



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

MEETING: Regular Meeting in May 2016

DATE: Tuesday, May 24, 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 the rules of the Board. Members of the public wishing to address matters not on the agenda will be invited to do so under "Comments: Members of the Audience" at the beginning of the meeting. The Board reserves the right to change the order of the agenda items as the need arises.

AGENDA:

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

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

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

- f. **Reports:**
 - Chancellor**
 - * **Honor Retirees**
 - * **Recognition of Student Trustees**
 - * **Honor Employees with 25+ Years of Service with the District**
 - * **Certificates of Commendation**
 - * **Above and Beyond Award**

College Presidents/Provost

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

2. a. **Approval of Minutes of the Regular Meeting of May 10, 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. **FINANCE & FACILITIES**

- [a] Authorization is requested to enter into an agreement with Devaney, Pate, Morris, & Cameron, LLP, to provide legal services for the District.
- b. It is recommended that the Board of Trustees adopt Resolution No. 15/16-23 authorizing use of the Construction Management at Risk (CMAR) Project Delivery Method for the new Science, Engineering and Mathematics (SEM) building at Cypress College in accordance with Government Code Section 4526. **(The Resolution is available for review in the District's Business Office.)**
- [c] Authorization is requested to add JMI Consultants, Inc., of Temecula, CA; UCMI, Inc., of Ladera Ranch, Inc.; and Inland Inspections & Consulting, Riverside, CA, to the established pool of DSA construction inspector firms to provide DSA inspection services for Districtwide projects.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the North Orange County Community College District Institutional Effectiveness Partnership Initiative (IEPI) Goals for 2016-17.
- b. It is recommended that the Board receive the draft report of the Mid-term Educational Master Plan Review and Update.

5. **HUMAN RESOURCES**

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

Resignation
 Declination of Offer of Employment
 New Personnel

Payment for Independent Learning Contracts
Leaves of Absence
Temporary Academic Hourly

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

Retirement
Resignation
Probationary Release
New Personnel
Professional Growth and Development
Stipend for Additional Administrative Duties
Leaves of Absence
New Classified Job Description

[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.

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 X
Resolution _____
DATE: May 24, 2016 Information _____
Enclosure(s) _____
SUBJECT: Enter Into Agreement with Devaney, Pate,
Morris & Cameron LLP (DPMC)

BACKGROUND: The law firm of Devaney, Pate, Morris & Cameron, LLP (DPMC) has provided legal services, including as general counsel, on billions of dollars' worth of public work. DPMC's legal expertise covers the full spectrum from planning, proposals, bidding, and contract documents, to design and delivery options, construction, close-out, surety takeovers, claims and litigation. In addition to capital improvement projects, DPMC handles many public agency matters, including land use, environmental, suretyship and guarantors, dangerous conditions and injury claims, false and illegal use of public funds, amongst others.

Although we have been utilizing the services of Atkinson, Andelson, Loya, Ruud & Romo (AALRR), the District is requesting to retain the services of DPMC for construction matters as well. DPMC was highly recommended by other community districts, particularly as regards project delivery methods.

DPMC will charge in increments of one tenth of an hour based on the following hourly rates:

Partners	\$275/hour
Associates	\$235/hour
Paralegal Work	\$125/hour

Additionally, the District will reimburse DPMC all expenses incurred in connection with DPMC's representation of the District including, but not limited to, court filing fees, deposition costs, expert fees and expenses, investigation costs, long distance telephone charges, messenger service fees, photocopying expenses, process server fees, trial exhibits and equipment, as well as any other items generally accepted as costs.

District staff believes that DPMC could provide valuable legal assistance with Measure J Bond projects. It is, therefore, requested that the Board approve entering into an agreement with Devaney, Pate, Morris & Cameron, LLP, to provide legal services for the District. This agenda item was submitted by Jenney Ho, Purchasing Director.

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, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: Actual legal services fee will be charged to bond funds.

RECOMMENDATION: Authorization is requested to enter into an agreement with Devaney, Pate, Morris & Cameron, LLP, to provide legal services for the District at the following hourly rates: \$275/hour for Partners; \$235/hour for Associates and \$125/hour for Paralegals, plus reimbursable expenses. The term of the agreement shall be from May 25, 2016, through June 30, 2021. Authorization is further requested for the Interim Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, to sign the agreement on behalf of the District.

Brian Fahnestock
Recommended by

Approved for Submittal

3.a.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 24, 2016

SUBJECT: Adopt Resolution No. 15/16-23 Authorizing Use of the Construction Manager at Risk (CMAR) Project Delivery Method for the New Science, Engineering and Mathematics (SEM) at Cypress College In Accordance With Government Code Section 4526

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

BACKGROUND: In November of 2014, the District received approval in a bond election awarding \$574 million dollars in funding for construction modernization, upgrade and new construction of facilities at the District's multiple sites. In March 2015, the vote was certified for Measure J Bond funding. Included in the bond language and in the Districts Facilities Master Plan, is a provision for the construction of a new Science, Engineering, and Mathematics (SEM) Building at Cypress College.

The SEM Project has been determined to be of vital importance to the District and Cypress College to accommodate a long waiting list of potential students. It is, therefore, identified as a very high priority project. Upon further clarification and validation of the proposed schedule and budget for the SEM Project, the District reviewed various construction delivery methods and costs analysis and determined to utilize the Construction Management at Risk (CMAR) delivery method allowed under Government Code Section 4526 for the new SEM Building at Cypress College.

The CMAR delivery method is similar to Construction Manager Multi-Prime when it comes to bidding of subcontractors, but the CMAR changes roles during construction as the general contractor. Therefore, the CMAR holds the risk of construction performance and guarantees completion of the project for a negotiated price which is usually established when the design is somewhere between 50 percent and 90 percent developed. However, in this scenario with the CMAR, the Construction Manager also provides pre-construction services which include advisory professional management assistance to the owner prior to construction, offering schedule, budget, and constructability advice during the project planning and design phases.

In addition to providing the District with the benefit of pre-construction services which may result in advantageous changes to the project, the CMAR scenario offers the opportunity to begin construction prior to completion of the design. The CMAR can bid and subcontract portions of the work with an approved design at any time, often while the design of unrelated portions are not completed. In this circumstance, the CMAR and the District would often negotiate a Guaranteed Maximum Price (GMP) based on a partially completed design, which includes the CMAR's estimation of the cost for the remaining design features. Furthermore, CMAR may allow performance specifications or reduced specifications to be used, since the CMAR's input can lead to early agreement on preferred materials, equipment types, and

other project features. Subsequent to adoption of the resolution, some of the next steps will involve advertisement of a SEM Project Request for Qualifications, committee review of the Statement of Qualifications and shortlist identified and published, Request for Proposal distributed to shortlist, proposing firms interviewed and successful proposer determined.

Some of the advantages of utilizing the CMAR delivery method in lieu of the traditional design bid build method are:

1. The project schedule and cost can be improved by inviting prime trade contractors to act as subcontractors to compete for the project who are already mobilized on site, thereby reducing the construction complexity created by the current site conditions.
2. The subcontracted construction cost continues to be competitive by requiring the CMAR to competitively price the subcontracted work to a minimum of three (3) subcontractors for each trade.
3. The CMAR firms provides competitively priced overhead and fee during the selection phase to ensure good value to the District.
4. Reduced coordinating, scheduling and change order issues, corresponding to overall risk and cost reduction for the project.
5. Once competitive pricing is finalized, the CMAR converts to a lump sum price.

This agenda item is submitted by Susan Rittel, Project Manager Campus Capital Projects.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: No financial impact at this time.

RECOMMENDATION: It is recommended that the Board of Trustees adopt Resolution No. 15/16-23 authorizing use of the Construction Management at Risk (CMAR) Project Delivery Method for the new Science, Engineering and Mathematics (SEM) at Cypress College in accordance with Government Code Section 4526.

Brian Fahnestock
Recommended by

Approved for Submittal

3.b.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 15/16-23 AUTHORIZING USE OF THE CONSTRUCTION MANAGEMENT AT RISK (CMAR) PROJECT DELIVERY METHOD FOR THE NEW SCIENCE, ENGINEERING AND MATHEMATICS (SEM) AT CYPRESS COLLEGE

WHEREAS, the Government Code section 4526 authorizes the use of the Construction Management at Risk (CMAR) construction method on projects to realize the benefits of a CMAR contract project delivery system which include an improved completion schedule, competitive costing, reduction of construction complexity, and reduced exposure to risk for the community college district; and

WHEREAS, North Orange County Community College District has decided it is in the best interest of the District to utilize the CMAR method of project delivery for the new SEM Building at Cypress College.

WHEREAS, the Governing Board of the North Orange County Community College District finds the use of the CM at Risk delivery method an appropriate project delivery method which will provide benefits and features unavailable through traditional design-bid-build process for the new SEM Building Project at Cypress College;

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees hereby authorizes utilization of the Construction Management at Risk Project Delivery Method, as provided for under Government Code Section 4526 for the new SEM Building at Cypress College.

PASSED AND ADOPTED as of May 24, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

The President of the Board of Trustees does hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by the Board at a regularly scheduled and conducted meeting held on this date, which Resolution shall be kept on file in the office of the Board.

President of the Board of Trustees
North Orange County Community College District

The Clerk of the Board of Trustees does hereby certify that the foregoing Resolution was introduced and adopted by the Board of Trustees at a regularly scheduled meeting thereof held on this date, by the forgoing vote.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the North Orange County Community College District on this date.

Clerk of the Board of Trustees
North Orange County Community College District

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 24, 2016 Resolution _____
Information _____
SUBJECT: DSA Construction Inspection Services Pool Enclosure(s) _____

BACKGROUND: In October, 2014, Purchasing staff sent Requests for Qualification (RFQ) to firms that offer construction inspection services required by the Division of State Architect (DSA). The RFQ's aim was to prequalify firms that demonstrate the highest level of experience and capability to provide the requisite services. On July 28, 2015, the Board of Trustees approved a pool comprised of nine firms pre-qualified to provide DSA construction inspection services for Districtwide projects.

In May, 2016, the Purchasing staff sent Requests for Qualification (RFQ) to several recommended firms; three firms responded. The responses were reviewed by the selection committee, which deemed all three firms responsive and recommended their inclusion on the DSA construction inspector pool. The three firms selected were the following:

- JMI Consultants, Inc., Temecula, CA
- UCMI, Inc., Ladera Ranch, CA
- Inland Inspections & Consulting, Riverside, CA

Pre-qualified firms will remain on the DSA construction inspector pool for a minimum of three years, with an option to extend eligibility for additional one-year periods, and will be eligible to provide scope and fee proposals for specific assignments (task orders). After five successive years of eligibility, qualified firms must re-qualify for the pool. Additionally, the District reserves the right to add, delete, or otherwise modify the consultant pool or these eligibility requirements at its sole discretion. The District may issue a task order based on qualifications, performance on previous task orders, and an evaluation of the scope and fee proposal prepared for the specific task order. The terms and conditions of the employment of the consultant selected for the task order will be set forth in an agreement. 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 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: There is no financial impact.

RECOMMENDATION: Authorization is requested to add JMI Consultants, Inc., of Temecula, CA; UCMI, Inc., of Ladera Ranch, Inc.; and Inland Inspections & Consulting, Riverside, CA, to the established pool of DSA construction inspector firms to provide DSA inspection services for Districtwide projects. Authorization is further requested for the Interim Vice Chancellor, Finance & Facilities, to execute the master agreement and task order on behalf of the District.

Brian Fahnestock
Recommended by

Approved for Submittal

3.c.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X
Resolution
Information
Enclosure(s)

DATE: May 24, 2016

SUBJECT: Institutional Effective Partnership Initiative (IEPI)

BACKGROUND: The Institutional Effectiveness Partnership Initiative (IEPI), launched in fall 2014, is a collaborative effort to help colleges and districts improve their fiscal and operational effectiveness while promoting student success

During Year One, the IEPI Advisory Committee developed a Framework of Indicators and on March 16, 2015, the Board of Governors reviewed and adopted the framework. The Framework of Indicators included 18 metrics in four categories. For Year One colleges/districts were directed to adopt short-term and long-term goals for four of the eighteen metrics. The Framework of Indicators measures the ongoing condition of the community colleges' operational environment in four major areas:

- Student performance and outcomes
- Accreditation status
- Fiscal health
- Programmatic compliance with state and federal guidelines

As a condition of receipt of Student Success and Support Program funds, each college is required to develop, adopt and post a framework of indicators that addresses at a minimum the four categories above.

For Year Two, the IEPI Advisory Committee's Framework of Indicators workgroup proposed modest modifications to the Framework of Indicators. The number of metrics in the Framework of Indicators increased from eighteen to twenty-two and the number of metrics colleges/districts are to adopt short and long term goals increased from four to eight. The Year Two changes are as follows:

Required Goals

- Revision to Successful Course Completion Rate metric: Adjust the Successful Course Completion Rate from "annual" to "fall" to align with the ACCJC data.
- Add two new programmatic compliance metrics for districts
 - Under audit findings, add:
 - State Compliance
 - Federal Compliance

Add one new college student achievement metric: A college must set a goal focused on unprepared students or basic skills students. The metric selected is left to the discretion of the college and will be captured under the required college choice selection in the monitoring portal.

Optional Goals:

Add one new college metric: Colleges are invited to develop and set a unique goal to support the effectiveness of their institution. The metric selected is left to the discretion of the college and will be captured under the optional college choice selection in the monitoring portal.

At its March 14, 2016 meeting, the Council on Budget and Facilities unanimously adopted the following District wide goals:

1. Fiscal Viability
Fund Balance - Ending unrestricted general fund balance as a percentage of total expenditures. NOCCCD's proposed goal is **5%**
2. Programmatic Compliance with State and Federal Guidelines Audit Findings
Financial Audit - NOCCCD's proposed goal is **Unmodified**
State Compliance - NOCCCD's proposed goal is **No Findings**
Federal Compliance - NOCCCD's proposed goal is **No Findings**

Cypress and Fullerton Colleges, through their collegial consultation process, have set goals for Course Completion Rate (underprepared students) at 43.8% and 44.0% respectively for 2016-17. The six-year goal of improving course completion for underprepared students is 44.8% and 50.0% respectively. Both colleges have also chosen these goals for their Require College Choice goal for basic skills student achievement. Accreditation Status goal, short and long term, is to be fully accredited with no findings for both colleges.

The District, with consultation at and approval from the Council on Budget and Facilities, has completed goals for Fund Balance (5%) and Overall Audit Opinion (unmodified).

We are required by the State to post this information by June 15, 2016 in the new IEPI portal at the State Chancellor's Office.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3200: Accreditation and Board Policy 3250: Institutional Planning

FUNDING SOURCE AND FINANCIAL IMPACT: This item is required by the State Chancellor's Office as a condition of the District/colleges receiving SSSP monies.

RECOMMENDATION: It is recommended that the Board approve the *North Orange County Community College District Institutional Effective Partnership (IEPI) Goals for 2016-17.*

Institutional Effectiveness Partnership Initiative (IEPI) Framework of Indicators

Cypress College Indicators

College Indicator	Brief Definition	1-Year Goals		6-Year Goals		1-Year Goals			
		2016-2017	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
Student performance and outcomes									
Completion Rate (Scorecard):	Percentage of degree, certificate and/or transfer-seeking students starting first time tracked for six years who completed a degree, certificate or transfer-related outcome.								
· College-Prepared	Student's lowest course attempted in Math and/or English was college level	71.8%	72.8%		72.1%	71.9%	70.9%	68.6%	70.2%
· Unprepared for College	Student's lowest course attempted in Math and/or English was pre-collegiate level	43.8%	44.8%		45.1%	44.2%	40.1%	41.4%	44.1%
· Overall	Student attempted any level of Math or English in the first three years	49.9%	50.9%		50.6%	50.7%	47.0%	47.9%	50.4%
Remedial rate (Scorecard):	Percentage of credit students tracked for six years who started below transfer level in English, mathematics, and/or ESL and completed a college-level course in the same discipline.								
· Math	See above	35.1%	36.1%		38.6%	32.5%	30.1%	31.2%	30.9%
· English	See above	66.1%	67.1%		67.5%	66.5%	62.2%	65.6%	64.3%
· ESL	See above	60.1%	61.1%		63.2%	51.1%	56.4%	51.0%	59.1%
Career Technical Education Rate (Scorecard)	Percentage of students tracked for six years who completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate or transferred	57.3%	58.3%		56.8%	58.6%	56.4%	59.4%	56.4%
Successful course completion (Datamart)	Percentage of students who earn a grade of "C" or better or "credit."	71.2%	72.2%	72.5%	71.1%	72.6%	73.4%	73.6%	71.8%
Completion of degrees (Datamart)	Number of associate degrees completed.	931	940		950	970	823	750	739
Completion of certificates (Datamart)	Number of Chancellor's Office-approved certificates completed.	393	397		391	427	344	332	285
Number of students who transfer to 4- yr institutions (Datamart)	Number of students who transfer to a four-year institution, including CSU, UC, or private university.								
Required College Choice: Basic Student Achievement	A college must set a goal focused on unprepared students or basic skills students*	43.8%	44.8%						
Optional College Choice	Each college must self-identify an indicator and provide a narrative of the result**	57.3%	58.3%						
Full-Time Equivalent Students (Optional)	Annual number of full-time equivalent students				11,380.40	11,228.50	10,889.50	11,178.60	12,156.30
Accreditation Status									
Status	Reaffirmed/Warning/Probation/Show Cause/Restoration/	FA-N	FA-N	FA-N	FA-N	FA-N	FA-SR/RA	FA-W	FA-N
Date of next visit	Informational item - no target collected.	Fall 2017	Fall 2017	Fall 2017	Fall 2017	Fall 2017	Fall 2017	Fall 2017	

* Cypress College has chosen to use the unprepared for college completion rate

** Cypress College has chosen to use the CTE completion rate

Fullerton College Indicators

College Indicator	Brief Definition	1-Year Goals		6-Year Goals		1-Year Goals			
		2016-2017	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
Student performance and outcomes									
Completion Rate (Scorecard):	Percentage of degree, certificate and/or transfer-seeking students starting first time tracked for six years who completed a degree, certificate or transfer-related outcome.								
· College-Prepared	Student's lowest course attempted in Math and/or English was college level				72.3%	73.6%	73.7%	73.2%	72.5%

Unprepared for College	Student's lowest course attempted in Math and/or English was pre-collegiate level	44.0%	50.0%		42.8%	41.4%	41.9%	41.4%	43.9%
Overall	Student attempted any level of Math or English in the first three years				50.7%	49.5%	50.1%	48.9%	50.7%
Remedial rate (Scorecard):	Percentage of credit students tracked for six years who started below transfer level in English, mathematics, and/or ESL and completed a college-level course in the same discipline.								
Math	See above				38.3%	33.9%	34.1%	35.9%	39.1%
English	See above				51.2%	47.9%	48.3%	49.2%	47.9%
ESL	See above				52.9%	49.6%	41.9%	43.0%	45.1%
Career Technical Education Rate (Scorecard)	Percentage of students tracked for six years who completed more than eight units in courses classified as career technical education in a single discipline and completed a degree, certificate or transferred				59.5%	56.2%	56.4%	57.5%	58.6%
Successful course completion (Datamart)	Percentage of students who earn a grade of "C" or better or "credit."	68.0%	70.0%	68.0%	65.4%	66.3%	69.3%	71.3%	67.4%
Completion of degrees (Datamart)	Number of associate degrees completed.				1,817	1,632	1,404	1,335	1,280
Completion of certificates (Datamart)	Number of Chancellor's Office-approved certificates completed.				294	268	160	329	289
Number of students who transfer to 4- yr institutions (Datamart)	Number of students who transfer to a four-year institution, including CSU, UC, or private university.								
Required College Choice: Basic Student Achievement	A college must set a goal focused on unprepared students or basic skills students	44.00%	50.00%						
Optional College Choice	Each college must self-identify an indicator and provide a narrative of the result								
Full-Time Equivalent Students (Optional)	Annual number of full-time equivalent students				19,644.00	19,465.40	16,666.50	17,186.70	20,523.10
Accreditation Status									
Status	Reaffirmed/Warning/Probation/Show Cause/Restoration/	FA-N	FA-N	FA-N	FA-N	FA-N	FA-SR/RA	FA-W	FA-W
Date of next visit	Informational item - no target collected.	Fall 2017							

District Indicators

District Indicator	Brief Definition	1-Year Goals		6-Year Goals	1-Year Goals				
		2016-2017	2016-2017	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
Fiscal viability									
Salary and Benefits (Optional)	Salaries and benefits as a percentage of unrestricted general fund expenditures, excluding other outgoing expenditures				88.8%	89.7%	91.2%	91.5%	89.1%
Annual Operating Excess/(Deficiency)	Net increase or decrease in unrestricted general fund balance				\$ (1,641,073)	\$ 1,506,699	\$ (4,670,508)	\$ 435,226	\$ 5,565,382
Fund Balance (Required)	Ending unrestricted general fund balance as a percentage of total expenditures	5%	5%	5%	23.1%	25.7%	25.9%	30.0%	27.8%
Cash Balance	Unrestricted and restricted general fund cash balance,				\$ 62,609,078	\$ 41,780,041	\$ 37,112,295	\$ 30,778,549	\$38,127,531
Programmatic compliance with state and federal guidelines									
Audit Findings	Modified opinion, material weaknesses, or significant deficiencies as identified in an annual independent audited financial statement	N	N		N				
-Audit Opinion Financial Statement	See above	unmodified	unmodified						
-State Compliance	See above	no findings	no findings						
-Federal Award/Compliance	See above	no findings	no findings						

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	May 24, 2016	Information	X
		Enclosure(s)	X
SUBJECT:	Draft Report of the Mid-term Educational Master Plan Review and Update		

BACKGROUND: In 2011, after two years of research, dialog and development, the North Orange County Community College District developed its comprehensive master plan (CMP).

The CPM is the long range planning document for the District that provides the overarching big picture guidance for all planning and decision-making throughout the District for a ten-year period (FY 2011 through FY 2020). The 2011-2020 NOCCCD Master Plan contains five Strategic Directions that focus planning efforts for the District and they are:

- Improve completion rates;
- Eliminate the achievement gap;
- Improve student success rates;
- Implement best planning practices; and
- Develop and sustain collaborative community projects and partnerships.

The District Strategic Directions are used in the formation of both the District and Campus Strategic Plans. These Strategic Plans are short-term in duration and include specific objectives and action plans that respond to the question, "How are we going to achieve the District Strategic Directions?" Evaluation of the District's effectiveness toward achieving its Strategic Directions and the short-term strategic plans is conducted annually and reported to the Board in the District's Annual Progress Report. In the annual reviews, it was noted that the linkage between educational planning and facilities planning in the existing CMP is not strong. With the passage of Measure J bond, the need to link educational planning with facilities planning became even more acute.

In late fall 2015, the Board decided to hire Cambridge West Partners to work closely with the Office of Educational Services and Technology to rectify the noted deficiencies in the existing CMP. For the past six months, Cambridge West has gone to work in analyzing potential demand for the educational programs offered by the three educational entities of the District. They have also analyzed the District's FTES trend from 2004 to 2015. The Office of Educational Services and Technology and Cambridge West jointly composed a questionnaire for the instructional and student services divisions to solicit qualitative data regarding new programs, potential growth of existing programs and changes in pedagogical practices that might have implications for facilities design, construction and/or remodel. The division deans and directors, working collaboratively with the faculty, completed the questionnaires. The Vice Chancellor of Educational Services and Technology conducted follow-up interviews with the deans to validate and confirm much of the qualitative information expressed in the

questionnaires. A bulleted list of key visions and concerns was developed for each division and is included in the body of the report for both colleges and the School of Continuing Education. The combination of demand analysis, FTES trend analysis and vision statements expressed by the faculty and the deans enabled us to make space needs projections out to 2030. The following is a summary of the findings in the draft report:

District Official Service Area and Growth

The estimate for 2015 was roughly 937,300. The official District service area population is projected to become approximately 976,500 by 2020. The annual population growth rate for the District official service area is 0.82%. The median household income in 2015 is \$66,976, median home values were \$499,093, and the median age is 35.3. The area encompasses 24 zip codes, four of which are shared with Golden West College. In recent fall terms 75% of the enrolled students came from the zip codes within the District.

Cypress College Effective Service Area and Growth

The effective service area for the college encompasses 46 zip codes representing 27 cities. In recent terms 70% of the enrolled students came from zip code areas within the official District service area. From 2015 to 2020 the projected annual rate of population growth is 0.40%. Although the total population by 2020 is projected to be approximately 1,477,600, the extended population projection to 2025 anticipates roughly 1,514,000 residents. Educationally, 45% of all adults in the effective service area have only a high school diploma or less. Younger adults making career choices (ages 15-24) represent 15% of the total population. The majority ethnic group is Hispanic (48.1% by 2020). The Asian racial group is growing by 1.9% and by 2020 is expected to represent 22% of the total population.

From fall 2004 to fall 2015 the college experienced a 0.60% annual rate of FTES change. The volume of fall term FTES had declined since 2010, but increased in the 2014 and 2015 fall terms. Weekly student contact hours (WSCH) from fall term instruction is projected annually to grow by 1.6%. Considering both the existing instructional space and the projected WSCH growth, the college is expected to need 21 additional lecture rooms and 11 more laboratory rooms by 2030.

Fullerton College Effective Service Area and Growth

The effective service area for the college encompasses 39 zip codes representing 22 cities. In recent terms 77% of the enrolled students came from zip code areas within the official District service area. From 2015 to 2020 the projected annual rate of population growth is 0.64%. Although the total population by 2020 is projected to be approximately 1,582,700 the extended population projection to 2025 anticipates roughly 1,634,000 residents. Of all adults in the effective service area educationally 40% have only a high school diploma or less. Younger adults making career choices (ages 15-24) represent 15% of the total population. The majority ethnic group is Hispanic (48.9% by 2020). The Asian racial group is growing by 1.8% and by 2020 is expected to represent 21% of the total population.

From fall 2004 to fall 2015 the college experienced a 0.78% annual rate of FTES growth. The volume of fall term FTES has declined since 2010, but the 2014 and 2015 fall terms has shown an increase. Weekly student contact hours (WSCH) from fall term instruction is projected annually to grow by 1.8%. Considering both the existing instructional space and the projected WSCH growth, the college is expected to need 30-33 additional lecture rooms and 11 more laboratory rooms by 2030.

School of Continuing Education Effective Service Area and Growth

The effective service area for the college encompasses 49 zip codes representing 27 cities. In recent terms 87% of the enrolled SCE students came from zip code areas within the official District service area. From 2015 to 2020 the projected annual rate of population growth is 0.66%. Although the total population by 2020 is projected to be approximately 2,220,000 the extended population projection to 2025 anticipates roughly 2,294,000 residents. Educationally 40% of all adults in the effective service area have a high school diploma or less.

The School of Continuing Education has a unique mission within the District. It offers noncredit instruction to the more vulnerable residents such as immigrants who may be English language learners. Among the principal cities served by the District there has been an annual average increase of 2.7% in the immigrant population between 2004-2014. In these same cities, between 2004-2014, there has been an annual average increase of 4.9% in the five-years of age or older population reporting that they speak English less than “very well.” A second group of vulnerable residents that the School of Continuing Education serves are high school dropouts who now want to earn a General Educational Development (GED) Certificate. Among the principal school districts served by SCE there has been a decline in the high school dropout population. A third group of vulnerable residents that are served by the School of Continuing Education are adult learners who have achieved less than a high school diploma. Among the principal cities the percentage of residents with even less than a ninth-grade education has declined by 4.5% in five cities but increased by 10.7% in five other cities. The number of residents with between a ninth and twelfth-grade education, and no diploma, has decreased by 8.6% in five cities and increased by 12.8% in five other cities.

Across the State, participation rates in the adult schools operated by community colleges are traditionally the highest among older adults, ages 50+. In recent years 63% of the enrolled students at the School of Continuing Education are in the senior age range of 50+ years of age. The Hispanic ethnic group is the majority (43.5% by 2020). The Asian racial group is growing by 2.2% and by 2020 is expected to represent 22% of the total population.

From fall 2004 to fall 2015 the School has experienced a 1.7% decline in the annual change rate of FTES. The volume of fall term FTES declined modestly between 2004 and 2010 but has declined to a greater degree annually since 2010 as the economy started to improve. Between 2010 and 2015 the full-time equivalent student (FTES) generated in the fall terms by the primary adult education providers in the state also dwindled to a greater degree than was the case at SCE. The School of Continuing Education has not been allocated any FTES growth for 2016-17, but has calculated future growth to 2020 at 2% for planning purposes. Considering both the existing instructional space and the projected FTES growth, the School of Continuing Education has outlined its short-term facilities needs at all three educational centers.

The draft will be reviewed and feedback solicited from a variety of groups and individuals including the District Consultation Council, the Institutional Effectiveness Coordinating Council, the Vice Presidents’ Council, the Faculty/Academic Senates and deans/directors as appropriate. It is expected that the report will be finalized in fall 2016.

This agenda item was prepared by Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3200: Accreditation and Board Policy 3250: Institutional Planning

FUNDING SOURCE AND FINANCIAL IMPACT: District general fund.

RECOMMENDATION: It is recommended that the Board receive as information the draft report of the Mid-term Educational Master Plan review and update.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.b.4

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 24, 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

5.a.1

Item No.

Academic Personnel
May 24, 2016

RESIGNATION

Winckler, Janet	CC	Nursing Instructor Eff. 05/30/2016 PN CCF773
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DECLINATION OF OFFER OF EMPLOYMENT

Martino, Anna	CC	Librarian First Year Probationary Contract PN CCF724
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NEW PERSONNEL

Aviles, Greg	FC	Physical Education/Soccer Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF883
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Barajas, Olivia	FC	Counselor First Year Probationary Contract Class B, Step 1 Eff. 07/01/2016 PN FCF939
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Crippen, James	FC	Philosophy Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF884
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deDios, Angela	CC	Psychology Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN CCF890
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Duron, Yolanda	FC	Physical Education/Tennis Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF663
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Academic Personnel
May 24, 2016

Fernandez, Christopher	FC	Chemistry Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF614
Harless, Zachary	FC	Theater Arts/Technical Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF602
Higgins, Rita	FC	Nutrition/Foods Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF606
Kinkel, Jennifer	FC	Child Development & Educational Studies Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF930
Krahn, Graham	FC	Physics Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF604
Lopez, Ruben	FC	Geography Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF827
Loy, Michelle	FC	Nutrition/Foods Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF605

Academic Personnel
May 24, 2016

Manjra, Samreen	FC	Accounting Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF617
Rauda, Iris	FC	Chemistry Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF613
Schwartzwald, Terra	CC	Music/Vocal Jazz/Theory Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN CCF925
Shedd, Kristen	FC	History Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF793
Tran, Brandon	FC	Accounting Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF632
Young, Gilene	FC	Biology/Organismal Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF615
Zagami-Lopez, Natalie	FC	Librarian First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF922

Academic Personnel
May 24, 2016

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS-2016 SPRING
SEMESTER

Bladh, Eric	CC	\$ 10.00
Bower, Glenn	CC	\$ 60.00
Castle-Donovetsky, Victoria	CC	\$ 30.00
Floyd, Becky	CC	\$ 10.00
Freer, Carolee	CC	\$ 55.00
Halahmy, David	CC	\$ 10.00
Holmes, Ian	CC	\$ 10.00
Lind, Daniel	CC	\$ 10.00
Martinez, Randy	CC	\$ 10.00
McMillan, Marcus	CC	\$ 20.00
Medina-Bernstein, Denise	CC	\$ 5.00
Mosqueda-Ponce, Therese	CC	\$ 40.00
Patti, Joyce	CC	\$ 20.00
Pinkham, Bill	CC	\$130.00
Ramos, Jaime	CC	\$ 5.00
Reiland, Kathleen	CC	\$115.00
Takahashi, K. Mariye	CC	\$ 30.00

LEAVES OF ABSENCE

Forman, Mary	CC	English Instructor Rescind Load Banking Leave With Pay Eff. 2016 Spring Semester
Foster, Marsha	FC	Physical Education Instructor Family Medical Leave (FMLA/CFRA) 100% Paid Leave using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/02/2016-05/16/2016
Lipiz-Gonzalez, Elaine	CC	Manager, EOPS Family Medical Leave (FMLA/CFRA) and CA Pregnancy Disability Leave (CA PDL)100% Paid Leave using Regular and Supplemental Sick Leave and Personal Necessity, Family Illness and Vacation; Unpaid Thereafter Eff. 04/25/2016-07/18/2016

Academic Personnel
May 24, 2016

Nunez, Jose Ramon	FC	Vice President, Instruction Family Medical Leave (FMLA/CFRA) From: 03/29/2016-05/04/2016 (100%) 04/21/2016-08/19/2016 (50%) To: 03/29/2016-04/20/2016 (100%) 04/21/2016-05/04/2016 (50%) 05/05/2016-06/23/2016 (100%)
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2016 SUMMER INTERSESSION

Aviles, Gregory	FC	Column 1, Step 1
Felton, Andrew	FC	Column 1, Step 1
Garrett, Campbell	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Scarsi, Lisa	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Baca, Richard	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Base, Melissa	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016
Blumer, Collette	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Casteel, Sheila	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Castellanos, Ralph	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Chang, Chiu-Chin	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016

Academic Personnel
May 24, 2016

Chapman, Joanne	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016
Dalgoff, Mary	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016
Damiani, Adrienne	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Dobson, Jessica	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016
Emard, Jennifer	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Espinoza-Lopez, Carolina	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Fearn, Cynthia	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Ferreira, Vanessa	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016
Fortier, Heidi	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Gregory, Eric	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Gutierrez, Rebekah	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016

Academic Personnel
May 24, 2016

Hartouni, Kristine	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016
Lee, Kaelin	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016
Lin, Susan	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016
Lugo, Mira	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016
Matrisch, Tamarah	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016
McKennon, Anna	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Middleton, Donna	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Mundala, Kimberly	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016
Mundala, Kimberly	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016
Nabulsi, Abeer	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Nava, Michelle	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016

Academic Personnel
May 24, 2016

Nguyen, Christina	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Paquette, Christopher	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Portillo Van Metre, Norma	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016
Raleigh, Samuel	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Ravenna, Georgianna	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Rodriguez, Jasmine	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016
Roman-Morfin, Raquel	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Rucker, Nancy	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016
Sabau, Bianca	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Salcedo, Joel	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Shah, Ekta	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016

Academic Personnel
May 24, 2016

Snyder, Katie	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Staylor, Daniel	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Stevenson, Kent	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Swenson, Mitchell	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Takakura, Takeshi	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Takeuchi, Shannon	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Terminel, Gigi	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Trinh, Hung	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016
Uchida, Yoshiko	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Vakil-Jessop, Carolee	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 06/01/2016
Vandervort, Kimberly	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016

Academic Personnel
May 24, 2016

Walsh, Constance	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016
Weil, Alex	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Williams, Michelle	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016
Wohlgezogen, Laura	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016
Young, Cameron	FC	Professional Learning Day Training Stipend not to exceed \$120.00 Eff. 06/08/2016
Zeledon, Selena	FC	Adjunct Growth Mindset Training Stipend not to exceed \$160.00 Eff. 05/31/2016

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 24, 2016

SUBJECT: Classified Personnel

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

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
May 24, 2016

RETIREMENT

Guerrero, Manuel FC Groundskeeper
 12-month position (100%)
 Eff. 06/04/2016
 FCC995

Struckman, Helga SCE Administrative Assistant III
 12-month position (100%)
 Eff. 07/05/2016
 SCC934

RESIGNATION

Duran, James CC Student Services Technician
 12-month position (100%)
 Eff. 03/17/2016
 PN CCC799

PROBATIONARY RELEASE

@01484537 CC 12-month position (100%)
 Eff. 05/03/2016
 PN CCC838

NEW PERSONNEL

Allan, Belinda CC Instructional Assistant
 12-month position (100%)
 Range 36, Step A
 Classified Salary Schedule
 Eff. 05/25/2016
 PN CCC881

Lee, Joanne FC Student Services Technician
 12-month position (100%)
 Range 36, Step A
 Classified Salary Schedule
 Eff. 05/25/2016
 PN FCC615

Classified Personnel
May 24, 2016

Solis Munoz, Samantha FC Admissions and Records Technician
12-month position (100%)
Range 33, Step A
Classified Salary Schedule
Eff. 06/13/2016
PN FCC984

PROFESSIONAL GROWTH & DEVELOPMENT

Avagian, Karine CC Student Services Technician (100%)
4th increment (\$350)
Eff. 07/01/2018

Sebo, Gloria FC Clerical Assistant I (100%)
2nd Increment (\$350)
Eff. 07/01/2016

STIPEND FOR ADDITIONAL ADMINSTRATIVE DUTIES

Bernal, Alex CC Campus Safety Officer (100%)
6% Stipend (Performing Management Duties)
Eff. 05/06/2016 – 05/13/2016

Salisbury, Chelsea SCE Campus Marketing/Outreach Assistant
6% Stipend (Temporary Reassignment)
Eff. 06/22/2016 - 07/01/2016

LEAVES OF ABSENCE

Abelon, John FC Student Services Technician (100%)
Military Leave With Pay
Eff. 07/11/2016 – 07/28/2016 (Consecutive Leave)

Atkins, Blanca CC Admissions and Records Technician (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Sick Leave and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 04/18/2016 – 06/05/2016 (Consecutive Leave)

Bataran, Sharon CC Health Services Administrative Assistant (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Sick Leave and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 04/12/2016 – 05/02/2016 (Consecutive Leave)

Classified Personnel
May 24, 2016

Beard, Claudia	FC	Account Clerk (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/06/2016 – 05/16/2016 (Consecutive Leave)
Carmi, Boaz	AC	Systems Analyst – Technology (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/30/2016 – 05/06/2016 (Consecutive Leave)
Diaz, Angela	SCE	Instructional Assistant (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Personal Necessity Until Exhausted; Unpaid Thereafter Eff. 06/06/2016 – 06/16/2016 (Consecutive Leave)
Gonzales, Adela	AC	Human Resources Specialist (100%) Unpaid Personal Leave Eff. 05/16/2016 – 05/27/2016 (Consecutive Leave)
Hollier, David	FC	HVAC Mechanic I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/21/2016 – 04/29/2016 (Consecutive Leave)
Leopold, Maureen	CC	Accounting Specialist (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/10/2016 – 05/09/2017 (Intermittent Leave)
Ortega, Danny	CC	Campus Safety Officer (100%) Military Leave Without Pay Eff. 05/20/2016 – 05/22/2016; 05/30/2016; 06/04/2016 – 06/05/2016 (Intermittent Leave) Military Leave With Pay Eff. 07/09/2016 – 07/11/2016; 08/06/2016 – 08/07/2016; 08/27/2016; 09/10/2016 – 09/11/2016; 10/01/2016 – 10/02/2016; 11/05/2016 – 11/06/2016; 12/03/2016 (Intermittent Leave)

Classified Personnel
May 24, 2016

Sandoval, Juan AC Facilities – Security Officer (100%)
Family Medical Leave (FMLA/CFRA)
Paid Leave Using Sick Leave and Supplemental Sick
Leave Until Exhausted; Unpaid Thereafter
Eff. 05/09/2016 – 05/13/2016 (Consecutive Leave)

NEW CLASSIFIED JOB DESCRIPTION

Sports Information/Marketing Representative II
Range 38

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Sports Information/Marketing Representative II	Range:	38
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position coordinates promotional, public information, and media relations services for the District intercollegiate athletics programs. Plans, develops and implements fundraising activities and special events in support of athletic teams and student athletes.

ESSENTIAL FUNCTIONS

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

1.	Coordinates marketing, advertising, and promotional activities for the intercollegiate athletics program including the writing, editing, design, production, and distribution of sports team media guides, programs, brochures, and other print and electronic publications.
2.	Coordinates sports media relations including information released to print, broadcast media, social media, and website in print and digital format; writes press releases and game stories, schedules interviews, and serves as athletic department spokesperson for general media inquiries. Creates and maintains effective working relationships with members of the sports media; provides detailed sports results/stats and stories to generate media interest via e-mail, telephone or in-person contact with local media members.
3.	Attends all intercollegiate athletic home events to track game scores and statistics; relates game events to the media and reports statistical information to the Orange Empire Conference, Southern California Football Association, and other applicable intercollegiate athletics organizations and agencies. Maintains current statistics, records, athlete lists, team rosters, alumni lists, scholar athlete and other information for each team.
4.	Develops, maintains and updates content for the intercollegiate athletics program website and social media.
5.	Serves as sports photographer; coordinates and compiles photos of student athletes and coaches; takes team photos; takes action shots at games for publication; maintains sports photography portfolios.
6.	Develops, designs, writes and produces press information brochures, booklets, press guides, student athlete handbooks, coaches' handbooks, program review reports, and other departmental publications for distribution to media, colleges and universities. Produces materials in traditional, new, and emerging media formats; coordinates production of a variety of materials for internal and external public relations purposes.
7.	Maintains a calendar of activities and coordinates a variety of ongoing or cyclical projects, such as receptions, recognition events, including the development and production of brochures, fliers, and programs; assists with travel arrangements for athletic teams; participates in preparation and coordination of athletic events.
8.	Performs marketing duties; develops volunteer support and participation in athletic program activities such as awards, scholarships, group meetings with coaches, parents night and ticket promotions; works with athletic directors and coaches to develop overall program and individual team fundraising plans and activities.

<p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
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9.	Identifies, solicits, and cultivates sources of funding (alumni, private individuals, corporations, and foundations) for Athletics. Assists in the preparation and monitoring of budgets for fundraising events for the Athletics Program.
10.	Represents the intercollegiate athletics program at conferences, meetings and various community and media functions; prepares and presents oral presentations concerning sports information, athletics and academics; attends athletic events on and off campus.
11.	Selects, trains and maintains schedules of student workers.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner
13.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
14.	Maintains the college's archived athletic materials (digital and hard copies) including stats, promotional materials, press releases, videos, and pictures, or anything preserving the history of the college.
15.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONS

The Sports Information/Marketing Representative II maintains frequent contact with coaches, athletes, media representatives and state agencies and associations.

EDUCATION AND EXPERIENCE

Associate's degree from an accredited college or university in a related field.

Five years of experience in sports information, journalism, marketing, public relations, fund raising or related field.

OR

Bachelor's degree from an accredited college or university with a major in Public Relations, Journalism, English, Communications, or a related field.

Three years of experience in sports information, journalism, marketing, public relations, fund raising or related field.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of rules, strategies, technologies and terminology related to public relations and marketing of intercollegiate sports.

Knowledge of principles and practices of media and public relations, community outreach, and fund development strategies.

Knowledge of journalistic writing and reporting techniques and standards.

Knowledge of intercollegiate sports regulations and practices including California Community College Athletic Association (CCCAA) rules and regulations.

Knowledge of District organization, operations and objective.

Knowledge of principles and techniques of establishing and maintaining positive public and community relations.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of emerging media and social media including Instagram and twitter.

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

Knowledge of modern office practices, procedures, and equipment.
Knowledge of record-keeping techniques.
Knowledge of basic web design and website content management.
Knowledge of sports statistics, fund development and prospect management.
Knowledge of editing, general design, layout, and production of print and electronic publications.
Ability to write clearly, accurately, and effectively in a variety of styles for memos, letters, reports, newsletters, news releases, fliers, brochures, ads, website pages, and other formats including social media.
Ability to edit communications for clarity and accuracy.
Ability to use a variety of computer software to perform functions such as word processing, desktop and website publishing, video editing/posting/archiving, database management, and presentation preparation.
Ability to use new and emerging technologies.
Ability to use a camera and take publicity photos.
Ability to work effective with media representatives.
Ability to calculate, compile, and maintain sports statistics and historical data for student athletes and teams.
Ability to plan, organize, and implement fundraising efforts.
Ability to communicate clearly, both orally and in writing.
Ability to take leadership, coordinating role with assigned projects.
Ability to plan, organize and prioritize work.
Ability to meet schedules and time lines.
Ability to understand and follow oral and written directions.
Ability to establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Requires a valid California Driver's License.

WORKING CONDITIONS

College or District office environment, athletic stadiums and events, and locker rooms; subject to driving to a variety of locations to conduct work; extensive standing. Subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 24, 2016

SUBJECT: Professional Experts

Action	X
Resolution	_____
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

5.c.1

Item No.

Professional Experts
 May 24, 2016

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Barrett, Debra	SCE	Project Coordinator	Project Curriculum Specialist	26	07/01/2016	09/09/2016
Hui, Arthur	FC	Technical Expert II	Summer Preparation Project for Writing Center	10	06/01/2016	06/15/2016
Jewell, Joseph	FC	Technical Expert II	Program Review-Reader	15	02/01/2016	05/21/2016
Keery, Emily	CC	Project Manager	ESC Co-Coordinator	26	08/08/2016	12/16/2016
Liu, Annie	FC	Technical Expert II	Summer Preparation Project for Writing Center	10	06/01/2016	06/15/2016
Mucino, Patricia	CC	Project Expert	STEM Grant	20	03/15/2016	06/30/2016
Pacheco, Elizabeth	CC	Project Manager	Summer Career Academy-Dental Assisting	16	06/16/2016	06/30/2016
Sipple, Ruth	FC	Technical Expert II	Program Review-Reader	15	02/01/2016	05/21/2016
Stephens, Craig	SCE	Project Coordinator	DSS Curriculum Specialist	26	07/01/2016	09/09/2016
Suzuki, Kazue	CC	Project Manager	ESC Co-Coordinator	26	05/30/2016	06/24/2016
Suzuki, Kazue	CC	Project Manager	ESC Co-Coordinator	26	08/08/2016	12/16/2016
Tuttle, Valerie	FC	Project Coordinator	Reading Faculty Training	10	06/01/2016	06/05/2016
Ward, Sherry	CC	Technical Expert I	Teacher Preparation Curriculum Development	15	05/30/2016	06/13/2016

SCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Mori, Ayumi	Tuition Rate	Spring, Summer	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 24, 2016
SUBJECT: Hourly Personnel

Action X
Resolution _____
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

5.d.1

Item No.

Hourly Personnel
 May 24, 2016

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Armstrong, Holly	CC	Clerical/Secretarial - Assist with data entry for Women's Basketball Camp	05/31/16	06/10/16	TE A 1
Arroyo, Stephanie	FC	Clerical/Secretarial - Assist in campus Cadena/Transfer Center	05/25/16	06/30/16	TE B 4
Castro, Maria	SCE	Direct Instr Support - Assist in the ESL Learning Center	09/06/16	12/02/16	TE A 4
Checkcinco, F.	CC	Clerical/Secretarial - Assist with Photo ID	07/01/16	10/01/16	TE A 4
De Leon, Ericka	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	06/13/19	06/29/16	TE H 1
De Leon, Ericka	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	07/01/16	07/29/16	TE H 1
Duarte, Heidi	FC	Clerical/Secretarial - Assist in the Humanities Division Office	05/30/16	06/30/16	TE A 3
Duarte, Heidi	FC	Clerical/Secretarial - Assist in the Humanities Division Office	07/01/16	08/27/16	TE A 3
Dungca, Jessica	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	06/13/19	06/29/16	TE H 1
Dungca, Jessica	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	07/01/16	07/29/16	TE H 1
Esparza-Newcomb, E.	SCE	Clerical/Secretarial - Clerical assistance for the ESL Learning Center	07/05/16	09/30/16	TE B 4
Flores, Fabiola	SCE	Direct Instr Support - Assist in the ESL Learning Center	07/05/16	09/30/16	TE A 1
Garcia, Madelynn	SCE	Non-Direct Instr Support - Assist with the Summer Aquatics Program	06/23/16	06/30/16	TE A 4
Georgieva, Tanya	FC	Clerical/Secretarial - Assist in International Student Center	06/06/16	06/30/16	TE B 4
Gilliam, Squire	FC	Clerical/Secretarial - Assist in campus Bookstore	05/25/16	06/30/16	TE A 1
Giron Hernandez, X.	SCE	Direct Instr Support - Assist in the ESL Learning Center	07/05/16	09/30/16	TE A 4
Gomez, Sarai	SCE	Clerical/Secretarial - Assist with registration for Anaheim SCE	07/05/16	09/30/16	TE A 1
Hernandez, Edgar	FC	Clerical/Secretarial - Assist in campus Bookstore	05/25/16	06/30/16	TE A 1
Hong, Larry	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	06/13/19	06/29/16	TE H 1
Hong, Larry	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	07/01/16	07/29/16	TE H 1
Ibrarra, Barry	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	06/13/19	06/29/16	TE H 1
Ibrarra, Barry	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	07/01/16	07/29/16	TE H 1
Imaku, Brittany	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	06/13/19	06/29/16	TE H 1
Imaku, Brittany	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	07/01/16	07/29/16	TE H 1
Juarez, Ashley	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	06/13/19	06/29/16	TE H 1
Juarez, Ashley	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	07/01/16	07/29/16	TE H 1

Hourly Personnel
May 24, 2016

Lara, Catherine	CC	Clerical/Secretarial - Assist in the Social Sciences Division Office	09/05/16	12/02/16	TE B 4
Le, Phong	SCE	Direct Instr Support - Assist in the ESL Learning Center	05/25/16	06/30/16	TE A 1
Le, Phong	SCE	Direct Instr Support - Assist in the ESL Learning Center	07/05/16	09/30/16	TE A 1
Magana, Jeanne	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	06/13/19	06/29/16	TE H 1
Magana, Jeanne	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	07/01/16	07/29/16	TE H 1
Marinez, Marcus	FC	Clerical/Secretarial - Assist in campus Bookstore	05/25/16	06/30/16	TE A 1
Martinez Cuadra, Jenny	SCE	Direct Instr Support - Assist in the ESL Learning Center	07/05/16	09/30/16	TE A 4
Martinez, Carlos	CC	Clerical/Secretarial - PC Technician / Desktop services	08/09/16	11/04/16	TE A 4
Mcfeggan, Erika	SCE	Non-Direct Instr Support - Assist with the Summer Aquatics Program	06/23/16	06/30/16	TE A 4
Mcgrath, Katrina	SCE	Non-Direct Instr Support - Assist with the Summer Aquatics Program	06/23/16	06/30/16	TE A 4
Moreno, Daniel	SCE	Clerical/Secretarial - Assist in the campus Resources Room	07/05/16	09/30/16	TE A 4
Moreno, Destinee	FC	Clerical/Secretarial - Clerical assistance for CalWorks Office	06/01/16	06/30/16	TE B 4
Mueller, Matthew	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	05/25/16	06/30/16	TE A 4
Navarro, Adrian	SCE	Clerical/Secretarial - Assist with campus Learning Center	07/05/16	09/30/16	TE A 4
Nguyen, Samantha	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	06/13/19	06/29/16	TE H 1
Nguyen, Samantha	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	07/01/16	07/29/16	TE H 1
Nilsen, Erika	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	06/13/19	06/29/16	TE H 1
Nilsen, Erika	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	07/01/16	07/29/16	TE H 1
Noel, Cari	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	05/25/16	06/30/16	TE A 1
Palmer, Brennon	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	06/13/19	06/29/16	TE H 1
Palmer, Brennon	CC	Tech/Paraprof - Assist with Women's Basketball Summer camp	07/01/16	07/29/16	TE H 1
Quinonez, Edward	FC	Clerical/Secretarial - Assist UMOJA staff with recruiting and planning	05/25/16	06/30/16	TE A 3
Ramirez, Amy	SCE	Non-Direct Instr Support - Assist with the Summer Aquatics Program	06/23/16	06/30/16	TE A 4
Ramirez, Amy	SCE	Non-Direct Instr Support - Assist with the Summer Aquatics Program	07/01/16	08/05/16	TE A 4
Reyes, Rudy	FC	Tech/Paraprof - Assist staff with sports programs	05/25/16	06/30/16	TE A 3
Rodriguez, Samuel	CC	Tech/Paraprof - Assist in the STEM program	05/25/16	06/30/16	TE A 1
Romo-Sandoval, V.	SCE	Clerical/Secretarial - Assist with campus Disability Support Services Office	07/01/16	09/30/16	TE A 4
Shadram, Malous	CC	Clerical/Secretarial - Assist in Public Safety Office	07/01/16	09/30/16	TE A 3
Soto, Abigail	SCE	Non-Direct Instr Support - Assist with the Summer Aquatics Program	06/23/16	06/30/17	TE A 4

Hourly Personnel
May 24, 2016

Soto, Abigail	SCE	Non-Direct Instr Support - Assist with the Summer Aquatics Program	07/01/16	08/05/16	TE A 4
St Romain, Rhonda	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	05/25/16	06/30/16	TE B 4
Tadesse, Benyam	CC	Clerical/Secretarial – Outreach Student Ambassador	05/25/16	06/30/16	TE A 1
Talbot, Jesse	SCE	Clerical/Secretarial - Assist in the campus Disability Support Services Office	07/05/16	09/30/16	TE A 1
Talbot, Jesse	SCE	Clerical/Secretarial - Assist in the campus Disability Support Services Office	12/05/16	03/03/17	TE A 1
Talbot, Jesse	SCE	Clerical/Secretarial - Assist in the campus Disability Support Services Office	05/08/17	06/30/17	TE A 1
Van, Terri	SCE	Direct Instr Support - Assist in the ESL Learning Center	07/05/16	09/30/16	TE A 4
Vasquez, Gonzalo	SCE	Direct Instr Support - Assist in the ESL Learning Center	07/05/16	09/30/16	TE A 4
Vuong, Cathy	FC	Clerical/Secretarial - Assist in campus Bookstore	05/25/16	06/30/16	TE A 1

Professional Medical Employees

Name	Site	Title and Description of Service	Begin	End	Grade/Step
McIntosh, Sarah	FC	Medical - Clinical Psychologist for campus Health Center	06/13/16	06/30/16	ME D 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Davisson, Marissa	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/27/16	06/30/16	TE B 1
Echeverria, Gissele	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/27/16	06/30/16	TE B 1
Ferrusca, Mara	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/27/16	06/30/16	TE B 1
Kingsbury, Heather	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/27/16	06/30/16	TE B 1
Lingle, Scott	SCE	Direct Instr Support - Tutor students with disabilities	05/25/16	06/30/16	TE A 4
Murata, Martin	FC	Direct Instr Support - Tutor/Academic Coach for OCTPP	05/25/16	06/30/16	TE B 3
Reynolds, Sierra	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/27/16	06/30/16	TE B 1
Salero, Austin	SCE	Direct Instr Support - Tutor students with disabilities	07/01/16	06/30/17	TE A 2
Taylor, Pierce	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/27/16	06/30/16	TE B 1
Zwickl, Carly	SCE	Direct Instr Support - Tutor students with disabilities	07/01/16	08/05/16	TE B 4

Hourly Personnel
May 24, 2016

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Fajardo, Guadalupe	CC	Clerical/Secretarial - Substitute for Classified employee on leave	06/16/16	06/30/16	TE A 4
Fajardo, Guadalupe	CC	Clerical/Secretarial - Substitute for Classified employee on leave	07/05/16	11/10/16	TE A 4
Fajardo, Guadalupe	CC	Clerical/Secretarial - Substitute for Classified employee on leave	02/15/17	06/30/17	TE A 4
Romo-Sandoval, V.	SCE	Clerical/Secretarial - Substitute for vacant Student Svs. Tech PN SCC920	05/16/16	06/30/16	TE B 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Barnes, Kennieth	FC	Work Study Student - Assist in the Physical Education Department	05/05/16	06/30/16	TE A 2
Chavira, Celeste	FC	Full-time Student - Assist Campus Safety with various duties	05/09/16	06/30/16	TE B 1
Pham, Quynh	FC	Full-time Student - Clerical assistance for International Student Center	05/09/16	06/30/16	TE A 1
Ramirez, Angel	FC	Full-time Student - Assist in ACT computer lab	05/29/16	06/30/16	TE A 1
Hernandez, A.	FC	Full-time Student - Assist in planning the TAP summer experience	05/25/16	06/30/16	TE A 1
Torres, Jessica	FC	Work Study Student - Assist in Financial Aid Office	05/04/16	06/30/16	TE A 2
Zhou, Yue	FC	Full-time Student - Clerical assistance for International Student Center	05/11/16	06/30/16	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 24, 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

5.e.1

Item No.

Volunteer Personnel
May 24, 2016

VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Casillas, Richard	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Chin, Nathan	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Clark, Brad	SCE	Disability Support Services	02/01/2016	06/30/2016
Cruz, Marvin	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Franco, Gabriel	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Godoy, Russel	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Gonzalez, Raul	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Grigsby, James	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Huayek, Hanna	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Lipscomb, Robert	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Lokhani, Sahar	SCE	Disability Support Services	06/01/2016	06/30/2016
Madi, Su Myat	SCE	ESL Department - SHINE Program	05/18/2016	06/30/2016
Mahaffey, Travis	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Martin, Esmeralda	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Rayan, Farida	SCE	DSS - Personal Care Attendant	05/04/2016	06/30/2016
Reyes, Ana	FC	Veterans Administration Work Study	05/31/2016	06/30/2016
Salazar, Juan	FC	Veterans Administration Work Study	05/31/2016	06/30/2016