



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AGENDA OF REGULAR MEETING OF THE BOARD OF TRUSTEES

MEETING: Regular Meeting in February 2019

DATE: Tuesday, February 12, 2019, at 5:30 p.m.

PLACE: Anaheim Campus Board Room
1830 W. Romneya Drive, Anaheim, CA 92801

Welcome to this meeting of the North Orange County Community College District Board of Trustees. If you wish to address the Board, please complete a yellow card entitled, "Request to Address Board of Trustees" and submit it to the Board's Recording Secretary. These cards are available at the podium outside the Board Room.

Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board, according to the rules of the Board. Members of the public wishing to address matters not on the agenda will be invited to do so under "Comments: Members of the Audience" at the beginning of the meeting. The Board reserves the right to change the order of the agenda items as the need arises.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Sections 3 & 4**
- e. **Consider Personnel block-vote items indicated by [] in Section 5**
Agenda items designated as block-vote items with [] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.

An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote. Members of the public completing a card entitled, "Request to Address Board of Trustees" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item.

Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public at the Chancellor's Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).

- f. **Reports:**
Chancellor

* **Cypress College Annual Report and Institutional Effectiveness Report**
By: JoAnna Schilling, Cypress College President

* **Fullerton College Annual Report and Institutional Effectiveness Report**
By: Greg Schulz, Fullerton College President

- g. **Comments:**
Resource Table Personnel
Members of the Board of Trustees

2. a. **Approval of Minutes of the Regular Meeting of January 22, 2019.**

b. **CLOSED SESSION: Per the following sections of the Government Code:**

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.

Per Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATOR:

Property: South of East Chapman Avenue between Raymond Avenue and Annin Avenue, Fullerton, CA 92831 (APN 033-211-04)

Negotiating Party: Fred Williams, Vice Chancellor, Finance & Facilities
Under Negotiation: Terms and Conditions of Sale

Per California Education Code Section 72122: CONSIDERATION OF ACTION ON STUDENT EXPULSION: @01437947.

3. **FINANCE & FACILITIES**

- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- [b] Authorization is requested for the 2018-2019 General Fund and Capital Outlay Fund transfers netting to the amount of \$1,222,506 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307. **(The Resolution is available for review in the District's Business Office.)**
- c. It is recommended that the Board review the District's Quarterly Financial Status Report ending December 31, 2018, as required by §58310 of Title 5.
- d. It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report ending December 31, 2018.
- [e] Authorization is requested to declare the list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items.
- f. It is recommended that the Board approve the one bid from Reliance Resources in the amount of \$320,101.

- [g] Authorization is requested to enter into agreements with Alliance of Schools for Cooperative Insurance Programs (ASCIP) to utilize the ASCIP Owner Controlled Insurance Program for construction projects.
- [h] Retroactive approval is requested to enter into agreement with Raka Consulting in the amount of \$241,200 through June 30, 2019.
- [i] Authorization is requested to amend Project Management Contract for PlanNet Consulting for an additional contract negotiation scope, in the amount of \$8,170.
- [j] It is recommended that the Board approve Change Order Nos. 9 through 15 for Bid #1718-07, Anaheim Campus 7th & 10th Floors Tenant Improvements, with Miller Construction, in the total amount of \$14,816.11.
- [k] Authorization is requested to amend the architectural services agreement with R2A Architecture for the Renovation of the Existing Business-Humanities 300-500 Buildings at Fullerton College in the amount of \$35,102 through September 11, 2022.
- l. Authorization is requested to amend the design build agreement with BNBuilders, Inc. for the Central Plant Expansion Project increase in scope and cost in the amount of \$6,400,000.
- [m] Authorization is requested to extend the consultant addendum with CliftonLarsonAllen LLP in the amount of \$65,880 for services effective January 2 – June 30, 2019.
- [n] Authorization is requested to pre-approve out-of-country travel for Jenifer Kalamian to Iceland from February 13-19, 2019.

4. **INSTRUCTIONAL RESOURCES**

- a. It is recommended that the Board approve the final drafts of the Cypress College Accreditation Follow-Up Report and the Fullerton College Accreditation Follow-Up Report.
- [b] Authorization is requested to accept the Veterans Resource Center Grant in the amount of \$100,000 for the period of July 1, 2018, through December 31, 2020.

5. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:

- Retirements
- Promotion
- Change in Salary Classification
- Leave of Absence
- Temporary Academic Hourly
- Correction to Board Agenda – Change in Salary Classification

[b] Request approval of the following items concerning classified personnel:

Resignations

New Personnel

Administrative Reorganization

Revision of Contract

Voluntary Changes in Assignment

Stipend for Additional Administrative Duties

Leaves of Absence

Correction to Board Agendas – Change in Salary Column Placement

Return from Paid Administrative Leave

[c] Request approval of Professional Experts.

[d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.

[e] Request approval of Volunteers.

6. **GENERAL**

- a. It is recommended that the Board adopt the revised Board Policies in Chapters 1, 2, and 3.
- b. It is recommended that the Board discuss any potential future agenda items.

It is the intention of the North Orange County Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the North Orange County Community College District will attempt to accommodate you in every reasonable manner. Please contact the Chancellor's Office, at (714) 808-4797, at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	February 12, 2019	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Ratification of Purchase Orders and Checks	Enclosure(s)	<u> X </u>

BACKGROUND: Pursuant to the Purchasing Policy for the North Orange County Community College District, a summary of purchase orders and checks shall be submitted to the Board of Trustees for ratification at the first meeting of the Board following the issuance or prior to issuance where required.

The purchase order numbers P0129272 - P0129921, check numbers C0048883 - C0049043; F0231370 - F0231665; Q0006318 - Q0006350; 88486275 - 88487340; V0031603 - V0031711; 70000000 - 70000000; disbursements E8774484 - E8781651; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are NOCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Actual costs will be charged to applicable funds as goods and/or services are received.

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0129272 - P0129921 through January 23, 2019, totaling \$2,085,567.34, and check numbers C0048883 - C0049043, totaling \$4,246,460.34; check numbers F0231370 - F0231665, totaling \$640,917.05; check numbers Q0006318 - Q0006350, totaling \$7,152.95; check numbers 88486275 - 88487340, totaling \$4,176,082.96; check numbers

V0031603 - V0031711, totaling \$6,320.91; check numbers 70000000 - 70000000, totaling \$0,000.00; and disbursements E8774484 - E8781651, totaling \$7,718,903.86, through January 31, 2019.

Fred Williams

Recommended by

Approved for Submittal

3.a.2

Item No.

BOARD RECAP
FOR THE PERIOD JANUARY 8, 2019, THROUGH JANUARY 23, 2019
BOARD MEETING 2/12/19

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0129272	Print Technology Solutions	\$ 290.93		FC	Marketing Materials
P0129495	CLO Virtual Fashion Inc	\$ 4,500.00		FC	Annual Subscription Renewal
P0129498	DLR Group	\$ 9,050.00	Capital Outlay	AC	Preliminary Storm water Drainage Analysis & Design @ FC
P0129593	SKC Company	\$ 602,242.81	Capital Outlay	AC	Relocatable Modular Bldg. @ CC B/A: 12/11/18
P0129618	North Orange County ROP	\$ 1,390.07		NOCE	Reimbursement for Disability Conference
P0129619	Pali Mountain Conference Center, Inc.	\$ 10,160.00		CC	Retreat for Science Tech Leadership Academy Spring 2019
P0129620	Aerial Media Pros	\$ 1,140.01		CC	Instructional Equipment
P0129621	RJ Electric	\$ 950.00		NOCE	Electrical Installation
P0129622	Amazon Business	\$ 956.96		CC	Textbooks
P0129623	GST	\$ 2,775.81		NOCE	Computer
P0129624	Printed Stitches	\$ 7,671.58		CC	Promotional Materials
P0129625	Amazon Business	\$ 1,014.69		CC	Classroom Supplies
P0129626	Therese Mosqueda-Ponce	\$ 258.34		CC	Reimbursement for End of Year Celebration
P0129627	Sesac Inc	\$ 753.78		CC	Annual License Fee
P0129628	Geoffrey Alm	\$ 1,144.85		FC	Adjudicator Services
P0129637	Anaheim Union High School District	\$ 1,404.00		CC	Transportation Fee Reimbursement
P0129638	Cerritos High School	\$ 149.00		CC	Transportation Fees
P0129640	CCP Industries Inc	\$ 998.50		CC	Instructional Material
P0129641	Amber Hoy	\$ 51.95		CC	Transportation Fee Reimbursement
P0129642	Scantron Corporation	\$ 93.77		CC	Instructional Supplies
P0129643	Orange County Business Council	\$ 5,000.00		AC	Institutional Membership
P0129650	Turf Star Inc	\$ 15,000.00		FC	Blanket Order for Utility Cart Repairs
P0129651	Edmars Entrance Solution Inc	\$ 7,000.00		AC	Blanket Order for Entrance Door Repairs
P0129652	O'Reilly Automotive Inc	\$ 2,000.00		CC	Blanket Order for Facilities Supplies
P0129653	Adorama	\$ 13,567.89		FC	Photography Equipment for Theater Dept.
P0129654	Advanced Technologies Consultants	\$ 75,849.55		FC	Printer for Art Department
P0129655	Therese Mosqueda-Ponce	\$ 360.69		CC	Catering Reimbursement for Cal State Fullerton Trip
P0129656	Fisher Scientific Co LLC	\$ 9,038.42		CC	Lab Equipment
P0129657	Quark Enterprises Inc	\$ 406.70		CC	Lab Supplies
P0129658	Diamedical USA Equipment LLC	\$ 90.26		CC	Lab Supplies
P0129659	Dentsply Preventive Care	\$ 35,423.89		CC	Dental Training Unit
P0129661	Regina Rhymes	\$ 106.25		CC	Catering Reimbursement for Cal Poly Pomona Trip
P0129662	Therese Mosqueda-Ponce	\$ 627.18		CC	Reimbursement for Field Trip for Puente Program Students
P0129663	NOVAtime Technology Inc	\$ 17,600.00		FC	Annual Software Maintenance Renewal
P0129664	Tracey Wallace	\$ 200.00		FC	Performer Fee for Kwanzaa event
P0129666	CSI Fullmer	\$ 66,456.69		CC	Furniture for Science Tech Engineering and Math Dept.
P0129667	Los Alamitos Unified School District	\$ 192.50		CC	Reimbursement for Transportation Services
P0129668	Embi Tec	\$ 12,496.37		FC	Lab Supplies
P0129669	Amazon Business	\$ 258.41		NOCE	Office Supplies
P0129670	Keith Vescial	\$ 7,203.00		AC	Coursework Reimbursement for Employee Retaining
P0129676	Morrow Meadows Corp	\$ 2,120.00		NOCE	Data Lines Installations

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BOARD MEETING 2/12/19

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0129677	Fisher Scientific Co LLC	\$ 2,022.94		CC	Lab Supplies
P0129678	Toshiba Business Solutions	\$ 12,364.20		FC	Copier
P0129679	All West Coachlines Inc	\$ 1,465.30		AC	Transportation Fee for Leadership Academy Trip
P0129680	Hawk Ridge Systems LLC	\$ 3,600.00		CC	Software Licenses
P0129681	State of California	\$ 750.00		CC	Accreditation Fee for Health Sciences Dept.
P0129682	Markus Burger	\$ 235.50		AC	Sabbatical Bond Reimbursement
P0129683	William Tool	\$ 84.00		CC	Reimbursement for Hotel Fees for Guest Speaker
P0129684	Canyon Catering & Events Inc	\$ 370.45		NOCE	Catering Student Success Program Tour
P0129685	Drew Cameron	\$ 168.00		CC	Reimbursement for Hotel Fees for Guest Speaker
P0129686	Thermal Combustion Innovators Inc	\$ 1,000.00		FC	Waste Disposal Service Fees
P0129687	Folleh Tamba	\$ 428.82		CC	Reimbursement for Hotel Fees for Guest Speaker
P0129688	Jostens	\$ 28.06		FC	Degrees Certificate Supplies
P0129689	4imprint Inc	\$ 1,179.05		AC	Promotional Materials
P0129690	ASCAP	\$ 3,965.40		CC	Copyright Music Material Fees
P0129691	Airgas-West Inc	\$ 117.12		AC	Facilities Supplies
P0129692	Western Graphics Plus	\$ 14,771.25		CC	Marketing Materials
P0129693	Vavrinek, Trine, Day & Co., LLP	\$ 8,000.00		AC	Annual Fullerton College Foundation Audit
P0129694	Steve T Fukawa	\$ 4,286.23		CC	Tool Sets
P0129695	Steve T Fukawa	\$ 500.00		CC	Advertisement Fees
P0129696	Cypress Chamber of Commerce	\$ 1,800.00		FC	Subscription Renewal
P0129697	Zoom Video Communication Inc	\$ 4,377.07		FC	Instructional Supplies
P0129698	B & H Photo Video Inc	\$ 4,105.27		FC	Instructional Supplies
P0129699	BSN Sports LLC	\$ 1,343.22		FC	Athletic Supplies
P0129700	Rapter Events LLC	\$ 150.00		FC	Independent Contractor for Animal Presentation
P0129701	Amazon Business	\$ 1,903.86		CC	Instructional Supplies
P0129702	Alhambra US	\$ 3,196.00		FC	Software License
P0129703	CDW Government Inc	\$ 8,338.02		FC	Computer Hard Drives and Memory
P0129704	GST	\$ 30,120.04		FC	(30) Computers with Charging Cart
P0129705	CDW Government Inc	\$ 2,083.50		AC	Computer
P0129706	GST	\$ 160,553.17		FC	(150) Computers Piggyback Los Angeles CCD Contract
P0129707	CDW Government Inc	\$ 5,590.95		FC	Software License
P0129708	Mikes Custom Flooring Inc	\$ 16,697.43		AC	Flooring Repair Services
P0129709	Sodexo Inc and Affiliates	\$ 325.29		FC	Catering for Student Svcs End-of-Semester Meeting
P0129710	Therese Mosqueda-Ponce	\$ 237.68		CC	Catering and Ticket Reimbursement for Museum Field Trip
P0129711	Apple Computer Inc	\$ 7,385.59		CC	(15) Laptop Tablets with Warranty
P0129712	State of California	\$ 450.00		FC	Elevator Inspection Services
P0129713	JM & J Contractors	\$ 1,100.00		FC	Floor Repair Services
P0129716	Frank Harris	\$ 5,000.00		FC	Guest Speaker for Flex Day and Convocation Events
P0129717	Stephen Silver	\$ 5,000.00		FC	Guest Speaker for the Art Department
P0129718	Stadium Nissan	\$ 21,804.73		AC	Van Purchase for Productions Dept.
P0129719	Sesac Inc	\$ 1,776.04		FC	Music Licensing Fee

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0129720	Technopro CS Inc	\$ 4,164.00		CC	Software Service Plan Renewal
P0129721	Fuse LLC	\$ 2,814.97		CC	Student Planners
P0129722	Advanced Technologies Consultants	\$ 24,243.75		FC	3D Printer Parts and Maintenance
P0129723	Tornquist Machinery Company	\$ 63,902.38		FC	CNC Lathe for Machine Technology Dept.
P0129744	Pierce Company	\$ 3,690.79		CC	Lab Supplies
P0129745	Hardy Diagnostics	\$ 193.14		CC	Lab Supplies
P0129746	Fullerton College	\$ 160.00		AC	Vaccinations for Staff
P0129747	Meyers Fozi & Dwork, LLP	\$ 1,295.21		AC	Legal Fees
P0129748	Greatlike Media	\$ 6,600.00		FC	Website Development for Art Department
P0129750	Janet Owen Driggs	\$ 238.56		CC	Reimbursement for Shipping Costs of Artwork
P0129751	American Dental Association	\$ 103.89		CC	Textbooks
P0129752	Annette Letcher	\$ 4,489.50		AC	Reimbursement for Coursework
P0129753	Emergency Lighting Equipment Services Co. Inc	\$ 60,676.68	Capital Outlay	AC	Emergency Lighting Battery Replacement Project @ FC
P0129755	Incotechnic Inc	\$ 131,500.00		CC	CC Auto Lift Replacement Project Bid #1819-06
P0129757	Gregory Schulz	\$ 664.80		FC	Reimbursement for Text Books
P0129758	Therese Mosqueda-Ponce	\$ 44.73		CC	Reimbursement for Drinks for Field Trip
P0129759	Safe Hearing America Inc	\$ 1,994.50		AC	Mandatory Hearing Tests
P0129760	California College & University Police Chiefs Associatic	\$ 299.00		CC	Institutional Membership
P0129761	International Association of Campus Law Enforcement	\$ 350.00		CC	Institutional Membership
P0129762	Carolina Biological Supply Co	\$ 110.59		CC	Lab Supplies
P0129763	VWR Funding Inc	\$ 173.05		CC	Lab Supplies
P0129764	Meyers Fozi & Dwork, LLP	\$ 2,489.14		AC	Legal Fees
P0129765	Luxion Inc	\$ 2,883.24		FC	Software License Renewal
P0129766	All In One Poster Company Inc	\$ 1,188.41		AC	Publication Materials
P0129767	Dentsply Preventive Care	\$ 17,711.95		CC	Dental Training Unit
P0129768	Northern Tool & Equipment	\$ 174.50		CC	Instructional Supplies
P0129769	Renewed Vision LLC	\$ 399.00		FC	Software License
P0129785	Outdoor Sign Systems Inc	\$ 4,861.68		FC	Marketing Materials
P0129786	Division of the State Architect	\$ 7,200.00	Capital Outlay	AC	DSA Fee for Baseball Field Project @ CC
P0129787	JM & J Contractors	\$ 7,694.00	Capital Outlay	AC	Install Green Mesh Screen to Existing Chain Link @ FC
P0129788	Division of the State Architect	\$ 500.00	Capital Outlay	AC	DSA Fees for Baseball Field Project @ CC
P0129789	Covoc Corp	\$ 714.06	Bond	AC	Furnish and Install Window Shades @ CC
P0129790	Geotechnical Solutions Inc	\$ 4,000.00	Bond	AC	Geotechnical Engineering Services SEM Project @ CC
P0129791	Montgomery Hardware	\$ 13,952.92	Capital Outlay	AC	Labor and Materials Entry Doors at FC Bldg. 3000
P0129792	Morrow Meadows Corp	\$ 2,010.00		NOCE	Data Lines Installation
P0129793	Valentina Purtell	\$ 1,604.79		NOCE	Reimbursement for Catering Faculty Flex Day
P0129794	Amazon Business	\$ 96.92		FC	Office Supplies
P0129795	Saloncentric Inc	\$ 6,000.00		FC	Blanket Order for Cosmetology Supplies
P0129796	New Pig Corporation	\$ 3,500.00		CC	Blanket Order for Absorbent Materials
P0129797	Johnson Controls Fire Protection LP	\$ 15,000.00		FC	Blanket Order for Fire Alarm Repairs
P0129798	Hummert International Inc	\$ 2,600.00		FC	Blanket Order for Horticulture Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0129799	Refrigeration Supplies Distributor	\$ 3,000.00		AC	Blanket Order for HVAC Supplies
P0129800	JM McConkey Co Inc	\$ 2,000.00		FC	Blanket Order for Instructional Lab Supplies
P0129801	Bell Pipe & Supply Co	\$ 2,000.00		AC	Blanket Order for Hardware Supplies
P0129802	Office Depot	\$ 500.00		FC	Blanket Order for Office Supplies
P0129803	BSN Sports LLC	\$ 495.00		FC	Shot clock Repairs
P0129804	CollegeSource Inc	\$ 7,202.00		FC	Software License Renewal
P0129805	Lampline	\$ 352.37		FC	Light Bulbs
P0129806	S & K Theatrical Draperies Inc	\$ 242.44		FC	Theatrical Supplies
P0129807	Aardvark Clay & Supplies Inc	\$ 6,379.65		CC	Art Supplies
P0129808	BSN Sports LLC	\$ 4,353.10		FC	Installation of Softball Backstops
P0129809	Refrigeration Supplies Distributor	\$ 274.86		CC	Refrigeration Supplies
P0129810	BSN Sports LLC	\$ 5,610.65		FC	Athletic Uniform
P0129819	American System Integrators	\$ 975.50		NOCE	Security Cameras Repair
P0129820	State of California	\$ 64.65		CC	Textbooks
P0129821	Gorm Inc	\$ 12,785.23		CC	Floor Scrubber for Facilities Dept.
P0129822	GST	\$ 382.23		FC	Printer
P0129823	Randall Woltz Piano Service	\$ 90.00		FC	Piano Tuning Fees
P0129824	Sidepath Inc	\$ 1,463.86		CC	Computer
P0129825	Amazon Business	\$ 2,372.23		CC	Classroom Supplies
P0129826	Montgomery Hardware	\$ 5,658.28		CC	Door Replacement Services
P0129827	The Metropolitan Museum of Art	\$ 272.29		FC	Art Plaque
P0129828	Sasco Electric	\$ 3,600.00		CC	Network Dateline Installation
P0129829	Scott Sales Co.	\$ 319.09		FC	Facilities Supplies
P0129830	A-1 Saw & Tool Inc	\$ 180.60		FC	Facilities Supplies
P0129831	Aardvark Clay & Supplies Inc	\$ 63.22		FC	Instructional Supplies
P0129832	Krueger International Inc	\$ 30,420.60		CC	Classroom Furniture for Tech Ed 3
P0129833	Rio Grande	\$ 702.27		FC	Jewelry Supplies
P0129834	Instant Signs Cypress LLC	\$ 1,294.33		CC	Science Tech Engineering Math Center Signage
P0129835	Cintas Corporation	\$ 7,462.64		FC	Employee Campus Uniform
P0129836	Reynolds Advanced Materials	\$ 273.13		FC	Sculpture Supplies
P0129837	Orange County Air Conditioning	\$ 5,875.00	Capital Outlay	AC	Thermostat Controller Replacement @ FC
P0129838	Amazon Business	\$ 41.36		FC	Textbooks
P0129839	Bone Clones Inc	\$ 326.70		FC	Instructional Material
P0129840	Amazon Business	\$ 397.42		FC	Instructional Supplies
P0129841	RefPay.com	\$ 13,940.00		FC	Sports Officials Fees
P0129842	City of Anaheim	\$ 35.00		NOCE	Business License Fee
P0129843	Bone Clones Inc	\$ 5,715.07		CC	Lab Equipment
P0129844	Florida Aqua Farms Inc	\$ 84.04		FC	Lab Supplies
P0129845	Susan Shaw	\$ 7,500.00		AC	Curriculum Development Seminar
P0129846	Blick Art Materials LLC	\$ 2,067.01		FC	Art Supplies
P0129847	VWR Funding Inc	\$ 2,389.27		CC	Instructional Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0129848	Commission on Accreditation for Health Informatics an	\$ 2,750.00		CC	Annual Accreditation Fee
P0129849	Midwest Medical Supply Co LLC	\$ 437.33		CC	Lab Supplies
P0129850	Prestige Concepts: Promotions & Events	\$ 862.78		FC	Marketing Materials
P0129851	Sodexo Inc and Affiliates	\$ 302.94		FC	Catering for Teacher Pathway Program Cohort
P0129852	Samy's Camera Inc	\$ 9,130.34		CC	Photography Equipment
P0129853	Grainger Inc	\$ 349.43		FC	Instructional Supplies
P0129854	Edgar Rothermich	\$ 585.09		FC	Reimbursement for Instructional Supplies
P0129855	YBH Restaurants Inc	\$ 1,459.15		CC	Catering for Mentor Dinner Event
P0129856	Therese Mosqueda-Ponce	\$ 2,381.50		CC	Reimbursement for Theatre Ticket Fees
P0129857	VWR Funding Inc	\$ 1,380.22		CC	Instructional Equipment
P0129858	Carolina Biological Supply Co	\$ 1,825.08		CC	Lab Supplies
P0129859	Transportation Charter Services Inc	\$ 661.00		FC	Transportation Fees for Dept. of Education Workshop
P0129860	Printed Stitches	\$ 671.74		CC	Promotional Materials
P0129861	Amazon Business	\$ 96.94		CC	Lab Supplies
P0129862	Avid Technology Inc	\$ 2,250.00		FC	Software License Renewal
P0129863	VWR Funding Inc	\$ 1,319.69		FC	Lab Supplies
P0129864	Fisher Scientific Co LLC	\$ 3,638.87		FC	Lab Supplies
P0129865	Renegade Brands USA, Inc.	\$ 2,144.23		FC	Athletic Supplies
P0129866	GONLED	\$ 155,357.47		AC	Prop. 39 Lightings Piggyback CCC Foundation Contract
P0129867	Stevan Vargas	\$ 273.69		CC	Reimbursement for Food for Peer-to-Peer Program
P0129869	Cal Pro Specialties	\$ 2,973.12		AC	Promotional Materials
P0129871	Ware Disposal Company Inc.	\$ 110.00		FC	Trash Disposal Services
P0129872	CDW Government Inc	\$ 1,851.18		FC	Computer Display
P0129873	Acorn Naturalists	\$ 157.52		FC	Lab Supplies
P0129874	2nd Gear LLC	\$ 4,160.78		FC	Multimedia Computer with Display
P0129875	GST	\$ 1,655.38		CC	Printer
P0129876	Apple Computer Inc	\$ 3,139.78		CC	Computer
P0129877	Apple Computer Inc	\$ 1,255.30		FC	Computer
P0129879	JM & J Contractors	\$ 1,450.00		FC	Wall Repair Services
P0129880	Dream Shapers	\$ 600.00		CC	Independent Contractor for Speaking Services
P0129881	Pacific Parking Systems Inc	\$ 3,448.00		FC	Parking Meter Machine Upgrade
P0129882	Anita Montano	\$ 187.18		FC	CARE Auto Maintenance Reimbursement
P0129883	Sodexo Inc and Affiliates	\$ 2,992.47		FC	Catering for Adopt An Angel Event
P0129884	BSN Sports LLC	\$ 682.03		FC	Athletic Clothing
P0129885	Sodexo Inc and Affiliates	\$ 38.76		FC	Catering for Academic Orientation
P0129886	VWR Funding Inc	\$ 151.45		FC	Lab Supplies
P0129887	Amazon Business	\$ 538.32		FC	Instructional Supplies
P0129888	Novasky Photography	\$ 400.00		FC	Independent Contractor for Photography Services
P0129890	Sodexo Inc and Affiliates	\$ 134.35		FC	Catering for Library Events
P0129891	Demco Inc	\$ 1,843.28		NOCE	Disability Instructional Equipment
P0129892	Skills Unlimited International Inc	\$ 5,304.29		CC	Instructional Equipment

BOARD RECAP
FOR THE PERIOD JANUARY 8, 2019, THROUGH JANUARY 23, 2019
BOARD MEETING 2/12/19

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0129893	Scantron Corporation	\$ 501.97		NOCE	Instructional Supplies
P0129895	Mac Tools	\$ 4,525.47		CC	Toolbox Sets
P0129896	Scantron Corporation	\$ 113.41		CC	Scantron Forms
P0129897	VWR Funding Inc	\$ 2,538.58		CC	Instructional Supplies
P0129898	Southland Medical	\$ 343.27		CC	Lab Supplies
P0129899	Delta Biologicals	\$ 3,687.70		FC	Lab supplies
P0129900	Crestline Co Inc	\$ 311.85		FC	Marketing Materials
P0129901	Pacific Parking Systems Inc	\$ 12,204.69		FC	Parking Permit Machine
P0129902	B & H Photo Video Inc	\$ 6,839.98		FC	Smart Televisions
P0129903	BSN Sports LLC	\$ 19,928.61		FC	Scoreboards and Installation
P0129904	Toshiba Business Solutions	\$ 60.72		FC	Maintenance Agreement for Copier
P0129905	Economic Modeling LLC	\$ 13,500.00		FC	Software Subscription Services
P0129906	Cases By Source Inc	\$ 1,006.36		FC	Classroom Lab Equipment Supplies
P0129907	Amazon Business	\$ 222.83		FC	Textbooks
P0129908	CSI Fullmer	\$ 426.48		FC	Office Furniture
P0129921	Brustein & Manasevit	\$ 284.47		NOCE	Textbooks

\$2,085,567.34

Approved by:

Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 12, 2019
SUBJECT: 2018-2019 Budget Transfers: General Fund and Capital Outlay Fund

Action	<u>X</u>
Resolution	<u>X</u>
Information	<u> </u>
Enclosure(s)	<u>X</u>

BACKGROUND: While all areas attempt to project their expenditures accurately, situations occur which require transfers to be made. Many times an amount is budgeted for a project but the specific areas of expenditures are not determined until a later date. In this case, the funds are then transferred to the specific accounts.

The attached transfers have been requested and only represent those that affect a contingency account, exceed \$10,000 and/or establish new revenue and expense budgets. In each case, a brief explanation is stated. Additional information will be provided upon request. Pursuant to the California Code of Regulations Title 5, §58307, transfers of funds may be made from reserve for contingencies to any expenditure classification or between expenditure classifications at any time by written resolution of the Board of Trustees. In addition, a resolution providing for the transfer from reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees.

This agenda item was submitted by Kashmira Vyas, District Director, Fiscal Affairs

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6250, Budget Management.

FUNDING SOURCE AND FINANCIAL IMPACT: Budget transfers will be made to the various funds and accounts, as listed.

RECOMMENDATION: Authorization is requested for the 2018-2019 General Fund and Capital Outlay Fund transfers netting to the amount of \$1,222,506 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

3.b.1

Recommended by

Approved for Submittal

Item No.

1. 17249: Strong Workforce Initiative - Local - CC

Transfer to align budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(275,360)
To:	2300 Noninstructional Salaries	94,880
	3900 Benefits	11,480
	4000 Supplies & Materials	55,000
	6000 Capital Outlay	114,000

2. 18137: Community College Basic Skills & Students Outcomes Transformation - CC

Transfer to provide funding for tutoring services and replacement of computers in the instructional lab for student needs.

From:	1300 Instructional Salaries	(99,112)
	4000 Supplies & Materials	(100,332)
	5000 Other Operating Expenses & Services	(42,556)
To:	2400 Instructional Aides	165,441
	6000 Capital Outlay	76,559

3. 17257: Strong Workforce Program - Regional - CC

Transfer to align budget with approved program plans.

From:	4000 Supplies & Materials	(58,183)
	6000 Capital Outlay	(14,231)
To:	2300 Noninstructional Salaries	15,000
	3900 Benefits	632
	5000 Other Operating Expenses & Services	56,782

4. 17247: Strong Workforce Initiative - Local - CC

Transfer to align budget with approved program plans.

From:	4000 Supplies & Materials	(14,575)
	6000 Capital Outlay	(6,162)
To:	2300 Noninstructional Salaries	11,550
	3900 Benefits	612
	5000 Other Operating Expenses & Services	8,575

5. 18137: Community College Basic Skills & Students Outcomes Transformation - CC

Transfer to provide funding to Academic Computing for counseling and student needs.

From:	1300 Instructional Salaries	(420,000)
To:	5000 Other Operating Expenses & Services	210,000
	6000 Capital Outlay	210,000

6. 18137: Community College Basic Skills & Students Outcomes Transformation - CC

Transfer to provide funding to Counseling Department for hourly counselors salaries and benefits.

From:	1300 Instructional Salaries	(129,000)
To:	1400 Noninstructional Salaries	118,422
	3900 Benefits	10,578

7. 18137: Community College Basic Skills & Students Outcomes Transformation - CC

Transfer to provide funding to Career Technical Education Program for project coordinator and consultant to evaluate and streamline the Program Mapper software that enables students to view and evaluate a clear road map for their degree progress.

From:	3900 Benefits	(93,850)
	5000 Other Operating Expenses & Services	(37,000)
To:	2300 Noninstructional Salaries	68,850
	6000 Capital Outlay	62,000

8. 18137: Community College Basic Skills & Students Outcomes Transformation - CC

Transfer to align budget with approved program plans.

From:	2300 Noninstructional Salaries	(23,877)
	3900 Benefits	(1,123)
To:	6000 Capital Outlay	25,000

9. 17247: Strong Workforce Initiative - Local - CC

Transfer to cover the purchase for Auto Lift Replacement Project for the Automotive Technology Program at Cypress College.

From:	6000 Capital Outlay	(71,000)
To:	5000 Other Operating Expenses & Services	71,000

10. 11100: Prior Year Funds - CC

Transfer to allocate funding for book grants and supplies in support of student success activities.

From:	5000 Other Operating Expenses & Services	(115,000)
To:	4000 Supplies & Materials	25,000
	7600 Other Student Aid	90,000

11. 11100: Prior Year Funds - AC

Transfer to provide budget to expand use of Tableau data analytics software districtwide.

From:	7900 Reserve for Contingencies	(28,000)
To:	5000 Other Operating Expenses & Services	28,000

12. 11100: Prior Year Funds - DW/CC/FC/NOCE

Transfer to provide budget for Behavior Response Trainings for crisis intervention to faculty and staff including all campus safety officers.

From:	7900 Reserve for Contingencies	(3,400)
To:	5000 Other Operating Expenses & Services	3,400

13. 11200: Current Year Funds - CC

Transfer to cover professional expert salaries and benefits to coordinate the Distance Education Program and provide support online.

From:	5000 Other Operating Expenses & Services	(13,000)
To:	2300 Noninstructional Salaries	10,000
	3900 Benefits	3,000

RESOLUTION OF THE BOARD OF TRUSTEES
 OF
 NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
 OF
 ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the Capital Outlay Fund (4040), pursuant to the California Code of Regulations Title 5, §58307;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

FROM		TO	
Budget Classification	Amount	Budget Classification	Amount
5000	\$ 628	6000	\$ 628

TOTAL	\$	628	TOTAL	\$	628
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AYES:
 NOES:
 ABSENT:

STATE OF CALIFORNIA)
) SS
 COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 12, 2019, and passed by a _____ vote of said Board.

 Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

Al Mijares, Ph.D., County Superintendent of Schools

by _____, Deputy

3.b.5

 Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	February 12, 2019	Resolution	_____
SUBJECT:	Quarterly Financial Status Report Ended December 31, 2018	Information	X
		Enclosure(s)	X

BACKGROUND: Pursuant to §58310 of Title 5 of the California Code of Regulations, the Chief Executive Officer of each community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis.

The Chief Executive Officer of each community college district shall also prepare a quarterly report based on measurements and standards as established by the Board of Governors of the California Community Colleges and certified on forms provided by the State Chancellor. It is further required that this report be reviewed by the district governing board and entered into the minutes of a regularly scheduled meeting.

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended December 31, 2018.

This agenda item was submitted by Kashmira Vyas, District Director, Fiscal Affairs

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6300, Fiscal Management.

FUNDING SOURCE AND FINANCIAL IMPACT: The State Chancellor's Office requires that the District file a quarterly financial status report known as the CCFS-311Q. This agenda item does not result in any financial impact to the District.

RECOMMENDATION: It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended December 31, 2018, as required by §58310 of Title 5.

Fred Williams

3.c.1

Recommended by

Approved for Submittal

Item No.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD ▼
Fiscal Year: 2018-2019
Quarter Ended: (Q2) Dec 31, 2018

District: (860) NORTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2015-16	Actual 2016-17	Actual 2017-18	Projected 2018-2019
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	222,624,900	221,215,270	230,355,433	224,322,005
A.2	Other Financing Sources (Object 8900)	36,363	61,734,006	1,081,156	1,057,988
A.3	Total Unrestricted Revenue (A.1 + A.2)	222,661,263	282,949,276	231,436,589	225,379,993
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	194,864,258	266,941,933	208,361,366	221,860,900
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	23,726,429	2,971,484	3,169,502	2,661,848
B.3	Total Unrestricted Expenditures (B.1 + B.2)	218,590,687	269,913,417	211,530,868	224,522,748
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	4,070,576	13,035,859	19,905,721	857,245
D.	Fund Balance, Beginning	42,057,784	46,128,360	59,164,219	81,004,989
D.1	Prior Year Adjustments + (-)	0	0	0	-1,935,049
D.2	Adjusted Fund Balance, Beginning (D + D.1)	42,057,784	46,128,360	59,164,219	79,069,940
E.	Fund Balance, Ending (C. + D.2)	46,128,360	59,164,219	79,069,940	79,927,185
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.1%	21.9%	37.4%	35.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	35,686	36,941	32,484	33,539
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

As of the specified quarter ended for each fiscal year					
		2015-16	2016-17	2017-18	2018-2019
H.1	Cash, excluding borrowed funds		94,845,958	79,555,296	117,889,009
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	76,065,483	94,845,958	79,555,296	117,889,009

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	224,324,005	224,322,005	105,848,087	47.2%
I.2	Other Financing Sources (Object 8900)	1,057,988	1,057,988	0	
I.3	Total Unrestricted Revenue (I.1 + I.2)	225,381,993	225,379,993	105,848,087	47%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	221,921,500	221,860,900	97,821,121	44.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,571,848	2,661,848	1,808,404	67.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	224,493,348	224,522,748	99,629,525	44.4%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	888,645	857,245	6,218,562	
L	Adjusted Fund Balance, Beginning	79,069,940	79,069,940	79,069,940	
L.1	Fund Balance, Ending (C. + L.2)	79,958,585	79,927,185	85,288,502	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	35.6%	35.6%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: *(If multi-year settlement, provide information for all years covered.)*

Contract Period Settled (Specify) YYYY-YY	Management		Permanent		Academic		Temporary		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:										
Year 1:										
Year 2:										
Year 3:										
b. BENEFITS:										
Year 1:										
Year 2:										
Year 3:										

* As specified in *Collective Bargaining Agreement or other Employment Contract*

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
 This year? **NO**
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	February 12, 2019	Resolution	_____
SUBJECT:	Quarterly Investment Report and Irrevocable Retiree Benefits Trust Report as of December 31, 2018	Information	X
		Enclosure(s)	X

BACKGROUND: Information is being presented to the Board on the status of the District's investments as well as the status of the assets in the Irrevocable Retiree Benefits Trust.

Quarterly Investment Report

The Quarterly Investment Report for the quarter ended December 31, 2018, is submitted for the District's funds in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of December 31, 2018, the District had **\$308,321,046.31** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$5,380,553,768** and the market value was **\$5,370,720,634**. This represents an unrealized loss for accounting purposes of approximately 0.18%, which equates to **\$530,403** for the District. This paper loss is the result of an increase in interest rates, which caused the values to decrease. The average net interest rate for the quarter ended December 31, 2018, was **1.91%**. Net interest earned for the quarter totaled **\$1,374,937.95**.
2. **Cypress College and Fullerton College Investments.** As of December 31, 2018, the colleges' investments total **\$2,045,556.89**. This amount was invested in certificates of deposit with the interest rates varying from **1.49%** to **2.45%**.

Investments in the Orange County Treasurer's Money Market Educational Investment Pool and the Cypress and Fullerton Colleges' investments meet the standards of Board Policy 6320, Investments.

Irrevocable Retiree Benefits Trust Report

Starting in fiscal year 2017, after approval of action by the Board, the District began moving funds to its Irrevocable Retiree Benefits Trust ("Trust"). Investments of the Trust are made within the investment policy approved by the Retirement Board established for the Trust.

For the quarter ended December 31, 2018, the portfolio value changed from **\$98,268,578.60** to **\$89,397,989.55**, a change in value of **(\$8,870,589.05)**. No contributions or withdrawals were made during this quarter. The time weighted return net of fees was **(9.03%)** quarter-to-date and **4.65%** inception-to-date. Bloomberg.com noted that the S&P 500 Index slipped into a correction in December, going down 10% from its recent peak in September. 2018 was a difficult year for the stock market. According to an analysis from

CNN Business, “Volatility was being driven by signs of a global economic slowdown, concerns about monetary policy, political dysfunction, inflation fears and worries about increased regulation of the technology sector.” And many analysts expect continued uncertainty in 2019. However, while the sharp decline experienced in the last quarter of 2018 is alarming, corrections in the market are normal. And, when viewed over the long run, the risks associated with stocks as investments are generally rewarded by higher returns.

The District’s Investment Advisor, Cary Allison, from Morgan Stanley Wealth Management, will present an update and answer questions related to Trust Investments at the Board meeting.

This agenda item was submitted by Kashmiria Vyas, District Director, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6320, Investments.

FUNDING SOURCE AND FINANCIAL IMPACT: Interest earnings can be used for purposes specified within the funds where they are earned.

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended December 31, 2018.

Irrevocable Retiree Benefits Trust
Performance Report
From Inception to 12/31/18

	Inception to 12/31/17	Quarter ended 3/31/18	Quarter ended 6/30/18	Quarter ended 9/30/18	Quarter ended 12/31/18	YTD	Inception to 12/31/18
Portfolio Value Start of Period	\$ -	\$ 95,585,896.81	\$ 95,072,004.40	\$ 96,104,279.47	\$ 98,268,578.60	\$ 95,585,896.81	\$ -
Contributions	84,374,396.80	-	-	-	-	-	84,374,396.80
Withdrawals	(0.16)	-	-	-	-	-	(0.16)
Change in Market Value	7,150,186.29	(753,674.49)	737,137.81	1,828,646.53	(11,851,809.23)	(10,039,699.38)	(2,889,513.09)
Income Received	4,402,247.07	328,381.78	383,015.36	424,969.30	3,068,480.63	4,204,847.07	8,607,094.14
Portfolio Fees	(340,933.19)	(88,599.70)	(87,878.10)	(89,316.70)	(87,260.45)	(353,054.95)	(693,988.14)
Portfolio Value on 6/30/18	\$ 95,585,896.81	\$ 95,072,004.40	\$ 96,104,279.47	\$ 98,268,578.60	\$ 89,397,989.55	\$ 89,397,989.55	\$ 89,397,989.55

Cash in County Treasury

As of December 31, 2018

General Fund	\$ 117,889,009.41
Child Development Fund	19,883.85
FC Bursar Fund	3,193,554.86
CC Bursar Fund	1,059,632.92
Capital Outlay Fund	57,499,830.75
Self Insurance Fund	33,384,733.99
Retiree Benefit Fund	5,035.81
Student Financial Aid Fund	5,698,111.68
Bond Fund	89,571,253.04
Total	\$ 308,321,046.31

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: December 31, 2018

INVESTMENT STATISTICS - By Investment Pool ⁽¹⁾							
DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/2018	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV ⁽⁴⁾	
COMBINED POOL BALANCES (includes the Extended Fund)							
Orange County Investment Pool (OCIP)	MARKET Value \$	5,008,408,848	275	2.15%	2.00%	1.94%	1.00
	COST (Capital) \$	5,012,961,261					
	MONTHLY AVG Balance \$	5,430,555,655					
	QUARTERLY AVG Balance \$	4,687,108,152					
	BOOK Value \$	5,016,509,479					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$	5,370,720,634	306	2.13%	2.05%	2.00%	1.00
	COST (Capital) \$	5,376,903,140					
	MONTHLY AVG Balance \$	4,752,884,924					
	QUARTERLY AVG Balance \$	4,492,687,170					
	BOOK Value \$	5,380,553,768					

INVESTMENT STATISTICS - Non-Pooled Investments ⁽²⁾				
DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST		
Specific Investment Funds:				
283, FVSD, CCCD	MARKET Value \$	106,238,584	John Wayne Airport Investment Fund	51,512,155
	COST (Capital) \$	106,781,116	Fountain Valley School District Fund 40	34,790,770
	MONTHLY AVG Balance \$	106,494,222	CCCD Series 2017E Bonds	20,478,191
	QUARTERLY AVG Balance \$	106,417,284		
	BOOK Value \$	106,672,698		
				\$ 106,781,116

MONTH END TOTALS			
INVESTMENTS & CASH		INVESTMENTS & CASH	
COUNTY MONEY MARKET FUND (OCMMF)			
County Money Market Fund	\$ 1,319,969,287	OCIP	\$ 5,015,981,195
County Cash & Cash Equivalent	3,019,934	OCEIP	5,377,062,589
EXTENDED FUND	8,046,577,019	Specific Investment Funds	106,781,116
EDUCATIONAL MONEY MARKET FUND (OCEMMF)		Non-Pooled Cash & Cash Equivalent ⁽⁴⁾	21,584,461
Educational Money Market Fund	1,023,318,095		
Educational Cash & Cash Equivalent	159,449		
NON-POOLED INVESTMENTS			
Non-Pooled Investments @ Cost	106,781,116		
Non-Pooled Cash & Cash Equivalent	21,584,461		
	\$ 10,521,409,361		\$ 10,521,409,361

KEY POOL STATISTICS			
INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCMMF - MONTHLY GROSS YIELD	1.86%	OCMMF	19
OCEMMF - MONTHLY GROSS YIELD	2.11%	OCEMMF	48
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	2.31%	JOHN WAYNE AIRPORT WAM	86
OCIP - YTD NET YIELD ⁽³⁾	1.77%	LGIP WAM (Standard & Poors)	35
OCEIP - YTD NET YIELD ⁽³⁾	1.79%		
90-DAY T-BILL YIELD - MONTHLY AVERAGE	2.39%		

**ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: December 31, 2018**

INVESTMENT STATISTICS - By Investment Fund

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/2018	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV ⁽⁴⁾
County Money Market Fund (OCMMF)	MARKET Value \$ 1,321,837,296 COST (Capital) \$ 1,319,969,287 MONTHLY AVG Balance \$ 1,460,217,380 QUARTERLY AVG Balance \$ 1,204,881,487 BOOK Value \$ 1,321,532,097	19	2.34%	1.86%	1.88%	1.00
Educational Money Market Fund (OCEMMF)	MARKET Value \$ 1,024,704,481 COST (Capital) \$ 1,023,318,095 MONTHLY AVG Balance \$ 872,012,184 QUARTERLY AVG Balance \$ 882,051,287 BOOK Value \$ 1,024,628,171	48	2.36%	2.11%	2.14%	1.00
Extended Fund	MARKET Value \$ 8,032,587,705 COST (Capital) \$ 8,046,577,019 MONTHLY AVG Balance \$ 7,851,211,015 QUARTERLY AVG Balance \$ 7,092,862,548 BOOK Value \$ 8,050,902,979	367	2.08%	2.07%	1.96%	1.00

ALLOCATION OF EXTENDED FUND

Extended Fund						
OCIP Share	MARKET Value \$ 3,686,571,552 COST (Capital) \$ 3,692,991,974 MONTHLY AVG Balance \$ 3,970,338,275 QUARTERLY AVG Balance \$ 3,482,226,665 BOOK Value \$ 3,694,977,382	367	2.08%	2.07%	1.96%	1.00
OCEIP Share	MARKET Value \$ 4,346,016,153 COST (Capital) \$ 4,353,585,045 MONTHLY AVG Balance \$ 3,880,872,740 QUARTERLY AVG Balance \$ 3,610,635,883 BOOK Value \$ 4,355,925,597	367	2.08%	2.07%	1.96%	1.00
Modified Duration		0.99				

- (1) The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund.
- (2) Specific non-pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.
- (3) The Net Yield differs from the Monthly Gross Yield as it includes the deduction of the Investment Administrative Fee.
- (4) Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.

CYPRESS COLLEGE INVESTMENTS
MONTH ENDING December 31, 2018

<i>FUND</i>	<i>TYPE</i>	<i>ISSUER</i>	<i>MATURITY DATE</i>	<i>DOLLAR VALUE</i>	<i>INTEREST RATE</i>	
<i>Bursar's Office</i>	<i>(6 mos - 2 years)</i>	CD # OBP-774145	Union Banc	9/27/2019	\$ 800,000.00	1.75%-2.45%
	<i>(3 years)</i>	CD # 911593-41	Schools 1st FCU	1/22/2020	\$ 107,314.15	1.650%
	<i>(3 years)</i>	CD # 0092620172-1000	East West Bank	9/25/2019	\$ 255,686.32	1.750%
	<i>(3 years)</i>	CD # 920880751-293841	NuVision FCU	1/22/2020	\$ 267,511.92	1.492%
<i>Total Bursar Investments</i>					<u>\$ 1,430,512.39</u>	
<i>Associated Students</i>		CD # 911593-40 (3 Years CD)	Schools 1st FCU	10/8/2019	\$ 160,697.72	1.49%
<i>Total Associated Students</i>					<u>\$ 160,697.72</u>	
<i>Total Investments</i>					<u><u>\$ 1,591,210.11</u></u>	

Note: \$1,000,000 invested in OC Investment Pool through District

**Fullerton College
Investment Report
For Period Ended 12/31/18**

Fund	Investment Type	Issuer	Interest Rate	Maturity Date	Estimated Value
Assoc. Students	CD	Schools First Federal Credit Union	1.980	8/13/2019	214,507.52
Assoc. Students	CD	Schools First Federal Credit Union	2.230	8/2/2022	103,208.97
Bursar	CD	Schools First Federal Credit Union	2.130	9/14/2019	104,495.12
Assoc. Students	CD	Schools First Federal Credit Union	2.030	9/14/2019	32,135.17
					<u>\$ 454,346.78</u>

Note: \$3,000,000 invested with County Department of Education (with interest accrued)

Irrevocable Retiree Benefits Trust
Performance Report
Quarter Ended 12/31/18

	Quarter ended <u>12/31/18</u>
Portfolio Value Start of Period	\$ 95,585,896.81
Contributions	-
Withdrawals	-
Change in Market Value	(10,039,699.38)
Income Received	4,204,847.07
Portfolio Fees	<u>(353,054.95)</u>
Portfolio Value on 12/31/18	<u>\$ 89,397,989.55</u>

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 12, 2019

SUBJECT: Surplus and Obsolete Supplies and Equipment

Action	<u> X </u>
Resolution	<u> </u>
Information	<u> </u>
Enclosure(s)	<u> X </u>

BACKGROUND: Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes, is deemed to be unsatisfactory or not suitable for school use, or if it is being disposed of for the purposes of replacement. The attached list of surplus items have exceeded their useful life and are no longer suitable for the District. Other campuses were made aware of the surplus items and were given the opportunity to view and request various surplus equipment prior to Board approval. In the past, local high schools were made aware of the surplus items but these attempts received no response. In this instance, local high schools were not notified because the District deemed that these items would not be of use to them.

The Liquidation Company will conduct an auction for the sale of the attached list of surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

This agenda item was submitted by Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6550, Disposal of District Personal Property.

FUNDING SOURCE AND FINANCIAL IMPACT: Proceeds from the sale of surplus items will be deposited into the General Fund.

RECOMMENDATION: Authorization is requested to declare the attached list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

Fred Williams

3.e.1

Recommended by

Approved for Submittal

Item No.

SURPLUS ITEMS

Qty.	Description	Location
1	Copier	AC
1	DynaBoard Set	AC
2	Oreck Balance Board	AC
1	Desk Lamp	AC
1	Desk Shelf Extension	AC
1	File Older Cart	AC
1	Cork Board	AC
1	Magazine Stand	AC
1	Ipad Cart	AC
81	Computer Monitor	CC
1	Copier	CC
4	DVD Player	CC
2	Fax Machines	CC
1	Flight Simulator Server	CC
2	Flight Simulator Computer	CC
1	Flight Simulator Processor	CC
4	Laptops	CC
7	Projector	CC
214	Computers	CC
12	Printers	CC
1	TV Cart	CC
1	TV	CC
2	Battery	FC
3	Camcorder	FC
3	Capacitor Inductor	FC
12	Computer	FC
2	Laptop	FC
306	Projector	FC
6	Computer Monitor	FC
3	Network Switch	FC
59	TV	FC
1	Cassette Player	FC
56	Document Camera	FC
17	DVD Player	FC
11	TV Cart	FC
72	VCR	FC
4	Monitor	NOCE
1	Projector	NOCE
3	DVD Player	NOCE
1	Box of Hard Drives	NOCE

1	Box of Cables	NOCE
16	Laptop	NOCE
3	Projector	NOCE
32	Printer	NOCE
1	Keyboard Tray	NOCE
5	Computer	NOCE
1	DVD Recorder	NOCE
2	TV	NOCE
1	Shredder	NOCE
2	Smart Board	NOCE
1	Laptop Dock	NOCE
202	Keyboard Tray	NOCE
1	Slicer	NOCE
1	Mixer	NOCE
2	Food Storage Cabinet	NOCE
1	Chocolate Fountain	NOCE
1	Fan	NOCE
1	Cart	NOCE
1	Extended Sheer	NOCE
1	Utility Cart	NOCE
3	Cabinet	NOCE
1	Desk	NOCE
3	CD Player	NOCE

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 12, 2019 Resolution
Information
SUBJECT: Bid Acceptance Sale of Property (Amerige Enclosure(s)
Site)

BACKGROUND: On November 14, 2017, the Board declared the Property located within the District on the south side of Wilshire Avenue between street addresses 406 and 412 Wilshire Avenue, Fullerton, CA 92832, APN: 033-083-32 and on the north side of Amerige Avenue, west of 411 East Amerige Avenue, Fullerton, CA 92832, APN: 033-083-33 (“Property”) surplus and authorized the District to sell the Property.

On May 8, 2018, the Board rejected the one bid in the amount of \$400,000, \$200,000 less than the minimum bid price of \$600,000 set by the District.

On May 22, 2018, the Board authorized the District to seek a waiver from the Board of Governors of the California Community Colleges. The waiver would grant the District the flexibility to negotiate directly a successful sale for the Property. The State Chancellor’s Office did not support the District’s request and directed the District to bid the Property a second time before seeking a waiver from the Board of Governors.

On December 11, 2018, the Board authorized the District to conduct a public sale of the Property second time.

On January 8, 2019, the District conducted a public bid auction for the sale of the Property. The District received one bid from Reliance Resources in the amount of \$320,101. Reliance Resources, a firm owned by C.M. Brahmbhatt, had previously served as the Interim Vice Chancellor, Finance and Facilities from March 2015 through June 2015. Mr. Brahmbhatt is also a principal for Cambridge West, a firm the District has several current contracts with for consulting work. Legal counsel was made aware of all the existing relationships with Mr. Brahmbhatt. Legal counsel concluded that there is no conflict that would preclude Reliance Sources from being a selected bidder.

Staff recommend that the Board approve the bid received for the Property obtained at the public auction. This agenda item was submitted by Fred Williams, Vice Chancellor, Finance & Facilities.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board

Policy 6500, Property Management and Board Policy 6550, Disposal of District Property.

FUNDING SOURCE AND FINANCIAL IMPACT: If the sale is approved, funds from the sale will be deposited in the Capital Outlay Fund.

RECOMMENDATION: It is recommended that the Board approve the one bid from Reliance Resources in the amount of \$320,101. Authorization is requested for the Vice Chancellor, Finance & Facilities, to execute the Purchase and Sale Agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	February 12, 2019	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Approve Utilization of the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Owner Controlled Insurance Program for District Construction Projects.	Enclosure(s)	<u> </u>

BACKGROUND: An Owner Controlled Insurance Program (OCIP) is a centrally procured and managed insurance and risk control program implemented for a single construction project or a series of construction projects. Rather than each contractor providing its own insurance and passing this cost to the District through the construction contract, the District will purchase workers' compensation, general liability, builder's risk, owner's protection professional indemnity and pollution liability coverage to cover the award contractors with limits and prices otherwise that may be unavailable from their own carriers.

Potential cost savings occur both directly and indirectly. Directly, insurance cost can be reduced by the negotiating clout achieved in combining multiple insurance programs into one, with the result of the OCIP producing the total cost of insurance for projects less than the contractors.

Indirectly, aggressive risk control and claim management measures will be implemented when the OCIP is utilized. Savings can arise from the prevention and management of losses, reduction of the cost of losses through consolidation claim management and a single insurers' legal defense.

The key element of the OCIP is that the District maintains control of the insurance, risk management and claim management program for the entire construction project. The OCIP differs from the traditional on site approach of allowing contractors to procure and maintain its own insurance policy(s) with vastly different terms, conditions, units and insurance coverage, naming the District as an additional insurer. Two points are worth mentioning:

1. The OCIP eliminates the finger pointing when there is a loss between contractors and insurers on whose policy will cover.
2. If there is an accident outside the project boundaries, but on or near the campus, there are no disputes between the contractor's insurers and the District insurance since the District has both covered.

The District will utilize the ASCIP OCIP program for selected construction projects to provide maximum coverage for the District. The ASCIP OCIP program was selected to blend with the District Insurance program which is also with ASCIP.

ASCIP is a non-profit Joint Powers Authority (JPA) owned and operated by the member

districts, which North Orange County Community College is a member.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6540, Insurance.

FUNDING SOURCE AND FINANCIAL IMPACT: Premiums will be based on 2.7778% of hard construction costs for projects under \$25 million, 2.6527% for projects over \$25 million and 2.5990% for Prop 39 Projects. In some cases, additional insurance will be added if deemed necessary. All costs will be charged as a project cost.

RECOMMENDATION: Authorization is requested to enter into agreements with Alliance of Schools for Cooperative Insurance Programs (ASCIP) to utilize the ASCIP Owner Controlled Insurance Program for construction projects. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the agreements on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.g.2

Item No.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is in accordance with Board Policy 6340, Bids and Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: The consulting fee of \$241,200 shall be paid from the general fund except for the specific agreement with Adult Education Program, which was paid out of the Adult Education Program funds.

RECOMMENDATION: Retroactive approval is requested to enter into agreements with Raka Consulting in the amount of \$241,200. The term of the agreements will end on June 30, 2019. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.h.2

Item No.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding source is Capital Outlay funds.

RECOMMENDATION: Authorization is requested to amend Project Management Contract for PlanNet Consulting for an additional contract negotiation scope, in the amount of \$8,170, which increases the contract to \$228,670. The term of contract will be from February 13, 2019 to March 13, 2019. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, to execute any agreements and related documents on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.i.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: January 22, 2019
SUBJECT: Change Order Nos. 9-18 for Bid #1718-07, Anaheim Campus 7th & 10th Floors Tenant Improvements

Action	<u> X </u>
Resolution	<u> </u>
Information	<u> </u>
Enclosure(s)	<u> X </u>

BACKGROUND: The Board awards contracts for various public works projects. Public Contract Code §20659 requires Board approval for a Change Order to a Public Works Bid. Funding is available through different sources such as state-supported programs, District bond proceeds, local funding, etc.

The District and/or the Campus staff have recommended changes to the construction scope of work. The attached Change Order Request requires Board approval pursuant to Public Contract Code §20659. Change Orders must not exceed 10% of the original contract amount approved by the Board or \$15,000, whichever is greater. Therefore, the attached Change Order Request, in the total amount of \$16,629.96, is in conformance with Public Contract Code §20659. The original contract amount was \$3,574,000.00. The revised contract amount is \$3,760,717.35.

This agenda item was submitted by Fred Williams, Vice Chancellor, Finance & Facilities.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: The cost of the change orders totaling \$16,629.96 will be charged against Measure J bond funds.

RECOMMENDATION: It is recommended that the Board approve Change Order Nos. 9 through 18 for Bid #1718-07, Anaheim Campus 7th & 10th Floors Tenant Improvements, with Miller Construction, in the total amount of \$16,629.96, increasing the contract from \$3,574,000.00 to \$3,760,717.35. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the change orders on behalf of the District.

Fred Williams

3.j.1

Recommended by

Approved for Submittal

Item No.

Measure J Projects Change Order Request (COR)

CONTRACTOR	CHANGE ORDERS						BOT APPROVAL DATE	COREQ. BY/REASON	CONTRACT AMOUNT		
	BID	CONO.	PREVIOUS	CURRENT	CUMULATIVE	% CUMULATIVE			DESCRIPTION OF CHANGE ORDER	REVISED	% OF ORIGINAL
7th and 10th Floors Tenant Improvements											
							Original Contract Amount \$	3,574,000.00			
Paul C. Miller Construction	1				\$ (2,220.00)	-0.06%	Deductive CO - Reimburse District for cost to replace broken outside stem and yoke valve located on the 7th Floor, Stair #2.	DC	\$ 3,571,780.00	-0.06%	
	2				\$ (3,200.00)	-0.09%	Credit to eliminate two (2) tack boards from contract.	DC	\$ 3,570,800.00	-0.09%	
	3		\$8,357.98		\$ 5,157.98	0.14%	CCD-09 - Install eight new CO2 sensors and eight new thermostats on the 10th floor, also new network wiring communicating to VAV controllers. Existing CO2 sensors and thermostats are outdated.	D	\$ 3,579,157.98	0.14%	
	4		\$114.60		\$ 5,272.58	0.15%	RFI #60 - Change baby changing table to lactation counter.	D	\$ 3,579,272.58	0.15%	
	5		\$1,820.70		\$ 7,093.28	0.20%	RFI #117 - Provide additional weather-stripping on existing operable windows that are warped.				
	6		\$114,825.00		\$ 121,918.28	3.41%	Additional cost to install telecom and low voltage cabling to meet District Telecom Standards.	DC	\$ 3,695,918.28	3.30%	
	7		\$35,461.88		\$ 121,918.28	3.41%	RFI #72 - install MechoShades in various rooms on the 7th and 10th floors for privacy and safety.	CR	\$ 3,731,380.16	4.22%	
	8		\$12,707.23		\$ 134,625.51	3.77%	RFI #129 - furnish and install aluminum curved room signage. The District has been slowly replacing the existing signage with this aluminum signage. The Print Shop can change the description of the room without having to purchase a new signage when the room description changes.	CR	\$ 3,744,087.39	4.54%	
	9			(\$264.05)	\$ 134,361.46	3.76%	RF #33 - credit to delete two receptacles that conflict with glass windows	DC	\$ 3,743,823.34	4.54%	
	10			(\$4,424.00)	\$ 129,937.46	3.64%	RFI #35 - credit to eliminate nine floor combo boxes	DC	\$ 3,739,399.34	4.42%	
	11			\$3,362.00	\$ 133,299.46	3.73%	RFI #138 - install convenience outlet for Lactation Counter top in Family Restroom.	CR	\$ 3,742,761.34	4.51%	
	12			\$4,365.54	\$ 137,665.00	3.85%	RFI #98 - changes to electrical outlet dimensions and number due to furniture plan changes.	CR	\$ 3,747,126.88	4.62%	
	13			(\$13,112.30)	\$ 124,552.70	3.48%	RFI #98 - credit for cord reels that were removed from contractor's scope.	DC	\$ 3,734,014.58	4.29%	

*Change Order Requested By and/or Reasons: C - Code Compliance; D - District Request; CR-Campus Request; DC-Document Coordination; O - Other Reasons (Changed Conditions); U - Unforeseen Condition; V - Value Engineering

Measure J Projects Change Order Request (COR)

CONTRACTOR	CHANGE ORDERS						BOT APPROVAL DATE	COREQ. BY/REASON	CONTRACT AMOUNT	
	BID	CONO.	PREVIOUS	CURRENT	CUMULATIVE	% CUMULATIVE			REVISED	% OF ORIGINAL
		14		\$13,769.85	\$ 138,322.55	3.87%	RFI #141 - one of the existing variable frequency drive (VFD) on the 10th Floor cannot operate with the new BACnet and, therefore, needs to be removed and replaced.	CR	\$ 3,747,794.43	4.64%
		15		\$937.13	\$ 139,259.68	3.90%	Cost to install casework that was removed from the 7th Floor Waiting Room in the 10th Floor Storage Room.	CR	\$ 3,748,721.56	4.66%
		16		(\$120.75)	\$ 139,138.93	3.89%	Credit for stain not used on 10th Floor cabinets that were switched to clear coat.	DC	\$ 3,748,600.81	4.66%
		17		\$11,119.07	\$ 149,441.62	4.18%	RFI #78 - add receptacle for refrigerator on 7th Floor; RFI #79 - electrical modifications due to furniture change in 7th Floor Library; RFI #81 - electrical modifications for 7th Floor computer stations; RFI #107 - added smoke detectors on 7th Floor per CCD 19. All work completed on time and material basis.	CR	\$ 3,759,719.88	4.94%
		18		\$997.47	\$ 150,439.09	4.21%	RFI #118 - add power to recessed lighting in the display cases on the 10th Floor	CR	\$ 3,760,717.35	4.96%
NET TOTAL CHANGES TO CONTRACT				\$16,629.96	\$186,717.35				\$ 3,760,717.35	

*Change Order Requested By and/or Reasons: C - Code Compliance; D - District Request; CR-Campus Request; DC-Document Coordination; O - Other Reasons (Changed Conditions); U - Unforeseen Condition; V - Value Engineering

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 12, 2019
SUBJECT: Amend Agreement with R2A Architecture
for the Business-Humanities 300-500
building renovation at Fullerton College

Action X
Resolution
Information
Enclosure(s)

BACKGROUND: On September 12, 2017, the Board authorized an agreement with R2A Architecture for the renovation of the existing Business-Humanities 300-500 Buildings at Fullerton College for a total not to exceed \$1,881,511.27 plus \$28,000 reimbursable expenses and \$88,000 in FF&E design and relocation assistance.

The Division of the State Architect (DSA) is requesting a very detailed building replacement cost estimate for the Fullerton College 300/500 Project. Their issue is that a renovated building cannot cost more than 50% of the cost of a new replacement building of the same size as identified in the California Building Code (CBC). If the 50% replacement cost rule is exceeded, the structures must be brought up to current seismic code or demolished and replaced. DSA is requesting the estimate in Construction Specifications Institute (CSI) format. In the past, DSA has allowed architects to provide a simple per square foot per commodity/labor replacement cost estimate but they are now requiring a detailed cost estimate. The main issue to accommodating their request is that the design team will be required to schematically design the new replacement facility for costing purposes (architectural design, structural design, MEP design, etc.). DSA very much prefers that all buildings be seismically updated but the CBC 50% exception to the replacement rule.

Justification for the additional services is that a detailed replacement cost estimate and the associated design work was not included in the original scope of services.

Additional fees of \$35,102 are required for new architectural and structural coordination and cost estimation and includes the following services:

- Production of probable replacement cost and submission to DSA.
- Review of additional geotechnical reports and preliminary structural steel framing analysis to support production of the probably construction cost.
- Cost estimate reconciliation and revisions
- Cost Consultant meeting with DSA
- Additional meetings with owner

This agenda item was submitted by Rodrigo Garcia, Vice President Administrative Services and Oscar Saghieh, Project Manager at Fullerton College.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: The additional architectural service fee of \$35,102 will be charged to Measure J bond fund.

RECOMMENDATION: Authorization is requested to amend the architectural services agreement with R2A Architecture for the Renovation of the Existing Business-Humanities 300-500 Buildings at Fullerton College in the amount of \$35,102. The amended amount will bring the total contract to \$1,916,613.27 plus \$28,000 reimbursable expenses and \$88,000 in FF&E design and relocation assistance. The term of the agreement shall be extended through September 11, 2022. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to execute the amendment agreement on behalf of the District.

Fred Williams

3.k.2

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	February 12, 2019	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Amend agreement with BNBuilders, Inc. to increase the project scope and cost for the Central Plant Expansion Project at Fullerton College	Enclosure(s)	<u> </u>

BACKGROUND: On March 27, 2018, the Board awarded a contract to BNBuilders, Inc. (BNB) for RFQ/RFP #1718-13 in the amount not to exceed \$48,125,220 for the Design Build of the Fullerton College Instructional Building and Central Plant Expansion Project. The Central Plant Expansion Project projected budget was an estimated \$2,000,000 based on a Campus-Wide Cooling Plant Load Analysis & Thermal Energy Storage (TES) System Concept Engineering Study conducted by BSE Engineering, Inc. completed prior to the issuance of the RFQ/RFP.

The engineer's estimate included one additional chiller and cooling tower, along with space coordination for two additional chillers and cooling towers.

Once BNB was under contract, a comprehensive site analysis and a more detailed design were completed for the central plant expansion. This revealed costs that were not included in the high-level BSE Engineering study, which significantly understated both plant design price and square footage. Some examples not included in the original cost estimate include: underestimation of square footage to accommodate the right-sized chiller enclosure and tower yard, underestimation of cost to use a galvanized exterior rather than stainless which is more durable when exposed to outside elements, underestimation in general of piping and trench length and cost to accommodate an expansion for future, underestimation of the number and unit cost of control points, and omission of required electrical upgrades. Since it was determined there was a need to increase the budget, staff requested that BNB explore two scenarios in addition to the one initially identified in the BSE study and RFP/RFQ (one new chiller and one new cooling tower with the space coordination for future expansion). These scenarios included (1) one new chiller and one new cooling tower with the space AND infrastructure (mechanical, electrical, piping) for future expansion and (2) full replacement of the Central Plant by adding three chillers and three cooling towers with all the necessary space and infrastructure.

As part of their investigation, BNB modified the central plant layout from that originally suggested in the study to reduce costs associated with underground utility relocation.

The design in the RFP was intended to supply cooling to the planned Instructional Building and M&O Building only. Any future expansion would require significant modification to the designed and constructed system, although space would be provided for future expansion.

Scenario (1) would provide capacity for the new buildings and space for future expansion,

but would also provide the infrastructure for “plug and play” installation of planned future equipment when existing chillers reach the anticipated end of their useful life within the next 5 to 7 years.

Scenario (2) not only provides capacity for the new buildings, but also capitalizes on economies of scale and efficiencies in design and construction to replace and upgrade the entire existing plant. Increasing ambient temperatures, exposure to the elements, potentially undersized cooling towers, and declining reliability have hindered the existing plant’s ability to serve the campus effectively. By fully expanding/replacing the central plant, the campus will experience an improvement in service reliability and efficiency to existing buildings in addition to providing the capacity required for the two new planned buildings.

Regardless of the scenario selected, a contract amendment will be required. Below are estimates for contract amendments associated with each scenario.

Scenario	Original Cost Estimate	Approximate Contract Amendment	Revised Cost Estimate
RFP	\$2,000,000	\$ 2,600,000	\$4,600,000
(1)	\$2,000,000	\$ 3,100,000	\$5,100,000
(2)	\$2,000,000	\$ 6,400,000	\$8,400,000

Since this project delivery method is Design Build, the design fees as well as the contractor fees are included in the augmentation. Project cost that are not included as part of BNBuilders contract are for example DSA fees, insurance, permits, and commissioning.

This agenda item was submitted by Rodrigo Garcia, Vice President, Administrative Services and Oscar Saghie, Project Manager, Campus Capital Projects.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: Financial impact inclusive of reimbursables and all soft costs will be charged to Measure J funds.

RECOMMENDATION: Authorization is requested to amend the design build agreement with BNBuilders, Inc. for the Central Plant Expansion Project increase in scope and cost in the amount of \$6,400,000, scenario (2). Increasing the contract from \$48,125,220 to \$54,525,220. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the change orders on behalf of the District.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 12, 2019 Resolution
Information
SUBJECT: Agreement with CLA (CliftonLarsonAllen Enclosure(s)
LLP).

BACKGROUND: On July 27, 2018, the Vice President, Administrative Services, Cypress College resigned. To aid in the transition and fill the void left while the college conducted the search for a new Vice President, Administrative Services, Cypress College entered into a consulting agreement with CliftonLarsonAllen LLP, for the services of Matt Ceppi.

The original contract commenced on July 30, 2018 and extended to October 31, 2018 in the amount of \$49,000. An addendum extended the contract from November 1, 2018 to December 30, 2018 in the amount of \$26,000 which brought the total consulting contract to \$75,000 and as such did not require Board approval. As of January 2, 2019 the VP, Admin Services position is vacant while the hiring process continues. A second addendum of \$65,880 to extend the contract from January 2 to June 30, 2019 increased the total contract to \$140,880 which requires Board approval. It is requested for the District to enter into a new addendum with CliftonLarsonAllen LLP to continue the services of Matt Ceppi. The addendum is for 244 hours of additional scope to assist the College in the Vice President Administrative Services portfolio, the mid-year budget review and FY 19/20 budget planning process, review of the Tableau reporting package, a redesigned approval process for minor capital projects, and the permanent VP Admin Services onboarding and transition. The CliftonLarsonAllen LLP charges are at an hourly rate of \$270 for the services described.

This agenda item was submitted by JoAnna Schilling, CEO / President, Cypress College.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is in accordance with Board Policy 6340, Bids and Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: The consulting fee of \$38,880 to be paid to CliftonLarsonAllen LLP shall be paid from campus funds from the savings from the Vice President position.

RECOMMENDATION: Authorization is requested to extend the consultant addendum with CliftonLarsonAllen LLP in the amount of \$65,880 for services effective January 2 - June 30, 2019. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the agreement on behalf of the District.

Fred Williams

3.m

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 12, 2019

SUBJECT: Cypress College
Social Sciences Division
Out-of-Country Travel

Action	<u> X </u>
Resolution	<u> </u>
Information	<u> </u>
Enclosure(s)	<u> </u>

BACKGROUND: Per Board Policy 6360, Travel, travel outside the United States and reimbursement from staff development funds in support of instructional programs must be approved in advance by the Board. To comply with the Board Policy, the CEO must approve the out of country travel before forwarding the request to the Vice-Chancellor, Finance and Facilities Office for submittal of the agenda item to the Board.

The following trip involves out-of-country travel and reimbursement request:

- Jenifer Kalamian, Adjunct Professor, Philosophy, Cypress College, Spring 2019, Sacred Sites Tour and Ritual

Indigenous religions are a part of the curriculum of World Religions and Religions of the West courses within the Philosophy Department at Cypress College. I am taking a trip to Iceland this February and am fortunate to have secured a 'sacred sites' tour of the indigenous Icelandic religion as well as participate in two sacred rituals with a native shaman. When I teach my World Religions classes, I teach them with the idea of relating the common human themes of the various philosophies of each religion. This tour allows me a first-hand perspective into what the rituals represent and how their purpose might resemble those of other established western religions.

This agenda item was submitted by Jenifer Kalamian, M.A., Adjunct Professor of Philosophy, Cypress College.

How does this relate to the five District Strategic Directions? This item responds to Strategic Plan Goal #1: Instructional programs provide the necessary basic skills, training, current and relevant vocational skills, successful transfer preparation, and life-long learning options to meet the needs of our students and community.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6360, Travel.

FUNDING SOURCE AND FINANCIAL IMPACT: There is minimal financial impact for the District. A request will be submitted for Staff Development funds through the regular approval process. Any amount not funded would be paid by the staff member.

RECOMMENDATION: Authorization is requested to pre-approve out-of-country travel for Jenifer Kalamian to Iceland on February 13 through 19, 2019.

Fred Williams

3.n

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 12, 2019
SUBJECT: Cypress College and Fullerton College
Accreditation Follow-Up Reports

Action	<u> X </u>
Resolution	<u> </u>
Information	<u> </u>
Enclosure(s)	<u> X </u>

BACKGROUND: Cypress College and Fullerton College are both accredited by the Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC/ACCJC). In October 2017, both colleges hosted visiting teams to determine whether the colleges continued to meet ACCJC’s Eligibility Requirements, Commission Policies and Accreditation Standards. Upon consideration of information provided by the peer review teams, the Commission acted to reaffirm accreditation for eighteen (18) months and require a Follow-Up Report due no later than March 1, 2019 for both colleges. The follow-up reports are to address compliance recommendations only, not improvement recommendations.

The Follow-Up Report by Cypress College provides the College’s response to the compliance recommendation received that stated “in order to meet the standards, the team recommends that the College complete a full review of its processes related to the assessment and review cycle of student learning outcomes for all instructional courses/programs to ensure that all courses, programs and directly related services are improved.”

The Follow-Up Report by Fullerton College provides the College’s response to the first compliance recommendation received in relation to Standards I.B.1, II.A.2, II.A.3 that stated “In order to meet the Standard, the college must assess Institutional Student Learning Outcomes (ISLOs) and engage in sustained substantive and collegial dialog of outcomes in pursuit of continuous quality improvement of courses and programs.” A second compliance recommendation was received in relation to Standards II.A.2, II.A.7 that stated, “In order to meet the Standards, the college must develop methods to ensure that faculty teaching distance education meet generally accepted academic and professional standards and expectation for distance education instruction related to (1) regular and effective contact between instructors and students and (2) professional development.”

The Board reviewed the first draft of the Follow-Up Reports at its November 27, 2018 meeting. The final draft of the reports are now being presented to the Board for approval prior to submission to the Commission.

This item was prepared by Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology, on behalf of the campuses.

How does this relate to the District-wide Strategic Plan? Accreditation falls within the general framework of the District Strategic Directions. It focuses on (1) Innovation and Relevancy for All Learners; (2) Intra-District & Community Collaboration; and (3) Effective & Efficient Use of Resources.

How does this relate to Board Policy? This item relates to Board Policy 3200, Accreditation.

FUNDING SOURCE AND FINANCIAL IMPACT: Expenses related to the publication and submittal of the self-evaluation report will come from the Accreditation budget within the general fund of the Colleges' budget.

RECOMMENDATION: It is recommended that the Board approves the final drafts of the Cypress College Accreditation Follow-Up Report and the Fullerton College Accreditation Follow-Up Report.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 12, 2019
SUBJECT: Cypress College
Veterans Resource Center Grant
Program (RFA: 18-053)

Action	<u>X</u>
Resolution	<u>X</u>
Information	<u> </u>
Enclosure(s)	<u>X</u>

BACKGROUND: With an estimated 1.8 million veterans residing in California, our state’s veteran population is the largest in the nation. Many of the increasing number of veterans returning from service will look to one of the 114 California community colleges as the most easily accessible and affordable educational options available. In fact, approximately 80,000 veterans and active duty service members enroll at California community colleges each year.

The Cypress College Veterans Resource Center (VRC) has been awarded the VRC Grant Program for the period of July 1, 2018 – December 31, 2020. The grant is intended to assist VRCs augment, develop, and/or expand activities and services to support student veterans. The Cypress College VRC will develop a peer-to-peer mentorship program to assist student veterans transition from military to college life leading to a certificate, vocational degree, and/or transfer to a four-year university.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 1: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfer, transfer-readiness requirements, and courses.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3280, Grants.

FUNDING SOURCE AND FINANCIAL IMPACT: The Cypress College Veterans Resource Center (VRC) has been awarded \$100,000 for use beginning July 1, 2018, through December 31, 2020.

RECOMMENDATION: Authorization is requested to accept the Veterans Resource Center Grant in the amount of \$100,000 for the period of July 1, 2018, through December 31, 2020. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cypress College

Veterans Resource Center Grant Program

Budget July 01, 2018 - December 31, 2020

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>				<u>PROPOSED BUDGET</u>
20000 Classified & Other Non-Academic Salaries	18012	3386	21110	6480	\$ 78,030
30000 Benefits	18012	3386	30000	6480	\$ 6,970
40000 Supplies & Material	18012	3386	40000	6480	\$ 2,154
50000 Other Operating Expenses	18012	3386	50000	6480	\$ 12,846
			Total Expenses		\$ 100,000
80000 Revenue					
Veteran Resource Center	18012	3386	86282	6480	\$ 100,000
			Total Revenues		\$ 100,000

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	February 12, 2019	Resolution	<u> </u>
SUBJECT:	Academic Personnel	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND: Academic personnel matters within budget.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

RETIREMENTS

Jianto, Susana	CC	Computer Information Systems Instructor Eff. 05/28/2019 PN CCF897
Pratt, Lynette	FC	Disability Support Services Instructor Eff. 08/01/2019 PN FCF811

PROMOTION

de Dios, Paul	CC	Dean, Counseling & Student Development
	To:	Vice President, Student Services 12-month Position (100%) Range 37, Column G + Doctorate Management Salary Schedule Eff. 02/13/2019

CHANGE IN SALARY CLASSIFICATION

Acosta, Cynthia	CC	Psychiatric Technology Instructor Temporary Contract (100%) Pursuant to E.C. 87482 From: Class B, Step 1 To: Class E, Step 7 Eff. 01/24/2019-05/25/2019
Perez, Francisco	CC	Biology Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 01/28/2019

LEAVES OF ABSENCE

Bianchino, Annie	FC	Chemistry Instructor Load Banking Leave With Pay (13.33%) Eff. 2019 Spring Semester
Payne, John	CC	English Instructor Load Banking Leave With Pay (6.67%) Eff. 2019 Spring Semester

Academic Personnel
February 12, 2019

Palmisano, Michelle	CC	Biological Science Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 01/31/2019-02/07/2019
Plett, Christina	CC	Mathematics Instructor Load Banking Leave With Pay (6.67%) Eff. 2019 Spring Semester
Robertson, Alison	CC	English as a Second Language Instructor Load Banking Leave With Pay (6.67%) Eff. 2019 Spring Semester
Talwar, Ambika	CC	English Instructor Load Banking Leave With Pay (20.00%) Eff. 2019 Spring Semester
Vescial, Keith	CC	Reading Instructor Load Banking Leave With Pay (33.33%) Eff. 2019 Spring Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2019 SPRING SEMESTER,
WINTER/SPRING TRIMESTER

Armitage, Keenah	CC	Column 1, Step 1
Aziz, Tahir	FC	Column 3, Step 1
Berres, Phillip	CC	Column 2, Step 1
Cordero, Frank	FC	Column 2, Step 1
Dicken, Cynthia	FC	Column 1, Step 1
Dymond, Danielle	CC	Column 1, Step 1
English, Noemi	CC	Column 1, Step 1
Eversoll, Allison	FC	Column 2, Step 1
Gertner, Ilya	CC	Column 3, Step 1
Gould, Sam	CC	Column 2, Step 1
Green-Pappas, Patricia	FC	Column 2, Step 1
Hester, Becky	FC	Column 1, Step 1
Iwama, Jason	FC	Column 1, Step 1
Jenkins, Jason	CC	Column 2, Step 1
Knowles, Kevin	CC	Column 1, Step 1
Lacoste, Steven	FC	Column 3, Step 1
Mallett, Cicely	CC	Column 1, Step 1
McAllister, George	FC	Column 2, Step 1
McCament, David	CC	Column 2, Step 1
Metzker, Gary	FC	Column 1, Step 1
Newbold, Steven	FC	Column 1, Step 1

Academic Personnel
February 12, 2019

Pottish, Samuel	CC	Column 1, Step 1
Preponis, Andreas	CC	Column 1, Step 1
Reddy, Bhaskara	CC	Column 1, Step 1
Rogers, Aspen	CC	Column 1, Step 1
Smead, Richard	FC	Column 1, Step 1
Surowski, Peter	FC	Column 2, Step 1
Thomas, David	FC	Column 3, Step 1
Trickett, Dawn	CC	Column 2, Step 5
Vidal, Sean	FC	Column 1, Step 1
Villarruel, Ruby	CC	Column 1, Step 1
Walton, Jasmine	CC	Column 2, Step 1
Webb, Ralph	CC	Column 2, Step 1
Weldzius, David	FC	Column 2, Step 1
Yokoyama, Mark	FC	Column 2, Step 1
Zweigle, Polixeni	FC	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Augugliaro, Mary	CC	Column 1, Step 1
Flores, Stephanie	CC	Column 1, Step 1
Inabu, Tiffany	CC	Column 1, Step 1
Moreno, Adriana	CC	Column 2, Step 1
Mosley, Amelia	CC	Column 1, Step 1
Pennington, Anne	CC	Column 1, Step 1
Perez Martinez, Moises	CC	Column 1, Step 1
Rodriguez, Griselda	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Anderson, Barbara	NOCE	Column 2, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Chang, Chiu Chin	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Daugherty, Sarah	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Eaves, Stephanie	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019

Academic Personnel
February 12, 2019

Faltas, Emad	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Famolaro, Felix	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Gomez, Bruce	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Lee, Christine	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Miller, Joy	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Moradi Nagesi, Mahnaz	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Rangle, Rose	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Raval, Gira	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Samuels, Macleana	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Sanchez-Silva, Olivia	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Segovia, Ronal	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019

Academic Personnel
February 12, 2019

Sharar, Erica	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Steidel, Karen	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Valentine, Tom	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019
Wenner, Paul	AC	Curriculum Development Seminar Stipend not to exceed \$600.00 Eff. 01/14/2019-01/18/2019

CORRECTION TO BOARD AGENDA OF 01/22/2019
NEW PERSONNEL

Dominguez, Carmen	CC	Vice President, Instruction From: Range 37, Column E To: Range 37, Column G + Doctorate Eff. 02/11/2019
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	February 12, 2019	Resolution	<u> </u>
SUBJECT:	Classified Personnel	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND: Classified personnel matters within budget.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
February 12, 2019

RESIGNATION

Brown, Jacob	NOCE	Instructional Assistant, DSS 11-month position (100%) Eff. 02/16/2019 PN SCC863
Gomez, Ernesto	FC	Facilities Custodian II 12-month position (100%) Eff. 02/01/2019 PN FCC665
Kelley, Chad	FC	Laboratory Clerk/Radio 11-month position (100%) Eff. 01/26/2019 PN FCC610
Landin, Esther	NOCE	Special Project Manager, AEBG Workforce Temporary Management Position (100%) Eff. 02/01/2019 PN SCT971
Nunez, Vincent	CC	Special Projects Manager, Dual Enrollment 12-month position (100%) Eff. 02/01/2019 PN CCT725

NEW PERSONNEL

Brown, Alexander	FC	Student Services Specialist/Int'l Student Center 12-month position (100%) Range 36, Step C Classified Salary Schedule Eff. 03/18/2019 PN FCC670
Nguyen, Thu	CC	Business Office Specialist 12-month position (100%) Range 40, Step E Classified Salary Schedule Eff. 02/19/2019 PN CCC872

Classified Personnel
February 12, 2019

Sanchez, Adrienne	CC	Special Projects Manager/SEA and DSS Temporary Management Position (100%) Range 2 Special Project Admin. Daily Rate Schedule Eff. 02/01/2019 – 06/30/2019 Eff. 07/01/2019 – 12/31/2019 PN CCT719
Wiederholt, Kristen	FC	Administrative Assistant II 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 02/13/2019 PN FCC757

ADMINISTRATIVE REORGANIZATION

Wilkening, Nicholas	AC	District Manager, IT Technical Support 12-month position (100%) Range 25, Column D Management Salary Schedule PN ISM997 To: AC District Director, Information Technology Infrastructure and Operations 12-month position (100%) Range 31, Column B Management Salary Schedule Eff. 02/13/2019 PN DEM972
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REVISION OF CONTRACT

Rivera, Hilda	NOCE	Special Project Coordinator, ESL Mentorship Temporary Management Position (100%) Range 1 Special Project Admin. Daily Rate Schedule To: NOCE Special Proj. Manager, ESL Mentorship Temporary Management Position (100%) Range 2 Special Project Admin. Daily Rate Schedule Eff. 12/10/2018 – 06/30/2019 PN SCT968
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VOLUNTARY CHANGES IN ASSIGNMENT

Cota, Yvonne	CC	Administrative Assignment I (100%) Temporary Change in Assignment To: CC Administrative Assistant III 12-month position (100%) Range 41, Step B + 15% Longevity Classified Salary Schedule Eff. 01/02/2019 – 02/14/2019 PN CCC972
Holmes, Roy	CC	Facilities Custodian II (100%) Temporary Change in Assignment To: CC Facilities Custodian Coordinator II 12-month position (100%) Range 34, Step C + 10% Shift Classified Salary Schedule Eff. 09/29/2018 – 07/31/2019
Thomas, Tayler	NOCE	Administrative Assistant II (100%) Temporary Change in Assignment To: CC Administrative Assistant III 12-month position (100%) Range 41, Step A Classified Salary Schedule Eff. 02/19/2019 – 06/30/2019 PN CCC972

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Petkova, Ivelina	NOCE	Administrative Assistant II (100%) 6% Stipend Eff. 02/01/2019 – 02/28/2019
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LEAVES OF ABSENCE

Bataran, Sharon	CC	Health Services Administrative Assistant (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter
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Classified Personnel
February 12, 2019

Eff. 12/11/2018 – 01/31/2019 (Consecutive Leave)

Gieck, Michael	FC	Research Analyst (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/07/2019 – 01/25/2019 (Consecutive Leave)
Lamb, Darin	FC	Groundskeeper (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/14/2019 – 04/05/2019 (Consecutive Leave)
Richards, David	CC	Campus Safety Officer (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/20/2019 – 03/31/2019 (Consecutive Leave)
Rodriguez de Gomez Rosalva	AC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/22/2019 – 02/01/2019 (Consecutive Leave)
Sandoval, Enrique	NOCE	IT Services Coordinator I (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 12/18/2018 – 01/25/2019 (Consecutive Leave)
Smith, Deborah	NOCE	Student Services Specialist (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/14/2019 – 03/01/2019 (Consecutive Leave)
Wilkening, Nicholas	AC	District Manager, IT Technical Support (100%) Military Leave With Pay (USERRA) Eff. 03/15/2019 – 04/12/2019 Military Leave Without Pay Eff. 04/13/2019 – 09/15/2019

Zamorano, Karla	NOCE	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 02/18/2019 – 03/15/2019 (Consecutive Leave)
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CORRECTION TO BOARD AGENDAS OF SEPTEMBER 11, 2018 & JANUARY 22, 2019
CHANGE IN SALARY COLUMN PLACEMENT

Leonardo, Paulo	AC	Facilities Custodian Coordinator II (100%) Temporary Change in Assignment From: AC Interim Manager, Custodial Services 12-month position (100%) Range 6, Column D Management Salary Schedule Eff. 09/12/2018 – 06/30/2019
	AC	Facilities Custodian Coordinator II (100%) Temporary Change in Assignment To: AC Interim Manager, Custodial Services 12-month position (100%) Range 6, Column E Management Salary Schedule Eff. 09/12/2018 – 06/30/2019

RETURN FROM PAID ADMINISTRATIVE LEAVE

@00005626	FC	Groundskeeper (100%) Eff. 01/13/2019
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	February 12, 2019	Resolution	<u> </u>
SUBJECT:	Professional Experts	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND: Professional Experts within budget.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget. The supervising manager is authorized by the Board to assign budget numbers in the employment of Professional Experts.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
February 12, 2019

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Adams, Virgil	AC	Project Expert	Curriculum Development Seminar	30	01/14/2019	01/18/2019
Anderson, Leslie	AC	Technical Expert II	Hire Me Workshop Photographer	4	02/02/2019	02/02/2019
Andrade, Ru	FC	Project Expert	Life Coach-Incite	26	01/28/2019	05/24/2019
Aranda, Brittany	FC	Project Expert	FC Athletic Life Coach	26	01/28/2019	05/17/2019
Benavidez, Zachary	NOCE	Project Expert	ARISE Lab Project Expert	26	01/07/2019	04/12/2019
Bhari, Sony	NOCE	Project Expert	Career Pathways Specialist	26	01/07/2019	02/08/2019
Bhari, Sony	NOCE	Project Expert	Career Pathways Specialist	26	02/20/2019	03/15/2019
Biedermann, Brett	CC	Project Expert	Certified Athletic Trainer	26	01/28/2019	05/27/2019
Cadena, Maria L	AC	Technical Expert II	Diversity and Inclusion Faculty Fellow Program	10	01/02/2019	06/30/2019
Cadena, Maria L	AC	Project Expert	Curriculum Development Seminar	30	01/14/2019	01/18/2019
Calderon, Colleen	FC	Project Expert	FC Athletic Life Coach	26	01/28/2019	05/24/2019
Campbell, Justin	NOCE	Project Coordinator	Professional Development Day: Breaking Down Barriers to Student Success	7.5	01/04/2019	01/04/2019
Carmona, Mirta	NOCE	Project Expert	Project Expert – DSS Database Support	26	01/07/2019	03/08/2019
Chatman, Rosanna	FC	Project Expert	Life Coach-Incite	26	01/28/2019	05/24/2019
Estrada, Steven	AC	Project Expert	Curriculum Development Seminar	30	01/14/2019	01/18/2019
Estrada, Steven	CC	Technical Expert II	Dual Enrollment Enhancement and Curriculum Project	10	02/04/2019	06/30/2019
Feo, Andrew	FC	Project Coordinator	Incite Coordinator	26	01/28/2019	05/24/2019
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	01/22/2019	02/08/2019
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	02/19/2019	03/08/2019
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	03/18/2019	04/12/2019
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	04/22/2019	05/10/2019

Professional Experts
February 12, 2019

Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	05/20/2019	06/13/2019
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	01/07/2019	03/08/2019
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	03/18/2019	04/05/2019
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	04/22/2019	05/24/2019
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	06/10/2019	06/28/2019
Flores, Nancy	NOCE	Project Expert	Professional Expert	26	03/04/2019	06/28/2019
Gonzalez, Amber	NOCE	Project Coordinator	Professional Development Day: Breaking Down Barriers to Student Success	7.5	01/04/2019	01/04/2019
Gulmesoff, Monika	NOCE	Project Expert	Mobility Coordinator	26	01/14/2019	04/05/2019
Harge, Tracy	NOCE	Technical Expert I	SASS (Supporting Adults for Student Success)	26	01/02/2019	03/29/2019
Hart, Deion	FC	Project Expert	FC Athletic Life Coach	26	01/28/2019	05/24/2019
Hurtado, Hailie	NOCE	Project Expert	ARISE Lab Project Expert	26	01/21/2019	06/30/2019
Johnstone, Deborah	NOCE	Project Coordinator	CTE SoCal Sheet Metal JATC	26	01/16/2019	01/31/2019
Klyde, Michael	CC	Technical Expert II	AT Instructional Technology Package	32	01/21/2019	06/15/2019
Langgle, Linda	NOCE	Project Manager	ACCT Transitions Coordinator (Career and College)	26	01/07/2019	05/31/2019
Langgle, Linda	NOCE	Project Manager	ACCT Transitions Coordinator (Career and College)	26	06/12/2019	06/28/2019
Larez, Jennie	AC	Project Expert	Curriculum Development Seminar	30	01/14/2019	01/18/2019
Letcher, Annette	AC	Technical Expert II	Diversity and Inclusion Faculty Fellow Program	10	01/02/2019	06/30/2019
Lopez, Corina	NOCE	Technical Expert I	CCMA Test Prep Workshop and MA ExternshipCC	26	01/14/2019	02/12/2019
MacGill, Kenneth	AC	Technical Expert I	Maintenance and Operations	26	01/07/2019	03/29/2019
Martinez, Monika	NOCE	Project Expert	Mobility Trainer	26	01/02/2019	01/25/2019
Martinez-Kepford, Rosemary	FC	Technical Expert II	Financial Aid Basic Needs Liaison	26	02/04/2019	06/30/2019
McMullin, Erika	FC	Project Expert	HORNET Lab (Innovation Grant Project)	8	01/28/2019	05/24/2019
Miglietta, Claudia	NOCE	Project Expert	Student Equity and Achievement Program/Integrated Plan Support Specialist	26	05/13/2019	06/28/2019
Mota-Mireles, Jonathan	NOCE	Project Coordinator	Job Development Employer-Student Network Coordinator	26	01/07/2019	04/12/2019

Professional Experts
February 12, 2019

Nabahani, Melanie	AC	Project Expert	Curriculum Development Seminar	30	01/14/2019	01/18/2019
Neel, Ginger	NOCE	Technical Expert II	Regional Strong Workforce Work-Based Learning & Job Placement Project	26	01/10/2019	06/28/2019
Nunez, Vincent	CC	Project Expert	Dual Enrollment	26	02/01/2019	06/30/2019
Orozco, Luciano	CC	Technical Expert II	AT Instructional Technology Package	32	01/21/2019	06/15/2019
Padilla, Debra	NOCE	Project Coordinator	CTE SoCal Sheet Metal JATC	15	01/16/2019	01/23/2019
Palicz, Iwalani	CC	Project Coordinator	Promoting Aviation program, Women in Aviation Organization	10	01/18/2019	01/25/2019
Perera, Ranmalee	AC	Technical Expert II	Diversity and Inclusion Faculty Fellow Program	18	01/02/2019	04/14/2019
Pham, Andy	NOCE	Project Expert	CAEP Data and Assessment Collection	26	01/30/2019	06/30/2019
Powers, Miguel	FC	Project Coordinator	ESP-Entering Scholars Program (BSI project #4)	10	01/18//2019	05/24/2019
Price, Rene	FC	Project Coordinator	Program Review Funded Math Bootcamps	4	01/02/2019	06/30/2019
Pulido Arreguin, Carmen	NOCE	Project Expert	ESL Mentorship Lead Mentor	26	11/30/2018	04/18/2019
Rodine, Jeff	FC	Project Coordinator	TAP Program Coordinating and Implementation	15	01/28/2019	06/30/2019
Rosenberger, David	AC	Technical Expert II	Hire Me Workshop Photographer	4	02/02/2019	02/02/2019
SanchezTapia, Lenine	FC	Project Expert	SSSP Related Data and Research	26	03/05/2019	03/29/2019
SanchezTapia, Lenine	FC	Project Expert	SSSP Related Data and Research	26	05/20/2019	06/28/2019
Sherard, Erin	NOCE	Project Coordinator	Professional Development Day: Breaking Down Barriers to Student Success	7.5	01/04/2019	01/04/2019
Sidhu, Parwinder	AC	Project Expert	Curriculum Development Seminar	30	01/14/2019	01/18/2019
Toubal, Merzak	NOCE	Technical Expert I	College Prep Basic Math	20	01/07/2019	06/30/2019
Towne, Maria	CC	Project Expert	Foundation Donor Support	26	01/02/2019	03/13/2019
Towne, Maria	CC	Project Expert	Foundation Donor Support	26	03/11/2019	04/14/2019
Towne, Maria	CC	Project Expert	Foundation Donor Support	26	04/22/2019	05/05/2019
Tse, Courtney	NOCE	Project Expert	Mobility Trainer	26	01/02/2019	03/29/2019
Vandervort, Kimberly	AC	Project Expert	Curriculum Development Seminar	30	01/14/2019	01/18/2019

Professional Experts
February 12, 2019

Vazquez, Rosa	NOCE	Project Expert	Job Coach	26	01/07/2019	04/12/2019
Vigario, Holly	FC	Project Expert	Certified Assistant Athletic Trainer	26	01/28/2019	05/31/2019
Wiederholt, Kristen	FC	Project Expert	FC Hornet Tutoring – Merger and Training	26	01/01/2019	02/08/2019
Williams, Courtney	NOCE	Project Expert	Job Coach	26	01/07/2019	04/12/2019
Zamora Genchi, Jose	FC	Project Expert	#H.O.R.N.E.T.S.L.A.B. (Innovation Grant Project)	8	01/28/2019	05/24/2019

NOCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Kalar, Jason	Tuition Rate	Spring	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u> </u>
DATE:	February 12, 2019	Information	<u> </u>
		Enclosure(s)	<u>X</u>
SUBJECT:	Hourly Personnel		

BACKGROUND: Short-term, substitute and student work-study/work experience personnel may be employed on a temporary basis from time to time to assist in the workload of various departments.

In accordance with the District's administrative procedures, the employment of short-term and substitute employees is restricted to not more than twenty-six (26) hours per week. The employment of student employees is restricted to not more than twenty (20) hours per week.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

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Item No.

Hourly Personnel
February 12, 2019

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alvarez, Michel	CC	Direct Instr Support - Athletic Program Assistant - Women's Soccer Team	02/13/19	05/19/19	TE H 1
Anderson, Brett	FC	Tech/Paraprof - Athletic Program Assistant - Beach Volleyball	02/13/19	06/30/19	TE H 4
Armstrong, Neda	FC	Tech/Paraprof - On-call theater crew for campus productions	02/13/19	06/30/19	TE B 2
Correa, Stephanie	FC	Clerical/Secretarial - Assist in Career and Life Planning Center	02/13/19	05/13/19	TE A 4
Finley, Brittni	FC	Tech/Paraprof - On-call theater crew for campus productions	02/13/19	06/30/19	TE B 2
Harless, Heather	FC	Tech/Paraprof - On-call theater crew for campus productions	02/13/19	06/30/19	TE I 3
Hebert, Eli	FC	Tech/Paraprof - Assist with graphic design projects for Student Activities	02/13/19	05/15/19	TE B 2
Hernandez, Diego	FC	Tech/Paraprof - Assistance for the Digital Arts Computer Lab	02/13/19	05/10/19	TE A 1
Huynh, Lucy	FC	Tech/Paraprof - Assistance for the Digital Arts Computer Lab	02/13/19	05/10/19	TE A 1
Katsumata, Jake	CC	Clerical/Secretarial - Assist in Veterans Resource Center	02/13/19	05/15/19	TE B 2
Khattar, Kaushal	FC	Clerical/Secretarial - Assist in Student Activities	04/23/19	06/30/19	TE A 3
Lee, Bo Young	FC	Non-Direct Instr Support - Model for Life Drawing art classes	02/13/19	06/30/19	TE F 3
Leon, Jackline	FC	Clerical/Secretarial - Assist EOPS	02/13/19	05/15/19	TE A 2
Lubyanoy, Nikita	CC	Direct Instr Support - Assist with CyberPatriot program	03/06/19	06/05/19	TE A 2
Macdougall, Alexis	FC	Tech/Paraprof - On-call theater crew for campus productions	02/13/19	06/30/19	TE B 2
Macias-Jacinto, G.	CC	Clerical/Secretarial - Assist Grads to be Program	02/13/19	05/15/19	TE B 4
McLellan, McRobbie	FC	Tech/Paraprof - Athletic Program Assistant - Swim and Dive	02/14/19	05/13/19	TE H 4
Melendez-Escotot, A.	FC	Tech/Paraprof - On-call theater crew for campus productions	02/13/19	06/30/19	TE B 2
Moreno, Daniel	NOCE	Clerical/Secretarial - Assist at the Learning Center (Anaheim Campus)	01/28/19	03/29/19	TE A 2
Nunez, Flor	FC	Clerical/Secretarial - Assist in the Career and Technical Education Program	02/19/19	05/22/19	TE A 4
Pena, Steven	CC	Non-Direct Instr Support - Assist in Photography lab	02/27/19	05/29/19	TE A 2
Picado, Roshellee	FC	Clerical/Secretarial - Assist in campus Library	02/18/19	05/18/19	TE A 1
Rodriguez, Alex	CC	Clerical/Secretarial - Assist in EOPS/CARE/CALWorks	05/03/19	06/30/19	TE B 3
Rodriguez Lopez, A.	CC	Tech/Paraprof - Assist in CTE	02/13/19	03/01/19	TE A 4
Rodriguez Salgado, A.	FC	Clerical/Secretarial - Assistance for the Cosmetology front desk	02/13/19	05/15/19	TE A 2
Ruiz, Paola	FC	Tech/Paraprof - On-call theater crew for campus productions	02/13/19	06/30/19	TE B 2

Hourly Personnel
February 12, 2019

Sanchez-Martinez, L.	FC	Clerical/Secretarial - Assist in EOP/CARE	04/15/19	06/30/19	TE A 3
Sandoval, Miriam	FC	Clerical/Secretarial - Assist the Ed. Partnerships and Outreach	02/13/19	05/16/19	TE A 4
Szanto, Grace	FC	Clerical/Secretarial - Assist the EOPS front desk	02/14/19	05/16/19	TE B 4
Taplin, Audrey	FC	Clerical/Secretarial - Assist EOPS	02/14/19	05/16/19	TE B 2
Tho, Huynh	CC	Direct Instr Support - Technology assistant for the Library and LRC	02/13/19	06/30/19	TE B 4
Trout, Bradley	CC	Tech/Paraprof - Assist in Journalism	02/13/19	05/15/19	TE B 1
Turner, Andrea	CC	Direct Instr Support - Athletic Program Assistant - Women's Swim Team	02/13/19	05/19/19	TE H 4
Yoon, Sangjun	FC	Clerical/Secretarial - Assistance for the International Student Center	02/13/19	05/17/19	TE A 1

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Baradaran, Negar	FC	Direct Instr Support - Tutor in campus Tutoring Center	02/13/19	06/30/19	TE A 1
Cruz, Larry	FC	Direct Instr Support - Tutor students for English	02/13/19	05/24/19	TE A 2
Esparza, Alberto	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	01/23/19	06/30/19	TE A 2
Greene, Jacob	NOCE	Direct Instr Support - Tutor for DSS students	02/13/19	06/30/19	TE A 1
Guajardo, Moriah	NOCE	Direct Instr Support - Tutor for DSS students	02/13/19	06/30/19	TE A 2
Guilen, Lauren	FC	Direct Instr Support - Tutor students for English	02/13/19	05/24/19	TE A 1
Kruegal, Trenton	FC	Direct Instr Support - Tutor students for English	02/13/19	05/24/19	TE A 1
Lamb, Corey	FC	Direct Instr Support - Pathway Transformation Initiative/Student Ambassador	02/13/19	05/15/19	TE A 2
Liu, Elizabeth	FC	Direct Instr Support - Tutor student for the Chemistry PUMP Program	02/13/19	06/30/19	TE B 4
Morris, Madison	FC	Direct Instr Support - Tutor for the Chemistry PUMP Program	02/13/19	06/30/19	TE B 4
Nolan, Megan	NOCE	Direct Instr Support - Tutor for DSS students	02/13/19	06/30/19	TE A 2
Ritner, Christine	FC	Direct Instr Support - Tutor for DSS students	02/13/19	06/30/19	TE A 3
Vargas-Hopkinson, C.	FC	Direct Instr Support - Tutor student for Math	02/13/19	05/24/19	TE A 2

Hourly Personnel
February 12, 2019

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Hagmaier, Maite	FC	Clerical/Secretarial - Substitute for vacant Clerical Assistant PN FCC706	02/13/19	05/15/19	TE B 4
Osborn, Ryan	FC	Clerical/Secretarial - Sub. for vacant Radio Broadcast Tech. PN FCC610	02/13/19	05/15/19	TE A 4
Sisanachandeg, N.	FC	Technical/Paraprof - State-mandated coverage in Child Care Center	01/22/19	06/14/19	TE B 3
Valdez, Alfred	FC	Clerical/Secretarial - Sub. for vacant Radio Broadcast Tech. PN FCC610	02/13/19	05/12/19	TE A 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aceves Garcia, N.	FC	Work Study Student - Assist the Student Center with ID card production	02/13/19	06/30/19	TE A 1
Aguilar, Esther	CC	Full-time Student - Assist in Admissions and Records office	02/04/19	06/30/19	TE A 1
Alhosari, Bayan	CC	Full-time Student - Assist in EOPS office	01/28/19	06/30/19	TE A 1
Altamirano, Karina	CC	Full-time Student - Assist in Photography lab	01/29/19	06/15/19	TE A 2
Alvarez, Ian	FC	Work Study Student - Clerical assistance for the Financial Aid Office	02/13/19	06/30/19	TE A 2
Aranas, Samantha	FC	Work Study Student - Clerical assistance for the Facilities Office	02/13/19	06/30/19	TE A 2
Arellano, Eliza	FC	Work Study Student - Assist with EOPS front desk duties	02/13/19	06/30/19	TE A 2
Babad, Julian	FC	Full-time Student - Clerical assistance for the Business Office	01/07/19	06/30/19	TE A 3
Barragan, Juan	FC	Full-time Student - Tutor for DSS students	02/27/19	06/30/19	TE A 1
Bostic, Benn	CC	Full-time Student - Student Ambassador	01/28/19	06/30/19	TE A 1
Carreno, Janet	FC	Full-time Student - Clerical assistance for Counseling	02/13/18	06/30/19	TE A 1
Cho, Victor	CC	Full-time Student - Assist with CyberPatriot program	02/04/19	06/30/19	TE A 2
De Leon, Eder	FC	Full-time Student - Clerical assistance for Counseling	02/13/18	06/30/19	TE A 1
Fayad, Sabrina	CC	Work Study Student - Assist with Campus Safety	01/23/19	06/30/19	TE A 1
Flores, Cynthia	FC	Work Study Student - Clerical assistance for EOPS	03/13/19	06/30/19	TE A 2
Flores, Lesley	FC	Work Study Student - Clerical assistance for the Art Gallery	02/13/19	06/30/19	TE A 2
Frag, Diana	FC	Full-time Student - Tutor students in the campus Tutoring Center	02/13/19	06/30/19	TE A 2
Gutierrez, Nicole	CC	Work Study Student - Assist in CalWORKS office	02/11/19	06/30/19	TE A 1

Hourly Personnel
February 12, 2019

Hultberg, Johanna	FC	Full-time Student - Clerical assistance for the Business Office	01/02/18	06/30/19	TE A 2
Hurtado, Brianna	FC	Work Study Student - Research assistant for the Horticulture Department	02/16/19	06/30/19	TE A 3
Juarez, Benicio	FC	Full-time Student - Clerical assistance for Counseling	02/13/18	06/30/19	TE A 1
Khanani, Muhammad	FC	Work Study Student - Tutor students in the Math lab	02/13/19	06/30/19	TE A 2
Lee, Olivia	FC	Full-time Student - Clerical assistance for Admissions and Records	01/23/19	06/30/19	TE A 2
Loaeza Torre, G.	NOCE	Full-time Student- Assist with Grads to Be Program (G2B)	02/13/19	06/30/19	TE A 4
Martinez Blanco, A.	FC	Full-time Student - Assist in the ACT computer lab	02/13/19	06/30/19	TE A 1
Noriega Long, Y.	FC	Full-time Student - Tutor for DSS students	02/27/19	06/30/19	TE A 1
Orozco, Sabrina	CC	Full-time Student - Student Ambassador	01/28/19	06/30/19	TE A 1
Papila, Rebecca	CC	Full-time Student - Assist in Travel Resource Center	01/28/19	06/30/19	TE A 4
Paredes, Johanna	FC	Work Study Student - Clerical assistance for Admissions and Records	02/13/19	06/30/19	TE A 2
Penilla, Evelyn	FC	Full-time Student - Clerical assistance for Counseling	02/13/19	06/30/19	TE A 1
Pineda, Sarahi	FC	Full-time Student - Clerical assistance for the Student Center	02/13/19	06/30/19	TE A 1
Roman, Ricky	FC	Full-time Student - Clerical assistance for Counseling	02/13/18	06/30/19	TE A 1
Ruiz, Adrian	FC	Full-time Student - Clerical assistance for Counseling	02/13/18	06/30/19	TE A 1
Sanchez, Laura	FC	Full-time Student - Clerical assistance for Counseling	02/13/18	06/30/19	TE A 1
Sanchez, Myriam	CC	Full-time Student - Student Ambassador	01/28/19	06/30/19	TE A 1
Simental, Kacie	FC	Work Study Student - Clerical assistance for the Cadena Transfer Center	02/16/19	06/30/19	TE B 4
Solano, Estephanie	FC	Work Study Student - Clerical assistance for the Academic Support Center	02/13/19	06/30/19	TE A 2
Trinh, Bao	CC	Full-time Student - Assist in Business and CIS	01/28/19	06/30/19	TE A 1
Vernola, Julia	FC	Full-time Student - Honors Program Office Assistant	02/13/19	06/30/19	TE A 2
Villion, Daniel	CC	Work Study Student - Assist in Vocational Technology	02/04/19	06/30/19	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u> </u>
DATE:	February 12, 2019	Information	<u> </u>
		Enclosure(s)	<u>X</u>
SUBJECT:	Volunteers		

BACKGROUND: The District recognizes the value of volunteer services in conjunction with certain programs, projects, and activities and may use the services of volunteers from time to time, when it serves the interests of the District. Volunteers are individuals who freely offer to perform services for the District without promise, expectation, or receipt of any compensation for the services provided.

How does this relate to the five District Strategic Directions? Not applicable.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
February 12, 2019

Name	Site	Program	Begin	End
Arnold, Samuel	FC	Physical Education/Athletic Training	02/13/2019	05/24/2019
Arrizon, Everardo	FC	Internship - Counseling/EOPS	02/13/2019	05/25/2019
Chae, Earnest	NOCE	DSS - Personal Care Attendant	01/07/2019	06/30/219
Doyle, Roy	FC	Veterans Administrative Work Study	02/22/2019	05/31/2019
Freeman, Morgan	CC	Physical Education/Athletic Therapist	02/13/2019	05/31/2019
Gonzalez, Elizabeth	FC	Internship - Counseling & Student Dev	02/13/2019	05/01/2019
Karl, Amber Marie	CC	EOPS - Department	02/13/2019	05/24/2019
McManus, Joshua	FC	Veterans Administrative Work Study	02/22/2019	05/31/2019
Mendizabel, Cindy	FC	Internship - Counseling & Student Dev	02/13/2019	05/31/2019
Nunez, Jaqueline	FC	DSS- Disability Support Services	01/28/2019	05/24/2019
Ramirez, Angel	FC	Internship - Counseling & Student Dev	02/13/2019	05/30/2019
Reyes-Arroyo, Angelica	FC	Internship - Counseling & Student Dev	02/13/2019	05/30/2019
Serrano-Abarca, Melissa	FC	Internship - Counseling & Student Dev	02/13/2019	06/14/2019
Sotomayor, Carla	FC	Internship - Counseling & Student Dev	02/27/2019	05/25/2019
Velasquez, Anacari	FC	EOPS – Department	02/27/2019	05/25/2019

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	February 12, 2019	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Revised Board Policies	Enclosure(s)	<u>X</u>

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect one or more of the following: content revisions recommended by Chancellor’s Staff; content revisions recommended by Jane Wright, CCLC Consultant, and/or grammar corrections.

The District Consultation Council reviewed, discussed, and reached consensus on the revised Board Policies on November 26, 2018. The proposed, revised policies were presented to the Board of Trustees on December 11, 2018 for a first reading and are now presented for action.

BP 2100, Board Elections and BP 2410, Board Policies and Administrative Procedures remain under review and will return for Board consideration at a later date.

Chapter 1, The District

BP 1000, The North Orange County Community College District: This policy was reviewed as part of the 6-year review cycle. The Board requested the addition of “Continuing Education Center” to Section 2.4.1.

BP 1001, District Mission, Vision, & Values Statements: This policy was reviewed as part of the 6-year review cycle, and was revised to list “career and technical education.” The Board requested removal of “a baccalaureate degree,” from the first sentence in Section 1.2 and adding a new second sentence about Cypress College offering the degree.

BP 1002, Philosophy: This policy was reviewed as part of the 6-year review cycle, and was revised to list the title of AP 2510. The Board requested adding ACCJC Standard 4.A.2 and Title 5 to the “Reference” section.

Chapter 2, Board of Trustees

BP 2010, Board Membership: This policy was reviewed as part of the 6-year review cycle, and revised to update Section 1.0 to list where the trustees’ areas can be found and to cite corresponding board policies.

BP 2015, Student Members: This policy was reviewed as part of the 6-year review cycle, and revised to clarify language in Section 1.0 and to cite corresponding board policies and administrative procedures.

BP 2105, Election of Student Members: This policy was reviewed as part of the 6-year review cycle, and revised to include grammar corrections and to cite corresponding board policies and administrative procedures.

BP 2110, Vacancies on the Board: This policy was reviewed as part of the 6-year review cycle, and revised to include a new “Reference” citation, clarifying language (to Sections 1.0 and 4.0), and to cite the corresponding board policies and administrative procedures.

BP 2210, Officers: This policy was reviewed as part of the 6-year review cycle, and revised to include clarifying language (to Sections 1.1.7, 1.4, and 1.5), and to cite corresponding board policies.

BP 2220, Committees of the Board: This policy was reviewed as part of the 6-year review cycle, and revised to include minor grammar corrections.

BP 2745, Board Self-Evaluation: This policy was reviewed as part of the 6-year review cycle, and revised to reflect an annual evaluation process in Section 2.0 and to cite the corresponding administrative procedure.

Chapter 3, General Institution

BP 3540, Sexual Assaults and Other Sexual Misconduct: This policy was revised to reflect changes to the “Reference” section, clarifying language to Sections 1.0 and 3.0, and to cite the corresponding board policies and administrative procedures. The Board requested the addition of a broad statement addressing confidentiality and another addressing broad publication and accessibility related to reporting incidents.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is in accordance with Board Policy 2410, Board Policies and Administrative Procedures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the following proposed, revised Board Policies:

- **BP1000, The North Orange County Community College District**
- **BP1001, District Mission, Vision, & Values Statement**
- **BP 1002, Philosophy**
- **BP 2010, Board Membership**
- **BP 2015, Student Members**
- **BP 2105, Election of Student Members**
- **BP 2110, Vacancies on the Board**
- **BP 2210, Officers**
- **BP 2220, Committees of the Board**

- **BP 2745, Board Self-Evaluation**
- **BP 3540, Sexual Assaults and Other Sexual Misconduct**

Once adopted by the Board of Trustees, the revised policies will be placed on the District's website, where they will be readily accessible by students, employees, and the general public.

Cheryl Marshall

Recommended by

Approved for Submittal

6.a.3

Item No.

BP 1000 The North Orange County Community College District

Reference:

Education Code Section 72000(b)

1.0 The District has been named the North Orange County Community College District.

1.1 The name is the property of the District. No person shall, without the permission of the Board, use this name or the name(s) of any college(s), North Orange Continuing Education, or other facilities of the District, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

2.0 The District consists of the following college(s) and/or education center(s):

2.1 Anaheim Campus

2.2 Cypress College

2.3 Fullerton College

2.4 North Orange Continuing Education

2.4.1 Anaheim Campus [Continuing Education Center](#)

2.4.2 Cypress College Continuing Education Center

2.4.3 Wilshire Continuing Education Center

Date of Adoption: June 12, 2001

Date of Last Revision: November 28, 2017
September 14, 2016 Chancellor's Staff
October 12, 2010
June 1, 2004
March 1, 2003
August 22, 2006

BP 1001 District Mission, Vision, & Values Statements

Reference:

ACCJC Accreditation Standard I.A
WASC/ACS Criterion 1, Indicator 1.1

1.0 Mission:

1.1 The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, relevant, and academically excellent. We are unequivocally committed to student success and lifelong learning.

1.2 Cypress College and Fullerton College will offer associate degrees, ~~a baccalaureate degree~~, **career and technical education** (vocational) certificates, and transfer education, as well as developmental instruction and a broad array of specialized training. **Additionally, Cypress College will offer baccalaureate degree.** North Orange Continuing Education will offer non-college credit programs including high school diploma completion, basic skills, **career and technical education** (vocational) certificates, and self-development courses. Specific activities in both the Colleges and North Orange Continuing Education will be directed toward economic development within the community.

1.3 The mission is evaluated and revised every three years.

2.0 **Vision:** Our diverse learners will be prepared to shape their future and become engaged in our democracy.

3.0 Values – Shared Beliefs:

3.1 Service: We contribute to a vital and prosperous community through our educational and training services. We promote engaged and ethical participation in global, civil society.

3.2 High Standards: We uphold high standards in academics and promote joy in teaching, learning, and work.

3.3 Adaptability: We respond to the changing needs of our communities in a global environment through continuous improvement and creative innovation.

3.4 Professionalism: We hold high standards for our faculty and staff and create an environment in which staff development and other continuing education are valued and promoted.

3.5 Stewardship: We uphold the responsibility for public trust of our mission and resources.

3.6 Respect: We cultivate an atmosphere of courtesy, civility, and collegiality with all students and employees in the District by promoting a willingness to collaborate

BP 1001 District Mission, Vision, & Values Statements

and a responsibility for all to be engaged and collegial partners in carrying out the District's mission.

- 3.7 Inclusiveness: We welcome and respect the diverse backgrounds and beliefs of our students, faculty, and staff, and the many communities we serve.

Date of Adoption: June 12, 2001

Date of Last Revision: November 28, 2017
October 25, 2016
April 14, 2015
November 26, 2014 Chancellor's Staff
November 22, 2011
August 22, 2006

BP 1002 Philosophy

Reference:

[ACCJC Accreditation Standard IV.A.2
Title 5](#)

- 1.0 The faculty, staff, administration, and Board of Trustees will strive to fulfill the mission adopted by the State of California for community colleges, effectively manage the resources provided by the taxpayers, and build mutually-beneficial partnerships with the community, business and industry, and elected officials at the local, state, and national level.
- 2.0 The District is committed to a broad range of educational opportunities, along with support services that will enable students to attain their academic and personal goals. The Board of Trustees, faculty, staff, and administrators have the responsibility to provide and support educational offerings of the highest quality and value to students and to the community.
 - 2.1 The District will ensure that curriculum is current and relevant, and employ well-qualified faculty and staff.
 - 2.2 Achieving, respecting and embracing diversity within the student body, faculty, and staff will be of primary importance.
 - 2.3 Consistent with state legislation, the District will apply the principles of shared governance, which is a decision-making process that is based on a fundamental belief in the value of all opinions, as well as on an agreement to thoughtfully consider the point of view of all affected constituencies.
 - 2.4 The Board acknowledges the role of faculty, staff, and students in the shared governance process, as specified under Title 5. An agreement between the Board and the Academic/Faculty Senates appears in Administrative Procedure 2510, [Participation in Local Decision-making](#).
 - 2.5 Resources and programs will be provided to support staff and professional development through special learning opportunities, sabbatical leaves, conferences and workshops.

Date of Adoption: June 12, 2001

BP 2010 Board Membership

Reference:

**Education Code Section 72023, 72103, and 72104;
ACCJC Accreditation Standard IV.C.6
WASC/ACS Criterion 2, Indicator 2.1**

- 1.0 The Board shall consist of seven members elected by the qualified voters of the District. Beginning with the District's November 2012 election, and for all elections thereafter, each trustee will be registered to vote, and shall reside throughout his or her term, in one of seven specified trustee areas, and shall be elected by the voters residing in that area only. [The trustee areas are defined in BP 2100, Board Elections.](#) If a change in election methodology occurs prior to any subsequent election, any affected incumbent trustee shall serve out his or her term of office.
- 2.0 Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.
- 3.0 An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he or she resigns as an employee.
- 4.0 No member of the Board shall, during the term for which he or she is elected, hold an incompatible office.
- 5.0 No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

[See Board Policy 2015, Student Members; Board Policy 2100 Board Elections; and Board Policy 2105, Election of Student Members.](#)

Date of Adoption: June 24, 2003

Date of Last Revision: October 25, 2016
April 22, 2015 Chancellor's Staff
September 25, 2012

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2015 Student Members

Reference:

Education Code Section 72023.5

- 1.0 The Board shall include two student members to represent the students at large. The term of office shall be one year, commencing June 1. Student members are authorized to cast advisory votes only, which shall not be included in determining the vote required to carry any measure before the Board, but shall be recorded in the official minutes of the Board meeting. Advisory votes may not be cast on motions related to personnel and labor relations. Student members are expected to gather input and opinions from the students at large, as well as the Associated Students, on any relevant agenda items and provide such input to the Board of Trustees.

- 2.0 To be eligible for election as a student trustee, students shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. ~~must be residents of California at the time of nomination and during the term of service; must have completed 12 units at the college they seek to represent; shall be enrolled in and must maintain enrollment in a minimum of five (5) units at the college they represent at the time of nomination and throughout the term of service;~~ and The student members must maintain a minimum of a cumulative 2.0 grade point average. If, on the first day of each semester, or during the term of service, a student member fails to meet the criteria of this policy, the student member shall be disqualified for service on the Board. The student member is not required to give up employment with the District.
 - 2.1 These requirements apply to the spring and fall semesters only.

- 3.0 Student members shall be seated with the Board and shall be recognized as full members of the Board at meetings. Student members may not attend closed session. Student members are entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). Student members shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.
 - 3.1 Student members may make or second open session motions, except motions underlying personnel and labor relations. Student members are encouraged to participate in the discussion of issues and agenda items in open session.

- 4.0 Student members who attend all Board meetings that they are legally allowed to attend shall receive 50 percent of the compensation afforded to other individual members of the Board of Trustees, pursuant to Education Code Section 72425. Any Board meetings missed by a student member shall result in a pro rata reduction in compensation for that month, except under the following condition: A student member may be paid for the first two meetings from which he/she is absent in a calendar year if the Board, by resolution adopted and included in its minutes, finds at the time of the meeting that the student member was ill, on jury duty, performing services outside the meeting for the District, or the absence is due to a hardship deemed acceptable by the Board.

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2015 Student Members

- 5.0 The Board encourages participation of its student members in trustee-related conferences and activities and may approve reasonable expenses that fall within the guidelines of Board policies.
- 6.0 On or before May 15 of each year, the Board shall consider whether to afford the student member any of the privileges noted in this policy by reviewing it for re-adoption.

See Administrative Procedure 2015, [Student Members; and Board Policy and Administrative Procedures 2105, Election of Student Members.](#)

Date of Adoption: May 9, 2017
April 12, 2016
April 14, 2015
April 8, 2014
April 23, 2013
April 26, 2011
April 27, 2010
May 13, 2008
May 8, 2007
April 11, 2006
June 24, 2003

Date of Last Revision: May 8, 2012
January 27, 2009
June 14, 2005
April 13, 2004

BP 2105 Election of Student Members

Reference:

[Education Code Section 72023.5 and 72103](#)

- 1.0 The student members shall be chosen by the students enrolled in the colleges as follows:
 - 1.1 Student members shall be elected by all the students of the student body in a general election held for that purpose. During the spring semester of each academic year, one student member shall be elected by students enrolled at Cypress College and one student member shall be elected by students enrolled at Fullerton College, for a one-year term, commencing on June 1 following their election and ending on May 31. The student members may be recalled by all the students of the student body in an election held for that purpose in accordance with Administrative Procedure 2105, Election of Student Members.
 - 1.2 To be eligible for election as a student trustee, students ~~must have completed 12 units at the college they seek to represent~~; shall be enrolled in and must maintain enrollment in a minimum of five (5) units at the college they represent at the time of nomination and throughout the term of service, and must maintain a minimum of a cumulative 2.0 grade point average. If, on the first day of each semester, or during the term of service, a student member fails to meet the criteria of this policy, the student member shall be disqualified for service on the Board.
 - 1.3 If the seat of a student member becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other reasons during his/~~er~~ her term, the Board of Trustees may authorize:
 - 1.3.1 The officers of student body associations, established pursuant to Education Code Section 76060, at each community college in the District to appoint a student to serve the remainder of the term in accordance with procedures established by the Board, or;
 - 1.3.2 A special election conducted by the appropriate student body association to select a student to serve the remainder of the term. Any such special election shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Chancellor, unless a regular election of the student member is scheduled within thirty (30) days.
 - 1.4 Candidates for the student member position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and this policy ~~these policies~~. The election will be conducted in accordance with administrative procedures established by the Chancellor.

See [Board Policy and Administrative Procedure 2015, Student Members; and](#) Administrative Procedure 2105, [Election of Student Members](#).

BP 2105 Election of Student Members

Date of Adoption: June 24, 2003

Date of Last Revision: August 26, 2014
May 8, 2012
June 14, 2005

BP 2110 Vacancies on the Board

Reference:

Education Code Section 5090, et seq.;
Government Code [Section 1770](#)

- 1.0 Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by [Education Code Section](#) ~~EG~~ 5090.
 - 1.1 Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.
 - 1.2 If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.
 - 1.3 If a provisional appointment is made, it shall be subject to the conditions in [Education Code Section](#) ~~EG~~ 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.
 - 1.4 The provisional appointment will be made by a majority public vote of the board members at a public meeting.
- 2.0 The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

See [Board Policy 2010, Board Membership](#); Administrative Procedures 2110, [Vacancies on the Board](#); and [Board Policy 2750, Board Member Absence from the State](#).

Date of Adoption: June 24, 2003

BP 2210 Officers

Reference:

Education Code Section 72000

1.0 At the annual organizational meeting, the Board shall elect from among all its members a President of the Board, a Vice President, and a Secretary. The Chancellor shall serve as Executive Secretary of the Board.

The terms of officers shall be for one year.

1.1 The duties of the President of the Board are:

- 1.1.1 Preside over all meetings of the Board;
- 1.1.2 Appoint special committees;
- 1.1.3 Call emergency and special meetings of the Board as required by law;
- 1.1.4 Consult with the Chancellor on board meeting agendas;
- 1.1.5 Communicate with individual board members about their responsibilities;
- 1.1.6 Participate in the orientation process for new board members;
- 1.1.7 Assure Board compliance with policies on board education, self-evaluation, and [Chancellor](#) ~~CEO~~ evaluation;
- 1.1.8 Represent the Board at official events or ensure board representation;
- 1.1.9 Execute all documents on behalf of the Board, except as otherwise determined by law or this policy.

1.2 The duties of the Vice President of the Board are:

- 1.2.1 Perform all duties of the President in case of absence, resignation, or other disability of the President.

1.3 In the event of absence or disability of both the President and the Vice President, a President pro tem, authorized to perform all the duties of the President, may be chosen by the Board.

1.4 The duties of the Secretary [of the Board](#) are:

- 1.4.1 Sign all legal notices and advertisements;
- 1.4.2 Execute all documents on behalf of the Board as directed by the Board.

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2210 Officers

- 1.4.3 Perform such other duties as may be presented by the Board or by State statutes.
- 1.5 The ~~D~~uties of the Executive Secretary [of the Board](#) are:
 - 1.5.1 Notify members of the Board of regular, special, emergency, and adjourned meetings;
 - 1.5.2 Prepare and post Board meeting agendas;
 - 1.5.3 Have prepared for adoption minutes of the open session of all Board meetings;
 - 1.5.4 Maintain files of adopted minutes;
 - 1.5.5 Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
 - 1.5.6 Conduct the official correspondence of the Board;
 - 1.5.7 Certify as legally required all Board actions;
 - 1.5.8 Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary of the Board;
 - 1.5.9 Prepare and maintain a record of all polices of the Board;
 - 1.5.10 Issue all orders of the Board.

[See Board Policy 2305, Annual Organizational Meeting; and Board Policy 2740, Board Education.](#)

Date of Adoption: June 24, 2003

BP 2220 Committees of the Board

Reference:

Education Code Section 54952

- 1.0 The Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.
 - 1.1 Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with ~~these~~ policies regarding open meetings, unless they are a standing committee.
- 2.0 The President of the Board shall appoint all such committees, state their specific responsibilities, and set dates for their reports.
- 3.0 Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration, after which such special committees shall be considered discharged.

Date of Adoption: June 24, 2003

Date of Last Revision: January 27, 2009
November 23, 2004

BP 2745 Board Self-Evaluation

Reference:

**ACCJC Accreditation Standard IV.C.10;
WASC/ACS Criterion 2, Indicator 2.3**

- 1.0 The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.
- 2.0 The Board shall conduct an **annual** evaluation process in April ~~of odd-numbered years~~ and place the results on a regular board meeting agenda for review and appropriate action.

[See Administrative Procedure 2745, Board Self-Evaluation.](#)

Date of Adoption: June 24, 2003

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014, Chancellors Staff
November 25, 2003

BP 3540 Sexual Assaults and Other Sexual Misconduct

Reference:

Education Code Sections 67382, 67385, and 67386;
20 U.S. Code Section 1092(f)
Jeanne Clery Disclosure of Security Policy and Campus Criminal Statistics Act;
34 C.F.R. Code of Federal Regulations Part ~~Section~~ 668.46 (b) (11)

1.0 Any sexual assault including but not limited to, rape, **domestic violence, dating violence or stalking**, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of Board policies and **administrative** procedures, and is subject to all applicable punishment, including criminal procedures and disciplinary procedures of the District applicable to employees and students. **Students, faculty, and staff who may be victims of sexual assault shall be treated with dignity and provided comprehensive assistance. The rights of all parties shall be respected and treated fairly. Except as may otherwise be required by law, the District shall maintain in confidence the identity of the parties involved.**

2.0 The following person is designated by the North Orange County Community College District as the Responsible Officer/Section 504 and Title IX Coordinator for receiving and coordinating the investigation of all unlawful discrimination complaints filed pursuant to section 59328 of Title 5 of the California Code of Regulations, and for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1992, and response to discrimination complaints related thereto:

Name: Irma Ramos
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: (714) 808-4826

Students and employees who believe they have been subjected to unlawful discrimination, including sexual assault and other sexual misconduct, or who seek information regarding the District's Sexual Assault and Other Sexual Misconduct Policy should contact the Office of the Vice Chancellor, Human Resources.

3.0 The Chancellor shall establish administrative procedures to ensure that students, faculty, and staff who are victims of sexual assault on District Property receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law. The procedures with respect to sexual assault shall conform with the provisions of Education Code **Sections** 67385, 67385.7, **and** 67386, and 34 ~~C.F.R.~~ **Code of Federal Regulations** Section 668.46.

See Administrative Procedure 3540, **Sexual Assaults and Other Sexual Misconduct; Board**

North Orange County Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3540 Sexual Assaults and Other Sexual Misconduct

[Policy and Administrative Procedure 3410, Unlawful Discrimination; and Board Policy 3430, Prohibition of Harassment.](#)

Date of Adoption: March 23, 2004

Date of Last Revision: November 10, 2015 Board of Trustees
October 26, 2015 District Consultation Council
July 25, 2006
April 12, 2005

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 12, 2019

SUBJECT: Future Board Agenda Items

Action	_____
Resolution	_____
Information	_____ X _____
Enclosure(s)	_____

BACKGROUND: During the June annual Board and Chancellor planning retreat, the group discussed how to make Board meetings more effective and efficient. As a result of that discussion, it was agreed that a new *Future Board Agenda Items* section would be included in Board meeting agendas to provide an opportunity for trustees to discuss the possibility of adding topics or items of interest to future agendas.

This information item is presented to allow for discussion on any potential future Board agenda items.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is in accordance with Board Policy 2310, Regular Meetings of the Board and Board Policy 2340, Agendas.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board discuss any potential future Board agenda items.

Cheryl Marshall

Recommended by

Approved for Submittal

6.b

Item No.