

Regular Meeting/Study Session

Board of Trustees

Coast Community College District

District Board Room

5:00 p.m. Closed Session, 6:30 Open Session

Wednesday, August 1, 2012

MINUTES*

A Regular Meeting/Study Session of the Board of Trustees of the Coast Community College District was held on August 1, 2012 in the Board Room at the District Office.

1. Call to Order

President Moreno called the meeting to order at 5:01 p.m.

2. Roll Call

Trustees Present: Moreno, Hornbuckle, Prinsky and Grant.
Student Trustee Torre joined the meeting at 6:30 p.m.
Trustees Absent: Patterson

3. Opportunity for Public Comment (Closed Session)

There were no requests to address the Board at this time.

4. Recess to Closed Session

(Conducted in accordance with applicable sections of California law. Closed Sessions are not open to the public.)

The Board recessed to Closed Session at 5:05 p.m. to discuss the following:

a. Public Employment Performance Evaluation

(Pursuant to Government Code Section 54957)

Position: Chancellor

b. Conference with Legal Counsel: Existing Litigation

(Pursuant to sub-section "a" of *Government Code* Section 54956.9)

Coast Community College Association vs. Coast Community College District
Public Employment Relations Board Case No. LA-CE-5436-E
Damian Rodriguez vs. George Phan et al., Orange County Superior Court Case
No. 30-2011-00445563
William Miles vs. Golden West College et al., Orange County Superior Court
Case No. 30-2011-00504551
Coast Federation of Classified Employees vs. Coast Community College District,
PERB Case No. LA-CE-5682-E
Janet Redding vs. California Community Colleges, et al., Sacramento County
Superior Court Case No. 34-2012-00120487
Coast Community College Association vs. Coast Community College District Public
Employment Relations Board Case No. LA-CE-5714-E

c. Conference with Legal Counsel: Anticipated Litigation

Significant exposure to litigation pursuant to sub-section "b" of *Government Code*
Section 54956.9. Two Cases:

1. Claim by Jerry Spiratos
2. Claim by Vector Resources, Inc.

d. Conference with Labor Negotiator

(Pursuant to *Government Code* Section 54957.6)

Agency Negotiator: Dr. Andrew Jones, Chancellor and Dr. Deborah Hirsh, Vice
Chancellor of Human Resources

Employee Organizations:

Coast Federation of Classified Employees(CFCE),
Coast Community College Association-California Teachers
Association/National Education Association (CCCA-CTA/NEA),
Coast Federation of Educators/American Federation of Teachers (CFE/AFT),
Unrepresented Employees: Association of Confidential Employees (ACE),
Unrepresented Employees: Coast District Management Association (CDMA),
Educational Administrators

5. Reconvene Regular Meeting

The meeting was reconvened by Board President Moreno at 6:30 p.m.

6. Pledge of Allegiance - Trustee Jim Moreno

Trustee Moreno led the Pledge of Allegiance.

7. Report of Action from Closed Session (if any)

Interim Board Secretary, Daryl Betancur, reported that for Item b. Conference with Legal
Counsel: Existing Litigation, in the case of Damien Rodriguez vs. George Phan et al, on

a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board denied the application for leave to file a late claim against the Coast Community College District filed by Mr. Phan.

Motion carried with the following vote:

Ayes: Trustees: Moreno, Hornbuckle, Prinsky and Grant
Noes: None
Absent: Trustees: Patterson and Torre
Abstain: None

Additionally, Mr. Betancur reported that, for **Item c. Conference with Legal Counsel: Anticipated Litigation**, the claims of Jerry Spiratos and Vector Resources, Inc. were denied.

8. Public Comment (Open Session)

Board President Moreno announced that Agenda Item #10 would be pulled at the request of staff.

At this time, Mr. Woo Lim, President of Ca-City Construction and Mr. Mark Feldman, attorney for Cal-City Construction, addressed the Board regarding Agenda Item #10 Bid Tabulations and Award of Contract: Orange Coast College Music Modernization Project: Bid No. 2009.

9. Authorization to Contract with Tangram Business Interiors, Inc. for the Coastline College Newport Beach Learning Center for Fixtures and Furnishing for Classrooms and Offices Using the California State University Contract 11Z03183 for Contract Pricing.

On a motion by Trustee Hornbuckle and seconded by Trustee Prinsky, the Board voted to authorize the District to purchase furniture and installation for the Coastline College Newport Beach Learning Center from Tangram Business Interiors, Inc., utilizing the CSU contract pricing 11Z03183.

Motion carried with the following vote:

Ayes: Trustees: Moreno, Hornbuckle, Prinsky, Grant and Torre
Noes: None
Absent: Trustee Patterson
Abstain: None

10. Bid Tabulations and Award of Contract: Orange Coast College Music Modernization Project; Bid No. 2009

This item was pulled earlier in the meeting.

11. Study Session - Accreditation

Dr. Andrew Jones, Chancellor, addressed the Board regarding the District's upcoming visits for re-affirmation of accreditation in March 2013. He recapped that each college had formed a comprehensive team with representatives from all constituent groups, and they

had documented the responses to the standards that the Accrediting Commissions require. He indicated that each college is independently accredited, but the District has an overall responsibility.

The District-wide Accreditation Workgroup has been working to ensure a consistent approach across the three colleges relative to Standards IV.B.1 and IV.B.3 which deal with the Board of Trustees and the District Office. He further stated that the colleges have been working diligently on their reports and that there are still issues that need to be addressed. Additionally, he commented that one of the main areas of emphasis for this accreditation cycle is Student Learning Outcomes.

Dr. Serban indicated that the following items would be discussed:

1. Analysis on aligning existing Board Policies with Community College League of California (CCLC) chapter structure and numbering system.
2. Topics that require some level of detail in the minutes of Board meetings in order to have required evidence for accreditation reports and visits, and compliance with various legal requirements.
3. Review of most recent drafts of the three Institutional Accreditation Self-Evaluations.
4. Proposed Revision of Board Policy 2745 Board Self Evaluation and Development of Associated Administrative Procedure.
5. ACCJC most recent actions on colleges, June 2012
6. ACCJC 7-6-2012 press release related to City College of San Francisco.

She indicated that, with the exception of Items 5 and 6, these had been discussed at the Board Accreditation Committee meeting on June 27, 2012. She further indicated that Item 1 had been updated since June 27th and the attachment provided for this meeting reflected the additional work done since; that Item 2 was a follow up as there had been previous discussions relating to the need to have more detailed minutes on various topics as evidence of dialogue, and that for Item 3, the updated versions of the colleges' self studies did not yet incorporate feedback received from several Board members because of summer schedules and difficulty in scheduling another meeting of the District-wide Standard IV.B Accreditation Workgroup. However, the next meeting of the work-group is scheduled for August 24th, at which time they would further review the Board's feedback and discuss how to revise current drafts to reflect the Board's input and feedback. In terms of Item 4, this had been discussed by the Board Accreditation Committee regarding the need to develop an Administrative Procedure relating to Board Policy 2745, or add to the policy itself. With respect to Items 5 and 6, these were informational items, showing recent action taken by the ACCJC.

1. Analysis on aligning existing Board Policies with Community College League of California (CCLC) chapter structure and numbering system.

Dr. Serban indicated that in order to align with the CCLC chapter structure, numbering and naming, we need to restructure our chapters and our numbering system; that in some instances, we just need to change the policy title, while others are more complex. She suggested a three step approach: 1) for those policies where renumbering or placing in a different chapter is needed, those simple revisions can be made first; 2) that those policies that require discussion or substantive revision can be moved to the correct chapter and be put on a schedule for revisions, following the process outlined in AP 2410; 3) for those policies that are more complex such as the Human Resources policies which will require

more discussion and significant realignment, that, based on discussion with the Vice Chancellor of Human Resources, it is recommended to have outside assistance to help with this area. Dr. Serban commented that all of these issues need to be addressed before the March 2013 time-frame to avoid sanctions, as we were already given this recommendation in 2007. Some items would need discussion with Dr. Lipton, and all substantive revisions (other than changing a number or title) would be brought to Chancellor's Cabinet. Additionally, she indicated that we need our Board Policies to reflect what we do and some of them have never been implemented. Dr. Lipton commented that, apart from the accreditation issue, some of the Board Policies need to be updated to be in legal compliance.

It was indicated that Board members had held previous discussions regarding policies, and there had also been discussion on policies in Board Accreditation Committee meetings.

After discussion by the Board, on a motion by Trustee Hornbuckle, seconded by Trustee Grant, the Board voted to authorize Dr. Serban, Vice Chancellor of Educational Services, to move forward to make the necessary changes in conjunction with the Board Clerk and Staff, and also directed Dr. Serban to consult with District General Counsel on what policies should be addressed immediately. Additionally, Dr. Serban was directed to forward all policies to Dr. Lipton for his review prior to them being sent to Board for approval.

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky, Grant and Torre
Noes:	None
Absent:	Trustee Patterson
Abstain:	None

2. Topics that require some level of detail in the minutes of Board meetings in order to have required evidence for accreditation reports and visits.

It was reported that the level of detail in minutes of Board meetings had been discussed by the Board Accreditation Committee and at Board Meetings. During extensive dialogue by the Board, it was noted that there is a definite need, when specific topics are discussed, for additional detail to be included in the minutes to show engagement of the Board relative to student success and measurement of performance. Board members agreed that action minutes fail to show that discussion took place.

It was requested that a list of items requiring additional information be provided to the Board Office for guidance. Further, it was clarified that we need to capture the essence of a conversation, not verbatim transcripts, but a summary to include discussion by the Board and not just report the action taken. Additionally, it was suggested that the minutes include clear topics, any suggestions for action, points discussed and/or any action taken as well as the specific direction given to staff on these items. It was reported that the Board Audit and Budget Committee was planning to review suggestions and work on a basic outline of the items needed, particularly for action and accreditation items. Dr. Lipton suggested this be memorialized in a Board policy or procedure, or have a practice when one of these items is on the agenda, that an asterisk be added to the agenda item to indicate that it would contain expanded minutes. This suggestion was discussed by the Board, and will be reviewed further by the Audit and Budget Committee.

3. Review of most recent drafts of the three Institutional Accreditation Self-Evaluations.

Dr. Serban pointed out that the colleges were working very diligently on this matter and indicated there are some areas that may present challenges in March 2013. Further, she indicated that we still have time to intensify our efforts in dealing with ways to make these areas better; that one concern and possible potential for getting a recommendation or sanction is Student Learning Outcomes (SLOs). She indicated that the colleges should not have only defined and collected data for SLOs, but have analyzed the data and used it for improvement. Even though much work has been done, she said we may not be ready to meet requirements fully in this area. Dr. Serban referenced a report from the ACJC regarding their expectation that all colleges submit a detailed report showing specific evidence and examples with outcome data analysis and descriptions of how the results are used. It was requested that Dr. Serban provide a copy of this report to all Board members for their review.

Following Dr. Serban's comments, a lengthy discussion took place between the Trustees and College Presidents regarding reaching proficiency levels and SLOs, and where the colleges stand regarding the SLO process, and it was noted that the Board Accreditation Committee recognized the deadline was rapidly approaching and that the colleges were working on SLOs. Dr. Serban indicated the minimum that could be done would be to revise the evaluation process and tool to identify SLOs as part of the evaluation process for faculty. It was noted by the Board that this seemed to be a change from what had previously been expected, and stressed that it is important for us to document what we have done, where we are, what we plan to do and what our goals are, and show how we are moving in the right direction.

Dr. Serban added that, according to the Accreditation Commission, regardless of the college's budget, it is the responsibility of the institution to adjust their operations and to have the capacity to serve students and offer programs that will be well served within existing resource boundaries. She stated that it is something we need to assess carefully to make certain that there is sufficient administrative capacity and staffing capacity to conduct business at the colleges and District.

4. Proposed Revision of Board Policy 2745 Board Self Evaluation and Development of Associated Administrative Procedure.

The Board commented that there have been discussions in Accreditation Meetings regarding Board self evaluation and similar topics, and that it had been suggested that these discussions, as recorded in the minutes, could be used to show Board involvement with the accreditation process.

Dr. Serban indicated that there is a proposed change in #7 of this policy. Depending on the results of the Board self-evaluation and identified areas of improvement as discussed in various meetings, the Board could then decide on a timeline and a process to address them; if the minutes of Board Sub-Committee meetings include discussion, this could then also be utilized as evidence of these discussions. There was discussion about how these minutes could be made available for all parties to review before they are presented for approval.

On a motion by Trustee Hornbuckle, seconded by Trustee Prinsky, the Board voted to refer this policy to the next Board Meeting for approval, with the inclusion in paragraph #7

of the word "primarily" so that the sentence reads "Upon identification of areas of improvement as result of this self-evaluation, the Board primarily through the Board Accreditation Committee, will devise a process and appropriate measures to address these areas....".

Motion carried with the following vote:

Ayes:	Trustees: Moreno, Hornbuckle, Prinsky, Grant and Torre
Noes:	None
Absent:	Trustee Patterson
Abstain:	None

5. ACCJC most recent actions on colleges, June 2012.

Dr. Serban indicated that this was being provided as an informational item to the Board.

6. ACCJC 7-6-2012 press release related to City College of San Francisco.

Dr. Serban indicated that this press release had also been provided as an informational item. The Board commented that this press release and letter received by City College of San Francisco are instructive for everyone and questioned whether this type of information could be circulated more widely at the campuses, specifically through the Academic Senates.

Dr. Serban outlined that the next steps in the accreditation process would be a meeting of the District-wide Standard IV.B Accreditation Workgroup scheduled for August 24th, and the Board Accreditation Committee was planning to meet on September 20th. The goal is that the self studies will then be revised for all three colleges based on input from these meetings. She stated that during the third week of October, the latest institutional self-study reports will be brought back to the Board and this will be last opportunity for Board input, as the colleges will then need to finalize and publish the reports; they will be brought back to the Board again for approval at a meeting in November if possible. She stressed that this will be the final version and will come for final approval. No changes can be made to this final version. She indicated that the reports need to be sent to the Accreditation Commission in December. Dr. Serban also added that, because self studies will have a time lag between the submittal of the reports and the actual visit, it is customary for the College Presidents to provide an update to the Chair of the Accreditation team and team members of what has been accomplished that self studies couldn't capture because of timing. It was suggested by the Board that Dr. Jones present a district-wide update.

The Board noted that there was mention of a Resolution on page 355 of Golden West College's report that needed clarification; specifically that this Resolution was revised and unanimously approved by the Board. It was requested that the Board's actions be described as being attentive to the needs of the District, budget responsibility and of the voting public.

The Trustees commented on the cooperative spirit that exists at the campuses, and thanked everyone for their hard work on this process.

At this time, Ann Holliday, Coastline Community College faculty member, addressed the Board on behalf of the Coast Federation of Educators, regarding SLOs and faculty members' evaluations. She pointed out that when a faculty member is evaluated on following the course outline of record, this does include SLO's.

12. Adjournment

There being no further business, on a motion by Trustee Moreno and seconded by Trustee Hornbuckle, the Board voted to adjourn the meeting at 8:04 p.m. in memory of Mr. Jack Roberts.

Motion carried with the following vote:

Ayes: Trustees: Moreno, Hornbuckle, Prinsky, Grant and Torre
Noes: None
Absent: Trustee Patterson
Abstain: None

Secretary of the Board of Trustees

**The Student Trustee of the Coast Community College District is provided with an advisory vote to the Board of Trustees, per Board Policy 2015. As such, the Student Trustee's votes recorded within these minutes are advisory only in nature and are not counted in the final outcome of each action taken by the Board. Additionally, per Board Policy 2015, the Student Trustee does not participate in Closed Session meetings of the Board, therefore, votes reported from Closed Session will not include a reference to the Student Trustee.*