

Organizational and Regular Meeting
Board of Trustees
Coast Community College District

District Board Room– 6:30 p.m.

December 10, 2003

MINUTES

An Organizational and Regular Meeting of the Board of Trustees of the Coast Community College District was held on December 10, 2003, in the Board Room at the District Office.

1. Call to Order

The meeting was called to order at 6:30 p.m., by Board President Paul Berger.

2. Pledge of Allegiance

The Pledge of Allegiance to the Flag of the United States of America was led by President Paul Berger.

3. Roll Call

Trustees Present: George Brown, Walt Howald, Jerry Patterson, Armando Ruiz, Paul Berger, and Madeline Levy

Trustees Absent: None

Others in attendance were: Staff – W. Vega, R. Berggren, C.M. Brahmhatt, J. Renley, J. Arthur, D. Barua, R. Brown, T. Bruning, W. Bryan, E. Cohn, D. Currie, B. Dees, G. Farrell, R. Forsberg, B. Hollowell, J. Houlihan, S. Johnson, M. Lovig, J. McIlwain, R. Pagel, K. Parker, B. Reed, M. Rogers, J. Sanchez, D. Sharp, G. Smith, T. Snyder, A. St. George, D. Waldfogel, and K. Yglesias; Students – Z. Liberman; Others – J. Ahreus, J. Bailey, J. Brown, S. Cole, B. Crossley, and H. Thomas.

4. Opportunity for Public Comment

Bob Crossley, resident of Westminster, expressed concerns about the proposed Westminster Learning Center and lack of dedicated parking. He raised several questions that were referred to the Vice Chancellor of Administrative Services for response.

Judy Ahreus reiterated the concerns of Mr. Crossley and stressed potential security issues given the poorly lit area parking lots.

5. Special Presentation

Jane Brown, of the Southern California Edison Company, presented a \$1,000 donation to the KOCE Foundation Board at the request of Board Member Jerry Patterson, and in recognition of his participation in an Edison sponsored seminar.

6. Organization of the Board

Election of President and Vice President of the Board

It was moved by Mr. Howald and seconded by Mr. Patterson to elect Mr. George Brown as President of the Board. Motion carried with the following vote: Aye- Dr. Berger, Mr. Howald, Mr. Patterson, and Mr. Ruiz. Abstain – Mr. Brown.

It was moved by President Brown and seconded by Mr. Ruiz to elect Mr. Walt Howald as the Vice President of the Board. Motion carried with the following vote: Aye- Dr. Berger, Mr. Brown, Mr. Patterson, and Mr. Ruiz. Abstain – Mr. Howald.

Appointment of Trustee to Serve on the Nominating Committee for the Orange County Committee on School District Organization

It was moved by Mr. Howald and seconded by Mr. Patterson that Dr. Paul Berger serve on the Nominating Committee for the Orange County Committee on School District Organization. Motion carried with the following vote: Aye- Dr. Berger, Mr. Howald, Mr. Patterson, Mr. Ruiz, and President Brown.

Appointment of Trustee to Serve on the Orange County School Board's Association Political Action Group Effort

It was moved by President Brown and seconded by Mr. Patterson that Mr. Armando Ruiz serve on the Orange County School Board's Association Political Action Group Effort. Motion carried with the following vote: Aye- Dr. Berger, Mr. Howald, Mr. Patterson, Mr. Ruiz, and President Brown.

Board Committees

It was moved by President Brown and seconded by Mr. Howald to continue the KOCE Board Committee, re-appointing members Jerry Patterson and George Brown, and establishing a sunset date of December 1, 2004. It was further moved that the Board continue the Land Development Committee, re-appointing members Paul Berger and Walter Howald, and establishing a sunset date of December 1, 2004. Motion carried with the following vote: Aye- Dr. Berger, Mr. Howald, Mr. Patterson, Mr. Ruiz, and President Brown.

Item 6 continued, Organization of the Board

Board Salary Increase

It was moved by President Brown and seconded by Mr. Patterson to grant a 5% increase to the elected Board of Trustees Members effective January 1, 2004 pursuant to District Policy Number 010-2-7, *Compensation for Trustees*, approved by the Board of Trustees. Motion carried with the following vote: Aye- Dr. Berger, Mr. Howald, Mr. Patterson, Mr. Ruiz, and President Brown.

Fiscal Impact: \$2,484.00

7. Adopt Regular Meeting Agenda

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

8. Approval of Minutes

It was moved by Mr. Ruiz and seconded by Mr. Howald that the Minutes of the Adjourned Meeting of November 14, 2003 and the Minutes of the Regular Meeting of November 19, 2003 be approved. Motion carried with the following vote: Aye – Dr. Berger, Mr. Howald, Mr. Patterson, Mr. Ruiz, and President Brown.

Acceptance of Retirements

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

Administration

Vega, William M., DIST, Chancellor, retirement effective 06/01/04.

Classified

Gillespie, Sandra L., OCC, Office Coordinator, Classified Unit, retirement effective 12/31/03.

Misserville, Kathleen M., DIST, Accounting Technician Senior, Classified Unit, retirement effective 01/05/04.

Ornelas, Juliann, OCC, Accounting Technician Senior, Classified Unit, retirement effective 12/03/03.

IATSE

Dennison, Carolyn A., KOCE, Make Up Artist, IATSE, retirement effective 12/30/03.

Holden, Robert M., KOCE, Engineer, IATSE, retirement effective 12/30/03.

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

Recognition of Armando Ruiz: 20 Years

Walt Howald, speaking on behalf of the Board of Trustees, congratulated Armando Ruiz for completing 20 years of service as a Coast Community College District Trustee. Mr. Howald highlighted several of Mr. Ruiz's achievements and the Board presented an award for service.

GENERAL INFORMATION AND REPORTS

1. Review of Board Meeting Dates

The Board reviewed the scheduled Board meeting dates for the months of January 2004 through May 2004.

2. Reports from the Officers of Student Government Organizations

No reports.

3. Reports from the Academic Senate Presidents

Margaret Lovig, Coastline Community College Academic Senate President, announced that Coastline held its Annual Holiday Reception on December 9, and she thanked Dr. Vega and Dr. Berger for attending the event.

Dibakur Barua, Golden West College Academic Senate President, reported that the GWC Academic Senate held its last meeting of the year on Tuesday, December 9, during which the group finalized rankings for new hire positions. ■ He also mentioned the meeting of the Academic Master Planning Committee, the discussion of goals and vision for the college, and the commitment to integrate all campus plans to solidify those efforts.

Kevin Parker, Orange Coast College Academic Senate President, stated that OCC also held its final Academic Senate meeting the week of December 1. He commented that the Senate was making good use of funds from Measure C, identifying renovation projects around campus. The OCC Senate also has hiring decisions that need to be made.

4. Reports from Employee Representative Groups

Tina Bruning, President of Coast Federation of Educators (CFE), congratulated Mr. Ruiz on his 20 years of service on the Board.

Diana Sharp, President of the Coast Federation of Classified Employees, also congratulated Mr. Ruiz for his 20 years on the Board. ■ Ms. Sharp further announced that she will be on medical leave in January and February; Hillary Thomas will be sitting in for her during her absence.

5. Reports from the Presidents

KOCE President Mel Rogers reported that he was recently notified by the Federal Communication Commission of having received the permit to place the analog transmitter on Mt. Wilson.

Orange Coast College President Gene Farrell shared that OCC had received significant donations including \$250,000 from the Steel Foundation to complete the Child Care Center building; and a \$100,000 donation from the Endow Gallery. ■ Mr. Farrell, in closing, shared that he was proud of the OCC's Men's and Women's Cross Country Teams for winning their respective State Championships.

Coastline Community College President Ding-Jo Currie reported that Coastline's Mission, Planning & Budget Committee won the "Keeping the Beat Award" from the Community College League of California, recognizing leadership within colleges and professional excellence on campus. She then acknowledged Tom Snyder and Pat Candelaria, committee co-chairs; and Connie Boehler, former chair.

Golden West College President Ken Yglesias congratulated Mr. Ruiz for his 20 years of Board membership and also extended his congratulations to Mr. Brown for becoming President of the Board of Trustees. ■ Dr. Yglesias then announced that GWC's Women's Volleyball Team, coached by Albert Gasparian, won the State Championship for the eleventh consecutive year. He also shared that GWC's Men's and Women's Water Polo Teams came in second place at the State Championships.

6. Report from the Chancellor

Dr. Vega expressed congratulations to Mr. Ruiz for his many years of service on the Board.

7. Reports from the Board of Trustees

Trustee Paul Berger announced that he had attended Coastline's successful Center Club gathering, noting that the event was full of enthusiasm and was very enjoyable.

Trustee Armando Ruiz thanked the Board for the surprise recognition for his years of service. ■ He then praised Mr. Farrell and Dr. Yglesias for their individual college's State Championship wins.

Trustee Walt Howald thanked Paul Berger for his year of service to the Board as the 2003 President, adding that Dr. Berger had done an excellent job of helping the Board reach consensus on several challenging issues. He further congratulated Mr. Brown for becoming Board President and mentioned that he looked forward to serving under Brown's leadership.

Trustee Jerry Patterson extended congratulations to Mr. Brown on becoming Board President, and Mr. Ruiz for his 20 years of service on the Board.

Student Trustee Madeline Levy announced that there will be a District-wide Student Council meeting Friday, December 12. ■ Ms. Levy informed of a survey, by the House Education and Workforce Committee, regarding college costs and what the federal government should do to make college more affordable. She urged participation and a review of the website "house.gov" for additional information. ■ Ms. Levy also stated that she will not be able to attend the January Board Meeting because she will be out of the country.

President George Brown thanked everyone for their support and for the opportunity to be Board President. ■ In closing, he wished everyone a happy holiday.

8. Review of Buildings and Grounds Reports

The Board reviewed the Buildings and Grounds Report as listed in the December 10, 2003 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. Status Report of Negotiations with KOCE-TV Foundation Board and the Coast Community College District for Possible Sale of KOCE-TV

Milford Dahl, of Rutan and Tucker, presented a report on the status of negotiations with the KOCE-TV Foundation Board and the Coast Community College District for the possible sale of KOCE-TV.

CONSENT CALENDAR

It was moved by Mr. Patterson and seconded by Mr. Ruiz that the amended Consent Calendar be approved. Motion carried with the following vote: Aye – Dr. Berger, Mr. Howald, Mr. Patterson, Mr. Ruiz, and President Brown. (Note: All background reports were included with the December 10, 2003 Agenda and are available on request.)

1. Travel Authorization

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

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

b. Authorization for Student Trips

Authorization was given for the following student trips:

1. Valerie Venegas, Student Activities Director, Eva Brown, Activities Assistant (GWC) and 40 students to attend an ASGWC Leadership Conference, in Port Hueneme, CA, January 9-11, 2004, with reimbursement for allowable expenses NTE \$6,000 including a registration fee of \$50 per person and travel by District transportation to be paid from ASGWC funds.
2. Orange Coast College Model United Nations attended the 2003 Pan American Model United Nations Conference, in Buena Park, CA, on October 25, 2003. Late submittal due to fact that paperwork was not submitted by the club until after the event.
3. Orange Coast College EOPS & CARE to host 50 EOPS/CARE students, their children, and two staff members to attend a theater event, "The Nutcracker," at the Orange County Performing Arts Center, in Costa Mesa, CA, on December 21, 2003.

Item 1b continued, Authorization for Student Trips

4. Orange Coast College Model United Nations to attend/compete in the following conferences:
- | | | |
|----------------|---------------------|----------------------|
| American South | MUN New Orleans, LA | February 12-15, 2004 |
| California MUN | Long Beach, CA | March 6, 2004 |
| UC Berkeley | San Francisco, CA | March 12-14, 2004 |
| National MUN | New York, NY | April 6-10, 2004 |
| West MUN | Ventura, CA | April 16-18, 2004 |
5. Orange Coast College students, faculty, and staff to participate in a field trip to Seven Oaks Dam, Highland, CA, on December 18, 2003, in conjunction with the Marine Science program. Transportation by District van.
6. Deborah Desmond, Professor, Acquired Brain Injury Program (CCC), to host a holiday party for approximately 18 students at Coco's restaurant (Harbor and Adams), in Costa Mesa, on December 11, 2003. District transportation and personal automobiles will be used.

REVISION TO PREVIOUS BOARD ACTION

7. Men's & Women's Water Polo GWC– (Coaches Scott Taylor, Ken Hamdorf, John Wright, Gabriel Martinez)
November 19-23, 2003, Fairfield
(This revision is to change the travel date to include November 19 and the location of the state tournament to Fairfield; previous Board action 9/3/03.)

2. General Items**a. Authorization for Special Projects**

Authorization was given for the following special projects, as amended:

Coastline Community College

1. Coastline Community College to hold its 2003-2004 Graduation Ceremony, on Sunday, May 23, 2004, 3 p.m., at the Garden Grove High School Don Wash Auditorium.

Golden West College

2. Golden West College to hold the annual Advisory Committee Recognition Breakfast, May 27, 2004, at the Hotel Huntington Beach as an appreciation to vocational and other advisory committee members.

Orange Coast College

3. Orange Coast College Circle K club to sponsor Costa Mesa Kiwanis for the annual High School All Star Basketball Tournament in the OCC gymnasium, on April 17, 2004.
4. Orange Coast College Harry & Grace Steele Children's Center to hold a department workshop, on Balboa Island, CA, on January 4-6, 2004, to review goals and objectives and to create a plan to close identified gaps in the program in preparation for the NAEYC accreditation process.

Item 2a continued, Authorization for Special Projects

5. Orange Coast College Consumer & Health Sciences Division to host a division meeting at the OCC Captain's Table, on December 9, 2003.

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

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

c. Authorization for Changes in Salary Schedules

Authorization was given for the changes in District Salary Schedules listed in the December 10, 2003 Agenda.

d. Authorization to Enter into Standard Agreements for Distribution of Telecourses for 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 attached to the December 10, 2003 Agenda.

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

e. Approval of Clinical Contracts

Authorization was given to enter into clinical contracts, as outlined in the December 10, 2003 Agenda, with institutions in connection with the various Allied Health Programs, which are a part of the Coast Community College District curriculum. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign such agreements.

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

f. Authorization for Purchase of Institutional Memberships

Authorization was given for the following renewals of institutional memberships:

Coastline Community College

1. California Workforce Association (CWA) - July 1, 2003 through June 30, 2004 - \$450

Golden West College

2. National Association of Student Financial Aid Administrators - November 1, 2003 through October 31, 2004 - \$1,000

3. Personnel Items

The Board authorized special assignments, as amended; accepted resignations and/or approval of layoffs and terminations; authorized leaves of absence; authorized pay changes, academic staff; appointment of substitutes, academic staff; appointed academic staff; approved appointment of classified staff to advertised positions, as amended; authorized reclassification, classification reductions, and reorganizational reassignments, classified staff; authorized temporary out of class and special assignments, classified staff, as amended; authorized schedule changes, classified staff; authorized additional assignments, change in bargaining unit, classified staff; appointed special category, hourly staff; approved classified staff longevity; authorized staff development/program improvement activities; authorized classified employees professional development program; authorized off-campus assignments; authorized professional experts; and authorized independent contractors. (A copy of the full Personnel Report is on file with the December 10, 2003 Agenda and is available on request.)

4. Curriculum Approvals

Authorization was given for new courses, course revisions, and general education/graduation requirements. (A copy of the curriculum report is on file with the December 10, 2003 Agenda and is available on request.)

5. Special Programs and Activities

a. Community Services Activities – Golden West College

Authorization was given for non-credit class offered by Community Services throughout Spring 2004. The presenters will be paid at a flat fee or on a fee-split based on actual enrollment.

b. Extended Education – Orange Coast College

Authorization was given for non-credit class offered by the Extended Education office during the period of December 11, 2003 through June 30, 2004. The presenters will be paid at a fixed rate or percentage of income based on actual enrollment from co-curricular funds.

c. Sailing Program – Orange Coast College

The Board approved non-credit classes that will be offered by the Marine Programs Office during the period of December 11, 2003 through December 31, 2004. The presenters will be paid at a fixed rate or percentage of income based on actual enrollment from Sailing Center funds.

6. Financial Approvals

a. Approval of Purchase Orders

The Board approved the purchase orders listed in the amount of \$1,822,996.02. (A copy of the report is on file with the December 10, 2003 Agenda and is available on request.)

b. Ratification/Approval of Checks

The Board ratified/approved the warrants for previously approved purchase orders listed in the amount of \$2,624,402.46. The Board also approved the warrant list for General Obligation Bond Funds in the amount of \$590,741.99. (A copy of the report is on file with the December 10, 2003 Agenda and is available on request.)

c. Authorization for Special Payments

The Board authorized the special payment, as listed in the December 10, 2003 Agenda.

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

a. Authorization to Employ Taylor and Associates Architects; Orange Coast College Upgrade Utility

Authorization was given to employ Taylor & Associates Architects for engineering services for the Orange Coast College Upgrade Utility Infrastructure.

The scope of service is to include the following tasks:

Mechanical & Plumbing Engineering	\$1,000
Electrical Engineering	\$1,000
Civil Engineering	\$2,500
Total Fee	\$4,500

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

Fiscal Impact: \$4,500 (General Obligation Bond Fund)
OCC Upgrade Utility Infrastructure

ACTION ITEMS

Agreements

1. Authorization to Adopt a New District Standard Construction Management Agreement

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given for a new District Standard Construction Management Agreement. The Construction Managers entering into such agreements would provide the services described in the agreement including, but not limited to, those outlined in Exhibit “A” – Scope of Services of the Construction Manager. (Previous Board approval 11/15/00.) The requirements of insurance limits for the Construction Manager are shown at the minimum amount on this agreement. These requirements may be increased based on the specific project.

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

Item 1 continued, Authorization to Adopt a New District Standard Construction Management Agreement

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

Fiscal Impact: Unknown. Each project will vary depending on work performed.

2. Approval of Agreements for Television Broadcasting and Consulting Services (TOC) – KOCE-TV

It was moved by Mr. Patterson and seconded by Mr. Ruiz to approve a standard agreement for the television broadcasting and consulting services by Telecommunications of Orange County (TOC) with the District and the following school districts. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign the agreements. (Prior Board approval received for revised standard agreement on 09/03/03.)

Home Street Middle School, 201 N. Home Street, Bishop, CA 93514-2521
(Bishop Union Elementary School District)
North Cow Creek Elementary School District, 10619 Swede Creek Road,
Palo Cedro, CA 96073-9742

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

Fiscal Impact: No direct cost to the District. Projected revenue from TOC contracts for 2003/04 is \$132,000.

3. Authorization to Amend the Existing Agreement Between the County of Orange and the Coast Community College District (Coastline Community College) to Operate the Coastal Orange County One-Stop Center

It was moved by Mr. Patterson and seconded by Mr. Howald that authorization be given to amend the agreement between the County of Orange and the Coast Community College District (Coastline Community College) for the period of July 1, 2003 through June 30, 2004, to add funding for the Disability Navigator Grant for \$64,170 in addition to providing continued operation of the following programs at the Coastal Orange County One-Stop Center: Disadvantaged Adult, Dislocated Workers, Senior AIDES, Rapid Response, WIBAN, Youth, Nurses Workforce Initiative, WIA 15% Veterans, Groundfish Disaster Stipend Project, Business Services, Community Services, Dislocated Worker 25% Grant (Telecommunications) and Welfare-to-Work. The County of Orange will reimburse Coastline Community College \$5,183,821.00 for operation of these programs. (Previous Board approval: 9/17/03 and 10/15/03)

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

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

Fiscal Impact: The County of Orange will reimburse Coastline Community College \$5,183,821 for operation of these programs.

4. Authorization to Approve an Amended Agreement with Wadsworth, a Division of Thompson Learning, Inc., and the Coast Community College District (Coastline Community College) to Publish the Ninth Edition of the Telecourse Study Guide for Faces of Culture

It was moved by Mr. Howald and seconded by Mr. Ruiz that authorization be given to approve the amended agreement between Wadsworth, a division of Thompson Learning, Inc., and the Coast Community College District (Coastline Community College) to publish the Ninth Edition of the Telecourse Study Guide for Faces of Culture. (Original Agreement Date – 06/09/82. Board approved 06/09/82)

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

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

Fiscal Impact: No direct cost to the District. Coastline will receive a \$6,000 grant.

5. Authorization to Approve an Agreement with Kendall/Hunt Publishing Company and Coast Community College District (Coastline Community College) for the Introduction to Jazz Online Course

It was moved by Mr. Patterson and seconded by Mr. Ruiz that authorization be given to approve the agreement between Kendall/Hunt Publishing Company and Coast Community College District (Coastline Community College) for the Introduction to Jazz Online Course.

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

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

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

6. Authorization to Approve an Amended Agreement with Worth Publishers and the Coast Community College District (Coastline Community College) to Publish the Second Edition of the Telecourse Study Guide for Transitions Throughout the Life Span

It was moved by Mr. Ruiz and seconded by Mr. Patterson that authorization be given to approve the amended agreement between Worth Publishers and the Coast Community College District (Coastline Community College) to publish the Second Edition of the Telecourse Study Guide for Transitions Throughout the Life Span. (Original Agreement Date – 04/18/01. Board approved 04/18/01.)

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

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

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

7. Authorization to Approve an Agreement with Kendall/Hunt Publishing Company and the Coast Community College District (Coastline Community College) for the Web Accessibility Online Course

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to approve the agreement between Kendall/Hunt Publishing Company and the Coast Community College District (Coastline Community College) for the Web Accessibility Online Course. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this agreement.

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

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

8. Authorization to Approve an Agreement with Kendall/Hunt Publishing Company and the Coast Community College District (Coastline Community College) for the Web Design/XHTML1 Online Course

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to approve the agreement between Kendall/Hunt Publishing Company and the Coast Community College District (Coastline Community College) for the Web Design/XHTML1 Online Course. The Board further authorized the Chancellor or Vice Chancellor of Administrative Services to sign this agreement.

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

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

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. Patterson and seconded by Mr. Ruiz 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 9, 2003 through June 30, 2004. (Board approval of standard OCC Extended Education Agreement: January 19, 2000.)

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

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

Fiscal Impact: OCC Extended Education to receive 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. Authorization to Enter Into a Standard Agreement Between the Coast Community College District (Orange Coast College) and Celebrity Helicopters, Inc., for the Purpose of Offering Instruction in Private Pilot (APT 130) and Human Factors and Cockpit Resource Management (APT 192)

It was moved by Mr. Patterson and seconded by Mr. Ruiz that authorization be given to enter into a standard agreement between the Coast Community College District (Orange Coast College) and Celebrity Helicopters, Inc., for the purpose of offering instruction in PRIVATE PILOT (APT 130) and HUMAN FACTORS AND COCKPIT RESOURCE MANAGEMENT (APT 192) as requested by the company from January 10, 2004 through June 30, 2004.

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

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

Fiscal Impact: OCC Technology division to receive revenue for this contract.

NET PROCEEDS: 100% to Technology division after direct costs of the program.

11. Authorization to Purchase an Analog Transmitter from Axcera, LLC (KOCE-TV Analog Service)

It was moved by Mr. Howald and seconded by Mr. Ruiz that authorization be given to enter into a purchase agreement with Axcera, LLC, a Delaware limited liability corporation, and the Coast Community College District (KOCE-TV) for a Visionary HP 100DAW 100kW Visual/ 10kW Aural Transmitter. The analog transmitter will be located at Mt. Wilson, occupying building, tower and antenna space leased from American Tower Corporation (Board approved March 5, 2003).

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

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

Fiscal Impact: \$925,000, including \$25,000 ASI multiplexer communication equipment.

12. Authorization to Purchase a 2/9 Share of a Caterpillar Emergency Diesel Generator from Quinn Power Associates, in conjunction with KXLA-TV, KXLA-DT, KJLA-DT, KDOC-TV, KDOC-DT, KAZA-DT and KAZA-TV (KOCE-TV and KOCE-DT)

It was moved by Mr. Patterson and seconded by Mr. Ruiz that authorization be given to enter into a purchase Agreement with QUINN Power Associates, and the Coast Community College District (KOCE-TV and KOCE-DT) to purchase a Caterpillar Model 3516TA 'B' Series 2000 kW emergency diesel generator set.

The generator will be located at KOCE's Mt. Wilson site, and will supply back-up power to nine broadcast stations, including KOCE-DT and KOCE-TV. Each station will own a 1/9 proportionate share of the generator.

Item 12 continued, Authorization to Purchase a 2/9 Share of a Caterpillar Emergency Diesel Generator from Quinn Power Associates, in conjunction with KXLA-TV, KXLA-DT, KJLA-DT, KDOC-TV, KDOC-DT, KAZA-DT and KAZA-TV (KOCE-TV and KOCE-DT)

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

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

Fiscal Impact: \$111,000 (2/9 share of \$450,000 generator plus \$50,000 in permits, fees, and contingencies)

13. Authorization to Enter into a Master Municipal Lease and Option Agreement #1609 with Municipal Services Group, Inc., and the Coast Community College District (KOCE-TV and KOCE-DT)

It was moved by Mr. Ruiz and seconded by Mr. Patterson that authorization be given to enter into a Master Municipal Lease and Option Agreement #1609 with Municipal Services Group, Inc., (MSG), a Colorado corporation, and the Coast Community College District. The Lease Purchase agreement will fund the purchase of the Axcera analog transmitter and 2/9 share of Caterpillar back-up generator at Mt. Wilson.

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

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

Fiscal Impact: The terms of the Lease Purchase agreement are 5 years, \$56,968.30 per quarter in arrears, \$0 buy-out at term, for a total of \$1,139,366 to be paid by KOCE operating funds.

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

1. Authorization to Employ Bundy-Finkel Architects; Upgrade Orange Coast College Sailing Center

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to employ Bundy Finkel Architects for architectural services for the Orange Coast College Sailing Center.

The scope of service is to include the following tasks:

Phase A	Pre-Design Services (Programming)	\$ 3,000
Phase B	Schematic Design	\$ 7,000
Phase C	Preliminary Design	\$ 5,500
Phase D	Agency Processing (Newport Beach/DSA)	\$ 2,900
Phase E	Design Development	\$ 5,500
Phase F	Construction Documents	\$50,500

Item 1 continued, Authorization to Employ Bundy-Finkel Architects; Upgrade Orange Coast College Sailing Center

Phase G	Bidding and Negotiation	\$ 4,200
Phase H	Construction Administration	\$11,250
Total Fee		\$89,850

Plus reimbursable expenses not to exceed \$2,000.

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 – Dr. Berger, Mr. Howald, Mr. Patterson, Mr. Ruiz, and President Brown.

Fiscal Impact: \$91,850 (General Obligation Bond Fund)
OCC Upgrade Sailing Center

2. Authorization to Employ Harris & Associates; Orange Coast College Learning Resource Center and Art Pavilion

It was moved by Mr. Ruiz and seconded by Mr. Howald that authorization be given to employ Harris & Associates for construction management services for Orange Coast College Learning Resource Center and Art Pavilion.

The scope of service is to include the following tasks:

1.	OCC Learning Resource Center	\$624,140
	Phase I-Working Drawings	\$127,697
	Phase II-Bid Phase	\$11,609
	Phase III-Construction	\$484,834
2.	OCC Art Pavilion	\$ 90,816
	Phase I-Bid Phase	\$15,136
	Phase II-Construction	\$75,680

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

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

Fiscal Impact: \$714,956 (General Obligation Bond Fund and Foundation Fund)
OCC Learning Resource Center \$624,140 (General Obligation Funds)
OCC Art Pavilion \$90,816 (Foundation Funds)

3. Authorization for Orange Coast College to Employ Siemens Building Technologies for the Installation of New Mechanical Equipment, Electrical, Demo and New Construction at the Server Room Located in the Annex Building at Orange Coast College Through the Fast Open Contracts Utilization Services (FOCUS) Contract, County of Merced, No. 200263

California Public Contract Code 20652 provides authority for the governing board of any community college district without advertising for bids, the use of other Public Agencies contracts for the lease, purchase and installation of equipment when the board has determined it to be in the best interest of the District. The procurement of Siemens Building Technologies services and equipment utilizing FOCUS contracts will provide a higher level of service with consistently newer technology and a substantial cost saving for the District.

Modifications to the server room are necessary to accommodate the new mainframe server system. The modifications include installation of environment control systems with audible and visual alarms in case of equipment failure and upgrade of the fire suppression system.

It was moved by Mr. Patterson and seconded by Mr. Ruiz that authorization be given to employ Siemens Building Technologies for technical services for the Orange Coast College Information Technology Server Room.

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

Fiscal Impact: \$140,264 (General Obligation Bond Funds)
OCC Upgrade Information Technology (Phase I)
(OCC Server Room)

General Items of Business

1. Approval of Tax Sheltered Annuity Company

The following company has complied with the Board adopted regulations for the sale of tax sheltered annuity plans for individual salary reduction:

CalSTRS

It was moved by Mr. Patterson and seconded by Mr. Ruiz that the above listed company be approved for the sale of tax sheltered annuity plans for individual salary reduction and that the Chancellor or Vice Chancellor of Administrative Services be authorized to sign the necessary agreement on behalf of the Board of Trustees.

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

Fiscal impact: None

2. Approval of Instructional Material Fees

It was moved by Mr. Howald and seconded by Mr. Ruiz to approve the modification of the materials fees schedule as outlined in the December 10, 2003 Agenda.

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

3. Approval of Agreement of Terms Between the KOCE-TV Foundation Board and the Coast Community College District for Possible Sale of KOCE-TV

It was moved by Mr. Patterson and seconded by Mr. Ruiz to continue this item to follow the Closed Session discussion.

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

Policy Implementation

1. Adoption of New and Revised Board Policies Proposed During the November 19, 2003 Regular Meeting of the Board

OCC Faculty Senate President, Kevin Parker, informed the Board of continued concern with the proposed Acceptable Use Policy. The Board agreed to delay action on that policy until an agreed upon revision was presented.

It was then moved by Mr. Patterson and seconded by Mr. Ruiz that revisions for the following Board policies be adopted:

Revised Policies

College Bookstore Fund (GWC) – 030-10-10 (Change in Education Code Reference Number)
 College Bookstore Fund (CCC) – 030-10-11 (Change in Education Code Reference Number)
 Investment Policy – 040-1-1 (Change in Education Code Reference Number)
 Co-Curricular Accounts -- 040-1-3 (Education Code Reference Eliminated)
 Lending of Equipment – 040-2-4 (Change in Education Code Reference Number)
 Purchasing – 040-3-1 (Recommended Change in Practice -- Revised by Board Committee and District Administrative Services Staff)
 Purchasing by the Department of General Services of the State of California – 040-3-1.1 (Change in Education Code Reference Number)
 Petty Cash Funds for Small Emergency Purchases – 040-3-2 (Education Code Reference Eliminated)
 Alternative Revolving Cash Funds at the Colleges – 040-3-5 (Education Code Reference Eliminated)
 Alternative Revolving Cash Fund at the District – 040-3-5.1 (Education Code Reference Eliminated)
 Inspection and Copying of Public Records – 040-7-2 (Change in Education Code Reference Number)
 District Use of Force – 040-13-7 (Specifics to be Referenced in Procedures Versus Policy)
 Replacing or Repairing Employee's Property – 040-15-2 (Education Code Reference Eliminated)
 Equal Employment Opportunity Policy Statement – 050-1-2 (Change in Law)

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

Resolutions

1. Adoption of Resolution to Increase Income and Expenditure Budget for 2003-2004

It was moved by Mr. Ruiz and seconded by Mr. Patterson to adopt the Resolution to decrease the income and expenditure budget for 2003-2004. The Board further resolved that the following budget transfers be made.

General Fund

8100	Federal Revenue	4,992,018 +	(1)	1000	Certificated Salaries	95,900 +
8600	State Revenue	14,400 +	(2)	2000	Classified Salaries	258,364 +
				3000	Employee Benefits	33,554 +
				4000	Supplies	31,975 +
				5000	Services	4,562,109 +
				6000	Capital Outlay	66 +
				7000	Other Outgo	24,450 +
	Total Revenue	5,006,418 +		Total Expenses		5,006,418 +

(1)	Establish budget for WIA 15% Veterans - North	86,000 +
	Establish budget for WIA Senior Aide - South	7,004 +
	Increase budget for WIA Dislocated Worker - North	1,068,750 +
	Increase budget for WIA Disadvantaged Adult	416,250 +
	Increase budget for WIA Rapid Response	220,000 +
	Increase budget for WIA Community Services	194,637 +
	Establish budget for BESAC Bus Educ State Advisory	38,000 +
	Establish budget for WIA Dislocated Worker 25% - North	489,586 +
	Establish budget for WIA Groundfish	35,745 +
	Increase budget for WIA Employ Svc – Disloc Wrk North	50,000 +
	Increase budget for WIA Employ Svc – Disadv Adult North	30,000 +
	Increase budget for WIA Senior Aide – North	7,004 +
	Increase budget for WIA Pediatric Nurse – South	17,699 +
	Establish budget for Nursing Workforce Initiative	100,000 +
	Establish budget for WIA Dislocated Worker - South	1,068,750 +
	Establish budget for WIA Disadvantaged Adult - South	416,250 +
	Establish budget for WIA Dislocated Worker 25% - South	489,586 +
	Establish budget for WIA Community Services - South	51,738 +
	Increase budget for WIA Out of School Youth – North	5,807 +
	Increase budget for CPR Grant per award	
(2)	Increase budget for EOPS per state allocation	14,305 +
	Increase budget for Fairview Hospital per award	95 +

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

2. Adoption of Resolution of Intention to Entitle and Develop a Rental Apartment Project and Request for Proposals

Members of the Board's land development committee provided a brief explanation of the Resolution. Board Member Patterson requested a language addition to ensure a percentage of apartment rental space being reserved for faculty and staff. The logistical challenges of that request were discussed.

Speaking to the topic:

Tina Bruning, President of Coast Federation of Educators (CFE)

Following the discussion, it was moved by Mr. Howald and seconded by Mr. Ruiz to adopt the following Resolution of intention to entitle and develop a rental apartment project and request for proposals:

RESOLUTION OF INTENTION TO ENTITLE AND DEVELOP A RENTAL APARTMENT PROJECT AND REQUEST FOR PROPOSALS

BE IT RESOLVED, DETERMINED AND ORDERED by the Governing Board of the Coast Community College District of the County of Orange, State of California, in regular session assembled on DECEMBER 10, 2003, that NOTICE IS HEREBY GIVEN that it is the intention of the Governing Board to consider proposals to develop the identified real property pursuant to Section 81360-81382 of the California Education Code, upon the following terms and conditions:

It is the intent of the District to consider entering into a ground lease agreement for a period of 55 years, which ground lease shall permit the development of a rental apartment project on property currently owned by Coast Community College District containing approximately 13.77 acres located on the northwest corner of Adams Avenue and Pinecreek Drive in the City of Costa Mesa, Orange County, California. The minimum rent that the District will consider is \$3,600 per year for each unit permitted to be built by applicable entitlements, but in no event less than \$900,000.00 per year, payable in equal monthly installments. The terms the District will consider are specified in the Request for Proposals attached hereto. The project, which will be permitted by the ground lease, is rental units only and shall not include for sale units.

Sealed proposals shall be submitted in accordance with the Coast Community College District Request for Proposals attached hereto and copies of such Request for Proposals are available in the office of the Director of Purchasing, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m. The sealed proposals for a ground lease shall be received by Roger Davis, Director of Purchasing, at any time up to 4:30 p.m. on Wednesday, January 21, 2004, in the Office of Administrative Services at the Coast Community College District Headquarters located at 1370 Adams Avenue, Costa Mesa, California. Proposals will be opened following 4:30 p.m. on January 21, 2004 at a time selected by the District.

Item 2 continued, Adoption of Resolution of Intention to Entitle and Develop a Rental Apartment Project and Request for Proposals

The proposals to enter into a ground lease for the aforementioned property will be considered by the Governing Board, on Wednesday, February 4, 2004, in the Board Room, Coast Community College District, 1370 Adams Avenue, Costa Mesa, California, at 6:30 p.m. or as soon thereafter as the agenda of the Governing Board permits, or at an adjourned session of such meeting. Before accepting any written proposal, the Governing Board shall call for oral bids.

Pursuant to California Education Code Section 81370, after considering all proposals submitted, either written or oral, the Governing Board shall have the authority, subject to the provisions of Section 81370 of the California Education Code, to select the proposal which best meets the needs of the District and to enter into a ground lease incorporating that proposal either as submitted or as revised by the District's Governing Board.

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

No real estate broker's commissions shall be paid by the District.

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

Motion carried with the following vote: Aye – Dr. Berger, Mr. Howald, Mr. Ruiz, and President Brown. No – Mr. Patterson.

Recess to Closed Session

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

1. Conference with Real Property Negotiator (pursuant to Section 54956.8)

Property:	District Office Site 1370 Adams Avenue, Costa Mesa, California
Negotiating Parties:	Coast Community College District
Negotiation:	Discussion of Price and Terms

2. Conference with Legal Counsel – Anticipated Litigation (pursuant to Section 54956.9)

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: (1 case)

3. Employee(s) Discipline/Dismissal/Release (pursuant to Section 54957)
4. Public Employment (pursuant to Section 54957)

Title:	Chancellor
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Recess to Closed Session continued

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

Agency Negotiator:	Dr. John Renley, Vice Chancellor of Human Resources
Employee Organization:	Coast Federation of Educators, Local 1911/American Federation of Teachers (CFE/AFT)

Reconvene Regular Meeting

The Board reconvened in Open Session at 9:15 p.m., to report on action taken in Closed Session:

No action was taken in Closed Session.

Approval of Agreement of Terms Between the KOCE-TV Foundation Board and the Coast Community College District for Possible Sale of KOCE-TV

It was moved by Mr. Patterson and seconded by President Brown that the Board of Trustees approve the basic terms -- as identified in the *Term Sheet for Acquisition of KOCE by KOCE Foundation*, dated 12/9/03 -- of the sale of the KOCE-related assets, to the KOCE Foundation, an independent non-profit corporation, as negotiated between the Coast Community College District and the Foundation, subject to Board of Trustees approval and signing of a definitive purchase and sale agreement. Those terms are summarized as follows:

1. \$100,000 in cash payable upon execution of definitive purchase and sale agreement
2. \$7,900,000 in cash payable at the closing
3. \$17,500,000 in cash to be paid over 25 years commencing with the 6th year after the closing, to be secured by a no interest note and security agreement.
4. \$2,500,000 in services and programming to be provided over 7 years after the closing; and
5. \$4,000,000 in estimated avoided costs that would likely be incurred if the operations were sold to another bidder.
6. Amend the draft term sheet to strike out the word "projected" in item number 8, just prior to timing; eliminate the words "confidential," "proposed" and "draft of" that appear on page one; and make the Term Sheet, as amended, available to the public immediately.

The Board further moved that the District's attorneys be instructed to prepare the necessary legal documentation and applications for this transaction, in coordination with the District's special FCC counsel.

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

Adjournment

There being no further business, it was moved by Mr. and seconded by Mr. that the meeting be adjourned. Motion carried with the following vote: Aye – Dr. Berger, Mr. Howald, Mr. Patterson, Mr. Ruiz, and President Brown.

The meeting was adjourned at 9:20 p.m.

Secretary of the Board