California State University Long Beach (CSULB) Foundation and Coast Community College District (Golden West College) for a Tobacco Education/Use Reduction Grant with the Student Health Center

It was moved by Mr. Patterson and seconded by Mr. Brown that authorization be given to enter into a renewal standard agreement with CSULB Foundation and Coast Community College District (Golden West College) for the second year of a 3-year tobacco education/use reduction grant with the Student Health Center, September 11, 2006 – June 30, 2007.

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

Fiscal Impact: This program will provide \$15,000 in anti-tobacco services at GWC during FY 06-07.

3. Authorization to Utilize Academic Marketing Services for Coast Community College District CareerFocus Magazine Creation and Content Management, Utilizing Public Contract Code Section 20304, Sole Sourcing Provision

It was moved by Mr. Ruiz and seconded by Mr. Howald to authorize the use of Academic Marketing Services for the creation and content management of the District CareerFocus magazine. The Board further authorized the Vice Chancellor of Administrative Services, or designee, to execute the agreement with Academic Marketing Services on behalf of the Board of Trustees.

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

Fiscal Impact: \$145,213 (General Fund)

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

1. Authorization to Employ Siemens Building Technologies, Inc.; Orange Coast College Parking Lot Lighting and Walkway Lighting Retrofit

It was moved by Mr. Ruiz and seconded by Mr. Brown to award a contract to Siemens Building Technologies, Inc.

Scope of work as follows:

1. New lights, poles and banners in parking lots E & F.
2. New lighting fixtures and two new foundations with customer furnished poles in parking lot D.
3. New walkway lights and poles.
4. Replacement of breezeway lights.
5. Replacement of lighting wall packs.

Total Contract Amount	\$3,750,910
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The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign the contract documents.

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

Fiscal Impact: \$3,750,910 (General Obligation Bond Fund/Measure C)
Master Plan Approved Project
OCC Health/Safety Upgrades
OCC Exterior Lighting

2. Authorization to Employ C.W. Driver; District Administration Building

It was moved by Mr. Ruiz and seconded by Ms. Hornbuckle that authorization be given to employ C.W. Driver for construction management services for the District Administration Building.

The scope of service is to include the following tasks:

- | | | |
|----|---|-------------|
| 1. | Construction Management Services (19 Months)
Preconstruction (4 Months) and Construction (15 Months) | \$1,187,500 |
| 2. | Reimbursable Expenses | \$ 5,000 |

Design Phase/Preconstruction Phases

- Constructability Review
- Value Engineering
- Deductive Alternates
- Budgeting
- Scheduling
- Bidding
- Change Order Mitigation
- Subcontract Award

Construction Phase Services

- Insurance/Bonds
- Safety Program
- Quality Control Program
- Scheduling
- Cost Control
- Change Order & RFI Management
- Application for Payment
- Project Close Out
- Final Payments

The Board further authorized the Chancellor or the Vice Chancellor of Administrative Services to sign the consultant agreement.

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

Fiscal Impact: \$1,192,500 (General Obligation Bond Fund)
Master Plan Approved Project
Replacement of District Temporary Structures
District Administrative Office Building

General Items of Business

1. Approval of New Union Bank Account and Signatories for the Coast Community College District Academic Competitiveness Grant Account #2740022760

It was moved by Mr. Brown and seconded by Mr. Ruiz that authorization be given for a new Union Bank account and signatories for Account #2740022760 Coast Community College District Academic Competitiveness Grant.

C.M. Brahmhatt, Vice Chancellor, Administrative Services
Joseph N. Quarles, Vice Chancellor, Human Resources
Kimberly R. Allen, Administrative Director, Fiscal Affairs
Cheryl Blocker, Accountant

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

Fiscal Impact: Not applicable.

2. Appointments to Citizens' Oversight Committee to Fill Vacant Position

It was moved by Mr. Brown and seconded by Mr. Ruiz to appoint Sharon Sundra as the Business Representative of the Citizen's Oversight Committee, replacing David Quatman, for a term of service expiring March 2008.

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

Fiscal Impact: None to the District

Resolutions

1. Adoption of Resolution to Renew Participation in the Federal Surplus Personal Property Program

It was moved by Mr. Patterson and seconded by Mr. Ruiz to adopt the Resolution to renew participation in the Federal Surplus Personal Property Program, as presented in the September 6, 2006 Agenda.

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

2. Adoption of Resolutions Authorizing Payment to Trustee Absent from Board Meeting

It was moved by Mr. Patterson and seconded by Mr. Ruiz to adopt the Resolution authorizing payment to Trustee Walter Howald who was absent from the Regular Board Meeting of August 16, 2006, as presented in the September 6, 2006 Agenda.

Motion carried with the following vote: Aye – Mr. Brown, Ms. Hornbuckle, Mr. Patterson, and Mr. Ruiz; Abstain - President Howald.

Recess to Closed Session

It was moved by Mr. Ruiz and seconded by Mr. Brown to discuss the following item in Closed Session.

a. Conference with Labor Negotiator (pursuant to Section 54957.6)

Agency Negotiator: Dr. Joseph Quarles, Vice Chancellor of Human Resources

Employee Organizations: The Coast Community College Association – California Teachers Association/National Education Association (CCCA-CTA/NEA) and Coast Federation of Classified Employees (CFCE)

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

Reconvene Regular Meeting

It was moved by Mr. Ruiz and seconded by Mr. Brown to reconvene the regular meeting to report on action taken in Closed Session. Motion carried with the following vote: Aye – Mr. Brown, Ms. Hornbuckle, Mr. Patterson, Mr. Ruiz, and President Howald.

The Board reconvened at 9:34 to report on action taken in Closed Session.

There was no formal action reported.

Adjournment

There being no further business, it was moved by Mr. Ruiz and seconded by Mr. Patterson that the meeting be adjourned in memory of Harold Schrupp, faculty member at OCC for 42 years. Motion carried with the following vote: Aye - Mr. Brown, Ms. Hornbuckle, Mr. Patterson, Mr. Ruiz, and President Howald.

The meeting was adjourned at 9:35 p.m.

Secretary of the Board