



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

MEETING: Regular Meeting in April 2016
DATE: Tuesday, April 12, 2016, 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 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 4 & 5**
 - e. **Consider Personnel block-vote items indicated by [] in Section 6**
 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, and 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**
 - * **Recognize Faculty Achieving Tenure**
 - * **"Puente Program: Putting Students First"**
By: Therese Mosqueda-Ponce and Kathyryne Sonne,
Co-Coordinator, Cypress College Puente Program
- h. **Comments:**

**College Presidents/Provost
Resource Table Personnel
Members of the Board of Trustees**

2.
 - a. **Approval of Minutes of the Special Meeting of March 17, 2016, the Special Closed Session Meeting of March 18, 2016, and the Regular Meeting of March 22, 2016.**
 - 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 54957: PUBLIC EMPLOYEE APPOINTMENT: Provost, School of Continuing Education
3. **PUBLIC HEARING:** Regarding Use of the Education Protection Account Proceeds to Partially Fund Instructional Salaries and Benefits.
 - a. It is recommended that after the public hearing the Board approve the use of the Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.
4. **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 2015-2016 General Fund and Capital Outlay Fund transfers and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307. **(The Resolutions are available for review in the District's Business Office.)**
 - [c] Authorization is requested to enter into a new agreement with Vavrinek, Trine, Day & Co. for the District's 2016-17 through 2020-21 audits.
 - [d] Authorization is requested to declare the list of items 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 (65%) and the auction company (35%).
 - [e] Authorization is requested to award Bid 2016-05, Vehicles Purchase for Fullerton College, to McCoy Mills Ford.

- [f] Authorization is requested to use CMAS Contract #4-15-78-0065F for the replacement of the hardwood flooring in the Fullerton College North Gymnasium with McWil Sports Surface, Inc.
- [g] Authorization is requested to award RFP #2015-17, Utility Mapping and Infrastructure Planning Services to PSOMAS.
- h. It is recommended that the Board of Trustees adopt Resolution No. 15/16-13 for the approval of the use of the California Multiple Award Schedule (CMAS) for material identification and sourcing.

5. **INSTRUCTIONAL RESOURCES**

- [a] Authorization is requested to accept new revenue in the General Fund, in the amount of \$350,000 in Baccalaureate Degree Pilot Program Implementation funds, awarded to Cypress College for use beginning January 30, 2016 through June 30, 2018.
- [b] Authorization is requested to accept new revenue for Fullerton College's National Science Foundation Advanced Technology Education Grant in the amount of \$158,724 for use beginning September 1, 2015 through June 30, 2018.
- [c] Authorization is requested to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College 2017 Spring Study Abroad Program in Rome, Italy.
- [d] It is recommended that the Board approve the attached summary of curriculum changes for Cypress College, to be effective Fall 2016.
- [e] It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective Fall 2016.
- [f] Authorization is requested to make adjustments to the General Fund and Financial Aid Fund revenue and expenditure budgets in accordance with the revised fiscal year 2015-16 allocations.

6. **HUMAN RESOURCES**

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

New Personnel
 Temporary Management Contract
 Extension of Temporary Management Contracts
 Payment for Independent Learning Contracts
 Leaves of Absence
 Temporary Academic Hourly
 Correction to March 22, 2016 Agenda
 New Management Description

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

Resignation
 New Personnel
 Promotions
 Voluntary Changes in Assignment
 Professional Growth & Development
 Stipend for Additional Administrative Duties
 Leaves of Absence

- [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 appointment of Dr. Gregory V. Schulz to President, Fullerton College.

7. **GENERAL**

- a. It is recommended that the Board re-adopt Board Policy 2015, Student Members.
- b. It is recommended that the Board receive proposed, revised Board Policy 2200, Board Duties and Responsibilities, as an information item.
- c. It is recommended that the Board adopt Resolution No. 15/16-16 verifying that Student Trustee Francisco Aviles Pino was absent from the Special Board Meeting of March 17, 2016 due to hardship, and Resolution No. 15/16-17 verifying that Trustee Barbara Dunsheath was absent from the Regular Board Meeting of March 22, 2016 due to illness.
- d. It is recommended that the Board adopt Resolution No. 15/16-19, declaring the week of May 2-6, 2016, as Teacher Appreciation Week.
- e. It is recommended that the Board adopt Resolution No. 15/16-18, declaring the week of May 15-21, 2016, as Classified School Employee Week.

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>
		Resolution	<u> </u>
DATE:	April 12, 2016	Information	<u> </u>
		Enclosure(s)	<u>X</u>
SUBJECT:	Public Hearing and Adoption of Education Protection Account Funding and Expenditures		

BACKGROUND: Proposition 30, The Schools and Local Public Safety Protection Act of 2012 passed in November 2012. This proposition temporarily raised the sales and use tax by .25 cents and raised the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) to provide continuing funding for local school districts and community colleges.

Per Proposition 30, a community college district has the sole authority to determine how the moneys received from the Education Protection Account (EPA) are spent, provided that the governing board shall make these spending determinations in open session of a public meeting of the governing board and shall not use any of the funds from the EPA for administrative salaries and benefits or any other administrative costs. Furthermore, each entity receiving funds shall annually publish on its internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

The District received the State Apportionment report that provided an estimate of \$28,705,621 that the District may receive from EPA funds.

Since the District now has the information needed to make a spending determination, the District is submitting this agenda item to comply with the Proposition 30 provision requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA funds that the District will receive are \$28,705,621 and the entire amount will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the "computational revenue" calculation.

The attached form identifying this \$28,705,621 as proceeds from the EPA and the District's intent to use these funds to partially fund instructional salaries, will be posted to the District's internet web site to meet the web site posting requirements. This same form will be updated at year-end with actual figures and will be audited as part of the District's annual financial and compliance audit. This agenda item was submitted by Rodrigo Garcia, 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: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: None. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculation.

RECOMMENDATION: It is recommended that after the public hearing the Board approve the use of the estimated \$28,705,621 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.

Brian Fahnestock
Recommended by

Approved for Submittal

3.a.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u> </u>
DATE:	April 12, 2016	Information	<u> </u>
		Enclosure(s)	<u>X</u>
SUBJECT:	Ratification of Purchase Orders and Checks		

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 P0107702 - P0108553, check numbers C0043062 - C0043218; F0198627 - F0200600; Q0004709 - Q0004801; 88449117 - 88450351; V0031342 - V0031349; 70072755 - 70074818; disbursements E8628673 - E8643028; 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 SCE 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 Higher One 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 P0107702 - P0108553 through March 23, 2016, totaling \$3,064,563.35, and check numbers C0043062 - C0043218, totaling \$180,893.79; check numbers F0198627 - F0200600, totaling \$610,382.44; check numbers Q0004709 - Q0004801, totaling \$782,258.91; check numbers 88449117 - 88450351, totaling \$5,508,976.18; check numbers V0031342 - V0031349, totaling \$10,542.97; check numbers 70072755 - 70074818, totaling \$423,193.61; and disbursements E8628673 - E8643028, totaling \$15,715,712.60, through March 31, 2016.

<u>Brian Fahnestock</u>	<u> </u>	<u>4.a</u>
Recommended by	Approved for Submittal	Item No.

BOARD RECAP
FOR THE PERIOD FEBRUARY 25, 2016 THROUGH MARCH 23, 2016
BOARD MEETING 4/12/2016

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0107702	Villa Ford Inc	\$32,775.00		CC	2016 Ford Transit Vehicle for Facilities Department
P0107704	Kelly Paper Co	\$305.16		FC	Digital Vinyl Paper
P0107830	Leslie Pogue LLC	\$1,200.00		CC	Guest Speaker for Black History Month Event
P0107848	Keyboard Concepts	\$64,623.45		FC	Grand Piano
P0107877	Natural Girls United	\$593.90		CC	Instructional Supplies
P0107881	Hammond, Patrick	\$1,200.00		CC	Speaker - Black History Month
P0107882	Apple Computer Inc	\$2,374.87		CC	Computer
P0107885	The Culinary Institute of America	\$178.27		CC	Classroom Supplies
P0107886	Sasco Electric	\$1,600.00		FC	Cabling Project
P0107887	Dell Marketing LP	\$44,983.99		CC	Computers
P0107888	The Lincoln Electric Company	\$12,061.98		FC	Classroom Instructional Supplies for Welding Class
P0107889	GST	\$9,528.71		SCE	Lab Equipment
P0107890	Boord, Jason	\$1,731.00		AC	Settlement of Police Academy Student Claim
P0107891	Mitchell, Christopher	\$1,485.00		AC	Settlement of Police Academy Student Claim
P0107892	Newsweek Inc	\$79.99		FC	News Subscription for the Library
P0107893	Learning Services	\$483.84		CC	Software
P0107894	Ganahl Lumber Co	\$1,032.34		FC	Horticulture Instructional Supplies
P0107895	CarMax Auto Superstores California LLC	\$16,383.33		FC	Toyota Prius Vehicle for Auto Department for Instructional Use
P0107897	CarMax Auto Superstores California LLC	\$17,459.55		FC	Toyota Prius Vehicle for Auto Department for Instructional Use
P0107899	CarMax Auto Superstores California LLC	\$17,405.28		FC	Toyota Prius Vehicle for Auto Department for Instructional Use
P0107900	CarMax Auto Superstores California LLC	\$14,876.20		FC	Toyota Prius Vehicle for Auto Department for Instructional Use
P0107901	PJ of Southern California LP	\$1,725.01		CC	Catering for High School Seniors Day
P0107902	B & H Photo Video Inc	\$2,608.01		CC	Camera and Accessories for Photography Department
P0107903	Graves Advertising Plus	\$60.00		FC	Website Hosting
P0107905	Orange County Air Conditioning	\$8,320.00		FC	Energy Management System Service
P0107906	Division of the State Architect	\$1,164.01	Capital Outlay	AC	Final DSA Fee for CC Mass Notification
P0107907	Club Car LLC	\$15,433.97	Capital Outlay	FC	Carryall Electric Utility Club Car for Physical Plant Department
P0107908	Club Car LLC	\$14,317.68	Capital Outlay	FC	Carryall Electric Utility Club Car for Physical Plant Department
P0107909	Cerritos High School	\$200.00		CC	Blanket Order for Transportation Services for High School Seniors
P0107910	Amazon com	\$132.77		SCE	Textbooks
P0107911	Amazon com	\$70.50		SCE	Textbooks
P0107912	S-Comm Inc	\$6,571.21		CC	Communication Devices (3)
P0107913	Fullerton College	\$1,320.00		FC	Student Parking Permit Fees

**BOARD RECAP
FOR THE PERIOD FEBRUARY 25, 2016 THROUGH MARCH 23, 2016
BOARD MEETING 4/12/2016**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0107914	Fullerton College	\$524.50		FC	Associated Student ID Card Fees
P0107915	Sodexo Inc and Affiliates	\$90.63		FC	Catering for Office of Special Programs for Natural Science Seminar Series
P0107916	Zoom Video Communication Inc	\$1,800.00		FC	Educational Annual Software
P0107918	Time Clock Sales & Service	\$167.10		FC	Time Clock Repairs
P0107919	School Outfitters LLC	\$1,011.84		FC	Markerboard
P0107920	Sodexo Inc and Affiliates	\$676.35		FC	Catering for CARE Kick-Off Mini Conference
P0107921	Fullerton College	\$1,776.00		FC	Child Development Lab School Fees for Childcare
P0107922	Sodexo Inc and Affiliates	\$532.28		FC	Catering for EOPS Mini Conference
P0107923	Apple Computer Inc	\$62.64		FC	Office Supplies
P0107924	Promotional Concepts Enterprises	\$147.90		CC	Decals
P0107925	CI Solutions	\$1,055.61		CC	Printer Supplies
P0107926	H & H Publishing Co.	\$1,106.40		CC	Textbooks
P0107927	DynTek Services Inc	\$2,100.00		FC	System Center Configuration Manager Implementing & Training
P0107928	All In One Poster Company Inc	\$651.58		AC	Mandatory Compliance Federal Posters
P0107929	Henry Schein Inc	\$12,214.11		CC	Software and Site License for Dental Program
P0107970	Wicked Skatewear	\$442.00		SCE	Decal - North Orange County Regional Consortium
P0107971	Office Depot	\$1,000.00		CC	Blanket Order for Office Supplies
P0107974	Whitaker Brothers	\$128.27		FC	Office Supplies
P0107975	Apple Computer Inc	\$1,886.64		FC	Computer Supplies
P0107976	Orange County Telescope	\$12,897.40	Capital Outlay	CC	Telescopes (2) and Accessories for Astronomy Class
P0107977	CDW Government Inc	\$367.98		AC	Office Supplies
P0107978	Fullerton College	\$1,156.00		FC	Fullerton College Health Fee for EOPS Students
P0107979	GJ Automotive Equipment Co Inc	\$1,607.19		FC	Automotive Tear Down Transmission Benches for Auto Class
P0107980	Holt Anatomical	\$1,097.28		FC	Biology Lab Supplies
P0107981	Coastal Carbonic	\$60.00		FC	Carbomizer Rental Fees
P0107982	Concept2 CTS Inc	\$1,017.00		FC	Indoor Rower Machine
P0107983	Geotechnical Solutions Inc	\$32,000.00	Bond	AC	Geotechnical Services for Multiple Projects @ CC
P0107984	Jossey-Bass Inc	\$296.00		FC	Subscription
P0107985	J Kim Electric Inc	\$21,656.89		FC	Lighting Installation for Horticulture Department
P0107986	GST	\$540.23		CC	Office Supplies
P0107987	Dell Marketing LP	\$10,796.16		CC	Computers
P0107988	G & G Engineering Inc	\$12,800.00	Bond	AC	Topographic Survey for Multiple Projects @ CC
P0107989	Marx Bros Fire Extinguisher Co Inc	\$1,950.00		AC	Blanket Order for Fire Extinguisher Training

BOARD RECAP
FOR THE PERIOD FEBRUARY 25, 2016 THROUGH MARCH 23, 2016
BOARD MEETING 4/12/2016

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0107990	G/M Business Interiors	\$1,951.06		SCE	Office Supplies
P0107991	The Mathis Group	\$180.55		FC	Classroom Supplies
P0107992	GST	\$312.13		CC	Scanner
P0107993	Office Depot	\$1,337.56		FC	Office Supplies
P0107994	CDW Government Inc	\$23,473.73		CC	Computers, Network Switches and Routers
P0107995	Gale Cengage Learning	\$7,000.00		CC	Blanket Order for Library Materials
P0107996	Barnes & Noble Inc	\$1,000.00		CC	Blanket Order for Library Materials
P0107997	Office Depot	\$2,000.00		CC	Blanket Order for Office Supplies
P0107998	Office Depot	\$4,750.00		CC	Blanket Order for Office Supplies
P0107999	The Hotel Fullerton	\$500.00		FC	Conference Room and Food Fees for EOPS Student & Faculty Recognition Ceremony
P0108000	Amazon com	\$61.62		CC	Chemistry Lab Supplies
P0108001	Sixtos, Richard	\$250.60		FC	Reimbursement for Broken Windshield Damaged from a Softball
P0108002	Henry Schein Inc	\$668.54		CC	Dental Lab Supplies
P0108003	Apple Computer Inc	\$3,410.52		FC	Computer
P0108004	Orange County Sanitation District	\$1,320.20		AC	Sewer User Fee
P0108005	CDW Government Inc	\$3,124.01		FC	Scanner, Warranty and Accessories
P0108006	Exacta Dental Products Inc	\$472.29		CC	Dental Lab Supplies
P0108007	Pierce Chemicals Royal Bond	\$143.72		CC	Freight Charges for Donation of Embalming Fluid
P0108008	GST	\$543.91		CC	Printer & Toner
P0108009	CDW Government Inc	\$1,237.78		FC	Computer & Warranty
P0108010	CDW Government Inc	\$880.61		FC	Printer
P0108011	North Orange County Chamber	\$525.00		FC	Annual Membership Fee
P0108013	Orange County Air Conditioning	\$2,983.80		AC	Air Conditioning Repair
P0108015	Placentia Yorba Linda USD	\$482.80		FC	Transportation Fees
P0108016	Fullerton College	\$55.50		FC	Parking Permit Fees
P0108017	Guzman, Heather	\$75.00		FC	CARE Student Textbook Reimbursement
P0108018	Quezada, Savrina	\$70.00		FC	CARE Student University Application Fee Reimbursement
P0108019	Benchmark Education Company	\$194.70		SCE	Textbooks
P0108020	Whitehead Construction Inc	\$62,000.00	Bond	AC	FC Tech & Engineering Complex Settlement; B/A 2/23/2016
P0108024	Staton Wholesale	\$895.77		FC	Custom Shirts
P0108025	Apple Computer Inc	\$2,713.99		CC	Computer
P0108026	Advanced Analytical Inc	\$863.25		CC	Classroom Supplies
P0108027	VMI Inc	\$1,992.61		FC	Dual Channel Encoder

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0108028	Hardy Diagnostics	\$132.94		CC	Biology Lab Supplies
P0108029	Pearson Education Inc	\$2,665.54		SCE	Textbooks
P0108030	VR Mason	\$4,254.04		SCE	Electrical Services - ESL Lab
P0108031	Corporate Business Interiors Inc	\$19,969.68		CC	(10) Crossroads Study Carrel and Installation
P0108033	Kelly Paper Co	\$2,046.61		AC	Densitometer to Measure Photographic Print for Production Department
P0108034	African American Male Education Network and Development	\$1,000.00		FC	Conference Registration for 5 Students
P0108035	Momon, Elvin	\$885.00		AC	Hearing Officer Services for Employee Hearing
P0108036	New Management Inc	\$2,361.70		FC	Magnetic Door Locks
P0108037	WMFY We Mail For You	\$2,894.48		AC	Printing Services
P0108038	Office Depot	\$1,200.00		FC	Blanket Order for Office Supplies
P0108039	Sidepath Inc	\$42,465.60		CC	Software & Software Support
P0108040	iT1 Source LLC	\$1,535.50		SCE	Printers
P0108041	iT1 Source LLC	\$55.71		SCE	Office Supplies
P0108042	Demco Inc	\$266.04		FC	Library Supplies
P0108043	Dudek	\$552,705.00	Capital Outlay	AC	Environmental Review for Measure J Bond Projects; B/A 12/8/2015
P0108044	Qualtrics LLC	\$1,500.00		AC	Software License Upgrade
P0108045	West Orange County Regional Chamber of Commerce	\$308.00		FC	Institutional Membership Renewal
P0108046	Sodexo Inc and Affiliates	\$4,495.50		FC	Catering for Spring 2016 Convocation
P0108047	Sodexo Inc and Affiliates	\$669.60		FC	Catering for Spring 2016 Information Booths
P0108048	Air Treatment Corporation	\$3,120.13		FC	Cooling Tower Parts
P0108049	VR Mason	\$18,765.24		AC	Classroom Painting/Improvements
P0108050	GST	\$597.25		FC	Computer Monitors
P0108051	Integrated Interiors Inc	\$5,615.00		CC	Executive Meeting Room Flooring Replacement
P0108052	VR Mason	\$2,062.91		SCE	Electrical Repair
P0108053	Sutton Enterprises	\$3,000.00		CC	Humanities Building Fire Alarm Upgrade Project Final Payment
P0108054	Lumigrow Inc	\$835.72		FC	Natural Science Lab Supplies
P0108055	Sodexo Inc and Affiliates	\$66.15		FC	Catering for Hiring Committee 2/9/16
P0108056	Brodart Co	\$77.05		FC	Textbook Labels
P0108057	Apple Computer Inc	\$671.76		FC	Software
P0108058	ADT Security Services Inc	\$36.46		FC	Alarm Repairs
P0108059	Henry Schein Inc	\$31.09		CC	Dental Lab Supplies
P0108060	Dowell, Ron	\$1,200.00		CC	Guest Speaker - Legacy Program
P0108061	Cypress Chamber of Commerce	\$500.00		CC	Cypress Chamber of Commerce Business Directory

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0108062	ALLEGORITHMIC sas	\$1,448.00		FC	Software License
P0108063	Nasco Modesto	\$1,139.40		FC	Biology Lab Supplies
P0108069	Sidepath Inc	\$34,227.41		CC	Network Server Equipment & Support Services
P0108070	Filmtools Inc	\$405.01		FC	Classroom Supplies
P0108071	Accrediting Commission for Schools	\$86.40		SCE	Accreditation Certificate
P0108072	Totalplan, Inc	\$6,721.73		FC	Modular Furniture for Financial Aid Back Office
P0108073	Trane	\$4,578.68		AC	Chiller Maintenance and Repair
P0108074	Full Compass Systems Ltd	\$2,919.30		FC	Lab Supplies
P0108075	Compview	\$5,664.61	Capital Outlay	CC	Projectors (5)
P0108076	Compview	\$6,920.89	Capital Outlay	CC	Projector Screen
P0108077	The Chronicle of Higher Education Inc	\$79.00		FC	Subscription Renewal
P0108078	Grafix Shoppe	\$473.04		CC	Graphic Kit Reflective
P0108095	Sodexo Inc and Affiliates	\$94.19		FC	Catering for PUMP Mentor/Mentee Orientation
P0108096	JBS Retail LLC	\$561.26		CC	Mail Sorters
P0108097	A T Kratter & Co	\$3,346.93		CC	Enhanced Full Vision HD 1080p Video Magnifier
P0108099	The Wall Street Journal	\$446.47		FC	Journal Subscription
P0108100	Home Depot	\$659.99	Capital Outlay	CC	Refrigerator
P0108101	Jacobsen Southern California	\$18,473.13	Capital Outlay	FC	Hydraulic Power Steering Tractor
P0108102	Eberhard Equipment	\$1,193.41	Capital Outlay	FC	Forklift Equipment
P0108103	Wayfair LLC	\$320.73		CC	Office Supplies
P0108119	Technopro CS Inc	\$588.38		CC	Software Modules
P0108120	Pacwest Security Services	\$6,300.00		SCE	Onsite Security Services for Gilbert High School
P0108121	Brea Signs & Graphics Inc	\$302.12		FC	Signage
P0108122	Sportzcast LLC	\$329.00		FC	Software Renewal
P0108123	Electric Car Sales Service	\$2,487.90		AC	Maintenance and Repairs on Electric Carts
P0108124	The Adult Contemporary Music Research Letter	\$330.00		FC	Subscription Renewal
P0108125	Sodexo Inc and Affiliates	\$704.67		FC	Catering for Staff Development Event
P0108126	iT1 Source LLC	\$7,597.92		SCE	Computers
P0108127	Aerial Media Pros	\$50,379.84		CC	(6) Drones for Aviation Instruction
P0108128	VisionPoint Marketing	\$47,515.00		SCE	SCE Name Analysis and Consulting Services
P0108129	Sasco Electric	\$2,500.00		FC	Blanket Order for Misc. Data Cabling
P0108130	CN School and Office Solutions Inc	\$43,264.87		FC	Office Furniture
P0108131	Flinn Scientific Inc	\$43.99		CC	Chemistry Lab Demonstration

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0108132	Apple Computer Inc	\$211.68		AC	Office Supplies
P0108133	Industrial Fiber Optics	\$359.10		CC	Equipment Repairs
P0108134	Garden Grove Chamber of Commerce	\$15.00		CC	Membership Breakfast Fees
P0108149	Dell Marketing LP	\$1,047.06	Capital Outlay	CC	Computer
P0108150	CDW Government Inc	\$1,029.32		FC	Printers
P0108151	LA High Tech Enterprises Inc	\$350.00		CC	TV Installation
P0108152	Reinbold Gallery Photography Inc	\$959.04		AC	Photoshoot and Prints for Trustees Area 3
P0108153	Ambe, Noline	\$1,200.00		CC	Guest Speaker for Black History Month
P0108158	MSC Industrial Supply Co Inc	\$5,000.00		FC	Blanket Order for Tool Supplies
P0108159	Vanvield, Devon	\$85.00		AC	Settlement of Police Academy Student Claim
P0108160	Jaramillo, Carolina	\$1,355.00		AC	Settlement of Police Academy Student Claim
P0108161	Jimenez, George	\$2,000.00		AC	Settlement of Police Academy Student Claim
P0108162	Biometrics4ALL Inc	\$1,189.04		AC	Laptop
P0108163	Vernier Software & Technology	\$6,285.01		FC	(15) Spectrovis for Chemistry Lab
P0108164	Republic Engines	\$3,969.01	Capital Outlay	FC	Concrete Grinder Machine
P0108165	B & M Lawn & Garden Center	\$9,874.24	Capital Outlay	FC	(4) Mowers, (3) Blowers (2) Hedges (2) Trimmers
P0108166	A Alvarado Painting	\$6,650.00	Capital Outlay	AC	Patch Holes & Repaint FC Bldg 200, RM 226-228
P0108168	Ewing Irrigation Products Inc	\$1,615.98		FC	Grounds Supplies
P0108169	XLNT Tint of Anaheim Inc	\$392.97		CC	Window Tinting
P0108170	WMFY We Mail For You	\$2,224.80		AC	Mailing Services
P0108171	American College Health Association	\$777.60		FC	Health Services Surveys and Reports Package
P0108172	SimplexGrinnell	\$1,527.75		AC	Water Flow Device Repair
P0108173	CDW Government Inc	\$1,887.49		FC	Laptop
P0108174	Glasby Maintenance Supply Co.	\$4,631.04		AC	(10) Rugs for Rainy Days
P0108175	Morrow Meadows Corp	\$6,965.00		SCE	Network Cabling Installation
P0108176	Start Fresh Building Maintenance Inc	\$12,300.00	Capital Outlay	AC	Reglaze Walls & Floors in 1000 Bldg. Restrooms
P0108178	Amazon com	\$21.60		CC	Chemistry Lab Safety Supplies
P0108179	Fisher Scientific Co LLC	\$220.12		CC	Chemistry Lab Supplies
P0108180	JT Print It	\$228.11		FC	Promotional Supplies
P0108196	Community College League of California	\$3,600.00		CC	African American Male Education Network Conference Registration for 18 Students
P0108197	Aroma Italiano Cafe	\$331.41		CC	Catering for Professional Development Workshop
P0108198	Mercury Disposal System Inc	\$2,000.00		FC	Blanket Order for Disposal Services
P0108199	Amazon com	\$599.23		CC	Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0108200	Transportation Charter Services Inc	\$1,000.00		CC	Transportation to the A2MEND Conference
P0108201	School Health	\$640.63		FC	6dot Braille Label Maker
P0108202	GONLED	\$473,330.40		AC	LED Lights for FC Parking Structure (California Community College Foundation Piggyback)
P0108203	Case & Sons Construction Inc	\$44,700.00		AC	Labor and Equipment for Installation of LED Lights
P0108204	Computerland of Silicon Valley	\$738.00		AC	Software
P0108205	Leonard Chaidez Tree Service	\$11,910.00		CC	Tree Trimming Services
P0108206	Office Depot	\$900.00		FC	Blanket Order for Office Supplies
P0108208	Snap-on Business Solutions	\$5,000.00		CC	Blanket Order for Automotive Supplies
P0108209	Centralia Elementary School District	\$900.00		CC	Blanket Order for CalWORKs Child Care Expenses
P0108210	Snap-on Tools	\$1,500.00		CC	Blanket Order for Automotive Supplies
P0108212	Apple Computer Inc	\$61,196.96		CC	Computers
P0108213	Carolina Biological Supply Co	\$563.86		CC	Biology Lab Supplies
P0108214	Amazon com	\$505.23		FC	Computer Supplies
P0108215	Tredent Data Systems Inc	\$20,385.01	Capital Outlay	CC	Computer Networking Equipment
P0108216	Refrigeration Supplies Distributor	\$46,930.68		CC	Equipment & Tools for the Energy & Sustainable Technology Classroom
P0108217	Integrated Interiors Inc	\$24,990.00		CC	Demo and Install Flooring at Humanities Building
P0108218	GST	\$6,532.32		CC	Computers
P0108219	Logicube, Inc	\$5,097.54		CC	Computer Equipment
P0108220	Tredent Data Systems Inc	\$4,098.00		CC	Networking Equipment
P0108221	Monoprice Inc	\$2,919.19		CC	Computers
P0108222	Dell Marketing LP	\$1,066.27		CC	Laptop
P0108223	Graybar Electric Co Inc	\$76.59		CC	Security Camera Cover
P0108241	Tomark Sports	\$3,262.93		CC	Spray Paint Stripper for Sport Field
P0108242	RefPay.com	\$396.00		FC	Sports Referee Payment
P0108243	Scantron Corporation	\$479.58		FC	Instructional Supplies
P0108244	Education Training Research Associates	\$437.96		CC	Health Center Instructional Supplies
P0108245	Office Depot	\$1,000.00		CC	Blanket Order for Office Supplies
P0108246	Reich, Jim	\$2,750.00		FC	Independent Contractor for Football Team Film Edit
P0108247	Office Depot	\$400.00		CC	Blanket Order for Office Supplies
P0108248	Allsteel Inc	\$35,289.02		CC	(14) Computer Workstations and Chairs for Computer Lab
P0108251	Sebo, Grace	\$250.00		AC	Photography Services - New Faculty Orientation
P0108252	Apple Computer Inc	\$3,406.33		FC	Computers
P0108253	Apple Computer Inc	\$7,112.64	Capital Outlay	CC	Computers

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0108254	Amazon com	\$68.36		FC	Office Supplies
P0108256	VER Sales Inc	\$3,888.00		FC	Hydraulic Hand Compression Tool with Case
P0108257	Embalmers Supply Company	\$56.28		CC	Freight Charges for Shipping Equipment Needing Warranty Repair
P0108260	VR Mason	\$1,771.48		SCE	Paint Return Shipping Charges
P0108261	Cypress Engraving	\$133.80		CC	International Student Engraved Plaque
P0108262	Lincoln Equipment Inc	\$2,948.21		FC	Aquatic Supplies
P0108263	Scantron Corporation	\$263.38		FC	Scantron Forms
P0108264	Russo, Bernard	\$175.00		FC	Payment of Honorarium
P0108265	Amazon com	\$500.02		CC	Office Supplies
P0108266	California Department of Public Health	\$170.00		CC	Health Center Lab User Fee License Renewal
P0108267	iT1 Source LLC	\$171.99		SCE	Office Supplies
P0108268	Office Depot	\$1,500.00		CC	Blanket Order for Instructional Supplies
P0108269	Transportation Charter Services Inc	\$5,862.00		CC	Transportation for Middle School Career Connection Project to Cypress College
P0108270	Fullerton College	\$167.00		FC	Student Parking Permit Fees
P0108272	Cambridge University Press	\$2,288.39		SCE	Textbooks
P0108273	Pearson Education Inc	\$4,537.64		SCE	Textbooks
P0108274	CDW Government Inc	\$272.33		FC	Office Supplies
P0108275	Amazon com	\$894.87		CC	Middle School Career Connection Project Supplies
P0108276	Hillyard	\$7,600.17		CC	Paint and Painting Supplies
P0108277	Trane	\$5,191.00		AC	Pipe Repair and HVAC Cleaning
P0108278	Totalplan, Inc	\$44,424.98		FC	Veteran Resource Center Remodel Project
P0108279	CDW Government Inc	\$11,565.56		CC	Printers and Scanners
P0108280	Cal Pro Specialties	\$234.04		SCE	Items for Disabled Student Services Graduation
P0108281	Balloons Pluss Inc	\$221.41		FC	Decorations for Humanities Tea Event
P0108282	G/M Business Interiors	\$391.14		CC	Chair
P0108283	Trend Offset Printing Services Inc	\$4,399.92		AC	Printing - SCE Kids Catalog
P0108284	Psychological Assessment Resources Inc	\$1,959.55		SCE	Assessment Forms
P0108293	Scantron Corporation	\$238.37		CC	Instructional Supplies
P0108294	Amazon com	\$79.48		FC	Instructional Media
P0108295	Amazon com	\$61.93		FC	Instructional Media
P0108296	Amazon com	\$65.48		FC	Instructional Media Supplies
P0108297	Gall's	\$1,000.00		AC	Blanket Order to Purchase Security Uniforms and Supplies
P0108298	Pearson	\$9,704.69		SCE	Assessment Tests

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0108300	JK Electronics Inc	\$500.00		CC	Blanket Order for Electrical Supplies
P0108301	KT Industries Inc	\$4,803.01	Capital Outlay	CC	Labor and Materials to Install Switch Breaker @ CC
P0108302	Jones, Savannah	\$389.00		FC	Webinar
P0108303	JK Electronics Inc	\$2,500.00		CC	Blanket Order for Electrical Supplies
P0108304	Apple Computer Inc	\$4,421.28		FC	Computers
P0108305	BSN Sports Inc	\$290.16		FC	Softball Catchers Gear
P0108306	Apple Computer Inc	\$1,908.81		FC	Computer & Supplies
P0108307	iT1 Source LLC	\$719.84		SCE	Software License and Support
P0108308	P2S Engineering Inc	\$45,000.00	Capital Outlay	AC	Engineering Services CC Thermal Energy Storage Project
P0108309	SphereXV	\$35,000.00		AC	Web Design Development for Baccalaureate Degree Pilot Program
P0108310	Coin Security Systems, Inc	\$250.00		FC	Key Safe Repairs
P0108311	Strong Roots Farm	\$2,979.01		FC	Aquaponics Mini-Demonstration Unit
P0108312	Vital Link Orange County	\$20,000.00		SCE	Orange County Advanced Manufacturing Professional Development
P0108313	Sodexo Inc and Affiliates	\$745.59		FC	Catering for Jump Start Project 2015-2016
P0108314	Chefs Toys - Accusharp	\$3,931.20		CC	(4) Mixers (4) Waffle Makers
P0108315	Aerial Media Pros	\$4,476.60		CC	(1) Drone for Aviation Instruction Classroom
P0108316	RJ Electric	\$1,850.00		AC	Electrical Circuit Installation
P0108317	Florence Filter Corp	\$5,000.01		AC	Air Filters
P0108318	OC Sewing & Vacuum	\$1,187.96		FC	Sewing Machines
P0108319	Young, Renee	\$379.05		FC	Reimbursement for Sewing Machine
P0108320	Vernier Software & Technology	\$1,596.46		FC	Physics Lab Supplies
P0108321	Y Squared Electronics Inc	\$11,038.08		CC	Flight Stations for Aviation Lab
P0108322	Orange County Air Conditioning	\$9,620.00		FC	HVAC System Installation
P0108323	Flashbay Inc	\$6,699.40		AC	Staff Development Promotional Materials
P0108324	People Admin Inc	\$28,708.00		AC	Applicant Tracking & Position Software Modules
P0108325	YBH Restaurants Inc	\$1,458.00		CC	Catering for STEM2 Transfer Celebration
P0108326	Invictus Environmental Safety Solutions Inc	\$18,000.00		SCE	Environmental Safety Training
P0108327	Stored Value Marketing	\$7,556.45		FC	Spring 2016 Gas Cards for CARE Students
P0108328	Lampline	\$103.30		FC	Flood Lamps
P0108329	Stanley Vidmar	\$5,023.05		FC	Drawers for Equipment Storage for Automotive Dept.
P0108330	Office Depot	\$2,000.00		CC	Blanket Order for Science Division Office Supplies
P0108331	B & H Photo Video Inc	\$126.05		FC	Camera Pan/Tilt Head
P0108332	Klinger Educational Products Corp	\$2,547.73		FC	Physics Lab Equipment

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0108333	Master Grinding & Security LLC	\$822.00		FC	Security Lockdown Door Magnet
P0108334	Refrigeration Unltd Inc	\$310.00		FC	Ice Machine Repairs
P0108335	Keystone Automotive Industries	\$1,000.00		CC	Blanket Order for Automotive Supplies
P0108336	Amazon com	\$369.75		CC	Chemistry Lab Supplies
P0108337	Amazon com	\$70.21		SCE	Older Adult Program Instructional Supplies
P0108338	Amazon com	\$59.07		SCE	Instructional Supplies
P0108339	JM & J Contractors	\$9,450.00	Capital Outlay	AC	Decomposed Granite Path Main Quad Project @ FC
P0108340	Fashion Supplies Inc	\$5,443.20		FC	Classroom Supplies
P0108341	Amazon com	\$69.08		SCE	Older Adult Program Supplies
P0108342	AT&T Data Comm	\$25,982.49		SCE	Network Upgrade Project
P0108343	VMI Inc	\$779.12		FC	Video Equipment
P0108344	Sodexo Inc and Affiliates	\$38.88		FC	Catering for Forensic Team Speaker Series
P0108345	CN School and Office Solutions Inc	\$1,600.57		FC	Filing Cabinet
P0108346	Club Car LLC	\$8,884.62	Capital Outlay	FC	Electric Club Car for FC
P0108347	Sodexo Inc and Affiliates	\$1,903.41		FC	Catering for Humanities Division and New Faculty
P0108348	Promotional Concepts Enterprises	\$1,408.01		CC	Promotional Items
P0108349	Office Depot	\$310.29		FC	Office Supplies
P0108350	Sesac Inc	\$1,946.13		FC	Copyright License Fees
P0108351	Office Depot	\$1,000.00		FC	Blanket Order for Office Supplies
P0108352	LA Grinding	\$71.54		AC	Production & Printing Supplies
P0108353	4imprint Inc	\$771.66		FC	Department Advertisement
P0108354	Uline Inc	\$469.93		FC	Packing Supplies
P0108355	Sasco Electric	\$650.00	Capital Outlay	CC	Electrical Installation
P0108356	Strong Roots Farm	\$5,947.41		FC	(3) Fish Tanks and Supplies for Horticulture
P0108357	Amazon com	\$100.40		SCE	Instructional Supplies
P0108358	Amazon com	\$58.61		SCE	Instructional Supplies
P0108359	Amazon com	\$79.47		SCE	Instructional Supplies
P0108360	Apple Computer Inc	\$1,500.65		FC	Computer
P0108361	Sodexo Inc and Affiliates	\$197.61		FC	Catering for Cadena Cultural Center
P0108362	Sodexo Inc and Affiliates	\$422.21		FC	Catering for Cadena Cultural Center
P0108363	California Teachers Association	\$1,230.00		FC	Institutional Membership
P0108364	951 Designs	\$1,360.80		FC	Custom T-Shirts
P0108365	Access Ingenuity	\$7,644.02		CC	Software
P0108366	Embassy Consulting Services LLC	\$3,000.00		AC	Speaker for HR Professional Development

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0108367	Iris Media Group	\$2,500.00		FC	Video Editing
P0108368	Pasco Scientific	\$8,519.82		FC	(19) Physics Lab Equipment & Supplies
P0108369	TEquipment.net	\$8,051.17		FC	(21) Physics Lab Supplies
P0108370	Taylor, Charmain	\$129.56		FC	Reimbursement for Course Materials
P0108371	Sodexo Inc and Affiliates	\$37.24		FC	Catering for Tutoring Center Tutor Training
P0108372	St Joseph Heritage Healthcare	\$1,480.00		AC	Respiratory Protection Program
P0108373	Coleman, Paul	\$1,368.00		AC	Settlement of Police Academy Student Claim
P0108374	Razo, Alexander	\$895.00		AC	Settlement of Police Academy Student Claim
P0108375	YBH Restaurants Inc	\$815.94		CC	Catering for ISP End of Year Event
P0108376	Sodexo Inc and Affiliates	\$315.21		FC	Catering for Special Programs Meeting
P0108377	Garden Grove Unified School District	\$400.00		CC	Garden Grove USD HS Senior Contact Info Database
P0108379	Efficient Environmental Service Inc	\$450.00		SCE	Biohazardous Waste Removal
P0108380	CDW Government Inc	\$5,580.70		CC	Computers
P0108381	Orange County Air Conditioning	\$1,839.44		AC	HVAC Controller Installation
P0108382	Environmental Systems Research Institute Inc	\$972.00		CC	Software Licenses
P0108383	Guidance Software Inc	\$3,774.61		CC	Software Renewal
P0108384	Sasco Electric	\$800.00		FC	Network Cabling Project
P0108385	Strata Information Group	\$577.50		AC	Functional and Technical Training
P0108386	Transportation Charter Services Inc	\$3,035.00		CC	Transportation for Southern California University Tour EOPS Program April 15-16
P0108387	Vista Paint Corporation	\$1,294.93		FC	Paint Air Sprayer
P0108388	Scantron Corporation	\$1,265.43		FC	Scantron Forms
P0108389	Norwalk-La Mirada Unified School District	\$205.00		CC	Senior Day Buses - Transportation Charge
P0108390	Lynda.com	\$359.88		FC	Software License
P0108413	American Printing House for the Blind	\$291.60		FC	Aluminum Diagramming Foil Sheets
P0108414	Best Western Plus	\$7,323.00		FC	Hotel Fees for Field Trip to Universities in Northern California
P0108415	Transportation Charter Services Inc	\$4,396.50		CC	Transportation to Lexington Junior High School & Cypress College
P0108416	BNI Publications Inc	\$989.83		CC	Building, Fire, Energy, Electrical, ADA Code Books for CC Vice President's Office
P0108417	Fullerton Joint Union High School District	\$110.50		FC	Transportation Charges for EOPS Conference
P0108418	Star Total Print Solutions	\$2,702.70		CC	(550) Student Planners Disabled Student Services Department
P0108419	Ahead	\$183.55		CC	Textbooks
P0108420	Full Spectrum Laser LLC	\$4,281.93		FC	Laser Cutter for Theater Department
P0108421	US Armor Corporation	\$3,004.04		SCE	Body Armor for Campus Safety
P0108422	Ollivier Corporation	\$5,164.23		FC	Security Camera Equipment & Installation
P0108423	Academic Cap & Gown	\$5,000.00		CC	Blanket Order for Cap and Gown Supplies
P0108424	Gear Connection	\$4,010.00		CC	Speaker Rental for Graduation
P0108425	Scully, Kevin	\$175.00		FC	Payment for Honorarium
P0108426	B & M Lawn & Garden Center	\$7,169.27	Capital Outlay	FC	Commercial Stand-On Mower for Physical Plant
P0108427	A Alvarado Painting	\$1,680.00	Capital Outlay	AC	Parking Structure Repair @ FC
P0108428	JM & J Contractors	\$4,800.00	Capital Outlay	AC	Concrete Replacement Staff Parking Lot A & 8 @ FC
P0108429	JM & J Contractors	\$3,800.00	Capital Outlay	AC	Building 2000 Restroom Painting @ FC

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0108430	Tredent Data Systems Inc	\$8,203.68		CC	Computer Servers
P0108431	Assist Design	\$4,443.01		CC	Graduation Sashes
P0108447	Hardy Diagnostics	\$171.80		CC	Biology Lab Supplies
P0108448	Bioquip Products Inc	\$858.41		FC	Horticulture Lab Supplies
P0108449	Midwest Library Service	\$345.00		FC	Blanket Order for Library Supplies
P0108451	Trujillo, Jonathan	\$1,348.00		AC	Settlement of Police Academy Student Claim
P0108452	Carter, Andre	\$1,621.00		AC	Settlement of Police Academy Student Claim
P0108453	Kang, Marshall	\$495.00		AC	Settlement of Police Academy Student Claim
P0108454	Bryant, Marcus	\$1,556.00		AC	Settlement of Police Academy Student Claim
P0108455	Katie's Creative Gifts and Balloons	\$480.90		FC	Balloon Arches & Columns for KinderCaminata Event
P0108456	Aroma Italiano Cafe	\$358.39		CC	Catering for Professional Development Workshop
P0108470	4imprint Inc	\$1,033.82		FC	Promotional Materials for Fullerton College
P0108471	Crystal Factory	\$37.81		AC	Engraved Crystal Paperweight for 45 Years of Service
P0108472	How Magazine	\$55.96		AC	Subscription
P0108473	WMFY We Mail For You	\$7,220.65		AC	Printing Services
P0108482	Home Depot	\$500.00		CC	Blanket Order for Supplies
P0108483	Office Depot	\$1,500.00		AC	Blanket Order for Office Supplies
P0108484	Hallmark Inn	\$2,083.20		FC	Annual Puente Northern CA Field Trip to Visit 4-Year College Campuses (15 Rooms)
P0108485	GST	\$297.09		CC	Printer
P0108486	Insight Investments LLC	\$768.00		CC	Computers
P0108487	CopWare Inc	\$85.00		FC	Subscription Renewal
P0108489	Holiday Inn Hotel & Suites	\$2,275.96		FC	15 Rooms for Annual Puente Northern CA Field Trip
P0108490	Geil Industries	\$41,594.58		FC	Ceramic Kiln & Installation for Ceramic and Pottery Class
P0108491	Crown Trophy	\$1,569.25		CC	Canopy Tent
P0108492	Articulate Global Inc	\$978.50		FC	Software
P0108493	US Bank	\$880.00		AC	Administration Fees and Incidental Expenses
P0108494	Alvarez, Miguel	\$1,745.00		AC	Settlement of Police Academy Student Claim
P0108496	Office Depot	\$777.66		CC	Food and Beverages for Parent Night Conference
P0108498	Microlease	\$6,248.88		FC	Digital Storage Scope for Physics Class
P0108499	Kern River Power Equipment Inc	\$21,698.50	Capital Outlay	FC	Grasshopper Zero-Turn Mower
P0108502	Apple Computer Inc	\$5,103.84		CC	Computers
P0108503	XLNT Tint of Anaheim Inc	\$544.85		CC	Window Tint Installation
P0108504	McCoy Mills Ford	\$33,797.58	Capital Outlay	FC	Vehicle Truck for Physical Plant
P0108506	Forman, George	\$3,332.00		FC	Guest Speaker - Preschool Lab
P0108507	Amazon com	\$194.49		CC	Instructional Supplies
P0108523	Amazon com	\$244.57		FC	Art Instructional Supplies
P0108524	Amazon com	\$702.12		CC	Science Lab Supplies
P0108525	Jasco Incorporated	\$28,736.08	Capital Outlay	CC	Chemistry Equipment
P0108528	Alley Kat Sheet Music Ctr	\$1,300.00		FC	Blanket Order to Purchase Sheet Music
P0108535	CDW Government Inc	\$1,968.24		FC	Computer and Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0108537	Mark Andy Inc	\$1,956.66		FC	Printing Machine Parts
P0108539	GST	\$2,186.78		FC	Computer
P0108540	GST	\$498.00		FC	Computer Monitors
P0108541	Uline Inc	\$626.52		FC	Chair Mats
P0108543	Insight Investments LLC	\$388.00		CC	Computer
P0108545	Crowe Horwath LLP	\$2,300.00		AC	Professional Services
P0108548	Island Advertising Specialties	\$1,350.21		FC	Custom Cast Graduation Medals
P0108549	Stored Value Marketing	\$7,530.00		CC	Chevron Gift Card for CALWORKS Students
P0108550	Emeryville Hotel Development Venture LP	\$2,339.27		FC	Hotel Fees Annual Puente Northern CA Field Trip
P0108551	Amazon com	\$107.46		CC	Physics Lab Supplies
P0108552	Hi Standard Automotive LLC	\$1,179.44		CC	Automotive Safety Upgrades
P0108553	Office Depot	\$500.00		FC	Blanket Order for Office Supplies

\$3,064,563.35

Approved by: _____
Brian Fahnestock, Interim Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u>X</u>
DATE:	April 12, 2016	Information	<u></u>
		Enclosure(s)	<u>X</u>
SUBJECT:	2015-2016 Budget Transfers: General Fund and Capital Outlay Fund		

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 Rodrigo Garcia, 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 2015-2016 General Fund and Capital Outlay Fund transfers netting to the amount of \$1,256,445 and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Brian Fahnestock
Recommended by

Approved for Submittal

4.b.1
Item No.

Budget Transfers
04-12-2016

1. 11200: Current Year Funds - FC

Transfer to cover the cost of campus services related to computer, media, and network systems.

From:	6000 Capital Outlay	(20,000)
To:	5000 Other Operating Expenses	20,000

2. 11200: Current Year Funds - FC

Transfer to cover the purchase of office furniture for counselors within the Counseling Center at Fullerton College.

From:	4000 Supplies & Materials	(16,000)
	5000 Other Operating Expenses	(27,265)
To:	6000 Capital Outlay	43,265

3. 11200: Current Year Funds - FC

Transfer to cover the cost of Football Helmet refurbishing for football program and items for Orange County Empire Conference Swim Championship.

From:	5000 Other Operating Expenses	(13,200)
To:	4000 Supplies & Materials	8,000
	6000 Capital Outlay	5,200

4. 11200: Current Year Funds - All Campuses

Transfer funds to cover 2014/15 Classified Retro Salary payments.

From:	7900 Reserve for Contingencies	(781,914)
To:	2100 Noninstructional Salaries - Classified	685,069
	2200 Instructional Aides - Regular Status	91,537
	2300 Noninstructional Salaries - Other	5,308

5. 11100: Prior Year Funds - CC

Transfer to allocate campus funds for critical campus needs.

From:	6000 Capital Outlay	(57,185)
To:	5000 Other Operating Expenses	57,185

6. 11100: Prior Year Funds - FC

Transfer to cover the cost of travel expenses.

From:	1400 Noninstructional Salaries - Other	(15,000)
To:	5000 Other Operating Expenses	15,000

7. 11100: Prior Year Funds - AC

Transfer to cover travel reimbursement for employment applicants.

From:	7900 Reserve for Contingencies	(22,500)
To:	5000 Other Operating Expenses	22,500

Budget Transfers
04-12-2016

8. 11100: Prior Year Funds - AC

Transfer to cover the cost of maintenance work on screens in Room 105/107 at Anaheim Campus.

From:	7900 Reserve for Contingencies	(743)
To:	5000 Other Operating Expenses	743

9. 11100: Prior Year Funds - AC

Transfer to cover the cost of painting and recarpeting in three classrooms in School of Continuing Education at Anaheim Campus.

From:	7900 Reserve for Contingencies	(18,766)
To:	6000 Capital Outlay	18,766

10. 11100: Prior Year Funds - AC

Transfer to cover the cost of pre-paint repairs, white board, and painting of walls in rooms 303 and 505 for School of Continuing Education at Anaheim Campus.

From:	6000 Capital Outlay	(28,605)
To:	5000 Other Operating Expenses	28,605

11. 15140: Federal Work Study Administrative Allowance - FC

Transfer to cover the cost of remodeling and adding two work stations to the Financial Aid back office at Fullerton College.

From:	7900 Reserve for Contingencies	(6,722)
To:	6000 Capital Outlay	6,722

12. 16050: Hispanic-Serving Institutions Cooperative Arrangement Grant - FC

Transfer to realign budget with current program plan.

From:	1300 Instructional Salaries - Other	(2,313)
	2100 Noninstructional Salaries - Classified	(29,853)
	2400 Instructional Aides - Other	(500)
	3900 Benefits	(827)
To:	4000 Supplies & Materials	28,493
	6000 Capital Outlay	5,000

13. 17526: Cooperative Agencies Resource for Education - FC

Transfer to cover current expenditures that have taken place until the complete State Allocation funds are deposited into requested accounts.

From:	7500 Student Financial Aid	(31,000)
To:	7600 Other Student Aid	31,000

Budget Transfers
04-12-2016

14. 17726: Student Success & Support Program - FC

Transfer to cover anticipated expenditures in support of program goals.

From:	4000 Supplies & Materials	(160,000)
To:	5000 Other Operating Expenses	160,000

15. 17746: Student Equity Program - FC

Transfer to allocate budget to various departments in support of program goals.

From:	4000 Supplies & Materials	(74,256)
To:	2100 Noninstructional Salaries - Classified	29,209
	2300 Noninstructional Salaries - Other	28,808
	3900 Benefits	16,239

16. 18283: Career and Technical Education Enhancement Fund Grant - CC

Transfer to realign budget with current program plan.

From:	4000 Supplies & Materials	(155,671)
To:	2100 Noninstructional Salaries - Classified	9,000
	2300 Noninstructional Salaries - Other	8,550
	3900 Benefits	6,401
	5000 Other Operating Expenses	27,494
	6000 Capital Outlay	104,226

17. 18526: Board Financial Assistance Program - FC

Transfer to cover the cost of five kiosks for Financial Aid application process.

From:	2300 Noninstructional Salaries - Other	(10,000)
	5000 Other Operating Expenses	(18,000)
To:	6000 Capital Outlay	28,000

18. 19110: Parking - CC

Transfer to cover classified overtime and hourly clerical salaries, costs associated with the license plate recognition system, and the antenna system for Public Safety department at Cypress College.

From:	2100 Noninstructional Salaries - Classified	(26,400)
To:	2300 Noninstructional Salaries - Other	20,523
	5000 Other Operating Expenses	3,687
	6000 Capital Outlay	2,190

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	April 12, 2016	Information	
		Enclosure(s)	
SUBJECT:	Appointment of Audit Firm for District's Annual Audit Services		

BACKGROUND: Pursuant to Board Policy 6400, Audits, the Vice Chancellor, Finance & Facilities, shall recommend to the Board of Trustees a qualified Certified Public Accountant firm to perform the annual audit of all funds, books, and accounts of the District. The District is required by §59102 of Title 5 of the California Code of Regulations, to make arrangements for the Fiscal Year 2016-2017 Audit by May 1, 2017.

Pursuant to §53060 of the Government Code, and in accordance with the District's Purchasing Policy, the Board may contract for certain special services and advice in financial, economic, accounting, engineering, legal, or administrative matters without competitive public bidding. The selection of the special services may be accomplished on the basis of training, experience, and competence. The District has historically engaged the services of attorneys, architects, auditors, engineers, retirement consultants, and other consultants pursuant to these code and policy provisions.

During fiscal year 2015-2016, proposals were requested from 13 audit firms for the District, Foundations, and Proposition 39 audits; the District received proposals from six of the firms. The responses were reviewed by a committee of District and campus finance staff and five firms were invited for an interview in order to develop a ranking. Based on the results of the proposals and interviews, the committee ranked the firms in the order they appear below. Following are the rankings and summary of the combined fees for the District, Foundations, and Proposition 39 audits:

<u>FIRMS</u>	<u>HOURS</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Vavrinek, Trine, Day & Co.	1,430	\$118,500	\$119,400	\$123,500	\$119,600	\$120,700
Crowe Horwath	800	\$107,500	\$107,500	\$107,500	\$113,000	\$119,000
Vicenti, Lloyd & Stutzman	1,015	\$127,050	\$129,050	\$129,950	\$131,950	\$133,750
Nigro & Nigro, PC	1,115	\$ 97,500	\$ 98,550	\$ 99,600	\$100,650	\$101,700
Christy White Associates	1,075	\$102,000	\$105,055	\$108,415	\$111,675	\$115,025

Based on the ranking results, the selection committee met with the Board of Trustees audit subcommittee to discuss the recommendation of selecting Vavrinek, Trine, Day & Co. since this is the same firm the district has used for audit services for the previous nine years and since NOCCCD has not had a history of keeping the same audit firm beyond one RFP cycle. The Board subcommittee supported the selection committee's recommendation to award the audit contract to Vavrinek, Trine, Day & Co.

Minimum qualifications require the audit firm to be licensed to practice public accounting in the State of California, be independent of the North Orange County Community College District, and comply with all applicable California Board of Accountancy requirements. It is desirable that the firm actively participates in a peer review process approved by the American Institute of Certified Public Accountants and that it has no regulatory action taken against it. All five firms met these minimum qualifications. This agenda item was submitted by Rodrigo Garcia, 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 6400, Audits.

FUNDING SOURCE AND FINANCIAL IMPACT: Audit services for the District, the Community College Foundation of North Orange County, and Proposition 39 will be charged to the General Fund in an amount not to exceed \$110,500 for fiscal years 2016-17, \$111,400 for 2017-18, \$115,300 for 2018-19, \$111,200 for 2019-20, and \$112,100 for 2020-21. Audit services for the Cypress College Foundation will be charged to the Cypress Foundation in an amount not to exceed \$8,000 for fiscal years 2016-17 to 2017-18, \$8,200 for 2018-19, \$8,400 for 2019-20, and \$8,600 for 2020-21.

RECOMMENDATION: Authorization is requested to enter into a new agreement with Vavrinek, Trine, Day & Co. for the District's 2016-17 through 2020-21 audits. The District may terminate the agreement at the end of any year during the term of the agreement. The combined fee is \$118,600 for 2016-17, \$119,400 for 2017-18, \$123,500 for 2018-19, \$119,600 for 2019-20, and \$120,700 for 2020-21. This fee is exclusive of any additional accounting services desired by the District or any additional audit requirements resulting from changes in the colleges' reporting format or audit requirements as stated in the "California Community Colleges' Contracted District Audit Manual" issued by the State Chancellor's Office. Additional accounting services (special projects) will be billed at the hourly rates as outlined in the proposal. Authorization is further requested for the Interim Vice Chancellor, Finance & Facilities, to execute the agreement on behalf of the District.

Brian Fahnestock
Recommended by

Approved for Submittal

4.c.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u> </u>
DATE:	April 12, 2016	Information	<u> </u>
		Enclosure(s)	<u>X</u>
SUBJECT:	Surplus and Obsolete Supplies and Equipment		

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 has exceeded their useful life and is no longer suitable for the District and may be disposed through public auction sales or private sales. The surplus computers are no longer functional or usable as the Information Technology departments have taken various components from those systems to keep other systems functioning and available for students and staff. The departments on each campus had been made aware of the surplus items and have had an opportunity to view and request various surplus equipment prior to Board approval.

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 (65%) and the auction company (35%). 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: Proceed from the sale of surplus items will be deposited in General Fund.

RECOMMENDATION: Authorization is requested to declare the attached list of items 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 (65%) and the auction company (35%).

Brian Fahnestock

Recommended by

Approved for Submittal

4.d.1

Item No.

SURPLUS ITEMS

Qty.	Description	Location
1	1 Portable Room Humidifier	AC
1	10'x30" table	AC
2	15HP VTEC Drive VFD	AC
1	30" x 30" Steel Cabinet w/ Rollers	AC
1	3-Phase Service Disconnect	AC
1	6'x2' Table	AC
1	8'x3 Table	AC
1	Barrel Mover	AC
2	Blower Wheel	AC
1	Bradley Eye Wash Kit	AC
1	Circuit Board Switch	AC
4	Computers	AC
1	Crawler	AC
3	Dimmer Lighting Ballasts	AC
6	Electric Motors	AC
1	Fork Mounted Drum Grab	AC
4	Fuses	AC
3	Gas Valve	AC
1	Goodway Tube Brusher - SGB075	AC
1	Hand Truck	AC
4	Laptops	AC
12	Light Bulbs	AC
1	Lighting Control Digital Switch	AC
1	Metal Shelving Cabinet	AC
2	Monitor	AC
3	Network Switch	AC
3	Outdoor Light Fixtures	AC
8	Point of Service (POS) System	AC
2	Power Washer	AC
1	Pressure Relief Valve	AC
2	Printer	AC
1	Pump Control Box	AC
1	Refrigerator Control	AC
1	Relay	AC
6	Rubbermaid Trash Can Rollers	AC
1	Scrap Metal Sign	AC
5	Servers	AC
1	Small Box Grout	AC
1	Spark Ignition Module	AC
2	Sprinkler Controllers	AC
2	Stainless Steel Cart	AC
1	Standard Steel Door	AC
3	Steel Desks	AC
1	Triple Duty Check Valve	AC
120	Vinyl Cove Base	AC
1	Work Bench (10' x 4")	AC
1	72" Deck	CC
2	Audio Cassette Duplicator	CC
2	Automatic Sterilizer	CC
1	Camera Tripod	CC
6	Carts	CC

SURPLUS ITEMS

Qty.	Description	Location
2	Cassette Tape Recorder	CC
6	CD Player	CC
12	Computer Monitors	CC
307	Computers	CC
5	Copier Machine	CC
4	Dental Chair	CC
2	Digital Camera	CC
5	DVD Player	CC
2	Dynamometer	CC
2	Elliptical Trainer	CC
3	Engine Stand	CC
1	Exercise Bike	CC
1	Fax Machine	CC
2	Flat Screen TV	CC
1	Grinder Valve Face	CC
1	Groomer	CC
1	Jack Floor 1 Ton	CC
8	Laptops	CC
1	Light Stand	CC
6	Media Service Equipment	CC
7	Metal Work Table	CC
1	Oven	CC
7	Overhead Projector	CC
1	Paper Shredder	CC
1	Press Shop	CC
19	Printers	CC
1	Projector Table	CC
11	Projectors	CC
1	Pull Up Machine	CC
1	Repronar (device used for copying slides)	CC
1	Saw Machine	CC
7	Scanner	CC
1	Stairmaster	CC
8	Stool	CC
1	Surface Cylinder Head	CC
1	Surgical Suction Unit	CC
2	Treadmill	CC
2	Tube TV	CC
4	TV Camera	CC
2	Typewriter	CC
2	Upright Exercise Machine	CC
4	Video Equipment	CC
4	Video Tape Recorder	CC
6	View Camera	CC
5	View Camera w/ Case	CC
1	Xtender Dental Machine	CC
1	All Terrain Car	FC
2	Backboard Glass	FC
1	Basketball Hoop	FC
2	Bookcase	FC
1	Box scraper	FC

SURPLUS ITEMS

Qty.	Description	Location
8	Cabinets	FC
1	Cast	FC
1	Cathe (biopsy device)	FC
2	Chevrolet Truck	FC
62	Computers	FC
1	Cooling Unit	FC
3	Copier	FC
3	Dermatology Gum (skin conditioning machine)	FC
1	Desktop Storage	FC
1	Display Case	FC
1	Distributor tester	FC
1	Double Axle Trailer	FC
1	Drill Press	FC
31	File	FC
3	Golf Cart	FC
2	Heat Plate	FC
1	Ice Machine	FC
1	Lamp	FC
1	Large Fan	FC
8	Magnifying Glass with Light	FC
1	Mannequin	FC
2	Massage Chair	FC
1	Metal Desk	FC
5	Microdermabrator	FC
2	Mower	FC
1	Port Fuel Injection Simulator	FC
1	Rock Crosser	FC
1	Roll paper Rack	FC
1	Scroll Saw	FC
8	SDS Equipment	FC
6	Sewing Machines	FC
5	Shelf Cart	FC
1	Sled Table Arm Chair	FC
1	Small Tractor	FC
1	Snap-On Simulatone (diagnostic information simulator)	FC
1	Table Arm Chairs	FC
1	Towel Warmer	FC
3	Transmission Jack	FC
1	Vacuum	FC
7	Wall Mounted Tool Case	FC
1	Water Bath Incubator	FC
1	Cabinet/Braille Machine	SCE
1	Cash Register	SCE
6	Cassette Disc Tape Set	SCE
1	Cassette Recorder	SCE
1	Copy Machine	SCE
1	Desk	SCE
1	Keyboard	SCE
1	Keyboard Tray	SCE
1	Notebook	SCE
1	Overhead Projector	SCE

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	April 12, 2016	Information	
		Enclosure(s)	
SUBJECT:	Award Bid 2016-05, Vehicle Purchase for Fullerton College		

BACKGROUND: Fullerton College requested five (5) passenger vans procured for the use in the vanpool, educational field trips, sport events, meetings and seminars throughout the year. Fullerton College is replacing three (3) vans due to age, high miles and high maintenance costs. The two (2) new additional vans due to the increase in student enrollments and events.

On February 29 and March 7, 2016, the bid was advertised and many companies were invited to bid. On March 16, 2016, the Purchasing Department received 2 bids from the following companies:

COMPANY	UNIT PRICE	TOTAL PRICE
McCoy Mills Ford	\$31,982.85	\$159,914.25 (Tax Included)
Theodore Robins Ford	\$34,293.34	\$171,466.70 (Tax Not Included)

This agenda item is being submitted by Jenney Ho, District Director, Purchasing and Randy Harris, Fullerton College, Manager, Maintenance & Operations.

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 purchase of the vans will be charged to the Fleet and Equipment fund.

RECOMMENDATION: Authorization is requested to award Bid 2016-05, Vehicles Purchase for Fullerton College, to McCoy Mills Ford, in the amount of \$159,914.25. Authorization is further requested for the District Director, Purchasing, to execute the contract and issue a purchase order on behalf of the District.

Brian Fahnestock Recommended by	_____ Approved for Submittal	4.e Item No.
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 12, 2016

SUBJECT: Fullerton College North Gymnasium Hardwood
Flooring Replacement

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

BACKGROUND: Fullerton College is requesting to replace the hardwood flooring in the North Gymnasium. The flooring connections at the concrete slab subfloor are failing, creating soft spots, loose boards and floor board breaks in and around the court. These failures pose a serious safety risk, especially when the floor boards break. This hazard is evidenced by the locations of the last two major failures. The first failure occurred in the key just under the basketball hoop, and the other occurred just outside the court at the end of the basketball lay-up path. Floor boards broke at both locations. The gymnasium was removed from use until each repair was made. This is notable because a scheduled tournament was almost canceled due to one of the failures. The only way to correct the slab connections is to remove and replace the entire floor.

The District plans to utilize the CMAS contract #4-15-78-0065F to replace the hardwood flooring in the North Gymnasium with McWil Sports Surfaces, Inc. The CMAS contract offers a wide variety of commodities and services at prices which have been assessed to be fair, reasonable and competitive. These contracts have been established by the State of California, Department of General Services. The use of these contracts is available for use by public agencies including community college districts. The CMAS price to replace the hardwood flooring in the North Gymnasium is \$197,720.80. This agenda item is submitted by Jenney Ho, District Director, Purchasing, and Larry Lara, Fullerton College Director of Physical Plant & 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 to replace the hardwood flooring in the North Gymnasium will be charged to the Scheduled Maintenance.

RECOMMENDATION: Authorization is requested to use CMAS Contract #4-15-78-0065F for the replacement of the hardwood flooring in the Fullerton College North Gymnasium with McWil Sports Surface, Inc. in the amount of \$197,720.80. The CMAS contract is effective through September 30, 2020. Authorization is further requested for the District Director, Purchasing, to execute the agreement on behalf of the District.

Brian Fahnestock
Recommended by

Approved for Submittal

4.f
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	April 12, 2016	Information	_____
		Enclosure(s)	_____
SUBJECT:	Award RFP #2015-17, Utility Mapping and Infrastructure Planning Services		

BACKGROUND: On August 25, 2015, the District Purchasing Department invited several companies to submit a proposal for utility mapping and infrastructure planning services. The selected firm shall provide complete underground surveying and comprehensive mapping of existing wet (water, wastewater, chilled water, drainage, etc.) and dry (electric, gas, telephone, cable, telecommunications, etc.) utilities for the purpose of updating and obtaining accurate data for use with future campus construction projects, as well as for District and campus archiving and accurate campus infrastructure records.

The scope of the required services includes, but is not limited to, the following:

- Campus survey control mapping;
- Campus boundary surveys with easements clearly plotted;
- Comprehensive mapping of each campus to support future utility master planning and site infrastructure design;
- Mapping current utilities to allow for the efficient and timely analysis of each utility system;
- Catalog and/or scan current plans, documents, and data into a potentially paperless database utilizing a non-proprietary application; and
- Collecting and presenting mapping data in a manner that can be converted into a GIS data base.

On September 22, 2015, the District Purchasing received three proposals from the eight companies that attended the job walk.

COMPANY	BID (FULLERTON)	BID (CYPRESS)	TOTAL
KPFf Consulting Engineers	\$ 415,887.50	\$ 354,107.50	\$ 769,995
PSOMAS	\$ 580,860.00	\$ 602,018.00	\$ 1,182,878
TTG Corp	\$ 819,446.00	\$ 704,567.00	\$ 1,524,013

The Selection Committee and the District's Program Manager reviewed the proposals and unanimously determined to submit PSOMAS to the Board for approval. Although KPFf's proposed fees were much lower than those proposed by PSOMAS, KPFf would not be providing certain services that are specifically required on the Request for Proposal (RFP).

The scope of the RFP's Investigation Phase required that the consultant prepare surveys at each campus, and provide Boundary Survey Maps to the District. As part of the surveying, boundary lines have to be resolved, easements plotted, all found monuments shown, and missing boundary corner monuments set. Thereafter, the consultant is to "prepare a Record Survey Map for each campus and effect subsequent recordation with the County of Orange." During record research, KPFF found a Record of Survey Map for the Fullerton College campus, which was done by Hunsaker in 2004 and recorded with the County of Orange. KPFF believes it is not necessary to file a new Record of Survey and, therefore, will not redo the survey of the entire campus, but rather only do the survey for the properties to the south of Chapman, which are not included on the Record of Survey. It is the Committee's contention that a full survey of the campus must be done, as required by the RFP, in order to ensure that the District has accurate data for use with future campus infrastructure projects.

After discussions with KPFF regarding their proposed services and their apparent failure to meet the full scope of the RFP, it was determined that KPFF's submittal was non-responsive and while their estimated costs were considerably lower, the proposal was eliminated from consideration. PSOMAS is the next lowest cost proposal and it is recommended.

PSOMAS has been providing engineering services to the District on numerous projects for many years, either directly in contract with the District or as sub-consultant. Thus, they have the familiarity and the history that would be very useful in completing the services required. This agenda item was submitted by Jenney Ho, District Director, Purchasing, and Rick Williams, District Director, 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: Funding for this project will come from local bond funds.

RECOMMENDATION: Authorization is requested to award RFP #2015-17, Utility Mapping and Infrastructure Planning Services to PSOMAS in the amount of \$1,182,878. Authorization is further requested for the Interim Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Brian Fahnestock
Recommended by

Approved for Submittal

4.g.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 12, 2016

SUBJECT: Resolution for the Approval of Contracts or Purchases Pursuant to Public Contract Code Sections 10290 and 12100 under California Multiple Award Schedules (CMAS)

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

BACKGROUND: On March 22, staff brought this item to the Board for approval, but was unprepared to answer several specific questions regarding implementation of the new processes under the proposed resolution. Since that time, staff has clarified procedures and is resubmitting the item.

A school district may purchase from another government agency without soliciting bids when it is in the best interest to do so under Public Contract Code section 10290 et seq. and 12100 et seq. Public school districts in California are also allowed to use the California Multiple Award Schedule (CMAS) program administered by the Department of General Services. Any contract or purchase procured pursuant to this Resolution shall be approved or ratified by the Governing Board.

While the District has utilized the CMAS for procurement in the past, each contract was then brought to the Board individually in order for the Board to make the finding that the “piggy-back” procurement method was in the best interest of the District. By approving this resolution, the purchasing process can be streamlined and all CMAS related purchases will be deemed to be in the best interest of the District. The piggy-back purchase can then simply be included in the PO list for approval or ratification.

The procurement process involves two related steps: sourcing the material, and making the purchase. Sourcing the material may involve competitive bidding, if the purchase amount is over a particular threshold. Piggy-backing is a process wherein one government agency takes advantage of another agency’s bidding effort if that agency formally finds that process to be a benefit. This resolution streamlines this part of the procurement process.

The second aspect of the process is the actual purchase and authorization to enter into the purchase agreement. The Board has authorized certain District staff to make purchases according to Board Policy 6100 and Administrative Procedure 6150. The purchasing limits established by those documents are unchanged with the resolution to use CMAS or any other piggy-backing procedure.

In general, AP 6150 delegates purchasing authority to certain District and College executives and managers for items \$5,000 or less and otherwise up to the bid limit (currently \$87,800) for the Chancellor, Vice Chancellor, or Purchasing Director. Construction services delegated to District staff under CUPCCAA are limited to \$175,000.

Purchases that are sourced using piggy-backing that are also above the purchasing authority of staff will be brought to the Board for approval before the purchasing contracts are executed. This agenda item was prepared 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 6340, Bids & Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: None.

RECOMMENDATION: It is recommended that the Board of Trustees adopt Resolution No. 15/16-13 Approving Contracts or Purchases Pursuant to Public Contract Code Sections 10290 Et Seq and 12100 Et Seq. (California Multiple Award Schedules).

Brian Fahnestock
Recommended by

Approved for Submittal

4.h.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 12, 2016

SUBJECT: Cypress College
Baccalaureate Degree
Implementation Funding

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

BACKGROUND: Cypress College was notified that it had been allocated \$350,000 in Baccalaureate Degree Pilot Program Implementation Funds from the California Community Colleges Chancellor's Office. The one-time funding of \$350,000 will allow activities that include development of curriculum, training of faculty/staff/administrators, preparation for launching of the baccalaureate degree pilot program, outreach, recruitment, enrollment, and development of student support services leading up to the launch of Baccalaureate Degree in Mortuary Sciences in Fall 2017.

As part of this project, instruction and student support services have started working collaboratively to prepare for the launch of the baccalaureate degree program. Activities include: (1) establish requirements for baccalaureate degree program in consultation with ASCCC and Academic Senate at Cypress College; (2) develop curriculum that will be offered for the program; (3) prepare the substantive change proposal for submission to Accrediting Commission of Community and Junior Colleges (ACCJC); (4) plan for availability of classes and development of schedule; (5) plan for providing services to students with disabilities according to existing regulations; (6) explore possibilities to support the EOPS/CARE students reenrolled in the baccalaureate degree program as the existing model does not allow services beyond associate degree; (7) plan, develop, and implement systems and structures that will allow disbursement of financial aid to the students beyond associate degree; (8) provide services available to Veteran Students per the existing guidelines.

In addition to the activities mentioned above, the College will participate in professional development activities offered via the California Community Colleges Chancellor's Office and other sources.

While these funds are not awarded as a grant, they are restricted in nature and tracking of activities and submission of reports will be similar to other categorical funding received from the California Community Colleges Chancellor's Office.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Cypress College has been awarded Baccalaureate Degree Implementation funds from the California Community Colleges Chancellor's Office in the amount of \$350,000 for the period of January 30, 2016 to June 30, 2018.

RECOMMENDATION: In compliance with the California Community Colleges Chancellor's Office requirements, authorization is requested to accept new revenue in the General Fund in the amount of \$350,000 in Baccalaureate Degree Pilot Program Implementation Funds awarded to Cypress College for use beginning January 30, 2016 through June 30, 2018. It is also requested that a resolution be adopted to accept the 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 agreements on behalf of the District.

Cherry Li-Bugg

Recommended by

Approved for Submittal

5.a.2

Item No.

**Cypress College
Baccalaureate Degree Implementation Award**

**Budget
January 30, 2016 - June 30, 2018**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>	<u>PROPOSED BUDGET</u>
50000 Other Operating Expenses		
Other Operating Expenses	18288 2540 50000 1200	\$ 350,000
	Total Expenses	\$ 350,000
 80000 Revenue		
Other State Revenue	18288 2540 86900 1200	\$ 350,000
	Total Revenue	\$ 350,000

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 establish budgets from funding sources within the General Fund, for fiscal year 2015-2016, 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>
8699	Other State Revenue	\$ <u>350,000</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
5000	Other Operating Expenses	\$ <u>350,000</u>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA))
) SS
 COUNTY OF ORANGE)

I, Brian Fahnstock, Interim 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 12, 2016, and passed by a _____ vote of said Board.

 Interim 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

DATE: April 12, 2016

SUBJECT: Fullerton College: National Science Foundation
Advanced Technology Education (NSF-ATE)
grant, sub-agreement #DO-15-1621.01 with
Rancho Santiago Community College District

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

BACKGROUND: Introduction: The **Orange County Biotechnology Collaborative Partnership**, is a joint effort of three community colleges—Santa Ana College, Santiago Canyon College and Fullerton College—and their partners, to develop robust biotechnology programs that will prepare students, especially underrepresented students, to enter high-wage occupations and address the regional need for bio technicians.

The partnership is led by three community colleges in Southern California—**Santa Ana College (SAC), Santiago Canyon College (SCC) and Fullerton College (FC)**— with SAC serving as the lead. All of these colleges have high numbers of underrepresented students, strong STEM initiatives, and leadership in biotechnology program development for the region, which will enable them to achieve the project goals to produce qualified bio technicians to meet the region’s workforce need and diversify the STEM workforce.

All of the community college partners in the project are Hispanic Serving Institutions (HSIs), with Hispanic enrollment of 64% at SAC, 44% at SCC and 51.8% at FC.¹ ²The majority of students at these campuses are low-income - 72% at SAC, 55% at SCC, and 51% at FC - with the result that most students work, and struggle to persist in rigorous STEM programs.³

These colleges have implemented a number of initiatives to increase enrollment in and completion of STEM programs, recognizing the regional need for more graduates to enter STEM professions and/or transfer and complete university STEM degrees. These programs have provided extensive outreach, advisement, and instructional support services: e.g., Amgen Biotech Experience at Fullerton College, ENGAGE in STEM project at Santa Ana College, Science Teaching and Resource Center and faculty mentors at Santiago Canyon College.

The project’s focus on biotechnology will benefit from the resources and infrastructure in place through these larger campus efforts, and also address institutional STEM goals by expanding efforts to include *technical* STEM programs.

¹Fall 2009-Fall 2013 Rancho Santiago Community College District Enrollment Trends and Student Characteristics. (October 2013). RSCCD Institutional Research Department.

²Fullerton College 2014-15 Year End Report.

³California Community Colleges Chancellor’s Office. *Financial Aid Summary Report – 2012-2013*. Datamart. Web. Retrieved 3 October 2014.

How does this relate to the five District Strategic Directions? This item responds to Strategic Plan 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 submitted in accordance with Board Policy 3280, Grants.

FUNDING SOURCE AND FINANCIAL IMPACT: Fullerton College is a sub-recipient of a NSF-ATE Grant in the following amounts:

Fullerton College:

Year 1: \$56,208 2015-2016

Year 2: \$48,258 2016-2017

Year 3: \$54,258 2017-2018

Total: \$158,724

RECOMMENDATION: In compliance with the National Science Foundation Advanced Technology Education Grant authorization is requested to accept funding in the amount of \$158,724 for use beginning September 1, 2015 through June 30, 2018. It is also requested that a resolution be adopted to accept new revenue in the amount of \$56,208 for 2015-2016 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.

Fullerton College
National Science Foundation Advanced Technology Education
(NSF-ATE) grant, sub-agreement #DO-15-1621.01
Budget - New Funds for Year 1
July 1, 2015 - June 30, 2016

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>	<u>PROPOSED BUDGET</u>
20000 Noninstructional Salaries		
Professional Expert	15570 5485 23400 6010 N	\$ 11,500.00
Adult Hourly	15570 5485 24100 6010 N	\$ 19,506.00
30000 Employee Benefits		
Employee Benefits	15570 3305 30000 6010 N	\$ 3,180.00
40000 Supplies and Materials		
Supplies and Materials	15570 3305 43000 6010	\$ 6,000.00
50000 Other Operating Expenses		
Travel & Conference - Employees	15570 3305 52415 6010	\$ 2,235.00
Indirect Costs	15570 3305 59000 6010	\$ 13,787.00
	Grand Total	\$ 56,208.00
80000 Revenue		
Other Federal Revenues	15570 3305 81900 6010	\$ 56,208.00

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 2015-2016, 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.

Fullerton College:

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8199	Other Federal Revenues	\$ <u>56,208</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
2300	Noninstructional Salaries, Other	\$ 11,500
2400	Instructional Aides, Other	\$ 19,506
3100	Employee Benefits	\$ 3,180
4000	Supplies & Materials	\$ 6,000
5000	Other Operating Expenses	\$ <u>16,022</u>
	TOTALS	\$ <u><u>56,208</u></u>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA))
) SS
 COUNTY OF ORANGE))

I, Brian Fahnestock, Interim 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 12, 2016, and passed by a _____ vote of said Board.

 Interim 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
Resolution _____

DATE: April 12, 2016 Information _____
Enclosure(s) _____

SUBJECT: District Study Abroad Program
Spring 2017
Rome, Italy

BACKGROUND: At its April 24, 1987 meeting, the Board approved the International Education Program for the District, and the solicitation of proposals from independent contractors to provide travel arrangements for study abroad. AIFS has been recommended to handle all travel arrangements for the proposed Spring 2017 Study Abroad Program in Rome, Italy.

The proposed Spring 2017 Study Abroad Program will begin on February 24, 2017 and end on May 19, 2017. The program will be open to all Cypress College and Fullerton College students who are in good standing and have completed a minimum of 12 units.

This board item was prepared by Dr. Dani Wilson, Dean of the Library/Learning Resources Instructional Support Programs and Services, and Administrator of the Fullerton College Study Abroad Program.

How does this relate to the five District Strategic Directions: This Study Abroad Program supports District Strategic Directions 1 and 5 by requiring completion of ENG100 with a grade of C or better prior to application, offering transfer-level courses to contribute to the improvement of the rates of completion and transfer-readiness requirements, and the development of collaborative projects and partnerships within the district (Cypress College), within the community (neighboring colleges and universities) and within the community at-large (vendor AIFS).

How does this relate to Board Policy: This item is in compliance with Board Policy/Administrative Procedure 4300, Field Trips and Excursions.

FUNDING SOURCE AND FINANCIAL IMPACT: Students will pay a basic program fee of \$7,595 which includes housing, some meals, travel excursions, and orientation.

RECOMMENDATION: Authorization is requested to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College 2017 Spring Study Abroad Program in Rome, Italy. The basic program fee of \$7,595, which is to be paid by each student, includes housing, an orientation, support staff, travel excursions, a travel pass in Rome, some meals, and an Italian conversation course.

Authorization is requested for the Vice Chancellor, Facilities and Finance, to execute the agreement on behalf of the District. A signed copy of the travel contractor agreement will be on file in the District Business Office.

Cherry Li-Bugg

Recommended by

Approved for Submittal

5.c

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	April 12, 2016	Information	_____
		Enclosure(s)	X
SUBJECT:	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 2016. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

CYPRESS COLLEGE CURRICULUM

Board Agenda

April 12, 2016

(DCCC approved March 11, 2016)

DELETE COURSES/CERTIFICATES		
COURSE ID	EFF DATE	JUSTIFICATION
CTRP 032 C	2016 Fall	Topics covered in this class are now covered in other classes.
MGT 041 C	2016 Fall	Course no longer current
MGT 141 C	2016 Fall	Course no longer current
MGT 242 C	2016 Fall	Course no longer current
MKT 209 C	2016 Fall	Course no longer current

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 039 C Internship - Legal Transcription Units:3 Lecture:2 Laboratory:3	* New Course * Prerequisite: none	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds. This is the standard size for internship classes in the district.	2016 Fall	There is a need for legal transcription in the field of law to prepare edited documents from taped and videotaped proceedings.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 040 C Beginning Machine Shorthand Theory Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Lecture hours from 3 to 2 * Lab hours from 2 to 3 * Title expanded * Advisory removed	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2016 Fall	Minor content change is necessary to update the class to satisfy the requirements of the court reporting industry and the state of California. Lec/lab hours changed to comply with State guidelines.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 065 C Advanced CAT Systems Units: 2 Lecture: 1 Laboratory: 3	* Lecture hours from .5-2 to 1 * Lab hours from 1.5-6 to 3 * Units from .50-2 to 2	25	The class is devoted to learning the latest software updates. Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated to meet new software requirements. Lec/lab hours and units changed to comply with State standards.
CTRP 074 C CSR-RPR-CBC-CCP Exam Preparation Units: .5-3 Lecture: .5-3 Laboratory: 0	* Outline Update * Textbook Update * Open Entry /Open Exit * Repeatability added * Class size from 30 to 35	35	The majority of the class time focuses on the instructor lecturing, along with discussion, group learning, and/or formal/informal student presentations.	2016 Fall	Outline & textbook updated to better reflect course content.
CTRP 077 C Dictation - Transcription Units: .5-6 Lecture: .5-6 Laboratory: 1-12	* Outline Update * Catalog Description Update * Lab hours from 2-18 to 1-12	35	While the instructor does lecture, much of the class time focuses on dictation, group learning activities, and/or formal/informal student presentations including live reading and discussion.	2016 Fall	This course is being updated in order to accurately reflect the current structure of the class. Lab hours changed to comply with State standards.
CTRP 079 C Internship - CART Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Lab hours from 2.75-50 to 3 TBA * Class size from 20 to 25 * Units from 2 to 3 * Prerequisite removed	25	The student is engaged in both an on campus internship class and an external internship assignment. The student is actively engaged in practicing the skill(s) they are learning on the job. The instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated to accurately reflect the current course content. Lab hours and units changed to comply with State standards.
CTRP 081 C Internship - Court Reporting Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Units from 1-2 to 3 * Lecture hours from 1-2 to 2 * Lab hours from 2.75 to 3 TBA * Class size from 20 to 25	25	The students will have both an on campus class and an off-campus internship experience. They are engaged in practicing the skill(s) they have learned and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated to meet Court Reporter's Board standards for internship. Outline, catalog, schedule & textbook update to better reflect course content. Lec/lab hours and units changed to comply with State standards.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 083 C Computer Aided Transcription - Stenograph Units: 2 Lecture: 1 Laboratory: 3	* Outline Update * Units from 1 to 2 * Title expanded * Prerequisite removed * Change TBA lab hours to scheduled * Class size from 10 to 25	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being revised to meet new software requirements. Units changed to comply with State standards. TBA lab hours changed to scheduled.
CTRP 084 C Computer Aided Transcription - Eclipse Units: 2 Lecture: 1 Laboratory: 3	* Outline Update * Units from 1 to 2 * Title expanded * Class size from 20 to 25 * Change TBA lab hours to scheduled * Repeatability removed * Prerequisite removed	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	Changing technology in the field of court reporting requires a course update. Units changed to comply with State standards. TBA lab hours changed to scheduled.
CTRP 085 C Computer Aided Transcription - Dictionary Building Units: 2 Lecture: 1 Laboratory: 3	* Outline Update * Units from 1 to 2 * Title expanded * Prerequisite removed * Change TBA lab hours to scheduled * Class Size from 10 to 25	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course needs to be updated to match new steno dictionary requirements with the Court Reporter's Board regulations. Units changed to comply with State standards. TBA lab hours changed to scheduled.
CTRP 086 C Internship - Proofreading Units: 1.50 Lecture: 1 Laboratory: 1.50	* Outline Update * Class size from 20 to 25 * Catalog Description Update * Schedule Description Update * Repeatability removed * FSA M75 Court Reporting added * Units from 1 to 1.50 * Lab hours added 1.50 TBA	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated to reflect current classroom and out of class activities. Lab hrs and units changed to comply with State standards.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 087 C Internship - Hearing Reporter Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Units from .5-2 to 3 * Lecture hours from .5-2 to 2 * Lab hours added 3 TBA * Prerequisite removed * Repeatability removed * Class size from 20 to 25	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated in order to meet industry standards. Lec/lab hours and units changed to comply with State standards.
CTRP 088 C Internship - Captioning Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Repeatability removed * Units from 2 to 3 * Lab hours added 3 TBA	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated in order to accurately reflect classroom activities. Lab hrs and units changed to comply with State standards.
CTRP 091 C Advanced Dictionary Build Units: 2 Lecture: 1 Laboratory: 3	* Catalog Description Update * Schedule Description Update * Units from 1 to 2	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being revised in order to meet the Court Reporter's Board regulations. Units changed to comply with State standards.
CTRP 093 C Information Technology - CTRP Units: 2 Lecture: 2 Laboratory: 0	* Outline Update * Remove Distance Education	30	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being updated in order to stay abreast of technology changes in the field of reporting as required by the Court Reporter's Board of California.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CTRP 097 C Internship – Scoping and Editing Units: 1.50 Lecture: 1 Laboratory: 1.50	* Outline Update * Catalog Description Update * Schedule Description Update * FSA M75 Court Reporting added * Title expanded * Class size from 20 to 25 * Units from 1 to 1.50 * Lab hours added 1.50 TBA	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2016 Fall	This course is being revised to meet new industry standards. Lab hrs and units changed to comply with State standards.

REVISED DEGREES/CERTIFICATES				
DEGREE		EFF DATE	JUSTIFICATION	
Court Reporting	ASSOCIATE IN SCIENCE DEGREE COURT REPORTING		2016 Fall	Complete Program revision. Change in courses and total units from 111.5-112.5 to 31.5
	Required courses are listed in suggested sequence:			
		Units		
	CTRP071 C	Legal Terminology and Rhetoric 3		
	CTRP067 C	Basic Vocabulary Development 2		
	CTRP068 C	Advanced Vocabulary Development 1.5		
	CTRP051 C	Court/Conference Reporting: Legal 3		
	CTRP052 C	Court/Conference Reporting-Medical 3		
	CTRP053 C	Court/Conference Reporting: Congressional 3		
	CTRP092 C	Realtime Writing Concepts 2		
	CTRP055 C	Court/Conference Reporting: Jury Charge 3		
	CTRP056 C	Court/Conference Reporting: Jury Charge 2 3		
	CTRP076 C	Court & Deposition Procedures 3		
	CTRP081 C	Internship - Court Reporting 3		
CTRP050 C	CSR/RPR Directed Practice 0.5			
CTRP074 C	CSR-RPR-CBC-CCP Exam Preparation 1.5			
	Total Units 31.5			
Court Reporting	CAPTIONING CERTIFICATE		2016 Fall	Change in CTRP 085 C and CTRP 091 C from 1 unit to 2 units CTRP 088 C from 2 to 3 units Total units from 16.5 to 19.5
	Required courses are listed in suggested sequence:			
		Units		
	CTRP085 C	Computer Aided Transcription - Dictionary Building 2		
	CTRP090 C	Court/Conference Reporting: Literary 3		
	CTRP089 C	Court/Conference Reporting: Literary II 3		
	CTRP096 C	Court and Conference Reporting: Literary III 3		
	CTRP092 C	Realtime Writing Concepts 2		
	CTRP088 C	Internship - Captioning 3		
	CTRP068 C	Advanced Vocabulary Development 1.5		
CTRP091 C	Advanced Dictionary Build 2			
	Total Units 19.5			

REVISED DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																																							
Court Reporting	<p>CART - Communication Access Realtime Translation Certificate</p> <p>Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="256 367 951 940"> <thead> <tr> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>CTRP040 C</td><td>Beginning Machine Shorthand Theory</td><td>3</td></tr> <tr><td>CTRP041 C</td><td>Court Reporting Theory Review</td><td>3</td></tr> <tr><td>CTRP042 C</td><td>Machine Shorthand Speed Building 1</td><td>2</td></tr> <tr><td>CTRP043 C</td><td>Machine Shorthand Speed Building 2</td><td>2</td></tr> <tr><td>CTRP044 C</td><td>Machine Shorthand Speed Building 3</td><td>2</td></tr> <tr><td>CTRP045 C</td><td>Machine Shorthand Speed Building 4</td><td>2</td></tr> <tr><td>CTRP051 C</td><td>Court/Conference Reporting: Legal</td><td>3</td></tr> <tr><td>CTRP052 C</td><td>Court/Conference Reporting-Medical</td><td>3</td></tr> <tr><td>CTRP067 C</td><td>Basic Vocabulary Development</td><td>2</td></tr> <tr><td>CTRP068 C</td><td>Advanced Vocabulary Development</td><td>1.5</td></tr> <tr><td>CTRP092 C</td><td>Realtime Writing Concepts</td><td>2</td></tr> <tr><td>CTRP079 C</td><td>Internship - CART</td><td>3</td></tr> <tr><td>CTRP090 C</td><td>Court/Conference Reporting: Literary</td><td>3</td></tr> <tr><td>CTRP089 C</td><td>Court/Conference Reporting: Literary II</td><td>3</td></tr> <tr><td colspan="2">Total Units</td><td>34.5</td></tr> </tbody> </table>		Units	CTRP040 C	Beginning Machine Shorthand Theory	3	CTRP041 C	Court Reporting Theory Review	3	CTRP042 C	Machine Shorthand Speed Building 1	2	CTRP043 C	Machine Shorthand Speed Building 2	2	CTRP044 C	Machine Shorthand Speed Building 3	2	CTRP045 C	Machine Shorthand Speed Building 4	2	CTRP051 C	Court/Conference Reporting: Legal	3	CTRP052 C	Court/Conference Reporting-Medical	3	CTRP067 C	Basic Vocabulary Development	2	CTRP068 C	Advanced Vocabulary Development	1.5	CTRP092 C	Realtime Writing Concepts	2	CTRP079 C	Internship - CART	3	CTRP090 C	Court/Conference Reporting: Literary	3	CTRP089 C	Court/Conference Reporting: Literary II	3	Total Units		34.5	2016 Fall	CTRP 079 C changed units from 2 to 3 Total unit change from 33.5 to 34.5																								
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Select 2-3 units from the following:																																																												
		Units																																																										
THEA133 C	Rehearsal Performance I	2 - 3																																																										
or																																																												
THEA236 C	Summer Theater Workshop I	2																																																										
THEA108 C	Stage and Screenwriting	3																																																										
or																																																												
THEA129 C	Voice & Diction	3																																																										
Total Units		20 - 21																																																										

REVISED DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																				
Aviation and Travel Careers	<p>HOMELAND TRANSPORTATION SECURITY CERTIFICATE Required courses are listed in suggested sequence:</p> <table border="1" data-bbox="289 331 987 737"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AJ110 C</td> <td>Introduction to Criminal Justice</td> <td align="right">3</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>AJ120 C</td> <td>Concepts of Criminal Law</td> <td align="right">3</td> </tr> <tr> <td>ATC102 C</td> <td>Career Communication/Portfolio</td> <td align="right">3</td> </tr> <tr> <td>ATC112 C</td> <td>Homeland Security</td> <td align="right">3</td> </tr> <tr> <td>ATC116 C</td> <td>Aviation/Transportation Security</td> <td align="right">3</td> </tr> <tr> <td></td> <td align="center">or</td> <td></td> </tr> <tr> <td>ATC256 C</td> <td>Crew Resource Management</td> <td align="right">3</td> </tr> <tr> <td>ATC118 C</td> <td>Disaster Preparedness/Response</td> <td align="right">3</td> </tr> <tr> <td>ATC274 C</td> <td>Passenger Services and Safety</td> <td align="right">3</td> </tr> <tr> <td>Total Units</td> <td></td> <td align="right">18</td> </tr> </tbody> </table>			Units	AJ110 C	Introduction to Criminal Justice	3		or		AJ120 C	Concepts of Criminal Law	3	ATC102 C	Career Communication/Portfolio	3	ATC112 C	Homeland Security	3	ATC116 C	Aviation/Transportation Security	3		or		ATC256 C	Crew Resource Management	3	ATC118 C	Disaster Preparedness/Response	3	ATC274 C	Passenger Services and Safety	3	Total Units		18	2016 Fall	<p>Remove or between ATC 118 and ATC 274 which changes total units from 15 to 18.</p> <p>Previously DCCC approved 11-13-15 and Board approved 12-8-15.</p>
		Units																																					
AJ110 C	Introduction to Criminal Justice	3																																					
	or																																						
AJ120 C	Concepts of Criminal Law	3																																					
ATC102 C	Career Communication/Portfolio	3																																					
ATC112 C	Homeland Security	3																																					
ATC116 C	Aviation/Transportation Security	3																																					
	or																																						
ATC256 C	Crew Resource Management	3																																					
ATC118 C	Disaster Preparedness/Response	3																																					
ATC274 C	Passenger Services and Safety	3																																					
Total Units		18																																					

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	April 12, 2016	Resolution	<u> </u>
SUBJECT:	Fullerton College Curriculum Matters	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND: The Office of Instruction and the Curriculum Committee at Fullerton College and the District Curriculum Coordinating Committee have approved the attached summary of curriculum changes. All changes serve the mission of Fullerton College and are within the allocated budget for staff and facilities.

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; and (6) 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 prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Dr. Jennifer Combs, Fullerton College Curriculum Committee Chair and Dr. Jose Ramon Nunez, Vice President of Instructional Services.

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: The curricula are being submitted to the Board for approval as outlined in Board Policy 4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for all curricula comes from the campus general fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective Fall 2016. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.



Curriculum Proposal Agenda
Board of Trustees Meeting
April 12, 2016

Approved by DCCC 3/11/2016

REVISED COURSES

COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CRTV 129 F Broadcast News Units: 3 Lecture: 2 Laboratory: 4	<ul style="list-style-type: none"> ▪ CIP Code Revision (90701.00) ▪ Textbooks ▪ Course Content (that do not change the overall scope of the course) ▪ Student Learning Outcomes ▪ Method of Instruction ▪ Method of Evaluation ▪ Assignments Revision ▪ Catalog Description Update ▪ Schedule Description Update ▪ Six-Year Review ▪ Objectives Revision 	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2016 Fall	Six year review

DELETED COURSES

DEGREE	EFF DATE	JUSTIFICATION
ESL 050 F	2016 Fall	This is a course deletion, as the English as a Second Language department is reorganizing courses and altering pathways toward transfer-level courses.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 12, 2016

SUBJECT: Budget Adjustments

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

BACKGROUND: Revised 2015-2016 fiscal year allocations and amendments have been received for various federal- and state-funded programs. Based on these revised amounts, adjustments are needed to various General Fund and Financial Aid Fund revenue and expenditure budgets that were previously approved in the District Proposed Budget on September 8, 2015.

The General Fund programs requiring an adjustment are:

- Adult Education Block Grant (AEBG) Regional Consortium
- Adult Ed & Family Literacy Act Grant (AEFLA)
- Basic Skills, Board Financial Assistance Program (BFAP)
- California Work Opportunities and Responsibilities to Kids (CaWORKs)
- Career Technical Education (CTE) Transitions Grant
- CTE Enhancement Fund Grant
- Cooperative Agencies Resources for Education (CARE)
- Deputy Sector Navigator Grant (DSN)
- Disabled Student Programs and Services (DSPS)
- English Literacy and Civics Grant (EL Civics)
- Extended Opportunities Programs and Services (EOPS)
- Federal Work Study (FWS)
- Hispanic Serving Institutes (HSI) Cooperative Grant.
- OC Career Pathways Partnership (OC CPP)
- Perkins
- Prop 39 Program Improvement Funds
- Science Technology Engineering & Math (STEM) Grant
- Staff Diversity Funds
- Student Equity Program
- Student Success & Support Program (SSSP)
- Temporary Assistance for Needy Families (TANF)
- Title V – Hispanic Serving Institutes (HSI) Grant

The Financial Aid Fund programs requiring an adjustment are:

- Full-Time Student Success Grant (FTSSG)
- Supplemental Educational Opportunity Grant (SEOG).

This agenda item was submitted by Kashu Vyas, District Manager, 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; and 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 agenda item is submitted in accordance with Board Policy 6250, Budget Management.

FUNDING SOURCE AND FINANCIAL IMPACT: Various programs have received revised 2015-2016 allocations and amendments since the adoption of the District Proposed Budget on September 8, 2015. Budget adjustments are being submitted to revise revenue and expenditure budgets accordingly for the 2015-2016 fiscal year.

RECOMMENDATION: Authorization is requested to make adjustments to General Fund and Financial Aid Fund revenue and expenditure budgets in accordance with the revised fiscal year 2015-2016 allocations. It is further requested that a resolution be adopted to adjust budgets and authorize expenditures within the General Fund and Financial Aid Fund pursuant to the California Code of Regulations Title 5, Section 58308. Authorization is further 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.

SITE	PROGRAM NAME	TOTAL ADJUSTMENT	SOURCE OF ADJUSTMENT
GENERAL FUND			
CC	Revised Allocation Adjustment		
	Basic Skills	165,501	P-1 Allocation
	BFAP	25,833	P-1 Allocation
	CalWORKs	8,816	P-1 Allocation
	CARE	73,544	P-1 Allocation
	CTE Enhancement Fund	360	Most Recent Agreement
	CTE Transitions	1,850	Most Recent Agreement
	DSPS	48,532	P-1 Allocation
	EOPS	235,221	P-1 Allocation
	FWS	(12,537)	Dept. of Ed. Allocation
	OC CPP	2,342	Most Recent Agreement
	Perkins	38,762	P-1 Allocation
	Prop 39 Program Improvement Funds	(112,238)	P-1 Allocation
	STEM Grant	1,391	Most Recent Agreement
	SSSP	866,653	P-1 Allocation
	TANF	1,403	P-1 Allocation
	Title V – HSI	27	Most Recent Agreement

SITE	PROGRAM NAME	TOTAL ADJUSTMENT	SOURCE OF ADJUSTMENT
FC	Revised Allocation Adjustment		
	Basic Skills	29,485	P-1 Allocation
	BFAP	101,518	P-1 Allocation
	CalWORKs	32,828	P-1 Allocation
	CARE	71,928	P-1 Allocation
	CTE Enhancement Fund	1	Most Recent Agreement
	DSPS	(163,505)	P-1 Allocation
	EOPS	365,344	P-1 Allocation
	HSI Cooperative Arrangement	365,140	Most Recent Agreement
	SSSP	729,738	P-1 Allocation
TANF	9,467	P-1 Allocation	
SCE	Revised Allocation Adjustment		
	AEBG Regional Consortium	1,545,110	Most Recent Agreement
	AEFLA	235,644	Updated Allocation
	Basic Skills	37,806	P-1 Allocation
	DSN	100,000	Most Recent Agreement
	DSPS	71,599	P-1 Allocation
	EL Civics	(65,506)	Updated Allocation
	Non-Credit SSSP	456,973	P-1 Allocation
	OC CPP	37,500	Most Recent Agreement
AC	Revised Allocation Adjustment		
	Student Equity	1,919,319	P-1 Allocation
	Staff Diversity	(12,657)	P-1 Allocation
GRAND TOTAL – GENERAL FUND		<u>7,213,192</u>	
FINANCIAL AID FUND			
CC	Revised Allocation Adjustment		
	SEOG	46,726	Dept. of Ed. Allocation
	FTSSG	51,800	P-1 Allocation
FC	Revised Allocation Adjustment		
	FTSSG	183,000	P-1 Allocation
GRAND TOTAL – FINANCIAL AID FUND		<u>281,526</u>	

Budget Adjustments (Board Date April 12, 2016) July 1, 2015 - June 30, 2016

Note: All expenditure adjustments are being placed in one account for each program. Separate budget transfers will be processed to reallocate the adjustment amount to align with program plans.

<u>Campus Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Program</u>	<u>Acty</u>	<u>Locn</u>	<u>Adjustment</u>
<u>General Fund (0101)</u>								
CC	Basic Skills	Other Operating Expenses	18156	4800	50000	6720		\$ 165,501.00
		State Revenues	18156	4800	86133	6720		\$ 165,501.00
CC	BFAP	Other Operating Expenses	18516	3410	50000	6460		\$ 25,833.00
		State Revenues	18516	3410	86278	6460		\$ 25,833.00
CC	CalWORKs	Other Operating Expenses	17116	3430	50000	6490		\$ 8,816.00
		State Revenues	17116	3430	86250	6490		\$ 8,816.00
CC	CARE	Other Operating Expenses	17516	3430	50000	6490		\$ 73,544.00
		State Revenues	17516	3430	86276	6490		\$ 73,544.00
CC	CTE Enhancement Fund	Other Operating Expenses	18283	2426	50000	0900		\$ 360.00
		State Revenues	18283	2426	86543	0900		\$ 360.00
CC	CTE Transitions	Other Operating Expenses	15426	3305	50000	7010		\$ 1,850.00
		Federal Revenues	15426	3305	81700	7010		\$ 1,850.00
CC	DSPS	Other Operating Expenses	17616	3220	50000	6420		\$ 48,532.00
		State Revenues	17616	3220	86230	6420		\$ 48,532.00
CC	EOPS	Other Operating Expenses	17416	3390	50000	6430		\$ 235,221.00
		State Revenues	17416	3390	86220	6430		\$ 235,221.00

<u>Campus</u>	<u>Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Program</u>	<u>Acty</u>	<u>Locn</u>	<u>Adjustment</u>
CC	FWS	Other Operating Expenses	16110	3400	50000	6460			\$ (12,537.00)
		Federal Revenues	16110	3400	81210	6460			\$ (12,537.00)
CC	OC CPP	Other Operating Expenses	18280	3305	50000	6010			\$ 2,342.00
		State Revenues	18280	3305	86543	6010			\$ 2,342.00
CC	Perkins	Other Operating Expenses	15416	4950	50000	6010			\$ 38,762.00
		Federal Revenues	15416	4950	81700	6010			\$ 38,762.00
CC	Prop 39 Program Improvement Funds	Other Operating Expenses	18286	2426	50000	0700			\$ (112,238.00)
		State Revenues	18286	2426	86543	0700			\$ (112,238.00)
CC	STEM Grant	Other Operating Expenses	16618	3305	50000	6010			\$ 1,391.00
		Federal Revenues	16618	3305	81900	6010			\$ 1,391.00
CC	SSSP	Other Operating Expenses	17716	3230	50000	6320			\$ 866,653.00
		State Revenues	17716	3230	86277	6320			\$ 866,653.00
CC	TANF	Other Operating Expenses	15616	3430	50000	6490			\$ 1,403.00
		Federal Revenues	15616	3430	81400	6490			\$ 1,403.00
CC	Title V - HSI	Other Operating Expenses	16030	3305	50000	6190			\$ 27.00
		Federal Revenues	16030	3305	81220	6190			\$ 27.00
FC	Basic Skills	Other Operating Expenses	18156	7850	50000	6720			\$ 29,485.00
		State Revenues	18156	7850	86133	6720			\$ 29,485.00
FC	BFAP	Other Operating Expenses	18526	6150	50000	6460			\$ 101,518.00
		State Revenues	18526	6150	86278	6460			\$ 101,518.00
FC	CalWORKs	Other Operating Expenses	17126	5975	50000	6470			\$ 32,828.00
		State Revenues	17126	5975	86250	6470			\$ 32,828.00

<u>Campus</u>	<u>Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Program</u>	<u>Acty</u>	<u>Locn</u>	<u>Adjustment</u>
FC	CARE	Other Operating Expenses	17526	6115	50000	6490			\$ 71,928.00
		State Revenues	17526	6115	86276	6490			\$ 71,928.00
FC	CTE Enhancement Fund	Other Operating Expenses	18284	5495	50000	0400			\$ 1.00
		State Revenues	18284	5495	86543	0400			\$ 1.00
FC	DSPS	Other Operating Expenses	17626	6120	50000	6420			\$ (163,505.00)
		State Revenues	17626	6120	86230	6420			\$ (163,505.00)
FC	EOPS	Other Operating Expenses	17426	6130	50000	6430			\$ 365,344.00
		State Revenues	17426	6130	86220	6430			\$ 365,344.00
	HSI Cooperative Arrangement								
FC	Grant	Other Operating Expenses	16050	5230	50000	6190			\$ 365,140.00
		Federal Revenues	16050	5230	81900	6190			\$ 365,140.00
FC	SSSP	Other Operating Expenses	17726	5980	50000	6320			\$ 729,738.00
		State Revenues	17726	5980	86277	6320			\$ 729,738.00
FC	TANF	Other Operating Expenses	15626	5975	50000	6470			\$ 9,467.00
		Federal Revenues	15626	5975	81400	6470			\$ 9,467.00
SCE	AEBG Regional Consortium	Other Operating Expenses	17166	9702	50000	6010			\$ 1,545,110.00
		State Revenues	17166	9702	86280	6010			\$ 1,545,110.00
SCE	AEFLA	Other Operating Expenses	15706	9060	50000	6010			\$ 235,644.00
		Federal Revenues	15706	9060	81900	6010			\$ 235,644.00
SCE	Basic Skills	Other Operating Expenses	18156	9702	50000	6720			\$ 37,806.00
		State Revenues	18156	9702	86133	6720			\$ 37,806.00
SCE	DSN	Other Operating Expenses	17356	9320	50000	6840			\$ 100,000.00
		State Revenues	17356	9320	86541	6840			\$ 100,000.00

<u>Campus</u>	<u>Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Program</u>	<u>Acty</u>	<u>Locn</u>	<u>Adjustment</u>
SCE	DSPS	Other Operating Expenses	17636	8910	50000	6420			\$ 71,599.00
		State Revenues	17636	8910	86230	6420			\$ 71,599.00
SCE	EL Civics	Other Operating Expenses	15716	9010	50000	4900			\$ (65,506.00)
		Federal Revenues	15716	9010	81900	4900			\$ (65,506.00)
SCE	Non-Credit SSSP	Other Operating Expenses	17826	9140	50000	6320			\$ 456,973.00
		State Revenues	17826	9140	86277	6320			\$ 456,973.00
SCE	OC CPP	Other Operating Expenses	18282	9793	50000	6190			\$ 37,500.00
		State Revenues	18282	9793	86543	6190			\$ 37,500.00
AC	Student Equity Program	Other Operating Expenses	17746	1000	50000	0000			\$ 1,919,319.00
		State Revenues	17746	1000	86281	0000			\$ 1,919,319.00
AC	Staff Diversity	Other Operating Expenses	18000	1405	50000	6760			\$ (12,657.00)
		State Revenues	18000	1405	86274	6760			\$ (12,657.00)

<u>Campus</u>	<u>Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Program</u>	<u>Acty</u>	<u>Locn</u>	<u>Adjustment</u>
Financial Aid Fund (7474)									
CC	SEOG	Student Financial Aid	37305	3410	75000	7320			\$ 46,726.00
		Federal Revenues	37305	3410	81520	7320			\$ 46,726.00
CC	FTSSG	Student Financial Aid	37510	3410	75000	7320			\$ 51,800.00
		State Revenues	37510	3410	86235	7320			\$ 51,800.00
FC	FTSSG	Student Financial Aid	37520	6150	75000	7320			\$ 183,000.00
		State Revenues	37520	6150	86235	7320			\$ 183,000.00

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 2015-2016, 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>
8120	Higher Education Act	\$ (12,510)
8170	Perkins/CTE Transitions	40,612
8199	Other Federal Revenues	547,539
8619	Other General Apportionment	232,792
8622	EOPS	600,565
8623	DSPS	(43,374)
8629	CaWORKs, TTIP, Other	5,819,603
8659	Other Reimbursable Categorical	27,965
	TOTALS	<u>\$ 7,213,192</u>

<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
5000	Other Operating Expenses	7,213,192
	TOTALS	<u>\$ 7,213,192</u>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Brian Fahnestock, Interim 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 12, 2016, and passed by a _____ vote of said Board.

Interim Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy

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 Financial Aid Fund, for fiscal year 2015-2016, 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>
8150	Student Financial Aid	46,726
8629	CaWORKs, TTIP, Other	234,800
	TOTALS	<u>\$ 281,526</u>

<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
7000	Student Financial Aid	281,526
	TOTALS	<u>\$ 281,526</u>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Brian Fahnestock, Interim 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 12, 2016, and passed by a _____ vote of said Board.

Interim 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 12, 2016 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

6.a.1

Item No.

Academic Personnel
April 12, 2016

NEW PERSONNEL

Dolan-Mescal, Alexandra	CC	Librarian First Year Probationary Contract Eff. 08/19/2016 PN CCF722
Martino, Anna	CC	Librarian First Year Probationary Contract Eff. 08/19/2016 PN CCF724
Tran, Stephanie	CC	English Instructor First Year Probationary Contract Eff. 08/19/2016 PN CCF878

TEMPORARY MANAGEMENT CONTRACT

Abab, Marjaneh	SCE	Basic Skills Instructor (ADJ) To: Interim Director, SCE Basic Skills Programs 12 Month Position (100%) Range 24, Column A Management Salary Schedule Eff. 04/13/2016-06/30/2016 PN SCI978
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EXTENSION OF TEMPORARY MANAGEMENT CONTRACTS

Abab, Marjaneh	SCE	Interim Director, Basic Skills Programs Eff. 07/01/2016-04/13/2017
Davino, Dennis	SCE	Interim Dean, Instruction and Student Services Range 32, Column B (100%) Management Salary Schedule Eff. 07/01/2016-12/31/2016
Purtell, Valentina	SCE	Interim Provost Step A Executive Officer Salary Schedule Eff. 07/01/2016-12/31/2016

Academic Personnel
April 12, 2016

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS-SPRING 2016
SEMESTER

Bladh, Eric	CC	\$ 10.00
Castle-Donovetsky, Victoria	CC	\$ 30.00
Floyd, Becky	CC	\$ 10.00
Freer, Carolee	CC	\$ 55.00
Halahmy, David	CC	\$ 10.00
Harvey, Carol	CC	\$ 40.00
Holmes, Ian	CC	\$ 10.00
Lind, Daniel	CC	\$ 10.00
Martinez, Randy	CC	\$ 10.00
McMillan, Marcus	CC	\$ 20.00
Mosqueda-Ponce, Therese	CC	\$ 20.00
Patti, Joyce	CC	\$ 10.00
Ramos, Jaime	CC	\$ 30.00
Reiland, Kathleen	CC	\$115.00
Takahashi, K. Mariye	CC	\$ 30.00

LEAVES OF ABSENCE

Egigian, Ruth	FC	Foreign Language Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/14/2016-04/15/2016
Nunez, Jose Ramon	FC	Vice President, Instruction Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/29/2016-04/12/2016
Reza, Alan	CC	Counselor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Family Illness and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 03/16/2016-03/17/2016 & Eff. 04/04/2016-04/14/2016

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2016 FALL SEMESTER,
TRIMESTER

Costello, James	CC	Column 1, Step 1
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Academic Personnel
April 12, 2016

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2016 SPRING SEMESTER,
WINTER/SPRING TRIMESTER

Amaradio, Casi	SCE	Column 1, Step 1
Brown, Jennie	SCE	Column 1, Step 1
Johnson, Lisa	SCE	Column 1, Step 1
Kane, Raenie	SCE	Column 1, Step 1
Linen, Joshua	SCE	Column 1, Step 1
Lopez, Arthur	CC	Column 2, Step 1
Pham, Nghia	SCE	Column 2, Step 1
Schmid, Rachel	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Jih, Debbie	SCE	Column 1, Step 1
Lakeman, Christina	SCE	Column 2, Step 1

CORRECTION TO BOARD AGENDA OF MARCH 22, 2016

Daniels, Brittany	SCE	Counseling, DSPS (ADJ) From: Column 2, Step 1 To: Column 1, Step 1 Eff. 03/21/2016
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NEW MANAGEMENT JOB DESCRIPTION

Director, SCE Adult Education Block Grant Consortium
Range 24

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, SCE Adult Education Block Grant Consortium	Range: 24 (AC)	Management Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the direction of the Provost, School of Continuing Education, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the Adult Education Block Grant and other assigned programs or projects.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the administration of the Adult Education Block Grant (AEBG) strategies and related projects, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.
2.	Provides research and analysis of current needs and service gaps for adult education within the North Orange County Region. Facilitates leveraging available regional resources to improve student access to local workforce investment areas.
3.	Facilitates the development of plans for the North Orange County Regional Consortium for Adult Education (NOCRC) members by integrating their programs and services and designing seamless transitions into postsecondary education and workforce.
4.	Develops the plans, goals and objectives related to the AEBG strategies, including staffing and facilities; ensures consistency of plans and their implementation with the AEBG requirements and other School of Continuing Education and District plans.
5.	Monitors the implementation of the AEBG plans and ensures the evaluation of their effectiveness; prepares public information materials for assigned projects.
6.	Develops and prepares the annual preliminary budgets for assigned projects; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
7.	Determines appropriate equipment and supplies for the assigned projects in accordance with established policies.
8.	Directs the preparation and maintenance of detailed and comprehensive records, reports and files related to the consortium personnel, facilities and activities; ensures the collection, recording and reporting of required enrollment and performance data.
9.	Serves as a liaison for all NOCRC members, community partners, and other stakeholders. Represents NOCRC at regional and state venues.
10.	Maintains communication with District and School of Continuing Education administrators, faculty members and classified staff to resolve conflicts, exchange information and coordinate activities of the consortium.
11.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

12.	Plans, organizes and arranges appropriate staff development activities for faculty and staff; provides orientation for new employees.
13.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
14.	Maintains current knowledge of instructional theories and new technologies pertinent to assigned projects; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Director, SCE Adult Education Block Grant Consortium may participate in the development and administration of supplemental grants related to assigned projects.

WORKING RELATIONSHIPS

The Director, Adult Education Block Grant Consortium maintains frequent contact with School of Continuing Education and District administration, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Desirable Qualifications

Possession of a master's degree in a field related to education, leadership, or educational administration;
 Management experience in postsecondary education;
 Experience with educational program development and administration;

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
 Knowledge of state education code and requirements including Title 5
 Knowledge of research project policies, procedures and practices, including data collection and analysis
 Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
 Knowledge of record keeping procedures
 Knowledge of budget preparation and maintenance
 Knowledge of appropriate software and databases
 Ability to interpret, apply and explain rules, regulations, policies and procedures
 Ability to assess, analyze, implement and evaluate research project activities
 Ability to analyze situations accurately and adopt an effective course of action
 Ability to plan, organize and prioritize work
 Ability to meet schedules and time lines
 Ability to work independently with little direction
 Ability to understand and follow oral and written directions
 Ability to communicate efficiently both orally and in writing

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: April 12, 2016 Resolution _____
SUBJECT: Classified Personnel Information _____
Enclosure(s) X

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

6.b.1

Item No.

Classified Personnel
April 12, 2016

RESIGNATION

Lewis, Hashimu CC Facilities Custodian I
10-month position (100%)
Eff. 03/28/2016
PN CCC747

NEW PERSONNEL

Arroyo, Ernesto SCE Student Services Technician
12-month position (100%)
Range 33, Step A
Classified Salary Schedule
Eff. 04/13/2016
PN SCC872

Gaspar, Mario CC Manager, Custodial Services
12-month position (100%)
Range 6, Column A
Management Salary Schedule
Eff. 04/13/2016
PN CCM958

Nava, Crystal SCE Student Services Technician
12-month position (100%)
Range 33, Step A
Classified Salary Schedule
Eff. 04/13/2016
PN SCC873

Rivera, Hilda SCE Special Project Coordinator, ESL Mentorships
Temporary Management Position (100%)
Range 1, Special Project Admin Daily Rate Schedule
Eff. 04/13/2016 – 06/30/2016
PN SCT968

Smoots, Cedric SCE Special Project Manager, Student Equity
Temporary Management Position (100%)
Range 2, Special Project Admin Daily Rate Schedule
Eff. 04/18/2016 – 06/30/2016
PN SCT970

Classified Personnel
April 12, 2016

Sodman, Victoria	SCE	Administrative Assistant I 12-month position (100%) Range 33, Step A Classified Salary Schedule Eff. 04/13/2016 PN SCC977
Thomas, Janet	AC	District Manager, Human Resources 12-month position (100%) Range 17, Column G Management Salary Schedule Eff. 04/13/2016 PN DEM986

PROMOTIONS

Foster, Jean	FC	Administrative Assistant III 12-month position (100%) PN FCC718 To: AC Executive Assistant II 12-month position (100%) Range 27C, Step F Confidential Salary Schedule Eff. 04/13/2016 PN DEN997
Ledezma, Elizabeth	FC	Evaluator 12-month position (100%) PN FCC635 To: FC Personnel Services Specialist 12-month position (100%) Range 36, Step D + 5% Longevity Classified Salary Schedule Eff. 04/13/2016 PN FCC804

Classified Personnel
April 12, 2016

Smith, Deborah

SCE Student Services Technician
12-month position (100%)
PN SCC920

To: SCE Student Services Specialist
12-month position (100%)
Range 36, Step C + PG&D
Classified Salary Schedule
Eff. 04/13/2016
PN SCC869

VOLUNTARY CHANGES IN ASSIGNMENT

Buechner, Angela

FC Administrative Assistant I (100%)

Temporary Change in Assignment

To: FC Administrative Assistant III
12-month position (100%)
Range 41, Step A
Classified Salary Schedule
Eff. 04/13/2016 – 06/30/2016

Luminarias, Thaddeus

FC Administrative Assistant I (100%)

Permanent Increase in Months Employed

From: 11 Months
To: 12 Months
Eff. 4/13/2016
PN FCC916

Sands, Cynthia

FC Administrative Assistant II (100%)

Temporary Change in Assignment

To: FC Administrative Assistant III
12-month position (100%)
Range 41, Step D + 25% Longevity + PG&D
Classified Salary Schedule
Eff. 01/19/2016 – 06/30/2016

LEAVES OF ABSENCE

Cortez, Margaret	CC	Administrative Assistant I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 03/21/2016 -- 12/31/2016 (Intermittent Leave)
Duran, James	CC	Student Services Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/23/2016 -- 03/17/2016 (Consecutive Leave) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 03/17/2016 -- 05/16/2016 (Consecutive Leave)
Lemos, Donny	CC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/10/2016 -- 04/11/2016 (Consecutive Leave)
Miller, Jefferson	FC	Groundskeeper (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/01/2016 -- 03/31/2017 (Intermittent Leave)
Teipe, Peter	AC	IT Project Leader (100%) Family Medical Leave Act (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 03/24/2016 – 05/03/2016 (Consecutive Leave)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: April 12, 2016 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

6.c.1

Item No.

Professional Experts
April 12, 2016

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Bennett, Erica	FC	Technical Expert II	Curriculum Technical Developmental & Processing	10	02/01/2016	05/28/2016
Biggs, Steven	FC	Project Expert	High School Theatre Festival 2016 Judges Coordinator	13	03/18/2016	03/19/2016
Cobler, Timothy	FC	Technical Expert I	Student Equity Funded Math Bootcamps	20	03/15/2016	05/28/2016
Costello, Jeanne	FC	Project Coordinator	New Faculty Orientation/Training Coordinator	14	05/31/2016	06/30/2016
Dadson, Guy	FC	Technical Expert II	Curriculum Technical Development & Processing	10	02/01/2016	05/28/2016
Grabiell, Susan	FC	Technical Expert II	eLumen Software Training	10	03/23/2016	05/28/2016
Graves, Gary	FC	Technical Expert II	Curriculum Technical Development and Processing	10	02/01/2016	05/28/2016
Heinbuch, Danielle	AC	Technical Expert II	Banner SCT Table and Budget Roll	26	04/01/2016	06/30/2016
Henke, Carol	FC	Technical Expert II	Curriculum Technical Development & Processing	10	02/01/2016	05/28/2016
Herrera, Richard	SCE	Technical Expert I	CTE Digital media Program	26	03/21/2016	04/08/2016
Hinaro, Nahrin	FC	Technical Expert II	Curriculum Technical Development & Processing	10	02/01/2016	05/28/2016
Hoefflin, Cindie	CC	Technical Expert I	Nursing Enrollment Growth Grant	10	02/01/2016	05/22/2016
Ison, John	FC	Technical Expert II	Curriculum Technical Development & Processing	10	02/01/2016	05/28/2016
Jagodina, Marianna	FC	Technical Expert I	Student Equity Funded Math Bootcamps	20	03/21/2016	05/28/2016
Jepson, Jane	CC	Technical Expert II	CTE Transition Grant	5	03/28/2016	06/10/2016
Johnstone, Deborah	SCE	Project Coordinator	SoCal Sheet Metal JATC	26	04/06/2016	04/20/2016
Kataoka, Kristofer	FC	Project Expert	High School Theatre Festival 2016 Judges Coordinator	13	03/18/2016	03/19/2016
Keefer, Stephanie	FC	Project Expert	High School Theatre Festival 2016 Judges Coordinator	13	03/18/2016	03/19/2016
Langgle, Linda	AC	Project Manager	ACCT Transitions Coordinator (Career and College)	26	03/28/2016	06/22/2016
Markley, Karen	FC	Technical Expert II	eLumen Software Training	10	03/23/2016	05/28/2016
McDonald, Arlyn	FC	Project Expert	High School Theatre Festival 2016 Judges Coordinator	13	03/18/2016	03/19/2016

Professional Experts
April 12, 2016

Michaelson, Ron	FC	Project Expert	High School Theatre Festival 2016 Judges Coordinator	13	03/18/2016	03/19/2016
Miguel, Erika	CC	Project Expert	Career Workshop Series	10	04/06/2016	05/20/2016
Mittler, William	FC	Project Expert	High School Theatre Festival 2016 Judges Coordinator	13	03/18/2016	03/19/2016
Murillo, Raquel	SCE	Project Coordinator	SSSP Outcomes Project	26	04/04/2016	06/30/2016
Pham, Kara	FC	Technical Expert I	Student Equity Funded Math Bootcamps	20	03/21/2016	05/28/2016
Runde, Jessica	FC	Project Expert	High School Theatre Festival 2016 Judges Coordinator	13	03/18/2016	03/19/2016
Seidel, Jay	FC	Technical Expert II	Curriculum Technical Development & Processing	10	02/01/2016	05/28/2016
Starkey, Monique	FC	Project Coordinator	Library Collection Survey	10	03/09/2016	06/30/2016
Whalen, Kathleen	FC	Technical Expert II	Curriculum Technical Development & Processing	10	02/01/2016	05/28/2016
Woo, Donna	CC	Technical Expert II	Providing Pathway for High School Students to CIS (Perkins)	26	04/13/2016	05/25/2016
Zarske, Cindy	FC	Technical Expert II	Curriculum Technical Development & Processing	10	02/01/2016	05/28/2016

SCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Straughter, Kaleisha	Tuition Rate	Spring	12

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: April 12, 2016 Resolution _____
SUBJECT: Hourly Personnel Information _____
Enclosure(s) X

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

6.d.1

Item No.

Hourly Personnel
April 12, 2016

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Billings, Ryan	CC	Clerical/Secretarial - Writing support in Campus Communications Office	02/17/16	05/18/16	TE A 4
Flores, Jasmine	FC	Clerical/Secretarial - Assist in Counseling Office	05/02/16	06/30/16	TE B 4
Flores-Fregozo, Ana	FC	Clerical/Secretarial - Assist in Counseling Office	05/02/16	06/30/16	TE B 3
Gomez, Christopher	CC	Tech/Paraprof - Assist with Women's Volleyball	04/13/16	05/31/16	TE H 1
Hammock, Gabrielle	CC	Clerical/Secretarial - Assist in the DSS office	05/31/16	06/30/16	TE A 3
Jackson, Ebonnye	FC	Clerical/Secretarial - Clerical assistance for the Office of Special Programs	04/13/16	06/30/16	TE B 4
Kenny, Brandon	FC	Tech/Paraprof - Assist in ACT computer lab	05/02/16	06/30/16	TE B 1
Kenny, Brandon	FC	Direct Instr Support - Assist in ACT computer lab	05/02/16	06/30/16	TE A 2
Molina, Raymond	CC	Clerical/Secretarial - Assist in the Financial Aid Office	02/10/16	05/11/16	TE A 1
Montanez, Blanca	FC	Clerical/Secretarial - Assist in Counseling Office	05/09/16	06/30/16	TE A 2
Nguyen, Amanda	FC	Clerical/Secretarial - Assist in Counseling Office	06/06/16	06/30/16	TE A 2
Nguyen, Hannah	FC	Clerical/Secretarial - Assist in Counseling Office	06/06/16	06/30/16	TE B 4
Noel, Cari	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	04/15/16	06/30/16	TE I 2
O'Neill, Audrey	FC	Tech/Paraprof - Assist in Athletic Training Office	04/13/16	06/30/16	TE H 4
Paradis-Sorensen, M.	CC	Clerical/Secretarial - Assist in Social Sciences Division	05/16/16	05/27/16	TE B 4
Pham, Lena	FC	Clerical/Secretarial - Assist in Counseling Office	05/02/16	06/30/16	TE A 2
Pham, Tommy	FC	Clerical/Secretarial - Assist in Counseling Office	05/02/16	06/30/16	TE A 1
Plenty-Brown, Heather	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	04/13/16	06/30/16	TE A 4
Rolapp, Diane	FC	Clerical/Secretarial - Assist in Counseling Office	06/06/16	06/30/16	TE A 3
Torreblanca, Jerry	FC	Clerical/Secretarial - Clerical assistance for Student Activities Office	04/20/16	06/30/16	TE A 1
Villasenor, Claudia	CC	Clerical/Secretarial - Outreach Student Ambassador	02/24/16	05/25/16	TE A 1
Wishart, Gregory	FC	Tech/Paraprof - Assist in ACT computer lab	04/13/16	05/25/16	TE B 1
Wong, Catherine	FC	Clerical/Secretarial - Clerical assistance for massage program	04/13/16	06/30/16	TE A 1

Hourly Personnel
April 12, 2016

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Al-Shanti, Firas	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	04/13/16	06/30/16	TE A 1
Bankson, Maria	SCE	Direct Instr Support - Tutor students with disabilities	04/13/16	06/30/16	TE A 2
MacIntyre, Cole	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	03/23/16	06/30/16	TE A 3
Mell, Geoffrey	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	04/13/16	06/30/16	TE A 1
Menendez Suarez, Liz	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	04/13/16	06/30/16	TE A 1
Moghaddam, Steven	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	04/13/16	06/30/16	TE A 3
Villa, Wendy	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	03/23/16	06/30/16	TE A 1

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Celis Sarraras, Mary	FC	Service/Maint - Substitute for vacant Facilities Custodian I PN FCC703	04/01/16	06/24/16	TE B 2
Chum, Houch	FC	Service/Maint - Substitute for vacant Facilities Custodian I PN FCC874	03/17/16	06/16/16	TE B 2
Crisostomo Urzua, J.	FC	Service/Maint - Substitute for vacant Facilities Custodian I PN FCC962	03/15/16	06/14/16	TE B 2
Jaimes Magena, E.	FC	Service/Maint - Substitute for vacant Facilities Custodian I PN FCC962	03/15/16	06/14/16	TE B 2
Sanchez Cuevas, F.	FC	Service/Maint - Substitute for vacant Facilities Custodian II PN FCC656	04/01/16	06/24/16	TE B 2
Pacheco, R.	FC	Service/Maint - Substitute for vacant Facilities Custodian II PN FCC656	03/15/16	06/14/16	TE B 2
Straughn, Ronald	FC	Service/Maint - Substitute for vacant Groundskeeper PN FCC861	03/23/16	06/22/16	TE B 2
Zamorano, Karla	SCE	Clerical/Secretarial – Substitute for vacant A & R Technician PN SCC893	4/11/16	6/30/16	TE A 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alcantara, Ellaiza	FC	Work-study Student - Assist in campus Skills Center	03/21/16	06/30/16	TE A 1
Arrona, Nakota	FC	Full-time Student - Clerical assistance for the Honors Program	04/13/16	06/30/16	TE A 1

Hourly Personnel
April 12, 2016

Barta, Zsuzsa	FC	Work Study Student - Assist Athletic Trainer	03/14/16	06/30/16	TE A 2
Bui, Dinh	FC	Work-study Student - Assist in campus Skills Center	02/16/16	06/30/16	TE A 2
Cruz, Amada	FC	Full-time Student - Assist with recruitment for TAP program	04/13/16	06/30/16	TE A 1
Dotterman, Sasha	FC	Full-time Student - Assist with recruitment for Honors	04/13/16	06/30/16	TE A 1
Fernandez, Rayner	FC	Work-study Student - Assist in campus Skills Center	03/18/16	06/30/16	TE A 1
Flores, Lizette	FC	Work Study Student - Assist in the Wellness Center	03/21/16	06/30/16	TE A 2
Geldres, Mauricio	FC	Work Study Student - Assist in the P.E. Department	03/21/16	06/30/16	TE A 2
Guadalupe, Ascencio	FC	Full-time Student - Assist with recruitment for TAP program	04/13/16	06/30/16	TE A 1
Habonimana, C.	CC	Full-time Student - Assist in Assessment Office	03/21/16	06/30/16	TE A 1
Hidalgo, Saira	FC	Full-time Student - Assist with recruitment for TAP program	04/13/16	06/30/16	TE A 1
Khan, Ismail	FC	Work-study Student - Assist in campus Skills Center	02/16/16	06/30/16	TE A 2
Khandaker, Tanjina	FC	Work-study Student - Assist in campus Skills Center	02/16/16	06/30/16	TE A 2
Kingsbury, Heather	FC	Full-time Student - Assist with recruitment for TAP program	04/13/16	06/30/16	TE A 1
Magdaleno, E.	FC	Work-study Student - America Reads Program	03/31/16	06/30/16	TE A 2
Martinez, Judy	CC	Work Study Student - Assist in Public Safety Department	04/11/16	06/30/16	TE A 1
Nguyen, Thy	FC	Work-study Student - Assist in campus Skills Center	02/16/16	06/30/16	TE A 2
Parikh, Bhavin	FC	Full-time Student - Assist in Admissions & Records Office	03/10/16	06/30/16	TE A 1
Ramirez, Alexis	FC	Work Study Student - Assist in the Wellness Center	03/15/16	06/30/16	TE A 2
Ramirez, Alyssia	FC	Work-study Student - Assist in campus Skills Center	03/16/16	06/30/16	TE A 2
Ramos Quiros, Jose	FC	Full-time Student - Assist in Admissions & Records Office	03/16/16	06/30/16	TE A 1
Rodriguez, Jose	FC	Work-study Student - Assist in campus Skills Center	02/16/16	06/30/16	TE A 2
Seymore, Elisia	FC	Work-study Student - Assist in campus Skills Center	03/17/16	06/30/16	TE A 1
Sisay, Ruth	CC	Full-time Student - Assist in Assessment Office	03/21/16	06/30/16	TE A 1
Taylor, Amber	FC	Work-study Student - America Reads Program	03/11/16	06/30/16	TE A 2
Vargas, Jorgeluis	FC	Full-time Student - Assist with recruitment for TAP program	04/13/16	06/30/16	TE A 1
Zakaryan, Zhenya	CC	Full-time Student - Assist students in Open Computer Lab	03/04/16	06/30/16	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 12, 2016

SUBJECT: Volunteers

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

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

6.e.1

Item No.

Volunteer Personnel
April 12, 2016

VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Garrison, Casey	CC	Physical Education - Women's Basketball	04/13/2016	05/31/2016
Hubbard, Taylor	FC	Internship - Physical Education	04/12/2016	05/30/2016
Martin, Lawrence	FC	Welding Laboratory	03/30/2016	06/30/2016
Patron, Jacob	FC	Internship - Physical Education	03/30/2016	05/27/2016
Perez, Samuel	FC	Welding Laboratory	03/16/2016	06/30/2016
Song, Patrick	FC	Internship - Physical Education	03/29/2016	05/27/2016

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: April 12, 2016
SUBJECT: Appointment to the Position of President, Fullerton College

Action X
Resolution _____
Information _____
Enclosure(s) _____

BACKGROUND: At the meeting of March 18, 2016, the Board authorized the Vice Chancellor of Human Resources to offer the position of President, Fullerton College of the North Orange County Community College District to Dr. Gregory V. Schulz.

How does this relate to the five District Strategic Directions?

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.

District Objective 4.2: NOCCCD will continue to evaluate and revise decision-making processes to ensure that these processes are collaborative and transparent on a regular basis.

How does this relate to Board Policy: This item is 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 Dr. Gregory V. Schulz be appointed to the position of President, Fullerton College, effective April 13, 2016, in accordance with the terms and conditions of the employment contract hereby approved.

Irma Ramos

Recommended by

Approved for Submittal

6.f

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	April 12, 2016	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Chapter 2, Board of Trustees Revised Board Policy 2015, Student Members	Enclosure(s)	<u> X </u>

BACKGROUND: Section 72023.5 of the Education Code mandates a yearly adoption of rules governing the privileges of student members of the Board of Trustees prior to May 15 of each year. In compliance with the Education Code, Board Policy 2015, Student Members, Section 6.0 states:

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.

How does this relate to the District’s Five Strategic Directions? This item responds to District Strategic Direction IV: 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 compliance with Board Policy 2015, Student Members.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board re-adopt Board Policy 2015, Student Members.

Fred Williams

Recommended by

Approved for Submittal

7.a.1

Item No.

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 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 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.
- 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.

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

BP 2015 Student Members

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 readoption.

See Administrative Procedure 2015.

Date of Adoption: 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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: April 12, 2016
SUBJECT: Chapter 2, Board of Trustees
Revised Board Policy 2200, Board Duties and Responsibilities

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: Board Policy 2200, Board Duties and Responsibilities was revised in order to update Section 2.6 to include “compliance with accreditation standards” and also to update the Reference section. The District Consultation Council reached consensus on revised Board Policy 2200 on March 28, 2016.

How does this relate to the District’s Five Strategic Directions? This item responds to District Strategic Direction IV: 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 compliance with Board Policy 2410, Board Policies and Administrative Procedures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive revised Board Policy 2200, Board Duties and Responsibilities, as an information item, and direct that it be placed on the April 26, 2016, Board meeting agenda for action.

Once approved by the Board, the revised policy will be placed on the District’s website, where it will be readily accessible by students, employees, and the general public.

Fred Williams

Recommended by

Approved for Submittal

7.b.1

Item No.

BP 2200 Board Duties and Responsibilities

Reference:

WASC/ACCJC Accreditation Standard IV
ACS WASC Criterion 2

- 1.0 The Board of Trustees governs on behalf of the citizens of the North Orange County Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.
- 2.0 The Board is committed to fulfilling its responsibilities to:
 - 2.1 Represent the public interest.
 - 2.2 Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations.
 - 2.3 Hire and evaluate the Chancellor.
 - 2.4 Delegate power and authority to the Chancellor to effectively lead the District.
 - 2.5 Assure fiscal health and stability.
 - 2.6 Monitor institutional performance, ~~and~~ educational quality, **and compliance with accreditation standards.**
 - 2.7 Advocate for and protect the District.

Date of Adoption: April 24, 2007

Date of Last Revision: November 26, 2014 Chancellor's Staff

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 12, 2016

SUBJECT: Resolution
Board of Trustees
Excused Absences

Action	X
Resolution	X
Information	
Enclosure(s)	X

BACKGROUND: Pursuant to Board Policy 2725, Board Member Compensation, Board members may be paid for meetings when they are absent, if the Board adopts a Resolution verifying that the absence is excused.

Education Code Section 7425, Subdivision (c) reads as follows:

A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes, finds that at that time of the meeting he or she is performing services outside of the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district.

How does this relate to the District's Five Strategic Directions? This item responds to District Strategic Direction IV: 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 compliance with Board Policy 2725, Board Member Compensation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the following resolutions:

- Resolution No. 15/16-16, Trustee Absence, verifying that Student Trustee Francisco Aviles Pino was absent on March 17, 2016 due to hardship and, therefore, eligible to receive compensation for the Special Board meeting held on that date. A signed affidavit from Mr. Aviles Pino verifying his absence will be on file in the Chancellor's Office.
- Resolution No. 15-16/17, Trustee Absence, verifying that Trustee Barbara Dunsheath was absent on March 22, 2016 due to illness and, therefore, eligible to receive compensation for the Regular Board meeting held on that date. A signed affidavit from Dr. Dunsheath verifying her absence will be on file in the Chancellor's Office.

Fred Williams

Recommended by

Approved for Submittal

7.c.1

Item No.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**



Resolution 15/16-16, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Special Board meeting of March 17, 2016, due to hardship, and therefore, eligible to receive compensation for the meeting held on that date.

STUDENT TRUSTEE

Francisco Aviles Pino

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: April 12, 2016

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**



Resolution 15/16-17, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Regular Board meeting of March 22, 2016, due to illness, and therefore, eligible to receive compensation for the meeting held on that date.

TRUSTEE

Barbara Dunsheath

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: April 12, 2016

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: April 12, 2016
SUBJECT: Resolution
Teacher Appreciation Week

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

BACKGROUND: The first full week of May is designated as Teacher Appreciation Week, established in 1985 by action of the National Education Association and the National Parent Teacher Association.

How does this relate to the District’s Five Strategic Directions? This item responds to District Strategic Direction IV: 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: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board honor the contributions made by faculty members of the North Orange County Community College District to their students, their colleges, and their learning centers, and that the Board adopt Resolution No. 15/16-19, declaring the week of May 2-6, 2016, as Teacher Appreciation Week.

Fred Williams

Recommended by

Approved for Submittal

7.d.1

Item No.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**



Resolution No. 15/16-19, Teacher Appreciation Week

WHEREAS, an accessible, effective system of public education is essential to our democratic system of government; and

WHEREAS, the quality of public education is dependent upon the skill, dedication, and commitment of the people who teach; and

WHEREAS, the people of the state of California receive many direct benefits from their system of public higher education, particularly the community colleges; and

WHEREAS, the North Orange County Community College District is known for offering high quality education, focused on student learning and success; and

WHEREAS, faculty of Cypress College, Fullerton College, and the School of Continuing Education make a significant impact on the experience of students attending these institutions; and

WHEREAS, it is important that the contributions of faculty members to their students, their colleges and learning centers, and to the people in the community who benefit from their endeavors, be acknowledged; now,

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the North Orange County Community College District does hereby declare the week of May 2-6, 2016, be observed as Teacher Appreciation Week and urges all members of our community to acknowledge the important work of our teachers.

Dated: April 12, 2016

Dr. Barbara Dunsheath, President

Leonard L. Lahtinen, Member

Molly McClanahan, Vice President

M. Tony Ontiveros, Member

Jacqueline Rodarte, Secretary

Francisco Aviles Pino, Student Member

Stephen T. Blount, Member

Tanya Washington, Student Member

Jeffrey P. Brown, Member

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 12, 2016

SUBJECT: Resolution
Classified School Employee Week

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

BACKGROUND: The third full week of May was designated as Classified School Employee Week in California by action of the State Legislature in 1986.

How does this relate to the District's Five Strategic Directions? This item responds to District Strategic Direction IV: 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: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board honor the contributions made by classified employees of the North Orange County Community College District to the educational community and that the Board adopt Resolution No. 15/16-18, declaring the week of May 15-21, 2016, as Classified School Employee Week.

Fred Williams

Recommended by

Approved for Submittal

7.e.1

Item No.

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**



Resolution No. 15/16-18, Classified School Employee Week

WHEREAS, classified school employees provide valuable services to the district and students of the North Orange County Community College District; and

WHEREAS, classified school employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of North Orange County Community College District's students; and

WHEREAS, classified school employees employed by the North Orange County Community College District strive for excellence in all areas relative to the educational community;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the North Orange County Community College District hereby recognizes and wishes to honor the contribution of the classified school employees to quality education in the state of California and in the North Orange County Community College District and declares the week of May 15-21, 2016, be observed as Classified School Employee Week.

Dated: April 12, 2016

Dr. Barbara Dunsheath, President

Leonard L. Lahtinen, Member

Molly McClanahan, Vice President

M. Tony Ontiveros, Member

Jacqueline Rodarte, Secretary

Francisco Aviles Pino, Student Member

Stephen T. Blount, Member

Tanya Washington, Student Member

Jeffrey P. Brown, Member