

# Regular Meeting

## Board of Trustees Coast Community College District

District Board Room – 6:30 p.m.

September 19, 2007

### MINUTES

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on September 19, 2007 in the Board Room at the District Office.

#### **1. Call to Order**

Board President Jerry Patterson called the meeting to order at 6:35 p.m.

#### **2. Pledge of Allegiance**

Board President Patterson led the Pledge of Allegiance to the Flag of the United States of America.

#### **3. Roll Call**

**Trustees Present:** Walt Howald, Jerry Patterson, Armando Ruiz and Paul Bunch

**Trustees Absent:** Mary Hornbuckle, Jim Moreno

**Others in attendance were:** Staff – K. Yglesias, C. Brahmhatt, W. Bryan, J. Quarles, D. Currie, C. Babler, L. Dahnke, B. Dees, W. Doty, S. Dumont, B. Fey, B. Kerwin, D. Mancina, K. McElroy, V. Meneses, G. Monahan, L. Miller, N. Jones, R. Pagel, M. Parham, M Perez, B. Price, J. Price, N. Sprague, C. Teeter; Students – P. Mains, L. Riddle, T. Le.

#### **4. Public Comment**

There were no requests from the public to address the Board.

## **5. Adopt Agenda**

Amendments to the Agenda were presented. It was moved by Mr. Ruiz and seconded by Mr. Howald that the Agenda, be adopted as amended by the Addendum.

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

## **6. Public Hearing – Coast Federation Educators/American Federation of Teachers (CFE/AFT-Local 1911) Initial Proposal to Negotiate the Agreement between the Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911) and the Coast Community College District.**

President Patterson opened the Public Hearing and solicited input and comment from the audience and public. There being none, President Patterson closed the Public Hearing.

## **7. Public Hearing - Coast Community College District's Initial Proposal to Negotiate the Agreement between the Coast Community College District and the Coast Federation of Educators/American Federation of Teachers (CFE/AFT-Local 1911)**

President Patterson opened the Public Hearing and solicited input and comment from the audience and public. There being none, President Patterson closed the Public Hearing.

## **8. Official Public Hearing and Adoption of the 2007-2008 Budget for the Coast Community College District**

President Patterson opened the Public Hearing on the 2007-2008 Budget for the Coast Community College District.

Kim Allen, District Administrative Director of Fiscal Services, presented the FY 2007-2008 Budget to the Board of Trustees.

Trustees reviewed the budget presentation and asked the following questions of staff:

Trustee Ruiz asked what the target rate was for state growth dollars. Vice Chancellor of Administrative Services C.M. Brahmbhatt advised the Board that the rate was 1.619%.

Student Trustee Paul Bunch inquired about the status of Internet access in each campus, wanting to know if access had been implemented or was in the planning stages. Mr. Brahmbhatt confirmed that most of the implementation had been completed; however, some classrooms were still waiting to receive wiring for connectivity.

Trustee Ruiz wanted more information as to what campus operating expenses consisted of. Mr. Brahmbhatt noted that operating expenses cover utilities and maintenance costs for campus buildings. Brahmbhatt also noted that the District's Banner software application also require maintenance costs, and noted that overall, operating costs are rising District-wide because service delivery to students has changed, with technology having more of a role in serving students.

Trustee Ruiz asked how much the Banner software application costs per year to maintain. Mr. Brahmbhatt indicated that it costs approximately \$1,400,000 each year, and that the District's use of Microsoft Office and Adobe software products brings the aggregate annual total to approximately \$2,000,000 each year.

Trustee Walt Howald asked Mr. Brahmbhatt and Ms. Allen what the largest district-wide expense was in the proposed budget. Mr. Brahmbhatt stated the District-wide retiree health benefits are the largest costs in the budget. Ms. Allen noted that the fund that was being established would help offset future increases in retiree health benefit costs. Trustee Ruiz indicated that he was pleased with the District's handling of retirement health benefit costs and asked what the District allocated per person for health benefit costs. Ms. Allen noted that the annual cost per person for health benefits was \$12,000.

Trustees, after reviewing demographic figures presented in the budget presentations, made comments and asked related questions:

Trustee Ruiz noted that that there used to be about 40% of District students coming from outside of the District's service area. Mr. Brahmbhatt noted that the current figure is approximately 37%, but that it used to be greater. He attributed the decline to the enhancement of other districts' campuses, specifically Rancho Santiago Community College and Irvine Valley College, which have both created full service campuses.

President Patterson noted that the Boeing Corporation was planning to add significant numbers of staff in the Huntington Beach area, some of whom may need education and training, and wanted to know if the District was doing anything to meet this possible future need. Mr. Brahmbhatt advised the Board that more information would be provided at the March 2008 Budget Workshop meeting.

Trustee Howald asked what, specifically, the Board was doing in response to demographic information showing a decline in student populations in coming years, and wanted to know if a task force had been created by the District to research solutions to potential problems in enrollment levels in the year 2009-2010. Mr. Brahmbhatt reported that no task force had been created, but noted that in the last two years each college has received \$450,000 to come up with new programs to help improve and grow student populations at each campus. Trustee Howald indicated that the Board needs to receive additional information on the projected enrollment decline within the next year to understand what needs to be done to implement programs that will be used over the next three years. Trustee Howald asked Chancellor Dr. Kenneth Yglesias if anything was being planned and Dr. Yglesias responded that each campus should have its own task force to address this issue. Mr. Brahmbhatt advised the Board that the management of each campus could explain what the campuses did with those funds to grow services. He said that he may not be able to quantify it. Dr. Yglesias commented that each college needs to figure out specific directions it should pursue, and that each needs to be coordinated so there is no overlap among the three colleges.

Trustee Howald requested that staff work on a timeline that is shorter between the present day and the year 2009, preferably receiving information in the next six to twelve months, which will allow the Board to consider the proposals each college comes up with. In addition to addressing enrollment concerns, Trustee Ruiz stated that wished to see what each college has done with the \$450,000 it has received over FY 2006-07 and 2007-08.

Speaking to the Topic:

Golden West College (GWC) Academic Senate President Stephanie Dumont had a clarification related to the Trustees' discussion of the colleges not reporting how the \$200,000 distributed to each college in FY 2006-07 were spent. She indicated that GWC had listed the projects and how much was spent at the previous Board meeting. With respect to the one-time funds that have been given, she noted that establishing "out of the box" creative educational projects is challenging, and that the success of those programs is much greater if they are administered by full-time faculty members. She told the Board that GWC is limited in how many full-time faculty can manage the projects. An additional challenge, Dumont commented, is that if these programs continue, they will require support services from the campus, and that one time dollars are not sufficient to retain students. She asked a question, based upon a report at Chancellor's Cabinet, that campuses received a \$1,000,000 budget augmentation, but she did not see it in the budget presentation. Vice Chancellor Brahmhatt confirmed that the \$1,000,000 had been included for all colleges in the budget, and commented that Board direction to increase District salaries over the last eight years has limited funds that can be given to the campuses. With this in mind, this year, based on campus needs for additional support staff, faculty and other needs, an extra \$1,000,000 has been given to the campus to assist them and to give them choices to allocate it as they wished. Mr. Brahmhatt further commented on the importance of keeping reserves for disaster preparedness, reduction in student enrollments, and future retiree health benefits.

Based upon the comments and questions presented by Trustees Howald and Ruiz, President Patterson asked what Trustees thought of a study session so the colleges could report back to the Board. Trustee Howald responded affirmatively, and asked for a timeline. President Patterson requested that the March budget workshop agenda should include a report on 1) a charge for the colleges to look at implications of potential enrollment declines, and 2) to explain to the Board of Trustees how the \$450,000 in funds, distributed in FY 2006-07 and FY 2007-08 respectively, has been allocated to each campus. Trustee Howald made a motion, seconded by Trustee Ruiz, to return the two items back to the March 19, 2008 Budget Workshop meeting.

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

As the public hearing on the FY 2007-08 Budget continued, Coast Federation of Educators (CFE) President Dean Mancina read a prepared statement to the Board regarding the 2007-2008 Budget. He expressed concern that two of the five voting members of the Board were not present, and recommended a continuance of the proposed budget to the October 3, 2007 Regular Meeting. Mr. Mancina further raised issue with the reserves allocated, requesting further discussion of the pros and cons of maintaining reserves of more than six percent. (A copy of the complete statement is attached to and made a part of the Minutes.)

There being no further speakers, President Patterson expressed concern that all five Board members should be present to review and adopt the budget, unless there was a legal requirement in place that mandated the budget be approved at the September 19, 2007 meeting, and suggested that the budget be continued to the October 3, 2007 Board meeting for Board adoption. Trustee Ruiz agreed, but expressed concern that the District would be delayed in spending its FY 2007-08 budget funds for another two weeks. Student Trustee Bunch inquired as to the history of the budget being adopted, and Mr. Brahmhatt confirmed that the budget is normally adopted by the Board in September. President Patterson noted that if the District still had operating funds, in addition to those funds in the 2007-08 budget, he felt that the item should be continued. Mr. Brahmhatt advised the Board that if the budget was not adopted at the September 19, 2007 meeting, the District risked withholding apportionment dollars from the State of California, which would result in the District losing some

interest income, due to the funds not being distributed to the District until after its budget is adopted. Trustee Howald asked Mr. Brahmbhatt if the budget could be amended by the Board at a later date, and Mr. Brahmbhatt responded affirmatively.

Trustee Ruiz commented that the other Board members could receive a presentation from staff at a subsequent meeting, if deemed necessary. Trustee Howald moved to adopt the budget, and was seconded by Trustee Ruiz. As discussion continued, President Patterson continued to express concern about adopting the budget without the absent Board members. Wes Bryan, President of Golden West College, speaking to the topic, noted that if the budget was not approved by the Board, approximately \$2,800,000 worth of purchase orders would be delayed.

President Patterson suggested that the Board adopt the budget, but that it be brought back to the October 3, 2007 meeting for additional discussion and review by Trustees, and if necessary, an additional vote could take place, and closed the public hearing. He asked Trustee Howald to amend his motion, adding that the budget would be placed back on the October 3, 2007 agenda. Trustee Howald concurred, noting that staff understood that the budget was being adopted by the Board's vote. The Board further authorized the District Administration to file the Budget with the State Chancellor's Office, with any minor adjustments needed.

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

### **Acceptance of Retirements**

None.

### **General Information and Reports**

#### **1. Review of Board Meeting Dates**

The Board reviewed the scheduled Board meeting dates for the months of October 2007 through August 2008.

#### **2. Reports from the Officers of Student Government Organizations**

Penny Mains, Vice President of the CCC Student Advisory Council (SAC) distributed emails to all staff and faculty for ideas that could be used in the classroom to educate students about Constitution Day. ■ She reminded Trustees about the Project Africa event, and invited them to attend the event on Sunday, September 23.

Lynne Riddle, President of the Associated Students of Orange Coast College (ASOCC) reported that ASOCC had celebrated Constitution Day the two previous days, and thanked President Patterson, Chancellor Yglesias and OCC President Bob Dees for participating in the Constitution Day program; she also thanked the faculty members who made presentations that day. ■ Ms. Riddle advised the Board that a Constitution Day essay contest had taken place at OCC, and that the winners, judged by faculty, were Nicholas Stewart and David Childs. ■ Ms. Riddle commented on activities of the ASOCC Student Senate, reporting that Senator Ahmed Ali, who also serves as a Student Representative on the State Board of Governors, brought forward a resolution supporting a text book tax exemption, which was unanimously passed by the ASOCC. Riddle expressed concern to the

Board about the continued high costs of text books. Trustee Armando Ruiz commented that he had seen a previous resolution passed by the ASOCC, and suggested that the Board of Trustees consider its own resolution in support of this issue.

Tahnee Le, President of the Associated Students of Golden West College (ASGWC), provided the Board with a brief update on Constitution Day festivities at Golden West College, noting that the students of ASGWC had shown patriotic documentaries to students in support of Constitution Day.

### **3. Reports from the Academic Senate Presidents**

Nancy Jones, Vice President of the CCC Academic Senate, attending on behalf of CCC Academic Senate President Cheryl Stewart, stated that the Senate had been very busy so far in the school year. Ms. Jones commented that she had attended budget meetings on campus, meetings for Master Plan Initiative plans and enrollment growth plans. ■ She also advised the Board that the Academic Senate had spent significant resources to study demographic trends of future student populations in Coastline's service area.

GWC Academic Senate President Stephanie Dumont noted that the college received an unsolicited proposal from the City of Huntington Beach to make use of 14 acres of excess land at Gothard Street and McFadden Avenue, with part of the proposal involving land being leased to Costco Corporation. Ms. Dumont noted that the Senate had reviewed the issue and would take a position on it at its September 25, 2007 meeting.

OCC Academic Senate President Georgie Monahan endorsed a campus wide committee for a student learning process and summarized changes made by the Senate in response to the 2007 Accreditation Report, noting that the Senate was currently moving closer toward fulfilling annual goals that it had established for itself.

### **4. Reports from Employee Representative Groups**

Barbara Price, President, Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA), noted that she had attended a preschool planning meeting, and that she would bring a full report of the meeting to the Board. ■ Dr. Price also invited the Board to the annual CCA picnic.

Dean Mancina, President of the Coast Federation of Educators (CFE) reported the CFE had one of many events, to seek input from faculty for upcoming negotiations. ■ He noted that the entire executive board met for a two day retreat, which was very productive. ■ Mr. Mancina stated that Wednesday, September 26, is the annual general membership meeting, and here was also an annual meeting scheduled for next September 27.

Neil Kelsey, Executive Director of the Coast Federation of Classified Employees (CFCE), introduced himself to the Board of Trustees.

### **5. Reports from the Presidents**

OCC President Bob Dees commended the students, President Patterson and Chancellor Yglesias for participating in the Constitution Day festivities, noting that it is an annual event he always enjoys.

CCC President Dr. Ding-Jo Currie commented that a flyer was passed out on the Educational Fair prepared by the Classified Council at Coastline College. This is for faculty and staff to explore professional development in the educational area. ■ She noted that October 15 to November 15 is “Career Exploration Month” at Coastline, which presents staff the opportunity to explore other potential career opportunities in the educational field.

GWC President Wes Bryan thanked the Board members who attended the *Chefs for Scholarships* fundraiser. ■ He noted the college was on target with enrollment rates. ■ Mr. Bryan summarized various moves occurring on the campus related to current construction projects. ■ He noted that the Budget and Planning Committee allocated about \$75,000 for a Request for Proposals (RFP) to help the college look at career and technical education, comparing where the programs are now and where they need to be in the next twenty years. ■ Mr. Bryan reported that he met with GWC Foundation Executive Director Margie Buntten to discuss a major scholarship drive for returning combat veterans for the GWC Police Academy. All fees would be paid for returning veterans if they want to go to the police academy. ■ Finally, he reported that the College’s football team is 2-1, and beat Cerritos College, 22-20, in overtime.

## 6. Report from the Chancellor

Chancellor Yglesias introduced Joyce Black, newly appointed Interim Associate Vice Chancellor of Educational Affairs, to the Board of Trustees.

## 7. Reports from the Board of Trustees

Trustee Walt Howald asked if GWC President Bryan could repeat his report in March, in terms of planning for future enrollment issues, to help the Board better understand enrollment issues that are facing the District. ■ He welcomed Joyce Black.

Student Trustee Paul Bunch mentioned that he attended the Citizens’ Oversight Committee tour of the new district facility and Orange Coast College sites on September 12. ■ He announced that he completed his first agenda as Student Council President, and the Council’s first meeting was set on September 21.

Trustee Armando Ruiz welcomed Joyce Black to the District. ■ He reported that he had attended the Citizens’ Oversight Committee Meeting and tour on September 12. Trustee Ruiz indicated that he has been to several Citizens Oversight Committee meetings, and noted that he felt the committee members do a wonderful job. ■ Trustee Ruiz noted that he had a question about how the District was doing with outreach, in terms of subcontractors. He requested that the District could look into this issue for the future. Chancellor Yglesias responded affirmatively, commenting that there are companies that focus on hiring local and minority owned subcontractors to participate on projects. Dr. Yglesias noted that if another bond initiative is approved, the District could look at this. ■ Trustee Ruiz asked if a report that could be done on how the District has performed in this area on the current bond program. Dr. Yglesias said that it could be done. ■ Trustee Ruiz noted that the Citizens’ Oversight Committee “keeps the District honest” in how bond funds are spent.

President Patterson reported that he had enjoyed the Orange Coast College festivities for Constitution day. ■ He stated that Project Africa is of great interest to him, and he hopes that his family can attend the event. He noted that his church has a heifer project that is done each year, and how little we give to the needy makes a difference with the families of the people in Africa. ■ President Patterson

indicated that he just returned from Mexico, participating in Congress to Campus events, and reported that he was very impressed with the Mexican students in the program, who were all bilingual, and interested and knowledgeable about the United States.

**8. Review of Buildings and Grounds Reports**

The Board reviewed the Buildings and Grounds Reports as listed in the September 19, 2007 agenda.

Trustee Ruiz asked about upcoming rains and possible construction delays. Vice Chancellor Brahmhatt advised the Board that there could be possible delays related to rains in the winter months, but that there should be no impact from upcoming forecasted rains.

**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 the Board Directives Log**

The Board reviewed the Board Directives Log as attached to the September 19, 2007 agenda.

**11. Quarterly Financial Status Report**

The Board reviewed the Quarterly Financial Status Report as attached to the September 19, 2007 agenda.

**12. Consideration of Instructional Material Fees**

The Board reviewed updates to Instructional Materials Fees as listed in the September 19, 2007 calendar.

**Consent Calendar**

It was moved by Mr. Ruiz and seconded by Mr. Howald that the amended Consent Calendar be approved.

Motion carried with the following vote: Aye – Mr. Ruiz, Mr. Howald and President Patterson. (Note: All background reports were included with the September 19, 2007 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:

Diana Jason, Instructor/Parent Education, (CCC) to accompany approximately 35 students (Ticket Numbers 8254, 8255) to the Albertson’s Market in Costa Mesa on October 11, 2007.

Kathy Kahn, Instructor/Dance (CCC) to accompany approximately 18 students (Ticket Numbers 8271, 9755, 8057) to the Orange County Performing Arts Center in Costa Mesa on October 12, 2007.

Diana Jason, Instructor/Parent Education (CCC) to accompany approximately 30 students (Ticket Numbers 8817, 8039) to the Upper Newport Bay, Peter and Mary Muth Interpretive Center in Newport Beach on October 24, 2007.

Diana Jason, Instructor/Parent Education (CCC) to accompany approximately 30 students (Ticket Numbers 8254, 8255) to the Upper Newport Bay, Peter and Mary Muth Interpretive Center in Newport Beach on November 1, 2007.

Jane Bauman, Instructor/Art (CCC) to accompany approximately 40 students (Ticket Numbers 8153, 8133, 8085) to The Getty Center in Los Angeles on November 6, 2007. Students will use District Transportation.

Diana Jason, Instructor/Parent Education (CCC) to accompany approximately 30 students (Ticket Numbers 8817, 8039) to the Mesa Verde Library in Costa Mesa on November 14, 2007.

Margot Bowlby, Advisor, Model United Nations (GWC) and 10 students to attend the Model United Nations Conference, Anaheim, CA, October 27, 2007. Travel by District transportation.

Chip Marchbank, Michelle Sambrano, and Sima Patel, EOPS/CARE Staff (GWC) and 20 students to attend the Region VIII 10<sup>th</sup> Annual CARE Conference, Buena Park, CA, November 2, 2007. Travel by District transportation.

**Fall 2007 OCC Women’s Crew Events and Overnight Athletic Trips:**

Women’s Crew

Coach: Laura Behr      Assistant Coaches: Brooke Albiston

<b>DATE</b>	<b>EVENT</b>	<b>LOCATION</b>
Aug 31	Watson Pharm. LTR Fundraiser	OCC/Newport Beach
Sept 14	Pizza –Q/BBQ	OCC/Newport Beach
Sept 18	Parents Meeting Boathouse	OCC/Newport Beach
Oct 7	WIRA meeting	San Jose
Oct 13	UCSB Scrimmage	UC Santa Barbara
Oct 19	Ergathon	Boathouse
Oct 28	Row For the Cure	San Diego
Nov 4	Fall classic	San Diego
Nov 11	Newport Autumn Rowing Festival	NAC/Newport Beach
Nov 18	Parents LTR	OCC/Newport Beach
Dec 1	Newport Sprints	OCC/Newport Beach

**Fall 2007/Spring 2008 OCC Men’s Crew Events and Overnight Athletic Trips:**

Men’s Crew

Coach: Larry Moore Assistant Coaches: Pat Gleason, Dan Toth

<b>DATE</b>	<b>EVENT</b>	<b>LOCATION</b>
Oct 7, 2007	WIRA Coaches Meeting	TBA
Nov 3, 2007	Newport Autumn Rowing Festival	NAC/Newport Beach
Nov 16-17	Cal Berkley work out	Cal/San Francisco
Dec 1	Newport Sprints	OCC/Newport Beach
Jan 7 -25, 2008	Double Days & Pancake Breakfast	OCC/Newport Beach
March 8	Alumni Banquet	OCC/Newport Beach
March 9	Alumni Races	OCC/Newport Beach
March 14-16	U of Texas	Austin, Texas

Orange Coast College Speech Team to participate in the following field trips and events to be accompanied by Courtney Andersen, Felicia Coco, Ben Lohman, and Sarah Crachiolo, OCC Instructors in Speech. Instructors to be paid appropriate salary rates as applicable; transportation furnished by District. A list of student participants will be on file prior to departure.

September 22-23, 2007 Berkeley Forensics Tournament Berkeley, CA

Revision to Previous Board Action to add a trip. Previous Board approval 9/5/07.

**2. General Items**

**a. Authorization for Special Projects**

Authorization was given for the following special projects:

**Coastline Community College**

Coastline Community College, Special Programs and Services for the Disabled, to host special events throughout the 2007/2008 school including, but not limited to, new student orientations, DDL and ABI Advisory Board Meetings, DDL Open House.

Coastline Community College Special Programs and Services for the Disabled to host a fundraising Brain Injury Awareness Month Walk-a-Thon for the Acquired Brain Injury Program on March 15, 2008, at Mile Square Park in Fountain Valley. Registration will begin at 8:00 a.m., the walk will begin at 9:00 a.m. concluding at 12:00 p.m.

Coastline Community College Special Programs and Services for the Disabled to host an Acquired Brain Injury Ice Cream Social Graduation event, May 21, 2008, at the Costa Mesa Center. Ice cream will be served at 10:00 a.m. and the program will begin at 11:00 a.m.

Coastline Community College Foundation to host a Holiday Reception, December 13, 2007, 6:00 p.m. to 8:00 p.m. at The Clubhouse in Costa Mesa. (Revision is to change the date of event. Prior Board Approval: July 18, 2007)

Coastline Community College Foundation to hold its annual Visionary of the Year Awards Gala, on May 3, 2008, 5:00 p.m. to 12:00 a.m., at the Hyatt Regency in Huntington Beach.

Coastline Community College to host a training workshop, presented by SunGard Higher Education, Inc., October 1-5, 2007, 8 a.m. – 5 p.m. at the Garden Grove Center.

Coastline Community College Gerontology Certificate Program to host speakers on Career Opportunities in Gerontology on October 30, 2007 from 6:30-8:30 p.m. at the College Center.

### **Golden West College**

Golden West College to co-sponsor outside groups renting GWC athletic facilities at the co-sponsor rate for the 2007-08 academic year.

Golden West College to hold Academic Senate Meetings and Events for the 2007-08 academic year.

Golden West College to hold Institute for Professional Development Meetings and Events for the 2007-08 academic year.

Golden West College to participate in the Regional Health Occupations Resource Center (RHORC) Medical Assistant Curriculum Revision Project, Sacramento, CA, September 20, 2007 – June 30, 2008.

Golden West College to feature Latino Heritage Month to promote awareness of the accomplishments of Latinos, open to the college and the community, September 20 – October 15, 2007.

Golden West College to feature Native American Heritage Month to promote awareness of the accomplishments of Native Americans, open to the college and the community, October 18 – November 15, 2007.

### **Orange Coast College**

Orange Coast College Foundation and Photography Department to co-host the 2<sup>nd</sup> annual Photo Swap Meet on October 6, 2007, at Pro Photo, Irvine, CA.

Orange Coast College Spirit of Ability Club to host the 4<sup>th</sup> Annual Bill Alvarez Memorial Wheelchair Rugby Games on October 6, 2007, in the OCC gymnasium.

Orange Coast College Community Relations Office to conduct a student recruitment advertising campaign through June 30, 2008, targeting 28 area high schools.

Orange Coast College Community Relations Office to host pizza lunches and Navigator of the Month lunches during the 2007-2008 year.

Orange Coast College Community Relations Office to host the 25th Annual OCC High School Senior Day on March 18, 2008.

Orange Coast College Counseling Department to host the annual High School Counselors' Breakfast in the OCC Student Center Cafeteria on November 16, 2007.

Orange Coast College Library staff to conduct a "New Library Planning" workshop at the OCC Sailing Center on September 28, 2007.

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

Authorization was given for the disposal of the listed 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.

**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 agreements.

**d. Authorization for Purchase of Institutional Memberships**

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

District

Community College League of California Commission on Athletics (CCLC COA). – Fiscal Year 2008. - \$18,380.00

Costa Mesa Chamber of Commerce – November 1, 2007 through November 1, 2008 - \$600.00

Coastline Community College

Academic Senate for California Community Colleges (ASCCC) - July 1, 2007 – June 30, 2008 - \$959.44

Golden West College

National Association of Student Financial Aid Administrators (NASFAA) - July 1, 2007 – June 30, 2008 - \$1,627

Orange Coast College

Research and Planning (The RP Group) - \$350.00 – 2007-2008

**3. Personnel Items**

Authorization was given to approve the Personnel Items listed in the September 19, 2007 Agenda, as amended.

#### **4. Special Programs And Activities**

##### **a. Community Activities – Orange Coast College**

Authorization was given for the not-for-credit classes to be advertised and offered by the Community Education Office during the period of September 20, 2007 – June 30, 2008, as presented in the September 19, 2007 Agenda.

#### **5. Financial Approvals**

##### **a. Approval of Purchase Orders**

The Board approved purchase orders listed in the amount of \$2,860,572.72. (A copy of the report is on file with the September 19, 2007 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 \$3,722,050.31. (A copy of the report is on file with the September 19, 2007 Agenda, and is available on request.)

The Board ratified/approved the warrants for the General Obligation Bond Fund in the amount of \$576,775.00. (A copy of the report is on file with the September 19, 2007 Agenda, and is available on request.)

#### **Action Items**

##### **Agreements**

#### **1. Authorization to Amend an Agreement Between the County of Orange and the Coast Community College District (Coastline Community College) to Provide Specialized Services to Recently Separated Veterans at the Orange County One-Stop Centers**

It was moved by Mr. Howald and seconded by Mr. Ruiz that authorization be given to amend an agreement between the County of Orange and the Coast Community College District (Coastline Community College) September 25, 2007 through June 30, 2008, to provide employment services and assistance to Recently Separated Veterans in the Orange County area through the Orange County One-Stop Centers. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this agreement

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

**Fiscal Impact:** The County of Orange will reimburse Coastline Community College an additional \$74,000 for operation of this program.

**2. Authorization to Approve an Agreement Between Mile Square Golf Course and Coast Community College District (Coastline Community College), Orange County One-Stop Business Service Center for Catering/Meeting Services Agreement and Banquet Policies**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to approve the agreement between Mile Square Golf Course and Coast Community College District (Coastline Community College), Orange County One-Stop Business Service Center, for Catering/Meeting Services Agreement and Banquet Policies for two Workshops entitled “*Everything I Wanted to Know I Learned in My Employee Handbook*” and “*Soft Skills for Small Business Owners*”, November 1, 2007, 8:00 a.m. to 12:00 p.m. at the Mile Square Golf Course, Fountain Valley, CA. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this agreement.

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

**Fiscal Impact:** NTE \$600 from One-Stop Funds

**3. Authorization to Enter into an Agreement Between NCS Pearson, Inc. and Coast Community College District (Coastline Community College) to Become a PearsonVue Test Center (PVTC)**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to approve the agreement between NCS Pearson, Inc. and Coast Community College District (Coastline Community College) to become a PearsonVue Testing Center (PVTC). The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this agreement.

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

**Fiscal Impact:** None.

**4. Authorization to Approve a New Nonstandard Agreement Between the Coast Community College District (Golden West College) and ARTstor Digital Library License for Visual Support Materials for Art Appreciation and History Classes**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to approve a New Nonstandard Agreement between ARTstor Digital Library License and the Coast Community College District (Golden West College) to provide Visual Support Materials for Art Appreciation and History Classes. The agreement is effective 10/1/07 – 12/31/07.

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

**Fiscal Impact:** There will be a one-time archive capital fee (ACF) of \$1,000 and an ongoing annual access fee (AAF) prorated for 2007.

**5. Authorization to Enter into an Agreement Between Marsh Risk & Insurance Services and the Coast Community College District**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to enter into an Agreement between Marsh Risk & Insurance Services and the Coast Community College District for the purpose of providing insurance brokerage and advisement services to the District for the period October 1, 2007 through October 1, 2008. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign the Agreement with Marsh Risk & Insurance Services.

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

**Fiscal Impact:** The total brokerage fee for the services for the period October 1, 2007 through October 1, 2008 will not exceed \$27,500. The previous annual agreement costs for 2005-2006, and 2006-2007 were \$27,500 per year.

It was moved by Mr. Howald and seconded by Mr. Ruiz that authorization be given to enter into four agreements with ACCENT Travel, Items 6, 7, 8, and 9, as listed below.

- 6. Authorization for Orange Coast College to Enter into an Agreement with ACCENT Travel Contractor for a Fall 2008 Short-term Study Abroad Program in Erfurt, Germany and Florence, Italy**
- 7. Authorization for Golden West College to Enter into an Agreement with ACCENT Travel Contractor for a Summer 2008 Short-term Study Abroad Program in London, England**
- 8. Authorization for Orange Coast College to Enter into an Agreement with ACCENT Travel Contractor for a Summer 2008 Short-term Study Abroad Program in Florence, Italy**
- 9. Authorization for Orange Coast College to Enter into an Agreement with ACCENT Travel Contractor for a Summer 2008 Short-term Study Abroad Program in Paris, France**

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

**Fiscal Impact:** No replacement costs for faculty assigned to the program. All payments by trip participants for travel services shall be made to the travel contractor. Travel contractor shall account to CCCD for the total cost of the trip.

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

**1. Authorization for Addendum No. 1 to C.W. Driver; District Administration Building**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to accept Addendum No. 1 for additional construction management services for the District Administration Building.

The scope of services is to include the following:

- 1. Additional Construction Management Services:
  - a. Preconstruction Services \$ 45,000  
Additional three months of preconstruction services while awaiting the City permits (January-March 2007).
  - b. Construction Administration Services \$225,348  
C.W. Driver is currently under contract through June 2008 which will cover moving into the new building but not the additional three months necessary to complete the south parking lot, landscape and demolition of the existing District buildings. This final addendum for the Administration Building includes project close-out.

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

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

**Fiscal Impact:** \$270,348 (General Obligation Bond Fund/Measure C)  
 Master Plan Approved Project  
 Replacement of District Temporary Structures  
 District Administrative Office Building

**2. Authorization to Employ Southland Industries; Golden West College Energy Upgrade**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to employ Southland Industries as a qualified energy services company.

Scope of work as follows:

- 1. Retrofit Library Chilled Water/Hot Water Air Handling Units AHU-7, AHU-7A and AHU-7B
- 2. Install Variable Frequency Drive in the Basement
- 3. Connect Existing Chilled Water System to New Central Plant System

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

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

**Fiscal Impact:** Not to Exceed \$317,667 (State Scheduled Maintenance Program One-Time Funds for 2006-07)

**3. Authorization to Contract with Collins & Aikman Floorcoverings, Inc. dba Tandus Specialized Markets Utilizing the Capistrano Unified School District Bid No. 0708-05; Golden West College Classroom Upgrade**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to the Director of Facilities and Planning to issue a purchase order utilizing the Capistrano Unified School District Bid No. 0708-05 Cooperative Purchasing/Other Agencies Utilization of Bids Contract to Collins & Aikman Floorcoverings, Inc. dba Tandus Specialized Markets. Revision to Previous Board Action on August 15, 2007

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

**Fiscal Impact:** \$63,895 (District Funds)

**General Items of Business**

**1. Approval of Two New Union Bank Accounts and Signatories for the Coast Community College District**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given for two new Union Bank accounts and signatories for the Coast Community College District:

Student Refunds, UBOC Account #2740023767  
Signatories: C.M. Brahmhatt  
Kenneth D. Yglesias

And:

Credit Card Registration, UBOC Account #2740023775  
Signatories: C.M. Brahmhatt  
Joseph N. Quarles  
Kimberly R. Allen

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

**Fiscal Impact:** None

**2. Approval of New Coastline Contract Education Military Spouses Program**

It was moved by Mr. Howald and seconded by Mr. Ruiz that approval be given for Coastline Community College Military Contract Education to offer the Military Spouses Program to dependents of United States Armed Forces active duty military service members.

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

**Fiscal Impact:** All program costs to be paid from program tuition and military contract education funds.

**3. Recommendation for Rejection of Claim for Damages against Coast Community College District for Vehicle Damage**

It was moved by Mr. Ruiz and seconded by Mr. Howald that the District not accept responsibility in this matter and that the Claim for Damages be rejected.

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

**4. Authorization to Enter into an Agreement with ING and Coast Community College District to Provide Life Insurance and Long Term Disability for Coast Community College District Employees Effective October 1, 2007**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to enter into an Agreement with ING to provide life insurance and long term disability for Coast Community College District Employees, effective October 1, 2007.

Speaking to the Topic:

Dean Mancina, President of CFE, read a prepared statement expressing concern that the proposed life insurance plan was not researched, reviewed or recommended by members of the Health Benefits Advisory Committee, and noted that the plan doubles the benefits for managers and trustees. (A copy of the complete statement is attached to and made a part of the Minutes.)

Dr. Joseph Quarles, Vice Chancellor of Human Resources, noted that Mr. Mancina was correct that the information regarding the proposed change was proposed a short time ago, and that in the past, when the District had changed carriers, the issue had not been negotiated. The District made decisions based upon the best rate for dollars spent. This time, Dr. Quarles noted, ING provided a better rate. ING's proposal would reduce District costs while simultaneously improving benefits for employees. Dr. Quarles mentioned that the proposed policy affects 385 of the part time faculty members, raising their life insurance to a minimum of \$25,000. The additional dollars for these enhancements, Dr. Quarles stated, was \$50,000, and that changing the carrier for these benefit enhancements was well worth it.

President Patterson asked Dr. Quarles if the policy was not renewed by October 1, 2007, what would happen. Dr. Quarles indicated that none of the District employees would have insurance benefits.

Trustee Walt Howald asked, in the prior premium, if the faculty were included as well. Dr. Quarles confirmed this, but indicated that these faculty were not getting any enhancements. Dr. Quarles noted that the faculty were included in the plans, that the full time faculty members, who are tenure track faculty, their salaries are not higher than \$250,000, but would not be included in a higher salary cap amounting to \$500,000. Trustee Howald asked if the faculty would be able to be included in the new benefits of the proposed policy, if there were changes resulting from collective bargaining. Dr. Quarles responded affirmatively

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

**Fiscal Impact:** \$50,239 Renewal Cost (Note: This figure is \$481,428 less that the renewal with our previous provider for the same plan.)

**5. Bid Tabulations and Award of Contract: Orange Coast College Learning Resource Center Security Upgrade; Bid No. 1932**

It was moved by Mr. Howald and seconded by Mr. Ruiz that approval be given to award the contract to Honeywell International, Inc. as the lowest qualified base bid of \$162,500.00 as shown below, and to further authorize the Chancellor or Vice Chancellor of Administrative Services to sign the contract documents.

	<u>Base Bid</u>
1. Honeywell International, Inc. 6 Centerpointe Drive, Suite 300 La Palma, CA 90623	\$162,500.00

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

**Fiscal Impact:** \$162,500 (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
OCC Learning Resource Center

**Resolutions**

It was moved by Mr. Ruiz and seconded by Mr. Howald to adopt the two Resolutions authorizing payment to Trustees absent from Board Meetings, as listed below.

- 1. Adoption of Resolution Authorizing Payment to Trustee Jim Moreno, who was absent from the September 19, 2007 Board Meeting, due to hardship.**
- 2. Adoption of Resolution Authorizing Payment to Trustee Mary Hornbuckle, who was absent from the September 19, 2007 Board Meeting, due to illness.**

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

**Adjournment**

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

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

The meeting was adjourned at 9:06 p.m.

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Secretary of the Board



**PREPARED STATEMENT  
SUBMITTED BY DEAN MANCINA  
September 19, 2007  
Topic: CCCD Annual Budget**

With due respect to the work Fiscal Services staff has put into this budget proposal, CFE has two concerns about the proposed budget and its consideration tonight by the Board.

The first concern is that two of the five voting members of the Board are not here tonight. Consideration of the more than 200 million dollar annual budget is undoubtedly a decision of the utmost importance to the colleges, the district, and the community.

The second concern is the services we provide to our students. Does this budget serve them to the best of our abilities? If you asked the College Presidents if they could each put \$3,000,000 to good use on their campus to hire more full time faculty, staff, and/or to beef up the programs at the colleges, what would they say? When we have campuses with departments that consist of only one full time faculty member, we think the truthful answer is yes. Giving an additional \$3,000,000 to each of the 3 colleges would still leave more than the 5% budgetary reserve required for California Community Colleges.

In addition to the stated reserve of 7.75%, we have the new allocations of:

1. Stabilization funds for colleges for a possible future turndown, 2 million dollars.
2. Capital Outlay matching funds for opportunities that may present during the year, 1 million dollars.
3. A fund for possible Disaster Preparedness, Safety, and Mass Communication that might be required to be established, 1 million dollars.
4. An additional 2 million dollars into the Retiree Health Benefits pot, beyond what we've already budgeted for annually.

Aren't these really just MORE reserves? What are reserves for if not for items such as what I just stated? If, for the sake of argument, we included them as reserve items, that would put us at a reserve percentage of **over 10%**. We've heard from management that the bankers in New York like it if we have a big

reserve, but have we checked in with our students? We know you're led to believe that the colleges make their own decisions about how they use their money, with no interference from the District. But that's not entirely true. The District determines the allocation, both base dollars and extra dollars. True, the colleges make do with whatever they get, much the same as a child does with the dollar his father gives him to shop at the store. The multimillion dollar question is, **in this district, can the Presidents effectively lobby for more dollars?** If they can, that's not been made apparent to us.

**We'd like to see more discussion, district wide, of the pros and cons of reserves of more than 6%.**

**Thank you.**

**PREPARED STATEMENT  
SUBMITTED BY DEAN MANCINA  
September 19, 2007  
Topic: Life Insurance Plan Change**

This proposed policy was brought to the district wide Health Benefits Advisory Committee for the first time one week ago today, 12 working days before our current policy will expire. It was neither researched, reviewed, nor recommended by the members of the Health Benefits Advisory Committee. It was provided to us by insurance broker Driver-Alliant.

CFE thinks it's more than a coincidence to us that the proposed plan **DOUBLES** the plan benefits for managers and trustees from \$250,000 to half a million dollars, and while it theoretically increases the benefit for part time faculty, there is zero increased benefit for the 488 full time faculty who generate the majority of the FTES for the Coast District. Might another policy been cost effective **and** equitable for all employees? We surely think so.

Life Insurance is in our bargaining unit agreement, which we will start renegotiating in three weeks. We certainly hope you will be as generous with us in our negotiations as you've been with your managers.