



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

MEETING: Regular Meeting in June 2020

DATE: Tuesday, June 9, 2020, at 5:30 p.m.

PLACE: Zoom Teleconference

Access to the Board of Trustees meeting is available via the District YouTube channel by clicking on the following livestreaming link and selecting the “LIVE” video option:

<https://www.youtube.com/channel/UCsguBf7ndfQVQ6n0v9hrfiQ>

Welcome to this meeting of the North Orange County Community College District Board of Trustees. Anyone wishing to attend this meeting may do so virtually via the YouTube link listed on the agenda.

Public comments for Zoom teleconference meetings will only be accepted via email. Submissions should be sent to chancellor@nocccd.edu with “Public Comment” noted in the email subject line and must be received by 5:00 p.m. the day of the Board meeting. All submissions received will be read into the record at the Board meeting and must comply with the three-minute time limit.

The Board of Trustees reserves the right to change the order of the agenda items as the need arises.

All Board meetings, excluding closed sessions, shall be electronically recorded.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** The Board respects the rights of members of the public to comment on matters under its jurisdiction. Members of the public may address the Board via email submissions which must be received by 5:00 p.m. the day of the Board meeting. All submissions received will be read into the record at the Board meeting and must comply with the three-minute time limit. The Board does not condone any defamatory accusations or complaints, including remarks which reflect adversely on the political, religious, or economic views, character, or motives of any person. Members of the audience bear the sole legal responsibility for any defamation actions that may be brought as a result of their comments or allegations.
- 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.

 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 by contacting the Chancellor’s Office.
- f. **Chancellor’s Report**
- g. **Comments:**

**Chancellor's Staff
Resource Table Personnel
Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of May 26, 2020.**

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

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

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

Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

3. **FINANCE & FACILITIES**

[a] Authorization is requested to 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 to make adjustments to the General Fund and Child Development Fund revenue and expenditure budgets in accordance with the revised fiscal year 2019-2020 allocations. It is further requested that resolutions be adopted to adjust budgets and authorize expenditures within the General Fund and Child Development Fund pursuant to the California Code of Regulations Title 5, §58308.

[c] Authorization is requested for the 2019-2020 General Fund and Capital Outlay Fund transfers netting to the amount of \$1,086,738 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

[d] It is recommended that the Board adopt the resolution authorizing the County Superintendent of Schools to make any necessary transfers between contingencies and expenditure classifications.

[e] Authorization is requested to renew the property and liability insurance coverage with the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and Schools Excess Liability Fund (SELF) for FY 2020-21 at the estimated amount of \$1,448,535.

[f] Authorization is requested to enter into an agreement with Arthur J. Gallagher & Co. to purchase excess Workers' Compensation insurance coverage through Safety National Casualty Corporation beginning July 1, 2020, through June 30, 2021, at the rate of .1074 per \$100 payroll with \$500,000 SIR and \$6,000 for the broker fee.

- [g] Authorization is requested for the Institutional Memberships exceeding \$1,000 for the 2020-2021 school year for the organizations listed.
- [h] Authorization is requested to amend the consulting agreement with Gatzke, Dillon, & Balance LLP for an additional \$21,800, for a total budget of \$207,800.
- [i] Authorization is requested to approve the opt-out Cypress College Student Fee increase from \$7.00 to \$13.00 effective and implemented in the Fall 2020 semester registration.
- [j] Authorization is requested to award Bid #1920-16, Piazza Deck Repairs project at Cypress College to Howard Ridley Co, Inc. as the lowest overall responsive and responsible bidder in the amount of \$250,175 including \$50,000 Allowance.
- [k] Authorization is requested to amend the architectural services agreement with Westberg & White for the Renovation of the Existing Baseball Field and Supporting Structures at Cypress College in the amount of \$40,000. The amended amount will bring the total contract to \$169,000 plus \$2,000 reimbursable expenses. The term of the agreement shall be extended through December 31, 2020.
- [l] Authorization is requested to award Bid #1920-15, Baseball Field Improvements at Cypress College to JRH Construction Company, Inc. as the lowest overall responsive and responsible bidder in the amount of \$1,828,961, including \$180,000 Allowance.
- m. It is requested that the Board receive and review the management letters and annual Foundation audits of the District for fiscal year 2018-2019.
- [n] Authorization is requested that the Board of Trustees approve the donation of 100 loaner laptops from Dell Computer Company for the North Orange Continuing Education Disability Support Services students through December 31, 2020.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Fall 2020, Summer 2021, and Fall 2021.
- [b] Authorization is requested for the Board to formally approve the revised Cypress College mission statement in order to satisfy accreditation requirements.

5. **HUMAN RESOURCES**

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

- Retirement
- New Personnel
- Temporary Management Contract
- Extension of Temporary Management Contract
- Change in Salary Classification

Management Professional Growth & Development
Temporary Academic Hourly

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

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

[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.

6. **GENERAL**

- a. It is recommended that the Board receive and review the Draft NOCCCD Educational and Facilities Master Plan 2021-2030 and provide input.
- b. It is recommended that the Board make recommendations for changes to the Citizens' Bond Oversight Committee appointment process and application for the independent Citizens' Bond Oversight Committee.
- c. It is recommended that the Board discuss any potential future agenda items.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	June 9, 2020	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Ratification of Purchase Orders and Checks	Enclosure(s)	<u>X</u>

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

The purchase order numbers P0139001 - P0139478, check numbers C0051611 - C0051681; F0248038 - F0260249; Q0006940 - Q0009353; 88503599 - 88504347; V0031801 - V0031811; 70101530 - 70108983; disbursements E8861316 - E8868345; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are NOCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

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

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

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

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0139001 - P0139478 through May 13, 2020, totaling \$3,387,017.03 and check numbers C0051611 - C0051681, totaling \$117,544.76; check numbers F0248038 - F0260249, totaling \$7,367,035.03; check numbers Q0006940 - Q0009353, totaling \$52,151.80; check numbers 88503599 - 88504347, totaling \$14,147,309.71; check numbers V0031801 - V0031811 totaling \$16,873.00; check numbers 70101530 - 70108983, totaling \$306,032.61; and disbursements E8861316 - E8868345, totaling \$3,554,637.79, through May 31, 2020.

Fred Williams

3.a

Recommended by

Approved for Submittal

Item No.

BOARD RECAP
FOR THE PERIOD APRIL 23, 2020, THROUGH MAY 13, 2020
BOARD MEETING 6/9/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0139001	Haas Factory Outlet	\$ 86,961.45		FC	Machine Shop Equipment
P0139169	CDW Government Inc	\$ 11,088.10		FC	(9) Laptops
P0139170	Sodexo Inc and Affiliates	\$ 254.11		FC	Catering for STEM SLC Spring Mixer
P0139171	Cognisco Technologies Inc	\$ 1,000.00		FC	Software
P0139172	Formstack LLC	\$ 2,840.64		FC	Software
P0139173	Bella Event Services	\$ 150.00		CC	Tablecloths for the Puente Program
P0139175	Howard Ridley Co Inc	\$ 86,021.00	Capital Outlay	AC	Bid 1920-11 AC Underground Salt Vault Structural
P0139176	Rodriguez Engineering Inc	\$ 7,800.00	Bond	AC	Structural Eng Svcs to Install MDF Equipment @ AC
P0139177	MVP Promotions	\$ 2,274.60		CC	Promotional Supplies
P0139178	Buddy's All Stars, Inc.	\$ 5,916.99		FC	Athletic Balls
P0139179	Doing Good Works	\$ 2,531.66		FC	Graduation Sashes
P0139180	B & H Photo Video Inc	\$ 553.11		FC	Theatre Supplies
P0139181	Diversified Business Services	\$ 2,196.69		FC	Outreach Supplies
P0139183	Jasmin Herrera	\$ 500.00		FC	CARE Auto Maintenance Reimbursement
P0139184	Next Gen Web Solutions	\$ 6,275.00		CC	Software for the Financial Aid Office
P0139185	Faronics Technologies USA Inc	\$ 22,061.60		NOCE	Software Licensing
P0139186	VAE Industries Corp	\$ 993.99		FC	Flag and Base
P0139187	BSN Sports LLC	\$ 6,885.32		FC	Athletic Supplies
P0139188	National Sports Apparel LLC	\$ 1,583.10		FC	Athletic Supplies
P0139189	Airgas USA LLC	\$ 1,593.86		CC	Medical Supplies
P0139190	Pearson VUE	\$ 33,600.00		FC	Online Tutoring Services for the Tutoring Center
P0139191	Krueger International Inc	\$ 2,497.69		NOCE	Classroom Tables
P0139192	Uline Inc	\$ 1,204.65		CC	White Board
P0139193	KT Industries Inc	\$ 10,758.00		FC	Main Switchgear for Fullerton College
P0139194	Foundation Building Materials LLC	\$ 15,000.00		FC	Blanket Order for Supplies and Materials
P0139195	Office Solutions	\$ 2,000.00		CC	Blanket Order for Office Supplies
P0139196	Bergman Dacey Goldsmith	\$ 20,000.00	Capital Outlay	AC	Legal Services for District VC Fiscal Affairs dept.
P0139197	3D Molecular Designs LLC	\$ 394.89		FC	Lab Supplies
P0139198	Lone Star Percussion	\$ 1,978.02		FC	Music Supplies
P0139199	The Dart Shop	\$ 2,936.19		CC	Trophies
P0139200	American Association for Paralegal Education	\$ 519.75		FC	Institutional Membership
P0139201	Darmon Meader	\$ 833.13		FC	Music Supplies
P0139202	Guitar Center Inc	\$ 342.26		FC	Music Supplies
P0139203	Apex Audio Inc	\$ 3,049.76		FC	Music Supplies
P0139204	Alexander Brown	\$ 230.99		FC	Field Trip Reimbursement
P0139205	J W Pepper of Los Angeles	\$ 685.28		FC	Music Supplies
P0139206	Kerry Marsh	\$ 1,077.50		FC	Music Arrangements
P0139207	Mich Music	\$ 285.55		FC	Music Arrangement
P0139208	Howard Technology Solutions	\$ 224.12		FC	Audio Cables

BOARD RECAP
FOR THE PERIOD APRIL 23, 2020, THROUGH MAY 13, 2020
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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0139209	Bluebeam Inc	\$ 745.00		FC	Software
P0139210	Soroptimist International Cypress - 113631	\$ 550.00		CC	Membership
P0139211	Palomar Community College District	\$ 2,720.00		FC	Webinar
P0139212	Blick Art Materials LLC	\$ 1,767.33		FC	Instructional Supplies
P0139213	The Criterion Collection Inc	\$ 8,400.00		FC	Instructional Streaming Services
P0139214	Y Squared Electronics Inc	\$ 8,221.69		CC	Instructional Equipment
P0139221	Total Computing Solutions LLC	\$ 26,824.00		FC	Annual Support and Licenses for Bookstore POS
P0139222	CDW Government Inc	\$ 40,514.00	Capital Outlay	AC	Computer Equipment for Network Refresh Project
P0139223	Sidepath Inc	\$ 81,873.79	Capital Outlay	AC	Memory Upgrade for Dell Computers @ CC
P0139224	ASCIP	\$ 1,170,151.00	Bond	AC	ASCIP (OCIP) FC IB and Central Plant B/A: 2/12/19
P0139225	Black Rock Geosciences	\$ 2,100.00	Bond	AC	Hazardous Material Testing and Monitoring FC 300 &
P0139226	Vital Inspection Services Inc	\$ 13,536.00	Bond	AC	Inspection of Record FC 300 500 Sewer Line
P0139227	Sidepath Inc	\$ 1,288.10		CC	Laptop
P0139228	CDW Government Inc	\$ 433.16		FC	(2) Wifi Hot Spot Routers
P0139229	McWil Sports Surfaces Inc	\$ 14,504.00	Capital Outlay	AC	Refinish North & South Gym Floors FC Bldg. 1200
P0139230	Nth Generation Computing Inc	\$ 48,634.49	Capital Outlay	AC	Upgrade Server Related to Refresh Project @ AC
P0139231	Nth Generation Computing Inc	\$ 568.00		AC	Software Maintenance Renewal
P0139232	CDW Government Inc	\$ 37,059.12		NOCE	(32) Computers using National IPA
P0139233	CDW Government Inc	\$ 37,059.12		NOCE	(32) Computers using National IPA
P0139234	CDW Government Inc	\$ 37,059.12		NOCE	(32) Computers using National IPA
P0139235	Bookmark Music	\$ 240.09		FC	Music Supplies
P0139236	Strata Information Group	\$ 6,800.00		AC	DegreeWorks Consulting Services
P0139237	Riddell	\$ 5,000.00		FC	Football Helmet Reconditioning
P0139238	Nth Generation Computing Inc	\$ 12,686.00		AC	Software Maintenance Renewal
P0139239	Nth Generation Computing Inc	\$ 5,965.00		AC	Software License Renewal
P0139240	Nth Generation Computing Inc	\$ 22,385.00		AC	Software Maintenance Renewal
P0139241	Knorr Systems Inc	\$ 33,587.03	Capital Outlay	AC	Purchase Pool Circulation Pump for FC
P0139242	American Printing & Promotions	\$ 315.83		FC	Promotional Materials
P0139243	Outdoor Dimensions	\$ 434.73		FC	Sign Installation
P0139244	Amazon Business	\$ 468.70		CC	Instructional Supplies
P0139245	Amazon Business	\$ 171.29		CC	Instructional Supplies
P0139246	Ausco Services LLC	\$ 379.72		NOCE	Lab Supplies
P0139247	VWR Funding Inc	\$ 932.05		CC	Lab Supplies
P0139248	Scantron Corporation	\$ 580.00		NOCE	Maintenance Agreement for Scantron Machine
P0139249	Sodexo Inc and Affiliates	\$ 2,456.29		FC	Catering for Counseling Division
P0139250	Amazon Business	\$ 359.84		CC	Instructional Supplies
P0139251	Best Buy Gov, LLC	\$ 969.56		CC	Instructional Supplies
P0139252	VWR Funding Inc	\$ 407.00		CC	Lab Supplies
P0139253	Vital Link Orange County	\$ 4,780.24		NOCE	Support Services for NOCE Career Expo

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0139254	Office Solutions	\$ 130.00		NOCE	Blanket Order for Office Supplies
P0139255	The Gallup Organization	\$ 6,459.62		FC	Student Assessment Codes
P0139256	Science Interactive Group LLC	\$ 61,001.32		FC	Lab Supplies
P0139257	Project Wayfinder LLC	\$ 9,814.68		FC	Student Toolkits
P0139258	Transportation Charter Services Inc	\$ 967.00		FC	Student Transportation
P0139259	Performance Health Supply Inc	\$ 1,451.40		FC	Athletic Supplies
P0139260	Spray Enclosure Technologies Inc	\$ 154.58		CC	Automotive Supplies
P0139261	BSN Sports LLC	\$ 370.38		FC	Athletic Supplies
P0139262	Buddy's All Stars, Inc.	\$ 4,755.95		FC	Athletic Supplies
P0139263	Next Gen Web Solutions	\$ 8,800.00		FC	Software License
P0139264	Fullerton Joint Union HSD	\$ 311.37		FC	Reimbursement for Chaperone Services
P0139265	Cal Pro Specialties	\$ 1,958.36		FC	Promotional Supplies
P0139266	Reelworld Productions Inc	\$ 1,035.00		FC	Radio Station License Renewal
P0139267	Buddy's All Stars, Inc.	\$ 7,104.36		FC	Athletic Supplies
P0139268	Scrip-safe Security Products Inc	\$ 3,879.80		CC	Associate Diplomas
P0139269	Scrip-safe Security Products Inc	\$ 4,972.81		CC	Certificates
P0139270	Interact Communications Inc	\$ 9,000.00		CC	Video Presentation
P0139271	CSI Fullmer	\$ 5,356.32		FC	Office Furniture
P0139272	GST	\$ 372.79		CC	Printer
P0139278	Computerland of Silicon Valley	\$ 1,600.00		FC	Software License
P0139280	The Oak Co	\$ 1,956.05		CC	Class Schedules
P0139281	Amazon Business	\$ 32.29		FC	Lab Supplies
P0139282	National Sports Apparel LLC	\$ 9,286.84		FC	Athletic Supplies
P0139283	Nu-bird Inc	\$ 6,134.00		CC	Dental Hygiene Supplies
P0139284	Gow-Mac Instrument Company	\$ 42,054.85		CC	Instructional Equipment
P0139285	Community College League of California	\$ 5,000.00		FC	Institutional Membership
P0139286	Royal Aviation	\$ 3,830.70		CC	Aircraft rental fees for flight elevation conference
P0139289	JM & J Contractors	\$ 43,860.00	Capital Outlay	AC	FC Modified Storm Drain Replacement Project
P0139290	Ralph Webb	\$ 2,402.62		CC	Reimbursement for Safety Vehicle Repairs
P0139291	Full Compass Systems Ltd	\$ 7,168.52		FC	Theatre Supplies
P0139292	B & H Photo Video Inc	\$ 1,077.89		FC	Music Supplies
P0139293	Online Learning Consortium Inc	\$ 1,190.00		FC	Institutional Membership
P0139294	Sodexo Inc and Affiliates	\$ 390.49		FC	Catering for Hungry Hornets Drive Through
P0139295	CSI Fullmer	\$ 4,501.15		CC	Office Furniture
P0139296	Renegade Brands USA, Inc.	\$ 417.64		CC	Cleaning Supplies
P0139297	B & H Photo Video Inc	\$ 3,737.80		FC	Audio Supplies
P0139298	VS Athletics	\$ 781.02		FC	Athletic Supplies
P0139299	Gina Houston	\$ 380.68		FC	CARE Auto Maintenance Reimbursement
P0139300	Samantha Horton	\$ 64.95		FC	CARE Auto Maintenance Reimbursement

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0139301	Henry Schein Inc	\$ 2,417.91		CC	Medical Supplies
P0139302	B & H Photo Video Inc	\$ 2,204.48		FC	Theatre Supplies
P0139303	Johanna Paredes	\$ 30.00		FC	CARE Student Honor Society Reimbursement
P0139304	Krueger International Inc	\$ 15,549.90		CC	Furniture and Installation
P0139305	iT1 Source LLC	\$ 9,918.45		NOCE	(3) Laptops
P0139306	2nd Gear LLC	\$ 3,581.70		CC	(10) Computers
P0139307	GST	\$ 1,341.97		CC	Laptop
P0139308	CDW Government Inc	\$ 26,920.61		FC	(33) Computers using National IPA
P0139309	Fisher Scientific Co LLC	\$ 1,586.01		FC	Lab Supplies
P0139310	Apple Computer Inc	\$ 171.33		CC	Computer Accessories
P0139311	Apple Computer Inc	\$ 171.33		CC	Computer Accessory
P0139313	Jenney Ho	\$ 1,800.00		AC	Reimbursement for 1800 Cloth Masks for COVID19
P0139314	CDW Government Inc	\$ 9,267.39		FC	(11) Computers for COVID19
P0139315	Certified Enterprises Inc	\$ 240.00		FC	Waste Removal Services
P0139316	B & H Photo Video Inc	\$ 9,496.69		FC	Theatre Supplies
P0139317	Greatlike Media	\$ 4,000.00		FC	Website Maintenance
P0139318	Kilgore International Inc	\$ 13,556.04		CC	Dental Supplies
P0139319	Krueger International Inc	\$ 5,322.34		CC	Chairs for Students Dental Hygiene
P0139320	Sodexo Inc and Affiliates	\$ 16,730.77		FC	Catering for Food Bank
P0139321	Patricia Madrigal	\$ 30.00		FC	Student Fees Reimbursement
P0139322	Launch Your Career	\$ 2,000.00		NOCE	Speaker - Launch Your Career
P0139323	Promotional Concepts Enterprises	\$ 629.56		CC	Promotional supplies
P0139324	Lexis Nexis	\$ 52.20		FC	Textbook
P0139325	Stored Value Marketing	\$ 12,530.00		FC	Fuel Cards for CalWORKs Students
P0139326	VS Athletics	\$ 2,768.36		FC	Athletics Covering
P0139327	Optics4Birding	\$ 1,939.46		FC	Instructional Equipment
P0139328	BSN Sports LLC	\$ 303.44		FC	Athletic Supplies
P0139329	Sodexo Inc and Affiliates	\$ 365.84		FC	Catering for Black Student Film Screening
P0139330	Amazon Business	\$ 1,073.52		AC	Books
P0139331	Anaheim Union High School District	\$ 551.00		FC	Transportation Fees
P0139332	TruWest Inc	\$ 3,331.77		FC	Athletic Supplies
P0139333	American Printing & Promotions	\$ 2,303.11		FC	Promotional Supplies
P0139334	CDW Government Inc	\$ 2,919.90		FC	Computer
P0139335	Edulla LLC	\$ 4,800.00		CC	Software
P0139336	Concentric Sky Inc	\$ 238,584.00		CC	Software Development for Career Technical Ed.
P0139337	CDW Government Inc	\$ 205.86		FC	Tablet Accessory
P0139338	United Scope LLC	\$ 82.95		CC	Instructional Supplies
P0139339	Unique Educational Experiences Inc.	\$ 3,669.00		CC	Flight Team Rental Fees
P0139340	Geotechnical Solutions Inc	\$ 30,000.00	Bond	AC	Geotechnical Services FC 300-500 Sewer Replacement

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0139341	Dudek	\$ 620.00	Bond	AC	EIR - Environmental Awareness Training FC 300-500 Sewer
P0139342	Facilities Protection Systems Inc	\$ 59,677.00	Capital Outlay	AC	Upgrade Server Fire Suppression Sys @ AC
P0139343	Comprehensive Emergency Management Services	\$ 6,500.00		AC	Consultant - Pandemic Response Annex
P0139344	Amazon Business	\$ 1,573.56		FC	Books & Supplies
P0139345	Hi-Mate Ltd	\$ 4,785.00		FC	Photography Equipment for the PE Department
P0139346	Amazon Business	\$ 512.29		NOCE	Office Supplies
P0139347	BMI Imaging Systems Inc	\$ 34,550.00		FC	Scanning Services
P0139348	Amazon Business	\$ 1,013.38		FC	Lab Supplies
P0139349	Amazon Business	\$ 684.00		CC	Instructional Supplies
P0139352	Amazon Business	\$ 161.59		CC	Office Supplies
P0139353	Automationdirect.com Inc	\$ 4,302.41		CC	Instructional Supplies
P0139354	Amazon Business	\$ 104.60		NOCE	Book
P0139355	1st California Notary Services	\$ 905.11		NOCE	Textbooks
P0139356	VWR Funding Inc	\$ 1,727.88		FC	Lab Supplies
P0139357	Automationdirect.com Inc	\$ 1,073.19		CC	Lab Supplies
P0139358	CDW Government Inc	\$ 283.63		FC	Docking Station
P0139359	Pathways of Hope	\$ 61,000.00		NOCE	Blanket Order for Food Vouchers
P0139360	Tajen Graphics Inc	\$ 2,500.00		FC	Blanket Order for Instructional Supplies
P0139361	Airgas-West Inc	\$ 1,500.00		CC	Blanket Order for Instructional Supplies
P0139362	Canon Solutions America Inc	\$ 191.23		AC	Copiers Supplies
P0139363	CDW Government Inc	\$ 100.78		FC	Computer Power Adapter
P0139364	Academic Cap & Gown	\$ 2,812.28		CC	Graduation Caps
P0139365	Amazon Business	\$ 394.94		CC	Books
P0139366	Sodexo Inc and Affiliates	\$ 1,735.57		FC	Food Bank Distribution due to COVID-19
P0139367	Interact Communications Inc	\$ 61,250.00		NOCE	Design & development of LinkedIn, Website Marketing & Com Svcs
P0139368	CSI Fullmer	\$ 4,209.38		FC	Office Furniture
P0139369	Fritts Ford	\$ 4,689.99		CC	Vehicle Key Servicing
P0139370	GST	\$ 21,651.62		CC	Theater System and Installation
P0139371	GST	\$ 72.68		FC	Laptop Power Cord
P0139372	Hi-Pod Inc	\$ 756.25		CC	Instructional Supplies
P0139373	Western Graphics Plus	\$ 21,481.95		CC	Graduation Medals
P0139374	Doing Good Works	\$ 10,831.24		FC	Outreach Supplies
P0139375	Janine Cirrito	\$ 105.00		FC	Reimbursement for Webinars
P0139376	Sweetwater Sound Inc	\$ 2,706.58		CC	Instructional Supplies
P0139377	Sweetwater Sound Inc	\$ 1,756.32		CC	Instructional Supplies
P0139378	Scrip-safe Security Products Inc	\$ 3,152.94		CC	Diplomas
P0139379	NMK Corporation	\$ 5,300.65		FC	Software License
P0139380	Jodi Balma	\$ 1,071.92		FC	Reimbursement- Legislative Seminar Field Trip Meal
P0139381	Computerland of Silicon Valley	\$ 15,361.50		FC	Software License

BOARD RECAP
FOR THE PERIOD APRIL 23, 2020, THROUGH MAY 13, 2020
BOARD MEETING 6/9/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0139382	Computerland of Silicon Valley	\$ 10,774.50		CC	Software License
P0139383	CDW Government Inc	\$ 1,276.19		FC	Instructional Supplies
P0139384	iT1 Source LLC	\$ 2,432.81		NOCE	Printer
P0139385	Amazon Business	\$ 842.10		FC	Instructional Supplies
P0139386	Doing Good Works	\$ 1,679.79		FC	Graduation Supplies
P0139387	Screencast-O-matic	\$ 1,560.00		CC	Software License
P0139388	Doing Good Works	\$ 421.95		FC	Graduation Supplies
P0139416	Fascella Finishes Inc	\$ 2,109.00		FC	Rolling Carts
P0139417	ELB US Inc	\$ 707.13		FC	Monitor Mounting Brackets
P0139418	McKesson Medical-Surgical Government Solutions LLC	\$ 487.94		NOCE	Medical Assistant Lab Supplies
P0139419	4AllPromos	\$ 945.71		CC	Office Supply Kits
P0139420	Pacwest Security Services	\$ 8,435.00		NOCE	Security Services
P0139421	Grainger Inc	\$ 998.45		CC	Cabinet
P0139422	Amazon Business	\$ 235.35		CC	Lab Equipment
P0139423	Western Graphics Plus	\$ 18,218.40		CC	Graduation Stoles
P0139424	Tuff Shed	\$ 4,691.65		FC	Storage Shed
P0139425	P2S Engineering Inc	\$ 10,500.00	Capital Outlay	AC	Engineering Survey for FC Theater Lighting Upgrades
P0139426	S & K Engineers	\$ 8,900.00	Capital Outlay	AC	Electrical Engineering for FC LED Retrofit Project
P0139427	Computerland of Silicon Valley	\$ 2,199.00		FC	Software License
P0139428	Computerland of Silicon Valley	\$ 2,007.43		CC	Computer Accessories
P0139429	Performance Health Supply Inc	\$ 5,767.90		FC	Athletic Supplies
P0139430	CDW Government Inc	\$ 36,038.62		CC	(24) Computers using FCCC
P0139431	Uline Inc	\$ 318.96		FC	Art Supplies
P0139432	Jane Ishibashi	\$ 58.50		FC	Reimbursement for Library Material
P0139433	Performance Health Supply Inc	\$ 7,600.69		FC	Athletic Supplies
P0139434	CDW Government Inc	\$ 2,010.06		FC	Computer
P0139435	Fullerton Joint Union HSD	\$ 585.00		FC	Reimbursement for Bus Transportation
P0139436	VWR Funding Inc	\$ 920.72		FC	Lab Supplies
P0139437	Henry Hua	\$ 613.96		CC	Graphics Drawing Tablet with, Reimbursement for Classroom Suppli
P0139438	Automationdirect.com Inc	\$ 2,510.05		CC	Lab Supplies
P0139439	Fullerton College	\$ 509.85		FC	Child Lab Services Fee
P0139440	Doing Good Works	\$ 3,845.43		FC	Promotional Items
P0139441	Riddell	\$ 3,190.35		FC	Athletic Supplies
P0139442	Respondus Inc	\$ 9,295.00		FC	Software License
P0139443	Anaheim Union High School District	\$ 319.81		FC	Reimbursement for Chaperone
P0139444	Design Science Inc	\$ 600.00		FC	Software
P0139445	OCLC Inc	\$ 5,000.00		CC	Online Cataloging Services
P0139446	Performance Health Supply Inc	\$ 3,486.82		FC	Athletic Supplies
P0139447	Midwest Global Group, Inc	\$ 2,041.86		CC	Graduation Stoles

BOARD RECAP
FOR THE PERIOD APRIL 23, 2020, THROUGH MAY 13, 2020
BOARD MEETING 6/9/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0139448	Western Graphics Plus	\$ 7,525.65		CC	Picture Frames
P0139449	Performance Health Supply Inc	\$ 1,097.71		FC	Athletic Supplies
P0139450	BSN Sports LLC	\$ 2,838.10		FC	Athletic Supplies
P0139451	Redrock Software	\$ 1,099.00		CC	Software Renewal
P0139452	Vernier Software & Technology	\$ 1,702.62		FC	Lab Supplies
P0139453	Home Science Tools	\$ 202.36		CC	Lab Supplies
P0139454	Amazon Business	\$ 980.44		FC	Instructional Supplies
P0139455	National Instruments Corporation	\$ 68,811.83		CC	Instructional Lab Equipment
P0139456	CDW Government Inc	\$ 12,637.35		FC	(15) Computer for COVID
P0139457	Home Science Tools	\$ 1,868.03		CC	Lab Supplies
P0139458	CDW Government Inc	\$ 1,201.34		FC	Computer Monitors
P0139459	South Coast Air Quality Management District	\$ 137.63		FC	State Waste Fees
P0139460	Commission on Accreditation for Health Informatics and Infr	\$ 4,000.00		CC	Comprehensive Program Review Fee
P0139461	Adorama	\$ 824.29		CC	Web Conference Supplies
P0139462	Black & Moran OSHA Compliance	\$ 750.00		CC	OSHA Compliance Inspection
P0139463	Albertsons's LLC	\$ 62,500.00		FC	Grocery Gift Cards
P0139464	4AllPromos	\$ 756.24		CC	Promotional Items
P0139465	Amazon Business	\$ 187.82		CC	Instructional Supplies
P0139466	Arbor Scientific	\$ 3,330.63		FC	Lab Supplies
P0139467	Amazon Business	\$ 708.05		CC	Media Equipment
P0139468	Sweetwater Sound Inc	\$ 725.09		FC	Musical Supplies
P0139478	PPC Air Conditioning Inc	\$ 29,655.00	Bond	AC	Labor and Materials to Re-Build CHW Pump @ CC
		\$ 3,387,017.03			

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: June 9, 2020

SUBJECT: Budget Adjustments

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

BACKGROUND: Revised 2019-2020 fiscal year allocations and amendments have been received for various federal- and state-funded programs, and local contracts. Based on these revisions, adjustments are needed to various General Fund and Child Development Fund revenue and expenditure budgets that were previously approved by the Board.

The General Fund programs requiring an adjustment are:

- Student Equity and Achievement (SEA) / Basic Skills
- Student Equity and Achievement (SEA) / Student Equity Program

The Child Development Fund program requiring an adjustment is:

- Quality Rating and Improvement System (QRIS) Block Grant

Revised Allocation Adjustments

SITE	PROGRAM NAME	TOTAL ADJUSTMENT	SOURCE OF ADJUSTMENT
	GENERAL FUND		
CC	SEA / Basic Skills	22,418	Correction to Budget
	SEA / Student Equity Program	62,923	Correction to Budget
FC	SEA / Student Equity Program	<u>42,034</u>	Correction to Budget
	TOTAL – GENERAL FUND	<u>127,375</u>	
	CHILD DEVELOPMENT FUND		
FC	QRIS Block Grant	<u>10,000</u>	Most Recent Contract
	TOTAL – CHILD DEVELOPMENT	<u>10,000</u>	
	GRAND TOTAL BUDGET ADJUSTMENTS	<u>137,375</u>	

This agenda item was submitted by Ivy Hwee, 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 3280, Grants.

FUNDING SOURCE AND FINANCIAL IMPACT: Various programs have received revised 2019-2020 allocations and amendments since the adoption of the District Proposed Budget on September 10, 2019 or subsequent adoption of new agreements by the Board. Budget adjustments are being submitted to revise revenue and expenditure budgets accordingly for the 2019-2020 fiscal year.

RECOMMENDATION: Authorization is requested to make adjustments to the General Fund and Child Development Fund revenue and expenditure budgets in accordance with the revised fiscal year 2019-2020 allocations. It is further requested that resolutions be adopted to adjust budgets and authorize expenditures within the General Fund and Child Development 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.

Fred Williams

Recommended by

Approved for Submittal

3.b.2

Item No.

**Budget Adjustments (Board Date June 9, 2020)
July 1, 2019 - June 30, 2020**

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</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>
<u>General Fund (0101)</u>									
CC	SEA / Basic Skills	Other Operating Expenses	18150	4800	50000	6720			\$ 22,418.00
CC	SEA / Basic Skills	State Revenues	18150	4800	86133	6720			\$ 22,418.00
CC	SEA / Student Equity Program	Other Operating Expenses	17740	3225	50000	6010			\$ 62,923.00
CC	SEA / Student Equity Program	State Revenues	17740	3225	86281	6010			\$ 62,923.00
FC	SEA / Student Equity Program	Other Operating Expenses	17740	5225	50000	6600			\$ 42,034.00
FC	SEA / Student Equity Program	State Revenues	17740	5225	86281	6600			\$ 42,034.00
<u>Child Development Fund (1212)</u>									
FC	QRIS Block Grant	Supplies & Materials	31617	5626	40000	6920			\$ 10,000.00
FC	QRIS Block Grant	State Revenues	31617	5626	86543	6920			\$ 10,000.00

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 (0101), for fiscal year 2019-2020, 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>
8619	Other General Apportionment	\$ 22,418
8629	CalWORKs, TTIP, Other	104,957
TOTALS		\$ <u>127,375</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
5000	Other Operating Expenses	\$ 127,375
TOTALS		\$ <u>127,375</u>

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on June 9, 2020, and passed by a _____ vote of said Board.

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy

3.b.4

Item No.

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 Child Development Fund (1212), for fiscal year 2019-2020, pursuant to the California Code of Regulations Title 5, Section 58308;

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8659	Other Reimbursable Categorical	\$ 10,000
	TOTALS	\$ <u>10,000</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
4000	Supplies & Materials	\$ 10,000
	TOTALS	\$ <u>10,000</u>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on June 9, 2020, and passed by a _____ vote of said Board.

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy

3.b.5

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u>X</u>
DATE:	June 9, 2020	Information	<u> </u>
		Enclosure(s)	<u>X</u>
SUBJECT:	2019-20 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 Kashmira Vyas, District Director, Fiscal Affairs.

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

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

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

RECOMMENDATION: Authorization is requested for the 2019-2020 General Fund and Capital Outlay Fund transfers netting to the amount of \$1,086,738 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

3.c.1

Recommended by

Approved for Submittal

Item No.

Budget Transfers

06-09-2020

1. 11100: Prior Year Funds - FC

Transfer to provide funding for Promise Program to cover related expenditures.

From:	5000 Other Operating Expenses & Services	(143,000)
To:	2300 Noninstructional Salaries	79,600
	3900 Benefits	5,942
	4000 Supplies & Materials	14,058
	6000 Capital Outlay	43,400

2. 15410: Perkins IV - CC

Transfer to provide budget for professional expert in support of online teaching.

From:	5000 Other Operating Expenses & Services	(14,000)
To:	2300 Noninstructional Salaries	10,200
	2400 Instructional Aides	3,800

3. 17740: Student Equity Program - FC

Transfer to cover the cost of Smarthinking Online Tutoring for Learning Resource Tutoring Center.

From:	2100 Noninstructional Salaries	(24,764)
	3900 Benefits	(8,836)
To:	5000 Other Operating Expenses & Services	33,600

4. 11100: Prior Year Funds - AC

Transfer budget previously associated with a temporary position that is fully available for use for professional development activities.

From:	2100 Noninstructional Salaries	(67,459)
	3900 Benefits	(24,791)
To:	5000 Other Operating Expenses & Services	92,250

5. 16327: Urban Agriculture Community-based Research Experience (U-ACRE 3.0) Grant - FC

Transfer to provide funding for hourly personnel in support of Horticulture program.

From:	5000 Other Operating Expenses & Services	(16,500)
To:	2400 Instructional Aides	15,250
	3900 Benefits	1,250

6. 17848: Guided Pathways - CC

Transfer to align budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(240,548)
To:	1200 Noninstructional Salaries	93,900
	2100 Noninstructional Salaries	66,648
	3900 Benefits	55,000
	4000 Supplies & Materials	5,000
	6000 Capital Outlay	20,000

Budget Transfers

06-09-2020

7. 11200: Current Year Funds - FC

Transfer to provide budget for training bootcamps to help those faculty, who are course leaders, on devising new lab curriculum and lab kits due to the switch to remote labs.

From:	4000 Supplies & Materials	(5,973)
	5000 Other Operating Expenses & Services	(9,851)
	6000 Capital Outlay	(3,207)
To:	2300 Noninstructional Salaries	17,589
	3900 Benefits	1,442

8. 4xxxx: Capital Outlay Funds - AC

Transfer to provide funding for various facility projects at Fulleton College.

From:	6000 Capital Outlay	(606,000)
To:	5000 Other Operating Expenses & Services	606,000

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

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the General Fund (0101), pursuant to the California Code of Regulations Title 5, §58307;

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

FROM	Amount	TO	Amount
Budget Classification	Amount	Budget Classification	Amount
2100	\$ 28,075	1200	\$ 93,900
5000	302,663	2300	100,124
8190	150,000	2400	26,542
		3900	31,075
		4000	185
		6000	73,912
		7500	3,500
		7600	1,500
		8199	150,000
TOTAL	\$ 480,738	TOTAL	\$ 480,738

AYES:
 NOES:
 ABSENT:

STATE OF CALIFORNIA))
) SS
 COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on June 9, 2020, and passed by a _____ vote of said Board.

 Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy

3.c.4

 Item No.

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

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

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

FROM		TO	
Budget Classification	Amount	Budget Classification	Amount
6000	\$ 606,000	5000	\$ 606,000
TOTAL		TOTAL	
	\$ 606,000		\$ 606,000

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on June 9, 2020, and passed by a _____ vote of said Board.

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy

3.c.5

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: June 9, 2020

SUBJECT: Resolution Authorizing the County Superintendent of Schools to Make Any Necessary Transfers Between Contingencies and Expenditure Classifications

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

BACKGROUND: At the close of each fiscal year, the County Superintendent of Schools requests that the District approve a resolution authorizing the County to transfer between Reserves for Contingency accounts and any expenditure classifications with a negative balance to comply with Education Code §42601.

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Budget transfers will be made by the County, to the County general ledger system, as necessary.

RECOMMENDATION: It is recommended that the Board adopt the resolution authorizing the County Superintendent of Schools to make any necessary transfers between contingencies and expenditure classifications.

Fred Williams

Recommended by

Approved for Submittal

3.d.1

Item No.

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



I, Ryan Bent, President of the Board of Trustees of the North Orange County Community College District, hereby certify that the said Board at a regular meeting, held on the 9th day of June, 2020, adopted by a unanimous vote of said Board, a resolution that, at the close of the 2019-2020 fiscal year, the County Superintendent of Schools may make such transfers between the Reserve for Contingencies and any expenditure classification or classifications, or balance any expenditure classification of the budget of the district for such school year as are necessary to permit the payment of obligations of the District incurred during such school year. (Education Code §42601).

Ryan Bent, President, Board of Trustees
North Orange County Community College District

FOR SCHOOL FINANCIAL SERVICES USE

The transfers below were made to permit the payment of final obligations and recording of the current liabilities of the District for such school year per the resolution above.

Anne Beem
Program Manager, District Accounting

3.d.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution
DATE: June 9, 2020 Information
Enclosure(s)
SUBJECT: Property & Liability Insurance Coverage
for 2020-21 through the Alliance of
Schools for Cooperative Insurance
Programs (ASCIP) and Schools Excess
Liability Fund (SELF)

BACKGROUND: The District has been a member of Alliance of Schools for Cooperative Insurance Programs Joint Powers Authority (ASCIP JPA) since 1998-99. This non-profit JPA is a self-insurance group that provides the broadest coverage at the most competitive cost. Through this JPA, the District is provided loss control services and coverage for general liability, automobile comprehensive/collision/liability, professional liability, property, equipment breakdown, and employee dishonesty (Crime).

For liability coverage, ASCIP JPA covers the first \$5 million, and Schools Excess Liability Fund (SELF), a statewide consortium of K-12 and community college districts (another JPA) provides the next layer of coverage up to \$55 million per occurrence. In the past several years, SELF's core program capped at \$30 million and the District purchased Optional Excess coverage of \$25 million. However, in light of the fact that the jury verdicts and settlements continue to skyrocket with little promise of relief on the horizon, SELF has increased its core program to \$55 million. ASCIP's program also includes Cyber coverage, Terrorism, and Legal Defense Cost coverage (for excluded claims) with sub-limits ranging between \$50,000 - \$20 million.

SELF's rate continues to increase largely due to the rise in the molestation claims in K-12 and the huge verdicts and the consequential increased settlement value associated with these type of claims. The major hike in rate started in 2015-16, and the upward trend in losses and rates have been continuous since then. For 2020-21, the rate went up another 70% to \$9.94/FTES. This is significant, although it is much less than the rate for K-12 schools, which is \$16.89/ADA.

ASCIP JPA's Liability program rate also increased by 5% due to the overall pool performance. In addition, District's FTES increased slightly by 0.2%.

Property coverage limit is \$600 million per occurrence. However, there are sub-limits to coverage for Fine Art, Pollutant Clean Up, Earthquake Sprinkler Leakage, Equipment Breakdown, Builder's Risk, and Crime (employee dishonesty) ranging between \$25,000 - \$100,000 per occurrence. Property rate went up by 16.7% from last year due to the large losses in the pool, and the District property value has increased by ASCIP's inflationary adjustment of 2% or by \$14,629,000 since its valuation last year.

The ASCIP-B is a Booster Club or Auxiliary Group coverage, and the District's Foundations are covered for liability through this program up to \$1 million.

Following is the District's coverage with the ASCIP JPA and SELF, the actual premium for FY 2019-20, and the estimated premium for FY 2020-21:

	<u>2019-20</u>	<u>2020-21</u>
General Liability (\$25,000 Deductible) up to \$5,000,000 (ASCIP)	\$514,359	\$569,471
SELF \$5,000,001 to \$55,000,000	171,627	299,433
Property (\$5,000 Deductible)	443,730	527,925
Employee Dishonesty (Crime-\$500 Deductible)	12,903	12,927
Automobile Liability (\$25,000 Deductible)	30,493	33,571
Automobile Physical Damage (\$1,500 Deductible)	4,026	4,420
ASCIP-B (Booster/Auxiliary/Foundation Coverage)	750	788
TOTAL	<u>\$1,177,888</u>	<u>\$1,448,535</u>

This agreement will be on file in the District Business Office.

This agenda item was submitted by Tami A. Oh, District Director, Risk Management.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will be made through the Self Insurance Fund and will be included in the Annual Proposed Budget.

RECOMMENDATION: Authorization is requested to renew the property and liability insurance coverage with the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and Schools Excess Liability Fund (SELF) for FY 2020-21 at the estimated amount of \$1,448,535. Further, authorization is requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the insurance policies on behalf of the District.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	June 9, 2020	Information	<u> </u>
		Enclosure(s)	<u> </u>
SUBJECT:	Workers' Compensation (WC) Excess Insurance Coverage for 2020-21		

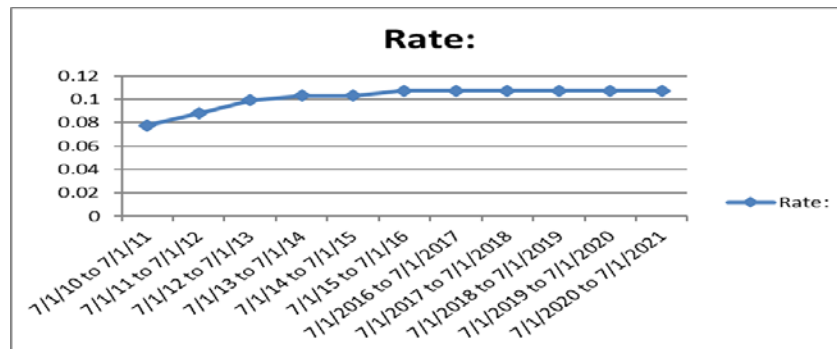
BACKGROUND: District switched insurance carrier from ACE American Ins. Co. (ACE) to New York Marine & General Insurance Company (NYMaGIC) starting 2009-10, as ACE proposed a 32% increase. NYMaGIC was testing the Workers Compensation insurance market in California at that time and offered an incredible rate, below ACE's best rate in 2008-09. NYMaGIC for nine years had been a great partner, but it was acquired by a giant in the insurance industry, Safety National Casualty Corporation last year. This was a positive change for the District since this company holds more security, market penetration and product knowledge than the incumbent. Safety National offered the same rate as the incumbent for the 2019-20 year.

The market for excess workers' compensation has been mostly soft, but as the insurance industry heads into uncharted territory with the COVID-19 Pandemic, the rates are starting to increase. For 2020-21, the District's broker, Arthur J. Gallagher & Co. (Gallagher) approached three excess insurance carriers and obtained quotes from two companies. Arch Insurance Company was unwilling to quote below the \$750,000 self-insurance retention (SIR), and Chubb indicated that it would offer a quote for a \$750,000 SIR for \$200,000 minimum premium. Fortunately, Safety National offered a flat renewal at the rate of .1074 (including terrorism coverage) per \$100 payroll with the same SIR amount of \$500,000. Of note, the District's rate has been the same since 2015-16.

The rates have stayed mostly stable from 2010-11 to present with minor fluctuations due to the market changes, except for 2012-13, wherein the underwriters become very conservative. The carrier initially asked for 32% increase in rate for 2012-13, but Gallagher negotiated exceptionally well to limit the increase to 12.5%. In addition to providing coverage for stand-alone programs such as the District's Worker Compensation program, Gallagher has a big book of business with the District's risk pooling self-insurance Joint Powers of Authority, Alliance of Schools for Cooperative Insurance Program (ASCIP) and as such, it carries a lot of power with the insurance carriers providing coverage to schools. District is benefitting from this relationship.

Due to the drastic premium decrease in 2008-09 from the previous years, the broker began assessing a fee for its service to supplement the reduced commission. The insurance premium rate for this year continues to be low, and the broker has agreed to the fee of \$6,000 for 2020-21. Payment of this fee is recommended in order to encourage the broker to continue finding the best program for the District.

The District's rate has remained relatively stable considering the volatility within the excess workers' compensation marketplace and occurrence of some claims that have high exposure. The following chart shows the District's rates since 2010-11 to present:



Following is the District's history of premium (including the broker fee) for the last eight years including the estimates for Fiscal Years 2019-20 and 2020-21:

2013-14	\$134,860	Actual
2014-15	\$143,466	Actual
2015-16	\$163,590	Actual
2016-17	\$174,571	Actual
2017-18	\$180,675	Actual
2018-19	\$179,340	Actual
2019-20	\$163,446	Estimate (final payment is due in 9/2020 after payroll audit)
2020-21	\$172,087	Estimate (final payment is due in 9/2021 after payroll audit)

The agreement will be on file in the District's Business Office.
This agenda item was submitted by Tami A. Oh, District Director, Risk Management.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will be made through the Self-Insurance Fund and will be included in the Annual Proposed Budget.

RECOMMENDATION: Authorization is requested to enter into an agreement with Arthur J. Gallagher & Co. to purchase excess Workers' Compensation insurance coverage through Safety National Casualty Corporation beginning July 1, 2020, through June 30, 2021, at the rate of 0.1074 per \$100 payroll with \$500,000 SIR and \$6,000 for the broker fee. The final cost will be based on actual payroll amount for each year. Further authorization is requested for the Vice Chancellor, Finance & Facilities, to execute the contract on behalf of the District.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: June 9, 2020 Resolution _____
Information _____
SUBJECT: Institutional Memberships FY 2020-2021 Enclosure(s) X

BACKGROUND: Historically, the North Orange County Community College District has maintained memberships in state and national organizations that represent and serve the interests of community colleges. Each year, the District pays the membership dues for these organizations, many of which are oriented toward a specific instructional area or toward the instructional program in general. Many of them are required or strongly recommended as part of an accreditation, while others provide professional development to staff or establish linkages between the District and the business or private sector.

The Board has delegated the approval process for memberships under \$1,000; consequently items presented for approval are those memberships that exceed \$1,000. The entire list of memberships is available for review in the District's Business Office. Line items that are shaded reflect new memberships. The amount shown corresponds to the latest information available for the individual membership. In some cases, it is the 2019-20 dues and in others it is the 2020-21 dues. The memberships have been organized into four general categories: Required for Accreditation/Certification, Strongly Recommended by Professional Associations, Professional Development, and Business/Private Linkages.

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 6100, Delegation of Authority.

FUNDING SOURCE AND FINANCIAL IMPACT: Membership dues will be charged to the appropriate funds and organization codes that best represent the purpose of the membership.

RECOMMENDATION: Authorization is requested for the Institutional Memberships exceeding \$1,000 for the 2020-2021 school year for the organizations listed.

Fred Williams

Recommended by

Approved for Submittal

3.g.1

Item No.

2020 - 2021 INSTITUTIONAL MEMBERSHIPS

		<u>COST</u>
CYPRESS COLLEGE		
<u>Required</u>		
11200-2505-52690-6010	Accreditation Commission for Education in Nursing, Inc.	\$ 3,000
11200-2125-52690-6090	Accrediting Commission of Community & Junior Colleges	34,622
11200-2505-52690-6010	American Board of Funeral Service Educators; includes site visit & accreditation fee	8,000
11200-2505-52690-6010	American Dental Association - Commission on Dental Accreditation	4,200
19110-4340-51400-6950	Clery Center for Security on Campus	3,500
11200-2505-52690-6010	Commission on Accreditation for Health Informatics & Info Mgt Ed (CAHIIM)	3,000
11200-2555-52710-6010	CA Department of Health Services Tube Registration (every 2 yrs)	3,566
11200-2505-52690-6010	Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS) includes site visit	1,200
11200-2505-52690-6010	Joint Review Committee on Education in Radiologic Tech.	2,300
11200-2505-51400-6010	National League for Nursing	1,500
Bursar 39150-95910	Orange Empire Conference	7,000
<u>Professional Development</u>		
11200-1110-51400-6600	Hispanic Association of Colleges & Universities (HACU)	10,255
18518-3410-51400-6460	National Association of Student Financial Aid Administrators (NASFAA)	2,332
11200-3005-51400-6600	National Behavioral Intervention Team Association (NaBITA)	1,433
<u>Business/Private Linkages</u>		
11200-2125-51400-6600	Rotary Club	1,200
Total Cypress College \$		<u>85,908</u>
 DISTRICT OFFICES		
<u>Required</u>		
11200-1110-51400-6600	Academic Senate for California Community Colleges	\$ 14,902
11200-1110-51400-6600	CCC Athletic Association (CCCAA)/Commission on Athletics (COA)	23,100
<u>Strongly Recommended by Professional Associations</u>		
11200-1110-51400-6600	American Association of Community Colleges	37,691
11200-1110-51400-6600	American Council on Education (ACE)	1,700
11200-1110-51400-6600	Community College League of California	46,760
11200-1405-51400-6730	Higher Education Human Resources (HERC)	5,000
11100-1420-51400-6750	National Institute for Staff and Organizational Development (NISOD)	1,025
11200-1700-51400-6780	Educause	1,380
11200-5125-51400-6600	League for Innovation in the Community College	1,800
<u>Professional Development</u>		
11200-1110-51400-6600	Association of Community College Trustees (ACCT)	8,596
11200-1110-51400-6600	Hispanic Association of Colleges & Universities (HACU)	10,890
11200-1110-51400-6600	Network of California Community College Foundations (NCCCF + Case)	1,805
11100-1420-51400-6750	Southern California Employment Relations Consortium (ERC)	3,570

2020 - 2021 INSTITUTIONAL MEMBERSHIPS

		<u>COST</u>
<u>Business/Private Linkages</u>		
11200-1315-51400-6600	Community College Facility Coalition	1,317
11200-1110-51400-6600	North Orange County Chamber	1,000
11200-1110-51400-6600	Orange County Business Council	5,000
11200-1110-51400-6600	Orange County Hispanic Chamber of Commerce (OCHCC)	1,500
Total District Education Center		\$ <u>167,036</u>

FULLERTON COLLEGE

<u>Required</u>		
11200-5265-51400-6010	Accreditation Council for Business Schools and Programs	\$ 1,350
11200-7100-52690-6600	Accrediting Commission of Community and Junior Colleges	37,633
11200-5280-51400-1400	American Bar Association	1,500
19120-7250-51400-6950	Clery Center for Security on Campus	3,500
11200-5570-51400-0800	Orange Empire Conference	5,500
11200-5570-51400-0800	Southern CA Football Assn. (formerly Mission Conference)	2,500

<u>Strongly Recommended by Professional Associations</u>		
17279-5230-51400-6190-5509	American Association of Colleges for Teacher Education (AACTE) and National Association of Community College Teacher Education Programs (NACCTEP)	1,000
19220-5565-51400-6440	American College Health Association (ACHA)	1,275
11200-6060-51400-0612	American Library Association (ALA)	2,000
17277-5750-51400-0900-5507	Association for Career and Technical Education (ACTE)	2,500
17248-5765-51400-0600-5368	Counter UAS Coalition	1,000
32200-7550-51400-6910	Independent College Bookstore Association (ICBA)	1,800
32200-7550-51400-6910	National Association of College Stores	1,000
19220-5565-51400-6440	National Assoc of Student Personnel Administrators (NASPA)	1,033
11200-5920-51400-6190	Online Learning Consortium (OLC)	1,190
17428-6130-51400-6430-0015	Phi Theta Kappa Honor Society	4,500
11200-5640-51400-6010	UMOJA (Kiswahili word meaning unity)	1,000

<u>Professional Development</u>		
11200-5905-51400-6600	American Assoc of Hispanics in Higher Education (AAHHE)	2,000
11200-1110-51400-6600	Hispanic Association of Colleges & Universities (HACU)	10,890
18520-6150-51400-6460	National Association of Student Financial Aid Administrators	2,200
15410-5270-51400-00500-0300	VR/AR Association	1,800
17765-6105-51400-6490	#Real College California Coalition	5,000

<u>Business/Private Linkages</u>		
11200-5125-51400-6600	Fullerton Collaborative	1,000
Total Fullerton College		\$ <u>93,171</u>

NORTH ORANGE CONTINUING EDUCATION

<u>Required</u>		
11200-9706-51400-67700	Clery Center	3,500
11200-9702-52690-6010	Western Assoc of Schools and Colleges	1,000
Total NOCE		\$ <u>4,500</u>

Grand Total District \$ 350,615

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: June 9, 2020

SUBJECT: Amend Consultant Agreement with Gatzke, Dillon, and Ballance LLP

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

BACKGROUND: On July 1, 2018, the District engaged Gatzke, Dillon, & Ballance LLP (GD&B), whose major practice areas include planning, counseling, and litigation in matters involving land use, construction, and environment for an amount not to exceed \$50,000 to assist with the Environmental Impact Report (EIR).

During the next year, due to the additional work in completing the draft EIR related to Sherbeck Field, the purchase order was increased to \$166,000 to cover expenditures through December 31, 2019. Most recently, on March 10, 2020, the Board approved the purchase order increase by \$20,000 to support the District with the Public Records Requests and to assist Fullerton College with a negative declaration for the Horticulture Greenhouse, for a total of \$186,000 through June 30, 2020.

To cover final expenses for the processing of the documents produced in accordance with the Public Records Act request and any additional costs that may be incurred, an additional \$21,800 of budget is requested, for a total budget with GD&B of \$207,800. On June 30, 2020, the current contract will be terminated. If staff choose to continue using GD&B for additional services, a new contract will be developed as a new project.

This agenda item was submitted by Fred Williams, Vice Chancellor, Finance and 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, and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: The consultant's fees in the amount of \$207,800 will be charged to the Capital Outlay Fund.

RECOMMENDATION: Authorization is requested to amend the consulting agreement with Gatzke, Dillon, & Balance LLP for an additional \$21,800, for a total budget of \$207,800. Authorization is also requested for the Vice Chancellor, Finance & Facilities, to execute the consultant agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.h

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	June 9, 2020	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	Cypress College Student Activities (S.A.) & Associated Students (A.S.) A.S. Benefits Fee Increase		

BACKGROUND: Per Board Policy 5030, Fees, the Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law.

By a vote of 72 to 28, Cypress College students voted in favor of the following fee increase in the A.S. General Election of Spring 2020 (Results ratified May 15, 2020):

- An increase of the A.S. Benefits Fee from \$7 to \$13 at Cypress College. This opt-out fee is regularly administered to students in both the Fall and Spring semesters.

Cypress College A.S. supports the fee increase to enhance the capabilities and support the operations of the organization. A.S. recognizes that the fee has not been increased in over 20 years and deem the increase necessary. The funds will be utilized to maintain and advance student-oriented leadership opportunities, club funding, campus activities, scholarships, the observable expansion of involvement in student life, and the ability to represent Cypress College students at statewide student advocacy assemblies and conferences. The increase will place the Cypress College A.S. Benefits Fee within the average fees charged by Region VIII campuses. Associated Students will continue to utilize the generated funds to further advance and demonstrate the college's core values of collegiality, excellence, inclusiveness, and integrity.

The agenda item is submitted by Dr. Richard F. Rams, Dean, Student Support Services, Kinesiology and Athletics, Cypress College.

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

How does this relate to Board Policy: The item is submitted in accordance with Board Policy 5030, Fees.

FUNDING SOURCE AND FINANCIAL IMPACT: The opt-out Student Fee will be collected in accord with established procedures. The \$6.00 fee increase from \$7.00 to \$13.00 will increase the Associated Students and Student Activities operating budget by approximately 85%.

RECOMMENDATION: Authorization is requested to approve the opt-out Student Fee increase from \$7.00 to \$13.00 effective and implemented in the Fall 2020 semester registration. The additional revenue will increase the Associated Students and Student Activities organizations' ability to expand student-oriented initiatives and opportunities. The fee increase aligns the Cypress College fee structure with other campus Associated Students Region VIII fees.

Fred Williams

Recommended by

Approved for Submittal

3.i.2

Item No.

COLLEGE	ENROLLMENT	SA/ASO FEE (Fall/Spring)	SA/ASO FEE (Summer)	STUDENT REP. FEE (Fall/Spring)	BUS PASS
Cerritos	21,671	\$10 (Refundable if all classes dropped before deadline)	\$4	X	X
Citrus	12,570	\$15 ("Student Service Fee," Requires waiver prior to registration)	\$10 (+ Winter)	\$1 (Waived on religious, political, or moral grounds prior to registration)	Free
Coastline	10,520	\$12 (Opt-Out; Requires waiver prior to registration)	\$8	-	X
Cypress	14,709	\$7 (Voluntary; Refundable)	\$7	\$1 (Voluntary; Refundable)	Pending
Fullerton	21,017	\$12 (Refund deadline)	\$4.25	\$2 (Required)	Free
Golden West	11,340	\$17 (Automatically charged; Waiver required prior to registration)	\$10	\$2 (Optional; \$1 to Campus / \$1 to ASO)	Discounted College Pass
Irvine Valley	14,689	\$10 ("ASIVC Access;" Opt-Out)	?	X	Discounted College Pass
Long Beach City	23,324	\$20 (Opt-Out; Refund requires a Surrender of Benefits)	\$13	\$2 (Optional; Fee also assessed in Summer)	Reduced Fare
Mt. San Antonio	35,145	\$11 (Required)	Unlisted	\$0.50 (Required)	\$9 Full-Time Students \$8 Part-Time
Orange Coast	19,846	\$21 (\$24 Spring '20, \$26 Fall '20; Automatically charged; Waiver required prior to registration)	\$15	-	Discounted College Pass (Free for EOPS Only)
Rio Hondo	21,035	\$7 (Automatically charged; Waiver required prior to registration)	\$4	\$1 (Requires written refusal to pay on religious, political, or moral grounds prior to registration)	\$9 (Fall/Spring, Comprehensive Transit)
Saddleback	26,298	\$10 (Voluntary; Non-Refundable)	Unlisted	X	Discounted College Pass (Free for Promise-Grant / Low Income Students)
Santa Ana	37,648	\$10 (Opt-Out; Refunds must be requested before drop for non-payment date)	Unlisted	\$2	\$6.75 Full-Time Students \$5.75 Part-Time (Mandatory)
Santiago	16,275	\$10 (Opt-Out; Refunds must be requested 2 weeks prior to start of semester)	\$5	\$1	\$5 Full-Time Students \$4.30 Part-Time

Fees listed as "College Services Charge"

See next page for details.

Coastline - College Services Charge: “This charge underwrites many student services, classes, and programs

Golden West - College Services Charge: “This charge underwrites many student services and campus programs.”

Orange Coast - College Services Charge: “The college services charge provides services and benefits, e.g., the Library, Computer Lab, Bookstore buyback, Cinema discounts, free tutoring, interest-free emergency loans, student activities, and legal advice. College Service Charge must be paid in order to receive these services.”

Rio Hondo - College Service Fee: “This fee supports student scholarships, student activities, and various campus projects.”

Notes:

- For fees designated as “College Services Charge,” a small portion of the fee (usually \$1.00) is generally marked to fund student scholarships and instructional grants.
- Smart ID Fees are not listed by any Region VIII college website nor are they referenced in fee breakdowns.
- For colleges with “College Services Charges,” bus passes seem to remain separate fees.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	June 9, 2020	Information	_____
		Enclosure(s)	_____
SUBJECT:	Award Bid #1920-16, Piazza Deck Repairs Project at Cypress College		

BACKGROUND: Cypress College retained a water-proofing consultant firm (ABBAE. Inc.), to analyze, evaluate, and prepare a scope of work needed to render the decking system waterproof above the Student Activities Center, currently under construction. In addition, bidders were requested to “break-out” the alternate bids which consisted of Alt. #1 – 1000 lineal ft. of Soffit Stucco repairs, and Alt. # 2 – Sealant applied at railing post bases – 400 lineal ft. on the same building.

On May 20, 2020, the Purchasing Department received three bids for the Piazza Deck Repairs Project at Cypress College. The lowest responsive and responsible bidder was Howard Ridley Co., Inc. in the amount of \$250,175 including \$50,000 allowance. The project cost estimate was \$240,000. Below is the bid summary.

COMPANY	BASE BID	ADD. ALT. BID #1	ADD. ALT. BID #2	ALLOWANCE	TOTAL
Howard Ridley Co. Inc.	\$127,175	\$55,000	\$18,000	\$50,000	\$250,175
The Penta Building Group LLC	\$189,517	\$66,860	\$4,932	\$50,000	\$311,309
Delt Builders, Inc.	\$261,400	\$98,875	\$25,125	\$50,000	\$435,400

This agenda item was submitted by Alexander Porter, Vice President-Administrative Services (Cypress College), Phil Fleming, Director, Physical Plant and Facilities (Cypress College), and 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: Funding for this project will come from Cypress College scheduled maintenance funds.

RECOMMENDATION: Authorization is requested to award Bid #1920-16, Piazza Deck Repairs project at Cypress College to Howard Ridley Co, Inc. as the lowest overall responsive and responsible bidder in the amount of \$250,175 including \$50,000 Allowance. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the contract on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.j.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: June 9, 2020 Information _____
Enclosure(s) _____
SUBJECT: Amend Agreement with Westberg & White
for the Renovation of the Existing Baseball
Field and Supporting Structures at
Cypress College

BACKGROUND: Per the Cypress College Facilities Master Plan in 2011, the Baseball Clubhouse was deemed obsolete and recommended for removal/demolition. Review from the Division of State Architect (DSA) recommended that the facility not be used for housing athletes and coaches. Furthermore, the college needs to improve the protective fencing surrounding the field due to its close proximity to pedestrian pathways and improve the adjacent restrooms to meet current Americans with Disabilities Act (ADA) requirements.

On August 23, 2016, the Board authorized an agreement with Westberg & White for the renovation of the existing baseball field and supporting structures at Cypress College in the amount of \$97,000 plus \$2,000 reimbursable expenses for the programming and preliminary design of the clubhouse, protective fencing, and restroom improvements.

On July 24, 2018, the Board amended the architectural services agreement with Westberg & White for the renovation of the existing baseball field and supporting structures at Cypress College in the amount of \$32,000 to provide working drawings for a modularly constructed facility and assist in obtaining DSA certifications/approvals. The amended amount brought the total contract to \$129,000 plus \$2,000 reimbursable expenses.

The college is seeking to augment the contract of Westberg & White by an additional \$40,000 to provide professional services for the construction administration phase of the project. This amendment will increase the contract to \$169,000 plus \$2,000 reimbursable expenses to provide architectural services for the remainder of the project.

This agenda item was submitted by Alexander Porter, Vice President of Administrative Services – Cypress College and Phil Fleming, Director, Physical Plant & Facilities – Cypress College.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The architectural service fees will be charged to Measure J.

RECOMMENDATION: Authorization is requested to amend the architectural services agreement with Westberg & White for the Renovation of the Existing Baseball Field and Supporting Structures at Cypress College in the amount of \$40,000. The amended amount will bring the total contract to \$169,000 plus \$2,000 reimbursable expenses. The term of the agreement shall be extended through December 31, 2020. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to execute the amendment agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.k.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	June 9, 2020	Information	
		Enclosure(s)	
SUBJECT:	Award Bid #1920-15, Baseball Field Improvements at Cypress College		

BACKGROUND: Per the Cypress College Facilities Master Plan in 2011, the Baseball Clubhouse was deemed obsolete and recommended for removal/demolition. Review from the Division of State Architect (DSA) recommended that the facility not be used for housing athletes and coaches. Furthermore, the college needs to improve the protective fencing surrounding the field due to its close proximity to pedestrian pathways and improve the adjacent restrooms to meet current Americans with Disabilities Act (ADA) requirements.

The Baseball Field Improvements project has been strategically scheduled over the summer months to not disrupt the baseball program. The previously purchased modular building will be erected and installed on site as well as the DSA path-of-travel being built-out as required. The scope of work for this project includes all construction related activities related to the site preparation and installation of the modular structure, including the improvement of the field protective fencing and remodeling of the adjacent restrooms to meet ADA requirements.

On May 22, 2020, the Purchasing Department received eight bids for the Baseball Field Improvements at Cypress College Project. The lowest responsive and responsible bidder was JRH Construction Company, Inc. in the amount of \$1,828,961 including \$180,000 allowance. The project cost estimate was \$1.8 million. Below is the bid summary.

COMPANY	BASE BID	ALLOWANCE	TOTAL
JRH Construction Company, Inc.	\$1,648,961	\$180,000	\$1,828,961
SJD&B, Inc.	\$1,663,400	\$180,000	\$1,843,400
Woodcliff Corporation	\$1,696,000	\$180,000	\$1,876,000
The Penta Building Group LLC	\$1,799,000	\$180,000	\$1,979,000
Dalke & Sons Construction, Inc.	\$1,854,680	\$180,000	\$2,034,680
Ohno Construction Company	\$2,076,000	\$180,000	\$2,256,000
MMC, Inc.	\$2,124,000	\$180,000	\$2,304,000
RT Contractor, Corp	\$2,166,000	\$180,000	\$2,346,000

This agenda item was submitted by Alexander Porter, Vice President-Administrative Services (Cypress College), Phil Fleming, Director, Physical Plant (Cypress College) and Facilities Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to

3.1.1

Item No.

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 Measure J Bond Funds.

RECOMMENDATION: Authorization is requested to award Bid #1920-15, Baseball Filed Improvements at Cypress College to JRH Construction Company, Inc. as the lowest overall responsive and responsible bidder in the amount of \$1,828,961 including \$180,000 Allowance. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the contract on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.1.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES		Action _____
			Resolution _____
DATE:	June 9, 2020		Information <u> X </u>
			Enclosure(s) <u> X </u>
SUBJECT:	Review of Foundation Audit Reports and Management Letters		

BACKGROUND: At the December 10, 2019 Board meeting, in accordance with §59104 of Title 5 of the California Code of Regulations, the Board of Trustees reviewed the 2018-19 audit report, as well as the Proposition 39 financial and performance audit for the District Measure X and J Bond Programs.

At that meeting, the Foundation reports for North Orange County Community College Foundation, Fullerton College Foundation, and Cypress College Foundation were not completed and staff was to present the information at a future time.

The following table summarizes the three Foundation audits and Management Letters:

	Unmodified Opinion	Management Letter Issues	Controlled Deficiencies/Significant Deficiencies Letter
NOCCCD	Yes	None	N/A
Cypress College	Yes	Yes	Yes
Fullerton College	Yes	Yes	Yes

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

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6400, Audits.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is requested that the Board receive and review the Management Letters and annual Foundation audits of the District for fiscal year 2018-2019.

Fred Williams

3.m

Recommended by

Approved for Submittal

Item No.



The Board of Directors
Community College Foundation of North Orange County
Anaheim, California

We have audited the financial statements of the Community College Foundation of North Orange County (the Foundation) for the year ended June 30, 2019, and we will issue our report thereon dated January 31, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 1, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Foundation are described in Note 1 to the financial statements. As described in Note 1, the Foundation changed accounting policies related to presentation and disclosure requirements to provide more relevant information about their resources (and the changes in those resources), by adopting FASB Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14), in 2019. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We have evaluated the key factors and assumptions used to develop the estimates in the financial statements in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 31, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Foundation's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Foundation's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

This information is intended solely for the use of the Board of Directors and management of the Community College Foundation of North Orange County and is not intended to be, and should not be, used by anyone other than these specified parties.

Eide Bailly LLP

Rancho Cucamonga, California
January 31, 2020



Financial Statements
June 30, 2019 and 2018

Community College Foundation of
North Orange County
(A California Nonprofit Corporation)

**COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)**

JUNE 30, 2019 AND 2018

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INDEPENDENT AUDITOR'S REPORT

The Board of Directors
Community College Foundation of North Orange County
Anaheim, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Community College Foundation of North Orange County (the Foundation) (a California nonprofit corporation), which comprise the statements of financial position as of June 30, 2019, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Community College Foundation of North Orange County as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the financial statements, the Foundation has adopted the provisions of Financial Accounting Standards Board Accounting Standards Update No. 2016-14, *Presentation of Financial Statements for Not-for-Profit Entities*. Accordingly, the June 30, 2018, financial statements have been adjusted to adopt this standard. Our opinion is not modified with respect to this matter.

Prior Period Financial Statements

The financial statements of the Foundation as of and for the year ended June 30, 2018 were audited by other auditors who joined Eide Bailly LLP on July 22, 2019, and whose report dated December 5, 2018 expressed an unmodified opinion on those statements.

The image shows a handwritten signature in cursive script that reads "Eide Bailly LLP".

Rancho Cucamonga, California
January 31, 2020

COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)

STATEMENTS OF FINANCIAL POSITION
JUNE 30,

	2019	2018
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 102,180	\$ 109,797
Noncurrent Assets		
Investments	101,366	104,805
Total Assets	\$ 203,546	\$ 214,602
 NET ASSETS		
Without donor restrictions	\$ 31,573	\$ 56,322
With donor restrictions	171,973	158,280
Total Net Assets	\$ 203,546	\$ 214,602

See the accompanying notes to financial statements.

**COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)**

**STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30,**

	2019		
	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES			
Contributions	\$ 2,067	\$ 25,000	\$ 27,067
Assets released from restrictions	15,867	(15,867)	-
Total Revenues	17,934	9,133	27,067
EXPENSES			
Program expenses			
District support	28,195	-	28,195
Scholarships and grants	14,817	-	14,817
Total Expenses	43,012	-	43,012
OTHER INCOME			
Interest	329	4,560	4,889
TRANSFERS	-	-	-
CHANGE IN NET ASSETS	(24,749)	13,693	(11,056)
NET ASSETS, BEGINNING OF YEAR	56,322	158,280	214,602
NET ASSETS, END OF YEAR	\$ 31,573	\$ 171,973	\$ 203,546

See the accompanying notes to financial statements.

2018		
<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
\$ 31,160	\$ -	\$ 31,160
2,532	(2,532)	-
<u>33,692</u>	<u>(2,532)</u>	<u>31,160</u>
37,074	-	37,074
5,691	-	5,691
<u>42,765</u>	<u>-</u>	<u>42,765</u>
205	4,400	4,605
<u>(10,000)</u>	<u>10,000</u>	<u>-</u>
(18,868)	11,868	(7,000)
75,190	146,412	221,602
<u>\$ 56,322</u>	<u>\$ 158,280</u>	<u>\$ 214,602</u>

COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)

STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30,

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	<u>\$ (11,056)</u>	<u>\$ (7,000)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Change in investments	<u>3,439</u>	<u>(1,947)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	(7,617)	(8,947)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>109,797</u>	<u>118,744</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>\$ 102,180</u></u>	<u><u>\$ 109,797</u></u>

See the accompanying notes to financial statements.

**COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Nature of Activities

The Community College Foundation of North Orange County (the Foundation) is a nonprofit public benefit corporation founded on September 8, 1987, with the express purpose of promoting and assisting the educational programs of North Orange County Community College District (the District) in accordance with the mission, policies, and priorities of the District. The Foundation is an independent foundation established under the laws of the State of California.

Financial Statement Presentation

The Foundation and the District are financial interrelated organizations as defined by Accounting Standards Codification (ASC) Topic 958-605, *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. Under ASC Topic 958-605, the Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under program and supporting services.

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP). The Financial Accounting Standards Board (FASB) has established the ASC as the source of authoritative accounting principles to be applied in the preparation of financial statements in accordance with GAAP. The financial statements include the accounts maintained by and directly under the control of the Foundation. In addition, the Foundation is required to present a statement of cash flows. The Foundation does not use fund accounting.

Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions - Net assets available for general use and not subject to donor restrictions. Net assets without donor restrictions also include the investment in property and equipment, net of accumulated depreciation.

Net Assets With Donor Restrictions - Net assets that are contributions and endowment investment earnings subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature that may or will be met, either by actions of the Foundation and/or the passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity.

**COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

Revenue and Revenue Recognition

The Foundation receives substantially all of its revenue from direct donations and pledges. Revenues are reported as increases in net assets without donor restrictions unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) is reported as assets released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

Comparative Financial Information

Comparative financial information for the prior year has been presented for additional analysis.

Use of Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Foundation is a nonprofit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b) (A) (vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code.

The Foundation has adopted FASB ASC Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain and, accordingly, no accounting adjustment has been made to the financial statements.

The Foundation's Federal informational tax returns for the years ended June 30, 2016, 2017, and 2018, are open to audit by the Federal authorities. California State informational returns for the years ended June 30, 2015, 2016, 2017, and 2018, are open to audit by State authorities.

COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018

Cash and Cash Equivalents

Cash and cash equivalents consist of cash held in checking, money market accounts and certificates of deposit with maturities of less than 90 days. The Foundation maintains cash balances in financial institutions which are insured up to \$250,000. As of June 30, 2019 and June 30, 2018, all amounts held by the Foundation were fully insured.

Allocation of Functional Expenses

The costs of providing various programs and activities have been summarized on a functional basis in the statements of activities. Accordingly, there are no shared cost among the programs and support services that require allocation.

Accounting Pronouncements Adopted

In August 2016, the FASB issued Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14). ASU 2016-14 changes the presentation and disclosure requirements for not-for-profit entities to provide more relevant information about their resources (and the changes in those resources) to donors, grantors, creditors, and other users. These include qualitative and quantitative requirements in the following areas: (1) net asset classes; (2) investment return; (3) expenses; (4) liquidity and availability of resources; and (5) presentation of operating cash flows. ASU 2016-14 will be effective for annual financial statements issued for fiscal years beginning after December 15, 2017, and for interim periods within fiscal years beginning after December 15, 2018. Under this guidance, the Foundation is required to present two classes of net assets (net assets without donor restrictions and net assets with donor restrictions) and changes in each of these two classes, on the face of the statement of financial position and statement of activities, respectively, rather than the previously required three classes (unrestricted, temporarily restricted, and permanently restricted).

The Foundation has implemented the provisions of this ASU as of June 30, 2019, because management believes it improves the Foundation's financial reporting.

New Accounting Pronouncements

In February 2016, FASB issued ASU 2016-02, *Leases* (ASU 2016-02). ASU 2016-02 requires a lessee to recognize a lease asset representing its right to use the underlying asset for the lease term, and a lease liability for the payments to be made to lessor, on its statement of financial position for all operating leases greater than 12 months. ASU 2016-02 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2019. The Foundation currently has no leases. The future adoption of this guidance will require the Foundation to record assets and liabilities on its statement of financial position relating to any facility and other leases it may enter into.

**COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

In June 2018, FASB issued ASU 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (ASU 2018-08). ASU 2018-08 clarifies how a not-for-profit entity determines whether a resource provider is participating in an exchange transaction or a contribution; helps an entity to evaluate whether contributions are considered conditional or unconditional by stating that a conditional contribution must have (1) a barrier that must be overcome and (2) a right of return or release of obligation; and modifies the simultaneous release option currently in GAAP, which allows a not-for-profit entity to recognize a restricted contribution directly in unrestricted net assets/net assets without donor restrictions if the restriction is met in the same period that revenue is recognized. Accounting for contributions is an issue primarily for not-for-profit entities because contributions are a significant source of revenue. However, the amendments in ASU 2018-08 apply to all organizations that receive or make contributions of cash and other assets, including business enterprises. The amendments do not apply to transfers of assets from governments to businesses. For contributions received, ASU 2018-08 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2019. For contributions made, ASU 2018-08 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2020.

NOTE 2 - LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position comprise of the following:

	2019	2018
Cash and cash equivalents	\$ 16,949	\$ 41,940
Investments	14,624	14,382
Total Financial Assets Available Within One Year	\$ 31,573	\$ 56,322

Liquidity Management

To manage liquidity, the Foundation structures its financial assets to be available as its general expenditures, liabilities and other obligations come due. District staff on behalf of the Foundation management monitor daily cash balances.

Additionally, on behalf of the Foundation, the District has implemented cash management procedures, that include the monthly reconciliation of banked cash deposits and disbursements to related receipts and disbursement records.

NOTE 3 - INVESTMENTS

Investments in equity securities with readily determinable fair values are carried at fair value. Fair value is determined using quoted market prices (where available) or, if not available, estimated fair values are determined based on quoted market prices of financial instruments with similar characteristics. All other investments are carried at the lower of cost or market. Recognized gains and losses on investments are reflected in the statement of activities. Dividends and interest income are recorded during the period earned.

**COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

Investments are presented at fair value in the financial statements and are composed of the following at June 30, 2019 and 2018:

	2019	
	Adjusted Cost	Fair Market Value
Certificates of Deposit	\$ 101,366	\$ 101,366
	2018	
	Adjusted Cost	Fair Market Value
Certificates of Deposit	\$ 104,805	\$ 104,805

NOTE 4 - INVESTMENT SECURITIES

Market Value of Financial Assets and Liabilities

The Foundation determines the fair market values of certain financial instruments based on the fair value hierarchy established in Statement of Financial Accounting Standards, *Fair Value Measurements*, which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value.

The following provides a summary of the hierarchical levels used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. Level 1 assets and liabilities may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.

Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation.

**COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

The following tables present the balances of the assets measured at fair value on a recurring basis as of June 30, 2019 and 2018.

	2019	2018
Assets	Level 1	Level 1
Certificates of Deposit	\$ 101,366	\$ 104,805

The Foundation did not have any assets or liabilities recorded at fair value on a non-recurring basis for June 30, 2019 and 2018.

NOTE 5 - RELATED PARTY TRANSACTIONS

The Foundation provides various levels of monetary support and service to the District. The transactions are recorded within the financial statements as program expenses. The District provides donated time and services to the Foundation in an effort to advance the programs and objectives of the Foundation. These services have not been recorded in the financial statements since there is no readily determined method of valuing services and the amount is minimal.

**COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

NOTE 6 - NET ASSETS WITH DONOR RESTRICTIONS

Donor-restricted net assets with time and/or purpose restrictions consist of the following at June 30, 2019:

	Balance July 1, 2018	Net Change	Balance June 30, 2019
Walt Pray Memorial Scholarship Fund	\$ 22,383	\$ 1,309	\$ 23,692
Nilane Lee Scholarship Fund	25,100	(2,725)	22,375
R2A Book Award Fund	3,439	(2,470)	969
SCE Wilshire Players Fund	883	-	883
Community College Foundation of North Orange County	-	20,364	20,364
SCE Sydney Shue Scholarship Fund	1,464	(401)	1,063
Ned Doffoney Scholarship Fund	3,035	(125)	2,910
Dr. McGuire Scholarship	1,007	16	1,023
SCE Christine Terry Fund	15,969	(2,275)	13,694
Total Donor-Restricted Net Assets	<u>\$ 73,280</u>	<u>\$ 13,693</u>	<u>\$ 86,973</u>

Donor-restricted net assets with time and/or purpose restrictions consist of the following at June 30, 2018:

	Balance July 1, 2017	Net Change	Balance June 30, 2018
Walt Pray Memorial Scholarship Fund	\$ 20,471	\$ 1,912	\$ 22,383
Nilane Lee Scholarship Fund	24,119	981	25,100
R2A Book Award Fund	3,410	29	3,439
SCE Wilshire Players Fund	882	1	883
SCE Sydney Shue Scholarship Fund	1,565	(101)	1,464
Ned Doffoney Scholarship Fund	3,410	(375)	3,035
Dr. McGuire Scholarship	996	11	1,007
SCE Christine Terry Fund	6,559	9,410	15,969
Total Donor-Restricted Net Assets	<u>\$ 61,412</u>	<u>\$ 11,868</u>	<u>\$ 73,280</u>

Donor-restricted net assets with perpetual restrictions consist of the following at June 30, 2019:

	Balance July 1, 2018	Net Change	Balance June 30, 2019
Walt Pray Memorial Scholarship Fund	\$ 20,000	\$ -	\$ 20,000
Nilane Lee Scholarship Fund	65,000	-	65,000
Total Donor-Restricted Net Assets	<u>\$ 85,000</u>	<u>\$ -</u>	<u>\$ 85,000</u>

**COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

Donor-restricted net assets with perpetual restrictions consist of the following at June 30, 2018:

	Balance July 1, 2017	Net Change	Balance June 30, 2018
Walt Pray Memorial Scholarship Fund	\$ 20,000	\$ -	\$ 20,000
Nilane Lee Scholarship Fund	65,000	-	65,000
Total Donor-Restricted Net Assets	\$ 85,000	\$ -	\$ 85,000

NOTE 7 - DONOR DESIGNATED ENDOWMENTS

The Foundation has interpreted the California Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the date of the donor-restricted endowment funds, unless there are explicit donor stipulations to the contrary. At June 30, 2019 and 2018, there were no such donor stipulations. As a result of this interpretation, the Foundation retains in perpetuity (a) the original value of initial and subsequent gift amounts donated to the endowment and (b) any accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. Donor-restricted amounts not retained in perpetuity are subject to appropriation for expenditure in a manner consistent with the standard of prudence prescribed by UPMIFA. The following factors are considered in making a determination to appropriate or accumulate donor-restricted endowment funds:

- a. The duration and preservation of the fund
- b. The mission of the Foundation and the purpose of the donor-restricted endowment fund
- c. General economic conditions
- d. The possible effect of inflation and/or deflation
- e. The expected total return from income and the appreciation of investments
- f. Other resources of the Foundation
- g. The investment policy of the Foundation

Risk Objectives and Risk Parameters

The Foundation has adopted an investment policy which actively safeguards the assets while maintaining some growth to ensure the donations will provide a benefit to the college and its student population. Endowment assets include those assets of donor-restricted funds that the Foundation must hold in perpetuity or for a donor-specified periods. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to prudently invest in financial instruments which provide a reasonable measure of principal stability. Actual returns in any given year may vary from this amount.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Foundation targets a diversified asset allocation within prudent risk constraints.

**COMMUNITY COLLEGE FOUNDATION OF NORTH ORANGE COUNTY
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019 AND 2018**

Endowment net assets as of June 30, 2019, are as follows:

	<u>With Donor Restrictions</u>
Donor-restricted endowment funds	<u>\$ 85,000</u>

Endowment net assets as of June 30, 2018, are as follows:

	<u>With Donor Restrictions</u>
Donor-restricted endowment funds	<u>\$ 85,000</u>

NOTE 8 - ADJUSTMENT RESULTING FROM CHANGE IN ACCOUNTING PRINCIPLE

As disclosed in Note 1, the Foundation adopted the provisions of ASU 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*, as of June 30, 2018. As a part of the adoption, changes were made to the presentation of the financial statements and the classification of net assets. Following is a summary of the effects of the change in accounting policy in the Foundation's June 30, 2018, net assets.

The effect on the Foundation's statement of activities as of June 30, 2018, is as follows:

	As Previously Reported	Adoption of ASU 2016-14	As Adjusted
Net Assets, End of the Year			
Unrestricted	\$ 56,322	\$ (56,322)	\$ -
Temporarily restricted net assets	73,280	(73,280)	-
Permanently restricted net assets	85,000	(85,000)	-
Net assets without donor restrictions	-	56,322	56,322
Net assets with donor restrictions	-	158,280	158,280

NOTE 9 - SUBSEQUENT EVENTS

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements through January 31, 2020, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.



June 2, 2020

To the Board of Directors
Cypress College Foundation
Cypress, California

We have audited the financial statements of Cypress College Foundation (the Foundation) as of and for the year ended June 30, 2019, and have issued our report thereon dated June 2, 2020. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our letter dated May 1, 2019, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Foundation solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

We have implemented a second partner review of the financial statements to reduce the risk of management participation and self-review threats to an acceptable level. In addition, management will review and assume responsibility for the financial statements as evidenced in the signed management representation letter dated June 2, 2020.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Foundation is included in Note 1 to the financial statements. As described in Note 1, the Foundation changed accounting policies related to presentation and disclosure requirements to provide more relevant information about their resources (and the changes in those resources), by adopting FASB Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities (ASU 2016-14)*, in 2019. The accounting change has been retroactively applied in the financial statements presented. We noted no transactions entered into by the Foundation during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

We evaluated the key factors and assumptions used to develop the estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Foundation's financial statements relate to: fair value of assets, promises to give, and composition of endowments.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. No such misstatements were identified during the course of the audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management that are included in the management representation letter dated June 2, 2020.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Foundation, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Foundation's auditors.

We have provided our comments regarding material weaknesses noted during our audit in a separate letter to you dated June 2, 2020.

This report is intended solely for the information and use of the Board of Directors and management of Foundation, and is not intended to be, and should not be, used by anyone other than these specified parties.



Rancho Cucamonga, California
June 2, 2020



The Board of Directors and Management
Cypress College Foundation
Cypress, California

In planning and performing our audit of the financial statements of Cypress College Foundation (the Foundation) as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Foundation's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Foundation's internal control to be a material weakness:

Financial Condition

The Foundation's net assets without donor restrictions as of June 30, 2019, were at a deficit of \$336,573. The Foundation is at risk of not being able to perform the current services they are providing to the students of Cypress College and is in jeopardy of not having adequate resources to be sustainable in future years. As it currently stands, the unrestricted fund is using restricted resources for current operations and has, in effect, borrowed from the restricted funds.

We recommend additional sustainable sources of revenue be explored, and expenses need to be closely monitored in the net assets without donor restrictions of the Foundation in the coming years to ensure the financial stability of the Foundation. Additional fundraising activities should be explored to increase the revenue in the net assets without donor restrictions. If additional revenue is not generated in the net assets without donor restrictions, then expenses need to be reduced to keep the unrestricted net assets' deficit from growing. The Foundation's management should develop a budget and closely monitor it to ensure that the net assets without donor restrictions do not continue to operate in the negative.

We wish to thank the accounting office and management that have provided assistance to us during our audit.

This communication is intended solely for the information and use of management, Board of Directors, others within the Foundation, the North Orange County Community College District, the Board of Trustees, and others within the District and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Rancho Cucamonga, California
June 2, 2020



Financial Statements
June 30, 2019

Cypress College Foundation
(A California Nonprofit Corporation)

**CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)**

JUNE 30, 2019

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INDEPENDENT AUDITOR'S REPORT

The Board of Directors
Cypress College Foundation
Cypress, California

Report on the Financial Statements

We have audited the accompanying financial statements of Cypress College Foundation (the Foundation) (a California nonprofit corporation), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the financial statements, the Foundation has adopted the provisions of Financial Accounting Standards Board Accounting Standards Update No. 2016-14, *Presentation of Financial Statements for Not-for-Profit Entities*. Accordingly, the beginning of year net assets have been adjusted to adopt this standard. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 2, 2020, on our consideration of the Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Foundation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cypress College Foundation's internal control over financial reporting and compliance.



Rancho Cucamonga, California
June 2, 2020

**CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)**

**STATEMENT OF FINANCIAL POSITION
JUNE 30, 2019**

ASSETS

Current Assets

Cash and cash equivalents	\$ 487,178
Accounts receivable	43,881
Total Current Assets	531,059

Noncurrent Assets

Beneficial interest in assets held by the Foundation for California Community Colleges	266,563
Investments	3,051,796
Total Noncurrent Assets	3,318,359
Total Assets	\$ 3,849,418

LIABILITIES AND NET ASSETS

Current Liabilities

Due to North Orange County Community College District	\$ 60,215
Other current liabilities	300
Amounts held for others	321,094
Total Current Liabilities	381,609

NET ASSETS (DEFICIT)

Without donor restrictions	(336,573)
With donor restrictions	3,804,382
Total Net Assets	3,467,809
Total Liabilities and Net Assets	\$ 3,849,418

See the accompanying notes to financial statements.

CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES			
Contributions	\$ 143,031	\$ 991,759	\$ 1,134,790
President's Circle	25,886	-	25,886
Donated facilities	8,500	-	8,500
Special events	162,161	-	162,161
Other revenues	31,891	1,102	32,993
Assets released from restrictions	771,035	(771,035)	-
Total Revenues	1,142,504	221,826	1,364,330
EXPENSES			
Program	1,117,722	-	1,117,722
Management and general	43,811	-	43,811
Fundraising	270,257	-	270,257
Total Expenses	1,431,790	-	1,431,790
OTHER INCOME (EXPENSE)			
Unrealized gain (loss), net	142,521	(11,831)	130,690
Interest and dividends, net of fees	52,702	-	52,702
Change in beneficial interest in assets held by the Foundation for California Community Colleges	-	39,268	39,268
Total Other Income (Expense)	195,223	27,437	222,660
CHANGE IN NET ASSETS (DEFICIT)	(94,063)	249,263	155,200
NET ASSETS (DEFICIT), BEGINNING OF YEAR, as restated	(242,510)	3,555,119	3,312,609
NET ASSETS (DEFICIT), END OF YEAR	\$ (336,573)	\$ 3,804,382	\$ 3,467,809

See the accompanying notes to financial statements.

**CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2019**

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ 155,200
Adjustments to Reconcile Change in Net Assets to Net Cash Flows From Operating Activities	
Unrealized gain, net	(130,690)
Contributions and grants restricted for long-term purposes	(33,251)
Changes in Assets and Liabilities	
Change in beneficial interest in assets held by the Foundation for California Community Colleges	(39,268)
Accounts receivable	(31,928)
Due from North Orange County Community College District	35,025
Due to North Orange County Community College District	45,766
Other current liabilities	300
Amounts held for others	<u>125,769</u>
Net Cash Flows From Operating Activities	<u>126,923</u>
 CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of investments	<u>(129,456)</u>
 CASH FLOWS FROM FINANCING ACTIVITIES	
Collections of contributions and grants restricted for long-term purposes	<u>33,251</u>
 CHANGE IN CASH AND CASH EQUIVALENTS	 30,718
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>456,460</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>\$ 487,178</u></u>

See the accompanying notes to financial statements.

CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019

	Program	Management and General	Fundraising	Total
Salaries and benefits	\$ 231,396	\$ 17,355	\$ 40,494	\$ 289,245
Donated facilities	5,100	1,700	1,700	8,500
Scholarships	441,766	-	-	441,766
Capital improvement and equipment	375,746	-	-	375,746
Conferences and travel	2,310	-	-	2,310
Professional fees	7,590	2,300	1,610	11,500
Postage and printing	8,723	654	1,527	10,904
Investment expenses	7,702	492	-	8,194
Hospitality	17,147	1,286	3,001	21,434
Special events	-	13,891	217,631	231,522
Supplies	8,816	2,671	1,870	13,357
Other operating expenses	11,426	3,462	2,424	17,312
TOTAL EXPENSES	<u>\$ 1,117,722</u>	<u>\$ 43,811</u>	<u>\$ 270,257</u>	<u>\$ 1,431,790</u>

See the accompanying notes to financial statements.

**CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Nature of Activities

Cypress College Foundation (the Foundation) is a nonprofit organization founded in 1972 for the purpose of receiving contributions for the support and advancement of education on behalf of Cypress College (the College). The primary purpose of the Foundation is to assist in the institutional development and encourage community support to the College.

Financial Statement Presentation

The Foundation and the District are financial interrelated organizations as defined by Accounting Standards Codification (ASC) Topic 958-605, *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. Under ASC Topic 958-605, the Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under program and supporting services.

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP). The Financial Accounting Standards Board (FASB) has established the ASC as the source of authoritative accounting principles to be applied in the preparation of financial statements in accordance with GAAP. The financial statements include the accounts maintained by and directly under the control of the Foundation. In addition, the Foundation is required to present a statement of cash flows. The Foundation does not use fund accounting.

Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions - Net assets available for general use and not subject to donor restrictions. Net assets without donor restrictions represents all resources over which the Board of Directors has discretionary control for use in operating the Foundation.

Net Assets With Donor Restrictions - Net assets that are contributions and endowment investment earnings subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature that may or will be met, either by actions of the Foundation and/or the passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity.

Fair Value Measurements

The fair value of equity and debt securities with readily determinable fair values approximates their respective quoted market prices. Because of the inherent uncertainty of valuation methods, those estimated values might differ significantly from those used had a market existed. All other financial instruments' fair values approximate their carrying amounts due to the short maturities of these instruments.

CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Revenue and Revenue Recognition

The Foundation receives substantially all of its revenue from direct donations, pledges, and corporate grants. Revenues are reported as increases in net assets without donor restrictions unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as assets released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

Donated Assets, Services, and Facilities

The Foundation records the value of donated assets and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year. Donated assets are capitalized at the stated donated value and depreciated in accordance with Foundation policies, unless they are passed through to the College.

Use of Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Foundation is a nonprofit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b) (A) (vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code.

The Foundation has adopted FASB ASC Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain and, accordingly, no accounting adjustment has been made to the financial statements.

CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

The Foundation's Federal informational tax returns for the years ended June 30, 2016, 2017, and 2018, are open to audit by the Federal authorities. California State informational returns for the years ended June 30, 2015, 2016, 2017, and 2018, are open to audit by State authorities.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash held in checking and money market accounts and certificates of deposit with original maturities of less than 90 days. The Foundation maintains cash balances in financial institutions which are insured up to \$250,000. At June 30, 2019, the Foundation did not have cash balances held in financial institutions in excess of the FDIC coverage.

For purposes of the statements of cash flows, the Foundation considers all highly liquid investments purchased with original maturities of three months or less to be cash equivalents.

Investments

Investments in marketable securities with readily determinable fair values are presented at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in net assets without donor restrictions if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

Functional Allocation of Expenses

The costs of providing various programs and activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, based upon management's estimates, certain costs have been allocated among the programs, support services, and fundraising activities.

Accounting Pronouncements Adopted

In August 2016, the FASB issued Accounting Standards Update (ASU) No. 2016-14, Not-for-Profit Entities (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14). ASU 2016-14 changes the presentation and disclosure requirements for not-for-profit entities to provide more relevant information about their resources (and the changes in those resources) to donors, grantors, creditors, and other users. These include qualitative and quantitative requirements in the following areas: (1) net asset classes; (2) investment return; (3) expenses; (4) liquidity and availability of resources; and (5) presentation of operating cash flows. ASU 2016-14 will be effective for annual financial statements issued for fiscal years beginning after December 15, 2017, and for interim periods within fiscal years beginning after December 15, 2018. Under this guidance, the Foundation is required to present two classes of net assets (net assets without donor restrictions and net assets with donor restrictions) and changes in each of these two classes, on the face of the statement of financial position and statement of activities, respectively, rather than the previously required three classes (unrestricted, temporarily restricted, and permanently restricted).

The Foundation has implemented the provisions of this ASU as of June 30, 2019, because management believes it improves the Foundation's financial reporting.

CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

New Accounting Pronouncements

In February 2016, FASB issued ASU 2016-02, *Leases* (ASU 2016-02). ASU 2016-02 requires a lessee to recognize a lease asset representing its right to use the underlying asset for the lease term, and a lease liability for the payments to be made to lessor, on its statement of financial position for all operating leases greater than 12 months. ASU 2016-02 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2020. Although the full impact of this Update on the Foundation's financial statements has not yet been determined, the future adoption of this guidance will require the Foundation to record assets and liabilities on its statement of financial position relating to facility and other leases currently being accounted for as operating leases.

In June 2018, FASB issued ASU 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (ASU 2018-08). ASU 2018-08 clarifies how a not-for-profit entity determines whether a resource provider is participating in an exchange transaction or a contribution, helps an entity to evaluate whether contributions are considered conditional or unconditional by stating that a conditional contribution must have (1) a barrier that must be overcome and (2) a right of return or release of obligation, and modifies the simultaneous release option currently in GAAP, which allows a not-for-profit entity to recognize a restricted contribution directly in unrestricted net assets/net assets without donor restrictions if the restriction is met in the same period that revenue is recognized. Accounting for contributions is an issue primarily for not-for-profit entities because contributions are a significant source of revenue. However, the amendments in the Update apply to all organizations that receive or make contributions of cash and other assets, including business enterprises. The amendments do not apply to transfers of assets from governments to businesses. For contributions received, ASU 2018-08 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2019. For contributions made, ASU 2018-08 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2020.

NOTE 2 - LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditures are those without donor or other restrictions limiting their use within one year of the statement of financial position. At June 30, 2019, the Foundation did not have such financial assets.

NOTE 3 - NET ASSETS WITH DONOR RESTRICTIONS

Donor-restricted net assets with time and/or purpose restrictions consist of the following at June 30, 2019:

Scholarships and programs for the College	\$ 819,611
Student assistance	3,761
Title V Grant	1,521,963
Others	557,283
Total Donor-Restricted Net Assets	<u>\$ 2,902,618</u>

CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Donor-restricted net assets with perpetual restrictions consist of the following at June 30, 2019:

Scholarships and programs for the College	\$ 635,201
Osher scholarships	266,563
Total Donor-Restricted Net Assets	\$ 901,764

NOTE 4 - DONATED SERVICES

During the year, many individuals, College staff, and administrators donate significant amounts of time and services to the Foundation in an effort to advance the programs and objectives of the Foundation. However, these donated services are not reflected in the financial statements since there is no readily determined method of valuing the services.

NOTE 5 - INVESTMENTS

Investments are presented at fair value in the financial statements and are composed of the following at June 30, 2019:

	Adjusted Cost	Fair Market Value	Unrealized Gain
Mutual funds	\$ 2,734,349	\$ 2,860,828	\$ 126,479
Certificates of Deposit	186,757	190,968	4,211
Beneficial interest in assets held by the Foundation for California Community Colleges	266,563	266,563	-
	\$ 3,187,669	\$ 3,318,359	\$ 130,690

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2019:

Unrealized loss on investments, net	\$ 130,690
Interest and dividends	69,789
Beneficial interest in assets held by the Foundation for California Community Colleges	39,268
Total Investment Income	239,747
Investment expenses	(17,087)
Total Investment Income, Net of Expenses	\$ 222,660

CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 6 - OSHER ENDOWMENT SCHOLARSHIP

The Foundation for California Community Colleges (FCCC) has created a permanent endowment fund intended to provide scholarship support to California Community College students in perpetuity. The fund began in May 2008 with a \$25 million lead gift from The Bernard Osher Foundation. The Bernard Osher Foundation will provide scholarship matching funds annually to colleges that participate. In order to take advantage of this opportunity, the College and its donors have contributed \$227,295. As of June 30, 2019, the ending balance of the Osher Endowment Scholarship was \$266,563. The Foundation receives no additional interest or dividends on the balance held at the FCCC and does not participate in the investment management of the funds. All donations to the FCCC Osher Endowment Scholarship must remain in the fund permanently and cannot be returned or used for other purposes.

NOTE 7 - INVESTMENT SECURITIES

Market Value of Financial Assets and Liabilities

The Foundation determines the fair market values of certain financial instruments based on the fair value hierarchy established in Statement of Financial Accounting Standards, *Fair Value Measurements*, which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value.

The following provides a summary of the hierarchical levels used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. Level 1 assets and liabilities may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs other than Level 1 prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.

Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. Level 3 assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation.

**CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

Assets and Liabilities Recorded at Fair Value on a Recurring Basis

The following table presents the balances of the assets measured at fair value on a recurring basis as of June 30, 2019. The Foundation did not have any liabilities measured at fair value on a recurring basis as of June 30, 2019.

Assets	Level 1
Mutual funds	\$ 2,860,828
Certificates of Deposit	190,968
Beneficial interest in assets held by the Foundation for California Community Colleges	266,563
Total	\$ 3,318,359

NOTE 8 - ACCOUNTS RECEIVABLE

Accounts receivable at June 30, 2019, represent amounts due to the Foundation as follows:

Title V drawdown	\$ 21,151
Investment management fee	10,730
Other accounts receivable	12,000
Total	\$ 43,881

NOTE 9 - AMOUNTS HELD FOR OTHERS

The Foundation acts as a fiscal agent for departments, organizations, and groups of Cypress College. Accordingly, at June 30, 2019, \$321,094 of the Foundation's assets belong to other parties. The Foundation does not have legal access nor any discretion over the amounts held for others behalf.

NOTE 10 - ENDOWMENT GRANT

The District provided the Foundation with an endowment grant, which was awarded by the U.S. Department of Education in the fiscal year ended June 30, 2004. The grant was a Title V, Hispanic Serving Institution Grant and its purpose was to expand educational opportunities for, and improve the academic attainment of, Hispanic students, and expand and enhance the academic offerings, program quality, and institutional stability of colleges that are educating Hispanic students. The Foundation received \$300,000 over a five-year period ending June 30, 2010, upon certification that matching funds from acceptable resources were met. The corpus of the endowment was to be invested over a period of twenty years, and the Foundation may not spend more than 50 percent of the aggregate income earned in years six through twenty for allowable expenses. No earnings were allowed to be spent in years one through five. At the end of twenty years, the Foundation may use the corpus for any educational purpose.

CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 11 - RELATED PARTY TRANSACTIONS

North Orange County Community College District

The North Orange County Community College District (the District) charges administrative services to the Foundation. Salaries and benefits for the Executive Director, administrative staff, and other services are paid by the District and reimbursed by the Foundation. Accordingly, at June 30, 2019, the Foundation owed the District \$60,215 for salaries and benefits. In addition, the District provides office space for employees who perform services for the Foundation at no charge. The donated facilities for the fiscal year 2019 amounted to \$8,500 and have been reflected in the financial statements as donated facilities.

NOTE 12 - DONOR DESIGNATED ENDOWMENTS

The Foundation has interpreted the California Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the date of the donor-restricted endowment funds, unless there are explicit donor stipulations to the contrary. At June 30, 2019 and 2018, there were no such donor stipulations. As a result of this interpretation, the Foundation retains in perpetuity (a) the original value of initial and subsequent gift amounts donated to the endowment and (b) any accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added. Donor-restricted amounts not retained in perpetuity are subject to appropriation for expenditure in a manner consistent with the standard of prudence prescribed by UPMIFA. The following factors are considered in making a determination to appropriate or accumulate donor-restricted endowment funds:

- a. The duration and preservation of the fund
- b. The mission of the Foundation and the purpose of the donor-restricted endowment fund
- c. General economic conditions
- d. The possible effect of inflation and/or deflation
- e. The expected total return from income and the appreciation of investments
- f. Other resources of the Foundation
- g. The investment policy of the Foundation

Risk Objectives and Risk Parameters

The Foundation has adopted an investment policy which actively safeguards the assets while maintaining some growth to ensure the donations will provide a benefit to the college and its student population. Endowment assets include those assets of donor-restricted funds that the Foundation must hold in perpetuity or for a donor-specified periods. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to prudently invest in financial instruments which provide a reasonable measure of principal stability. Actual returns in any given year may vary from this amount.

CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Foundation targets a diversified asset allocation within prudent risk constraints.

Spending Policy

The Foundation's spending policy requires a target total return of 7.75 percent. The target distribution rate of 4.00 percent will be calculated over a trailing twelve quarter period for endowment funds with a historical gift balance of eighty percent or greater.

Funds with Deficiencies

From time to time, certain endowment funds may have fair values less than the amount required to be maintained by donors or by law (underwater endowments). The Foundation has interpreted UPMIFA to permit spending from underwater endowments in accordance with prudent measures required under law. At June 30, 2019, there were no funds with original gift values that exceeded their fair values.

Changes in endowment net assets as of June 30, 2019, are as follows:

	<u>With Donor Restrictions</u>
Endowment net assets, beginning of year	\$ 2,455,917
Contributions	33,251
Investment income	(2,942)
Net appreciation	20,526
Amounts appropriated for expenditures	<u>(117,162)</u>
Endowment net assets, end of year	<u>\$ 2,389,590</u>

NOTE 13 - UNREALIZED GAINS AND LOSSES DISTRIBUTION

In 2018-2019, the Foundation posted unrealized losses and dividends distributions for their endowed funds to unrealized gain/loss holding accounts in matching funds without donor restrictions in the amount of \$189,486. As the accounts in funds without donor restrictions gain credit balances, the holding balance is transferred back to funds with donor restrictions. Their use of the holding accounts is to prevent the funds with donor restrictions from spending unrealized monies.

**CYPRESS COLLEGE FOUNDATION
(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019**

NOTE 14 - ADJUSTMENT RESULTING FROM CHANGE IN ACCOUNTING PRINCIPLE

As disclosed in Note 1, the Foundation adopted the provisions of ASU 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*, as of June 30, 2019. As a part of the adoption, changes were made to the presentation of the financial statements and the classification of net assets. Following is a summary of the effects of the change in accounting policy in the Foundation's June 30, 2018, net assets.

The effect on the Foundation's statement of activities as of June 30, 2018, is as follows:

	As Previously Reported	Adoption of ASU 2016-14	As Adjusted
Net Assets, End of the Year			
Unrestricted	\$ (242,510)	\$ 242,510	\$ -
Temporarily restricted net assets	2,685,145	(2,685,145)	-
Permanently restricted net assets	869,974	(869,974)	-
Net assets without donor restrictions	-	(242,510)	(242,510)
Net assets with donor restrictions	-	3,555,119	3,555,119

NOTE 15 - SUBSEQUENT EVENTS

Subsequent to year-end, the Foundation has been negatively impacted by the effects of the world-wide COVID-19 pandemic. The Foundation is closely monitoring its operations, liquidity, and capital resources and is actively working to minimize the current and future impact of this unprecedented situation. As of the date of issuance of these financial statements, the full impact to the Foundation's financial position is unknown.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Board of Directors
Cypress College Foundation
Cypress, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Cypress College Foundation (the Foundation) (a California nonprofit corporation) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprised the Foundation's basic financial statements, and have issued our report thereon dated June 2, 2020.

Emphasis of Matter

As discussed in Note 1 to the financial statements, the Foundation has adopted the provisions of Financial Accounting Standards Board Accounting Standards Update No. 2016-14, *Presentation of Financial Statements for Not-for-Profit Entities*. Accordingly, the June 30, 2018, financial statements have been adjusted to adopt this standard. Our opinion is not modified with respect to this matter.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Cypress College Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Cypress College Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of Cypress College Foundation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Foundation's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Cypress College Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Foundation in a separate letter dated June 2, 2020.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Cypress College Foundation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Cypress College Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rancho Cucamonga, California
June 2, 2020



April 27, 2020

To the Board of Directors
Fullerton College Foundation
Fullerton, California

We have audited the financial statements of Fullerton College Foundation (the Foundation) as of and for the year ended June 30, 2019, and have issued our report thereon dated April 27, 2020. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our letter dated May 1, 2019, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Foundation solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Foundation is included in Note 1 to the financial statements. As described in Note 1, the Foundation changed accounting policies related to presentation and disclosure requirements to provide more relevant information about their resources (and the changes in those resources), by adopting FASB Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities (ASU 2016-14)*, in 2019. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole.

The attached schedule summarizes the misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Foundation's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management which are included in the management representation letter dated April 27, 2020.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the Foundation, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Foundation's auditors.

We have provided our comments regarding material weaknesses and significant control deficiencies noted during our audit in a separate letter to you dated April 27, 2020.

Modification of the Auditor's Report

We expect to make the following modification to our auditor's report.

As discussed in Note 1 to the financial statements, the Foundation has adopted the provisions of Financial Accounting Standards Board Accounting Standards Update No. 2016-14, Presentation of Financial Statements of Not-for-Profit Entities. Our opinion is not modified with respect to this matter. As discussed in Note 13 to the financial statements, certain errors resulting in incorrect classification of net asset restrictions previously reported as of June 30, 2018, were discovered by management of the Foundation during the current year. As a result, the financial statements as of and for the year ended June 30, 2018 have been restated to correct the error. Our opinion is not modified with respect to this matter.

This report is intended solely for the information and use of the Board of Directors and management of the Foundation and is not intended to be, and should not be, used by anyone other than these specified parties.



Rancho Cucamonga, California
April 27, 2020

Account	DR	CR
Adjusting Entry #1		
18050 Unrealized Gains or (Losses)	104,554	
32000 Unrestricted Net Assets		104,554
<i>To properly state the beginning balances for the investments.</i>		
Adjusting Entry #2		
17100 Accumulated Depreciation	270	
32000 Unrestricted Net Assets		270
<i>To properly state beginning balances for accumulated depreciation.</i>		
Adjusting Entry #3		
31300 Perm. Restricted Net Assets		95,412
31500 Temp. Restricted Net Assets	79,833	
32000 Unrestricted Net Asset	17,757	
46430 Misc. Revenue		2,178
<i>To properly state the beginning balances for net assets</i>		
Adjusting Entry #4		
31300 Permanently Restricted Net Assets	4,750	
43410 Corporate Contributions		4,750
<i>To properly state contributions erroneously recorded as permently restricted net asset.</i>		
Adjusting Entry #5		
33000 Scholarship Allocations	200	
43410 Corporate Contributions		200
<i>To properly state contributions erroneously recorded as scholarship allocations net asset</i>		
Adjusting Entry #6		
18750 OSHER Deposits	38,151	
31300 Perm. Restricted Net Assets		38,151
<i>To restate beginning net assets in relation to the beneficial interest in FCCC (osher.</i>		
Adjusting Entry #7		
62810 Depreciation Expense	1,747	
17100 Accumulated Depreciation		1,747
<i>To record current year depreciation expense not recorded on GL in fiscal year 18/19</i>		
Adjusting Entry #8		
66000 Payroll Expenses - Other	5,109	
24000 Payroll Liabilities		5,109
<i>To accrue vacation sick leave not recorded on GL in fiscal year 18/19</i>		
Adjusting Entry #9		
24210 Wage Garnishments	3,300	
66000 Payroll Expense - Other		3,300
<i>To write off the wage garnishment liability that was paid in 18/19</i>		
Adjusting Entry #10		
43330 Foundation and Trust Grants	12,467	
18750 OSHER Deposits		12,467
18750 OSHER Deposits	13,973	
70605 FMV OSHER		13,973
<i>To properly present the scholarship distributions and fmv activity of the OSHER beneficial interes</i>		



The Board of Directors and Management
Fullerton College Foundation
Fullerton, California

In planning and performing our audit of the financial statements of the Fullerton College Foundation (the Foundation) as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Foundation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Foundation's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency in the Foundation's internal control to be a material weakness:

Financial Condition (Net Assets without Donor Restrictions)

The Foundation's net assets without donor restrictions as of June 30, 2019, were at a deficit of \$2,280,179. The Foundation's net assets without donor restrictions have operated at a loss from an operational standpoint for the last five fiscal years. The operating losses are as follows: \$131,854 in 2014, \$287,448 in 2015, \$265,579 in 2016, \$161,206 in 2017, \$178,899 in 2018, and \$173,883 in 2019. If current trends continue, the Foundation is at risk of not being able to perform the current services they are providing to the students of Fullerton College and is in jeopardy of not having adequate resources to be sustainable in future years. Currently, the Foundation is using net assets with donor restrictions for operational purposes.

We recommend additional sustainable sources of revenue be explored, and expenses be closely monitored in the unrestricted net assets of the Foundation in the coming years to ensure the financial stability of the Foundation. Additional fundraising activities should be explored to increase revenues in the unrestricted net assets. If additional revenue is not generated in the unrestricted net assets, then expenses need to be reduced to keep the unrestricted net assets' deficit from growing. The Foundation's management should develop a budget and closely monitor it to ensure that the unrestricted net assets do not continue to operate in the negative.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Foundation's internal control to be a significant deficiency:

Internal Control Review Processes

There is a lack of a review over several key business processes including; monthly bank reconciliations are not reviewed for accuracy and completeness, payroll is not being reviewed prior to issuance, and journal entries are not being reviewed prior to posting to the general ledger.

It is recommended the Foundation implement a review process to ensure accuracy, completeness, and to deter the misappropriation of assets. Bank reconciliations should be reviewed by someone other than the preparer. Payroll should be reviewed in detail prior to issuing payroll checks. All journal entries should be reviewed by someone other than the preparer prior to posting to the general ledger.

Capital Assets

There is no formal policy or procedures in place over inventory of assets, methods of depreciation, useful life information, or disposing of capital assets. Depreciation expense was not properly recorded in the current year, this was adjusted during the audit.

Written policies and procedures should be established and followed. Capital assets should be reconciled and recorded on the general ledger.

Policies and Procedures -In-Kind Donations and Conflict of Interest

There is no formal policy or procedures in place over in-kind donations. There is no evidence of the donor's estimate of value of the in-kind donation received. There is no formal policy over conflict of interest.

Written policies and procedures should be established and followed. A form should be created for donors to fill out when providing in-kind donations to the Foundation. A conflict of interest policy is required by law. This policy will prevent directors with conflicts from participating in discussion, reporting, or voting on any issue where there is a real or perceived conflict.

This communication is intended solely for the information and use of management, the Board of Directors, and others within the Foundation, the North Orange County Community College District, the Board of Trustees, and others within the District and is not intended to be, and should not be, used by anyone other than these specified parties.

Eide Bailly LLP

Rancho Cucamonga, California
April 27, 2020



Financial Statements
June 30, 2019

Fullerton College Foundation
(A California Nonprofit Corporation)

FULLERTON COLLEGE FOUNDATION
(A California Nonprofit Corporation)

JUNE 30, 2019

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INDEPENDENT AUDITOR'S REPORT

The Board of Directors
Fullerton College Foundation
Fullerton, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Fullerton College Foundation (the Foundation) (a California nonprofit corporation), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the financial statements, the Foundation has adopted the provisions of Financial Accounting Standards Board Accounting Standards Update No. 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*. As discussed in Note 14 to the financial statements, certain errors resulting in incorrect classification of net asset restrictions and the understatement of the beneficial interests in assets held by a community foundation previously reported as of June 30, 2018, were discovered by management of the Foundation during the current year. As a result, the financial statements as of and for the year ended June 30, 2018 have been adjusted and restated to adopt this standard and correct the errors. Our opinion is not modified with respect to these matters.

Handwritten signature in cursive script that reads "Eric Sully LLP".

Rancho Cucamonga, California
April 27, 2020

FULLERTON COLLEGE FOUNDATION
(A California Nonprofit Corporation)

STATEMENT OF FINANCIAL POSITION
JUNE 30, 2019

ASSETS

Current Assets

Cash and cash equivalents	\$ 92,054
Accounts receivable	7,250
Prepaid expense	8,000
Total Current Assets	107,304

Noncurrent Assets

Beneficial interest in assets held by the Foundation for California Community Colleges	255,973
Investments	1,883,231
Property and equipment, net	12,308
Total Noncurrent Assets	2,151,512
Total Assets	\$ 2,258,816

LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable	\$ 3,956
Amounts held for others	91,356
Compensated absences	30,746
Total Current Liabilities	126,058

NET ASSETS (DEFICIT)

Without donor restrictions	(2,280,179)
With donor restrictions	4,412,937
Total Net Assets	2,132,758
Total Liabilities and Net Assets	\$ 2,258,816

See the accompanying notes to financial statements.

FULLERTON COLLEGE FOUNDATION
(A California Nonprofit Corporation)

STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES			
Contributions	\$ 105,958	\$ 520,332	\$ 626,290
In kind contributions	3,809	-	3,809
Donated facilities	10,000	-	10,000
Special events	52,412	-	52,412
Miscellaneous revenue	2,178	-	2,178
Assets released from restrictions	268,845	(268,845)	-
Total Revenues	443,202	251,487	694,689
EXPENSES			
Program	276,486	-	276,486
Management and general	306,409	-	306,409
Fundraising	34,190	-	34,190
Total Expenses	617,085	-	617,085
OTHER INCOME (EXPENSE)			
Net unrealized loss	-	(40,262)	(40,262)
Interest and dividends	-	92,273	92,273
Change in value of beneficial interest in assets held by the Foundation for California Community Colleges	-	13,973	13,973
Total Other Income (Expense)	-	65,984	65,984
CHANGE IN NET ASSETS	(173,883)	317,471	143,588
NET ASSETS, BEGINNING OF YEAR AS RESTATED	(2,106,296)	4,095,466	1,989,170
NET ASSETS, END OF YEAR	\$ (2,280,179)	\$ 4,412,937	\$ 2,132,758

See the accompanying notes to financial statements.

FULLERTON COLLEGE FOUNDATION
(A California Nonprofit Corporation)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2019

CASH FLOWS FROM OPERATING ACTIVITIES

Change in Net Assets	\$ 143,588
Adjustments to Reconcile Change in Net Assets to Net Cash Flows From Operating Activities	
Unrealized loss	40,262
Depreciation	1,747
Contributions and grants restricted for long-term purposes	(392,446)
Distributions from beneficial interest in assets held by the Foundation for California Community Colleges	12,467
Change in beneficial interest in assets held by the Foundation for California Community Colleges	(13,973)
Changes in Assets and Liabilities	
Accounts receivable	(7,250)
Payroll liabilities	(2,931)
Accounts payable	3,956
Compensated absences	6,340
Amounts held for others	(5,489)
Net Cash Flows From Operating Activities	<u>(213,729)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of equipment	(2,171)
Purchase of investments	(293,391)
Net Cash Flows From Investing Activities	<u>(295,562)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Collections of contributions and grants restricted for long-term purposes	<u>392,446</u>
--	----------------

CHANGE IN CASH AND CASH EQUIVALENTS	(116,845)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>208,899</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>\$ 92,054</u></u>

See the accompanying notes to financial statements.

FULLERTON COLLEGE FOUNDATION
(A California Nonprofit Corporation)

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019

	Program	Management and General	Fundraising	Total
Salaries and benefits	\$ -	\$ 192,001	\$ 34,190	\$ 226,191
Rent	-	10,000	-	10,000
In-kind donations	-	3,809	-	3,809
Scholarships	276,486	-	-	276,486
Office expense	-	3,006	-	3,006
Staff development	-	739	-	739
Conferences and travel	-	139	-	139
Dues, memberships, and subscriptions	-	725	-	725
Professional fees	-	2,000	-	2,000
Postage and printing	-	1,591	-	1,591
Taxes and licenses	-	75	-	75
Special events	-	69,682	-	69,682
Website	-	12,550	-	12,550
Advertising	-	143	-	143
Bank charges	-	792	-	792
Depreciation expense	-	1,747	-	1,747
Insurance	-	4,430	-	4,430
Public relations	-	2,974	-	2,974
Miscellaneous	-	6	-	6
TOTAL EXPENSES	<u>\$ 276,486</u>	<u>\$ 306,409</u>	<u>\$ 34,190</u>	<u>\$ 617,085</u>

See the accompanying notes to financial statements.

FULLERTON COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Nature of Activities

Fullerton College Foundation (the Foundation) is a nonprofit organization founded in 1959 for the purpose of promoting Fullerton College and enhancing the lives of its students by raising and accepting resources for scholarships, grants, programmatic, and institutional support.

Financial Statement Presentation

The Foundation and the District are financially interrelated organizations as defined by Accounting Standards Codification (ASC) Topic 958-605, *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. Under ASC Topic 958-605, the Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under the campus activities program.

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP). The Financial Accounting Standards Board (FASB) has established the ASC as the source of authoritative accounting principles to be applied in the preparation of financial statements in accordance with GAAP. The financial statements include the accounts maintained by and directly under the control of the Foundation. In addition, the Foundation is required to present a statement of cash flows. The Foundation does not use fund accounting.

Net Asset Accounting

To ensure observance of limitations and restrictions placed on the use of resources available to the Foundation, the accounts of the Foundation are maintained in accordance with the principles of net asset accounting. This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into net asset types established according to their nature and purpose. Separate accounts are maintained for each net asset type; however, in the accompanying financial statements, net asset types that have similar characteristics have been combined into groups as follows:

Net Assets Without Donor Restrictions - Net assets available for general use and not subject to donor restrictions. Net assets without donor restrictions represents all resources over which the Board of Directors has discretionary control for use in operating the Foundation.

Net Assets With Donor Restrictions - Net assets that are contributions and endowment investment earnings subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature that may or will be met, either by actions of the Foundation and/or the passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. The Foundation reports contributions restricted by donors as increases in net assets with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

FULLERTON COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Support and Expenses

The Foundation receives substantially all of its revenue from direct donations, pledges, and corporate grants. Revenues are reported as increases in net assets without donor restrictions unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in net assets without restrictions unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as assets released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

Donated Assets, Services, and Facilities

The Foundation records the value of donated assets and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year. Donated assets are capitalized at the stated donated value and depreciated in accordance with Foundation policies, unless they are passed through to the College. For June 30, 2019, there were \$3,809 in donated items for the events held by the Foundation.

Use of Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b)(A)(vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements. The Foundation's Federal informational tax returns for the years ended June 30, 2016, 2017, and 2018, are open to audit by the Federal authorities. California State informational returns for the years ended June 30, 2015, 2016, 2017, and 2018, are open to audit by State authorities.

The Foundation has adopted FASB ASC Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain and, accordingly, no accounting adjustment has been made to the financial statements.

FULLERTON COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Cash and Cash Equivalents

Cash and cash equivalents consist of cash held in checking and money market accounts and certificates of deposit with maturities of less than 90 days. The Foundation maintains cash balances in financial institutions which are insured up to \$250,000. At June 30, 2019, the Foundation did not have any cash balances held in financial institutions in excess of Federal depository insurance coverage.

For purposes of the statements of cash flows, the Foundation considers all highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

Prepaid Expense

Prepaid expenses consist of expenses paid for the upcoming 2019 Fullerton College President's Gala. As of June 30, 2019, the Foundation recognized \$8,000.

Accounts Receivable

Accounts receivable consists of primarily of receivables related to the Veteran's Resource Center Golf Tournament. Management has deemed all amounts as collectible; therefore, no allowance for doubtful accounts is considered necessary.

Beneficial Interest in Assets held by Community Foundation

During 2008, the Foundation established an endowment fund that is perpetual in nature (the Fund) under a community foundation's (the CF) Osher Endowment Scholarship program and named the Foundation as a beneficiary. Variance power was granted to the CF which allows the CF to modify any condition or restriction on its distributions for any specified charitable purpose or to any specified organization if, in the sole judgment of the CF's Board of Directors, such restriction or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community. The Fund is held and invested by the CF for the Foundation's benefit and is reported at fair value in the statement of financial position, with distributions and changes in fair value recognized in the statement of activities.

Investments

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the statement of financial position. Net investment income is reported in the statement of activities and consists of interest and dividend income and unrealized capital gains and losses.

FULLERTON COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

Advertising Costs

Advertising costs are expensed as incurred. Advertising expense for the year ended June 30, 2019 was \$143.

Capital Assets

Property and equipment additions are recorded at cost, or if donated, at fair value on the date of donation. Depreciation expense is calculated over the estimated useful life of the assets using the straight-line method. Depreciation expense for 2019 amounted to \$1,747. When assets are sold or otherwise disposed of, the cost and related depreciation are removed from the accounts, and any resulting gain or loss is included in the statement of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

The carrying values of property and equipment are reviewed for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indications of asset impairment during the year ended June 30, 2019.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses present the natural classification detail of expenses by function. The expenses are generally directly attributable to a functional category with no significant allocations between program and supporting services activities occurring.

Change in Accounting Principle

In August 2016, the FASB issued Accounting Standards Update (ASU) No. 2016-14, Not-for-Profit Entities (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14). ASU 2016-14 changes the presentation and disclosure requirements for not-for-profit entities to provide more relevant information about their resources (and the changes in those resources) to donors, grantors, creditors, and other users. These include qualitative and quantitative requirements in the following areas: (1) net asset classes; (2) investment return; (3) expenses; (4) liquidity and availability of resources; and (5) presentation of operating cash flows. ASU 2016-14 will be effective for annual financial statements issued for fiscal years beginning after December 15, 2017, and for interim periods within fiscal years beginning after December 15, 2018. Under this guidance, the Foundation is required to present two classes of net assets (net assets without donor restrictions and net assets with donor restrictions) and changes in each of these two classes, on the face of the statement of financial position and statement of activities, respectively, rather than the previously required three classes (unrestricted, temporarily restricted, and permanently restricted).

The Foundation has implemented the provisions of this ASU as of June 30, 2019, because management believes it improves the Foundation's financial reporting.

FULLERTON COLLEGE FOUNDATION
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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

New Accounting Pronouncements

In February 2016, FASB issued ASU 2016-02, *Leases*. ASU 2016-02 requires a lessee to recognize a lease asset representing its right to use the underlying asset for the lease term, and a lease liability for the payments to be made to lessor, on its statement of financial position for all operating leases greater than 12 months. ASU 2016-02 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2020. Although the full impact of ASU 2016-02 on the Foundation's financial statements has not yet been determined, the future adoption of this guidance will require the Foundation to record assets and liabilities on its statement of financial position relating to facility and other leases currently being accounted for as operating leases.

In June 2018, FASB issued ASU 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (ASU 2018-08). ASU 2018-08 clarifies how a not-for-profit entity determines whether a resource provider is participating in an exchange transaction or a contribution, helps an entity to evaluate whether contributions are considered conditional or unconditional by stating that a conditional contribution must have (1) a barrier that must be overcome and (2) a right of return or release of obligation, and modifies the simultaneous release option currently in GAAP, which allows a not-for-profit entity to recognize a restricted contribution directly in unrestricted net assets/net assets without donor restrictions if the restriction is met in the same period that revenue is recognized. Accounting for contributions is an issue primarily for not-for-profit entities because contributions are a significant source of revenue. However, the amendments in the ASU 2018-08 apply to all organizations that receive or make contributions of cash and other assets, including business enterprises. The amendments do not apply to transfers of assets from governments to businesses. For contributions received, ASU 2018-08 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2019. For contributions made, ASU 2018-08 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2020.

NOTE 2 - LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditures are those without donor or other restrictions limiting their use within one year of the statement of financial position. At June 30, 2019, the Foundation did not have such financial assets.

NOTE 3 - BENEFICIAL INTEREST IN ASSETS HELD BY THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

The Foundation for California Community Colleges (FCCC) has created a permanent endowment fund intended to provide scholarship support to California Community College students in perpetuity. The fund began in May 2008 with a \$25 million lead gift from The Bernard Osher Foundation. The Bernard Osher Foundation will provide scholarship matching funds annually to colleges that participate. In order to take advantage of this opportunity, the College and its donors have contributed \$189,648. As of June 30, 2019, the ending balance of the Osher Endowment Scholarship was \$223,299. The Foundation receives no additional interest or dividends on the balance held at the FCCC and does not participate in the investment management of the funds. All donations to the FCCC Osher Endowment Scholarship must remain in the fund permanently and cannot be returned or used

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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

for other purposes. In 2010, Sempra Energy Foundation provided a total of \$250,000 in grants to ten community colleges in California to provide scholarship support for students seeking certification of training for "green" jobs. Each of the selected ten colleges received \$25,000 in scholarships. As of June 30, 2019, the ending balance of the Sempra Endowment Scholarship was \$32,674. The scholarship is held at the FCCC. The Foundation receives no additional interest or dividends on the balances held at the FCCC and does not participate in the investment management of the funds. All donations to the FCCC Sempra Endowment Scholarship must remain in the fund permanently and cannot be returned or used for other purposes.

NOTE 4 - INVESTMENTS

Investments are presented at fair value in the financial statements and are composed of the following at June 30, 2019:

	Adjusted Cost	Fair Market Value	Unrealized Gain(Loss)
Common stock	\$ 778,633	\$ 784,955	\$ 6,322
Corporate bonds	92,430	93,180	750
Mutual funds	1,052,430	1,005,096	(47,334)
Beneficial Interest in assets held by the Foundation for California Community Colleges	255,973	255,973	-
	<u>\$ 2,179,466</u>	<u>\$ 2,139,204</u>	<u>\$ (40,262)</u>

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2019:

	<u>With Donor Restrictions</u>
Interest and dividends	\$ 92,273
Net unrealized loss	(40,262)
	<u>\$ 52,011</u>

NOTE 5 - INVESTMENT SECURITIES

The Foundation determines the fair market values of certain financial instruments based on the fair value hierarchy established in U.S. GAAP under FASB ASC Topic 820, *Fair Value Measurements and Disclosures*. U.S. GAAP requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value and describes three levels of inputs that may be used to measure fair value.

FULLERTON COLLEGE FOUNDATION
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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

The following provides a summary of the hierarchical levels used to measure fair value:

Level I - Quoted prices in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date. Level I assets and liabilities may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level II - Observable inputs other than Level I prices such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.

Level III - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. Level III assets and liabilities include financial instruments whose value is determined using pricing models, discounted cash flow methodologies, or similar techniques, as well as instruments for which the determination of fair value requires significant management judgment or estimation.

The fair value of the beneficial interest in assets held by the Foundation for California Community Colleges is based on the fair value of fund investments as reported by the Foundation. These are considered to be Level III measurements.

Assets and Liabilities Recorded at Fair Value on a Recurring Basis

The following table presents the balances of the assets measured at fair value on a recurring basis as of June 30, 2019. The Foundation did not have any liabilities measured at fair value on a recurring basis as of June 30, 2019.

Assets	Level I	Level II	Level III	Total
Common stock	\$ 784,955	\$ -	\$ -	\$ 784,955
Corporate bonds	93,180	-	-	93,180
Mutual funds	1,005,096	-	-	1,005,096
Beneficial Interest in assets held by the Foundation for California Community Colleges	-	-	255,973	255,973
Total	<u>\$ 1,883,231</u>	<u>\$ -</u>	<u>\$ 255,973</u>	<u>\$ 2,139,204</u>

FULLERTON COLLEGE FOUNDATION
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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

The following is a reconciliation of the beginning and ending balance of assets measured at fair value on recurring basis using significant unobservable inputs (Level III) for the year ended June 30, 2019:

	<u>Beneficial Interest in FCCC</u>
Balance, beginning of year	\$ 254,467
Investment return, net	13,973
Distributions	<u>(12,467)</u>
Balance, end of year	<u><u>\$ 255,973</u></u>

The Foundation did not have any assets or liabilities recorded at fair value on a non-recurring basis.

NOTE 6 - PROPERTY AND EQUIPMENT

Property and equipment consisted of the following:

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Depreciable Capital Assets				
Furniture and fixtures	\$ 5,849	\$ -	\$ -	\$ 5,849
Machinery and equipment	10,204	2,171	-	12,375
Franklin House upgrades	5,049	-	-	5,049
Total Depreciable Capital Assets	<u>21,102</u>	<u>2,171</u>	<u>-</u>	<u>23,273</u>
Less accumulated depreciation	(9,218)	(1,747)	-	(10,965)
Total Capital Assets	<u>\$ 11,884</u>	<u>\$ 424</u>	<u>\$ -</u>	<u>\$ 12,308</u>

Depreciation expense of \$1,747 was incurred for the year ending June 30, 2019.

NOTE 7 - AMOUNTS HELD FOR OTHERS

The Foundation acts as a fiscal agent for departments, organizations, and groups of the College. Accordingly, at June 30, 2019, \$91,356, respectively, of the Foundation's assets belong to other parties. The Foundation does not have legal access nor any discretion over the amounts held for others behalf.

NOTE 8 - COMPENSATED ABSENCES

Salaried employees of the Foundation receive paid vacation, which is accrued as a liability as the benefits are earned. At June 30, 2019, the unmatured portion of employee accumulated unused vacation is \$30,746.

FULLERTON COLLEGE FOUNDATION
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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 9 - RESTRICTIONS ON NET ASSET BALANCES

Donor-restricted net asset with time and/or purpose restrictions consist of the following at June 30, 2019:

Scholarships	\$ 148,451
College Programs	40,000
Title V scholarships	629,656
Endowments - spendable earnings	(272,374)
Total Donor Restricted Net Assets	\$ 545,733

Donor-restricted net assets with perpetual restrictions consist of the following at June 30, 2019:

Endowments - scholarships	\$ 3,611,231
Beneficial interest in assets held by the Foundation for California Community Colleges (Osher)	255,973
Total Donor Restricted Net Assets	\$ 3,867,204

NOTE 10 - ENDOWMENT GRANT

The District provided the Foundation with an endowment grant, which was awarded by the U.S. Department of Education. The grant was a Title V, Hispanic Serving Institution Grant and its purpose was to expand educational opportunities for, and improve the academic attainment of, Hispanic students, and expand and enhance the academic offerings, program quality, and institutional stability of colleges that are educating Hispanic students. The Foundation received \$266,573 over a five-year period, upon certification that matching funds from acceptable resources were met. The corpus of the endowment was to be invested over a period of twenty years, and the Foundation may not spend more than 50 percent of the aggregate income earned in years six through twenty for allowable expenses. No earnings were allowed to be spent in years one through five. At the end of twenty years, the Foundation may use the corpus for any educational purpose.

NOTE 11 - DONOR DESIGNATED ENDOWMENTS

The Foundation's endowment consists of 263 individual funds established for a variety of purposes. Its endowment includes donor-restricted endowment funds. As required by generally accepted accounting principles, net assets associated with endowment funds, including funds designated by the Board of Director to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Directors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary.

FULLERTON COLLEGE FOUNDATION
(A California Nonprofit Corporation)

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

As a result of this interpretation, the Foundation retains in perpetuity (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted funds that is not held in perpetuity is classified as net assets with donor restrictions and may be appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the Foundation's investment policies.

Changes in endowment net assets as of June 30, 2019, are as follows:

	With Donor Restrictions
Endowment net assets, beginning of year	\$ 3,345,224
Contributions	392,446
Investment income	12,294
Amounts appropriated for expenditures	(138,733)
Endowment net assets, end of year	\$ 3,611,231

From time to time, certain donor-restricted endowment funds may have fair values less than the amount required to be maintained by donors or by law (underwater endowments). The Foundation has interpreted UPMIFA to permit spending from underwater endowments in accordance with prudent measures required under law. At June 30, 2019, funds with original gift values of \$3,611,231, fair values of \$1,157,490, and deficiencies of \$272,374 were reported in net assets with donor restrictions.

The Foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to produce results that exceed the price and yield results of indices of similar style funds (e.g. Standard and Poor's 500, Russell 3000, etc.) and/or comparable benchmarks.

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

An endowment spending-rate formula is used to determine the maximum amount to spend from the Endowment, including those endowments deemed to be underwater, each year. The rate, determined and adjusted from time to time by the Board of Directors, is applied to the average fair value of Endowment investments each year to determine the spending amount for the upcoming year. During 2019, the spending rate maximum was 4.0 percent. In establishing this policy, the Board of Directors considered the long-term expected return on the Endowment and set the rate with the objective of maintaining the purchasing power of the Endowment over time.

FULLERTON COLLEGE FOUNDATION
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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 12 - RELATED PARTY TRANSACTIONS

North Orange County Community College District

Under the Master Agreement, North Orange County Community College District (the District) provides office space for the Foundation at no charge. The donated facilities for the fiscal year 2019 amounted to \$10,000 and have been reflected in the financial statements as in-kind revenue.

NOTE 13 - ADJUSTMENT RESULTING FROM CHANGE IN ACCOUNTING PRINCIPLE

As disclosed in Note 1, the Foundation adopted the provisions of ASU 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*, as of June 30, 2019. As a part of the adoption, changes were made to the presentation of the financial statements and the classification of net assets. Following is a summary of the effects of the change in accounting policy in the Foundation's June 30, 2018, net assets.

The effect on the Foundation's statement of activities as of June 30, 2018, is as follows:

	<u>As Previously Reported</u>	<u>Adoption of ASU 2016-14</u>	<u>As Adjusted</u>
Net Assets, End of the Year			
Unrestricted	\$ (1,760,137)	\$ 1,760,137	-
Temporarily restricted net assets	476,642	(476,642)	-
Permanently restricted net assets	3,234,514	(3,234,514)	-
Net assets without donor restrictions	-	(1,760,137)	(1,760,137)
Net assets with donor restrictions	-	3,711,156	3,711,156

FULLERTON COLLEGE FOUNDATION
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NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

NOTE 14 - RESTATEMENT

When reviewing the net assets and classifications, management determined there was an error in classification and reporting of the beneficial interest in assets held by the Foundation for California Community Colleges. The balance was adjusted in the current year; restating the beginning net assets. There was no effect on the change in net assets for the fiscal year ended June 30, 2018, as a result of the restatement. The effect on the current fiscal year is as follows:

Net assets without donor restrictions (deficit) - Beginning	\$ (1,760,137)
Decrease of net assets without donor restrictions due to classification	<u>(346,159)</u>
Net assets without donor restrictions (deficit) - Beginning, as Restated	<u><u>\$ (2,106,296)</u></u>
Net assets with donor restrictions - Beginning	\$ 3,711,156
Increase of net assets with donor restrictions due to classification	346,159
Increase of beneficial interest in assets held by the Foundation for California Community Colleges	<u>38,151</u>
Net assets with donor restrictions - Beginning, as Restated	<u><u>\$ 4,095,466</u></u>

NOTE 15 - SUBSEQUENT EVENTS

Subsequent to year-end, the Foundation has been negatively impacted by the effects of the world-wide COVID-19 pandemic. The Foundation is closely monitoring its operations, liquidity, and capital resources and is actively working to minimize the current and future impact of this unprecedented situation. As of the date of issuance of these financial statements, the full impact to the Foundation's financial position is not known.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X
Resolution
Information
Enclosure(s)

DATE: June 9, 2020

SUBJECT: North Orange Continuing Education
Disability Support Services Program
Donations

BACKGROUND: North Orange Continuing Education (NOCE) Disability Support Services (DSS) receives monetary donations and equipment from business and individuals who value the services we provide and desire to show their appreciation. For students who do not have access to a computer or laptop at home, Dell Computer Company would like the opportunity to loan 100 laptops to NOCE DSS students. The laptops will be loaned through December 31, 2020. If damage to the laptop should occur, NOCE and/or the student will not be held responsible.

This agenda item was submitted by Dr. Adam Gottdank, Director, NOCE DSS.

How does this relate to the five District Strategic Directions? This item responds to Direction #5: The District will develop and sustain collaborative projects and partnerships with community's educational institutions, civic organizations, and business.

How does this relate to Board Policy: This item is in compliance with Board Policy 3820, Gifts and Donations.

FUNDING SOURCE AND FINANCIAL IMPACT: The equipment will support NOCE DSS students that do not have access to technology at home. The loaned laptops will offset expenses that would have been incurred by NOCE Disability Support Services and supplement NOCE's technology resources to serve more students.

RECOMMENDATION: Authorization is requested that the Board of Trustees approve the donation of 100 loaner laptops from Dell Computer Company for the North Orange Continuing Education Disability Support Services students through December 31, 2020. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.n

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	June 9, 2020	Information	<u> </u>
		Enclosure(s)	<u> X </u>
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 Silvie Grote, 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 2020, Summer 2021 and Fall 2021. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

DEACTIVATE COURSES		
COURSE ID	EFF DATE	JUSTIFICATION
ACG 298AC	2021 Fall	We have not offered this course in a while.
AVIA 103 C	2021 Fall	This course is no longer in use because the AVIA classes were combined with ATC.
DANC 132 C	2020 Fall	We have not offered this course for a long time due to lack of demand.
DANC 139 C	2020 Fall	We have not offered this course in a while due to lack of demand.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
AT 275 C Automotive Service Advisor Intern Units: 1 Lecture: 0 Laboratory: 3	*New Course *Hybrid *Repeatable *Prerequisite: AT 195 C	24	All automotive technology courses at Cypress College involve lecture/individualized instruction and lab that involve extensive individualized feedback to develop vocational skills. With extensive involvement with our advisory committees both general automotive and Toyota) the recommendation was followed NATEF standard of 24, which maintains a safe working environment by creating collaborative work groups of 4.	2020 Fall	This course provides the student with real world experience working in the career field of automotive service advisor. This is the final course in the service advisor certificate program. Successful completion of this course, along with previous completion of the certificate course requirements will result in the student earning their service advisor certificate and put them in a very strong position to obtain employment.
AT 296 C T-TEN Automotive Internship I Units: 1 Lecture: 0 Laboratory: 3	*New Course *Distance Education and Hybrid *Pass/No Pass/Letter Grade Option *Repeatable *Prerequisite: Completion of or concurrent enrollment in the T-TEN coursework for year one of the program (T-TEN Electrical in Fall and T-TEN Brake/Chassis in the Spring).	24	All automotive technology courses at Cypress College involve lecture/individualized instruction and lab that involve extensive individualized feedback to develop vocational skills. With extensive involvement with our advisory committees both general automotive and Toyota) the recommendation was followed NATEF standard of 24, which maintains a safe working environment by creating collaborative work groups of 4.	2020 Fall	Applicable for students in their first year of the T-TEN program.
AT 297 C T-TEN Automotive Internship II Units: 1 Lecture: 0 Laboratory: 3	*New Course *Distance Education and Hybrid *Repeatable *Prerequisite: Completion of or concurrent enrollment in the T-TEN coursework for year one of the program (T-TEN Driveline in Fall and T-TEN ICE/EV/Hybrid in the Spring).	24	All automotive technology courses at Cypress College involve lecture/individualized instruction and lab that involve extensive individualized feedback to develop vocational skills. With extensive involvement with our advisory committees both general automotive and Toyota) the recommendation was followed NATEF standard of 24, which maintains a safe working environment by creating collaborative work groups of 4.	2020 Fall	T-TEN students begin work their first year of the program. This course supports their internship work during the second-year semesters of the program.
CSCI 242 C Computer Architecture and Organization Units: 3 Lecture: 3 Laboratory: 1	*New Course *Prerequisite: None *Advisory: CSCI 123 C or CIS 226 C or CIS 247 C *UC/CSU Transfer	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2020 Fall	Mandatory course for Computer Science AST degree per TMC requirements.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CSCI 252 C Discrete Structures Units: 3 Lecture: 3 Laboratory: 1	*New Course *Prerequisite: Completion of or concurrent enrollment CSCI 123 C or CIS 226 C or CIS 247 C *Advisory: CSCI 242 C *UC/CSU Transfer	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2020 Fall	Fifth course in a sequence of courses compliant with the standards of the Association for Computing Machinery (ACM). Mandatory course for Computer Science AST degree per TMC requirements.
DSST 200 C Introduction to Disability Studies Units: 3 Lecture: 3 Laboratory: 0	*New Course *Distance Education and Hybrid *Prerequisite: None *Advisories: ENGL 100 C, ENGL 101 C *UC/CSU Transfer *AA GE: Area D *CSU GE: Area D *IGETC: Area 4	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2021 Fall	The course is aligned with learning objectives of the Social Science and Humanities area of GE and Cultural Diversity. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ETHS 202 C Race, Ethnicity, and Popular Culture Units: 3 Lecture: 3 Laboratory: 0	*New Course *Distance Education/Hybrid *Prerequisite: None *Advisory: Completion of ENGL 100C and ETHS 101C *UC/CSU Transfer *AA GE: Area C, D *CUL DIV *CSU GE: Area C2, D *IGETC: Area 3, 4	35	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis.	2021 Fall	This course is being proposed to expand the curriculum in the Ethnic Studies Department. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
HRC 155 C Food Science Units: 3 Lecture: 2 Laboratory: 4	*New Course *Distance Education/Hybrid *Class Fee: \$95 *Prerequisite: HRC 120 C and HRC 135 C *UC/CSU Transfer	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)	2021 Fall	Recommended by the HRC Advisory Board. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 134BC Walking for Fitness - Intermediate Units: .5-1 Lecture: 0 Laboratory: 1.5-3	*New Course *Prerequisite: None *Advisory: KIN 134AC *Distance Education *UC/CSU Transfer *AA GE: Area E *CSU GE: Area E	30	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis.	2021 Fall	This class was designed in order to instruct students who are interested in continuing to develop knowledge, skills, and performance. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 134CC Walking for Fitness - Advanced Units: .5-1 Lecture: 0 Laboratory: 1.5-3	*New Course *Prerequisite: None *Advisory: KIN 134BC *Distance Education *UC/CSU Transfer *AA GE: Area E *CSU GE: Area E	30	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis.	2021 Fall	This class was designed in order to instruct students who are interested in continuing to develop knowledge, skills, and performance. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 193BC Soccer - Intermediate Units: .5-1 Lecture: 0 Laboratory: 1.5-3	*New Course *Prerequisite: None *Advisory: KIN 193AC *UC/CSU Transfer *AA GE: Area E *CSU GE: Area E	30	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis.	2021 Fall	This class was designed in order to instruct students who are interested in continuing to develop knowledge, skills, and performance.
KIN 193CC Soccer - Advanced Units: .5-1 Lecture: 0	*New Course *Prerequisite: None *Advisory: KIN 193BC *UC/CSU Transfer	30	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive	2021 Fall	This class was designed in order to instruct students who are interested in continuing to develop knowledge, skills, and performance.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Laboratory: 1.5-3	*AA GE: Area E *CSU GE: Area E		individualized feedback/evaluation on a regular basis.		
KIN 195BC Baseball- Intermediate Units: .5-1 Lecture: 0 Laboratory: 1.5-3	*New Course *Prerequisite: None *Advisory: KIN 195AC *UC/CSU Transfer *AA GE: Area E *CSU GE: Area E	30	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis.	2021 Fall	This class was designed in order to instruct students who are interested in continuing to develop knowledge, skills, and performance.
KIN 195CC Baseball- Advanced Units: .5-1 Lecture: 0 Laboratory: 1.5-3	*New Course *Prerequisite: None *Advisory: KIN 195BC *UC/CSU Transfer *AA GE: Area E *CSU GE: Area E	30	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis.	2021 Fall	This class was designed in order to instruct students who are interested in continuing to develop knowledge, skills, and performance.
LING 101 Introduction to Language Units: 3 Lecture: 3 Laboratory: 0	*New Course *Distance Education *Prerequisite: None *UC/CSU Transfer *AA GE: Area C2, D *CSU GE: Area C2, D *IGETC: Area 3B.4	35	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2021 Fall	The reason for creating an introductory Linguistics class is so that it can be a cornerstone course for a post-secondary bilingual/bi-literacy certificate that will be created in the future. The intended outcome would be to build a pathway for English and Foreign Language students interested in receiving a post-secondary certificate of biliteracy/bilingualism, future bilingual or ESL teachers, continuing high school English and Foreign Language learners who have received the CA State Seal of Biliteracy, or for students interested in pursuing Foreign Language or Linguistics as a major. There has been much research over the years indicating the numerous benefits of being multi-lingual. An introductory linguistics class will help students along this pathway. In addition, this course is intended to fulfill a university transfer requirement.
MATH 110PC Math for Prospective Teachers Units: 4 Lecture: 4 Laboratory: 0	*New Course *Prerequisite: MATH 040 C, MATH 041 C, MATH 030 C *Corequisite: MATH 009 C *UC/CSU Transfer *AA GE: Area B2 *CSU GE: Area B4	30	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2021 Fall	This course, which is hard-linked to Math 009 C, is necessary to distinguish it from Math 110 C, which can be taken separately. This course is necessary for students who need Math for Prospective Teachers but who don't qualify for Math 110 C. There are pedagogical differences between Math 110 C and Math 110PC. The new course utilizes methods of instruction that provide more support to under prepared students.
MATH 115PC Finite Mathematics Units: 4 Lecture: 4 Laboratory: 0	*New Course *Distance Education/Hybrid *Prerequisite: MATH 040 C, MATH 041 C *Corequisite: MATH 011 C *UC/CSU Transfer *AA GE: Area B2 *CSU GE: Area B4 *IGETC: Area 2A	30	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2021 Fall	This course, which is hard-linked to Math 011 C, is necessary to distinguish it from Math 115 C, which can be taken separately. This course is necessary for students who need Finite Mathematics but who don't qualify for Math 115 C. There are pedagogical differences between Math 115 C and Math 115PC. The new course utilizes methods of instruction that provide more support to under prepared students.
MATH 120PC Introduction to Probability and Statistics Units: 4 Lecture: 4 Laboratory: 0	*New Course *Distance Education/Hybrid *Prerequisite: MATH 040 C, MATH 041 C, MATH 024 C *Corequisite: MATH 012 C *UC/CSU Transfer *AA GE: Area B2 *CSU GE: Area B4 *IGETC: Area 2A	30	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2021 Fall	This course, which is hard-linked to Math 012 C, is necessary to distinguish it from Math 120 C, which can be taken separately. This course is necessary for students who need Introduction to Probability and Statistics but who don't qualify for Math 120 C. There are pedagogical differences between Math 120 C and Math 120PC. The new course utilizes methods of instruction that provide more support to under prepared students.
MATH 130PC Survey of Calculus	*New Course *Distance Education/Hybrid	30	While the instructor does lecture, much of the class time focuses on	2021 Fall	This course, which is hard-linked to Math 013 C, is necessary to distinguish it from Math 130 C, which can be taken

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Units: 4 Lecture: 4 Laboratory: 0	*Prerequisite: MATH 040 C, MATH 041 C *Corequisite: MATH 013 C *UC/CSU Transfer *AA GE: Area B2 *CSU GE: Area B4 *IGETC: Area 2A		discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure		separately. Math 130PC is necessary for students who need Survey of Calculus but who don't qualify for Math 130 C. There are pedagogical differences between Math 130 C and Math 130PC. The new course utilizes methods of instruction that provide more support to under prepared students.
MATH 141PC College Algebra Units: 4 Lecture: 4 Laboratory: 0	*New Course *Distance Education/Hybrid *Prerequisite: MATH 30 C, MATH 040 C, MATH 041 C *Corequisite: MATH 014 C *UC/CSU Transfer *AA GE: Area B2 *CSU GE: Area B4 *IGETC: Area 2A	30	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2021 Fall	This course, which is hard-linked to Math 014 C, is necessary to distinguish it from Math 141 C, which can be taken separately. This course is necessary for students who need College Algebra but who don't qualify for Math 141 C. There are pedagogical differences between Math 141 C and Math 141PC. The new course utilizes methods of instruction that provide more support to under prepared students.
NURS 081 C Selected Topics in Nursing I Units: 3 Lecture: 1.5 Laboratory: 4.5	*New Course *Repeatable *Prerequisite: NURS 192 C *Pass/No Pass	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.	2020 Fall	Due to current and prospective interruptions in clinical practicum in the nursing program due to COVID-19, this course is necessary to keep nursing students current in their learning to promote success and progression in the program.
NURS 082 C Selected Topics in Nursing II Units:3.5 Lecture:1.75 Laboratory:5.25	*New Course *Repeatable *Prerequisite: NURS 196 C *Pass/No Pass	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	2020 Fall	Due to current and prospective interruptions in clinical practicum in the nursing program due to COVID-19, this course is necessary to keep nursing students current in their learning to promote success and progression in the program.
NURS 083 C Selected Topics in Nursing III Units:3.5 Lecture:1.75 Laboratory:5.25	*New Course *Repeatable *Prerequisite: NURS 292 C *Pass/No Pass	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	2020 Fall	Due to current and prospective interruptions in clinical practicum in the nursing program due to COVID-19, this course is necessary to keep nursing students current in their learning to promote success and progression in the program.
PHIL 162 C Contemporary Moral Issues Units: 3 Lecture: 3 Laboratory: 0	*New Course *Distance Education/Hybrid *Prerequisite: None *Advisory: ENGL 100 C *UC/CSU Transfer *AA GE: Area C2 *CSU GE: C2 *IGETC: Area 3B	45	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2021 Fall	This course is needed to supplement our Philosophy 160 Ethics course with more applied examples. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
PHIL 225 C The American Religious Experience Units: 3 Lecture: 3 Laboratory: 0	*New Course *Distance Education *Prerequisite: None *Advisory: ENGL 100 C *UC/CSU Transfer *AA GE:C2 *Cultural Diversity *CSU GE: Area C2 *IGETC: Area 3B	45	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2021 Fall	This course fulfills the Cultural Diversity Requirement for graduation. It would further broaden and deepen the Religious Studies offerings with in the Philosophy department. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
PHS 270 C Nutrition Science and	*New Course *Distance Education	35	While the instructor does lecture, much of the class time focuses on	2021 Fall	This course was modeled after KIN 270 HC and this PHS version is to

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Application Units: 3 Lecture: 3 Laboratory: 0	*Prerequisite: None *UC/CSU Transfer *AA GE: Area E *AA GE: Area B *CSU GE: Area E *CSU GE: Area B1 *IGETC: Area 5B		discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.		align with ADT in PHS
PHS 270HC Honors Nutrition: Science and Application Units: 3 Lecture: 3 Laboratory: 0	*New Course *Distance Education *Prerequisite: None *UC/CSU Transfer *AA GE: Area E *AA GE: Area B *CSU GE: Area E *CSU GE: Area B1 *IGETC: Area 5B	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2021 Fall	This course was modeled after KIN 270 and this PHS version is to align with ADT in PHS.
PHS 286 C Nutrition for Public Health Units: 3 Lecture: 3 Laboratory: 0	*New Course *Distance Education *Prerequisite: None *UC/CSU Transfer *AA GE: Area E *CSU GE: Area E *CSU GE: Area B2 *IGETC: Area 5B	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Proposal of a new course to enhance ADT in PHS and community health worker certificate
PHS 287 C Case Studies in Public Health Units: 3 Lecture: 3 Laboratory: 0	*New Course *Distance Education *Prerequisite: None *UC/CSU Transfer *AA GE: Area D *CSU GE: Area D *IGETC: Area 4	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Addition to ADT in PHS and community health worker certificate

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ANTH 101HC Honors Biological Anthropology Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ANTH 210 C Introduction to Forensic Anthropology Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ART 150 C Ceramics Handbuilding Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Student Learning Outcome Update *Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2021 Fall	Outline, SLOs and textbook updated to better reflect course content. This class is due for a revision.
ART 151 C Ceramics Throwing Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2021 Fall	Outline and textbook updated to better reflect course content. This course is due for a revision.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 152 C Technical and Conceptual Ceramics Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Prerequisite revalidated *Catalog Description Update *Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2021 Fall	Outline, prerequisite, catalog and textbook updated to better reflect course content. This course is due for a revision.
ART 153 C Ceramic Studio Exploration Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Prerequisite revalidated *Catalog Description Update *Student Learning Outcomes Update *Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2021 Fall	Outline, prerequisite, catalog description, SLOs and textbook updated to better reflect course content. This class is due for its 5-year revision.
ART 154 C Ceramic Aesthetics and Finishes Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update *Student Learning Outcome Update *Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2021 Fall	Outline, Prerequisite, catalog/schedule description, SLOs and textbook updated to better reflect course content. This course is up for review.
ART 155 C Art Open Laboratory Units: .5-2 Lecture: 0 Laboratory: 1.5-6	*Outline Update *Corequisites removed: ART 120 C, ART 130 C, ART 182 C, ART 185 C, ART 244 C *Corequisites added: ART 148 C, ART 149 C *Corequisites revalidated: *Catalog Description Update *UC Transfer	50	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis. (See attachment)	2021 Fall	Outline, corequisites removal/addition/revalidated and catalog description updated to better reflect course content. This course is up for review.
ART 174 C Jewelry Design Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Class size from 30 to 25 *Catalog/Schedule Description Update *Student Learning Outcome Update *Textbook Update	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.	2021 Fall	Outline, class size, catalog/schedule description, SLOs and textbook updated to better reflect course content. This class is due for a revision.
ART 175 C Metalsmithing Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Class size from 30 to 25 *Prerequisite revalidated *Catalog/Schedule Description Update *Student Learning Outcome Update *Textbook Update	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.	2021 Fall	Outline, class size, prerequisite revalidated, catalog/schedule description, SLOs and textbook updated to better reflect course content.
BIOL 160 C Integrated Medical Science Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Course Classification code change from A to I *SAM Code change *Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Outline, course classification code, SAM code and textbook updated to better reflect course content. Review of course in preparation for program review and the normal 5-year course revision cycle.
BIOL 175 C Evolution and Biodiversity Units: 4 Lecture: 3 Laboratory: 3	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update *Textbook Update	25	This course includes a laboratory component in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2021 Fall	Outline, prerequisite revalidated, catalog/schedule description and textbook updated to better reflect course content. Course is up for revision due to 5-year cycle and also for program review.
CHIN 100 C Beginning Spoken Chinese	*Add Distance Education	35	This meets the criteria set forth in the Cypress/Fullerton class size document: 1. "While the instructor does lecture, much	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Units:3 Lecture:3 Laboratory: 0			of the class time focuses on discussion, group learning, and/or formal/informal student presentations." 2. "Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure."		access and meet student demands.
CHIN 102 C Elementary Chinese-Mandarin II Units: 5 Lecture:5 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
CHIN 203 C Intermediate Chinese-Mandarin III Units: 5 Lecture:5 Laboratory:0	*Add Distance Education	30	Individualized instruction/group learning/student presentation: Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
CHIN 204 C Intermediate Chinese-Mandarin IV Units: 4 Lecture: 4 Laboratory 0	*Add Distance Education	30	The 30-seat class size conforms to the descriptions in the document: individualized instruction, student presentation time, group learning, and 3 or more writing assignments using advanced analytical/critical thinking skills, and relevant assessments that include structure, style, and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
CIS 190 C Cybersecurity Competition Fundamentals Units: 3 Lecture:2 Laboratory: 3	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
COUN 076 C Accessible Note-Taking Techniques Units: 1 Lecture:1 Laboratory: 0	*Add Distance Education	20	This course is for student with disabilities and the course involves hands-on teaching, so a smaller class size is warranted.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
COUN 110 C Teaching as a Career Units: 3 Lecture: 2 Laboratory:3	*Add Distance Education	35	The majority of the class focuses on discussion, group learning, and formal student presentations which is all supported by instructor lecture. Evaluation primarily through objective quizzes, and portfolio review, and writing assignments.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
COUN 135 C Leadership Units: 3 Lecture:3 Laboratory:0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
COUN 135HC Honors Leadership Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
COUN 139 C Career Exploration Units: 1 Lecture: 1 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
CSCI 123 C Introduction to Programming Concepts in C++ Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Units change from 4 to 3 *Lecture hours from 4 to 3 *Distance Education/Hybrid *Prerequisite revalidated *Catalog/Schedule Description Update *Textbook Update	25	The class includes a lab in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2020 Fall	Outline, units change, lecture hours, prerequisite revalidated, catalog/schedule description and textbook updated to better reflect course content. Technical courses need to revise frequently to reflect the change in technologies.
CSCI 133 C Data Structures in C++ Units: 3 Lecture: 3 Laboratory: 1	*Outline Update *Units change from 4 to 3 *Lecture hours from 4 to 3 *Prerequisite revalidated Catalog /Schedule Description Update *Textbook Update	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.	2020 Fall	Outline, units change, lecture hours, prerequisite revalidated, catalog/schedule description and textbook updated to better reflect course content. Technical courses need to revise frequently to reflect the change in technologies.
COMM 220 C The Rhetoric of the City Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisory removed *CIP Code change *Catalog/Schedule Description Update *Textbook Update *UC Transfer *IGETC: Area 3B	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2021 Fall	Outline, advisory removed, CIP code, catalog/schedule description and textbook updated to better reflect course content.
COMM 220HC Honors Rhetoric of the City Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisory removed *Catalog/Schedule Description Update *Textbook Update *UC Transfer *IGETC: Area 3B	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2021 Fall	Outline, advisory removed, catalog/schedule description and textbook updated to better reflect course content.
DANC 100 C Introduction to Dance Appreciation Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Distance Education/Hybrid *Catalog/Schedule Description Update *Textbook Update *CSU GE: Area C1 *IGETC: Area 3A	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2021 Fall	Outline, catalog/schedule description and textbook updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
DANC 101 C Multicultural Dance in the US Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Advisory revalidated *Advisory added: ENGL 101 C *Catalog Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Outline, catalog, advisory revalidated and added to better reflect course content.
DANC 105 C Ballet I Units: 2 Lecture: 1 Laboratory: 3	*Outline Update *Catalog/Schedule Description Update *Textbook Update	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.	2021 Fall	Outline, catalog, schedule, and textbook updated to better reflect course content. Course revision for necessary updates
DANC 106 C Ballet II Units: 2 Lecture: 1 Laboratory: 3	*Outline Update *Prerequisite revalidated *Schedule Description Update *Textbook Update	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.	2021 Fall	Outline, prerequisite, schedule, and textbook updated to better reflect course content. Just a revision to check if any updates are needed.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
DANC 107 C Modern Dance I Units: 2 Lecture: 1 Laboratory: 3	*Outline Update *Catalog/Schedule Description Update *Textbook Update	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.	2021 Fall	Outline, catalog, schedule, and textbook updated to better reflect course content. Revising what needs to be revised.
DANC 108 C Modern Dance II Units: 2 Lecture: 1 Laboratory: 3	*Outline Update *Prerequisite revalidated *Schedule Description Update *Textbook Update	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.	2021 Fall	Outline, prerequisite, schedule and textbook updated to better reflect course content.
DANC 109 C Dance Improvisation Units: 2 Lecture: 1 Laboratory: 3	*Outline Update *Catalog/Schedule Description Update *Textbook Update	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.	2021 Fall	Outline, catalog, schedule and textbook updated to better reflect course content.
DANC 110 C Adaptive Dance Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Units change from 1-2 *Repeatability change from D to B *Advisory revalidated *Lab hours change from 1-2 *Student contact hours change from 54-108 *Total Student Learning Hours change from 54-108. *Catalog/Schedule Description Update *Textbook Update	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)	2021 Fall	Outline, units, repeatability, advisory, lab hours, student contact hours, total student learning hours, catalog/schedule description, and textbook updated to better reflect course content.
DANC 111 C Jazz Dance I Units: 2 Lecture: 1 Laboratory: 3	*Outline Update *Catalog/Schedule Description Update	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.	2021 Fall	Outline, catalog and schedule description updated to better reflect course content.
DANC 112 C Jazz Dance II Units: 2 Lecture: 1 Laboratory: 3	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update	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.	2021 Fall	Outline, prerequisite and catalog schedule updated to better reflect course content.
DANC 113 C Tap Dance I Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Catalog/Description Update *Textbook Update	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.	2021 Fall	Outline, catalog/schedule description and textbook updated to better reflect course content.
DANC 114 C Tap Dance II Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update	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.	2021 Fall	Outline, prerequisite revalidated, catalog and schedule description updated to better reflect course content.
DANC 130 C Afro-Caribbean Dance Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Schedule Description Update *Textbook Update	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.	2021 Fall	Outline, schedule description and textbook updated to better reflect course content.
DANC 136 C Middle Eastern Dance Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Catalog/Schedule Description Update	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.	2021 Fall	Outline, catalog and schedule updated to better reflect course content.
DANC 137 C	*Outline Update	25	Most of the time the students are	2021	Outline, catalog, schedule and textbook

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Latin and Swing Dance Units: 1 Lecture: 0 Laboratory: 3	*Catalog/Schedule Description Update *Textbook Update		engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	Fall	updated to better reflect course content.
DANC 141 C Performance Class I Units: 2-3 Lecture: 0 Laboratory: 6-9	*Outline Update *Prerequisite revalidated *Advisory revalidated *Schedule Description Update *Textbook Update	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.	2021 Fall	Outline, prerequisite, advisory, schedule and textbook updated to better reflect course content.
DANC 142 C Performance Class II Units: 2-3 Lecture: 0 Laboratory: 6-9	*Outline Update *Prerequisite revalidated *Advisory revalidated *Textbook Update	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.	2021 Fall	Outline, prerequisite, advisory and textbook updated to better reflect course content.
DANC 143 C Performance Class III Units: 2-3 Lecture: 0 Laboratory: 6-9	*Outline Update *Prerequisite revalidated *Advisory revalidated *Textbook Update	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.	2021 Fall	Outline, prerequisite, advisory and textbook updated to better reflect course content.
DANC 144 C Performance Class IV Units: 2-3 Lecture: 0 Laboratory: 6-9	*Outline Update *Prerequisite revalidated *Advisory revalidated *Textbook Update	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.	2021 Fall	Outline, prerequisite, advisory and textbook updated to better reflect course content.
DANC 202 C Elements of Choreography Units: 2 Lecture: 2 Laboratory: 1	*Outline Update *Prerequisite removed *Catalog/Schedule Description Update *Textbook Update	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.	2021 Fall	Outline, prerequisite, catalog, schedule and textbook updated to better reflect course content.
DANC 205 C Dance Ensemble Units: 1-2 Lecture: 0 Laboratory: 3-6	*Outline Update *Prerequisite removed *Outside Class Hours change from 108 to 0 *Total Student Learning Hours change from 162 to 54-108 *Course Classification Code change from A to I *TOPS Code change *CIP Code change *SAM Code change *Catalog Description Update *Textbook Update	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.	2021 Fall	Outline, prerequisite removed, outside class hours, total student learning hours, course classification code, TOPS code, CIP code, SAM code and catalog description and textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
DANC 230 C Dance Teaching Methodologies Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Prerequisite revalidated *Course Classification Code change from A to I *SAM Code change *Catalog Description Update *Textbook Update *UC Transfer	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.	2021 Fall	Outline, prerequisite revalidated, course classification code, SAM code, catalog description and Textbook updated to better reflect course content.
DH 100 C Introduction to Dental Hygiene Units: 1.5 Lecture: 1.5 Laboratory: 1	*Outline Update *Class size from 40 to 20 *Prerequisite revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	20	The primary mode of instruction will include students spending most of their time practicing skills that they will learn in theory and practice in lab. Student learning includes such topics as Infection Control, instrumentation, spatial reasoning activities that will require the instructor to give individual student instruction as the class proceeds. The lab component of the course, the instructors will provide extensive individualized feedback/evaluation on a regular basis. Evaluation is through competencies, writing assignments, and hands-on activities of clinical skills. The course is offered to the Dental Hygiene accepted candidates.	2021 Summer	Justification is to reduce the seat count from 40 to 20. I was misinformed on the seat count when the course was written, and I was instructed to have a seat count of 40. All Dental Hygiene Program courses only have a 20-seat count and DH 100 will feed directly into the Dental Hygiene Program. It is impossible to feed a 40-seat count into our 20-seat count Dental Hygiene Program. The DH 100 primary mode of instruction will include students spending most of their time practicing skills that they will learn in theory and practice in lab. Student learning includes such topics as Infection Control, instrumentation, spatial reasoning activities that will require the instructor ratio 1:10 to give individual student instruction as the class proceeds. The lab component of the course, the instructors will provide extensive individualized feedback/evaluation on a regular basis. As the Standards set forth by the Dental Hygiene's Accreditation, Commission on Dental Accreditation, faculty to student ratio in laboratory setting is 1:10. The reduced seat count has been approved by the Dean of Health Science, Rebecca Gomez.
DH 101 C Dental Anatomy and Morphology Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update	20	The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students. See attached Accreditation Mandate	2021 Fall	Outline, prerequisite revalidated, catalog and schedule description updated to better reflect course content.
DH 104 C Oral Health Assessment Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Prerequisite revalidated *Schedule Description Update	20	See attached accreditation mandate The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Outline and schedule description updated to better reflect course content and prerequisite revalidated.
DH 105 C Oral Embryology and Histology Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Course number change from DH 205 C *Prerequisite revalidated *Catalog/Schedule Description Update *Student Learning Outcomes Update	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five.	2021 Fall	Outline, course number, prerequisite revalidated, catalog/schedule description and SLOs updated to better reflect course content. Formerly: DH 205 C
DH 106 C Radiology Technician - Hygienists	*Outline Update *Prerequisite revalidated and added verbiage	20	The students engage in practicing skill and the instructor gives individual instruction as the class proceeds. The	2021 Fall	Outline, prerequisite revalidated, catalog/schedule description and textbook updated to better reflect course

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Units: 3 Lecture: 2 Laboratory: 3	*Catalog/Schedule Description Update *Textbook Update		class is didactic, laboratory and clinical.		content.
DH 110 C Clinical Dental Hygiene Units: 6 Lecture: 1 Laboratory: 15	*Outline Update *Prerequisite revalidated *Catalog Description Update *Textbook Update	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to five to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Outline, prerequisite revalidated, catalog description and textbook updated to better reflect course content.
DH 112 C Head and Neck Anatomy Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Course number change from DH 212 C *Prerequisite revalidated *Catalog Description Update *Textbook Update	20	Classes for the Dental Hygiene Department are set at 20 due to the accreditation requirements of one instructor for every 5 students in laboratory and clinical courses. See attached accreditation mandate	2021 Fall	Outline, course number, prerequisite revalidated, catalog schedule and textbook updated to better reflect course content. Formerly: DH 212 C
DH 113 C General and Oral Pathology Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Prerequisite revalidated *Schedule Description Update *Textbook Update	20	The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Outline, prerequisite revalidated, schedule description and textbook updated to better reflect course content.
DH 116 C Dental Materials - Hygienists Units: 2.5 Lecture: 1.5 Laboratory: 4	*Outline Update *Prerequisite revalidated *Units change from 3 to 2.5 *Catalog Description Update *Textbook Update	20	The students engage in practicing skill and the instructor gives individual instruction as the class proceeds. The class is didactic, laboratory, and clinical.	2021 Fall	Outline, prerequisite revalidated, units change, catalog description and textbook updated to better reflect course content.
DH 125 C Perio Pathology and Therapy Units: 2 Lecture: 2 Laboratory: 0	*Outline Update	20	The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Updated Method of Evaluation to better reflect course content.
DH 148 C Infection and Hazard Control and Medical/Dental Emergencies Management Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Course number change from DH 248 C *Title change from Medical/Dental Emergencies *Units change from 1 *Prerequisite revalidated *Student contact hours from 18 to 36 *Outside class hours from 36 to 72 *Lecture hours from 1 *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Outline, course number change, title change, units change, prerequisite revalidated, student contact/outside hours, lecture hours, catalog/schedule description, SLOs and textbook updated to better reflect course content. Request an increase of units from 1 to 2 semester units to provide correct instruction to meet the required amount of new course content of infection and hazard control management. The requirements are from the Dental Hygiene Board of California and the Commission on Dental Accreditation. Formerly: DH 248 C
DH 220 C Clinical Dental Hygiene Units: 6.5 Lecture: 1.5	*Outline Update *Prerequisite revalidated *Catalog Description Update *Textbook Update	20	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. Classes in which the instructor coordinates internship/field practice opportunities and	2021 Fall	Outline, prerequisite, catalog description and textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Laboratory: 16			supervises students individually at different locations. (See attached file)		
DH 221 C Clinical Dental Hygiene Units: 6.5 Lecture: 1.5 Laboratory: 16	*Outline Update *Prerequisite revalidated *Lecture hours from 1 to 1.5 *Textbook Update	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Outline, prerequisite revalidated, lecture hours and textbook updated to better reflect course content.
DH 230 C Dental Specialties Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Prerequisite revalidated *Textbook Update	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Outline, prerequisite revalidated and textbook updated to better reflect course content.
DH 240 C Community Oral Health I Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Prerequisite revalidated *Catalog Description Update	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Outline, prerequisite revalidated and catalog description updated to better reflect course content.
DH 241 C Community Oral Health II Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Prerequisite revalidated *Schedule Description Update	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	*Outline, prerequisite revalidated and schedule description updated to better reflect course content.
DH 245 C Dental Ethics and Legal Principles Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Title change from Dental Jurisprudence *Prerequisite revalidated *Catalog Description Update *Student Learning Outcomes Update *Textbook Update	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Outline, title change, prerequisite revalidated, catalog description, SLOs and textbook updated to better reflect course content.
DH 250 C Pharmacology Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Prerequisite revalidated *Textbook Update	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Outline, prerequisite revalidated and textbook updated to better reflect course content.
DH 255 C Dental Anesthesiology Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Prerequisite revalidated *CIP Code change *Catalog/Schedule Description Update *Textbook Update	20	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 (See attached files). Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations (see attached file)	2021 Fall	Outline, prerequisite, CIP code, catalog/schedule description and textbook updated to better reflect course content.
DH 260 C Dental Care for Special Patients Units: 2	*Outline Update *Title change from Dental Care for Special Needs *Prerequisite revalidated	20	See accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory	2021 Fall	Outline, title change, prerequisite revalidated, catalog and schedule description updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Lecture: 2 Laboratory: 0	*Catalog/Schedule Description Update		sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.		
DH 275 C Clinical Dental Hygiene 1A Units: .5 Lecture: 0 Laboratory: 1.5	*Outline Update *Prerequisite revalidated *Catalog Description Update *Textbook Update	20	See attached accreditation mandate. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.	2021 Fall	Outline, prerequisite revalidated, catalog description and textbook updated to better reflect course content.
DH 276 C Clinical Dental Hygiene 2A Units: .5 Lecture: 0 Laboratory: 1.5	*Outline Update *Prerequisite revalidated *Catalog/Schedule Description Update *Textbook Update	20	The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis.	2021 Fall	Outline, prerequisite revalidated, catalog/schedule description and textbook updated to better reflect course content.
ECON 105HC Honors Principles of Economics Units: 3 Lecture:3 Laboratory:0	*Add Distance Education	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ECON 110 C Survey of Economics Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ECON 130 C Consumer Economics Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Catalog/Schedule Description Update *Student Learning Outcome Update *Textbook Update *UC Transfer *AA GE: Area D *CSU GE: Area D *IGETC: Area 4	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2021 Fall	Outline, catalog/schedule description, SLOs and textbook updated to better reflect course content. 5 Year Review
ENGL 101 C Enhanced College Writing Units:5 Lecture: 5 Laboratory:0	*Add Distance Education	27	Evaluation mostly through writing assignments with a minimum of 6000-8000 words. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. For developmental classes, the amount of words may be less, but the amount of assignments and scope of assessment are similar to a transfer-level course.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ENGL 105 C Introduction to Creative Writing Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	27	Evaluation mostly through writing assignments with a minimum of 6000-8000 words. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. For developmental classes, the amount of words may be less, but the amount of	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			assignments and scope of assessment are similar to a transfer-level course.		
ENGL 108 C Writing the Personal Statement Units: 0.5 Lecture: 0.5 Laboratory: 0	*Add Distance Education	27	Evaluation mostly through writing assignments with a minimum of 6000-8000 words. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style, and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ENGL 137 C College Study Strategies Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *SAM code change *Remove Prerequisite *Catalog/Schedule Description Update *Student Learning Outcomes Update *Textbook Update *UC Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2021 Fall	Outline, SAM code, removal of prerequisite, catalog/schedule description, SLOs and textbook updated to better reflect course content.
ESL 052 C Intermediate ESL Grammar I Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	25	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Classes at lower levels need more individualized feedback than classes with advanced students. "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. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics."	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ESL 053 C Intermediate ESL Grammar 2 Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	25	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Classes at lower levels need more individualized feedback than classes	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			with advanced students. "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. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics."		
ESL 062 C Advanced ESL Grammar I Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	30	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. "Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ESL 063 C Advanced ESL Grammar 2 Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	30	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. "Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ESL 066 C Advanced ESL Reading Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	30	ESL classes are designed to provide specialized instruction and individualized feedback for non-native learners of English. Class time focuses on individualized instruction, student presentation time, and/or group learning.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ESL 105 C Low Intermediate Academic Reading/Writing Units: 5 Lecture: 5 Laboratory:0	*Add Distance Education	25	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ESL 106 C Intermediate Academic Reading/Writing Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	25	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ESL 107 C High-Intermediate Academic Reading/Writing Units: 5 Lecture: 5 Laboratory: 5	*Add Distance Education	25	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ESL 108 C Advanced Academic Reading/Writing 1 Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	25	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			thinking, conceptual understanding, structure, style and mechanics.		
ESL 109 C Advanced Academic Reading/Writing 2 Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	25	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ESL 110 C College Composition for Non-Native Speakers Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	25	ESL classes are designed to provide specialized instruction and extensive individualized feedback for non-native learners of English. Students are engaged in practicing second language skills, and the instructor monitors and provides each student individual instruction as the class proceeds. Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ETHS 101 C American Ethnic Studies Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ETHS 101HC Honors American Ethnic Studies Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ETHS 235 C American Social Justice Movements Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
FREN 101 C Elementary French I Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
FREN 102 C Elementary French II Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
FREN 203 C Intermediate French III Units: 4 Lecture: 4 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
FREN 204 C Intermediate French IV Units: 4 Lecture: 4 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
GEOG 231 C GIS: Spatial Analysis Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Prerequisite revalidated *Catalog Description Update *Textbook Update *UC Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills.	2021 Fall	Outline, prerequisite revalidated, catalog description and textbook updated to better reflect course content.
GEOG 233 C GIS: Advanced/Internship Units: 3 Lecture: 1 Laboratory: 7	*Outline Update *Prerequisite revalidated *Catalog Description Update *UC Transfer	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2021 Fall	Outline, prerequisite revalidated and catalog description updated to better reflect course content.
GEOL 100 C Physical Geology Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Catalog/Schedule Description Update *Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2021 Fall	Outline, catalog/schedule description and textbook updated to better reflect course content.
GEOL 100HC Honors Physical Geology Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Catalog/Schedule Description Update *Textbook Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2021 Fall	Outline, catalog/schedule description and textbook updated to better reflect course content.
GEOL 125 C Natural Disasters Units: 3 Lecture: 3	*Outline Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation	2021 Fall	Outline update and textbook updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Laboratory: 0			primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.		
GEOL 130 C Introduction to Oceanography Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Hybrid added *Textbook Update	45	Lecture/Discussion: The primary mode of instruction is lecture and may include discussion and/or group learning. •Evaluation primarily through objective exams. •Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Outline, hybrid added and textbook updated to better reflect course content. 5-year review and addition of partial online "hybrid" option
GEOL 131 C Introduction to Oceanography Lab Units: 1 Lecture: 0 Laboratory: 3	*Outline Update *Prerequisite revalidated *Schedule Description Update *Textbook Update	25	Lab – Individualized This course contains labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2021 Fall	Outline, prerequisite revalidated, schedule description and textbook updated to better reflect course content.
HIST 110 C Western Civilizations I Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
HIST 111 C Western Civilizations II Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
HIST 142 C History of Latin America I Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
HIST 143 C History of Latin America II Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
HIST 165 C History of the Middle East Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
HIST 270 C Women in United States History Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
INDS 200 C Introduction to Global Citizenship Studies Units:3 Lecture:3 Laboratory:0	*Add Distance Education *Add FSA codes: A60, A80, B10, B55, B60, C75, C80, C90	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Previously Board Approved 6/11/2019 Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
INDS 201 C Global Citizenship Issues Units:3 Lecture:3 Laboratory:0	*Add FSA codes: A60, A80, B10, B55, B60, C75, C80, C90	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Previously Board Approved 6/11/2019
JAPN 100 C Spoken Japanese for Beginners Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Student Learning Outcomes Update *Textbook Update *UC Transfer *IGETC: Area 6A	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Outline, SLOs and textbook updated to better reflect course content.
JAPN 101 C Elementary Japanese I Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
JAPN 102 C Elementary Japanese II Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
JAPN 200 C Conversational Japanese Units: 2 Lecture: 2 Laboratory: 0	*Outline Update *Prerequisite revalidated *Catalog Description Update *Student Learning Outcomes Update *Textbook Update *UC Transfer *IGETC: 3B, 6A	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2021 Fall	Course needs to be offered new textbooks with the better communicative approach.
JAPN 203 C Intermediate Japanese III Units: 4 Lecture: 4 Laboratory: 0	*Add Distance Education	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
JAPN 204 C Intermediate Japanese IV Units: 4 Lecture: 4 Laboratory: 0	*Add Distance Education	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 133 C Cardiovascular Conditioning Units: .5-1 Lecture: 0 Laboratory: 1.50-3	*Add 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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 134AC Walking for Fitness- Beginning Units: .5-1 Lecture: 0 Laboratory: 1.5-3	*Outline Update *Course number change from 134 C *Title change from Walking for Fitness *Add Distance Education *FSA added: B73 *Catalog/Schedule	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.	2021 Fall	Outline, course number, title, FSA, catalog and schedule description updated to better reflect course content. Formerly: KIN 134 C Online component requested to increase the distance education offerings at Cypress College, to increase student access and

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
	Description Update				meet student demands.
KIN 138 C Body Sculpt Units: .5-1 Lecture: 0 Laboratory: 1.50-3	*Add 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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 140 C Fitness Training Units: .5-1 Lecture: 0 Laboratory: 1.50-3	*Add 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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 144 C Boot Camp Workout- Intermediate Units: .5-1 Lecture: 0 Laboratory: 1.5-3	*Outline Update *Title change from HIIT High Intensity Interval Training *Add Distance Education *Advisory: KIN 145 C *FSA added: B73 *Catalog/Schedule Description Update	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.	2021 Fall	Outline, title, advisory, FSA, catalog and schedule description updated to better reflect course content. Change in title to better reflect the content of this class to students. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 145 C Boot Camp Workout Units: .5-1 Lecture: 0 Laboratory: 1.50-3	*Add 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	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 146 C Cardio Core Units: .5-1 Lecture: 0 Laboratory: 1.50-3	*Add 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	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 148 C Total Body Fitness Units: 05-1 Lecture: 0 Laboratory: 1.50-3	*Add 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	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
KIN 193AC Soccer- Beginning Units: .5-1 Lecture: 0 Laboratory: 1.5-3	*Outline Update *Course number change from 193 C *Title change from Soccer *FSA added: B73, M35 *Catalog Description Update	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.	2021 Fall	Outline, course number, title, FSA, and catalog description updated to better reflect course content. 6-year review Formerly: KIN 193 C
KIN 195AC Baseball- Beginning Units: .5-1 Lecture: 0 Laboratory: 1.5-3	*Outline Update *Course number change from 195 C *Title change from Baseball *FSA added: B73 *Catalog Description Update	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.	2021 Fall	Outline, course number, title, FSA and catalog description updated to better reflect course content. 6-Year Review Formerly: KIN 195 C
KIN 241 C Theory of Coaching Basketball Units: 3 Lecture: 2 Laboratory: 3	*Add Distance Education	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
KIN 244 C Lifetime Fitness and Wellness Units: 3 Lecture: 3 Laboratory: 0	*Title change from Human Performance *Catalog/Schedule Description Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2021 Fall	Previously approved 3/31/20
KIN 249 C Sport and United States Society Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Class size from 45 to 35 *FSA code added: B73 *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and formal/informal student presentations.	2021 Fall	Outline updated, class size, FSA code, and textbook updated to better reflect course content. This course is a part of our AA-T and other programs. I have updated instructional methodologies and used district class size document.
KIN 256 C Water Safety Instruction Units: 2 Lecture: 1 Laboratory: 3	*Outline Update *Prerequisite revalidated *Advisory revalidated	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.	2021 Fall	Outline updated, prerequisite and advisory revalidated to better reflect course content. 6-year revision
KIN 270 C Nutrition Science and Application Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Catalog/Schedule Description Update *Student Learning Outcome Update *Textbook Update *CSU GE: Area B1 *IGETC: Area 5A	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Outline, catalog/schedule description, SLOs and textbook updated to better reflect course content. Changes were made based on UC reviewers' comments.
KIN 270HC Honors Nutrition: Science and Application Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Catalog/Schedule Description Update *Student Learning Outcome Update *Textbook Update *CSU GE: Area B1 *IGETC: Area 5A	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2021 Fall	Outline, catalog/schedule description, SLOs and textbook updated to better reflect course content. Changes were made based on UC reviewers' comments.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
KIN 271 C Movement Anatomy Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *FSA added: B73 *Catalog Description Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Outline, FSA code, catalog description and textbook updated to better reflect course content. 6- Year Review
KIN 272 C Strength and Conditioning Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *FSA added: B73 *Catalog Description Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Outline, FSA code, catalog description and textbook updated to better reflect course content. 6- year review
KIN 273 C Exercise Physiology Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *FSA added: B73 *Catalog/Schedule Description Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Outline, FSA code, catalog/schedule description and textbook updated to better reflect course content 6- year Review
KIN 274 C Exercise Testing and Prescription Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *FSA added: B73 *Textbook Update	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.	2021 Fall	Outline, FSA code, and textbook updated to better reflect course content. 6- year review
MAD 122 C History of Graphic Design Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MAD 182 C Cinematography Units: 3 Lecture: 2 Laboratory: 4	*Add Distance Education	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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MAD 185 C Documentary Digital Cinema Units: 3 Lecture 2 Laboratory: 4	*Add Distance Education	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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MAD 189 C Cinematography II Units: 3 Lecture: 2 Laboratory: 4	*Add Distance Education	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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MAD 193 C Introduction to 2D Animation Units: 3 Lecture: 2 Laboratory: 4	*Add Distance Education	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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MAD 200 C Storyboarding, Comics, Pre-Visual Units: 3 Lecture: 2 Laboratory: 4	*Add Distance Education	25	This course qualifies for a class size of 25 because it includes "Individualized Instruction" as defined where most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			individual instruction as the class proceeds. In addition, this is a hands-on lecture/lab class in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) Each student in this class will be actively working with the instructor on computers, hardware and software specific to the industry skills appropriate for the course content.		
MAD 203 C Intermediate 2D Animation Units: 3 Lecture: 2 Laboratory: 4	*Add Distance Education	25	Class time focuses on individualized instruction, student presentation time, and/or group learning. 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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MAD 204 C Visual Development and Layout Units: 3 Lecture: 2 Laboratory: 4	*Add Distance Education	25	Class time focuses on individualized instruction, student presentation time, and/or group learning. 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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MUS 113 C Jazz History Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MUS 114 C History of Hip Hop- Rap Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MUS 116 C Music Appreciation Units 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MUS 117 C American Popular Music Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MUS 119 C History of Rock Music Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MUS 127 C Music in Film Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			mostly for concepts and structure.		
PHS 280 C Introduction to Public Health Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Prefix change from KIN *Course Classification Code from A to I *TOPS Code change *CIP Code change *SAM Code change *Catalog/Schedule Description Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2021 Fall	Outline updated, prefix change, course classification, TOPS code, CIP code, SAM code, catalog/schedule description and textbook updated to better reflect course content. Change in prefix from KIN to PHS to align with the Public Health Science degree for Transfer
PHS 280HC Honors Introduction to Public Health Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Prefix change from KIN *Course Classification code change from A to I *TOPS Code change *CIP Code change *SAM Code change *Catalog/Schedule Description Update *Textbook Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2021 Fall	Outline, prefix, course classification, TOPS code, CIP code, SAM code, catalog, schedule, and textbook updated to better reflect course content.
PHS 281 C Health and Social Justice Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Prefix change from KIN *Course Classification code change from A to I *TOPS Code change *CIP Code change *SAM Code change *Catalog/Schedule Description Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2021 Fall	Outline, prefix, course classification, TOPS code, CIP code, SAM code, catalog, schedule, and textbook updated to better reflect course content. Change in prefix from KIN to PHS to align with the Public Health Science degree for transfer
PHS 281HC Honors Health and Social Justice Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Prefix change from KIN *TOPS Code change *CIP Code change *SAM Code change	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2021 Fall	Outline, prefix, TOPS code, CIP code, and SAM code change to better reflect course content.
PHS 283 C Women's Health Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Prefix change from KIN *Course Classification code change from A to I *TOPS Code change *CIP Code change *SAM Code change *Catalog/Schedule Description Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Outline, prefix, course classification, TOPS code, CIP code, SAM code, catalog/schedule description, and textbook updated to better reflect course content. Change in prefix to align with ADT in PHS
PHS 284 C Contemporary Personal Health Units: 3 Lecture: 3 Laboratory: 0	*Outline Update *Prefix change from KIN *Class size change from 45 to 35 *TOPS Code change *CIP Code change *SAM Code change *Catalog Description Update *Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2021 Fall	Outline, prefix change, class size, TOPS code, CIP code, SAM code, catalog description, and textbook updated to better reflect course content. Change in prefix to align with the ADT in PHS and community worker certificate. Change in class size to align instructional methodologies with the District class size document
PHS 285 C Global and Community Health	*Outline Update *Prefix change from KIN *Course Classification	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal	2021 Fall	Outline, prefix change, course classification code, TOPS code, CIP code, SAM code, and catalog

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Units: 3 Lecture: 3 Laboratory: 0	Code change from A to I *TOPS Code change *CIP Code change *SAM Code change *Catalog Description Update		student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.		description updated to better reflect course content. change in prefix to align with ADT in PHS and community health worker certificate
PHS 295 C Civic Engagement Internship in Public Health Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Prefix and course number change from KIN 289 C * Catalog/Schedule Description Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2021 Fall	Outline, prefix/number change, catalog and schedule description updated to better reflect course content. Formerly: KIN 289 C
SPAN 101 C Elementary Spanish I Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
SPAN 102 C Elementary Spanish II Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
SPAN 201 C Spanish for Spanish Speakers I Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
SPAN 202 C Spanish for Spanish Speakers II Units: 5 Lecture: 5 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
SPAN 204 C Intermediate Spanish IV Units: 4 Lecture: 4 Laboratory: 0	*Add Distance Education	30	Instructors need time to evaluate students' oral production. This conforms to District seat count guidelines: "Class-time focuses on individualized instruction, student presentation time, and/or group learning."	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
THEA 101 C Play Analysis Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills; Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
THEA 102 C World Theater History I Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
THEA 108 C Playwriting Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	27	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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
THEA 110 C Stage Management for Theatre Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
THEA 111 C Industry Prep for Theatre Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
THEA 129 C Voice and Diction Units: 3 Lecture: 3 Laboratory: 0	*Add Distance Education	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.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
THEA 140 C Introduction to Theater Design Units: 3 Lecture: 2 Laboratory: 3	*Add Distance Education	20	This class requires students to use power tools and to work with stage rigging and moving scenery. This class size of 20 students establishes the appropriate limit of students that can be safely supervised and taught by an instructor.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
THEA 142 C Sound Design for Theatre Units: 3 Lecture: 2 Laboratory: 3	*Outline Update *Units change from 2 to 3 *Title change from Theater Sound and Recording *Course Classification Code from A to I *Catalog/Schedule Description Update *UC Transfer	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)	2021 Fall	Outline, units, title, course classification and catalog/schedule description updated to better reflect course content. Title change to make all design courses consistent. Unit change to make consistent with other design courses.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
THEA 144 C Lighting Design Fundamentals Units: 3 Lecture: 2 Laboratory: 3	*Add Distance Education	20	The class requires the students to use electricity, power tools, ladders and to work with stage rigging and moving scenery. The class size of 20 students establishes the appropriate limit of students that can be safely supervised and taught by an instructor.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
THEA 145 C Fundamentals of Costume Design Units: 3 Lecture: 2 Laboratory: 3	*Add Distance Education	20	The class requires the students to use electricity, power tools, ladders and to work with stage rigging and moving scenery. The class size of 20 students establishes the appropriate limit of students that can be safely supervised and taught by an instructor.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
THEA 147 C Stage Makeup Units: 3 Lecture: 2 Laboratory: 3	*Add Distance Education	20	This class requires the students to apply makeup to their faces in a prescribed manner that will not result in injury to their skin or eyes. The proper use of adhesives for prosthetics must be taught carefully to prevent injury to the eyes, mouth, and prevent adverse skin reaction. The class size of 20 establishes the appropriate limit of students that can be safely supervised and taught by an instructor.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
THEA 247 C Prosthetic Makeup Units:3 Lecture: 2 Laboratory: 3	*Add Distance Education	15	The class requires the students to apply a full-facial cast in a prescribed manner that will not result in inhaling the casting alginate or aspirating it. The proper use of adhesives for prosthetics must be taught carefully to prevent injury to the eyes, mouth and prevent adverse skin reactions. The class size of 15 establishes the appropriate limit of students that can be safely supervised and taught by an instructor.	2020 Fall	Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.

NEW DEGREES/CERTIFICATES			
DEGREE		EFF DATE	JUSTIFICATION
Computer Science	<p>Computer Science Associate in Science Degree for Transfer</p> <p>This program is designed for students who are developing computer programming skills in preparation for professional careers and/or transfer to a four-year college or university. Courses are intended to meet the needs of students at various levels of competence, from the novice to the expert. The department acquaints students with the presently available methods of computer science that are useful in solving problems of science, industry, and government; prepares students for the additional formal education and self-education required in this ever-developing field; and fosters students' abilities to solve computer science problems. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. Students completing these degrees (AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer</p>	2020 Fall	New AS-T for Fall 20. Students eagerly waiting for this degree. We have developed new CSCI courses needed for this degree.

NEW DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																									
	<p>to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. To earn an AS-T in Computer Science students must complete the following requirements: (1) a minimum of 28 semester units or 42 quarter units in the major, (2) earn a grade of C or better in all courses required for the major, (3) the Intersegmental General Education Transfer Curriculum (IGETC) pattern (or CSU version), (4) 60 semester or 90 quarter CSU-transferable units, and (5) attainment of a minimum grade point average (GPA) of 2.0. This degree requires a total of 28 units.</p> <p>Required courses are listed in suggested sequence (28 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>MATH150AC</td> <td>Calculus I</td> <td>4</td> </tr> <tr> <td>MATH150BC</td> <td>Calculus II</td> <td>4</td> </tr> <tr> <td>CSCI123 C</td> <td>Introduction to Programming Concepts in C++</td> <td>3</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>CSCI133 C</td> <td>Data Structures in C++</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>CIS226 C</td> <td>Java Programming</td> <td>3</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>CIS234 C</td> <td>Advanced Java Programming</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>CIS247 C</td> <td>Python Programming</td> <td>3</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>CIS275 C</td> <td>Advanced Python Programming</td> <td>3</td> </tr> <tr> <td>CSCI242 C</td> <td>Computer Architecture and Organization</td> <td>3</td> </tr> <tr> <td>CSCI252 C</td> <td>Discrete Structures</td> <td>3</td> </tr> <tr> <td>PHYS221 C</td> <td>General Physics I</td> <td>4</td> </tr> <tr> <td>PHYS222 C</td> <td>General Physics II</td> <td>4</td> </tr> <tr> <td>Total Units</td> <td></td> <td>28</td> </tr> </tbody> </table>			Units	MATH150AC	Calculus I	4	MATH150BC	Calculus II	4	CSCI123 C	Introduction to Programming Concepts in C++	3		and		CSCI133 C	Data Structures in C++	3		or		CIS226 C	Java Programming	3		and		CIS234 C	Advanced Java Programming	3		or		CIS247 C	Python Programming	3		and		CIS275 C	Advanced Python Programming	3	CSCI242 C	Computer Architecture and Organization	3	CSCI252 C	Discrete Structures	3	PHYS221 C	General Physics I	4	PHYS222 C	General Physics II	4	Total Units		28		
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<p>Geology</p> <p>Geology Continued</p>	<p>Environmental Science Associate in Science Degree for Transfer This curriculum is designed to provide an opportunity for the Environmental Science major to achieve an Associate in Science Degree in Environmental Science for Transfer (AS-T in Environmental Science) which completes the first- and second-year requirements for transfer to a four-year public California institution. Students with a degree in Environmental Science may pursue careers in education, consulting, research or work in fields such as environmental geology, environmental engineering, zoology, hydrology, conservation science, or environmental law. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Environmental Science or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. To earn an AS-T in Environmental Science students must complete the following requirements: (1) a minimum of 40 semester units or 60 quarter units in the Environmental Science major with a grade of C or better; (2) the Intersegmental General Education Transfer Curriculum (CSU IGETC) for STEM; (3) any electives need to reach 60 semester or 90 quarter units of CSU transferable coursework; and (4) have an overall GPA of 2.0. This degree requires a total of 40 units.</p> <p>Required Core: (14) units</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>BIOL174 C</td> <td>Biology of Cells and Tissues</td> <td>4</td> </tr> <tr> <td>CHEM111AC</td> <td>General Chemistry I</td> <td>5</td> </tr> <tr> <td>CHEM111BC</td> <td>General Chemistry II</td> <td>5</td> </tr> </tbody> </table> <p>List A: (15) units</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>GEOL190 C</td> <td>Environmental Geology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL103 C</td> <td>Environmental Science</td> <td>3</td> </tr> </tbody> </table>			Units	BIOL174 C	Biology of Cells and Tissues	4	CHEM111AC	General Chemistry I	5	CHEM111BC	General Chemistry II	5			Units	GEOL190 C	Environmental Geology	3		or		BIOL103 C	Environmental Science	3	<p>2020 Fall</p>	<p>We have all of the courses needed to build this new transfer degree.</p>																																	
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BIOL103 C	Environmental Science	3																																																										

NEW DEGREES/CERTIFICATES				
DEGREE			EFF DATE	JUSTIFICATION
	GEOL100 C	Physical Geology	3	
		and		
	GEOL101 C	Physical Geology Laboratory	1	
	MATH120 C	Introduction to Probability and Statistics	4	
		or		
	SOC161 C	Probability and Statistics-Social Sciences	4	
		or		
	SOC161HC	Honors Probability and Statistics-Social Sciences	4	
		or		
	PSY161 C	Probability and Statistics-Social Sciences	4	
		or		
	PSY161HC	Honors Probability and Statistics-Social Sciences	4	
	MATH150AC	Calculus I	4	
		or		
	MATH130 C	Survey of Calculus	4	
	List B: (11 units)			
			Units	
	PHYS221 C	General Physics I	4	
	PHYS222 C	General Physics II	4	
	ECON105 C	Principles of Economics-Micro	3	
		or		
	ECON105HC	Honors Principles of Economics-Micro	3	
	Total Units		40	

MODIFY DEGREES/CERTIFICATES															
DEGREE			EFF DATE	JUSTIFICATION											
Administration of Justice	Law, Public Policy and Society Associate in Arts Degree for Transfer		2021 Fall	Prefix change: KIN 281 C to PHS 281 C, KIN 285 C to PHS 285 C Adding: PHS 281HC											
Administration of Justice Continued	<p>The coursework required to earn a Law, Public Policy, and Society AA-T has been identified as good preparation for law school upon completion of a bachelor's degree. This interdisciplinary area of emphasis emphasizes the development of communication skills, introduces students to the legal field, and prepares students for further study in a variety of majors. Students who opt to pursue this course of study are encouraged to engage in further exploration of one or more specific majors as they select electives for degree completion. This curriculum specifically prepares the prospective transfer student for upper division coursework in a variety of majors such as: American Studies, Communications, Criminal Justice, Criminology, Global Intelligence and National Security, International Relations, Philosophy, Political Science, Social and Behavioral Sciences or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. To earn an AA-T in Law, Public Policy and Society students must complete the following requirements: (1) 33-34 semester units or 49.5-51 quarter units in the major or area of emphasis as determined by the community college district, (2) earn a grade of C or better in all courses required for the major or area of emphasis, (3) the California State University General Education Breadth requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, (4) 60 semester or 90 quarter CSU-transferable units, and (5) obtainment of a minimum grade point average (GPA) of 2.0.</p> <p>Required Core: (27 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AJ110 C</td> <td>Introduction to Criminal Justice</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>AJ120 C</td> <td>Concepts of Criminal Law</td> <td>3</td> </tr> </tbody> </table>					Units	AJ110 C	Introduction to Criminal Justice	3		or		AJ120 C	Concepts of Criminal Law	3
		Units													
AJ110 C	Introduction to Criminal Justice	3													
	or														
AJ120 C	Concepts of Criminal Law	3													

MODIFY DEGREES/CERTIFICATES

DEGREE			EFF DATE	JUSTIFICATION
	or			
MGT240 C	Legal Environment of Business	3		
PHIL160 C	Introduction to Ethics	3		
COMM100 C	Human Communication	3		
	or			
COMM100HC	Honors Human Communication	3		
	or			
COMM124 C	Small Group Communication	3		
	or			
COMM135 C	Argument and Critical Thinking	3		
ENGL100 C	College Writing	4		
	or			
ENGL100HC	Honors College Writing	4		
ENGL103 C	Critical Reasoning and Writing	4		
	or			
ENGL103HC	Honors Critical Reasoning and Writing	4		
MATH120 C	Introduction to Probability and Statistics	4		
	or			
PSY161 C	Probability and Statistics-Social Sciences	4		
	or			
PSY161HC	Honors Probability and Statistics-Social Sciences	4		
	or			
SOC161 C	Probability and Statistics-Social Sciences	4		
	or			
SOC161HC	Honors Probability and Statistics-Social Sciences	4		
HIST170 C	History of the United States I	3		
	or			
HIST170HC	Honors History of the United States I	3		
	or			
ETHS131 C	African-American History II	3		
POSC100 C	United States Government	3		
	or			
POSC100HC	Honors United States Government	3		
List A				
Select 6-7 units (Note: Courses must not have been used above):				
Administration of Justice/Criminal Justice/Criminology				
AJ110 C	Introduction to Criminal Justice	3		
AJ120 C	Concepts of Criminal Law	3		
AJ160 C	Community and the Justice System	3		
Business				
MGT240 C	Legal Environment of Business	3		
Economics				
ECON100 C	Principles of Economics-Macro	3		
ECON100HC	Honors Principles of Economics-Macro	3		
ECON105 C	Principles of Economics-Micro	3		
ECON105HC	Honors Principles of Economics-Micro	3		
Political Science				
POSC120 C	Political Theory	3		
POSC200 C	Introduction to Political Science	3		
POSC215 C	Comparative Politics	3		
POSC230 C	International Relations	3		
Public Policy				
ETHS101 C	American Ethnic Studies	3		
ETHS101HC	Honors American Ethnic Studies	3		
HUSR240 C	Drugs and Alcohol in Our Society	3		
JOUR140 C	Public Relations	3		
PHS281 C	Health and Social Justice	3		
PHS281HC	Honors Health and Social Justice	3		
PHS285 C	Global and Community Health	3		
Diversity				
ANTH102 C	Cultural Anthropology	3		

Administration of
Justice Continued

MODIFY DEGREES/CERTIFICATES

DEGREE			EFF DATE	JUSTIFICATION																		
	ANTH102HC	Honors Cultural Anthropology	3																			
	GEOG160 C	Cultural Geography	3																			
	Perspectives of Under-Represented Groups																					
	ETHS130 C	African-American History I	3																			
	ETHS131 C	African-American History II	3																			
	ETHS151 C	Chicana-o History I	3																			
	ETHS152 C	Chicana-o History II	3																			
	ETHS153 C	Chicana-o and Latina-o Contemporary Issues	3																			
	ETHS160 C	Native American History I	3																			
	ETHS171 C	Asian Pacific American History	3																			
	HIST270 C	Women in United States History	3																			
	College Success																					
	COUN105 C	Stress and Anxiety Management	1																			
	COUN150 C	Academic and Life Success	3																			
	COUN151 C	Career and Life Planning	3																			
	Internship/Fieldwork																					
	HUSR210 C	Introductory Fieldwork	3																			
	HUSR211 C	Advanced Fieldwork	3																			
	Total Units		33 - 34																			
Automotive Technology	<p>Automotive T-TEN Air Conditioning Specialist Certificate This program is designed to prepare T-TEN students for employment as an automotive Air Conditioning system diagnostic specialist. Course work includes theory and operation of HVAC systems, the use of test instruments, refrigerant recycling and skill competency in HVAC system diagnosis and repair. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern Toyota/Lexus automotive HVAC system specialist. To earn a certificate, complete the required courses as listed with a minimum grade of C or better. 100% of all course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p>Required courses are listed in suggested sequence (18 units):</p> <table border="1" data-bbox="332 1035 1031 1213"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AT260 C</td> <td>T-TEN Toyota Electrical Systems</td> <td>12</td> </tr> <tr> <td>AT270 C</td> <td>T-TEN Climate Control Systems</td> <td>4</td> </tr> <tr> <td>AT209 C</td> <td>Toyota Portfolio TPORT</td> <td>1</td> </tr> <tr> <td>AT296 C</td> <td>T-TEN Automotive Internship I</td> <td>1</td> </tr> <tr> <td>Total Units</td> <td></td> <td>18</td> </tr> </tbody> </table>					Units	AT260 C	T-TEN Toyota Electrical Systems	12	AT270 C	T-TEN Climate Control Systems	4	AT209 C	Toyota Portfolio TPORT	1	AT296 C	T-TEN Automotive Internship I	1	Total Units		18	2020 Fall
		Units																				
AT260 C	T-TEN Toyota Electrical Systems	12																				
AT270 C	T-TEN Climate Control Systems	4																				
AT209 C	Toyota Portfolio TPORT	1																				
AT296 C	T-TEN Automotive Internship I	1																				
Total Units		18																				

<p>Automotive Technology</p>	<p>Automotive T-TEN Brake and Alignment Specialist Certificate This program is designed to prepare T-TEN students for employment as automotive brake and alignment technicians. Training is given in theory and practical skills. Directed practical work is given in areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of Toyota/Lexus brake, suspension, and alignment technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive brake, suspension, and alignment technician. To earn a certificate, complete the required courses as listed with a grade of C or better. All course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p>Required courses are listed in suggested sequence (18 units):</p> <table border="1" data-bbox="336 390 1032 562"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AT109 C</td> <td>Introduction to Toyota Automotive Technology</td> <td>4</td> </tr> <tr> <td>AT254 C</td> <td>T-TEN Brakes, Steering, Suspension and Chassis Electronics</td> <td>12</td> </tr> <tr> <td>AT209 C</td> <td>Toyota Portfolio TPORT</td> <td>1</td> </tr> <tr> <td>AT296 C</td> <td>T-TEN Automotive Internship I</td> <td>1</td> </tr> <tr> <td colspan="2">Total Units</td> <td>18</td> </tr> </tbody> </table>			Units	AT109 C	Introduction to Toyota Automotive Technology	4	AT254 C	T-TEN Brakes, Steering, Suspension and Chassis Electronics	12	AT209 C	Toyota Portfolio TPORT	1	AT296 C	T-TEN Automotive Internship I	1	Total Units		18	<p>2020 Fall</p>	<p>This certificate is awarded when the student demonstrates successful completion of the T-TEN and NATEF (National Automotive Technician Education Foundation) curriculum tasks.</p> <p>Remove: AT 130 C Add: AT 254 C, AT 296 C</p> <p>Total units from 17 to 18</p>
		Units																			
AT109 C	Introduction to Toyota Automotive Technology	4																			
AT254 C	T-TEN Brakes, Steering, Suspension and Chassis Electronics	12																			
AT209 C	Toyota Portfolio TPORT	1																			
AT296 C	T-TEN Automotive Internship I	1																			
Total Units		18																			
<p>Automotive Technology</p>	<p>Automotive T-TEN Electrical Certificate This program is designed to prepare students for employment as Toyota/Lexus automotive electrical system diagnostic specialist. Course work includes theory and operation of electrical systems, the use of test instruments, and skill competency in electrical system diagnosis and repair. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive electrical system specialist. To earn a certificate, complete the required courses as listed with a grade of C or better. 100% of all course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p>Required courses are listed in suggested sequence (18 units):</p> <table border="1" data-bbox="336 779 1032 951"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AT109 C</td> <td>Introduction to Toyota Automotive Technology</td> <td>4</td> </tr> <tr> <td>AT260 C</td> <td>T-TEN Toyota Electrical Systems</td> <td>12</td> </tr> <tr> <td>AT209 C</td> <td>Toyota Portfolio TPORT</td> <td>1</td> </tr> <tr> <td>AT296 C</td> <td>T-TEN Automotive Internship I</td> <td>1</td> </tr> <tr> <td colspan="2">Total Units</td> <td>18</td> </tr> </tbody> </table>			Units	AT109 C	Introduction to Toyota Automotive Technology	4	AT260 C	T-TEN Toyota Electrical Systems	12	AT209 C	Toyota Portfolio TPORT	1	AT296 C	T-TEN Automotive Internship I	1	Total Units		18	<p>2020 Fall</p>	<p>This certificate demonstrates the T-TEN student has successfully completed the T-TEN and NATEF (National Automotive Technician Education Foundation) electrical curriculum tasks.</p> <p>Remove: AT 112 C Add: AT 260 C, AT 296 C</p> <p>Total units from 17-18</p>
		Units																			
AT109 C	Introduction to Toyota Automotive Technology	4																			
AT260 C	T-TEN Toyota Electrical Systems	12																			
AT209 C	Toyota Portfolio TPORT	1																			
AT296 C	T-TEN Automotive Internship I	1																			
Total Units		18																			
<p>Automotive Technology</p>	<p>Automotive T-TEN Performance and Driveability Specialist Certificate This program is designed to prepare students for employment as a Toyota/Lexus automotive performance and drivability specialist. Training is given in theory and practical skills. Directed practical work is given in areas of automotive maintenance and repair under simulated on-the-job conditions. Particular emphasis is placed on those competencies required of performance and drivability technicians. The program will provide the student the opportunity to acquire the knowledge and skills demanded of the modern automotive performance and drivability specialist. To earn a certificate, complete the required courses as listed with a grade of C or better. 100% of all course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p>Required courses are listed in suggested sequence (18 units):</p> <table border="1" data-bbox="336 1218 1032 1390"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>AT109 C</td> <td>Introduction to Toyota Automotive Technology</td> <td>4</td> </tr> <tr> <td>AT283 C</td> <td>T-TEN ICE/HV/EV Performance and Driveability</td> <td>12</td> </tr> <tr> <td>AT213 C</td> <td>Toyota Portfolio II TPORT (II)</td> <td>1</td> </tr> <tr> <td>AT297 C</td> <td>T-TEN Automotive Internship II</td> <td>1</td> </tr> <tr> <td colspan="2">Total Units</td> <td>18</td> </tr> </tbody> </table>			Units	AT109 C	Introduction to Toyota Automotive Technology	4	AT283 C	T-TEN ICE/HV/EV Performance and Driveability	12	AT213 C	Toyota Portfolio II TPORT (II)	1	AT297 C	T-TEN Automotive Internship II	1	Total Units		18	<p>2020 Fall</p>	<p>This certificate is awarded when the student demonstrates proficiency in the T-TEN and NATEF (National Automotive Technician Foundation) curriculum tasks for engine performance.</p> <p>Remove: AT 150 C Add: AT 283 C, AT 297 C</p> <p>Total units from 17 to 18</p>
		Units																			
AT109 C	Introduction to Toyota Automotive Technology	4																			
AT283 C	T-TEN ICE/HV/EV Performance and Driveability	12																			
AT213 C	Toyota Portfolio II TPORT (II)	1																			
AT297 C	T-TEN Automotive Internship II	1																			
Total Units		18																			

Dance	<p>DANCE TEACHING CERTIFICATE</p> <p>This program is designed to prepare the student to teach dance at private dance studios and community centers. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p>Required courses are listed in suggested sequence (13 units):</p> <table border="1" data-bbox="336 281 1032 554"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DANC106 C</td> <td>Ballet II</td> <td>2</td> </tr> <tr> <td>DANC108 C</td> <td>Modern Dance II</td> <td>2</td> </tr> <tr> <td>DANC109 C</td> <td>Dance Improvisation</td> <td>2</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC202 C</td> <td>Elements of Choreography</td> <td>2</td> </tr> <tr> <td>DANC116 C</td> <td>Ballet III</td> <td>2</td> </tr> <tr> <td>DANC117 C</td> <td>Modern Dance III</td> <td>2</td> </tr> <tr> <td>DANC230 C</td> <td>Dance Teaching Methodologies</td> <td>3</td> </tr> </tbody> </table> <p>Select from the following (5 units):</p> <table border="1" data-bbox="336 583 1032 1241"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DANC100 C</td> <td>Introduction to Dance Appreciation</td> <td>3</td> </tr> <tr> <td>DANC102 C</td> <td>Pilates Mat Work</td> <td>1</td> </tr> <tr> <td>DANC110 C</td> <td>Adaptive Dance</td> <td>1</td> </tr> <tr> <td>DANC111 C</td> <td>Jazz Dance I</td> <td>2</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC112 C</td> <td>Jazz Dance II</td> <td>2</td> </tr> <tr> <td>DANC113 C</td> <td>Tap Dance I</td> <td>1</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC114 C</td> <td>Tap Dance II</td> <td>1</td> </tr> <tr> <td>DANC115 C</td> <td>Hip Hop Dance</td> <td>1</td> </tr> <tr> <td>DANC130 C</td> <td>Afro-Caribbean Dance</td> <td>1</td> </tr> <tr> <td>DANC136 C</td> <td>Middle Eastern Dance</td> <td>1</td> </tr> <tr> <td>DANC137 C</td> <td>Latin and Swing Dance</td> <td>1</td> </tr> <tr> <td>DANC139 C</td> <td>Ballroom I</td> <td>1</td> </tr> <tr> <td>DANC140 C</td> <td>Summer Dance Festival I</td> <td>1.5 - 2</td> </tr> <tr> <td>DANC141 C</td> <td>Performance Class I</td> <td>2 - 3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC142 C</td> <td>Performance Class II</td> <td>2 - 3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC203 C</td> <td>Dance Production I</td> <td>0.5 - 2</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>DANC206 C</td> <td>Dance Production II</td> <td>0.5 - 2</td> </tr> <tr> <td>Total Units</td> <td></td> <td>18</td> </tr> </tbody> </table>			Units	DANC106 C	Ballet II	2	DANC108 C	Modern Dance II	2	DANC109 C	Dance Improvisation	2		or		DANC202 C	Elements of Choreography	2	DANC116 C	Ballet III	2	DANC117 C	Modern Dance III	2	DANC230 C	Dance Teaching Methodologies	3			Units	DANC100 C	Introduction to Dance Appreciation	3	DANC102 C	Pilates Mat Work	1	DANC110 C	Adaptive Dance	1	DANC111 C	Jazz Dance I	2		or		DANC112 C	Jazz Dance II	2	DANC113 C	Tap Dance I	1		or		DANC114 C	Tap Dance II	1	DANC115 C	Hip Hop Dance	1	DANC130 C	Afro-Caribbean Dance	1	DANC136 C	Middle Eastern Dance	1	DANC137 C	Latin and Swing Dance	1	DANC139 C	Ballroom I	1	DANC140 C	Summer Dance Festival I	1.5 - 2	DANC141 C	Performance Class I	2 - 3		or		DANC142 C	Performance Class II	2 - 3		or		DANC203 C	Dance Production I	0.5 - 2		or		DANC206 C	Dance Production II	0.5 - 2	Total Units		18	2021 Fall	DANC 110 C units from 2 to 1.
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Dental Hygiene	<p>DENTAL HYGIENE ASSOCIATE IN SCIENCE DEGREE</p> <p>The Cypress College Dental Hygiene Program is accredited by the Commission on Dental Accreditation, and has been granted the Accreditation status of approval without reporting. The Commission is a specialized accrediting body recognized by the United States Department of Education and the Council on Higher Education Accreditation. This program offers a curriculum that provides the student with the appropriate academic instruction to achieve eligibility for the National Board of Dental Hygiene Examiners written examination, and the Western Regional Examining Board Examination (WREB) for licensure as a Registered Dental Hygienist, qualifying the candidate as stipulated in the California Dental Practice Act. To earn an Associate Degree student must complete all graduation requirements to include: (1) all major course requirements with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) the cultural diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Statement of Program Goals and Objectives The goal of the Dental Hygiene Program at Cypress College is to provide the student with the educational opportunity to attain (1) dental hygiene process of care knowledge, skills, and values, (2) a professional relationship with the community in which they serve, (3) a relationship amongst allied health care team, (4) professional knowledgeable of and compliance with OSHA, HIPAA, Law and Ethics, Dental Hygiene Board of California, and local regulatory guidelines, as well as (5) professional sensitivity to the autonomy, beneficence, and nonmaleficence principles of ethical practice. PROGRAM OBJECTIVES 1. To educate dental hygiene students in the ethical, legal, and competent practice of dental hygiene. 2. To educate dental hygiene students in the areas of disease prevention and oral health promotion. 3. To facilitate dental hygiene student's involvement in community projects. 4. To promote professional growth, development, and an appreciation for scholarly activity. 5. To ensure the dental hygiene student provides optimal patient care. 6. To qualify for licensure as a Registered Dental Hygienist, and a professional member of the allied health team. MINIMUM STANDARDS FOR APPLICANTS 1. Eligibility for admission to Cypress College. 2. High school graduation or completion of the General Education Development (GED) test or passing of high school proficiency examination. 3. Minimum of 17 years of age to apply. Must be 18 years age to start the program. 4. A minimum of 2.5 GPA in ALL college work</p>	2021 Fall	<p>Added: DH 248 C, DH 275 C</p> <p>Course number changed: DH 205C to DH 105 C. DH 212 C to DH 112 C, DH 248 C to DH 148 C</p> <p>Course title changed: DH 245 C, DH 260 C, DH 148 C</p> <p>Course units changed: DH 148 C, DH 116 C</p> <p>Total units from 59 to 60.5</p>																																																																																																			
Dental Hygiene																																																																																																						

Continued

attempted and a 3.0 GPA in the science prerequisites. Official transcript of all colleges are required. 5. Evidence of "good" physical and mental health as determined by medical examination upon admission to the program and prior to enrollment. 6. Three (3) Science courses must be completed prior to application. See list below. 7. Three (3) General Education courses must be completed prior to application. 8. All applicants accepted to the program are required to attend a mandatory orientation. 9. All accepted and alternate applicants are required to pass DH 100C Introduction to Dental Hygiene. PREREQUISITES The following courses must be completed with a minimum grade of C or better and an overall GPA of 3.0. 1. Science: All courses must be completed within five years of filing the initial application. Four courses must be completed prior to application; the remainder must be completed no later than the end of the spring semester prior to enrollment in the fall program. Required courses are listed in suggested sequence: Course # Title Units CHEM 101 C Introduction to Chemistry 5 or equivalent (5) CHEM 201 C Biochemistry (4) BIOL 220C Medical Microbiology 4 BIOL 230 C General Anatomy 4 BIOL 240 C Human Physiology 5 2. In addition, a minimum of three courses of the following related courses must be completed prior to application. All courses must be completed by the end of the spring semester prior to fall enrollment into the program. PSY 101 C General Psychology 3 SOC 101 C Introduction to Sociology 3 COMM 100 C Human Communication 3 ENGL 100 C College Writing 3 Cultural Diversity 3 HRC 100 C Nutrition 3 ADDITIONAL COURSES The following courses are required for the Associate Degree must be completed by the end of the spring semester prior to fall enrollment into the program. MATH 040 C Intermediate Algebra or higher 4 Arts 3 Humanities 3 Physical Education (Activity) 1 Reading Proficiency 3 DENTAL HYGIENE CURRICULUM Dental Hygiene courses must be taken in a specific sequence. Students must obtain a grade of C or better in all courses listed in the Dental Hygiene Curriculum to continue in the program. Refer to the General Education Requirement of the college to obtain an Associate Degree. Upon completion of the Dental Hygiene curriculum listed below and the general education requirements, the student will be eligible for an Associate Degree in Dental Hygiene from Cypress College. To earn an Associate Degree student must complete all graduation requirements to include: (1) all major course requirements with a grade of C or better; (2) 25 units of General Education Graduation Requirements; (3) the cultural diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. The goal of the Dental Hygiene Program at Cypress College is to provide the student with the educational opportunity to attain (1) dental hygiene process of care knowledge, skills, and values, (2) a professional relationship with the community in which they serve, (3) a relationship amongst allied health care team, (4) professional knowledgeable of and compliance with OSHA, HIPAA, Law and Ethics, Dental Hygiene Board of California, and local regulatory guidelines, as well as (5) professional sensitivity to the autonomy, beneficence, and nonmaleficence principles of ethical practice. PROGRAM OBJECTIVES 1. To educate dental hygiene students in the ethical, legal, and competent practice of dental hygiene. 2. To educate dental hygiene students in the areas of disease prevention and oral health promotion. 3. To facilitate dental hygiene student's involvement in community projects. 4. To promote professional growth, development, and an appreciation for scholarly activity. 5. To ensure the dental hygiene student provides optimal patient care. 6. To qualify for licensure as a Registered Dental Hygienist, and a professional member of the allied health team. MINIMUM STANDARDS FOR APPLICANTS 1. Eligibility for admission to Cypress College. 2. High school graduation or completion of the General Education Development (GED) test or passing of high school proficiency examination. 3. GPA of 2.5 or higher in all college work completed. 4. Evidence of good physical and mental health as determined by medical examination upon admission to the program and prior to enrollment. 5. Completion of specific science courses with a grade of C or better and overall GPA of 3.0. See list below. 6. Completion of specific general education courses prior to application. PREREQUISITES The following courses must be completed with a grade of C or better and an overall GPA of 3.0. 1. Science: All courses must be completed within five years of filing the initial application. Four courses must be completed prior to application; the remainder must be completed no later than the end of the spring semester prior to enrollment in the fall program. This degree requires a total of 60.5 units.

SEMESTER 1 (17 units)

		Units
DH101 C	Dental Anatomy and Morphology	2
DH104 C	Oral Health Assessment	3
DH106 C	Radiology Technician - Hygienists	3
DH109 C	Pre-Clinical Dental Hygiene	5
DH105 C	Oral Embryology and Histology	2
DH148 C	Infection and Hazard Control and Medical/Dental Emergencies Management	2

SEMESTER 2 (15 units)

		Units
DH110 C	Clinical Dental Hygiene	6
DH113 C	General and Oral Pathology	2
DH116 C	Dental Materials - Hygienists	2.5
DH125 C	Perio Pathology and Therapy	2
DH112 C	Head and Neck Anatomy	2
DH275 C	Clinical Dental Hygiene 1A	0.5

SEMESTER 3 (15.5 units)

		Units
DH220 C	Clinical Dental Hygiene	6.5
DH240 C	Community Oral Health I	2
DH250 C	Pharmacology	2
DH255 C	Dental Anesthesiology	3
DH260 C	Dental Care for Special Patients	2

SEMESTER 4 (13 units)

Dental Hygiene

Continued	<table border="1"> <thead> <tr> <th colspan="2"></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DH221 C</td> <td>Clinical Dental Hygiene</td> <td>6.5</td> </tr> <tr> <td>DH230 C</td> <td>Dental Specialties</td> <td>2</td> </tr> <tr> <td>DH241 C</td> <td>Community Oral Health II</td> <td>2</td> </tr> <tr> <td>DH245 C</td> <td>Dental Ethics and Legal Principles</td> <td>2</td> </tr> <tr> <td>DH276 C</td> <td>Clinical Dental Hygiene 2A</td> <td>0.5</td> </tr> <tr> <td colspan="2">Total Units</td> <td>60.5</td> </tr> </tbody> </table>			Units	DH221 C	Clinical Dental Hygiene	6.5	DH230 C	Dental Specialties	2	DH241 C	Community Oral Health II	2	DH245 C	Dental Ethics and Legal Principles	2	DH276 C	Clinical Dental Hygiene 2A	0.5	Total Units		60.5																																			
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English as a Second Language	<p>ESL Milestone Certificate: Pathway to Kinesiology and Public Health</p> <p>The Guided Pathways ESL Milestone certificate program is designed to prepare English Language learners (ELLs) for the academic rigor of degree-applicable coursework in various Guided Pathways. Students completing these certificates have achieved academic English reading and writing skills at an advanced, post-secondary level; they have also achieved success in prerequisite or introductory coursework in a variety of degree, certificate, or general education patterns. These two elements combine to demonstrate significant achievement of a milestone along their pathways to Kinesiology degrees, certificates, or transfer. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p>Complete the Required ESL courses listed in sequence (15 units):</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ESL107 C</td> <td>High-Intermediate Academic Reading/Writing</td> <td>5</td> </tr> <tr> <td>ESL108 C</td> <td>Advanced Academic Reading/Writing 1</td> <td>5</td> </tr> <tr> <td>ESL109 C</td> <td>Advanced Academic Reading/Writing 2</td> <td>5</td> </tr> </tbody> </table> <p>Select One Pathway:</p> <p>For the AA-T in Kinesiology or AA Degree in Kinesiology Pathway, complete one of the following courses (3 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN230 C</td> <td>Introduction to Kinesiology</td> <td>3</td> </tr> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td>3</td> </tr> </tbody> </table> <p>For the Fitness Specialist Certificate, Aquatics Specialist Certificate, or Athletic Coach Certificate Pathway, complete the following course (3 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td>3</td> </tr> </tbody> </table> <p>For the AS-T in Public Health Pathway or Community Health Worker Certificate, complete one of the following courses (3 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>PHS280 C</td> <td>Introduction to Public Health</td> <td>3</td> </tr> <tr> <td>PHS284 C</td> <td>Contemporary Personal Health</td> <td>3</td> </tr> </tbody> </table> <p>For the Recreation Assistant Certificate Pathway, complete one of the following courses (3 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td>3</td> </tr> <tr> <td>REC100 C</td> <td>Foundations of Recreation and Leisure Services</td> <td>3</td> </tr> <tr> <td>REC101 C</td> <td>Principles of Community Recreation</td> <td>3</td> </tr> <tr> <td>REC102 C</td> <td>Recreation Leadership and Diverse Groups</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>18</td> </tr> </tbody> </table>			Units	ESL107 C	High-Intermediate Academic Reading/Writing	5	ESL108 C	Advanced Academic Reading/Writing 1	5	ESL109 C	Advanced Academic Reading/Writing 2	5			Units	KIN230 C	Introduction to Kinesiology	3	KIN235 C	First Aid, CPR and Emergencies	3			Units	KIN235 C	First Aid, CPR and Emergencies	3			Units	PHS280 C	Introduction to Public Health	3	PHS284 C	Contemporary Personal Health	3			Units	KIN235 C	First Aid, CPR and Emergencies	3	REC100 C	Foundations of Recreation and Leisure Services	3	REC101 C	Principles of Community Recreation	3	REC102 C	Recreation Leadership and Diverse Groups	3	Total Units		18	2021 Fall	<p>This revision includes courses from the new ESL sequence.</p> <p>Added: ESL 107 C, 108 C, 109 C</p> <p>Removed: ESL 184 C, 185 C, 186 C, COUN 140 C</p> <p>Prefix change: KIN 280 C to PHS 280 C, KIN 284 C to PHS 284 C</p>
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Interdisciplinary Studies

Global Citizenship Studies Certificate

As a result of completing this certificate program, students will be able to: 1. Describe key developments in the ongoing processes of globalization, climate change, mono-culturalization, decreasing biodiversity and ongoing social injustices and inequities 2. Analyze the concepts of global and local interdependence with reference to United Nations policies and documents 3. Critically consider and connect political, economic, cultural and ecological challenges as discussed in contemporary news and social media venues 4. Examine and practice strategies for resolution. This certificate requires a total of 21 units.

Required core courses (6 units):

		Units
INDS200 C	Introduction to Global Citizenship Studies	3
INDS201 C	Global Citizenship Issues	3

List A: Select 1 course from each of the 4 areas below: (12 units)

Culture and Society Area

		Units
ANTH102 C	Cultural Anthropology	3
	or	
ANTH102HC	Honors Cultural Anthropology	3
COMM120 C	Intercultural Communication	3
ETHS101 C	American Ethnic Studies	3
	or	
ETHS101HC	Honors American Ethnic Studies	3
ETHS130 C	African-American History I	3
ETHS131 C	African-American History II	3
ETHS151 C	Chicana-o History I	3
ETHS152 C	Chicana-o History II	3
ETHS160 C	Native American History I	3
ETHS161 C	Native American History II	3
ETHS171 C	Asian Pacific American History	3
PSY131 C	Cross-Cultural Psychology	3

Biology and Geography Area

		Units
BIOL103 C	Environmental Science	3
BIOL107 C	Nutrition and World Food Issues	3
GEOG100 C	World Geography	3
	or	
GEOG100HC	Honors World Geography	3
GEOG102 C	Physical Geography	3
GEOG160 C	Cultural Geography	3

Economics and Political Science Area

		Units
ECON120 C	International Economics	3
POSC215 C	Comparative Politics	3
POSC230 C	International Relations	3

Humanities Area

		Units
DANC101 C	Multicultural Dance in the US	3
ENGL208 C	Asian American Literature	3
ENGL243 C	Mythology	3
ENGL247 C	Multicultural Literature	3
ENGL255 C	African-American Literature I	3
ENGL260 C	Survey of Arabic Literature (in translation)	3
	or	
ENGL260HC	Honors Survey of Arabic Literature (in translation)	3
ENGL256 C	African-American Literature II	3
PHIL101 C	Introduction to Religious Studies	3
SOC277 C	Sociology of Religion	3
THEA107 C	Diversity in American Theater	3

List B: Select minimum 1 course from Career Education list below: (3 units)

		Units
AJ160 C	Community and the Justice System	3
ATC182 C	Cultural Tourism	3
EST100 C	Renewable and Sustainable Energy	3
HRC265 C	World Culture and Cuisine	3
JOUR110 C	Global Media	3

2021 Fall

Prefix change: KIN 280 C to PHS 280 C, KIN 280HC to PHS 280HC, KIN 281 C to PHS 281 C, KIN 281HC to PHS 281HC, KIN 285 C to PHS 285 C

Interdisciplinary Studies Continued	<table border="1"> <tr> <td>PHS280 C</td> <td>Introduction to Public Health</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PHS280HC</td> <td>Honors Introduction to Public Health</td> <td>3</td> </tr> <tr> <td>PHS281 C</td> <td>Health and Social Justice</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PHS281HC</td> <td>Honors Health and Social Justice</td> <td>3</td> </tr> <tr> <td>PHS285 C</td> <td>Global and Community Health</td> <td>3</td> </tr> <tr> <td>Total Units</td> <td></td> <td>21</td> </tr> </table>	PHS280 C	Introduction to Public Health	3		or		PHS280HC	Honors Introduction to Public Health	3	PHS281 C	Health and Social Justice	3		or		PHS281HC	Honors Health and Social Justice	3	PHS285 C	Global and Community Health	3	Total Units		21																																																																																																		
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To earn an Associate Degree student must complete: (1) 21 units with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements, including the cultural diversity and reading requirements and any elective courses to complete a minimum of 60 units; and, (3) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College.</p> <p>Required core courses (6 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>INDS200 C</td> <td>Introduction to Global Citizenship Studies</td> <td>3</td> </tr> <tr> <td>INDS201 C</td> <td>Global Citizenship Issues</td> <td>3</td> </tr> </tbody> </table> <p>List A: Select 1 course from each of the 4 areas below: (12 units)</p> <p>Culture and Society Area</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ANTH102 C</td> <td>Cultural Anthropology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ANTH102HC</td> <td>Honors Cultural Anthropology</td> <td>3</td> </tr> <tr> <td>COMM120 C</td> <td>Intercultural Communication</td> <td>3</td> </tr> <tr> <td>ETHS101 C</td> <td>American Ethnic Studies</td> <td>3</td> </tr> <tr> <td>ETHS130 C</td> <td>African-American History I</td> <td>3</td> </tr> <tr> <td>ETHS131 C</td> <td>African-American History II</td> <td>3</td> </tr> <tr> <td>ETHS151 C</td> <td>Chicana-o History I</td> <td>3</td> </tr> <tr> <td>ETHS152 C</td> <td>Chicana-o History II</td> <td>3</td> </tr> <tr> <td>ETHS160 C</td> <td>Native American History I</td> <td>3</td> </tr> <tr> <td>ETHS161 C</td> <td>Native American History II</td> <td>3</td> </tr> <tr> <td>ETHS171 C</td> <td>Asian Pacific American History</td> <td>3</td> </tr> <tr> <td>PSY131 C</td> <td>Cross-Cultural Psychology</td> <td>3</td> </tr> </tbody> </table> <p>Biology and Geography Area</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>BIOL103 C</td> <td>Environmental Science</td> <td>3</td> </tr> <tr> <td>BIOL107 C</td> <td>Nutrition and World Food Issues</td> <td>3</td> </tr> <tr> <td>GEOG100 C</td> <td>World Geography</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>GEOG100HC</td> <td>Honors World Geography</td> <td>3</td> </tr> <tr> <td>GEOG102 C</td> <td>Physical Geography</td> <td>3</td> </tr> <tr> <td>GEOG160 C</td> <td>Cultural Geography</td> <td>3</td> </tr> </tbody> </table> <p>Economics and Political Science Area</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ECON120 C</td> <td>International Economics</td> <td>3</td> </tr> <tr> <td>POSC215 C</td> <td>Comparative Politics</td> <td>3</td> </tr> <tr> <td>POSC230 C</td> <td>International Relations</td> <td>3</td> </tr> </tbody> </table> <p>Humanities Area</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>DANC101 C</td> <td>Multicultural Dance in the US</td> <td>3</td> </tr> <tr> <td>ENGL208 C</td> <td>Asian American Literature</td> <td>3</td> </tr> <tr> <td>ENGL243 C</td> <td>Mythology</td> <td>3</td> </tr> <tr> <td>ENGL247 C</td> <td>Multicultural Literature</td> <td>3</td> </tr> <tr> <td>ENGL250 C</td> <td>Latino/a/x Literature</td> <td>3</td> </tr> <tr> <td>ENGL255 C</td> <td>African-American Literature I</td> <td>3</td> </tr> <tr> <td>ENGL256 C</td> <td>African-American Literature II</td> <td>3</td> </tr> <tr> <td>ENGL260 C</td> <td>Survey of Arabic Literature (in translation)</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL260HC</td> <td>Honors Survey of Arabic Literature (in translation)</td> <td>3</td> </tr> </tbody> </table>			Units	INDS200 C	Introduction to Global Citizenship Studies	3	INDS201 C	Global Citizenship Issues	3			Units	ANTH102 C	Cultural Anthropology	3		or		ANTH102HC	Honors Cultural Anthropology	3	COMM120 C	Intercultural Communication	3	ETHS101 C	American Ethnic Studies	3	ETHS130 C	African-American History I	3	ETHS131 C	African-American History II	3	ETHS151 C	Chicana-o History I	3	ETHS152 C	Chicana-o History II	3	ETHS160 C	Native American History I	3	ETHS161 C	Native American History II	3	ETHS171 C	Asian Pacific American History	3	PSY131 C	Cross-Cultural Psychology	3			Units	BIOL103 C	Environmental Science	3	BIOL107 C	Nutrition and World Food Issues	3	GEOG100 C	World Geography	3		or		GEOG100HC	Honors World Geography	3	GEOG102 C	Physical Geography	3	GEOG160 C	Cultural Geography	3			Units	ECON120 C	International Economics	3	POSC215 C	Comparative Politics	3	POSC230 C	International Relations	3			Units	DANC101 C	Multicultural Dance in the US	3	ENGL208 C	Asian American Literature	3	ENGL243 C	Mythology	3	ENGL247 C	Multicultural Literature	3	ENGL250 C	Latino/a/x Literature	3	ENGL255 C	African-American Literature I	3	ENGL256 C	African-American Literature II	3	ENGL260 C	Survey of Arabic Literature (in translation)	3		or		ENGL260HC	Honors Survey of Arabic Literature (in translation)	3	2021 Fall	Prefix change: KIN 280 C to PHS 280 C, KIN 280HC to PHS 280HC, KIN 281 C to PHS 281 C, KIN 281HC to PHS 281HC, KIN 285 C to PHS 285 C
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	THEA107 C	Diversity in American Theater	3
	List B: Select minimum 1 course from the Career education list below: (3 units)		
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	AJ160 C	Community and the Justice System	3
	ATC182 C	Cultural Tourism	3
	EST100 C	Renewable and Sustainable Energy	3
	HRC265 C	World Culture and Cuisine	3
	JOUR110 C	Global Media	3
	PHS280 C	Introduction to Public Health	3
	PHS280HC	Honors Introduction to Public Health	3
	PHS281 C	Health and Social Justice	3
	PHS281HC	Honors Health and Social Justice	3
PHS285 C	Global and Community Health	3	
Total Units		21	

Hotel, Restaurant, Culinary Arts	Nutrition and Dietetics Associate in Science Degree for Transfer		2021 Fall	Added: HRC 155C, PHS 270 C, PHS 270HC	
	<p>This curriculum is designed to provide an opportunity for the Nutrition and Dietetics major to achieve an Associate in Science Degree in Nutrition and Dietetics for Transfer (AS-T in Nutrition and Dietetics) while completing the first- and second-year requirements for transfer to a four-year institution. Students successfully completing this degree will acquire a fundamental knowledge to integrate and apply the principles of the food and nutrition sciences, human behavior, and the biomedical sciences. Students will learn to design and manage effective nutrition programs, and utilize food for human growth in a variety of settings including health care organizations, food service operations, business and industry (product development, marketing, consulting), education and research, health promotion, and private practice counseling. Careers include: Nutritionist, Nutrition Educator, Weight Loss Counselor, Diet Technician, Food Services Manager, Patient Services Manager, Dietitian, Pediatric Dietitian, Nutrition Researcher, Sports and Cardiac Rehabilitation Dietitian, Nutrition Consultant, Diabetes Educator, and many others. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. To earn an Associate in Arts degree for Transfer (AS-T) students must complete: (1) a minimum of 30 semester units or 45 quarter units with a minimum grade of C or better; (2) California State University General Education Breadth requirements (CSU GE Breadth) or the Inter-segmental General Education Transfer Curriculum (IGETC); (3) any elective courses to complete a minimum of 60 units of CSU transferable coursework; (4) have an overall GPA of 2.0, (5) and a grade of C or better in all major coursework per Title V. Local graduation requirements are not applicable. This degree requires a total of 30 units.</p>				
	Required Core: (20 units)				
		Units			
	HRC100 C	Nutrition			3
		or			
	KIN270 C	Nutrition Science and Application			3
		or			
	KIN270HC	Honors Nutrition: Science and Application			3
		or			
	PHS270 C	Nutrition Science and Application			3
		or			
	PHS270HC	Honors Nutrition: Science and Application			3
	PSY101 C	Introduction to Psychology			3
	or				
PSY101HC	Honors Introduction to Psychology	3			
CHEM111AC	General Chemistry I	5			
	and				
CHEM111BC	General Chemistry II	5			
BIOL220 C	Medical Microbiology	4			
LIST A: Select one course from the following (4 units)					
	Units				
BIOL231 C	General Human Anatomy	4			
BIOL241 C	General Human Physiology	4			
MATH120 C	Introduction to Probability and Statistics	4			
Hotel, Restaurant, Culinary Arts					

Continued	PSY161 C	Probability and Statistics-Social Sciences	4
		or	
	PSY161HC	Honors Probability and Statistics-Social Sciences	4
	SOC161 C	Probability and Statistics-Social Sciences	4
		or	
	SOC161HC	Honors Probability and Statistics-Social Sciences	4
	LIST B: Complete the following courses (6 units)		
			Units
	HRC135 C	Culinary Fundamentals I	3
	HRC155 C	Food Science	3
Total Units		30	

Kinesiology	<p>Public Health Associate in Science Degree for Transfer</p> <p>This curriculum is designed to provide an opportunity for the Public Health major to achieve an Associate in Science in Public Health for Transfer (AS-T in Public Health) which completes the first- and second-year requirements for transfer to a four-year public California institution. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Public Health or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. Students with a degree in Public Health may pursue careers in a variety of health-related professions with employment opportunities in private, state, federal, corporate, and non-profit sector. The completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work. To earn an AS-T in Public Health students must complete the following requirements: (1) 32.5 to 33 semester units or 48.75 to 49.5 quarter units in the Public Health major, (2) earn a grade of C or better in all courses required for the major or area of emphasis, (3) the California State University General Education Breadth requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, (4) 60 semester or 90 quarter CSU-transferable units, and (5) attainment of a minimum grade point average (GPA) of 2.0.</p> <p>Required Core Courses: 29.5-30 units</p>	2020 Fall	Added: KIN 270H, 280H, 281H, HUSR 240 C																																																																										
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Kinesiology
Continued

List A: Select one course (3 units)		
		Units
ECON105 C	Principles of Economics-Micro	3
ECON105HC	Honors Principles of Economics	3
ECON100 C	Principles of Economics-Macro	3
ECON100HC	Honors Principles of Economics	3
HRC100 C	Nutrition	3
HUSR240 C	Drugs and Alcohol in Our Society	3
KIN235 C	First Aid, CPR and Emergencies	3
KIN270 C	Nutrition Science and Application	3
KIN270HC	Honors Nutrition: Science and Application	3
KIN281 C	Health and Social Justice	3
KIN281HC	Honors Health and Social Justice	3
PSY120 C	Human Sexuality	3
SOC101 C	Introduction to Sociology	3
SOC101HC	Honors Introduction to Sociology	3
Total Units		32.5 - 33

Kinesiology

Public Health Associate in Science Degree for Transfer

This curriculum is designed to provide an opportunity for the Public Health major to achieve an Associate in Science in Public Health for Transfer (AS-T in Public Health) which completes the first- and second-year requirements for transfer to a four-year public California institution. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Public Health or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. Students with a degree in Public Health may pursue careers in a variety of health-related professions with employment opportunities in private, state, federal, corporate, and non-profit sector. The completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work. To earn an AS-T in Public Health students must complete the following requirements: (1) 32.5 to 33 semester units or 48.75 to 49.5 quarter units in the Public Health major, (2) earn a grade of C or better in all courses required for the major or area of emphasis, (3) the California State University General Education Breadth requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, (4) 60 semester or 90 quarter CSU-transferable units, and (5) attainment of a minimum grade point average (GPA) of 2.0.

Required Courses: 29.5-30 units

		Units
PHS284 C	Contemporary Personal Health	3
PHS280 C	Introduction to Public Health	3
	or	
PHS280HC	Honors Introduction to Public Health	3
BIOL231 C	General Human Anatomy	4
BIOL241 C	General Human Physiology	4
MATH120 C	Introduction to Probability and Statistics	4
	or	
PSY161 C	Probability and Statistics-Social Sciences	4
	or	
PSY161HC	Honors Probability and Statistics-Social Sciences	4
	or	
SOC161 C	Probability and Statistics-Social Sciences	4
	or	
SOC161HC	Honors Probability and Statistics-Social Sciences	4
BIOL101 C	General Biology	4
	or	
BIOL101HC	Honors General Biology	4
CHEM101 C	Chemistry for Health Science Majors I	4.5

Kinesiology
Continued

2021
Fall

Prefix change: KIN 284 C to PHS 284 C, KIN280 C to PHS280 C, KIN281 C to PHS 281 C, KIN 281HC to PHS 281HC

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SOC250 C	Sociology of Aging	3																																																																												
Total Units		18																																																																												
Kinesiology	<p>AQUATICS SPECIALIST CERTIFICATE Primary emphasis is to prepare the student for occupational competency in swimming instruction as recommended by the state of California and the American Red Cross. All students must complete at least 16 units. Course work in KIN 235 C, KIN 255 C, and KIN 256 C may be waived with current Red Cross cards in First Aid and CPR, Life Guarding and Water Safety Instruction at the discretion of the division. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16 units.</p> <p>Required courses (5 units):</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN112 C</td> <td>Swimming - Intermediate-Advanced</td> <td>1</td> </tr> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td>3</td> </tr> <tr> <td>KIN255 C</td> <td>Lifeguarding</td> <td>1</td> </tr> </tbody> </table> <p>(see counselor if kinesiology major)</p> <p>Select from the elective courses listed below (11 units):</p> <table border="1"> <tbody> <tr> <td>KIN110 C</td> <td>Surfing</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN114 C</td> <td>Springboard Diving</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN115 C</td> <td>Springboard Diving-Intermediate-Advanced</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN116 C</td> <td>Swim for Fitness</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN117 C</td> <td>Water Aerobics</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN192 C</td> <td>Water Polo</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN236 C</td> <td>Athletic Injuries-Prevention and Care</td> <td>3</td> </tr> <tr> <td>KIN247 C</td> <td>Sports Management</td> <td>3</td> </tr> <tr> <td>KIN248 C</td> <td>Psychology of Sport</td> <td>3</td> </tr> <tr> <td>KIN256 C</td> <td>Water Safety Instruction</td> <td>2</td> </tr> <tr> <td>KIN270 C</td> <td>Nutrition Science and Application</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>KIN270HC</td> <td>Honors Nutrition: Science and Application</td> <td>3</td> </tr> <tr> <td>REC102 C</td> <td>Recreation Leadership and Diverse Groups</td> <td>3</td> </tr> <tr> <td>REC106 C</td> <td>Outdoor Recreation and Camp Counseling</td> <td>3</td> </tr> <tr> <td>KIN295 C</td> <td>Kinesiology- Internship Seminar</td> <td>3</td> </tr> <tr> <td>Total Units</td> <td></td> <td>16</td> </tr> </tbody> </table>			Units	KIN112 C	Swimming - Intermediate-Advanced	1	KIN235 C	First Aid, CPR and Emergencies	3	KIN255 C	Lifeguarding	1	KIN110 C	Surfing	0.5 - 1	KIN114 C	Springboard Diving	0.5 - 1	KIN115 C	Springboard Diving-Intermediate-Advanced	0.5 - 1	KIN116 C	Swim for Fitness	0.5 - 1	KIN117 C	Water Aerobics	0.5 - 1	KIN192 C	Water Polo	0.5 - 1	KIN236 C	Athletic Injuries-Prevention and Care	3	KIN247 C	Sports Management	3	KIN248 C	Psychology of Sport	3	KIN256 C	Water Safety Instruction	2	KIN270 C	Nutrition Science and Application	3		or		KIN270HC	Honors Nutrition: Science and Application	3	REC102 C	Recreation Leadership and Diverse Groups	3	REC106 C	Outdoor Recreation and Camp Counseling	3	KIN295 C	Kinesiology- Internship Seminar	3	Total Units		16	2020 Fall	Added: KIN 295 C												
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Kinesiology	<p>ATHLETIC COACH CERTIFICATE</p> <p>Primary emphasis is to prepare the student for occupational coaching at various levels. All students must complete at least 16 units. Course work in KIN 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16 units.</p> <p>Required courses (9 units):</p> <table border="1" data-bbox="336 302 1031 470"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>KIN236 C</td> <td>Athletic Injuries-Prevention and Care</td> <td>3</td> </tr> <tr> <td>KIN272 C</td> <td>Strength and Conditioning</td> <td>3</td> </tr> <tr> <td>KIN295 C</td> <td>Kinesiology- Internship Seminar</td> <td>3</td> </tr> </tbody> </table> <p>Select from the elective courses listed below (7 units):</p> <table border="1" data-bbox="336 525 1031 936"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td colspan="2">Activity courses KIN 100-199</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN240 C</td> <td>Sports Officiating</td> <td>3</td> </tr> <tr> <td>KIN241 C</td> <td>Theory of Coaching Basketball</td> <td>3</td> </tr> <tr> <td>KIN242 C</td> <td>Theory of Coaching Baseball</td> <td>3</td> </tr> <tr> <td>KIN247 C</td> <td>Sports Management</td> <td>3</td> </tr> <tr> <td>KIN248 C</td> <td>Psychology of Sport</td> <td>3</td> </tr> <tr> <td>KIN249 C</td> <td>Sport and United States Society</td> <td>3</td> </tr> <tr> <td>KIN270 C</td> <td>Nutrition Science and Application</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>KIN270HC</td> <td>Honors Nutrition: Science and Application</td> <td>3</td> </tr> <tr> <td>KIN273 C</td> <td>Exercise Physiology</td> <td>3</td> </tr> <tr> <td>KIN274 C</td> <td>Exercise Testing and Prescription</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>16</td> </tr> </tbody> </table>			Units	KIN235 C	First Aid, CPR and Emergencies	3		or		KIN236 C	Athletic Injuries-Prevention and Care	3	KIN272 C	Strength and Conditioning	3	KIN295 C	Kinesiology- Internship Seminar	3			Units	Activity courses KIN 100-199		0.5 - 1	KIN240 C	Sports Officiating	3	KIN241 C	Theory of Coaching Basketball	3	KIN242 C	Theory of Coaching Baseball	3	KIN247 C	Sports Management	3	KIN248 C	Psychology of Sport	3	KIN249 C	Sport and United States Society	3	KIN270 C	Nutrition Science and Application	3		or		KIN270HC	Honors Nutrition: Science and Application	3	KIN273 C	Exercise Physiology	3	KIN274 C	Exercise Testing and Prescription	3	Total Units		16	2020 Fall	Added: KIN 295 C
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Kinesiology	<p>FITNESS SPECIALIST CERTIFICATE</p> <p>Primary emphasis is to prepare the student for occupational competency in private and corporate fitness industry. All students must complete at least 18 units. Course work in KIN 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 18 units.</p> <p>Required courses (12 units):</p> <table border="1" data-bbox="336 1192 1031 1335"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td>3</td> </tr> <tr> <td>KIN272 C</td> <td>Strength and Conditioning</td> <td>3</td> </tr> <tr> <td>KIN274 C</td> <td>Exercise Testing and Prescription</td> <td>3</td> </tr> <tr> <td>KIN295 C</td> <td>Kinesiology- Internship Seminar</td> <td>3</td> </tr> </tbody> </table> <p>Select from the elective courses listed below (6 units):</p> <table border="1" data-bbox="336 1360 1031 1667"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td colspan="2">Activity courses KIN 100 - 199</td> <td>0.5 - 1</td> </tr> <tr> <td>KIN236 C</td> <td>Athletic Injuries-Prevention and Care</td> <td>3</td> </tr> <tr> <td>KIN248 C</td> <td>Psychology of Sport</td> <td>3</td> </tr> <tr> <td>KIN249 C</td> <td>Sport and United States Society</td> <td>3</td> </tr> <tr> <td>KIN270 C</td> <td>Nutrition Science and Application</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>KIN270HC</td> <td>Honors Nutrition: Science and Application</td> <td>3</td> </tr> <tr> <td>KIN271 C</td> <td>Movement Anatomy</td> <td>3</td> </tr> <tr> <td>KIN273 C</td> <td>Exercise Physiology</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>18</td> </tr> </tbody> </table>			Units	KIN235 C	First Aid, CPR and Emergencies	3	KIN272 C	Strength and Conditioning	3	KIN274 C	Exercise Testing and Prescription	3	KIN295 C	Kinesiology- Internship Seminar	3			Units	Activity courses KIN 100 - 199		0.5 - 1	KIN236 C	Athletic Injuries-Prevention and Care	3	KIN248 C	Psychology of Sport	3	KIN249 C	Sport and United States Society	3	KIN270 C	Nutrition Science and Application	3		or		KIN270HC	Honors Nutrition: Science and Application	3	KIN271 C	Movement Anatomy	3	KIN273 C	Exercise Physiology	3	Total Units		18	2020 Fall	Added: KIN 295 C												
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Recreation	<p>RECREATION ASSISTANT CERTIFICATE</p> <p>Program Description: Primary emphasis is to prepare the student for introductory level of recreation and leisure occupational opportunities. All students must complete at least 16 units. Course work in KIN 235 C may be waived with current Red Cross cards in First Aid and CPR at the discretion of the division. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 16 units.</p> <p>Required coursework (9 units):</p> <table border="1" data-bbox="334 321 1057 489"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>REC100 C</td> <td>Foundations of Recreation and Leisure Services</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>REC101 C</td> <td>Principles of Community Recreation</td> <td>3</td> </tr> <tr> <td>REC102 C</td> <td>Recreation Leadership and Diverse Groups</td> <td>3</td> </tr> <tr> <td>KIN235 C</td> <td>First Aid, CPR and Emergencies</td> <td>3</td> </tr> </tbody> </table> <p>Select from the elective courses listed below (7 units)</p> <table border="1" data-bbox="334 516 1032 1075"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td colspan="2">Activity Courses KIN 100-199</td> <td>0.5 - 1</td> </tr> <tr> <td>REC106 C</td> <td>Outdoor Recreation and Camp Counseling</td> <td>3</td> </tr> <tr> <td>KIN236 C</td> <td>Athletic Injuries-Prevention and Care</td> <td>3</td> </tr> <tr> <td>KIN247 C</td> <td>Sports Management</td> <td>3</td> </tr> <tr> <td>SOC101 C</td> <td>Introduction to Sociology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>SOC101HC</td> <td>Honors Introduction to Sociology</td> <td>3</td> </tr> <tr> <td>ANTH102 C</td> <td>Cultural Anthropology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ANTH102HC</td> <td>Honors Cultural Anthropology</td> <td>3</td> </tr> <tr> <td>HS145 C</td> <td>Survey of Medical Terminology</td> <td>3</td> </tr> <tr> <td>BIOL231 C</td> <td>General Human Anatomy</td> <td>4</td> </tr> <tr> <td>BIOL241 C</td> <td>General Human Physiology</td> <td>4</td> </tr> <tr> <td>PSY101 C</td> <td>Introduction to Psychology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>PSY101HC</td> <td>Honors Introduction to Psychology</td> <td>3</td> </tr> <tr> <td>KIN295 C</td> <td>Kinesiology- Internship Seminar</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>16</td> </tr> </tbody> </table>			Units	REC100 C	Foundations of Recreation and Leisure Services	3		or		REC101 C	Principles of Community Recreation	3	REC102 C	Recreation Leadership and Diverse Groups	3	KIN235 C	First Aid, CPR and Emergencies	3			Units	Activity Courses KIN 100-199		0.5 - 1	REC106 C	Outdoor Recreation and Camp Counseling	3	KIN236 C	Athletic Injuries-Prevention and Care	3	KIN247 C	Sports Management	3	SOC101 C	Introduction to Sociology	3		or		SOC101HC	Honors Introduction to Sociology	3	ANTH102 C	Cultural Anthropology	3		or		ANTH102HC	Honors Cultural Anthropology	3	HS145 C	Survey of Medical Terminology	3	BIOL231 C	General Human Anatomy	4	BIOL241 C	General Human Physiology	4	PSY101 C	Introduction to Psychology	3		or		PSY101HC	Honors Introduction to Psychology	3	KIN295 C	Kinesiology- Internship Seminar	3	Total Units		16	2020 Fall	Added: KIN 295 C
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Kinesiology	<p>Kinesiology Associate in Arts Degree</p> <p>This program is designed to prepare students with a knowledgeable base of physical fitness, health practices, and professional activities for entry into the discipline of physical education/kinesiology/athletics. Further specialization is possible by combining the Associate of Arts Degree with electives chosen from a certificate program in fitness, aquatics, or coaching. A student may also elect to work toward a transfer program preparing for entry to a four-year institution. To earn an Associate Degree student must complete: (1) all major course requirements with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) the cultural diversity and reading requirements; (4) any elective courses to complete a minimum of 60 units; and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center. This degree requires completion of 18-21 units.</p> <p>Required courses are listed in suggested sequence (9-11 units):</p> <table border="1" data-bbox="334 1465 976 1829"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>BIOL101 C</td> <td>General Biology</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL101HC</td> <td>Honors General Biology</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL102 C</td> <td>Human Biology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL160 C</td> <td>Integrated Medical Science</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL210 C</td> <td>Anatomy and Physiology</td> <td>5</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>BIOL231 C</td> <td>General Human Anatomy</td> <td>4</td> </tr> <tr> <td>KIN230 C</td> <td>Introduction to Kinesiology</td> <td>3</td> </tr> </tbody> </table> <p>Select at least 3 units from Kinesiology activity courses KIN 100 - 222</p> <p>Elective Courses: Select from the following (9-10 units):</p> <table border="1" data-bbox="334 1906 1032 1936"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Units	BIOL101 C	General Biology	4		or		BIOL101HC	Honors General Biology	4		or		BIOL102 C	Human Biology	3		or		BIOL160 C	Integrated Medical Science	3		or		BIOL210 C	Anatomy and Physiology	5		or		BIOL231 C	General Human Anatomy	4	KIN230 C	Introduction to Kinesiology	3			Units				2021 Fall	Title revision on KIN 244 Course prefix change: KIN 284 C to PHS284 C
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Kinesiology Continued	KIN231 C	Elementary School Movement-Kinesiology	3
	KIN235 C	First Aid, CPR and Emergencies	3
	KIN236 C	Athletic Injuries-Prevention and Care	3
	KIN240 C	Sports Officiating	3
	KIN241 C	Theory of Coaching Basketball	3
	KIN242 C	Theory of Coaching Baseball	3
	KIN244 C	Lifetime Fitness and Wellness	3
	KIN247 C	Sports Management	3
	KIN248 C	Psychology of Sport	3
	KIN249 C	Sport and United States Society	3
	KIN270 C	Nutrition Science and Application	3
		or	
	KIN270HC	Honors Nutrition: Science and Application	3
	KIN271 C	Movement Anatomy	3
	KIN272 C	Strength and Conditioning	3
	KIN273 C	Exercise Physiology	3
	KIN274 C	Exercise Testing and Prescription	3
	PHS284 C	Contemporary Personal Health	3
	KIN295 C	Kinesiology- Internship Seminar	3
	REC100 C	Foundations of Recreation and Leisure Services	3
		or	
	REC101 C	Principles of Community Recreation	3
	REC102 C	Recreation Leadership and Diverse Groups	3
	BIOL241 C	General Human Physiology	4
Total Units		18 - 21	

Kinesiology	Kinesiology Associate in Arts Degree for Transfer (AA-T)																
	<p>This curriculum is designed to provide an opportunity for the Kinesiology major to achieve a Kinesiology Associate in Arts for Transfer (AA-T in Kinesiology) which completes the first- and second-year requirements for transfer to a four-year public California institution. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Kinesiology or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. Students with a degree in Kinesiology may pursue careers in a variety of health science professions including physical training, physical therapy, fitness instruction, coaching and athletics. The completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for upper-division work. To earn an AA-T in Kinesiology students must complete the following requirements: (1) a minimum of 21-23 semester units or 31.5-34.5 quarter units in the major or area of emphasis as determined by the community college district, (2) earn a grade of C or better in all courses required for the major or area of emphasis, (3) the California State University General Education Breadth requirements (CSU GE-Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC) pattern, (4) 60 semester or 90 quarter CSU-transferable units, and (5) attainment of a minimum grade point average (GPA) of 2.0. This degree requires a total of 21-23 units.</p> <p>Required Core Courses: (11 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>KIN230 C</td> <td>Introduction to Kinesiology</td> <td>3</td> </tr> <tr> <td>BIOL231 C</td> <td>General Human Anatomy</td> <td>4</td> </tr> <tr> <td>BIOL241 C</td> <td>General Human Physiology</td> <td>4</td> </tr> </tbody> </table> <p>Movement-Based Courses (3 units minimum). Select one course maximum from three of the following areas:</p> <p>Aquatics</p> <table border="1"> <thead> <tr> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>				Units	KIN230 C	Introduction to Kinesiology	3	BIOL231 C	General Human Anatomy	4	BIOL241 C	General Human Physiology	4		Units	
		Units															
KIN230 C	Introduction to Kinesiology	3															
BIOL231 C	General Human Anatomy	4															
BIOL241 C	General Human Physiology	4															
	Units																
Kinesiology Continued																	

2021 Fall	<p>Course number changes: KIN 134 C to KIN 134AC, KIN 193 C to KIN 193 AC, KIN 195 C to KIN 195AC</p> <p>Added: KIN 134BC, KIN 193BC, KIN 195BC</p> <p>Title revision: KIN 144C</p>
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KIN110 C	Surfing	0.5 - 1
KIN111 C	Swimming	0.5 - 1
KIN112 C	Swimming - Intermediate-Advanced	0.5 - 1
KIN114 C	Springboard Diving	0.5 - 1
KIN115 C	Springboard Diving-Intermediate-Advanced	0.5 - 1
KIN116 C	Swim for Fitness	0.5 - 1
KIN117 C	Water Aerobics	0.5 - 1
Combatives		
KIN120 C	Kick-Boxing	0.5 - 1
KIN121 C	Self Defense	0.5 - 1
Fitness		
KIN128 C	Yoga-Intermediate	0.5 - 1
KIN129 C	Vinyasa Yoga	0.5 - 1
KIN130 C	Yoga	0.5 - 1
KIN131 C	Restorative Yoga	0.5 - 1
KIN132 C	Hatha Yoga	0.5 - 1
KIN133 C	Cardiovascular Conditioning	0.5 - 1
KIN134AC	Walking for Fitness-Beginning	0.5 - 1
KIN134BC	Walking for Fitness-Intermediate	0.5 - 1
KIN135 C	Cardio Step	0.5 - 1
KIN136 C	Cardio Step-Intermediate	0.5 - 1
KIN137 C	Mountaineering and Rock Climbing	0.5 - 1
KIN138 C	Body Sculpt	0.5 - 1
KIN139 C	Cardio Blast	0.5 - 1
KIN140 C	Fitness Training	0.5 - 1
KIN142 C	Power Training	0.5 - 1
KIN143 C	Strength Training	0.5 - 1
KIN144 C	Boot Camp Workout-Intermediate	0.5 - 1
KIN145 C	Boot Camp Workout	0.5 - 1
KIN146 C	Cardio Core	0.5 - 1
KIN147 C	Body Building and Development	0.5 - 1
KIN148 C	Total Body Fitness	0.5 - 1
KIN149 C	Weight Training and Lifting	0.5 - 1
KIN150 C	Trail Hiking	0.5 - 1
KIN151 C	Spinning-Beginning	0.5 - 1
KIN152 C	Spinning-Intermediate	0.5 - 1
KIN198 C	Athletic Weight Training	0.5 - 3
KIN199 C	Conditioning for Athletes	0.5 - 3
Individual Sports		
		Units
KIN160 C	Badminton- Beginning	0.5 - 1
KIN163 C	Table Tennis	0.5 - 1
KIN164 C	Bowling - Beginning	0.5 - 1
KIN165 C	Bowling - Intermediate	0.5 - 1
KIN166 C	Bowling - Advanced	0.5 - 1
KIN167 C	Gymnastics-Tumbling	0.5 - 1
KIN168 C	Tennis - Beginning	0.5 - 1
KIN169 C	Tennis-Intermediate	0.5 - 1
KIN170 C	Tennis-Advanced	0.5 - 1
KIN171 C	Golf-Beginning	0.5 - 1
KIN172 C	Golf-Intermediate	0.5 - 1
KIN173 C	Golf-Advanced	0.5 - 1
KIN174 C	Pickleball-Beginning	0.5 - 1
KIN175 C	Pickleball-Intermediate	0.5 - 1
Team Sports		
		Units
KIN180 C	Futsal-Beginning	0.5 - 1
KIN181 C	Futsal-Intermediate	0.5 - 1
KIN182 C	Futsal-Advanced	0.5 - 1
KIN183 C	Volleyball - Beginning	0.5 - 1
KIN184 C	Volleyball - Intermediate	0.5 - 1
KIN185 C	Volleyball - Advanced	0.5 - 1
KIN186 C	Beach Volleyball - Beginning	0.5 - 1
KIN187 C	Beach Volleyball - Intermediate	0.5 - 1
KIN188 C	Beach Volleyball - Advanced	0.5 - 1

Kinesiology Continued

KIN189 C	Basketball - Beginning	0.5 - 1
KIN190 C	Basketball - Intermediate	0.5 - 1
KIN191 C	Basketball - Advanced	0.5 - 1
KIN192 C	Water Polo	0.5 - 1
KIN193AC	Soccer- Beginning	0.5 - 1
KIN193BC	Soccer-Intermediate	0.5 - 1
KIN194 C	Softball	0.5 - 1
KIN195AC	Baseball- Beginning	0.5 - 1
KIN195BC	Baseball-Intermediate	0.5 - 1
KIN197 C	Flag Football	0.5 - 1
List A: Select two courses (7-9 units) from the following:		
MATH120 C	Introduction to Probability and Statistics	4
	or	
PSY161 C	Probability and Statistics-Social Sciences	4
	or	
PSY161HC	Honors Probability and Statistics-Social Sciences	4
	or	
SOC161 C	Probability and Statistics-Social Sciences	4
	or	
SOC161HC	Honors Probability and Statistics-Social Sciences	4
CHEM101 C	Chemistry for Health Science Majors I	4.5
	or	
CHEM107 C	Preparation for General Chemistry	5
	or	
CHEM111AC	General Chemistry I	5
PHYS201 C	College Physics I	4
KIN235 C	First Aid, CPR and Emergencies	3
Total Units		21 - 23

DEACTIVATE DEGREES/CERTIFICATES																																						
DEGREE		EFF DATE	JUSTIFICATION																																			
Computer Information Systems	Computer Software & Application Certificate Required courses are listed in suggested sequence: <table border="1"> <thead> <tr> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>CIS 100 C</td><td>Introduction to Computer and Windows Concepts</td><td>3</td></tr> <tr><td>CIS 101 C</td><td>Introduction MS Word/Document Formatting</td><td>4</td></tr> <tr><td>CIS 150 C</td><td>Microsoft Office Applications</td><td>3</td></tr> <tr><td>CIS 250 C</td><td>Word Processing</td><td>2</td></tr> <tr><td>CIS 115 C</td><td>Desktop Publishing - Publisher</td><td>2</td></tr> <tr><td></td><td>or</td><td></td></tr> <tr><td>CIS 075 C</td><td>Business Skills Development</td><td>2</td></tr> <tr><td>CIS 103 C</td><td>Microsoft Excel and PowerPoint</td><td>3</td></tr> <tr><td>CIS 121 C</td><td>Adobe PDF Document Management</td><td>3</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td>Total Units</td><td></td><td>20</td></tr> </tbody> </table>		Units	CIS 100 C	Introduction to Computer and Windows Concepts	3	CIS 101 C	Introduction MS Word/Document Formatting	4	CIS 150 C	Microsoft Office Applications	3	CIS 250 C	Word Processing	2	CIS 115 C	Desktop Publishing - Publisher	2		or		CIS 075 C	Business Skills Development	2	CIS 103 C	Microsoft Excel and PowerPoint	3	CIS 121 C	Adobe PDF Document Management	3				Total Units		20	2020 Fall	Department reorganization of Curriculum programs
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DEACTIVATE DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																			
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	June 9, 2020	Resolution	<u> </u>
SUBJECT:	Cypress College Mission Statement	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND: ACCJC Accreditation Standard I.A.4 requires that institutions periodically review and update their mission statement as necessary and that it is approved by the governing board. Cypress College began its most recent review process in September 2019 with a student and employee survey to obtain feedback on the college mission statement, as well as the vision statement and core values. The survey was followed by a campus-wide open forum to share and discuss the feedback. In December 2019, a work group was formed to implement the feedback by refining the wording in the various statements, and this task was completed in February 2020. The revised mission statement, vision statement, and core values were shared through various campus governance groups including Academic Senate, Management Team, and Planning and Budget Committee for review and was subsequently formally approved at President’s Advisory Cabinet (PAC) on May 14, 2020.

This item is submitted by Eileen Haddad, Interim Director of Institutional Research and Planning, and the Accreditation Liaison Officer.

How does this relate to the five District Strategic Directions? This item relates to District Strategic Direction #4: The District will 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 relates to Board Policy 3200, Accreditation and Board Policy 3250, Institutional Planning.

FUNDING SOURCE AND FINANCIAL IMPACT: This item has no financial impact.

RECOMMENDATION: To satisfy accreditation requirements, it is requested that the Board of Trustees formally approve the revised Cypress College mission statement.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.b.1

Item No.

Cypress College

Updated Mission, Vision, and Core Values

Spring 2020

Background

The Mission, Vision, and Core Values are periodically reviewed and updated as a part of our accreditation process. The review process began in September 2019 with a student and employee survey to obtain feedback, and was followed by a campus-wide open forum to share and discuss the feedback. In December 2019, a work group was formed to implement the feedback by refining the wording, and this task was completed in February 2020. These statements have been shared through campus governance groups including Academic Senate, Management Team, PBC, and PAC and are the final product of this collaborative process.

Mission Statement

Cypress College transforms lives through lifelong learning with educational opportunities including transfer to four-year institutions, associate degrees, certificates, and a baccalaureate degree. We are dedicated to forging academic and career pathways to support the achievement of our students, enhancing their economic mobility, fostering equity, and enriching society.

Vision Statement

We strive to be a premier, innovative, and equitable learning community recognized for supporting students and enriching society.

Core Values

Equity

- Eliminating barriers to educational success and career goals by ensuring fairness and access to resources and support.

Excellence

- Pursuing the highest quality in learning and teaching, supporting students, enhancing the college environment, and implementing sustainable practices.

Integrity

- Upholding an ethical standard of honesty, accountability, and trust.

Collegiality

- Promoting teamwork, collaboration, communication, courtesy, and respect both on campus and with the surrounding community.

Inclusiveness

- Fostering a community that embraces diversity, individuality, accessibility, a supportive climate, and encourages a variety of perspectives and opinions.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: June 9, 2020 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
June 9, 2020

RETIREMENT

Nauer, Kathleen FC Art/Computer Graphics Instructor
Eff. 07/22/2020
PN FCF797

NEW PERSONNEL

Teer, Stephanie CC Director, Educational Partnerships and Programs
(Dual Enrollment)
12-month Position (100%)
Range 20, Column G
Management Salary Schedule
Eff. 07/01/2020
PN CCM696

Young, Annette CC Librarian – Online Learning
First Year Probationary Contract
Class B, Step 1
Eff. 08/20/2020
PN CCF722

TEMPORARY MANAGEMENT CONTRACT

Vakil, David CC Interim Dean, Science, Engineering and Math
12-month Position (100%)
Range 32, Column G
Management Salary Schedule
Eff. 07/01/2020-06/30/2020
PN CIM984

EXTENSION OF TEMPORARY MANAGEMENT CONTRACT

Verduzco, Gisela CC Interim Director, Student Success
and Support Programs
Range 24, Column C
Management Salary Schedule
Eff. 07/01/2020-09/11/2020

CHANGE IN SALARY CLASSIFICATION

Gabaldon, Nadia FC Learning Disabilities Specialist
Temporary Contract (100%)
Pursuant to E.C. 87482
Class D, Step 10
Eff. 03/02/2020-06/30/2020

Academic Personnel
June 9, 2020

MANAGEMENT PROFESSIONAL GROWTH AND DEVELOPMENT

Gaetje, Lisa	CC	Dean, Social Sciences Doctoral Stipend (\$3500) Eff. 07/01/2020
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2020 FALL SEMESTER

Peters, Jennifer	CC	Column 2, Step 1
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: June 9, 2020
SUBJECT: Classified Personnel

Action X
Resolution _____
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

5.b.1

Item No.

Classified Personnel
June 9, 2020

RESIGNATION

Guzman, Ines CC Campus Safety Officer
12-month position (100%)
Eff. 06/09/2020
PN CCC876

NEW PERSONNEL

Altoma, Noor CC Special Project Coordinator, Transfer Coach Title V
Temporary Management Position (100%)
Range 1, Special Project Admin Daily Rate Schedule
Eff. 07/01/2020 – 06/30/2021
PN CCT999

Fayad, Sabrina CC Receptionist
12-month position (50%)
Range 29, Step A + 5% Shift
Classified Salary Schedule
Eff. 06/10/2020
PN CCC893

Loon, Lesley-Anne CC Administrative Assistant III, College Foundation
12-month, position (100%)
Range 41, Step C
Classified Salary Schedule
Eff. 06/10/2020
PN CCC694

REHIRES

Ali, Mir CC Special Projects Director/Medical Director and
Supervising Physician of CC Health Center
Temporary Management Position (31%)
Range 3, Special Project Admin Daily Rate Schedule
Eff. 07/01/2020 – 06/30/2021
PN CCT994

Avila, Brandi FC Special Project Manager, UMOJA
Temporary Management Position (100%)
Range 2, Special Project Admin Daily Rate Schedule
Eff. 07/01/2020 – 06/30/2021
PN FCT976

Classified Personnel
June 9, 2020

Fierro, Deniz	FC	Special Project Director, Promise Program/SDSI Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN FCT969
Flores, Stephanie	CC	Special Project Manager, Dual Enrollment Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT725
Garcia, Yanet	CC	Special Project Director, STEM Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 12/30/2020 PN CCT993
Ghatikar, Rachel	CC	Special Project Manager, College Foundation Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT718
Juarez Valencia, Daniela	CC	Special Project Coordinator, Dual Enrollment Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT721
Mejia, Rosa	CC	Special Project Coordinator, STEM Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT722
Mulholland, Grainne	FC	Special Projects Director/Medical Director and Supervising Physician of FC Health Center Temporary Management Position (31.41%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN FCT983

Classified Personnel
June 9, 2020

Payan-Hernandez, Martha	FC	Special Projects Director/CTE Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN FCT971
Perret-Martinez, Erika	CC	Special Project Coordinator, College Foundation Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT713
Rocha, Sandra	CC	Special Project Coordinator, Dual Enrollment Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT716
Tran, Luu	CC	Special Project Coordinator, Student Equity and Achievement Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2020 – 06/30/2021 PN CCT981

PROMOTION

Lindley, Evelyn	CC	Administrative Assistant I 12-month position (100%) PN CCC843 To: Administrative Assistant II 12-month position (100%) Range 36, Step E Classified Salary Schedule Eff. 07/01/2020 PN CCC684
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VOLUNTARY CHANGES IN ASSIGNMENT

Abutin, Allan	AC	IT Project Leader, (100%) Temporary Change in Assignment To: NOCE Interim Manager, Instructional Technology Services (100%) 12-month position (100%) Range 19, Column G + PG&D Management Salary Schedule Eff. 06/10/2020 – 06/30/2020
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PROFESSIONAL GROWTH & DEVELOPMENT

Hampton, Bradley	CC	Piano Accompanist (100%) 1 st increment (\$400) Eff. 07/01/2020
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LEAVES OF ABSENCE

Aguilar, Freddy	FC	Electrician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/18/2020 – 05/31/2020 (Consecutive Leave)
Aponte, Zola	CC	Instructional Assistant, Career Center (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 06/29/2020 – 08/18/2020 (Consecutive Leave)
Jara, Jacqueline	FC	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 07/06/2020 – 08/16/2020 (Consecutive Leave)
Nichols, Steven	FC	Facilities Custodian II (100%) Family Medical Leave (FMLA/CFRA/FFCRA) Paid Leave Using Families First Corona Virus Response Act Until Exhausted; Unpaid Thereafter Eff. 05/26/2020 – 05/28/2020 (Consecutive Leave)

Classified Personnel
June 9, 2020

Willie, Gemena	FC	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 06/25/2020 – 08/19/2020 (Consecutive Leave)
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STIPEND FOR ADDITIONAL ADMINSTRATIVE DUTIES

Land, Michael	CC	IT Service Coordinator I (100%) Extension of 6% Stipend Eff. 07/01/2020 – 12/31/2020
McKeown, William	CC	IT Service Coordinator I (100%) Extension of 6% Stipend Eff. 07/01/2020 – 12/31/2020
Neate, Michael	FC	IT Specialist, Network (100%) Extension of 6% Stipend Eff. 07/01/2020 – 12/31/2020
Nguyen, Hai	FC	IT Specialist, Network (100%) Extension of 6% Stipend Eff. 07/01/2020 – 12/31/2020
Pham, Tony	FC	IT Specialist, Network (100%) Extension of 6% Stipend Eff. 07/01/2020 – 12/31/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: June 9, 2020

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
June 9, 2020

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Amend, Rex	CC	Technical Expert II	Distance Education Equivalency Reviewer	8	05/24/2020	06/06/2020
Brydges, Michael	CC	Technical Expert II	Professional Development Summer Work	20	06/01/2020	06/30/2020
Costello, Jeanne	FC	Technical Expert II	Professional Learning Coordinator	10	06/01/2020	06/30/2020
Floerke, Brandon	FC	Project Manager	Hornets Tutoring Faculty Coordinator	10	05/18/2020	06/30/2020
Hui, Arthur	FC	Project Manager	Coordinate Online Access for Reading/Writing Centers	15	06/01/2020	06/30/2020
Koeppel, Liana	CC	Technical Expert II	Distance Education Equivalency Reviewer	6	05/26/2020	06/19/2020
Luther, Mihoko	CC	Technical Expert II	Distance Education Equivalency Reviewer	4	05/26/2020	06/19/2020
Melella, Laura	FC	Technical Expert II	Online Teaching Certificate Assistant	10	05/25/2020	06/30/2020
Miller, Tania	CC	Project Manager	MLC Coordinator	26	06/01/2020	06/04/200
Miller, Tania	CC	Project Manager	MLC Coordinator	26	06/04/2020	06/08/200
Miller, Tania	CC	Project Manager	MLC Coordinator	26	06/11/2020	06/25/200
Niyondagara, Alice	NOCE	Technical Expert I	Spring Break Professional Development Trainings Support	20	04/06/2020	04/10/2020
Romo, Vincent	CC	Technical Expert II	Distance Education Equivalency Reviewer	15	05/24/2020	06/06/2020
Sampson, Kevin	FC	Technical Expert II	Online Teaching Certificate Assistant	10	05/25/2020	06/30/2020
Thompson, Miranda	CC	Project Manager	MLC Coordinator	26	06/08/2020	06/18/2020
Thompson, Miranda	CC	Project Manager	MLC Coordinator	26	06/29/2020	06/30/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: June 9, 2020 Resolution _____
Information _____
SUBJECT: Hourly Personnel 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
June 9, 2020

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Rodriguez, Raemon	CC	Service/Maint - Substitute for vacant Groundskeeper PN CCC907	06/10/20	06/30/20	TE A 3

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	June 9, 2020	Resolution	_____
SUBJECT:	NOCCCD Educational and Facilities Master Plan 2021-2030 (Draft)	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND: In April 2019, the District awarded a contract to Brailsford & Dunlavy and Moore Ruble Yudell to assist in preparing a ten (10) year Educational and Facilities Master Plan (EFMP) for 2021-2030. The educational component of the plan is designed to project the long-term development of programs and services and describes strategic directions and goals. It provides a framework for the planning of facilities, shorter-term strategic plans, and program review. The facilities component of the plan is intended to validate existing building projects and provide aspirational and practical direction for future space planning.

The year-long process was guided by the 30-member Steering Committee comprised of managers, faculty, classified professionals, and students. Engagement with over 7,000 constituents including employees, students, community members, and alumni was a critical part of the process. Various drafts of the plan were shared with campus committees, academic senates, and student groups for review and input. This most recent draft was approved by members of the District Consultation Council on May 18, 2020.

The draft EFMP is available on the District website: <https://www.nocccd.edu/draft-efmp>

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

How does this relate to Board Policy: This item is in accordance with Board Policy 3250, Institutional Planning.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable at this time.

RECOMMENDATION: It is recommended that the Board receive and review the Draft NOCCCD Educational and Facilities Master Plan 2021-2030 and provide input.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	June 9, 2020	Information	X
		Enclosure(s)	X
SUBJECT:	Citizens' Bond Oversight Committee Appointment Process and Application		

BACKGROUND: At its April 14, 2015 meeting, the Board of Trustees established a Citizens' Bond Oversight Committee and approved the Bylaws for the Committee. The Bylaws (Exhibit A) requires that the Committee consist of at least seven (7) members appointed by the Board from a list of candidates submitting written applications (Exhibit B), and based on criteria established by Proposition 39, which requires:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large.

Currently, the Committee has ten (10) members, with three (3) positions that will be terming out effective summer 2020. District staff is planning to advertise for the replacements. The current positions that will be terming out are the representatives for a business organization, a senior citizens' organization, and the community at-large. The business organization category will be the only required classification that will be vacant (Exhibit C).

Staff requests that the Board review section 5.5 Appointment for the Committee as well as Exhibit B, which is the application for the Oversight Committee before the process begins.

This agenda item was submitted by Fred Williams, Vice Chancellor, Finance and 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 6740, Citizens' Bond Oversight Committee.

FUNDING SOURCE AND FINANCIAL IMPACT: There is no financial impact. All positions on the Citizens' Bond Oversight Committee are voluntary.

RECOMMENDATION: It is recommended that the Board review Exhibit A-C and make recommendations for changes to the Citizens' Bond Oversight Committee appointment process and the application for the independent Citizens' Bond Oversight Committee.

Cheryl Marshall

Recommended by

Approved for Submittal

6.b.2

Item No.

EXHIBIT A

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT INDEPENDENT CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

Section 1. Committee Established. The North Orange County Community College District (the "District") was successful at the election conducted on March 5, 2002 (the "2002 Election") in obtaining authorization from the District's voters to issue up to \$239,000,000 aggregate principal amount of the District's general obligation bonds ("Measure X"). A Bond Oversight Committee for Measure X has been established (the "Measure X Committee"). The District was successful at the election conducted on November 4, 2014 (the "2014 Election") in obtaining authorization from the District's voters to issue up to \$574,000,000 aggregate principal amount of the District's school facilities bond ("Measure J"). Measure X and Measure J are hereinafter referred to as the "Measures," and the 2002 Election and the 2014 Election are referred to as the "Elections". The Elections were conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is obligated to establish an Independent Citizens' Bond Oversight Committee for Measure J in order to satisfy the accountability requirements of Prop 39. The District hereby confirms that the Independent Citizens' Bond Oversight Committee initially established for Measure X shall be reconstituted as a new Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws with oversight responsibility for both Measure X and Measure J. The Committee does not have legal capacity independent from the District.

Section 2. Purposes. The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Elections are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under the Measures. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

Section 3. Duties. To carry out its stated purposes, the Committee shall perform only the duties set forth in Sections 3.1, 3.2, and 3.3 hereof, and shall refrain from those activities set forth in Sections 3.4 and 3.5.

3.1 **Inform the Public.** The Committee shall inform the public concerning the District's expenditure of bond proceeds. In fulfilling this duty, all official communications to either the Board or the public shall come from the Chair acting on behalf of the Committee. The Chair shall only release information that reflects the majority view of the Committee.

3.2 **Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that (a) bond proceeds were expended only for the

6.b.3

Item No.

EXHIBIT A

purposes set forth in Measure X and Measure J, respectively; and (b) no bond proceeds were used for teacher or administrative salaries or other operating expenses in compliance with Attorney General Opinion 04-110, issued on November 9, 2004.

3.3 Annual Report. The Committee shall present to the Board of Trustees of the District (the "Board") in public session, an annual written reports for each of the Measures which shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

3.4 Duties of the Board or Chancellor. Either the Board or the Chancellor, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Review or approval of contracts;
- (ii) Review or approval of change orders;
- (iii) Expenditure of bond funds;
- (iv) Handling of all legal matters;
- (v) Approval of project plans and schedules;
- (vi) Approval of all deferred maintenance plans; and
- (vii) Approval of the sale of bonds.

3.5 Measure X and Measure J Projects Only. In recognition of the fact that the Committee is only charged with reviewing the prior expenditure of bond proceeds, the Board has not charged the Committee with responsibility for:

- (a) Projects financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property without bond proceeds shall be outside the authority of the Committee.
- (b) The establishment of priorities and order of construction for the bond projects, which shall be made by the Board in its sole discretion.
- (c) The selection of architects, engineers, soils engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the project based on District criteria established by the Board in its sole discretion.

EXHIBIT A

- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) which shall be determined by the Board in its sole discretion.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee.
- (f) The approval of an annual budget for the Committee that is sufficient to carry out the activities set forth in Prop 39 and included herein.
- (g) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its function under Prop 39.

Section 4. Authorized Activities.

4.1 In order to perform the duties set forth in Section 3, the Committee may engage in the following authorized activities:

- (a) Receive copies of the District's annual, independent performance audit and annual, independent financial audit required by Prop 39 (Article XIII A of the California Constitution) (together, the "Audits") at the same time said Audits are submitted to the District, and review the Audits, and no later than by March 31st of each year.
- (b) Inspect District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the District's Chancellor.
- (c) Review copies of deferred maintenance plans developed by the District.
- (d) Review efforts by the District to maximize bond proceeds by implementing various cost-saving measures.
- (e) Receive from the Board, within three months of the District receiving the Audits, responses to any and all findings, recommendations, and concerns addressed in the Audits, and review said responses.

Section 5. Membership.

5.1 Number.

The Committee shall consist of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.

EXHIBIT A

- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large.

5.2 Qualification Standards.

- (a) To be a qualified person, he or she must be at least 18 years of age.
- (b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest.

- (a) Members of the Committee are not subject to the Political Reform Act (Gov. Code §§ 81000 et seq.), and are not required to complete Form 700; but each member shall comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.
- (b) Pursuant to Section 35233 of the Education Code, the prohibitions contained in Article 4 (commencing with Section 1090) of Division 4 of Title 1 of the Government Code ("Article 4") and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code ("Article 4.7") are applicable to members of the Committee. Accordingly:
 - (i) Members of the Committee shall not be financially interested in any contract made by them in their official capacities or by the Committee, nor shall they be purchasers at any sale or vendors at any purchase made by them in their official capacity, all as prohibited by Article 4; and
 - (ii) Members of the Committee shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to duties as a member of the Committee or with the duties, functions, or responsibilities of the Committee or the District. A member of the Committee shall not perform any work, service, or counsel for compensation where any part of his or her efforts will be subject to approval by any other officer, employee, board, or commission of the District's Board, except as permitted under Article 4.7.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing as of the date of appointment by the Board. No member may serve more than three (3) consecutive terms. At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year

EXHIBIT A

term and the remaining members for an initial two (2) year term. Members whose terms have expired may continue to serve on the Committee until a successor has been appointed. Members of the Measure X Committee may be appointed to the Committee and be entitled to new terms as described herein, regardless of their period of service on the Measure X Committee.

5.5 Appointment. Members of the Committee shall be appointed by the Board through the following process: (a) the District may advertise in the local newspapers, on its website, and in other customary forums, as well as solicit appropriate local groups for applications; (b) the Chancellor will review the applications; and (c) the Chancellor will make recommendations to the Board.

5.6 Removal; Vacancy. The Board may remove any Committee member for any reason, including failure to attend two consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee. The Board shall seek to fill vacancies within 90 days of the date of occurrence of a vacancy.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District; (b) individual members of the Committee retain the right to address the Board, either on behalf of the Committee or as an individual; (c) the Committee shall not establish sub-committees for any purpose; and (d) the Committee shall have the right to request and receive copies of any public records relating to projects funded by the Measures.

Section 6. Meetings of the Committee

6.1 Regular Meetings. The Committee shall meet at least once a year, but shall not meet more frequently than quarterly.

6.2 Location. All meetings shall be held within the boundaries of the North Orange County Community College District.

6.3 Procedures. All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business of the Committee.

Section 7. District Support

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

EXHIBIT A

- (b) provision of a meeting room, including any necessary audio/visual equipment;
- (c) preparation, translation and copies of any documentary meeting materials, such as agendas and reports; and
- (d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff and/or District consultants shall attend Committee proceedings in order to report on the status of projects and the expenditure of bond proceeds.

Section 8. Reports. In addition to the Annual Report required in Section 3.3, the Committee may report to the Board from time to time in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

Section 9. Officers. The Chancellor shall appoint the initial Chair. Thereafter, the Committee shall elect a Chair and a Vice-Chair who shall act as Chair only when the Chair is absent. The Chair and Vice-Chair shall serve in such capacities for a term of one year and may be re-elected by vote of a majority of the members of the Committee.

Section 10. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a majority vote of the Board.

Section 11. Termination. The Committee shall automatically terminate and disband concurrently with the Committee's submission of the final respective Annual Report which reflects the final accounting of the expenditure of all Measure X and Measure J monies.

EXHIBIT A

CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for Committee members in carrying out their responsibilities. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by bond proceeds, or (2) any construction project which will benefit the Committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of North Orange County Community College District.
- **COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

EXHIBIT B

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT APPLICATION FOR INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE

The North Orange County Community College District is seeking qualified, interested individuals to serve on a committee of community leaders which will serve as the Independent Citizens' Oversight Committee for the District's Measure J college facilities bond program.

Proposition 39 Bond Election

On November 4, 2014, voters residing within the North Orange County Community College District passed Measure J. Measure J is a \$574,000,000 bond measure that authorizes funding for needed repairs, upgrades, and new construction projects to the District's schools. Proposition 39 required a 55% supermajority for approval; Measure J was passed by 55.02%.

Establishment of a Citizens' Oversight Committee

After a bond authorized under Proposition 39 is passed, State law requires that the North Orange County Community College District Board appoint an Independent Citizens' Oversight Committee to work with the District. Since the District previously had an oversight committee for Measure X, that committee is being reconstituted and the functions of that committee are being merged into the Independent Citizens' Oversight Committee, which will have oversight responsibility for Measure J.

Committee Responsibilities

In accordance with Education Code Section 15278(b), the Citizens' Oversight Committee shall:

- Inform the public concerning the District's expenditure of Measure J bond proceeds;
- Review expenditure reports produced by the District to ensure that Measure J bond proceeds were expended only for the purposes set forth in Measure J, respectively; and
- Present to the Board in public session, an annual written report outlining their activities and conclusions regarding the expenditure of Measure J bond proceeds.

The Bylaws which govern the Citizens' Oversight Committee are attached to this Application.

Appointment of Committee Members

All appointments will be made by the Board from applications submitted to the District. The Committee shall consist of at least seven (7) members appointed by the Board from a list of candidates submitting written applications, and based on criteria established by Prop 39, to wit:

- One (1) student enrolled and active in a community college support group, such as student government.
- One (1) member active in a business organization representing the business community located in the District.
- One (1) member active in a senior citizens' organization.
- One (1) member active in a bona-fide taxpayers association.
- One (1) member active in a support organization for the college, such as a foundation.
- Two (2) members of the community at-large.

EXHIBIT B

Time Commitment and Term

Appointments will be staggered, appointees will be appointed to serve one full two-year term and will be eligible for reappointment by the Board for a second and third two-year term.

Would You be Interested in Serving?

If you wish to serve on this important committee, please review the committee Bylaws for more information about the committee's role and responsibilities and complete the attached application. Completed applications should be sent to the North Orange County Community College District by 4:30 PM on Month ##, 2020.

**North Orange County Community College District
1830 W Romneya Drive, Anaheim, CA 92801
Telephone: (714) 808-4500
Attention: Chancellor**

EXHIBIT B

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
APPLICATION FOR INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**

(Please Print or Type)

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

FAX #: _____ E-Mail: _____

Why do you want to serve on the Measure J Independent Citizens' Oversight Committee?

Do you have any special area of expertise or experience that you think would be helpful to the committee?

If you have served on other school district, city or community committees please list and briefly describe your role:

EXHIBIT B

I would be able to represent the following constituencies in the District: *(check all that apply)*

- One Student Enrolled and Active in a Community College Support Group**
Student's Name and School: _____
- Business Representative - Active in a business organization representing local business**
Organization: _____
- Senior Citizen Group Representative - Active member in a senior citizens' organization.**
Organization: _____
- Taxpayer Organization Member - Active in a bona fide taxpayers' association.**
Organization: _____
- One Member Active in a Support Organization for the College, such as a Foundation**
Name and Organization: _____
- Two At-Large Community Members – Residents of the North Orange County CCD.**
Name: _____
Name: _____

Please note any additional information you feel should be considered as part of your application:

1. Are you an employee of the District?*
2. Are you a vendor, contractor, or consultant to the school district?*
3. Do you have conflicts that would preclude your attending quarterly meetings?
4. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Independent Citizens' Oversight Committee?*
5. Are you willing to comply with the ethics code included in the bylaws?

YES	NO

(*Employees, vendors, contractors, and consultants of North Orange County Community College District are prohibited by law from being members of the Citizens' Oversight Committee. Employment which could result in becoming a contractor or subcontractor to the district would also be a potential conflict.)

Signature of Applicant

All answers and statements in this document are true and complete to the best of my knowledge.

Signature _____ Date _____.

Completed applications must be received at
 North Orange County Community College District
 1830 W Romneya Drive, Anaheim, CA 92801- **Attn: Chancellor**
no later than at 4:30 pm, Month ##, 2020. If you have any questions, please call North Orange
 County Community College District at (714) 808-4500.

It is the policy of North Orange County Community College District not to unlawfully discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, religion, marital status, age or mental or physical disability in the educational programs or activities which it operates.

EXHIBIT C

Citizens' Oversight Committee – Term of Service

Member	Representing	Term #	Appointed	End of Term	Term of Service
Elena Reyes	Business Org	3	August 2018	August 2020	2 Yrs
		2	July 2016	July 2018	2 Yrs
		1	June 2015	June 2016	1 Yr

Michael Cooper	College Support Org	3	July 2019	July 2021	2 Yrs
		2	July 2017	June 2019	2 Yrs
		1	June 2015	June 2017	2 Yrs

Phil Wendel	College Support Org	3	July 2019	July 2021	2 Yrs
		2	July 2017	June 2019	2 Yrs
		1	June 2015	June 2017	2 Yrs

Michael Miller	Community Member	3	August 2018	August 2020	2 Yrs
		2	July 2016	July 2018	2 Yrs
		1	June 2015	June 2016	1 Yr

Leroy Mills	Community Member	3	July 2019	July 2021	2 Yrs
		2	July 2017	June 2019	2 Yrs
		1	June 2015	June 2017	2 Yrs

Mark Pavlovich	Community Member	3	July 2019	July 2021	2 Yrs
		2	July 2017	June 2019	2 Yrs
		1	June 2015	June 2017	2 Yrs

EXHIBIT C

Citizens' Oversight Committee – Term of Service

Member	Representing	Term #	Appointed	End of Term	Term of Service
Paul Jewell	Senior Citizens Org	3	July 2019	July 2021	2 Yrs
		2	July 2017	June 2019	2 Yrs
		1	June 2015	June 2017	2 Yrs
Mark Saucedo	Senior Citizens Org	3	August 2018	August 2020	2 Yrs
		2	July 2016	July 2018	2 Yrs
		1	June 2015	June 2016	1 Yr
Vacant	Student Org - CC				
Selena Cruz	Student Org - FC	1	September 2019	September 2021	2 Yrs
Stan Kwak	Taxpayers Assoc	1	July 2019	June 2021	2 Yrs

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: June 9, 2020

SUBJECT: Future Board Agenda Items

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

BACKGROUND: At the June 2018 Board and Chancellor planning retreat, the group discussed how to make Board meetings more effective and efficient. As a result of that discussion, it was agreed that a new *Future Board Agenda Items* section would be included in Board meeting agendas to provide an opportunity for trustees to discuss the possibility of adding topics or items of interest to future agendas.

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

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

May 26, 2020

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, May 26, 2020, at 5:30 p.m. via Zoom teleconference and YouTube livestream.

President Ryan Bent called the meeting to order at 5:35 p.m. and led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Jacqueline Rodarte, and Student Trustees Ester Plavdjian and Chloe Reyes. Absent: None.

RESOURCE PERSONNEL PRESENT: Cheryl Marshall, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Greg Schulz, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns Moore, District Director, Public & Governmental Affairs; Lisa Gaetje, representing the District Management Association; Tina McClurkin, representing the North Orange Continuing Education Academic Senate; Craig Goralski, representing the Cypress College Academic Senate; Kim Orlijan, representing the Fullerton College Faculty Senate; Christie Diep, representing United Faculty; Dawnmarie Neate, representing CSEA; Lauren Mata, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Paul de Dios and Alex Porter from Cypress College; Gil Contreras, Rod Garcia, Jose Ramon Nuñez, and Joe Ramirez from Fullerton College; Terry Cox from North Orange Continuing Education; and Danielle Davy from the District Office.

VISITORS: Public participation was provided via YouTube livestream.

COMMENTS: MEMBERS OF THE AUDIENCE: No comments from members of the public were received.

BLOCK VOTE APPROVAL OF NON-PERSONNEL ITEMS: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Barbara Dunsheath that the following non-personnel items be approved by block vote:

Finance & Facilities: 4.a, 4.b, 4.c
Instructional Resources: 5.a

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.

BLOCK VOTE APPROVAL OF PERSONNEL ITEMS: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jeffrey P. Brown that the following personnel items be approved by block vote:

Human Resources: 6.a, 6.b, 6.c, 6.d

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes.

CHANCELLOR'S REPORT

- A. **Chancellor Marshall** thanked Student Trustees **Ester Plavdjian** and **Chloe Reyes** for their service and for providing a voice for students, and noted that both would serve another term as student trustees. She also acknowledged **Tina McClurkin** who was participating at her last meeting as NOCE Academic Senate President.

COMMENTS

- A. **Valentina Purtell** acknowledged and thanked **Tina McClurkin** for her leadership as NOCE Academic Senate President, but also as SLO Coordinator and Accreditation Chair, and for her dedication to the success of NOCE and her commitment to faculty. She congratulated **Casey Sousa** and **Yvette Krebs** for achieving tenure and expressed hope in celebrating with them in person at a later date. She reported that in honor of classified appreciation week, NOCE held a Zoom party which was attended virtually by classified professionals as well as managers and faculty. She thanked **Chancellor Marshall** and **Dawnmarie Neate** for their participation. On May 27, NOCE will host a drive thru event for students to check out computers. 300 computers were secured for distribution, and President Purtell thanked **Martha Gutierrez** and **Morgan Beck** for planning and implementing the great opportunity for NOCE students.
- B. **JoAnna Schilling** thanked **Marc Posner** and his team, as well as **Paul de Dios** and **Rick Rams** and their staff, and the full Commencement Committee for putting on a wonderful virtual Cypress College Commencement on May 22 to acknowledge their graduates. She congratulated **Alex Porter** on receiving his MBA, and **Stuart Rosenberg** and **Jessica Puma** on their retirements. She reported that the College will host a virtual town hall in appreciation of their classified staff on June 3. She referenced the 15 scholar athletes in her written report, and noted that the abbreviated sports' season was one of the College's best in history, and thanked **Wes McCurtis** for his work to highlight the athletes. Dr. Schilling concluded her report by thanking **Craig Goralski** for extending his term as Cypress College Academic Senate President for another year, and for his great work over the last two years in leading faculty.
- C. **Greg Schulz** reported on his participation on a KPPC radio segment regarding COVID-19 and budget cuts to education funding where he also shared how the College transitioned to remote instruction and Summer enrollment growth. He reported that unduplicated headcount for the Summer term is at 8,608 which is a 13.1% increase from one year ago at the same time, and FTES are 1,706 (24.9% higher than last summer). In response to strong desire from students to postpone commencement, the College has planned a celebration for December, but to celebrate its graduates, a website was launched that has videos, congratulatory comments, and a choral performance. One of the graduates, thirteen year-old **Jack Rico**, earned four A.A.

degrees in two years and has appeared on local and national news. Dr. Schulz noted that the graduating class is the largest in campus history and reflects a 23.8% increase from the prior year's class. He thanked faculty, classified professionals, and managers for working together to make that extraordinary outcome possible.

- D. **Tina McClurkin** shared that it was her last Board meeting as NOCE Academic Senate President and **Jennifer Oo** would begin her term as president on June 3. She thanked **Chancellor Marshall** and **President Purtell** for their openness to her and to the voice of faculty, and was grateful for the opportunity to serve faculty and represent NOCE.
- E. **Craig Goralski** reported that he will continue an additional year as Cypress College Academic Senate President due to the resignation of the President Elect. At its meeting, the Academic Senate elected **Damon De La Cruz** as the new President Elect, **Julia Cherney** as Secretary, and **Liana Koeppel** as Treasurer. **Kathleen McAlister** was appointed to continue as Distance Education Coordinator and **Jennifer Coopman** was appointed SLO Coordinator. He thanked both incoming and outgoing senators, and thanked **Damon De La Cruz** and **Michael Brydges** for their service as Secretary and Treasurer, respectively. The Academic Senate endorsed the Guided Pathways Plan and reviewed another draft of the Educational & Facilities Master Plan (EFMP). He reported on his participation in the Cypress College virtual commencement ceremony that included an amazing program and messages of support, and thanked **Tina McClurkin** for her leadership at NOCE. Lastly, he reported that the Academic Senate agreed to schedule special summer meetings due to COVID-19, and they expect full participation in participatory governance and to be a part of the discussions regarding decisions made about Summer 2020, Fall 2020, and beyond.
- F. **Kim Orlijan** reported that the Fullerton College Faculty Senate held their last meeting of the academic year and named **Albert Abutin**, Dean of Enrollment Services, as their Administrator of the Year. She thanked members of the Faculty Senate who concluded their terms as well as incoming members, congratulated retirees, and expressed her pride in all of her colleagues for their work during a challenging semester, but noted she was most proud of the students at Fullerton College.
- G. **Christie Diep** stated that in the new EFMP, employee salary and benefits play a prominent role, but faculty are at impasse with the District. She said the \$102 million in reserves the District has amassed is absurd for a public institution, and categorized the use of fringe benefit money as a fake and unethical salary increase that harms the most vulnerable of faculty. She reported on her personal survey of all California community college districts, and NOCCCD is the only district that does not offer dependent medical coverage and the only one that uses fringe dollars. She stated that faculty and classified staff are the majority of people that make the District work and cannot be used to bear the burden of budget shifts. She concluded by reporting that United Faculty has been waiting over a month to negotiate both their Summer and Fall MOUs with the District regarding health and safety during the COVID-19 pandemic.
- H. **Dawnmarie Neate** thanked **Valentina Purtell** for hosting a virtual event to honor classified employees. She reported that the CSEA COVID-19 survey was completed and included 297 respondents. The results are still being analyzed, but she shared that comments included concerns related to job loss fears, communication from the District, return to work dates, child care, and household insecurities. She expressed member dissatisfaction over their \$50 monthly stipend that is insufficient, while management

received a \$1,500 stipend. She also reported that classified employees have been prevented from filling out timesheets and requested that moving forward the District communicate directly with CSEA and partner with them on discussions to return to campus.

- I. **Lauren Mata** reported that Adjunct Faculty United finalized and signed COVID-19 related MOUs with the District for the Summer and Fall terms, and rolled over their contract for one year to maintain the status quo. Negotiations continue regarding rehire rights with compromise from both sides, and she expressed hope for a swift agreement. She also stated that in a recent survey, 70% of part-time faculty said rehire and stability was their top priority.
- J. **Student Trustee Ester Plavdjian** reported that the Cypress College commencement virtual program was fantastic and she was honored to be a part of it.
- K. **Trustee Barbara Dunsheath** congratulated all of the graduating students, and said the Cypress College virtual graduation was phenomenal. She reported that the Los Angeles Times Orange County section on May 17 featured both colleges, commended **Greg Schulz** for his recent radio interview, shared that the RP Group released a transfer study, and cited a student survey by The Chronicle of Higher Education that noted 34% of students are looking at other alternatives to four-year schools and 16% are looking at A.A. programs.
- L. **Trustee Jacqueline Rodarte** congratulated all of the college graduates, and reported that she watched the Cypress College commencement livestream and enjoyed the Fullerton College website photos.
- M. **Trustee Stephen T. Blount** reported on his attendance at the Cypress College Foundation and Orange County Legislative Task Force meetings via Zoom.
- N. **Trustee Ryan Bent** praised Fullerton College on their graduation video, and noted that the Cypress College online graduation was phenomenal from beginning to end.

MINUTES: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Stephen T. Blount to approve the Minutes of the Regular Meeting of May 12, 2020 with the noted correction requested by Trustee Ed Lopez to the discussion of Item 4.e on page 61. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

PUBLIC HEARING: At 6:17 p.m. Board President Ryan Bent opened the public hearing on the initial reopener proposals between CSEA Chapter #167 and the District for 2020-21.

After providing the public with the opportunity to comment, and noting that no comments were received, it was moved by Trustee Jeffrey P. Brown and seconded by Trustee Barbara Dunsheath to close the public hearing at 6:19 p.m. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

Item 3.a: The Board received the initial reopener proposal by CSEA Chapter #167 to the District, as submitted by CSEA Chapter #167.

Item 3.b: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Jacqueline Rodarte to adopt the District's initial reopener proposal to CSEA Chapter #167, as submitted by the District. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes.**

FINANCE & FACILITIES

Item 4.a: By block vote, authorization was granted to award RFP#1920-10, Waste Hauling Services, to Ware Disposal, Inc. as the lowest overall responsive and responsible bidder in the amount of \$12,165.00 per month. The contract will be from July 1, 2020, through June 30, 2023. The contract may be renewed for an additional two years. The renewal service rate shall be adjusted for first and second renewal options not to exceed 5%.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Item 4.b: By block vote, authorization was granted to use CMAS Contract #4-12-56-0046A for the LED lighting upgrades and installation by GonLED at the 700/900 Buildings at Fullerton College in the amount of \$424,759.46 plus bonding cost.

Further authorization was granted for the District Director, Purchasing, to issue a purchase order and execute the contract on behalf of the District.

Item 4.c: By block vote, authorization was granted to renew a one-year support agreement from CDW-G Technologies, Inc. for Cisco Systems, Inc. network hardware and software beginning July 1, 2020, through June 30, 2021, for a total cost of \$105,963.04 plus tax.

Further authorization was granted for the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to execute the agreements on behalf of the District.

INSTRUCTIONAL RESOURCES

Item 5.a: By block vote, authorization was granted to approve the North Orange Continuing Education Accreditation Mid-Cycle Progress Report.

HUMAN RESOURCES

Item 6.a: By block vote, authorization was granted for the following academic personnel matters which are within budget:

RETIREMENT

Phillips, Eileen	NOCE	High School Program Noncredit Instructor Eff. 06/27/2020 PN SCF990
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TEMPORARY CONTRACT

Persichilli, Christopher	FC	Physics Instructor Temporary Contract (100%) Pursuant to E.C. 87482
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Class F, Step 1
Eff. 08/20/2020-05/22/2021

ADDITIONAL DUTY DAYS @ PER DIEM – SPRING 2020

Afra, Maha	CC	Director of Dance Production Performance	8 days
Bedard, Dana	CC	Head Coach, Men's Golf	13 days
Beidler, Larry	CC	Head Coach, M&W Swimming	13 days
Coronado, Michael	CC	Campus Student Newspaper Advisor	6 days
Gopar, Gary	CC	Director of Jazz/Swing Band	11 days
Hormel, James	CC	Artistic Director-Resident Theater Company	11 days
Hurdle, Terra	CC	Director of Vocal Jazz Ensemble Director of Master Chorale	8 days 6 days
Hutting, Anthony	CC	Head Coach, Baseball	15 days
Jackson, Donny	CC	Theater Technical Director	15 days
McMillan, Jennifer	CC	Director of Drama/Music Production	6 days
Pinkham, Bill	CC	Assistant Coach, Baseball	11 days
Welliver, Nancy	CC	Head Coach, Beach Volleyball	13 days

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2020 SUMMER INTERSESSION

Clancy, Kristine	CC	Column 3, Step 1
Vann, Salada	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Brown, Julie	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
Carey, Jennifer	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
De La Cerda, Kristina	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020

Diaz, Carlos	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
Dunne, Catherine	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
Frianeza, Michael	CC	Director of Radiology Class F, Step 19 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2020-06/30/2020
Krebs, Yvette	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 04/06/2020-04/10/2020
Lujan, Zaida	NOCE	Professional Development Training Stipend not to exceed \$200.00 Eff. 04/06/2020-04/10/2020
Ly, Thanh	NOCE	Professional Development Training Stipend not to exceed \$50.00 Eff. 04/06/2020-04/10/2020
Mitts, Teri Lyn	CC	Director of Sonography Class D, Step 34 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2020-06/30/2020
Moran, Maricela	NOCE	Professional Development Training Stipend not to exceed \$50.00 Eff. 04/06/2020-04/10/2020
Navarro, Rocio	NOCE	Professional Development Training Stipend not to exceed \$275.00 Eff. 04/06/2020-04/10/2020
Ninh, Khanh	NOCE	Professional Development Training Stipend not to exceed \$400.00 Eff. 04/06/2020-04/10/2020
Oo, Jennifer	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
Pacheco, Elizabeth	CC	Director of Dental Assisting Class D, Step 21 Lecture Rate, Regular and Contract Faculty

Summer Intersession Teaching Schedule
Eff. 06/01/2020-06/30/2020

Patrick, Michelle	NOCE	Professional Development Training Stipend not to exceed \$175.00 Eff. 04/06/2020-04/10/2020
Phillips, Eileen	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
Ramos, Jaime	CC	Director of Psychiatric Technology Class E, Step 20 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2020-06/30/2020
Reeves, Megan	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
Rivera Tweedie, Giana	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 04/06/2020-04/10/2020
Sherard, Erin	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
Smith, Susan	CC	Assistant Director of Nursing Class B, Step 15 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 05/26/2020-08/19/2020
Sousa, Casey	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
Spitler, Patricia	CC	Director of Health Information Technology Class B, Step 12 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2020-06/30/2020
Stackhouse, Daniel	NOCE	Professional Development Training Stipend not to exceed \$50.00 Eff. 04/06/2020-04/10/2020
Stanojkovic, Alli	NOCE	Professional Development Training Stipend not to exceed \$500.00

Eff. 04/06/2020-04/10/2020

Steimke, Kimberly	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
Stivers, Matt	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020
Velasco, Kendra	CC	Director of Dental Hygiene Class E, Step 16 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 06/01/2020-06/30/2020
Yu, Kenneth	NOCE	Professional Development Training Stipend not to exceed \$500.00 Eff. 04/06/2020-04/10/2020

Item 6.b: By block vote, authorization was granted for the following classified personnel matters which are within budget:

RETIREMENT

Hoang, Anna	FC	Instructional Assistant, Math and Engineering 11-month position (75%) Eff. 08/17/2020 PN FCC890
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NEW PERSONNEL

Eze, Vincent	NOCE	IT Technician I 12-month position (100%) Range 41. Step C Classified Salary Schedule Eff. 06/01/2020 PN SCC912
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RESIGNATION

Camacho, Adrian	CC	Receptionist 12-month position (50%) Eff. 05/06/2020 PN CCC893
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PROBATIONARY RELEASE

@01808899	CC	Groundskeeper 12-month position (100%) Eff. 05/12/2020
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CCC907

LEAVES OF ABSENCE

Anzures, Remedios	CC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/30/2020 – 05/08/2020
Hernandez, Carolina	NOCE	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA/FFCRA) Paid Leave Using Families First Corona Virus Response Act Until Exhausted; Unpaid Thereafter Eff. 05/07/2020 – 05/15/2020
Willie, Gemena	FC	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/06/2020 – 06/17/2020 (Consecutive Leave)

PLACEMENT ON 39-MONTH REEMPLOYMENT LIST

Fuentes, Rafael	FC	Facilities Custodian I 12-month position (100%) Eff. 04/26/2020 PN FCC739
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Item 6.c: By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1255 for a copy of the professional expert personnel listing.)

Item 6.d: By the block vote, authorization was granted for the revised Nonclassified Short-Term Hourly Employee Rate Schedule, effective July 1, 2020.

(See Supplemental Minutes #1255 for a copy of the salary schedule.)

GENERAL

Item 7.a: The Board received and reviewed the 2020 Board Assessment summaries. Board President Ryan Bent stated that traditionally the review of the evaluation results have taken place by a Board Subcommittee. He noted that the 2019 Board Subcommittee was disbanded last year, and polled trustees to gauge interest in serving on the new subcommittee. He appointed Trustees Stephen T. Blount and Barbara Dunsheath, and himself to the subcommittee that will bring a future recommendation to the entire Board. President Bent concluded the discussion by thanking all who submitted Board evaluations and provided comments which he noted help to put things in a better perspective.

Item 7.b: Board President Ryan Bent asked if there were any requests for potential future Board agenda items. Trustee Jacqueline Rodarte stated that the Board Policy Subcommittee finalized two of the policies they were reviewing: BP 2740, Board Education and BP 2200, Board Duties and Responsibilities. The two agreed upon board policies will be submitted for a first reading by the Board, and the Subcommittee will continue discussion on BP 2310, Regular Meetings of the Board and BP 2715, Code of Ethics/Standards of Practice.

CLOSED SESSION: At 6:28 p.m., Board President Ryan Bent adjourned the meeting to closed session per the following sections of the Government Code and stated that there would not be a readout:

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

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

RECONVENE MEETING: At 8:00 p.m., Board President Ryan Bent reconvened the meeting in open session.

ADJOURNMENT: At 8:00 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Jacqueline Rodarte to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes.**

Prepared By Recording Secretary for
Jacqueline Rodarte, Secretary, Board of Trustees