

***July 22, 2020, Governing Board Regular Meeting/Study Session
Minutes Approved at the August 26, 2020, Governing Board
Regular Meeting***

Date: July 22, 2020
Time: 4:00 p.m. Public Session
Place: via *Zoom*
George R. Gordon Education Center
500 Court Street
Martinez, California 94553
Presiding Officer: Rebecca Barrett, President

ROLL CALL

Present: Rebecca Barrett President
Andy Li, Vice President
Vicki Gordon
John E. Márquez
Greg Enholm
Mansu Kim, Student Trustee

Those present constituted a quorum.

Call to Order and Public Comment

Through *Zoom*, Governing Board President Rebecca Barrett called the meeting to order at 3:02 p.m. There was no public comment.

Recess to Closed Session

Afterwards, Ms. Barrett said the Governing Board would recess to closed session at 3:03 p.m. to discuss the following items:

- student expulsion hearing;
- public employee performance evaluations;
- public employee discipline/dismissal/release/complaint;
- conference with labor negotiator;
- conference with legal counsel – existing litigation; and
- conference with legal counsel – anticipated litigation.

Reconvene Public Session and Pledge of Allegiance to the U.S. Flag

Ms. Barrett reconvened the public session at 4:00 p.m. Since the meeting was conducted remotely, she asked for a roll call vote of the Governing Board. It resulted in all Governing Board members and the Student Trustee being present. Ms. Barrett

then called on Governing Board Vice President Andy Li to lead the Pledge of Allegiance to the U.S. Flag.

Report Out on Closed Session

Ms. Barrett reported that on motion of Mr. Márquez, seconded by Mr. Enholm, by the following roll call vote: Ms. Barrett – aye; Mr. Li – aye; Ms. Gordon – aye; Mr. Márquez – aye; Mr. Enholm – aye, the Governing Board unanimously approved the expulsion of a student (Student ID No. 1578266).

Public Comment

Ms. Barrett read aloud a letter that was submitted by Maria Alegria regarding LatinX for Inclusion. Ms. Barrett then asked the Governing Board whether they would like to hear public comment again at 5:00 p.m. when the study session concluded. On motion of Ms. Gordon, seconded by Mr. Enholm, by the following roll call vote: Ms. Barrett – aye; Mr. Li – aye; Ms. Gordon – aye; Mr. Márquez – aye; Mr. Enholm – aye; (Student Trustee Advisory Vote – aye), the Governing Board unanimously agreed that additional public comment from Ludmyrna Lopez and Genoveva Calloway and others would be taken up at the conclusion of the study session.

Study Session – Distance Education

Executive Vice Chancellor, Education and Technology Mojdeh Mehdizadeh introduced Dr. Emma Blackthorne, Senior Dean of Research and Planning and Dr. Joanna Miller, Senior Dean of Distance Education. Drs. Blackthorne and Miller summarized the presentation on the COVID-19 impact and distance education.

Mr. Enholm said the mission of the District is to educate students regardless of the challenges the District faces.

Mr. Li said online education is very important and he thanked Drs. Blackthorne and Miller as well as faculty and staff for the support being given to students Districtwide.

Student Trustee Kim thanked the presenters for the information. He said the results of a recent student survey of Diablo Valley College (DVC) students revealed that stress is real for students. Student Trustee Kim said human interaction through *Zoom* is very important, and he suggested that faculty have at least one weekly, interactive meeting with students.

Ms. Gordon thanked Drs. Blackthorne and Miller. She questioned career education and labs and how those types of classes will be handled. Dr. Miller said these types of classes are challenging in the remote environment. Executive Vice Chancellor, Education and Technology Mojdeh Mehdizadeh said the District is working on reducing face-to-face contact as much as possible. She used automotive classes as an example in that lectures can be conducted remotely and social distancing protocols will be followed when students must have hands-on training on automobiles.

Mr. Márquez thanked Drs. Blackthorne and Miller for all of the information and for helping him learn more about the online platform.

Ms. Barrett thanked Drs. Blackthorne and Miller for their presentation. She said students are trying to establish community to support each other in the online environment. Ms. Barrett thanked Executive Vice Chancellor, Education and Technology Mehdizadeh for the ethnic data regarding online education. She commended the colleges for filling the technology needs of students. She said mental health is one of the barriers to success and the District might want to consider taking steps to help students and staff succeed with mental health challenges.

Public Comment

Genoveva Calloway and Ludmyrna Lopez made public comment to request an update on the permanent chancellor search and further requested that the Governing Board hire the permanent chancellor in 2020.

Reports –Chancellor and Governing Board

Interim Chancellor Eugene Huff said student success is the priority of the District. He also acknowledged the work that has been done by faculty to ensure student success. Mr. Huff also recognized Los Medanos College's (LMC) Sandra Mills for being chosen by the California Community Colleges Board of Governors as one of the six statewide awardees as a Clasified Employees of the Year. Interim Chancellor Huff reminded the Governing Board that fall classes will begin August 24, 2020, and most classes will be held online. He said decisions regarding class scheduling are not taken lightly and added challenges exist with scheduling, especially with athletics.

Student Trustee Kim said he would like to thank Mr. Enholm and Mr. Li for recent discussions he had with them. Student Trustee Kim said community colleges are important to the success of students.

Mr. Enholm said he presented the Governing Board's June 24, 2020, social justice resolution at the Antioch, Brentwood and Pittsburg City Council meetings.

Mr. Márquez said he would like the permanent chancellor search item to be placed on the August nonconsent agenda. Additionally, he asked that an equity analysis and presentation be made by the Contra Costa College (CCC) Latinx Faculty and Staff Association of the Workforce Diversity data as it pertains to the CCC Latinx workforce and hires. Mr. Márquez also requested Interim Chancellor Huff conduct a Districtwide equity analysis of the workforce diversity data, using the full data set in partnership with the District Research Office, District Human Resources Office and the Diversity and Inclusion Deans at CCC, DVC and LMC. He said this report should include a case study and analysis of the hiring processes for the last ten hires of administrators and faculty at each of the colleges. The purpose of this study will be to identify the steps in the recruitment process as well as policy areas to close the equity gap.

Ms. Gordon said she hoped Governing Board members would attend the District Office social justice trainings that begin on July 23, 2020. Ms. Gordon said she serves on the Diversity, Equity and Inclusion Committee and is a co-chair of the Workforce and Hiring Practices work group. This work group is currently writing a mission statement.

Mr. Li said data from recent District diversity reports indicates there is a disparity in the hiring of African Americans and Asians compared to Hispanics and Caucasians. He questioned why such a disparity exists. Mr. Li said he was happy to learn that recent actions taken by the federal government imposing restrictions on international students had been rescinded.

Ms. Barrett said the recently rescinded decision by the federal government regarding international students was the right thing to do. Ms. Barrett said she recently received and accepted the resignation of Ms. Gordon as Governing Board Secretary.

Ms. Barrett then called on Recruitment and Classification Analyst Sophia Lever to speak to the composition of the Districtwide Equal Employment Opportunity Advisory Council (DEEOAC). Ms. Barrett asked that appointments be made to this committee. Mr. Li asked whether terms on this committee are for two years. Ms. Lever answered in the affirmative. Ms. Lever said memberships can be renewed or a constituency group can select a new person to serve. Mr. Li suggested alternating terms so that there is overlap within constituent group appointments.

Consent Agenda – Action Items

On motion of Mr. Márquez, seconded by Mr. Li, by the following roll call vote: Ms. Barrett – aye; Mr. Li – aye; Ms. Gordon – aye; Mr. Márquez – aye; Mr. Enholm – aye; (Student Trustee Advisory Vote – aye, excluding human resources items), the Governing Board unanimously approved the following items on the consent agenda:

- Board Report No. 10B Minutes of June 24, 2020, Regular Governing Board Meeting;
- Board Report No. 11B Purchase Orders and Change Orders;
- Board Report No. 12A Ratification of Payroll for Month Ended June 30, 2020;
- Board Report No. 12B Ratification of Vendor Payments for Month Ended June 30, 2020;
- Board Report No. 13A Employment and Change of Status of Management/ Supervisory/Confidential Employees;
- Board Report No. 13B Employment and Change of Status of Contract Academic Employees;
- Board Report No. 13C Employment and Change of Status of Temporary Academic Employees;
- Board Report No. 13D Employment and Change of Status of Regular Classified Employees;
- Board Report No. 13E Employment of Hourly Classified Employees;
- Board Report No. 14A Facilities Planning and Construction Agreements and Amendments to Agreements; and

- Board Report No. 14B Acceptance of Contract Work, Contract No. 8975.0 to CVE Contracting Group, Inc. for the Substantial Completion of the Physical Education And Kinesiology Complex (Demolition Phase) at Diablo Valley College.

Board Report No. 11A - Purchasing Agreements and Amendments to Agreements. Interim Chancellor Huff said a request had been made to pull Contract No. 7274.21, American Institute for Foreign Study, from this report. On motion of Mr. Li, seconded by Mr. Márquez, by the following roll call vote: Ms. Barrett – aye; Mr. Li – aye; Ms. Gordon – aye; Mr. Márquez – aye; Mr. Enholm – aye; (Student Trustee Advisory Vote – aye), the Governing Board unanimously approved Board Report No. 11A, as amended.

General Agenda Item No. 16A - Board Policy 1010, Code of Ethics of the Governing Board and Board Policy 1022, Governing Board Communication Protocols. Ms. Barrett read a statement regarding the Governing Board and the above policies. She addressed violations incurred by two Governing Board members, and said steps were taken to address the violations.

General Agenda Item No. 16B – Discussion of Governing Board Retreat. Governing Board members said, in addition to the items listed on the draft retreat schedule, they may want to add others. Governing Board members said they will share this information with the facilitator, Dr. Brice Harris. There was discussion regarding an in-person vs. remote retreat. At its conclusion, the Governing Board decided that a remote meeting was the only available option, given the current pandemic. Student Trustee Kim asked that support services and other resources for educating students during COVID-19 be addressed at the retreat.

General Agenda Item No. 16C – Annual Report on Delegation of Authority to Enter into Contracts. The Governing Board approved a revision to a resolution on March 27, 2019, delegating authority to the Director of Purchasing and Contracts to enter into contracts above the Public Contract Code bid threshold and not exceeding \$200,000.00. At that time, the Governing Board requested that the Director of Purchasing report back, annually, the purchase orders that were issued under the revised resolution.

The purchase orders listed below were issued between July 1, 2019, and June 30, 2020, in an amount ranging from \$95,200.00 to \$200,000.00, with a total expenditure of \$3,056,843.66. This resolution has allowed the purchasing department to increase the timeliness of delivery for major purchases by as much as six weeks, thus improving purchasing services for all employees and students.

<u>Order No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
9236	Mogo Marketing & Media, Inc.	Blanket order for marketing department media advertising services – DVC	\$ 170,000.00

<u>Order No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
9278	Waxie Sanitary Supply	Blanket order for custodial supplies – DVC	\$ 150,000.00
9288	KYA Services LLC	Blanket order to provide labor and materials for PAC lobby lighting project – DVC	198,564.47
9300	Comcast Spotlight, Inc.	Blanket order to provide marketing and advertisement services – DVC	134,983.0
9331	CDW-G	Blanket order for video storage hardware to support security camera, data and IT for SRC expansion project D-4002 – DVC	128,464.53
9482	KYA Services LLC	Blanket order to provide labor and materials for shot put area relocation project – DVC	115,043.00
9488	Weatherproofing Technologies, Inc.	Blanket order to provide labor and materials for music building roof restoration project – DVC	99,873.09
9529	Workrite Ergonomics, LLC	Blanket order to provide and install furniture for new Brentwood Center project L-630 – LMC (E)	106,676.24
9583	Taylor Engineering, LLC	Blanket order to provide HVAC and building automation systems consulting design services for AA building HVAC upgrades project C-1138 – CCC	108,500.00
9622	Power Plus	Blanket order to provide electrical distribution for temporary power from T-30 to men’s and women’s lockers and gym for Physical Education/Kinesiology (PE/K) – temp power project D-4012 – DVC (A) (E)	168,216.87
9633	Advanced Exercise Equipment, Inc.	Blanket order to furnish and install fitness equipment for PE/K renovation project C-608 – CCC (A)	164,222.13

<u>Order No.</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
9711	CWS Construction Group, Inc.	Blanket order to provide general construction services for year up alternative modifications project D-1172 – DVC	\$ 138,000.00
20182	Packet Fusion, Inc.	Purchase order for Districtwide Mitel phone system support services – DW	101,065.20
20247	Computerland Silicon Valley	Purchase order for Districtwide software license agreement – DW	96,105.00
20298	Computerland Silicon Valley	Purchase order for Districtwide Microsoft software licenses renewal	191,692.50
20314	CDW-G	Purchase order for IT equipment for PE and Student Union complex project L-636 – LMC (A)(E)	114,048.85
20469	CDW-G	Purchase order for IT department equipment – DW	138,770.87
20472	CDW-G	Purchase order for IT department equipment – DW	113,248.40
20597	Dell Marketing LP	Purchase order for IT department equipment – DVC	144,413.48
20607	CDW-G	Purchase order for Districtwide IT equipment - DW	117,931.72
20608	CDW-G	Purchase order for Districtwide IT equipment – DW	129,280.96
20622	Dell Marketing LP	Purchase order for IT department equipment – DVC	102,201.65
20640	ChargePoint, Inc.	Purchase order for electric vehicle charging stations for new Brentwood Center project L-630 – LMC (E)	129,541.70

(A) Funded by 2006 Measure A Bond

(E) Funded by 2014 Measure E Bond

General Agenda Item No. 16D – Measure E 2014 and Measure A 2006 Bond Update Report. The Governing Board asked that a discussion item be brought back to discuss what is planned for the remaining bond balance. Interim Chancellor Huff said a brief

report would be presented to separate out the sequence of bond projects being built and it will also focus on the spend down.

The *Measure E 2014 and Measure A 2006 Bond Update Report for the Contra Costa Community College District* was presented to the Governing Board for information.

General Agenda Item No. 16E - New Course Offering. The following CCC course was approved by the College Curriculum/Instruction Committee, the college presidents, and the chancellor: SPECH-160A.

General Agenda Item No. 16F - Retirements. DVC President Susan E. Lamb acknowledged the retirements of Steve Coccimiglio and Lenore Gallin. DVC President Lamb was happy to report that Mr. Coccimiglio would return as a part-time professor in the future. Mr. Enholm acknowledged those professors who have contributed many years of service to the District. Interim Chancellor Huff acknowledged District Design Director Ben Azarnouh for his service to the facilities construction and planning department.

<u>Name</u>	<u>Payroll Title</u>	<u>Location</u>	<u>Hire Date</u>	<u>Effective End of Day</u>	<u>Years of Service</u>
Azarnouh, Ben	District Design Director	DST	09-14-09	08-31-20	10
Coccimiglio, Steve	Physical Education Professor	DVC	08-15-91	05-22-20	29
Elsberry, Jorene	Early Childhood Education Specialist	DVC	11-16-87	06-30-20	32
Frost, Catherine	Director of Admissions and Records	CCC	04-10-10	08-19-20	10
Gallin, Lenore	Anthropology Professor	DVC	08-15-91	05-22-20	29

Board Report No. 17A – Ratification of First Addendum to Contract for Contract Administrator. Mr. Li asked when the contracts cited in Board Report Nos. 17A through 17C would expire. Interim Chancellor Huff said these contracts would expire on June 30, 2021, and added that approval of Board Report Nos. 17A through 17C would extend these contracts to June 30, 2022.

The employment contract for Executive Vice Chancellor, Education and Technology Mojdeh Mehdizadeh, contract administrator, was modified, extending the contract period. Ms. Mehdizadeh has been evaluated for the 2019-20 fiscal year.

On motion of Mr. Li, seconded by Mr. Márquez, by the following roll call vote: Ms. Barrett – aye; Mr. Li – aye; Ms. Gordon – aye; Mr. Márquez – aye; Mr. Enholm – aye, the Governing Board unanimously ratified the first addendum to contract for contract administrator Mojdeh Mehdizadeh.

Board Report No. 17B – Ratification of Second Addendum to Contract for Contract Administrator. The employment contract for DVC President Susan E. Lamb, contract administrator, was modified, extending the contract period. Ms. Lamb has been evaluated for the 2019-20 fiscal year.

On motion of Ms. Gordon, seconded by Mr. Márquez, by the following roll call vote: Ms. Barrett – aye; Mr. Li – aye; Ms. Gordon – aye; Mr. Márquez – aye; Mr. Enholm – aye; the Governing Board unanimously ratified the second addendum to contract for contract administrator Susan E. Lamb.

Board Report No. 17C– Ratification of Third Addendum to Contracts for Contract Administrators. The employment contracts for LMC President Dr. Robert Kratochvil, Associate Vice Chancellor, Finance and Administration Jonah Nicholas and Associate Vice Chancellor, Chief Human Resources Officer, contract administrators, were modified, extending the contract period. Dr. Kratochvil, Mr. Nicholas and Mr. Shipp, contract administrators have been evaluated for the 2019-20 fiscal year.

Maria Alegria and Ludmyrna Lopez made public comment regarding the selection of a new, permanent chancellor. They both said they would like this person to be hired in 2020.

Mr. Enholm made a motion to approve the contract for the LMC President and not approve the contract for Associate Vice Chancellor, Chief Financial Officer and not approve the contract for Associate Vice Chancellor, Chief Human Resources Officer. Mr. Márquez seconded Mr. Enholm’s motion. The following roll call vote was taken: Ms. Barrett – no; Mr. Li – no; Ms. Gordon – aye; Mr. Márquez – aye; and Mr. Enholm – aye. With three aye votes, the Governing Board approved the contract for the LMC President contract administrator only and did not approve the contracts for the Associate Vice Chancellor, Chief Financial Officer and the Associate Vice Chancellor, Chief Human Resources Officer, contract administrators.

Board Report No. 18A – 2022-26 Five Year Capital Outlay Plan (Plan). Annually, the Contra Costa Community College District submits this Plan to the California Community College Chancellor’s Office. The Plan is provided for consideration and use in preparing capital improvement project funding requests for the state budgeting process. The Plan includes data on projections of college weekly student contact hours, and data on existing facility inventory for use in analysis of the potential projects included within the Plan. Copies of the Plan are also available for public viewing at the District Office in the offices of the Vice Chancellor, Facilities Planning and Construction, and the Chancellor.

On motion of Ms. Gordon, seconded by Mr. Enholm, by the following roll call vote: Ms. Barrett – aye; Mr. Li – aye; Ms. Gordon – aye; Mr. Márquez – aye; Mr. Enholm – aye; (Student Trustee Advisory Vote – aye), the Governing Board unanimously approved the 2022-26 Five Year Capital Outlay Plan.

Adjournment

There being no further business to come before the Governing Board, Ms. Barrett adjourned the meeting in memory of Devon Willis, DVC student, Judy Sunayama Foster, retired DVC business professor and John Allen, retired CCC culinary arts professor at 6:47 p.m. The next regular meeting of the Governing Board will be held via *Zoom* on Wednesday, August 26, 2020.

Respectfully submitted,



Rebecca Barrett, President
Governing Board
Contra Costa Community College District

EH:pk