



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

**MEETING:** Regular Meeting in April 2018

**DATE:** Tuesday, April 10, 2018, at 4:30 p.m.

**PLACE:** Cypress College Theater Lobby  
9200 Valley View Street, Cypress, CA 90630

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. **Adjourn to Strategic Conversation #19: "Pathways Perspectives: Meeting Our Promise"**
- d. **7:30 p.m. Reconvene Board Business Meeting in the Cypress College Complex, Room 414**
- e. **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.
- f. **Consider Non-Personnel block-vote items indicated by [ ] in Section 3**
- g. **Consider Personnel block-vote items indicated by [ ] in Section 4**  
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.).

- h. **Reports:**  
**Chancellor**
- i. **Comments:**  
**College Presidents/Provost**  
**Resource Table Personnel**  
**Members of the Board of Trustees**

- 2. a. **Approval of Minutes of the Regular Meeting of March 27, 2018.**
- 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 54956.9(a) CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.  
  
Per Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATOR:  
  
Property: 429 E. Amerige Avenue, Fullerton, CA 92832  
(APN 033-083-32 and APN 033-083-33)  
Negotiating Party: Fred Williams, Vice Chancellor, Finance & Facilities  
Under Negotiation: Terms and Conditions of Sale**

**3. INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Fall 2018.
- [b] Authorization is requested to accept new revenue from the Education Futures Project, Teacher Preparation Pipeline Leadership Seed Grant in the amount of \$5,000.

**4. HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:  
  
Change in Retirement Date  
Payment for Independent Learning Contracts  
Leaves of Absence  
Temporary Academic Hourly
- [b] Request approval of the following items concerning classified personnel:  
  
Resignation  
New Personnel  
Change in Salary Step  
Promotion  
Voluntary Changes in Assignment
- [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.
- [f] Request approval of the 2018-2019 Academic Calendar for credit and noncredit.

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

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	April 10, 2018	Information	_____
		Enclosure(s)	X
<b>SUBJECT:</b>	Cypress College Curriculum Matters		

**BACKGROUND:** The divisions and the Curriculum Committee at Cypress College and the District Curriculum Coordinating Committee have approved the attached summary of new curriculum and curriculum revisions.

The Educational Master Plan has indicated that "instructional programs need to be continually reviewed as to viability and priority" and the curriculum "needs to provide state-of-the-art training in vocational programs." The assessment process, mandated by the state, provides several reasons for the proposed curricular changes: (1) to meet changing employment requirements, as per the recommendations of both the faculty and advisory committees; (2) to expand and streamline certificate programs in keeping with state mandates; (3) to provide meaningful categorization of Faculty Service Areas; (4) to provide specific courses to meet student needs; (5) to restructure programmatic curricula; (6) to provide greater consistency between Cypress and Fullerton courses; and (7) to eliminate courses that either are no longer critical or that have been subsumed into other curricular offerings.

All curricula are submitted to the President's Office for review and approval prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Mark Majarian, Chair of the Cypress College Curriculum Committee.

**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, transfers, transfer-readiness requirements, and courses.

**How does this relate to Board Policy:** This item is in compliance with Board Policy 4020, Program and Curriculum Development.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Campus General Fund.

**RECOMMENDATION:** It is recommended that the Board approve the attached summary of curriculum changes for Cypress College, to be effective Fall 2018. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg  
\_\_\_\_\_  
Recommended by

\_\_\_\_\_  
Approved for Submittal

3.a.1  
\_\_\_\_\_  
Item No.

**CYPRESS COLLEGE CURRICULUM**  
**Board Agenda**  
**April 10, 2018**  
**(DCCC approved March 9, 2018)**

COURSES SUBMITTED FOR AAGE		
COURSE ID	AAGE AREA	EFF DATE
MAD 196 C Silent Film Genre	C1 Arts	Fall 2018
ANTH 121 C Native North America	D Social Sciences	Fall 2018
COMM 120 C Intercultural Communication	D Social Sciences	Fall 2018
ECON 260 C Economic Geography	D Social Sciences	Fall 2018
ETHS 153 C Chicana-o Contemporary Issues	D Social Sciences	Fall 2018
GEOG 260 C Economic Geography	D Social Sciences	Fall 2018
HIST 275 C History of California	D Social Sciences	Fall 2018
HUSR 292 C Introduction to Criminology	D Social Sciences	Fall 2018
POSC 209 C Urban Politics	D Social Sciences	Fall 2018

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ACCT 101 C Financial Accounting Units: 5 Lecture: 5 Laboratory: 0	* Outline Update * Units from 4 to 5 * Catalog Description Update * Schedule Description Update * Prerequisites revalidated * Textbook Update * Student Learning Outcomes	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2018 Fall	Program Review Outline, catalog, schedule, units and textbooks updated to better reflect course content.
ACCT 102 C Managerial Accounting Units: 5 Lecture: 5 Laboratory: 0	* Outline Update * Units from 4 to 5 * Catalog Description Update * Schedule Description Update * Prerequisite revalidated * Advisories revalidated * Textbook Update * Student Learning Outcomes	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2018 Fall	Program Review Outline, catalog, schedule, units and textbooks updated to better reflect course content.
CIS 132 C Spreadsheet- Excel for Windows Units: 4	* Outline Update * Catalog Description Update * Schedule Description Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or	2018 Fall	Program Review Outline, catalog, schedule, units, lec/lab hours and textbooks

Lecture: 4 Laboratory: 0	* Units from 3 to 4 * Lecture hours from 3 to 4 * Lab hours from 1 to 0 * Textbook Update		formal/informal student presentations.		updated to better reflect course content.
KIN 148 C Total Body Fitness Units: .5-1 Lecture: 0 Laboratory: 1.5-3	* Catalog Description Update * Schedule Description Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2018 Fall	Remove verbiage in descriptions saying "for men"

REVISED DEGREES/CERTIFICATES				
DEGREE		EFF DATE	JUSTIFICATION	
Accounting	<b>ACCOUNTING CERTIFICATE</b>		2018 Fall Increase units for ACCT 101 and ACCT 102 from 4 units to 5 units to match course revisions. Total unit change from 28 to 30.	
	Required courses are listed in suggested sequence:			
		Units		
	ACCT101 C	Financial Accounting		5
	CIS111 C	Computer Information Systems		3
	ACCT102 C	Managerial Accounting		5
	ACCT190 C	Accounting Systems Design and Applications		3
	MGT111 C	Business Communications		3
		or		
	MGT211 C	Writing for Business		3
	ACCT201 C	Intermediate Accounting		3
	ACCT011 C	Payroll Accounting		2
	ACCT202 C	Cost Accounting		3
	ACCT204 C	Accounting-Government and Nonprofit Entities		3
	Total Units			30

Accounting	<b>ASSOCIATE IN SCIENCE DEGREE ACCOUNTING</b>			2018 Fall	Increase units for ACCT 101 and ACCT 102 from 4 units to 5 units to match course revisions. Total unit change from 31 to 33.
	Required courses are listed in suggested sequence:				
			Units		
	ACCT101 C	Financial Accounting	5		
	CIS111 C	Computer Information Systems	3		
	ACCT102 C	Managerial Accounting	5		
	ACCT190 C	Accounting Systems Design and Applications	3		
	MGT111 C	Business Communications	3		
		or			
	MGT211 C	Writing for Business	3		
	ECON105 C	Principles of Economics-Micro	3		
		or			
	ECON105HC	Honors Principles of Economics	3		
		or			
	ECON110 C	Survey of Economics	3		
	ACCT201 C	Intermediate Accounting	3		
	ACCT011 C	Payroll Accounting	2		
	ACCT202 C	Cost Accounting	3		
	ACCT204 C	Accounting-Government and Nonprofit Entities	3		
		Total Units	33		
Business Management	<b>Associate in Science Degree in Business Administration for Transfer</b>			2018 Fall	Increase units for ACCT 101 and ACCT 102 from 4 units to 5 units to match course revisions. Total unit change from 27-29 to 29-31
	Required Core Courses are listed in suggested sequence. (19 units)				
			Units		
	ACCT101 C	Financial Accounting	5		
	ACCT102 C	Managerial Accounting	5		
	ECON100 C	Principles of Economics-Macro	3		
		or			
	ECON100HC	Honors Principles of Economics	3		
	ECON105 C	Principles of Economics-Micro	3		
		or			
	ECON105HC	Honors Principles of Economics	3		
	MGT240 C	Legal Environment of Business	3		
	List A: Select one of the following: (4 units)				
			Units		
	MATH130 C	Survey of Calculus	4		
	MATH120 C	Introduction to Probability and Statistics	4		
	MATH115 C	Finite Mathematics	4		
	List B: Select two of the following or any course from List A not already chosen. (6 to 8 units)				
			Units		
	CIS111 C	Computer Information Systems	3		
	MGT161 C	Introduction to Business	3		
	or				
MGT211 C	Writing for Business	3			
	Total Units	29 - 31			

<p>Computer Information Systems</p>	<p><b>ASSOCIATE IN SCIENCE DEGREE COMPUTER INFORMATION SYSTEMS</b></p> <p>Required courses are listed in suggested sequence:</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ACCT101 C</td> <td>Financial Accounting</td> <td>5</td> </tr> <tr> <td>CIS111 C</td> <td>Computer Information Systems</td> <td>3</td> </tr> <tr> <td>CIS132 C</td> <td>Spreadsheet-Excel for Windows</td> <td>4</td> </tr> <tr> <td>CIS142 C</td> <td>Database-Access for Windows</td> <td>3</td> </tr> <tr> <td>CIS150 C</td> <td>Microsoft Office Applications</td> <td>3</td> </tr> <tr> <td>CIS160 C</td> <td>Information Systems Management</td> <td>3</td> </tr> <tr> <td>CIS211 C</td> <td>Introduction to Programming</td> <td>3</td> </tr> <tr> <td>CIS250 C</td> <td>Word Processing</td> <td>2</td> </tr> <tr> <td>MGT111 C</td> <td>Business Communications</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>MGT211 C</td> <td>Writing for Business</td> <td>3</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Units</td> <td></td> <td>29</td> </tr> </tbody> </table>			Units	ACCT101 C	Financial Accounting	5	CIS111 C	Computer Information Systems	3	CIS132 C	Spreadsheet-Excel for Windows	4	CIS142 C	Database-Access for Windows	3	CIS150 C	Microsoft Office Applications	3	CIS160 C	Information Systems Management	3	CIS211 C	Introduction to Programming	3	CIS250 C	Word Processing	2	MGT111 C	Business Communications	3		or		MGT211 C	Writing for Business	3				Total Units		29	<p>2018 Fall</p>	<p>ACCT 101 has been revised from 4 to 5 units. CIS 132C has been revised from 3 to 4 units. Total units changed from 27 to 29.</p>
		Units																																											
ACCT101 C	Financial Accounting	5																																											
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CIS150 C	Microsoft Office Applications	3																																											
CIS160 C	Information Systems Management	3																																											
CIS211 C	Introduction to Programming	3																																											
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MGT211 C	Writing for Business	3																																											
Total Units		29																																											
<p>Computer Information Systems</p>	<p><b>Business Information Worker Certificate</b></p> <p>Required Courses Are Listed In Suggested Sequence:</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CIS101 C</td> <td>Introduction MS Word/Document Formatting</td> <td>4</td> </tr> <tr> <td>CIS107 C</td> <td>Introduction to Windows</td> <td>2</td> </tr> <tr> <td>CIS250 C</td> <td>Word Processing</td> <td>2</td> </tr> <tr> <td>CIS132 C</td> <td>Spreadsheet-Excel for Windows</td> <td>4</td> </tr> <tr> <td>CIS116 C</td> <td>MS Outlook/Office Procedures</td> <td>3</td> </tr> <tr> <td>CIS111 C</td> <td>Computer Information Systems</td> <td>3</td> </tr> <tr> <td>MGT111 C</td> <td>Business Communications</td> <td>3</td> </tr> <tr> <td>MGT266 C</td> <td>Human Relations in Business</td> <td>3</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Units</td> <td></td> <td>24</td> </tr> </tbody> </table>			Units	CIS101 C	Introduction MS Word/Document Formatting	4	CIS107 C	Introduction to Windows	2	CIS250 C	Word Processing	2	CIS132 C	Spreadsheet-Excel for Windows	4	CIS116 C	MS Outlook/Office Procedures	3	CIS111 C	Computer Information Systems	3	MGT111 C	Business Communications	3	MGT266 C	Human Relations in Business	3				Total Units		24	<p>2018 Fall</p>	<p>Change CIS 132 from 3 units to 4 units. Total units from 23 to 24</p>									
		Units																																											
CIS101 C	Introduction MS Word/Document Formatting	4																																											
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MGT111 C	Business Communications	3																																											
MGT266 C	Human Relations in Business	3																																											
Total Units		24																																											



Economics	<b>Associate in Arts in Economics for Transfer Degree (AA-T)</b>		2018 Fall	Changing unit value from 4 to 5 on ACCT 101 and ACCT 102. Total unit change from 20-22 to 20-24	
	Required Core Courses (14 units):				
					Units
	ECON100 C	Principles of Economics-Macro			3
		or			
	ECON100HC	Honors Principles of Economics			3
	ECON105 C	Principles of Economics-Micro			3
		or			
	ECON105HC	Honors Principles of Economics			3
	MATH120 C	Introduction to Probability and Statistics			4
	MATH130 C	Survey of Calculus			4
		or			
	MATH150AC	Calculus I			4
	List A: Select One Course (3-5 units)				
					Units
	MATH115 C	Finite Mathematics			4
	MATH150BC	Calculus II			4
	ACCT101 C	Financial Accounting			5
	CIS111 C	Computer Information Systems			3
	MGT211 C	Writing for Business			3
	List B: Select One Course (3-5 units) or any course not used in List A				
					Units
	ACCT102 C	Managerial Accounting			5
ECON110 C	Survey of Economics	3			
ECON120 C	International Economics	3			
ECON130 C	Consumer Economics	3			
MATH250AC	Multivariable Calculus	4			
Total Units		20 - 24			

DELETE DEGREES/CERTIFICATES					
DEGREE		EFF DATE	JUSTIFICATION		
Computer Information Systems	<b>MICROSOFT EXCEL CERTIFICATE</b>		2018 Fall	Lack of demand for this certificate and consolidating into a more current certificate offering.	
	Required courses are listed in suggested sequence.				
		Units			
	CIS111 C	Computer Information Systems			3
	CIS132 C	Spreadsheet-Excel for Windows			3
	CIS211 C	Introduction to Programming			3
	CIS241 C	Spreadsheet-Advanced MS Excel			3
	Total Units				12

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u>X</u>
<b>DATE:</b>	April 10, 2018	Information	<u>  </u>
		Enclosure(s)	<u>X</u>
<b>SUBJECT:</b>	Cypress College Education Futures Project Teacher Preparation Pipeline Leadership Seed Grant		

**BACKGROUND:** Cypress College is pleased to report that it is the recipient of a Teacher Preparation Pipeline Leadership Seed Grant with Chabot-Las Positas Community College District as fiscal agent, for the Education Futures Project, the Chancellor's Office. The grant is in the amount of \$5,000.

This grant is for the purpose of scaling-up Cypress' teacher prep efforts, building and strengthening the regional network of teacher education programs. Specific tasks will include: convening regional meetings, assisting in building a community of practice, supporting regional collaboration, and assisting in the activities in scaling up the program.

The performance period for the grant is October 16, 2017 through June 30, 2018.

This agenda item is being submitted by Kathleen Reiland, Interim Dean of Career Technical Education, Cypress College.

**How does this relate to the five District Strategic Directions?** This item responds to District Strategic Direction #1 and #5: Strategic Direction 1: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses. Strategic Direction 5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

**How does this relate to Board Policy:** This item is in compliance with Board Policy 3280 Grants (1.0) The Board will be informed about all grants received by the District; and, (2.0) The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Cypress College is the recipient of a Teacher Preparation Pipeline Leadership Seed Grant with Chabot-Las Positas Community College District in the amount of \$5,000. Funding is part of the Statewide Strong Workforce Program.

**RECOMMENDATION:** Authorization is requested to accept new revenue from the Education Futures Project, Teacher Preparation Pipeline Leadership Seed Grant in the amount of \$5,000. 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.

Cherry Li-Bugg

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Recommended by

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Approved for Submittal

3.b.2

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Item No.

**Cypress College  
Education Futures Project  
Teacher Preparation Pipeline Leadership Seed Grant  
Budget**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>	<u>PROPOSED BUDGET</u>
<b>20000 Noninstructional Salaries</b>		
	18345 2732 23400 6010 7100	\$ 2,500
<b>30000 Employee Benefits</b>		
	18345 2732 30000 6010 7100	\$ 500
<b>40000 Supplies and Materials</b>		
	18345 2732 40000 6010 7100	\$ 1,000
<b>50000 Other Operating Expenses</b>		
	18345 2732 52415 6010 7100	\$ 1,000
	<b>Grand Total</b>	<b>\$ 5,000</b>
<b>80000 Revenue</b>		
	18345 2732 86543 6010 7100	\$ 5,000
	<b>Grand Total</b>	<b>\$ 5,000</b>

\*Application did not provide for Indirect Costs

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 establish budgets from funding sources within the General Fund, for fiscal year 2017-2018, pursuant to the California Code of Regulations Title 5, Section 58308;

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8659	Other Reimbursable Categorical	\$ <u>5,000</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
2300	Noninstructional Salaries, Other	\$ 2,500
3000	Employee Benefits	\$ 500
4000	Supplies & Materials	\$ 1,000
5000	Other Operating Expenses	\$ <u>1,000</u>
	TOTALS	\$ <u><u>5,000</u></u>

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 April 10, 2018, 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

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** April 10, 2018 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
**SUBJECT:** Academic Personnel Enclosure(s) X

**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

4.a.1

Item No.

Academic Personnel  
April 10, 2018

CHANGE IN RETIREMENT DATE

Grabiell, Susan	FC	Geography Instructor From: May 31, 2018 To: May 27, 2018 PN FCF898
Salas, Ricardo	FC	Political Science Instructor From: August 1, 2018 To: July 12, 2018 PN FCF750

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS SPRING 2018

Anguelov, Katalin	CC	\$ 20.00
Coronado, Michael	CC	\$ 10.00
Freer, Carolee	CC	\$ 10.00
McMillian, Marcus	CC	\$ 20.00
Mosqueda-Ponce, Therese	CC	\$ 10.00
Page, Jennifer	CC	\$ 10.00
Paiement, Paul	CC	\$ 10.00
Patti, Joyce	CC	\$ 40.00
Pinkham, Bill	CC	\$ 50.00
Ramos, Jaime	CC	\$ 40.00
Saleh, Massoud	CC	\$ 10.00
Schulps, Molly	CC	\$ 50.00
Smith, Susan	CC	\$ 35.00
Valdez, Edilberto	CC	\$150.00

LEAVE OF ABSENCE

Dominguez, Elias	FC	Counselor Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 02/07/2018-02/28/2018
Duenas, Yolanda	CC	Counselor Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 03/09/2018-05/09/2018

Academic Personnel  
April 10, 2018

Flores, Michael	CC	History Instructor Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 03/19/2018-04/15/2018
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Palmer, Leslie	CC	Librarian Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 03/16/2018-05/26/2018
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2018 SPRING SEMESTER,  
TRIMESTER

Clarke, Edward	FC	Column 1, Step 1
Rohlander, Nathan	CC	Column 1, Step 1
Toohy, Blesilda	CC	Column 1, Step 1
Walton, Tyler	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Martinez, Yvette	CC	Column 1, Step 1
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**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES

**DATE:** April 10, 2018

**SUBJECT:** Classified Personnel

Action	<u>X</u>
Resolution	_____
Information	_____
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

4.b.1

\_\_\_\_\_  
Item No.

Classified Personnel  
April 10, 2018

RESIGNATION

Cobb, Keith                      CC                      Financial Aid Technician  
12-month position (100%)  
Eff. 04/04/2018  
PN CCC874

De Robles, Roque              FC                      Laboratory Clerk/Biology  
12-month position (100%)  
Eff. 03/31/2018  
PN FCC929

NEW PERSONNEL

Bates, Miranda                      NOCE                      Special Project Coordinator, Student Success  
Initiatives - Communications  
Temporary Management Position (100%)  
Range 1, Special Project Admin Daily Rate  
Eff. 04/20/2018 – 06/30/2018  
Eff. 07/01/2018 – 10/20/2018  
PN SCT959

Hernandez, Carolina              NOCE                      Admissions and Records Technician  
12-month position (100%)  
Range 33, Step A  
Classified Salary Schedule  
Eff. 04/11/2018  
PN SCC928

CHANGE IN SALARY STEP

Gerardo, Rosanne                      AC                      Executive Assistant III (100%)  
From: Range 30C, Step A  
To: Range 30C, Step F  
Eff. 04/02/2018

Classified Personnel  
April 10, 2018

PROMOTION

Cox, Terry	FC	Business Office Specialist 12-month position (100%) PN FCC854
		To: NOCE Director, Administrative Services 12-month position (100%) Range 25, Column B + PG&D Management Salary Schedule Eff. 04/02/2018 PN SCM972

VOLUNTARY CHANGES IN ASSIGNMENT

Cota, Yvonne	CC	Administrative Assistant I (100%)  Return to Regular Assignment Eff. 04/02/2018
Boss, Brian	FC	Student Services Specialist 12-month position (100%) PN FCC637  Permanent Lateral Transfer To: FC Evaluator 12-month position (100%) Eff. 04/16/2018 PN FCC596
Hwee, Ivy	AC	Accounting Specialist (100%)  Extension of Temporary Assignment To: AC Interim District Manager, Fiscal Affairs 12-month position (100%) Range 19, Column A Management Salary Schedule Eff. 04/01/2018 – 06/30/2018

Classified Personnel  
April 10, 2018

Marquardt, Summer	FC	Account Clerk II (100%)  Temporary Change in Assignment To: FC Administrative Assistant II (100%) Range 36, Step E + 15% Longevity + PG&D Classified Salary Schedule Eff. 03/22/2018 – 04/06/2018  Temporary Change in Assignment To: FC Account Clerk II (25%) Range 33, Step E + 15% Longevity + PG&D FC Administrative Assistant II (75%) Range 36, Step E + 15% Longevity + PG&D Classified Salary Schedule Eff. 04/07/2018 – 06/30/2018
Salazar, Kellyann	FC	Health Education Coordinator (100%)  Temporary Decrease in Percent Employed From: 100% To: 60% Eff. 04/16/2018 – 06/30/2018 Eff. 07/01/2018 – 04/19/2019

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** April 10, 2018 Resolution \_\_\_\_\_  
**SUBJECT:** Professional Experts Information \_\_\_\_\_  
Enclosure(s) X

**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

4.c.1

Item No.

Professional Experts  
 April 10, 2018

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Anderson, Janna	FC	Project Coordinator	New Faculty Teaching and Learning Workshops	10	03/01/2018	06/30/2018
Benavidez, Zachary	NOCE	Project Expert	ARISE Lab Project Expert	26	04/02/2018	06/30/2018
Borla, Linda	CC	Project Manager	Strong Workforce Rnd.1 Yr.1 Tutoring and Academic Support	5	04/02/2018	06/08/2018
De la Cruz, Damon	CC	Technical Expert	Technical Expert, Mortuary Science	13	02/26/2018	02/27/2018
Diep, Christie	CC	Project Manager	Strong Workforce Rnd.1 Yr.1 Tutoring and Academic Support	5	04/02/2018	06/08/2018
Fenter, Laurie	AC	Not-For-Credit Instr I	HR Benefits	16	03/22/2018	06/01/2018
Oh, Somin	CC	Project Expert	Dual Enrollment	26	04/11/2018	06/30/2018
Padilla, Debra	NOCE	Project Coordinator	DSN/CACT Advanced Manufacturing Center	20	03/23/2018	06/29/2018
Wahbe, Randa	CC	Project Manager	Strong Workforce Rnd. 1 Yr.1 Tutoring and Academic Support	5	04/02/2018	06/08/2018

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action X  
Resolution \_\_\_\_\_  
**DATE:** April 10, 2018 Information \_\_\_\_\_  
Enclosure(s) X  
**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

4.d.1

Item No.

Hourly Personnel  
April 10, 2018

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Arroyo, Ashley	FC	Clerical/Secretarial - Assist in Financial Aid Office	04/10/18	06/30/18	TE A 1
Baquera, Marisol	FC	Clerical/Secretarial - Assist in Financial Aid Office	04/10/18	06/30/18	TE B 4
Diaz, Anna	FC	Clerical/Secretarial - Assist in Financial Aid Office	04/10/18	06/30/18	TE A 4
Howard, Elvie	FC	Clerical/Secretarial - Assist in Financial Aid Office	04/10/18	06/30/18	TE A 3
Lopez, Anthony	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	04/11/18	06/30/18	TE I 3
Manzanares, Melissa	CC	Clerical/Secretarial - Assist in Counseling Center	06/18/18	06/28/18	TE A 1
Mool, Pragyee	FC	Clerical/Secretarial - support for the Adult Education Block Grant	04/11/18	06/30/18	TE A 4
Moreno, Destinee	FC	Clerical/Secretarial - Clerical assistance for CalWorks Office	04/11/18	06/30/18	TE B 3
O'Daniel, Amy	FC	Clerical/Secretarial - Assist with Front Desk duties	04/11/18	06/30/18	TE A 2
Olszewski, Jerry	FC	Tech/Paraprof - Athletic Program Assistant - Swimming and Diving	04/11/18	06/30/18	TE H 4
Phan, Khoa	CC	Clerical/Secretarial - Assist in Counseling Center	06/18/18	06/28/18	TE A 1
Salcedo, Andres	CC	Direct Instr Support - Assist in the CyberPatriot program	04/11/18	06/30/18	TE A 3
Sebo, Grace	FC	Clerical/Secretarial - Assist with Front Desk duties	04/11/18	06/30/18	TE A 2
Villasensor, Rafeal	FC	Service/Maint - Assist Campus Safety Dept with various duties	04/11/18	06/30/18	TE B 4

Professional Medical Employees

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Mathew, Julie	FC	Medical - Nurse Practitioner for campus Health Center	04/11/18	06/30/18	ME C 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Hranek, Linda	CC	Non-Direct Instr Support - Assist with Captioning in DSS	04/11/18	06/30/18	TE B 4
Lam, Nhan	CC	Non-Direct Instr Support - Assist with Captioning in DSS	04/25/18	06/30/18	TE B 4



Hourly Personnel  
April 10, 2018

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Abor, Fortune	FC	Work Study Student - Assist in the Student Activities Office	03/16/18	06/30/18	TE A 2
Adam Maha	FC	Work Study Student - Assist in the Writing Center	03/16/18	06/30/18	TE A 2
Alfaro, Valerie	FC	Work Study Student - Assist in the Marketing Department	03/16/18	06/30/18	TE A 2
Arellano, Eliza	FC	Work Study Student - Assist in the EOPS Office	03/16/18	06/30/18	TE A 2
Bakhom, Hoda	FC	Work Study Student - Assist in the Marketing Department	03/16/18	06/30/18	TE A 2
Barriga, Samantha	FC	Work Study Student - Assist in the Tutoring Center	03/16/18	06/30/18	TE A 3
Choe, Seohyeon	FC	Work Study Student - Assist in the Campus Math Lab	03/16/18	06/30/18	TE A 3
Corrales, Victor	FC	Work Study Student - Assist in the Student Activities Office	03/16/18	06/30/18	TE A 4
Dao, Chi	FC	Full-time Student - Assist in International Student Center	04/25/18	06/30/18	TE A 1
Dominguez, Noel	FC	Work Study Student - Assist in the Student Activities Office	03/16/18	06/30/18	TE A 2
Duong, Hien	FC	Work Study Student - Assist in the Writing Center	03/16/18	06/30/18	TE A 2
Estrada, Geraldine	FC	Work Study Student - Assist in the Tutoring Center	03/16/18	06/30/18	TE A 3
Flores, Lesley	FC	Work Study Student- Assist in the Art Communities Services	03/16/18	06/30/18	TE A 2
Gomez, Cecilia	FC	Work Study Student - Student Tutor for the FC Tutoring Center	03/16/18	06/30/18	TE A 3
Gonzales, Mark	FC	Work Study Student - Assist in the Campus Math Lab	03/16/18	06/30/18	TE A 3
Hanna, Phoebe	FC	Work Study Student - Assist in the Skills Center	03/16/18	06/30/18	TE A 3
Hawks, Kameron	FC	Work Study Student - Assist in the Marketing Department	03/16/18	06/30/18	TE A 2
Huynh, Thu	FC	Work Study Student - Assist in the Skills Center	03/16/18	06/30/18	TE A 2
Khattar, Kaushal	FC	Work Study Student - Assist in the Student Activities Office	03/16/18	06/30/18	TE A 4
Kim, Jin	FC	Work Study Student - Assist in the Campus Math Lab	03/16/18	06/30/18	TE A 3
Krikl, Sharilynn	FC	Work Study Student - Assist in the Financial Aid Department	03/16/18	06/30/18	TE A 2
Mendoza, Zail	FC	Work Study Student - Assist in the Financial Aid Department	03/16/18	06/30/18	TE A 2
Monlina, Carmen	FC	Work Study Student - Assist in the EOPS & Student Activities Office	03/16/18	06/30/18	TE A 2
Monreal, Alyssa	FC	Work Study Student - Assist in the Student Activities Office	03/16/18	06/30/18	TE A 2
Paras, Bernadette	FC	Work Study Student - Assist in the Campus Math Lab	03/16/18	06/30/18	TE A 3
Parikh, Anushri	FC	Work Study Student- Assist in the Campus Math Lab	03/16/18	06/30/18	TE A 3

Hourly Personnel  
April 10, 2018

Perez, Jocelynn	FC	Work Study Student - Assist in the Skills Center	03/16/18	06/30/18	TE A 2
Phan, An	FC	Work Study Student - Assist in the Campus Math Lab	03/16/18	06/30/18	TE A 3
Qiu, Chenxing	FC	Work Study Student - Assist in the Campus Math Lab	03/16/18	06/30/18	TE A 3
Qiu, Yiyi	FC	Full-time Student - Assist in International Student Center	04/25/18	06/30/18	TE A 1
Ramirez-Garcia, J.	FC	Work Study Student - Assist in the EOPS Office	03/16/18	06/30/18	TE A 4
Rao, Sarah	FC	Full-time Student - Assist with Pathway Transformation Initiative	05/09/18	06/30/18	TE B 1
Rosas, Vanessa	FC	Work Study Student - Assist in the Cosmetology Department	03/16/18	06/30/18	TE A 2
Scott, Nathaniel	FC	Work Study Student - Assist in the Maintenance and Operations Department	04/10/18	06/30/18	TE A 2
Shadram, Malous	CC	Full-time Student - Assist in Business Office	04/02/18	04/03/18	TE A 3
Stamper, Ryan	FC	Work Study Student- Assist in the Campus Math Lab	03/16/18	06/30/18	TE A 3
Symore, Elisia	FC	Work Study Student - Assist in the Skills Center	03/16/18	06/30/18	TE A 3
Tran, Trang	FC	Work Study Student - Assist in the Campus Math Lab	03/16/18	06/30/18	TE A 3
Vega, Evelyn	FC	Work Study Student - Student Tutor for the FC Tutoring Center	03/16/18	06/30/18	TE A 3
Wardhana, Stacy	FC	Work Study Student - Assist in the Skills Center	03/16/18	06/30/18	TE A 3
Yu, Hannah	FC	Work Study Student - Assist in the Writing Center	03/16/18	06/30/18	TE A 2

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** April 10, 2018  
**SUBJECT:** Volunteers

Action X  
Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s) X

**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

4.e.1

Item No.

Volunteer Personnel  
April 10, 2018

Name	Site	Program	Begin	End
Mangrum, Leslie	FC	Internship Counseling	04/11/2018	07/31/2018

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** April 10, 2018 Resolution \_\_\_\_\_  
**SUBJECT:** 2018-2019 Academic Calendar Information \_\_\_\_\_  
Enclosure(s) X

**BACKGROUND:** Each year the District and United Faculty negotiate the academic calendar. The attached calendar for the 2018-2019 academic year is a result of these negotiations. For the purpose of providing information, the calendar also designates the holiday schedule for classified employees as provided in the CSEA contract.

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

**How does this relate to Board Policy:** This item is in compliance with Board Policy and Administrative Procedure 4010, Academic Calendar.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Not applicable.

**RECOMMENDATION:** It is recommended that the attached 2018-2019 Academic Calendar for credit and noncredit be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

4.f.1

Item No.

## 2018-2019 ACADEMIC CALENDAR FOR CREDIT AND CONTINUING EDUCATION (NON-CREDIT) INSTRUCTORS

		<u>CREDIT</u>	<u>NON-CREDIT</u>	<u>CLASSIFIED</u>
July	4, 2018	Independence Day Holiday. . . . .	Independence Day Holiday. . . . .	Independence Day Holiday. . . . .
August	16	Mandatory Flex Day . . . . .	.....	.....
August	17	Non-Student Duty Day . . . . .	.....	.....
August	20	Fall Semester Begins . . . . .	.....	.....
September	3	Labor Day Holiday . . . . .	Labor Day Holiday . . . . .	Labor Day Holiday . . . . .
September	6	.....	Optional Flex Day . . . . .	.....
September	7	.....	Mandatory Flex Day . . . . .	.....
September	10	.....	Fall Trimester Begins . . . . .	.....
November	12	Veterans' Day Holiday . . . . .	Veterans' Day Holiday . . . . .	Veterans' Day Holiday . . . . .
November	22-23	Thanksgiving Holidays <sup>1</sup> . . . . .	Thanksgiving Holidays <sup>1</sup> . . . . .	Thanksgiving Holidays . . . . .
November	30	.....	Fall Trimester Ends . . . . .	.....
December	8	Fall Semester Ends . . . . .	.....	.....
December 24 - January 1, 2019		Winter Holidays . . . . .	Winter Holidays . . . . .	Winter Holidays . . . . .
January	3	.....	Optional Flex Day . . . . .	.....
January	4	.....	Mandatory Flex Day . . . . .	.....
January	7	.....	Winter Trimester Begins . . . . .	.....
January	21	Martin L. King Holiday . . . . .	Martin L. King Holiday . . . . .	Martin L. King Holiday . . . . .
January	24	Mandatory Flex Day . . . . .	.....	.....
January	25	Non-Student Duty Day . . . . .	.....	.....
January	28	Spring Semester Begins . . . . .	.....	.....
February	15	Lincoln's Birthday Holiday <sup>2</sup> . . . . .	Lincoln's Birthday Holiday <sup>2</sup> . . . . .	Lincoln's Birthday Holiday . . . . .
February	18	Presidents' Day Holiday . . . . .	Presidents' Day Holiday . . . . .	Presidents' Day Holiday . . . . .
April	5	.....	Winter Trimester Ends . . . . .	.....
April	8	.....	Spring Trimester Begins . . . . .	.....
April	15-17	Spring Recess <sup>3</sup> . . . . .	Spring Recess <sup>3</sup> . . . . .	.....
April	18	.....	.....	Cesar Chavez Holiday (Observed) . . . . .
April	19	.....	.....	Spring Holiday . . . . .
May	25	Spring Semester Ends . . . . .	.....	.....
May	27	Memorial Day Holiday . . . . .	Memorial Day Holiday . . . . .	Memorial Day Holiday . . . . .
June	28	.....	Spring Trimester Ends . . . . .	.....

<sup>1</sup> Includes Saturday and Sunday, November 24 and 25, which are non-instructional days

<sup>2</sup> Includes Saturday and Sunday, February 16 and 17, which are non-instructional days

<sup>3</sup> Includes Saturday and Sunday, April 20 and 21, which are non-instructional days