

# Regular Meeting

## Board of Trustees Coast Community College District

District Board Room – 6:30 p.m.

November 7, 2007

### MINUTES

A Regular Meeting of the Board of Trustees of the Coast Community College District was held on November 7, 2007 in the Board Room at the District Office.

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

Board President Jerry Patterson called the meeting to order at 6:34 p.m.

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

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

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

**Trustees Present:** Mary Hornbuckle, Walt Howald, Jim Moreno, Jerry Patterson, Armando Ruiz, and Paul Bunch

**Trustees Absent:** None

**Others in attendance were:** Staff – K. Yglesias, C. Brahmbhatt, J. Quarles, J. Arthur, C. Babler, W. Bryan, R. Capoccia-White, K. Clark, D. Cock, R. Cole, J. Craig, D. Currie, L. Dahnke, B. Dees, S. Dumont, B. Fey, R. Forsberg, A. Hickey, A. Holiday, J. Houlihan, N. Kelsey, B. Kerwin, R. Kudlik, D. Mancina, C. Marchbank, K. McElroy, V. Meneses, L. Miller, G. Monahan, M. Nish, R. Pagel, M. Parham, M. Perez, B. Price, J. Price, G. Profeta, N. Sprague, C. Stewart, C. Teeter, K. Thayer, L. Wilkerson, E. Wilson, S. Worden; Students – T. Le, P. Mains ; Other - R. Bailey, P. Daveiga, R. Rankin, J. Raubolt.

#### **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 Ms. Hornbuckle and seconded by Mr. Howald that the Agenda be adopted, as amended by the Addendum.

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

#### **6. Approval of Minutes**

It was moved by Mr. Ruiz and seconded by Mr. Howald to approve the minutes of the Regular Meeting of October 3, 2007.

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

#### **7. Acceptance of Retirements**

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

##### Administrator

Impert, Sylvia, OCC, Dean, Fine Arts, retirement effective 01/03/08.

##### Faculty

Matthews, Robin L., GWC, Instructor, Humanities, retirement effective 12/30/07.

##### Classified

Kreil, Sandra R., GWC, Cosmetology Business Facilitator, Classified Unit, retirement effective 12/29/07.

Lussy, Mary Anna, GWC, Bookstore Operations Assistant, Classified Unit, retirement effective 12/31/07.

Mondragon, Joan, DIS, Applications Systems Programmer, Classified Unit, retirement effective 09/18/07.

Olson, Connie L., GWC, Admission and Record Specialist, Classified Unit, retirement effective 12/29/07.

**Item 7, Acceptance of Retirements, continued**

Stingle, Patricia A., GWC, Division/Area Special Assignment Administrative Coordinator, Classified Unit, retirement effective 12/31/07.

It was moved by Mr. Howald and seconded by Mr. Ruiz that these retirements be accepted.

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

**8. Update on Banner**

Vice Chancellor of Administrative Services C.M. Brahmbhatt commented on the cooperation the District received in bringing Project Voyager to successful fruition. He introduced the Project Manager at the District, Jeff Arthur, and noted that approximately 146 people from all areas of the District have been working on this project.

Jeff Arthur introduced the Project Voyager Team Leads who were in attendance: Sandra Badenoch, Rob Bailey, Kristen Clark, Don Cock, Randy Cole, Shirley Donnelly, Rick Forsberg, Ann Hickey, Jennifer McDonald, Jennifer Ortberg, Glen Profeta, Jack Raubolt, Kathy Thayer, Vicki Wilder, Geri Wile, Eric Wilson, and Rozanne Capoccia-White. He commended the team members for their dedication to the project, sharing that everyone is excited about going live with the student portion of Banner. Mr. Arthur commented that Project Voyager is not over, noting that it is moving from implementation to continuous improvement.

President Patterson thanked the Project Voyager Team for their hard work on this program.

Vice Chancellor Brahmbhatt expressed appreciation to the Board members for allowing this team to get together on a regular basis, and thanked all 146 members of the team for their hard work.

**General Information and Reports**

**1. Review of Board Meeting Dates**

The Board reviewed the scheduled Board meeting dates for the months of November 2007 through September 2008.

President Patterson reminded everyone that the next meeting is Monday, November 19.

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

Penny Mains, Vice President, Student Advisory Council (SAC), Coastline Community College (CCC), reported that the SAC has been involved in public service and community affairs projects, with the goal of getting students more involved in helping others and bringing attention to SAC. She noted that SAC currently has collection boxes available for Yoplait yogurt lids for the *Save Lids to Save Lives Breast Cancer Campaign*.

Tahnee Le, President, Associated Students of Golden West College (ASGWC) reported that due to the wildfires, the Homecoming game was rescheduled for Friday November 16<sup>th</sup> at 7:00 p.m. at OCC. She announced that the Homecoming Coronation was October 29, honoring King Brandon

**Item 2, Reports from the Officers of Student Government Organizations, continued**

Cooke and Queen Jocelyn Zecua. ■ Ms. Le indicated that the ASGWC is in favor of the Talloires Declaration, which supports working towards an environmentally sustainable future, and the Health & Environmental Smoking Resolution, incorporating a gradual phase-in of a limitation on cigarette smoking to designated areas. ■ She further shared that the ASGWC has not taken a stance on Proposition 92, which lowers student fees to \$15 per unit and limits future fee increases. ■ Ms. Le mentioned the activities taking place in November, including the Angel Tree Project, the Page Turner, Open Mic Night, and American Red Cross Blood Drive.

Lynne Riddle, President, Student Government of Orange Coast College (SGOCC), shared that the SGOCC was disappointed with the governor's veto of SB 832, the *Textbook Affordability Act*, and SB 160, the *California Dream Act*. ■ She reported that the OCC Student Senate passed a Resolution pledging support for Proposition 92, the *Community College Funding Initiative*. Ms. Riddle distributed a copy of the Resolution and thanked Vice Chancellor Brahmbhatt for coming to speak with the Student Senate regarding the potential impact of Proposition 92. ■ Ms. Riddle mentioned a Student Senate Resolution disapproving the pending proposed District student computer use policy, and expressed the opinion that the needs of students who don't have access to a computer in the home should be taken into consideration when using terms such as "excessive" and "personal" use. She noted that the ASOCC will work with faculty and involved committees to ensure that student concerns are addressed in the new policy. Ms. Riddle also indicated that the student representative on the Academic Senate is part of a subcommittee that is working on the proposed staff computer use policy. ■ Ms. Riddle expressed concern that students don't participate on shared governance committees at the District level, thus being excluded from the shared governance process of reviewing proposed policies discussed in committees such as Chancellor's Cabinet.

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

Coastline Community College (CCC) Academic Senate President Cheryl Stewart reported that the Academic Senate is creating a Student Success Committee, incorporating basic skills, matriculation and equity under one committee. ■ She noted that the new Accreditation Committee held its first meeting, with the charge to follow up and report on recommendations from the March 2007 site visit. ■ Ms. Stewart commented on her attendance at the Academic Senate Fall 2007 Plenary Session. She mentioned two Resolutions that passed relating to transition from faculty to administration and improving faculty interest in administrative leadership. ■ In closing, Ms. Stewart applauded SGOCC for shedding light on a lack of district shared governance committees.

Golden West College (GWC) Academic Senate President Stephanie Dumont reported that the GWC Academic Senate is also considering the development of a Student Success Committee to incorporate basic skills, equity and matriculation. ■ She reported on her attendance at the Academic Senate Fall 2007 Plenary Session, where one of GWC's retention projects, "Operation Callback" was presented and well received. ■ Ms. Dumont shared that the GWC Academic Senate and Council on Curriculum are discussing a proposal requiring GWC graduates to be computer and information literate. ■ She invited the Trustees and Chancellor to the Annual Fall Celebration November 27, from 12:00 to 2:00 p.m. in the Humanities Faculty Lounge, and will include an opportunity drawing and silent auction. Ms. Dumont noted that the proceeds from the silent auction will go toward the Academic Senate Scholarship fund, and the proceeds from the opportunity drawing will be donated to the Palomar Foundation Student and Staff Fire Relief fund.

Orange Coast College (OCC) Academic Senate President Georgie Monahan reported on the Academic Senate Fall 2007 Plenary Session, commenting that she received feedback that presentations made by Cheryl Stewart and Stephanie Dumont were excellent. She noted that the

**Item 3, Reports from the Academic Senate Presidents, continued**

theme of the plenary was change, with emphasis on creativity and moving in new directions, and noted that the State Academic Senate has shown leadership, taking the lead on issues of importance. Ms. Monahan shared that she also heard presentations by Diane Woodruff, Interim State Chancellor, and Nancy Shullock, Director of Public Policy, Sacramento State University, as well as passionate discussions on Proposition 92. ■ She reported that a task force is being organized to deal with the Basic Skills Initiative, and that the senate has set its agenda for the year. ■ The campus is busy preparing for implementation of *MYOCC*, and will be piloting an assessment process with Luminis. ■ In closing, Ms. Monahan commented that the Student Learning Committee is coming together and will be holding its second meeting.

**4. Reports from Employee Representative Groups**

Barbara Price, President, Coast Community College Association/California Teachers Association-National Education Association (CCA/CTA-NEA), noted that as the Board discusses the Banner implementation and implications, she wanted to make everyone aware of the 1,002 part-time faculty in the District. She expressed the importance of including the part-time faculty in training for the new systems. ■ Dr. Price clarified that the CCA supports Proposition 92, but the CTA does not, and noted that both the CCA and the CTA are anticipating an additional initiative that increases funding to the community colleges.

Neal Kelsey, Executive Director, Coast Federation of Classified Employees (CFCE), reported that CFCE is in support of Proposition 92.

**5. Reports from the Presidents**

OCC President Bob Dees reported that a memorial service was held for Professor Doree Dunlap, recently deceased Director of the Frank M. Doyle Arts Pavilion at OCC. He thanked Trustees Howald and Ruiz for attending that service. ■ Mr. Dees also attended the Orange County Outstanding Teacher of the Year Ceremony honoring Professor of Sociology, Terry Timmons. ■ He noted that he just returned from a trip to Oxnard College to look at what they are doing with campus-wide planning and communication, and stated that he plans to work with the Academic Senate President to send a team back to learn from their ideas.

CCC President Ding-Jo Currie congratulated Lisa Lee for being honored at the Orange County Outstanding Teacher of the Year Ceremony.

She reported that the One Stop Center was selected to serve as the local assistance center during the recent wildfires. Dr. Currie noted that the center was activated within 30 hours to serve those affected by the fires, and she commended Lois Wilkerson, Incident Commander, and all of the One Stop Center staff for working quickly and efficiently to provide service to 98 individuals affected by the fires. She further noted that Coastline staff put in almost 500 volunteer hours at the center, and recognized Lois Wilkerson for her leadership.

Lois Wilkerson shared that it was an honor for the One Stop Center to be selected to provide service for the fire victims in need. She noted that FEMA and the Small Business Administration are still working at the Center to continue assisting the needs of fire victims that have returned to their homes.

GWC President Wes Bryan acknowledged Yvonne Valenzuela, GWC Counselor, who was recognized at the Orange County Outstanding Teacher of the Year Ceremony. ■ He reported that the

**Item 5, Reports from the Presidents, continued**

campus is at the “halfway point,” winding down fall semester, and preparing for spring semester. ■ In closing, Mr. Bryan noted that the construction projects are on schedule at GWC.

**6. Report from the Chancellor**

Chancellor Kenneth Yglesias reported on the Governor’s proposed 10% budget cut, and commented that it is unclear yet as to how this may affect the District. He acknowledged the management team for having the wisdom to plan for situations like this by recommending the enhancement of District reserves. He then invited Vice Chancellor C.M. Brahmbhatt to address the Board on this issue.

Vice Chancellor Brahmbhatt reported that the State Department of Finance is not able to provide specific details at this time. He mentioned discussion of suspending Proposition 98, which has been done in the past, but expressed the opinion that right now there is not enough support in the legislature for that. Vice Chancellor Brahmbhatt assured the Board that the District is prepared and the 2007/2008 budget allocations will not be affected.

President Patterson inquired regarding the requirement to suspend Proposition 98, and requested that Vice Chancellor Brahmbhatt forward any updates or information he receives to the Board.

Trustee Ruiz commented that the District is not currently in trouble due to planning, but wouldn’t have as generous a budget as in the past years. He commended the three colleges and District for working together to have the funds necessary for this situation, and expressed the opinion that the District needs to look at preparation for next year.

Trustee Howald confirmed that the Governor’s budget should come out in January and requested that Vice Chancellor Brahmbhatt report back to the Board at that time. Vice Chancellor Brahmbhatt confirmed that he would report to the Board any information as he receives it.

Trustee Moreno inquired regarding the factors that contributed to the state’s shortfall. ■ Vice Chancellor Brahmbhatt discussed some of the factors that could have contributed to the shortfall, including the tapering off of the real estate market, additional costs to fight the wildfires in Southern California, and various state losses.

**7. Reports from the Board of Trustees**

Trustee Walt Howald reported that he met with the Association of General Contractors, of which he is a Director, on October 18. He indicated that the Association is working to encourage community college programs throughout the state to meet the needs of the workforce. ■ Mr. Howald also attended the Systems Strategic Oversight Committee meeting and visited with the new president of the Statewide Academic Senate.

Student Trustee Paul Bunch reported on various events he attended, including the OCC Science Night, and Teacher of the Year Ceremony, recognizing Lisa Le, Yvonne Valenzuela and Terri Timmons who were honored. ■ He mentioned that he has received correspondence from citizens concerned about Costco and will share that information with the other Trustees. ■ Mr. Bunch noted that he successfully signed on to the new My Site as a student. ■ In closing, he announced that the District Student Council meeting is Friday, November 16.

**Item 7, Reports from the Board of Trustees, continued**

Trustee Hornbuckle reported that she was pleased to attend the GWC Courtyard of Honor ceremony. ■ She commented that it was amazing to see the construction taking place on the GWC and OCC campuses.

Trustee Moreno attended the Orange County Legislative Breakfast at Rancho Santiago College. He commented that Senator Akerman, Assemblywoman Waters, Assemblyman Silva, Assemblyman Devore and Assemblyman Soloria shared their concerns about higher education. He noted that Senator Akerman was recognized for his support for community colleges. Mr. Moreno indicated that the legislators expressed concern about the cost of textbooks, healthcare, the economy, jobs, locations for training, and vocational training. They spoke of fires affecting their areas and commented on the important role of the community colleges in preparing professionals such as firemen and policemen to respond to such crises. ■ Mr. Moreno noted that the GWC Criminal Justice Center received a commendation from the Mayor of Huntington Beach for the Returning Combat Veterans Scholarship Program (RCVSP).

President Patterson noted that the Computer Use Policy would be discussed at the November 19 Board Meeting. ■ He reported that the Board has been receiving emails and letters regarding the Costco issue, and will discuss that at the December 12 Board Meeting. Mr. Patterson commented that he would like to hear more from students and faculty at the campus on this issue. ■ He suggested that the Shared Governance issue not be discussed tonight, but be saved for a Board workshop. ■ Lastly, he noted that the November 19 Agenda will include the Proposition 92 matter.

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

The Board reviewed the Buildings and Grounds Reports as listed in the November 7, 2007 Agenda.

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

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

**10. Opportunity for the Board to Review of the Board Directives Log**

Trustees reviewed the log and President Patterson commented that some items don't have the status or Due Date filled in on the Log, and requested that it be updated.

Trustee Ruiz inquired regarding the item posted on August 15, 2007, relating to the discussion of oral bidding procedures. Vice Chancellor Brahmhatt confirmed that this item has been completed, commenting that the District will require a nonrefundable deposit from the successful bidder. This item can be removed from the Log.

**11. Opportunity for Board of Trustees' Discussion of Proposed Policy on Shared Governance**

Trustee Hornbuckle suggested that the Shared Governance Proposed policy be placed on the Agenda at the beginning of 2008, allowing the Board time to review the materials provided.

**Item 11, Opportunity for Board of Trustees' Discussion of Proposed Policy on Shared Governance, continued**

Trustees discussed holding a workshop to discuss the shared governance issue.

It was moved by Mr. Howald and seconded by Ms. Hornbuckle to establish a Shared Governance Workshop on February 6, 2008 in conjunction with the Regular Board Meeting.

Trustee Moreno expressed concern regarding postponing discussion of this issue, due to its importance.

Chancellor Yglesias inquired whether the Board would be interested in having a facilitator assist with the process.

Trustee Howald amended his motion to establish a shared governance workshop at 4:00 p.m. on February 6, and to see if a facilitator is available. Trustee Hornbuckle seconded the amended motion.

Speaking to the Topic:

Stephanie Dumont, Academic Senate President, suggested that the Board consider utilizing the Statewide Academic Senate's technical assistance to districts, which includes flying a representative, along with a CCLC representative, to the District to assist with the process.

Cheryl Stewart, Academic Senate President, also suggested that the Board consider utilizing the Statewide Academic Senate's resources.

Paul Bunch expressed concern that the committees listed at the OCC Portal do not indicate whether student participation is possible. He noted that he was interested in attending Chancellor's Cabinet, but wasn't sure if he was welcome.

Chancellor Yglesias confirmed that the District has not always included student participation on committees, and that it would be worth visiting that issue. He expressed concern regarding how to handle that with the hiring policy because of the current demands to negotiate. He agreed that a workshop would help to resolve these issues.

Dr. Yglesias further clarified that the District committees are generally personnel selection committees. He mentioned that the Vice Presidents of Instruction, and Vice Presidents of Student Services, meet with the Vice Chancellor of Educational Services to discuss the emerging regulations. Dr. Yglesias further noted that the District has a number of collective bargaining and employment contract committees. He indicated that one shared governance committee at the District is Chancellor's Cabinet which, for years, has not had a student participation. It could be revisited by the Board.

President Patterson stated that he believed that any Trustee, including the Student Trustee, could attend the Chancellor's Cabinet meeting. He noted that if three or more Trustees attend it poses a Brown Act issue, but that doesn't mean the student could not attend.

Trustee Moreno stated that since this issue is being put off until February, that there be sensitivity to items brought to the Board in the meantime.

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

President Patterson suggested that the Chancellor report back on some of the issues raised tonight.

**Item 11, Opportunity for Board of Trustees' Discussion of Proposed Policy on Shared Governance, continued**

Trustee Howald shared that it was his understanding that everything that fell under AB 1725 or the education code would go through the process where the Chancellor or his staff would report to the Board. He suggested that perhaps a simple adjustment on our Agendas stating that the item falls under parameters of shared governance would be sufficient. The Chancellor and Board members agreed with this suggestion.

Stephanie Dumont requested that Academic Senate Presidents get copies of the materials provided for the Trustees on Shared Governance. Dr. Yglesias agreed to provide copies to the three Academic Senate Presidents.

**12. Report from Staff on the Computer Use Policy**

Vice Chancellor of Human Resources Joe Quarles updated the Board on the proposed Computer Use Policy. He reported that the District responded to three Demands to Bargain by scheduling negotiations with all three Unions at one time, noting that the CFE, CFCE, and CCA and various executive directors were participating. Dr. Quarles commented that a proposal was submitted by the Union's team, modeled after the Foothill-DeAnza model, which was totally different than what the District had been working on. He noted that the Foothill-DeAnza policy was adopted in 1997 and has worked well for them, with some revisions. Dr. Quarles indicated that his concern was whether all of the constituencies had been taken into consideration when the proposal was presented, noting that the Academic Senates are not involved in negotiations. He hoped that prior to reaching an agreement, all of the constituents would have input, including the Academic Senates.

Trustee Howald commented that any constituencies not included in collective bargaining still have an opportunity for input at the Board meeting, prior to approval of the Agreement. He inquired whether the District has involved legal counsel in the development of this policy, expressing his interest in protecting the District. ■ Dr. Quarles replied that legal counsel is involved every step of the way. He further stated that the goal is to arrive at an Agreement that all constituencies agree with and meets liability issues for the District.

Trustee Ruiz inquired regarding the negotiable items relating to this policy, and requested clarification whether the negotiated items would be part of the Union contract. ■ Vice Chancellor Quarles clarified that there were several items mentioned in the old policy that are in the scope of negotiation. He further stated that those items would not be part of the Union contract, but could affect issues in the contract.

Cheryl Stewart, CCC Academic Senate President, shared that the Classified Council President at Coastline wanted to be sure that Classified Council receives current copies of the policies. She commented on the importance of all constituencies, including students, becoming involved, and raised the issue of keeping a current version of the policies to review. Ms. Stewart requested that the current version of the policies be provided electronically to the Classified Council.

Dr. Quarles clarified that the union representatives have committed to making sure classified employees of the District are informed about policies being negotiated and recommended on their behalf.

## **Recess**

Board President Patterson called a short recess at 8:44 p.m.

## **Reconvene Regular Meeting**

The Board reconvened at 9:00 p.m.

### **13. Review of Proposed District Policy, Search and Selection of the Coast Community College District Executive Management Employees, 050-1-17-1**

At the October 3, 2007 Board of Trustees meeting, the Board directed staff to return two Executive Management Hiring options, #5 and #7a (new) to the Informative Section of the November 7, 2007 agenda.

It was moved by Mr. Moreno and seconded by President Patterson to approve Option 7a of the proposed District Policy, #050-1-17-1, *Search and Selection of the Coast Community College District Executive Management Employees*.

Trustee Ruiz expressed support of the proposed Option 5 of the District Policy #050-1-17-1, stating that he believes it is more appropriate to outline the details of the process in the Administrative Procedure instead of the Board Policy. He expressed concern that including the Administrative Procedure in the Board Policy would delay the selection process when a revision is needed.

Student Trustee Paul Bunch recommended that the proposed policy, Option 7a, be revised to list “Student Trustee **or Designee**” under the search committees. Trustee Moreno and President Patterson agreed to accept this amendment in their motion.

Chancellor Yglesias noted that this version of the proposed policy has not gone through the shared governance process.

Trustee Moreno clarified that Option 7a is material from parts of Option 6, which came from the Academic Senate.

President Wes Bryan stated that this policy has not been reviewed by the full Academic Senate, just the Executive Board.

Academic Senate President Stephanie Dumont expressed the opinion that the Academic Senate Executive Board represents the full Senate.

Trustee Ruiz expressed the opinion that shared governance means that the recommended amendments to this policy should go back to the faculty and senators to review and approve, not just the executive committee.

President Patterson expressed the opinion that shared governance does not mean everything is taken to every single person, but rather a group.

Student Trustee Bunch expressed the opinion that since there appear to be concerns about shared governance, that a substitute motion could be offered to move this item to the Action section (Green

**Item 13, Review of Proposed District Policy, Search and Selection of the Coast Community College District Executive Management Employees, 050-1-17-1, continued**

Pages) of the next Agenda, in order to respect the shared governance process and allow students an opportunity to comment.

Trustee Hornbuckle offered a substitute motion, seconded by President Patterson, that Option 7a be amended as mentioned above, including a change in wording “less than” to “fewer than,” and be placed as an Action Item for adoption on the November 19, 2007 Agenda, with the expectation that it will go through the shared governance process rapidly.

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

**14. Consideration of Instructional Material Fees**

The Board reviewed the Instructional Material Fees presented in the November 7, 2007 Agenda.

**15. Review of Internal Audit Report**

Richard Kudlik, Director of Internal Audit Services presented the Activity Report for the period July 1, 2007 through September 30, 2007, including the status of the change fund audit, review of bank reconciliations, GASB 35 facilitation, construction project audits, Measure C updates, Presidium Helpline, and coordination of the external audit.

Mr. Kudlik reported that, unfortunately, the external auditors are not able to meet the November deadline for presenting the final audit report to the Board, but plan to report at the December 12 Board Meeting.

**Consent Calendar**

Trustee Ruiz requested removal of Item 1a., *Authorization for Attendance at Meetings and/or Conferences – Board and Staff Members, ARMANDO R. RUIZ, Board Member (CCCD), to attend the Association of Community College Trustees National Legislative Summit, February 8-13, 2008, Washington DC, without loss of salary with reimbursement for actual expenses, including a registration fee of \$498, travel by air coach, to be paid from District Conference Funds*, noting that he will not be attending the event. It was moved by Mr. Howald and seconded by Mr. Moreno that the amended Consent Calendar be approved, with removal of the Item listed above. Motion carried with the following vote: Aye – Ms. Hornbuckle, Mr. Howald, Mr. Moreno, Mr. Ruiz, and President Patterson. (Note: All background reports were included with the November 7, 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:

Ann Holliday, Student Advisory Council Advisor, (CCC) to accompany approximately 6 students to attend Student Senate for California Community Colleges Fall General Session from November 9 - 11, 2007, in San Jose, California.

Karen Thayer, Instructor/Art (CCC) to accompany approximately 25 students (Ticket Number 8513) to the American Museum of Ceramic Art in Pomona on November 9, 2007. Students will use District transportation.

Jay Sagen, Instructor/Art (CCC) to accompany approximately 25 students (Ticket Number 8002) to the Space Gallery in Santa Ana on November 13, 2007.

Diane Ryan, Instructor/Emeritus (CCC) to accompany approximately 30 students (Ticket Number 9470) to the Laguna Art Museum in Laguna Beach on November 15, 2007. Students will use District transportation.

Karen Thayer, Instructor/Art (CCC) to accompany approximately 43 students (Ticket Numbers 9967, 8616, 8073, 8068, 8122) to the American Museum of Ceramic Art in Pomona on November 19, 2007. Students will use District transportation.

Elizabeth Patton, Geri Campeau, and Shelly Wong, instructor and staff (GWC) and 12 students to attend a Women's Basketball Team Training/Leadership Conference, Bullhead City, AZ, October 19-21, 2007. Travel by District transportation.

Bert Villarreal, Art Lopez, and Mike Monday (GWC) and 43 students to attend a Baseball Scrimmage at Cerro Coso College, Ridgecrest, CA, October 26-27, 2007, with reimbursement for allowable expenses of \$1,000 to be paid from Baseball trust funds.

Abe Tarango, Advisor, Puente Program (GWC) and 35 students to attend the Puente Regional Student Leadership and Transfer Conference, UC Irvine, November 3, 2007. There will be no expenses for this event. Travel by District transportation.

Nadine Davis and Karen Harrelson (GWC) and 16 students to attend the National Student Nurses Association Midyear Conference, Kansas City, MO, November 14-18, 2007. Cost NTE \$8,000 including travel by air to be paid from CNSA Club funds.

Chuck Whitchurch and Larry Williams, Advisors, Honors Program (GWC) and 45 students to visit the Jet Propulsion Lab in Pasadena, CA, November 16, 2007. Travel by District transportation.

Orange Coast College students to participate in an Oceanographic Research Cruise on the *R/V Challenger* to the Long Beach Marine Institute, Long Beach, CA, on November 8, 20, and 21, 2007. Transportation by bus.

Orange Coast College students to participate in a Whalewatch Cruise out of Rainbow Harbor with Harbor Breeze Cruises, Long Beach, CA, on November 17, 2007. Transportation by bus.

**Item 1b, Authorization for Student Trips, continued**

Orange Coast College Sierra Club attended the National Environmental Leadership Powershift '07 November 2-6, 2007, at the University of Maryland, College Park, MD.

Orange Coast College Sierra Club to attend a Winter Activist Training Trip to Big Bear, CA on December 17-19, 2007. The club will invite a representative from the Sierra Student Coalition to attend and train at the event. Transportation by District bus and/or personal vehicles.

Orange Coast College students to participate in an Oceanographic Cruise on the *R/V Challenger* to the Long Beach Marine Institute, Long Beach, CA, on November 29, 2007. Transportation by bus.

Orange Coast College students to participate in a visit to examine intertidal organisms in the Little Corona Del Mar Beach, Corona Del Mar, CA, on October 29, 2007. Transportation by private vehicles.

**2. General Items**

**a. Authorization for Special Projects**

Authorization was given for the following special projects:

**Coastline Community College**

Coastline Community College to hold its 2007-2008 Graduation Reception on Sunday, May 18, 2008, at the Garden Grove Community Center, Garden Grove.

Coastline Community College to hold its 2007-2008 Graduation Ceremony on Sunday, May 18, 2008, from 3:00 – 5:00 p.m. at the Garden Grove High School Don Wash Auditorium.

Coastline Community College, in cooperation with the Orange County Chinese-American Chamber of Commerce to co-sponsor a workshop at the Le-Jao Center on November 8, 2007, from 6:30 to 9:30 p.m.

Coastline Community College Foundation to host a Holiday Reception on Wednesday, December 5, 2007, 6:00 p.m. to 9:00 p.m. at The Curtain Call Theater in Tustin. Expenses to be paid by CCC Foundation funds. (Revision is to change the date, time and venue of event. Prior Board Approval: September 19, 2007)

Coastline's Student Advisory Council to host a Legislative Staff Appreciation Breakfast, November 28, 2007, at the Center Club in Costa Mesa.

Coastline Community College Technology Committee to host a series of Educational Best Practices Seminars, November 13, 2007, February 12, March 13, April 11, May 14, and June 6, 2008, at the various campus sites.

**Golden West College**

Golden West College to hold Softball Tournaments to comply with the Commission on Athletics Statement of Compliance policy for non-traditional season of competition, October 6, 27, and November 17, 2007 at GWC.

**Item 2a, Authorization for Special Projects, continued**

Golden West College Nursing Department to hold a Bake Sale Fundraiser during November, 2007 to raise funds for their completion ceremony.

Golden West College Art Department to hold the annual Faculty/Student Holiday Art Sale, November 27-28, 2007, in the Fine Arts Patio Area.

Golden West College to sponsor a Greater Long Beach/Orange County AACN Certification Course, December 6-7, 2007, at the Western Medical Center, Santa Ana, CA.

Golden West College to host a meeting of the California Community Colleges Assessment Association, December 7, 2007, in the Student Center.

Golden West College to hold Over the Rainbow II, a musical fundraiser for the CARE program, April 5, 2008 in the Mainstage Theater. Auditions will be February 29, 2008, with a rehearsal on April 4.

Golden West College to hold High School Preview Day, March 5, 2008, on campus for local area high school seniors.

The Golden West College Student Health Center to renew a program offering health services to GWC hourly employees and part-time faculty with an assignment of 9 units or less who are not eligible for District benefits and also to Boys & Girls Club/Child Development Center and Sodexo Food Services employees.

**Orange Coast College**

Orange Coast College Outreach and Recruitment to host meetings and events for students and faculty mentors throughout the 2007-2008 school year.

Orange Coast College Foundation to sponsor a tailgate party prior to the November 16, 2007, football game. Invitees to include alumni, students, faculty, and staff of the Coast Community College District and local community members.

Orange Coast College Foundation to host the dedication ceremony for the Giles T. Brown Forum on November 14, 2007, in the Quad and Captain's Table.

Orange Coast College Foundation to host a retirement reception for James Carnett on December 12, 2007.

Orange Coast College Foundation and the School of Sailing and Seamanship to hold its Marine Gear Sale and Boat Auction on January 19, 2008, at the Orange Coast College Campus Boat Yard.

Orange Coast College Foundation to host the Learning Resource Center Reception on January 21, 2008, in the Learning Resource Center.

Orange Coast College Foundation to host the Learning Resource Center Grand Opening Ceremony on February 12, 2008, in the Learning Resource Center.

**Item 2a, Authorization for Special Projects, continued**

Orange Coast College Foundation to host the Athletic Alumni Hall of Fame on March 13, 2007, in the Student Center Lounge.

Orange Coast College Foundation to host the Santa Ana Army Airbase Reunion on April 26, 2007, in the Student Center Lounge.

Orange Coast College President's Office hosted an all-campus Accounting/Board Workshop on October 10, 2007, to review campus and district procedures.

Orange Coast College Social & Behavioral Sciences to hold division and department meetings during fall, 2007 semester.

Orange Coast College Puente Project Program students to participate in the Holiday Potluck on the OCC campus on December 6, 2007.

Orange Coast College has been recruited by the California State Department of Education and San Francisco Community College District to implement the California Early Childhood Mentor Program through the 2007-2008 academic year. Orange Coast College will receive a total of \$650 from September 1, 2007, through June 30, 2008.

Orange Coast College to sponsor a "Focus the Nation Event" on January 31, 2008, in the OCC Quad and various classrooms.

Orange Coast College Physical Education and Athletics Division to co-sponsor the Quakes Baseball Academy and South Coast Baseball League on the OCC baseball field December 1-2, 2007.

Orange Coast College Physical Education and Athletics Division to co-sponsor the Kicking.com Combine Series on the OCC Football Stadium and Soccer Field on January 5-6, 2008.

Orange Coast College Physical Education and Athletics Division to co-sponsor an Area Code Baseball Camp on the OCC baseball field November 10, 2007.

Orange Coast College Choral Department to co-sponsor a choral festival with Newport-Mesa School District on November 27, 2007, in the Robert B. Moore Theater.

Orange Coast College Friends of the Library to sponsor the Banff Film Festival in the Robert B. Moore Theater on March 19, 2008.

Orange Coast College Friends of the Library to hold a book sale on April 23, 2008, on the OCC campus.

Orange Coast College to sponsor a tour of the OCC Art Center building by Costa Mesa High School students on November 15, 2007.

Orange Coast College Mudslinger's Club to host their annual Holiday Ceramic Sale on November 30 and December 1, 2007, in Art Center 113.

Orange Coast College hosted a memorial service for Doree Dunlap on October 26, 2007, in the OCC Arts Pavilion.

**Item 2a, Authorization for Special Projects, continued**

Orange Coast College Vietnamese Student Association to sponsor a variety of activities and entertainment including, but not limited to, community service, musicians, comedians, speakers, bake sales, fundraisers, drives, and demonstrations throughout the OCC campus.

Orange Coast College Vietnamese Student Association to host the 10<sup>th</sup> Annual Vietnamese Culture Night on March 8, 2008, in the Robert B. Moore Theatre.

Orange Coast College Community Relations to invite volunteers from OCC students and the college's emeritus members to assist with Senior Day activities on March 18, 2008, and to man welcome tables at the beginning of spring and summer semesters.

Orange Coast College Community Relations to serve a barbecue lunch to high school students, OCC students, and volunteers on the 25<sup>th</sup> Annual High School Senior Day on March 18, 2008,

Orange Coast College Community Relations to host meetings during the 2007-2008 fiscal year.

Orange Coast College Technology Department to host a robotics workshop for teachers sponsored by First Robotics/VEX and the Orange County Department of Education on November 10 and 17, 2008, in the OCC Technology Center.

Orange Coast College CalWORKS Program to provide meal cards from OCC Food Services.

Orange Coast College Extended Education to coordinate the filming of a public service announcement "Large Group Facility Student Success Top Tips" in appropriate formats for distribution on site, on the internet, and to be repurposed for other means. This is to be filmed during the fall semester on the OCC campus or an alternate location to be determined.

Orange Coast College President's Office to host meetings during the 2007-2008 school year.

OCC Harry & Grace Steele Children's Center to take enrolled children, staff and student-parents on off-campus field trips within Los Angeles, Orange and San Diego Counties during school year 2007-2008.

Orange Coast College Harry & Grace Steele Children's Center requests board approval to hold special events during the fiscal year 2007-2008 to include:

Overnight camp-outs (no more than three) on the Children's Center grounds (parents will be present with their children throughout the event); annual Fall Festival (October); annual Thanksgiving Feast (November); annual Holiday Faire (December); Winter and Spring Bookfaire; monthly Saturday garden work parties; evening Parent Enrichment Activities; evening potlucks; family picnics at local parks; fundraising events such as the annual Trike-a-thon, pancake breakfasts and bake sales; onsite special events to enhance seasonal curriculum; and Children's Center improvement activities (painting, sanding and gardening) with outside groups such as the Kiwanis club and Eagle Scout projects.

Orange Coast College Large Group Instruction to host a Retirement Party for Alice Ceraolo in the OCC's Captain Table on November 30, 2007.

Orange Coast College to co-sponsor the Department of Education Adult Transition Program's graduation ceremony to be held in the OCC Student Center Lounge on December 19, 2008.

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

Authorization was given for the following funded programs and/or projects and to participate, if funded, as outlined below:

1. Coastline College has applied to the MacArthur Foundation for a grant titled **Virtual Immersion Language Learning Application (VILLA)**. Coastline College proposes to develop a Virtual Immersion Language Learning Application (VILLA) to teach second languages. VILLA will incorporate serious gaming technology and virtual world simulation. From the introductory segment, participants will learn 100 phrases and a 600 word vocabulary that meets ACTFL standards. Participant awareness of cultural norms, customs, and taboos will be fully integrated into the immersive, video-game-based environment.

**Fiscal Impact:** If funded, Coastline College will receive \$250,000 from February 2008 through January 2009. No match required.

2. Coastline College has applied to the Mt. San Antonio College's Statewide Discipline/Industry Collaborative for Family and Consumer Sciences (RFA 07-0160) for a mini-grant titled **Gerontology Students Job Fair**. Coastline College proposes to host a job fair to connect gerontology students with career opportunities and to educate employers about the valuable skills gerontologists offer to their aging workforces.

**Fiscal Impact:** If funded, Coastline College will receive \$10,000 (\$1,500 upon receipt of signed MOU and remaining payment upon receipt of Invoice and Final Expense report) during the 2007-2008 fiscal year. No match required.

3. Orange Coast College has reapplied to the United States Government Federal Block Grant at Yosemite Community College District grant titled **Child Development Training Consortium**. This is an ongoing program for Orange Coast College as part of a consortium of over 72 community colleges to upgrade child care throughout California.

**Fiscal Impact:** Orange Coast College will receive \$22,500 between September 1, 2007 and June 30, 2008. No match required.

4. Orange Coast College has reapplied to the California Department of Education, Child Development Division, and Nutrition Services Division for continued funding as participants in the **Child Care Food Program** for 2007-2008. The Orange Coast College Food Services Department prepares the meals we serve all children (breakfast, lunch, and snacks). The California Department of Education reimburses the Children's Center for full or partial cost of each meal consumed based on each families eligibility.

**Fiscal Impact:** The General Child Care Grant and parent fees help fund our full time food service employee who is responsible for preparing breakfast and snack, transporting lunch from the campus food services, distributing meals, and maintaining the inventory for a full service kitchen. The California Department of Education reimburses at a maximum rate of: breakfast \$0.90 each; lunch \$1.80 each; and snack \$0.70 each.

**c. 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.

**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, as presented in the November 7, 2007 Agenda.

**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.

**GOLDEN WEST COLLEGE**

**RENEWAL**

St. Joseph Hospital of Orange Orange, CA	Standard Affiliation Agreement.
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**ORANGE COAST COLLEGE**

Sharp HealthCare San Diego, CA	Non-Standard Clinical Affiliation Agreement
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**NEW**

Dr. Wally Bahawaty, DDS Newport Beach, CA	Standard Clinical Affiliation Agreement
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Dr. Foruzan Bigdeli, DDS, Big Dental Huntington Beach, CA	Standard Clinical Affiliation Agreement
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Dr. Cecilia Bui, DDS, Gentle Dental Care Garden Grove, CA	Standard Clinical Affiliation Agreement
--------------------------------------------------------------	-----------------------------------------

Children’s Learning Connection, Inc. Santa Ana, CA	Standard Clinical Affiliation Agreement
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Dr. David Datu, DDS, Smile Gallery Dental Orange, CA	Standard Clinical Affiliation Agreement
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**Item 2e, Approval of Clinical Contracts, continued**

Dr. Clifford Downs, DDS Costa Mesa, CA	Standard Clinical Affiliation Agreement
East Whittier City School District Whittier, CA	Standard Clinical Affiliation Agreement
Dr. James Flores, DDS Newport Beach, CA	Standard Clinical Affiliation Agreement
Dr. David Jiu, DDS Tustin, CA	Standard Clinical Affiliation Agreement
Dr. Robert Mackie, DDS, Costa Mesa, CA	Standard Clinical Affiliation Agreement
Dr. Dustin Nguyen, DDS, Agua Dental Costa Mesa, CA	Standard Clinical Affiliation Agreement
Dr. Gary Schmidt, DDS, Olive Dental Group Huntington Beach, CA	Standard Clinical Affiliation Agreement
Dr. Banafsheh Shoushtari, DMD Newport Beach, CA	Standard Clinical Affiliation Agreement
Dr. Don Wood, DDS Cypress, CA	Standard Clinical Affiliation Agreement
USC University Hospital Agreement Los Angeles, CA	Non-Standard Clinical Affiliation Agreement

**Fiscal Impact:** Students are required to obtain personal liability insurance during enrollment in an Allied Health program. The District shall provide professional liability insurance and Worker's Compensation insurance for each student participating in approved clinical rotations (For field experience agreements, the District provides only Worker's Compensation insurance). These District provided insurance coverages are in effect while the student is on-site at facility. The District realizes savings by utilizing off-campus clinical and field experience training facilities.

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

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

Authorization was given for the following renewals of institutional memberships:

District

American Association of Community Colleges (AACC) – January 1, 2008 – December 31, 2008 - \$50.00 Presidents Academy Fee

Huntington Beach Chamber of Commerce – December 1, 2007 – November 30, 2008 - \$334.00

**Item 2f, Authorization for Purchase of Institutional Memberships, continued**

National Council for Marketing & Public Relations (NCMPR) – October 1, 2007 – September 30, 2008. - \$350

National Association of Educational Professionals (NAEP) – Two Year Membership from January 1, 2007 – December 31, 2008 - \$528.50 annually.

Coastline Community College

American Association of Community Colleges (AACC)– January 1, 2008 – December 31, 2008 - \$6,035 (\$5,985.00 + \$50.00 Presidents Academy Fee)

Buena Park Chamber of Commerce – December 1, 2007 – November 30, 2008 - \$260

Black Chamber of Commerce – November 1, 2007 – October 31, 2008 - \$200

Huntington Beach Chamber of Commerce – November 1, 2007 –October 31, 2008 - \$309

American Association for Paralegal Education (AAfPE) - January 1, 2008 – December 31, 2008.- \$375

Golden West College

American Association of Community Colleges (AACC)– January 1, 2008 – December 31, 2008 - \$11,225.00 (\$11,175.00 + \$50.00 Presidents Academy Fee)

Academic Senate for California Community Colleges - July 1, 2007 – June 30, 2008 - \$2,111.84

California Association on Postsecondary Education and Disability – October, 2007 – September, 2008 - \$240

Council of Chief Librarians of California Community Colleges - July 1, 2007 – June 30, 2008 - \$150

National League for Nursing Accrediting Commission – January 1 – December 21, 2008 - \$1,660

Southern California Regional Transit Training Consortium (SCR TTC) – January 1, 2007 – December 31, 2008 - \$500

Orange Coast College

American Association of Community Colleges (AACC)– January 1, 2008 – December 31, 2008 - \$13,375.00 (\$13,325.00 + \$50.00 Presidents Academy Fee)

**3. Personnel Items**

Authorization was given to approve the Personnel Items listed in the November 7, 2007 Agenda, as amended.

#### **4. Curriculum Approval**

Authorization was given for the approval of new courses, approval of course revisions, approval of programs/options/option retirements, and approval of courses adding college identifier to course number (A), as presented in the November 7, 2007 Agenda.

#### **5. Special Programs and Activities**

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

Authorization was given for not-for-credit classes to be advertised and offered by the Community Education Office during the period of November 8, 2007 – June 30, 2008, as presented in the November 7, 2007 Agenda. Payment to the presenter will be based on a negotiated fixed rate (F) or percentage of income based on course enrollment (P).

##### **b. Sailing Program – Orange Coast College**

Authorization was given for non-credit classes to be offered by the Marine Programs Office during the period of November 8, 2007 – June 30, 2008, as presented in the November 7, 2007 Agenda. The presenters will be paid at a fixed rate or percentage of income based on actual enrollment. Instructor fees will be charged against individual ticket budget numbers and paid from Sailing Center funds. (P)=percentage and (F) =flat rate.

#### **6. Financial Approvals**

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

The Board approved purchase orders listed in the amount of \$4,340,278.53. (A copy of the report is on file with the November 7, 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 \$7,497,425.95. (A copy of the report is on file with the November 7, 2007, and is available on request.)

The Board ratified/approved the warrants for the General Obligation Bond Fund in the amount of \$14,503,308.07. (A copy of the report is on file with the November 7, 2007 Agenda, and is available on request.)

**c. Authorization for Special Payments**

Authorization was given for the following special payments:

Coastline Community College

Payment NTE \$4,500 to cover reasonable and allowable travel expenses, including airfare, lodging, and taxes incurred by finalists (names to be determined) invited for a second interview for full-time faculty, staff, and management positions.

Orange Coast College

Payment of \$1,200 to the American Dietetic Association, Chicago, IL for the Orange Coast College Nutrition Care/Dietetic Technician Program for fiscal year 2008-2009.

Payment of \$700 to the Committee on Accreditation for Education in Electroneurodiagnostic Technology (CoA-END) for the 2007-2008 self-study application and site visit fee.

Payment of \$190 for the 2007-2008 annual institutional fee for the California Department of Public Health-Radiologic Health Branch, Sacramento, CA.

Payment of \$750 payable to the Committee on Accreditation for Polysomnographic Technology Education.

Payment of \$1,100 for the 2007-2008 institutional fee payable to the Committee on Accreditation for Education in Electroneurodiagnostic Technology (CoA-End).

Payment NTE \$4,000 to cover reasonable and allowable travel expenses, including airfare, lodging, meals, parking, and car rental, for applicants invited for first or second interviews for classified, faculty, or management positions at Orange Coast College.

**7. Buildings and Grounds Items Under \$10,000**

**a. Authorization to File Notice of Completion**

Authorization was given to file a Notice of Completion on the following projects in compliance with Public Contract Code 7107 allowing for substantial completion by the public agency, or its agent (architect) of the work of improvement. Upon acceptance by the Chancellor or Vice Chancellor of Administrative Services, a Notice of Completion will be filed with the County of Orange Clerk Recorder's Office. Thirty-five (35) days after filing of the Notice of Completion and public notification to all subcontractors, the District is authorized to pay fees due, accepting all work and/or materials as satisfactorily completed by the contractors. In the event of a dispute between the District and the Contractor, the District may withhold from the retention an amount not to exceed 150 percent of the disputed amount.

OCC East/West Utility Upgrade, Phase I; Bid No. 1919

**Item 7a, Authorization to File Notice of Completion, continued**

Contractor: Minako America Corporation dba Minaco Construction  
Category C – Underground Electrical

Contractor: Minako America Corporation dba Minaco Construction  
Category D - Concrete

**b. Authorization for Addendum No. 5 to MVE Institutional; Orange Coast College Theater Arts Complex**

Authorization was given to accept Addendum No. 5 for additional architectural services for the Orange Coast College Music Complex Upgrade.

The scope of services is to include the following:

Relocate Existing Water Line under Theater Shop \$2,838

This existing domestic water line was not shown on as-built drawings.

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

**Fiscal Impact:** \$2,838 (General Obligation Bond Fund)  
Master Plan Approved Project  
Orange Coast College Theater Art Complex

**c. Authorization to Employ P2S Engineering; Golden West College Relocation of Main Distribution Facility**

Authorization was given to employ P2S Engineering for engineering services for the Golden West College Relocation of Existing Main Distribution Facility.

The scope of service is to include the following tasks:

1. Relocation of Emergency Generator \$8,300

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

**Fiscal Impact:** \$8,300 (Measure C – General Obligation Bond)  
Master Plan Approved Project  
GWC Relocation of Main Distribution Facility

## Action Items

### Agreements

**1. Authorization to Approve an Education Services Agreement between the United States Navy and Coast Community College District (Coastline Community College) to Provide Educational Support Services to Personnel of the United States Armed Forces**

It was moved by Mr. Howald and seconded by Mr. Moreno that authorization be given to approve the Agreement between the United States Navy and Coast Community College District (Coastline Community College) to provide on-site educational support services to military personnel and dependents at Navy Submarine Base, Kings Bay, Georgia.

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

**Fiscal Impact:** No cost to District.

**2. Authorization to Enter Into a Service Provider Agreement between Neo Networking, Inc. and Coast Community College District (Coastline Community College)**

It was moved by Mr. Moreno and seconded by Mr. Howald that authorization be given to enter into a Service Provider Agreement between Neo Networking, Inc., and Coast Community College District (Coastline Community College) from November 8, 2007 through November 7, 2008.

Speaking to the Topic:

Neal Kelsey, Executive Director of Coast Federation of Classified Employees (CFCE) expressed concern that authorizing this Agreement with Neo Networking, Inc., would violate Article 2.12 of the Collective Bargaining Agreement, relating to contracting out work that could be completed by classified employees. He raised several issues of concern regarding this Agreement with Neo Networking, Inc., including the fact that the proposal to contract out had not been brought to the CFCE's attention. Mr. Kelsey then urged the Board not to approve this contract.

Trustees clarified that the CFCE had not been given notice of this contract prior to the printing of the Agenda.

A Substitute motion was made by Ms. Hornbuckle and seconded by Mr. Moreno to continue this item to the November 19, 2007 meeting, with a report from staff.

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

**3. Authorization to Renew an Agreement between TechRoom, Inc. and Coast Community College District (Coastline Community College) for Software Update, Maintenance and Service of Mac Computers**

Speaking to the topic:

Neal Kelsey expressed concern regarding this Agreement with TechRoom, Inc., for similar reasons as mentioned in Item 2, above. He expressed the opinion that, although the individual contracts represent an insignificant displacement of classified employees, together they paint a troubling pattern indicative of the intrusion of the private sector into the public sphere, a way of business that should be rejected by the District.

It was moved by Ms. Hornbuckle and seconded by Mr. Howald to continue this item to the November 19, 2007 meeting, with report from staff.

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

**4. Authorization for the Coast Community College District (Coastline Community College) to Enter into a Facility Lease Agreement with Slater Avenue II Limited Partnership**

This item was removed from the Agenda per the Addendum.

**5. Authorization to Approve a Renewal Nonstandard Agreement Between the Coast Community College District (Golden West College) and CSU Long Beach Foundation to Provide a Grant for Anti-tobacco Education and Smoking Cessation Programs**

It was moved by Mr. Howald and seconded by Mr. Ruiz that authorization be given to approve a renewal Nonstandard Agreement between CSU Long Beach Foundation and the Coast Community College District (Golden West College) to provide a grant for anti-tobacco education and smoking cessation programs with the Student Health Center. The agreement is effective 11/07/07 – 06/30/08.

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

**Fiscal Impact:** The grant will give the GWC Student Health Center \$10,000 for the activities.

**6. Authorization to Approve a New Nonstandard Agreement Between the Coast Community College District (Golden West College) and Planned Parenthood of Orange and San Bernardino Counties to Provide Free Contraceptive and Reproductive Health Care to Students**

It was moved by Mr. Ruiz and seconded by Mr. Moreno that authorization be given to approve a new Nonstandard Agreement between Planned Parenthood of Orange and San Bernardino Counties and the Coast Community College District (Golden West College) to provide free contraceptive and reproductive health care to students. The agreement is effective 11/08/07 – 06/30/10.

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

**Fiscal Impact:** No payment for services by GWC. Agency reimbursed by third party billing to government payer.

**7. Authorization to Approve a Renewal Standard Agreement Between the Coast Community College District (Golden West College) and Turtle Mountain Community College to Provide Reimbursement to Turtle Mountain as the FIPSE Grant Sub-Contractor**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to approve a renewal Standard Agreement between Turtle Mountain Community College and the Coast Community College District (Golden West College) to Provide Reimbursement to Turtle Mountain as the FIPSE Grant Sub-Contractor. The agreement is effective 09/01/07 – 08/31/08.

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

**Fiscal Impact:** Cost NTE \$7,100 to be paid from FIPSE NARET Grant P116N060028.

**8. Authorization to Approve an Amended Nonstandard Agreement Between the Coast Community College District (Golden West College) and the University of California Puente Project to Increase the Funding from Puente**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to approve an amended Nonstandard Agreement between the University of California Puente Project and the Coast Community College District (Golden West College) to increase the funding for Puente Mentor support from \$500 to \$1,500 per site. The agreement is effective 07/01/07 – 06/30/08.

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

**Fiscal Impact:** Puente will allocate the additional funding to the campus.

**9. Authorization to Enter Into a Standard Agreement between the Coast Community College District (Orange Coast College) and Orange County Head Start, Inc. for the Purpose of Offering Instruction in "Feeding The Young Child (Fn145)/Life Cycle Nutrition: Children"**

It was moved by Mr. Moreno and seconded by Ms. Hornbuckle that authorization be given to enter into a standard agreement between the Coast Community College District (Orange Coast College) and Orange County Head Start, Inc. for the purpose of offering instruction in "Feeding The Young Child (Fn145)/Life Cycle Nutrition: Children" as requested by the company from January 1, 2008, through June 30, 2008.

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

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

**Fiscal Impact:** OCC Extended Education to receive \$2,475 revenue for this contract. NET PROCEEDS: to be split 50% to the Extended Education office and 50% to Consumer Health and Sciences division after direct costs of the program.

**10. Approval of Agreement with 24 Hour Fitness Centers of California and the Coast Community College District**

It was moved by Mr. Ruiz and seconded by Mr. Howald that approval be given for the Coast Community College District to purchase a corporate fitness membership with 24 Hour Fitness Centers of California for a one (1) year (12 month) period at a cost of \$2,000.00 to be paid from District Wellness funds, as presented in the November 7, 2007 Agenda.

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

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

**Fiscal Impact:** \$2,000.00.

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

**1. Authorization to Employ tBP Architecture; Orange Coast College East/West Campus Utility Renovations**

It was moved by Mr. Howald and seconded by Mr. Ruiz that authorization be given to employ tBP Architects for architectural services for the Orange Coast College East/West Campus Utility Renovations.

The scope of services is to include the following tasks:

1. Consultants	\$20,102
2. Architectural Services	\$15,850
3. Reimbursable Expenses	\$ 898

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

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

**Fiscal Impact:** \$36,850 (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
OCC East/West Campus Utility Renovations

**2. Authorization to Employ tBP Architecture; Orange Coast College/Orange County Fair Joint Parking Facility Master Planning**

It was moved by Ms. Hornbuckle and seconded by Mr. Howald that authorization be given to employ tBP Architecture for a Master Plan Study for a joint-use parking facility for Orange Coast College/Orange County Fair and Exposition Center.

The scope of service is to include the following tasks:

- |    |                               |          |
|----|-------------------------------|----------|
| 1. | Master Site Planning Services | \$15,000 |
| 2. | Reimbursable Expenses         | \$ 500   |

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

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

**Fiscal Impact:** \$15,500 (50% College/50% Orange County Fair Funds)  
OCC/Orange County Fair Joint Parking

**3. Authorization for Addendum No. 3 Bundy-Finkel Architects; District Administrative Building**

It was moved by Mr. Howald and seconded by Mr. Ruiz that authorization be given to accept Addendum No. 3 for additional architectural services for the District Administrative Building.

The scope of service is to include the following tasks:

- |    |                                        |          |
|----|----------------------------------------|----------|
| 1. | Additional services to modify drawings | \$ 7,857 |
| 2. | Additional reimbursable expenses       | \$12,400 |

Services to include modifications to drawings to reflect reconfiguring storage room, design lobby wall to add drywall niche surround and adjust lighting for flat screen monitor, and modify work room to provide systems furniture.

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

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

**Fiscal Impact:** \$20,257 (General Obligation Bond Fund/Measure C)  
Master Plan Approved Project  
Replacement of District Temporary Structures  
District Administrative Office Building

**4. Authorization for Addendum No. 1 to Steinberg Architects; Golden West College Learning Resource Center**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to accept Addendum No. 1 for additional architectural services for the Golden West College Learning Resource Center.

The scope of services is to include the following:

- 1. Site Work and Foundation Design \$285,000

Services to include site work design and engineering for site development and utility relocation; increase in scale and complexity of foundation system design; increase in building area; and accelerated schedule.

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

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

**Fiscal Impact:** \$285,000 (General Obligation Bond Fund)  
Golden West College Learning Resource Center

**5. 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 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

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

**Fiscal Impact:** Not to Exceed \$250,000 (District Funds)

**6. Authorization to Employ Keller and Barre Associates; Orange Coast College Field House Food Service Improvement**

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to employ Keller and Barre Associates for architectural services for the Orange Coast College Field House Food Service Improvement.

The scope of service is to include the following tasks:

- 1. Field Measure/As-Built Plan \$ 600
- 2. Schematic Design \$ 600
- 3. Design Development \$ 800

**Item 6, Authorization to Employ Keller and Barre Associates; OCC Field House Food Service Improvement, continued**

4.	Architectural	\$ 4,500
5.	Structural	\$ 2,500
6.	Mechanical	\$ 2,500
7.	Plumbing	\$ 2,500
8.	Electrical	\$ 3,000
	Not to Exceed	\$17,000

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

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

**Fiscal Impact:** Not to Exceed \$17,000  
(OCC Instructional Food Service Funds)

**7. Bid Tabulations and Award of Contract: District Administration Building Signage; Bid No. 1934**

Notices were published on September 14 and September 21, 2007 in the newspaper as well as in four trade journals requesting bids. Ten bid packages were delivered or picked up by prospective bidders. Seven bids were received.

The bids were opened on October 30, 2007 for the District Administration Building Signage; Bid No. 1934.

It was moved by Mr. Ruiz and seconded by Mr. Howald that a contract be awarded to Clear Sign & Design, Inc. as lowest qualified base bid of \$109,258 as shown below, and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the contract documents.

	<u>Base Bid</u>
1. <b>Clear Sign &amp; Design, Inc.</b>	<b>\$109,258.00</b>
170 Navajo Street, San Marcos, CA 92078	

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

**Fiscal Impact:** \$109,258 (Measure C – General Obligation Bond Fund)  
Master Plan Approved Project  
District Administration Building

**8. Authorization for Change Order No. 1; Orange Coast College Counseling Classroom Refurbishing; Bid No. 1917**

It was moved by Mr. Ruiz and seconded by Ms. Hornbuckle that authorization be given for Change Order No. 1 to Orange Coast College Counseling Classroom Refurbishing as described in the Change Order document.

**Item 8, Authorization for Change Order No. 1; OCC Counseling Classroom Refurbishing; bid No. 1917, continued**

These changes are necessary for the following reasons:

1. Project Closeout Credit <\$13,239.27>

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

**Fiscal Impact:** <\$13,239.27> (Measure C - General Obligation Bond)  
Master Plan Approved Project  
OCC Lewis Center for Applied Science

**9. Authorization for Change Order No. 7; Orange Coast College Learning Resource Center**

It was moved by Mr. Ruiz and seconded by Ms. Hornbuckle that authorization be given for Change Order No. 7 to Orange Coast College Learning Resource Center as described in the Change Order document.

These changes are necessary for the following reasons:

Huntington Glazing – Category G – Glass & Glazing

1. Additional Inspection Required due to Contractor <\$1,000.00>  
(1) Contractor was charged for additional welding inspections.

Contract Amount: \$2,100,000 (C.O. 1: 1.4% Increase; C.O. 2: .01% Decrease; C.O. 7: .01% Decrease)  
Total Change Orders: <\$967> (.001% Decrease)

Inland Empire Architectural Specialties – Category P – Finishes

1. Added Blackout Roller Shades \$10,265.00
2. Signage Change \$ 9,974.00
3. Change to the Installation of the Mecho Shades <\$ 2,367.00>  
(1) Blackout shades added to the Media Room for the use of the projector display.  
(2) The College requested the building signage be changed to conform with the new campus “signage standard.”  
(3) Credit for the change to the installation of the Mecho shades.

Contract Amount: \$545,000 (C.O. 7: 3% Increase)  
Total Change Orders: \$17,872 (3% Increase)

JBH Structural Concrete, Inc. – Category D – Concrete

1. Credit for Additional Testing <\$ 1,171.00>
2. Revised Footing Detail for South Wall \$20,569.00  
(1) Credit for additional testing required by the contractor.  
(2) The south retaining wall had to be increased in height requiring the footing to be revised.

Contract Amount: \$3,487,500 (C.O.4: .4%; C.O.: 7: .6%)  
Total Change Orders: \$34,228 (1% Increase)

**Item 9, Authorization for Change Order No. 7; OCC Learning Resource Center, continued**

So Cal Plumbing and Electrical, Inc. – Category B – Underground Electrical

1. Relocate Underground Utilities \$17,726.00  
(1) Due to the revisions to the footings at the south wall, it was discovered that existing utility lines would need to be relocated.

Contract Amount: \$325,000 (C.O. 7: 5.5% Increase)

Total Change Orders: \$17,726 (5.5% Increase)

Winegardner Masonry – Category H – Masonry

1. Additional CMU Block at South Wall \$14,295.00  
(1) The College requested that the south wall separating the Early Childhood Lab from the Learning Resource Center be raised. This revision also included extending the footing depth.

Contract Amount: \$941,810 (C.O. 7: 1.5% Increase)

Total Change Orders: \$14,295 (1.5% Increase)

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

**Fiscal Impact:** \$68,291 (Measure C - General Obligation Bond)  
Master Plan Approved Project/OCC Learning Resource Center

**General Items of Business**

**1. Authorization to Allow Classified Retirees Over Age 70 to Purchase Dental Insurance**

It was moved by Mr. Ruiz and seconded by Mr. Howald to provide Classified Retirees over the age of 70 the opportunity to purchase Dental insurance.

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

**Fiscal Impact:** No initial cost, as Retirees over age 70 pay 100% of the cost. Eventually, due to higher utilization, there is a potential increase in liability of approximately 1% (\$24,600).

It was moved by Mr. Howald and seconded by Mr. Moreno that authorization be given to enter into standard contractor Agreements to conduct the following short-term study abroad programs listed in items 2 through 6.

**2. Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Norway during Summer 2009**

**3. Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Italy during Summer 2010**

**4. Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Ireland during Summer 2008**

**5. Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Australia during Intersession 2009**

**6. Authorization for Coastline Community College to Conduct a Short-Term Study Abroad Program in Japan during Summer 2009**

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

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

**7. Authorization to Purchase One-hundred twenty-three (123) Dell Desktop Computers for Orange Coast College using the Western States Contracting Alliance (WSCA) Master Price Agreement**

It was moved by Ms. Hornbuckle and seconded by Mr. Ruiz that authorization be given to the Director of Purchasing to issue a purchase order for one-hundred two-three (123) Dell computers using the WSCA Master Price Agreement.

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

**Fiscal Impact:** \$155,000.00 (District equipment Funds)

**8. Bid Tabulation and Award of Contract to Jaypro Sports Equipment for the Removal and Replacement of Bleachers Located at Golden West College; Bid #1933**

It was moved by Mr. Hornbuckle and seconded by Mr. Moreno that a contract be awarded to Jaypro Sports Equipment as the lowest qualified bidder, as shown below, and that the Vice Chancellor of Administrative Services or the Director of Purchasing be authorized to sign the contract documents.

2. Jaypro Sports Equipment	\$122,720.00
1940 Rosewood St., La Verne, CA 91750	

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

**Fiscal Impact:** \$122,720.00 (General Funds)

**9. Bid Tabulation and Award of Contract to Key Code Media for the purchase of Avid Video and Telecourse Editing Equipment; Bid #1937**

It was moved by Ms. Hornbuckle and seconded by Mr. Moreno that a contract be awarded to Key Code Media as the lowest qualified bidder, as listed below, and that the Vice Chancellor of Administrative Services or the Director of Purchasing be authorized to sign the contract documents.

**Item 9, Bid Tabulation and Award of Contract to Key Code Media, continued**

1.	Key Code Media 17922 Sky Park Circle, Suite D., Irvine, CA 92614	
	Lot #1 - Avid Media Composer Adrenaline Workstation	\$41,222.91
	Lot #2 – Telestream Fip Factory Solution	\$29,095.00
	Lot #3 – Avid MediaNetwork v5.0	\$49,100.95
	Lot#4 - MXF aware DLT backup Solution	\$16,094.00
	Lot#5 - Machine Rack Integration	\$16,296.12
	<b>Total amount Lots #1-5</b>	<b>\$151,808.98</b>

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

**Fiscal Impact:** \$151,808.98

**10. Authorization to Enter into a Lease Agreement between KOCE-TV Foundation and the Coast Community College District**

Vice Chancellor Brahmhatt distributed an attachment amending the Lease Agreement with the KOCE-TV Foundation. It was moved by Ms. Hornbuckle and seconded by Mr. Moreno that authorization be given to enter into a Lease Agreement, as amended, with the KOCE-TV Foundation providing KOCE-TV Foundation with the use of the Golden West College Studio and parking for a lease term of two years, and also providing a single two year option period.

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

**Fiscal Impact:** The District will receive equal monthly rents in the amount of \$5,166.67 for the initial two year term. Should KOCE-TV Foundation elect to exercise its two year option period, they shall be required to pay equal monthly rents in the amount of \$10,333.34. KOCE-TV Foundation shall pay equal monthly holdover rents of \$20,666.65 plus applicable base rent for any holdover periods.

**Recess to Closed Session**

It was moved by Mr. Howald and seconded by Mr. Moreno to discuss the following items in Closed Session:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (pursuant to Section 54957)  
Position: Chancellor

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

**Reconvene Regular Meeting**

The Board reconvened in Open Session at 11:10 p.m. to report on action taken in Closed Session.

There was no action reported.

## **Adjournment**

There being no further business, it was moved by Mr. Howald and seconded by Ms. Hornbuckle that the meeting be adjourned .

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

The meeting was adjourned at 11:15 p.m.

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Secretary of the Board