



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

**MEETING:** Regular Meeting in June 2016

**DATE:** Tuesday, June 28, 2016, at 5:30 p.m.

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

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

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

**AGENDA:**

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

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

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

- f. **Reports:**
  - Chancellor**
    - \* **District's 2016-17 Tentative Budget**
    - By: Brian Fahnstock, Interim Vice Chancellor,**
    - Finance & Facilities and**
    - Rod Garcia, District Director, Fiscal Affairs**

- h. **College Presidents/Provost**
- Comments:**

**Resource Table Personnel  
Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of June 14, 2016.**
- b. **CLOSED SESSION: Per the following sections of the Government Code:**
- Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.**
- Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**
- Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Provost, School of Continuing Education**
- Per Section 54956.9(a) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: One (1) Potential Case: Per Section 54956.9(d)(2) – Significant Exposure to Litigation**
- Claimants: Gilbert Navarette**  
**Agency Claimed Against: NOCCCD**
3. **FINANCE & FACILITIES**
- a. It is recommended that the Board approve the Tentative Budget for Fiscal Year 2016-17 for all funds of the District and set a public hearing for September 13, 2016, at the Anaheim Campus Board Room at or about 6:00 p.m. pursuant to §58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to the adoption of the Proposed Budget.
- [b] Authorization is requested to specifically commit a portion of the Unallocated Board Discretionary funds for a one-time bonus for fiscal year 2016/17 and 2017/18.
- [c] Authorization is requested to establish budgets to properly reflect the available funds for the Measure J Bond Fund. It is further requested that a resolution be adopted to adjust budgets and authorize expenditures within the Bond Fund, pursuant to the California Code of Regulations Title 5, §58308. **(The Resolution is available for review in the District’s Business Office.)**
- [d] 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 2015-16 at the estimated amount of \$996,416.

- [e] Authorization is requested to enter into agreements with Anthem Blue Cross and AIG Insurance through Student Insurance for student accident and intercollegiate athletic accident insurance for 2016-17 for basic and catastrophic coverage, for Cypress and Fullerton colleges, effective August 1, 2016.
- [f] Authorization is requested to enter into an agreement with Arthur J. Gallagher & Co. to purchase excess Workers' Compensation insurance coverage through New York Marine & General Insurance Company beginning July 1, 2016, through June 30, 2017.
- [g] Authorization is requested to award Bid #2016-08, Anaheim Campus First Floor Tenant Improvements, to Caltec Corporation as the lowest overall responsive and responsible bidder.
- h. It is recommended that the Board receive the updated Fullerton College Facilities Master Plan information.
- [i] Authorization is requested to renew a one-year support agreement with MTM Technologies, Inc. for Cisco Systems, Inc. network hardware and software.

#### 4. **INSTRUCTIONAL RESOURCES**

- a. It is recommended that the Board receive as information the draft template of the NOCCCD Career Access Pathways (CCAP) Act Dual Enrollment Partnership Agreement.
- [b] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Fall 2017.
- [c] Authorization is requested to enter into a Cooperative Contract with the Department of California Department of Rehabilitation (DOR) for the School of Continuing Education's Disability Support Services Program, Workability III Program, in the amount of \$654,000 to be awarded in three installments of \$218,000 over three years.

#### 5. **HUMAN RESOURCES**

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

- Retirement
- Declination of Offer of Employment
- New Personnel
- Promotion
- Extension of Contract
- Change in Salary Classification
- Leave of Absence
- Temporary Academic Hourly

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

- Resignations
- New Personnel
- Rehires
- Promotion
- Change in Salary Classification
- Extension of Contract
- Voluntary Changes in Assignment
- Professional Growth & Development
- Stipend for Additional Administrative Duties
- Leaves of Absence
- New Classified Job Description

[c] Request approval of Professional Experts.

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

[e] Request approval of Volunteers.

f. Request approval of a Tentative Agreement between United Faculty CCA/CTA/NEA and the District for the 2016-2017 and 2017-2018 fiscal years, inclusive of all terms and conditions specified in the written Agreement.

## 6. **GENERAL**

a. It is recommended that the Board adopt proposed, revised Board Policy 4250, Probation, Dismissal, and Readmission.

b. It is recommended that the Board adopt Resolution No. 15/16-25, Trustee Absence, verifying that Trustee Jacqueline Rodarte was absent on June 14, 2016 due to hardship.

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

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>          X          </u>
		Resolution	<u>                          </u>
<b>DATE:</b>	June 28, 2016	Information	<u>                          </u>
		Enclosure(s)	<u>                  X          </u>
<b>SUBJECT:</b>	Fiscal Year 2016-2017 Tentative Budget		

**BACKGROUND:** Pursuant to California Code of Regulations §58301 and §58305, and in accordance with Board Policy 6200, Budget Preparation, the District shall develop a Tentative Budget on or before the first day of July. In addition, the Board shall identify the date, time, and location at which a public hearing on the Proposed Budget will be held.

As in previous years, this year's Tentative Budget is a rollover budget in order to continue operations in the 2016-17 fiscal year. The Tentative Budget is based on estimates contained in the Governor's May Revise Budget with anticipated adjustments based on current budget hearings. Budget updates have been continuously presented to the Council on Budget & Facilities with recommendations forwarded to the District Consultation Council for approval. The Tentative Budget allocations have been prepared in accordance with these recommendations.

Some carryover estimates have been included; however, final carryover balances will be computed as part of the year-end closing process and will be reflected in the Proposed Budget which will be presented in September. The District's Proposed Budget will also incorporate any changes which occurred in the finalized State Budget.

Following is a comparative summary of revenues, transfers in, appropriations, and other uses for all funds of the District contained in the 2015-2016 and 2016-2017 Tentative Budgets:

	2016-2017	2015-2016
General Fund:		
Revenues	\$ 264,199,430	\$ 232,649,749
Appropriations	(257,999,368)	(231,552,188)
Net Other Outgo	(47,616,163)	(38,371,408)
Inc/(Dec) to Beg Bal	\$ (41,416,101)	\$ (37,273,847)

The 2016-17 decrease to the General Fund Beginning Balance includes the estimated partial carryover of the base allocation increase committed for future STRS and PERS increases of \$6,142,000, estimated partial carryover balances of \$35,510,437, and additional reconciling items related to Position Control which will be adjusted with the Proposed Budget.

	2016-2017	2015-2016
Capital Outlay Projects Fund:		
Revenues	\$ 4,936,604	\$ 6,176,183
Transfers In	4,300,000	2,000,000
Appropriations	(56,044,620)	(24,926,731)
Contingencies	(15,533,321)	(12,888,391)
Inc/(Dec) to Beg Bal	<u>\$ (62,341,337)</u>	<u>\$ (29,638,939)</u>
Bond Funds:		
Revenues	\$ 200,000	\$ 10,000
Appropriations	(97,814,030)	(2,144,339)
Contingencies	(2,439,789)	(2,513,589)
Inc/(Dec) to Beg Bal	<u>\$ (100,053,819)</u>	<u>\$ (4,647,928)</u>
Student Financial Aid Fund:		
Revenues	\$ 53,533,645	\$ 52,935,119
Student Financial Aid	(53,533,645)	(52,935,119)
Inc/(Dec) to Beg Bal	<u>\$ 0</u>	<u>\$ 0</u>
Child Development Fund:		
Revenues	\$ 301,460	\$ 282,000
Transfers In	250,000	250,000
Appropriations	(551,460)	(532,000)
Inc/(Dec) to Beg Bal	<u>\$ 0</u>	<u>\$ 0</u>
Retiree Benefit Fund:		
Revenues	\$ 300,000	\$ 200,000
Appropriations	(45,000)	(35,000)
Inc/(Dec) to Beg Bal	<u>\$ 255,000</u>	<u>\$ 165,000</u>
Self-Insurance Fund:		
Revenues	\$ 8,599,229	\$ 8,830,449
Appropriations	(9,437,290)	(9,426,383)
Inc/(Dec) to Beg Bal	<u>\$ (838,061)</u>	<u>\$ (595,934)</u>
Bookstore Funds:		
Revenues	\$ 5,001,697	\$ 4,982,845
Appropriations	(5,001,697)	(4,982,845)
Inc/(Dec) to Beg Bal	<u>\$ (0)</u>	<u>\$ 0</u>
Food Services Funds:		
Revenues	\$ 145,000	\$ 145,000
Appropriations	(70,000)	(70,000)
Transfers Out	(75,000)	(75,000)
Inc/(Dec) to Beg Bal	<u>\$ 0</u>	<u>\$ 0</u>

	2016-2017	2015-2016
<b>Associated Students Funds:</b>		
Revenues	\$ 287,500	\$ 289,500
Appropriations	(287,500)	(289,500)
Inc/(Dec) to Beg Bal	<u>\$ 0</u>	<u>\$ 0</u>
 <b>Campus Services Funds/Bursar/CRPA:</b>		
Revenues	\$ 577,130	\$ 504,999
Transfers In	244,033	232,466
Appropriations	(725,328)	(651,630)
Transfers Out	(95,835)	(85,835)
Inc/(Dec) to Beg Bal	<u>\$ 0</u>	<u>\$ 0</u>
 <b>Other Trust Funds:</b>		
Revenues	\$ 15,000	\$ 15,000
Appropriations	(15,000)	(15,000)
Inc/(Dec) to Beg Bal	<u>\$ 0</u>	<u>\$ 0</u>

The assumptions used to complete the Tentative Budget are attached in Schedule A. The full-time equivalent student (FTES) targets for 2016-17 are shown on Schedule B. Schedule C shows the ongoing unrestricted general fund resource summary, which compares the 2015-16 amounts with those contained in this Tentative Budget. This agenda item was submitted by Rodrigo Garcia, District Director, Fiscal Affairs.

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

**How does this relate to Board Policy:** This agenda item is submitted in accordance with Board Policy 6200, Budget Preparation.

**FUNDING SOURCE AND FINANCIAL IMPACT:** After Board approval of the 2016-17 Tentative Budget, the budget balances will be rolled into Banner and will become the preliminary budget for the 2016-17 fiscal year. After the close of the 2015-16 fiscal year, final carryover balances and any necessary budget revisions will be incorporated and presented to the Board in September as the 2016-17 Proposed Budget.

**RECOMMENDATION:** It is recommended that the Board approve the Tentative Budget for Fiscal Year 2016-17 for all funds of the District. It is also recommended that the Board set a public hearing for September 13, 2016, at the Anaheim Campus Board Room at or about 6:00 p.m. pursuant to §58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to the adoption of the Proposed Budget.

Brian Fahnestock  


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Recommended by

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Approved for Submittal

3.a.3  


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Item No.

**SCHEDULE A**

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
UNRESTRICTED GENERAL FUND  
2016-17 Tentative Budget Assumptions  
June 9, 2016

I. State Revenue

A. Estimated Funded FTES in 2016-17 of 36,533.29(30,602.86 Credit; 2,929.19 Non-Credit; 3,001.24 CDCP)

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth/Restoration	Unfunded FTES	Unfunded
2003-04	33,708.49	32,720.67	32,720.67	-2.93%	-	0.00%
2004-05	32,720.67	34,390.45	34,390.45	5.10%	-	0.00%
2005-06	34,390.45	33,540.89	33,540.89	-2.47%	-	0.00%
2006-07	33,540.89	34,824.38	34,824.38	3.83%	-	0.00%
2007-08	34,824.38	36,544.41	35,037.92	0.61%	(1,506.49)	4.12%
2008-09	35,037.92	38,552.15	35,029.99	-0.02%	(3,522.16)	9.14%
2009-10	33,460.89	38,702.01	33,902.47	1.32%	(4,799.54)	12.40%
2010-11	33,902.47	37,733.25	34,744.84	2.48%	(2,988.41)	7.92%
2011-12	32,091.10	33,265.82	32,088.51	-0.01%	(1,177.31)	3.54%
2012-13	32,088.51	32,441.54	32,363.13	0.86%	(78.41)	0.24%
2013-14	32,363.13	35,714.28	33,121.22	2.34%	(2,593.06)	7.26%
2014-15	33,121.22	36,078.84	34,658.81	4.64%	(1,420.03)	3.94%
2015-16	34,658.81	36,122.80	36,122.80 (Est.)	4.22% *	-	0.00%
2016-17	36,122.80	36,533.29	36,533.29 (Est.)	1.14% **	-	0.00%

\* District Growth Cap is 5.14%, Currently the District is 0.92% below the cap for an estimated \$1,443,305 loss of potential revenue.  
\*\* District estimated Growth Cap is 2.68%. Currently the District is 2.11% below the cap for an estimated \$2,543,701 loss of potential revenue.

C. Apportionment Base:

Foundation Grant	\$ 9,165,531	Includes 15-16 1.02% COLA
Credit FTES @ \$4,724	142,931,329	
Non-Credit FTES @ \$2,840	8,226,686	
CDCP @ \$4,724	14,017,369	
FON Equalization	1,927,185	
STRS/PERS Increase Contribution From Designated Fund	2,008,000	For 15/16
15-16 Base Funding (excludes est. deficit)	178,276,101	
Access Funding/Growth	1,877,012.77	
COLA of 0.00%	-	
Projected 2016-17 Deficit	-	
STRS/PERS Increase Contribution From Designated Fund	2,117,000	
Base for 2016-17	182,270,114	

An estimated Base Augmentation of \$10,595,728 will be held in a Designated Fund to address current and future PERS & STRS Increases. Incorporated in the 2016-17 Budget there is a \$2,117,000 estimated cost for 2016-17. This amount will be transferred out of the Designated Fund into the On-going General Fund. The \$10,595,728 is made up of a base augmentation increase of \$8,345,728 and \$2,250,000 for 2015/16 and 2016/17 respectively.

D. Unrestricted lottery is projected at \$140 per FTES (\$5,057,192). Restricted lottery at \$41 per FTES (\$1,481,035).

E. Estimated reimbursement for part-time faculty hours and benefits is \$229,575 and estimated SB 739 funding for part-time faculty compensation is estimated at \$721,149.

F. Categorical programs will continue to be budgeted separately; matching revenues and expenditures.

G. 2% fee waiver administration allocation estimated at \$672,132

II. Local Revenue

H. Non-Resident Tuition will continue to be budgeted at \$1,000,000 for General Fund Ongoing Revenue. The campuses will budget additional revenue; as appropriate at the campus level.

I. Interest earnings estimated at \$150,000.

J. Other miscellaneous income is estimated at \$10,000.

K. The budget proposal included a Mandated Block Grant to be funded at \$28/FTES. Potential mandated cost revenues are estimated at \$1,011,438. District will reevaluate whether it is prudent to continue selecting this option.

L. One-Time Mandated Claims Funding of an estimated \$3.3 million will be in a separate fund for equipment replacement needs as well as other one-time needs.

M. The Budget proposal includes One-Time Schedule Maintenance or Instructional Equipment Fund of an estimated \$6,390,000.

Note: Apportionment Deficit History (@ Recalc):

FY	Deficit Factor	Deficit Amount
2015-16 EST.	0.9877835615	2,272,422
2014-15	1.0000000000	-
2013-14	0.9934877474	(998,597)
2012-13	0.9977559859	(25,132)
2011-12	0.9806172025	(2,823,939)
2010-11	0.9967683905	(507,429)
2009-10	1.0000000000	-
2008-09	0.9880368230	(1,897,768)
2007-08	0.9967341610	(510,770)
2006-07	1.0000000000	-
2005-06	1.0000000000	-
2004-05	1.0000000000	-

Estimated Revenue vs. PERS & STRS Cost				
		Cumulative Increased Costs	Annual State Contribution	Available Balance
2014/15		904,000	-	(904,000)
2015/16		2,008,000	8,345,728	5,433,728
2016/17		4,125,000	10,595,728	11,904,456
2017/18		6,223,000	10,595,728	16,277,184
2018/19		8,411,000	10,595,728	18,461,912
2019/20		10,669,000	10,595,728	18,388,640
2020/21		12,262,000	10,595,728	16,722,368
2021/22		12,262,000	10,595,728	15,056,096
2022/23		12,262,000	10,595,728	13,389,824
2023/24		12,262,000	10,595,728	11,723,552
2024/25		12,262,000	10,595,728	10,057,280



**SCHEDULE A**

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT UNRESTRICTED GENERAL FUND 2016-17 Tentative Budget Assumptions June 9, 2016
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III. Appropriations and Expenditures

- A. Personnel costs include a 3% salary increase assumption for 2015/16 for Faculty and Classified, as well as a 3.5% salary increase for Management, Confidential, and Executives as an on-going expense.
- B. A 3% salary increase was incorporated for 2016/17 for all groups except Adjunct Faculty. Each 1% salary increase for Unrestricted General Fund positions is an estimated \$1,483,242.

Faculty	\$	656,440
Academic Management		79,030
Classified		398,013
Classified Management		74,339
Confidential		13,992
Adjunct Faculty		<u>261,428</u>
	\$	<u>1,483,242</u>

- C. Salary and Benefit Costs (excluding categorical, extended day and self-supporting positions) are estimated at \$139,236,357. This also includes an average 5% increase in medical. A 2.041% increase to PERS is included. A 1.85% increase in STRS is included. The cost of each 1% increase in the STRS rate is approximately \$580,500.
- D. Retiree medical cost is estimated at \$5,444,229.
- E. The advanced full-time faculty obligation for Fall 2016 is estimated at 583.77. The District is hiring 88 faculty positions for an estimated total of 590 positions counting toward the obligation. Therefore, the District expects to be 6.23 positions above the obligation. Based on access funding captured in 2014/15 and assuming the 0.92% access funding materializes the District will be an estimated 4.23 positions above the estimated Fall 2017 FON of 585.77.
- F. The calculated backfill adjustment amount has been increase by 3% of salary increases and is equal to \$59,893 for Librarians, \$60,392 for Counselors, and \$33,150 for all other positions. Extended Day budget adjustments are based on \$1,363 for credit FTES and \$915 for noncredit FTES. Estimated benefit costs for the Part-time Faculty and other hourly employees is estimated at \$3,421,153.
- G. Operating Allocation equals \$10,778,348. This amount incorporates a 1.14% District-wide Growth Beyond Extended Day. The 1.14% District-wide growth is was established by a 1% growth at Cypress College, 2% growth at Fullerton College, and 10.71% decline at the School of Continuing Education.
- H. Districtwide expenses include budget for recruiting, memberships, sabbatical bond reimbursements, emergency notification, sewer, attorney, electricity, gas, water, waste disposal, election, hospitality, ride share (AQMD), student insurance, Employee Assistance Program, One Call Emergency Communication System, EEO Plan Implementation and interest expenses. Districtwide expenses also include a \$250,000 contribution to the Fullerton College Child Care fund per Board action on 4/14/09. Total Districtwide expenses are budgeted at \$6,536,521.
- I. No on-going budget has been established for scheduled maintenance match for 2016-17.
- J. On-going contribution for Insurance expense (Property & Liability) & Workers Comp. of \$1,015,000.
- K. Sabbatical cost is estimated at \$300,000.
- L. Related activity expense which covers additional duty days for faculty is estimated at \$350,000.
- M. Memberships for contract employees is estimated at \$6,000.
- N. The unfunded liability for retiree medical is estimated at \$153.4 million based on the most recent actuarial study. We currently have \$70.2 million in a Retirement Benefits Fund and \$7 million in a newly established irrevocable trust which would bring the net liability to \$76.2 million.

	Annual Required Contribution	Contribution	Surplus/(Shortfall)
2016-17	11,867,872	12444229 *	576,357
2015-16	11,867,872	15,116,737 *	3,248,865
2014-15	11,867,872	11,867,872	-
2013-14	12,561,286	9,228,220	(3,333,066)
2012-13	12,561,286	8,136,224	(4,425,062)
2011-12	12,436,243	6,292,758	(6,143,485)
2010-11	12,700,000	7,716,770	(4,983,230)
		Previous 6 year Shortfall	<u>(15,635,978)</u>

\* Estimated amounts

Note 1: All Federal, State, and Locally funded categorical programs balance revenue and expenditures.

**SCHEDULE B**

**North Orange County Community College District  
FTES Targets - 2016-17 Tentative Budget Assumptions  
As of June 9, 2016**

	2015/16 Target	%	2015/16 Actuals FTES @ P2	%	Difference Target & Actuals	% Change	Total 2016/17 Target	2016/17 Change	% Change Target & Target
Cypress	11,660.22	31.78%	11,545.59	31.96%	(114.63)	-0.98%	11,776.82	116.60	1.00%
Fullerton	18,976.93	51.73%	18,977.00	52.53%	0.07	0.00%	19,356.47	379.54	2.00%
SCE	6,047.99	16.49%	5,600.21	15.50%	(447.78)	-7.40%	5,400.00	(647.99)	-10.71%
<b>Total</b>	<b>36,685.14</b>	<b>100.00%</b>	<b>36,122.80</b>	<b>100.00%</b>	<b>(562.34)</b>	<b>-1.53%</b>	<b>36,533.29</b>	<b>(151.85)</b>	<b>-0.41%</b>

Note 1) 2016/17 Target reflects 1.14% growth.

Note 2) 263.59 of 2015-16 Actual FTES at FC are Non-Credit FTES.

Note 3) Annual FTES compared to Estimated Funded FTES equals approximately 0 unfunded FTES.

Note 4) 2016/17 Target will have the District at 0% Unfunded FTES

Credit FTES				Actual Faculty Count				
				Creditable	Non-Creditable	total		
CC	11,665.95	38%	CC	222.74	CC	224	-	224
FC	18,908.24	62%	FC	361.03	FC	356	-	356
	<u>30,574.19</u>		2016 Advance FON	<u>583.77</u>	SCE	10	19	29
						<u>590</u>	<u>19</u>	<u>609</u>

**SCHEDULE C**

**North Orange County Community College District  
Unrestricted General Fund On-going Resource Summary  
2016-17 Tentative Budget Assumptions  
as of June 9, 2016**

<b>Revenues</b>	<b>2015-16</b>	<b>2016-17</b>
C. Apportionment/Taxes/Enrollment Fees	\$ 174,947,569	\$ 182,270,114
C. COLA	1,761,660	-
D. Unrestricted Lottery	5,034,991	5,057,192
E. Part-Time Faculty Office Hours/Benefits	229,575	229,575
E. Part-time Faculty Compensation	721,149	721,149
G. Fee Waiver Admin	672,132	672,132
H. Non-Resident Tuition	1,000,000	1,000,000
I. Interest	150,000	150,000
J. Misc Income	10,000	10,000
K. Mandated Cost	976,003	1,011,438
	<b>\$ 185,503,079</b>	<b>\$ 191,121,600</b>
<b>Expenditures</b>		
C. Unrestricted General Fund Personnel	\$ 130,769,502	\$ 139,236,357
D. Retiree Benefits	5,116,737	5,444,229
F. Extended Day Budgets	24,402,663	22,987,507
F. Extended Day/Hourly Benefits	3,190,031	3,421,153
G. Operating Allocation	12,375,327	10,778,348
H. Districtwide	6,261,970	6,536,521
I. Scheduled Maintenance Match	-	-
J. Insurance	1,015,000	1,015,000
K. Sabbatical	300,000	300,000
L. Related Activity	350,000	350,000
M. Other (Memberships)	6,000	6,000
N. On-going Contribution to the Retiree Irrevocable Trust	1,976,003	1,011,438
<b>Total</b>	<b>\$ 185,763,233</b>	<b>\$ 191,086,553</b>
 <b>Revenue less Expenditures</b>	 <b>\$ (260,154)</b>	 <b>\$ 35,047</b>

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action  X   
Resolution \_\_\_\_\_  
**DATE:** June 28, 2016 Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Committed Fund Balance for One-Time Bonus

**BACKGROUND:** On June 28, 2011, the Board formally approved the adoption of the Governmental Accounting Standards Board (GASB) issued Statement Number 54, *Fund Balance and Governmental Fund Type Definitions*, to change how fund balance information is reported and improve the usefulness of fund balance reporting. GASB 54 established new fund balance classifications as an attempt to make fund balance classifications easier to understand and apply. Since the District reports its financial statements following the Business Type Activity (BTA) model of GASB Statements No. 34 and 35, in accordance with the recommendation of the California Community Colleges Chancellor's Office, it does not technically need to comply with GASB Statement No. 54. However, the District chose to include "fund" financial statements as supplementary information in its annual audited financial report to provide a more useful presentation of the financial status of the various district funds. One of these classifications is the "Committed" Fund Balance which includes amounts that can only be used for specific purposes under a formal action of the Board. Since its adoption the Board has not taken a formal action to commit any funds.

During the 2015-16 Budget development there was an amount of \$6.3 million dollars allocated to Board Discretionary funds. As of May 31, 2016, \$5.3 million remain unallocated. In order to reduce the cost of employee benefits, a one-time bonus in the amount of \$1,250 per employee will be added to all eligible employees for the 2016/17 fiscal year. In the case that there is no Cost of Living Adjustment (COLA) in 2017/18 the same one-time bonus will be given to all eligible employees. Therefore, formal action by the Board is needed to commit the \$3.3 million for a one-time bonus for 2016/17 and 2017/18. This agenda item has been submitted by Rodrigo Garcia, District Director, Fiscal Affairs.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Unallocated Board discretionary funds carryover. Funds of \$3.3 million will be committed for off-schedule salary bonuses.

**RECOMMENDATION:** Authorization is requested to specifically commit \$3.3 million of the Unallocated Board Discretionary funds for a one-time bonus of \$1,250 per eligible employee for fiscal year 2016/17 and 2017/18.

Brian Fahnestock

Recommended by

Approved for Submittal

3.b

Item No.



**North Orange County CCD  
Measure J Bond Funds**

**Budget Revision  
July 1, 2015 - June 30, 2016**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>	<u>CURRENT BUDGET</u>	<u>REVISED BUDGET</u>	<u>VARIANCE</u>
<b>60000 Capital Outlay</b>				
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 520,000	\$ 520,000
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 606,000	\$ 606,000
Buildings	45551 1340 60000 7100	\$ -	\$ 3,977,051	\$ 3,977,051
Buildings	45552 1340 60000 7100	\$ -	\$ 3,930,850	\$ 3,930,850
Buildings	45553 1340 60000 7100	\$ -	\$ 40,825,000	\$ 40,825,000
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 4,648,500	\$ 4,648,500
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 4,876,000	\$ 4,876,000
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 754,395	\$ 754,395
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 595,000	\$ 595,000
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 1,500,000	\$ 1,500,000
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 3,174,710	\$ 3,174,710
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 4,000,000	\$ 4,000,000
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 3,202,300	\$ 3,202,300
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 3,718,800	\$ 3,718,800
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 1,161,000	\$ 1,161,000
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 1,399,200	\$ 1,399,200
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 595,000	\$ 595,000
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 222,200	\$ 222,200
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 888,800	\$ 888,800
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 2,246,200	\$ 2,246,200
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 93,932	\$ 93,932
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 64,046	\$ 64,046
Buildings	xxxxx 1340 60000 7100	\$ -	\$ 1,048,035	\$ 1,048,035
Buildings	49749 1340 60000 7100	\$ -	\$ 13,212,981	\$ 13,212,981
Buildings	49750 1340 60000 7100	\$ -	\$ 2,160,000	\$ 2,160,000
	<b>Grand Totals</b>	<b>\$ -</b>	<b>\$ 99,420,000</b>	<b>\$ 99,420,000</b>
<b>80000 Revenue</b>				
Gain/(Loss) from Sale of Bond	49750 1340 89200 7100	\$ -	\$ 99,420,000	\$ 99,420,000

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

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the Bond Fund 2122, for fiscal year 2015-2016, pursuant to the California Code of Regulations Title 5, Section 58308;

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8941	Gain/(Loss) from Sale of Bond	\$ 99,420,000
	TOTALS	<u>\$ 99,420,000</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
6000	Capital Outlay	99,420,000
	TOTALS	<u>\$ 99,420,000</u>

AYES:  
NOES:       None  
ABSENT:     None

STATE OF CALIFORNIA    )  
                                  ) SS  
COUNTY OF ORANGE     )

I, Brian Fahnestock, Interim Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on June 28, 2016, and passed by a unanimous vote of said Board.

\_\_\_\_\_  
Interim Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

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

by \_\_\_\_\_, Deputy

\_\_\_\_\_  
3.c.3  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 28, 2016

**SUBJECT:** Property & Liability Insurance Coverage for 2016-17 through the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and Schools Excess Liability Fund (SELF)

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

**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 coverage for general liability, automobile liability, professional liability, property, boiler & machinery, employee dishonesty (Crime), and automobile physical damage.

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. This program also includes Cyber coverage, Terrorism, and Legal Defense Cost coverage (for excluded claims) with sub-limits ranging between \$50,000 - \$20 Million.

The biggest change for 2016-17 is SELF's rate, which increased significantly due to major claims in 2015-16 and the concern that these claims are not anomaly that occurs every decade, but a trend. In addition to the 40% increase in rate, the District purchased the excess coverage from \$25 Million to \$50 Million. Given the frequency of catastrophic losses, ASCIP purchased this additional coverage for its members in 2015-16. However, this cost is now being passed through to individual districts.

Property coverage limit is \$500 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 Million per occurrence.

ASCIP JPA's Liability rate went down 1.3% for 2016-17, but the District's premium as a whole increased by 8.6% due to the increase in FTES, automobile count, property value, claims costs, and excess insurance cost.

The District has maintained a very low general liability claims the last five years, and the loss experience modification (ExMod) factor is 0.655 for 2016-17. This is a discount rate and the District's cost for the General Liability coverage is 34.5% less than the base premium. The District's rate is one of the two lowest rates among ASCIP member schools.



The ASCIP-B is a Booster Club or Auxiliary Group coverage, and the District's Foundations and their officers 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 rate for FY 2015-16, and the estimated rate for FY 2016-17:

	<u>2015-16</u>	<u>2016-17</u>
General Liability (\$25,000 Deductible) up to \$,5,000,000 (ASCIP)	\$437,601	\$476,390
SELF \$5,000,001 to \$55,000,000	71,340	122,990
Property (\$5,000 Deductible)	330,962	347,288
Employee Dishonesty (Crime-\$500 Deductible)	13,938	14,015
Automobile Liability (\$25,000 Deductible)	21,765	24,543
Automobile Physical Damage (\$1,500 Deductible)	2,847	2,964
ASCIP-B (Booster/Auxiliary/Foundation Coverage)	<u>7,478</u>	<u>8,226</u>
<b>TOTAL</b>	<b><u>\$917,107</u></b>	<b><u>\$996,416</u></b>

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 General 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 2016-17 at the estimated amount of \$996,416. Further, authorization is requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the insurance policies on behalf of the District.

Brian Fahnestock  
 \_\_\_\_\_  
 Recommended by

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

3.d.2  
 \_\_\_\_\_  
 Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
		Resolution	<u>          </u>
<b>DATE:</b>	June 28, 2016	Information	<u>          </u>
		Enclosure(s)	<u>          </u>
<b>SUBJECT:</b>	Student Accident and Intercollegiate Athletic Accident Insurance for 2016-17		

**BACKGROUND:** Student accident insurance provides coverage for injuries to students on campus and athletes during practice and competition. Due to the exorbitant costs with conventional insurance, the District switched insurance starting 2011-12 to Student and Athlete Insurance Network (S.A.I.N.), a medical insurance plan underwritten by Anthem Blue Cross. This is a pooled plan with approximately forty (40) other colleges, and the premium is based on the number of enrolled students rather than the claims/loss experience. This program offers spread of risk, more stability, and is slower to react to adverse claims experience and fluctuating market conditions. The number of participating physicians are vast through the Blue Cross network, and the discount of charges is significantly more than the conventional insurance programs. The catastrophic insurance is provided by AIG Insurance with uninterrupted coverage of up to \$1,000,000.

Access to the desired providers through this new program was seamless, and the average annual PPO discount in costs is 70%. Due to the deep discounts, the average loss pay ratio to the premium is 70%, not including the 2015-16 losses, which have not matured yet. While the District's loss ratio does not directly impact the premium in this program, the loss trend and the combined losses for S.A.I.N. will affect insurance rates for future years, for all members. The District's true loss ratio (before the discounts) is: 2011-12, 201%; 2012-13, 317%; 2013-14, 296%; 2014-15, 100.18%, and 2015-16, 57.7%, although this year's claims will not mature until next year. Based on the loss experience, participating in the S.A.I.N. program has served the District well.

The risk pool as a whole performed well and there is a 2% premium decrease for a second year in a row. However, as it was for 2015-16, the District's student and athlete count increased from the previous year and thus, the total premium amount is actually higher. As expected, the majority of claims were from football, and some from and soccer basketball. The injuries mostly resulted from contact/collision and while jumping, running and pivoting, which are essential aspect of these sports. All efforts have been made to mitigate athlete injuries such as implementation of concussion and conditioning programs, diligent use of braces, and maximum services by the athletic trainers before, during, and after the sports season. The athletic departments and District personnel also meet at the end of each year to review the claims reports and discuss strategies, including implementation of pilot programs to mitigate the losses as much as possible.

The catastrophic insurance rate from AIG has increased by 7% based on its nationwide aggregate loss experience.

The premium amounts for the multiple layers of coverage for the previous years and the new fiscal year are as follows:

	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Basic Student	\$209, 252	\$211,744	\$210,960	\$214,600
Basic Catastrophic	4,868	5,160	5,366	5,742
Athletes	Included	Included	Included	Included
Athletes Catastrophic	6,934	7,350	7,644	8,179
<b>Total</b>	<b>\$221,054</b>	<b>\$221,054</b>	<b>\$223,970</b>	<b>\$228,521</b>

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 5205, Student Accident Insurance.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding will be made through the District-wide available on-going resources.

**RECOMMENDATION:** Authorization is requested to enter into agreements with Anthem Blue Cross and AIG Insurance through Student Insurance for student accident and intercollegiate athletic accident insurance for 2016-17 in the amount of \$214,600 for basic coverage and \$13,921 for catastrophic coverage, for Cypress and Fullerton colleges, effective August 1, 2016. Further authorization is requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the insurance policies on behalf of the District.

Brian Fahnestock  
 Recommended by

Approved for Submittal

3.e.2  
 Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

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

**DATE:** June 28, 2016

**SUBJECT:** Workers' Compensation (WC) Excess  
Insurance Coverage for 2016-17

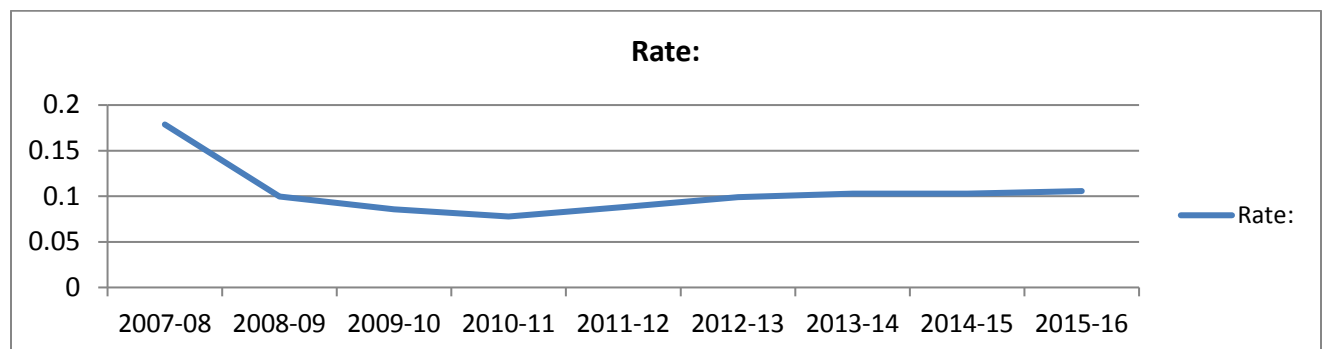
**BACKGROUND:** The District's broker, Arthur J. Gallagher & Co. (Gallagher) approached six (6) excess insurance carriers and obtained an indication from only one, but with \$1 million Self Insurance Retention (SIR) and at a rate 40% higher than the current policy. The other carriers declined to provide quotation. Fortunately, the incumbent carrier offered to renew at the current rate and SIR.

The 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 to compensate for the for what it felt was an over reduction (44%) in rate for 2008-09. District saved 14.16% by switching.

The rates have stayed mostly stable from 2010-11 to 2015-16 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 well to limit the increase to 12.5%. Unlike ACE, NYMaGIC has conducted audit of the District's claim files and also performs annual review of the District's loss prevention and claims control efforts in order to evaluate the risk exposure. The District's rate has been and still is one of the lowest rates among all of the Gallagher's individual clients.

For 2016-17, a few of the open claims posed a significant challenge in getting good quotes. All carriers approached would not offer formal quotations below \$750,000 or \$1M SIR. After much negotiations, NYMaGIC reluctantly agreed to \$500,000 SIR and the same rate as last year, which is .1056 per \$100 payroll. Gallagher did an excellent job since the current excess workers' compensation insurance marketplace trend is increasing in both rates and retention amount. In addition, there are two (2) current and two (2) potential claims that are in the excess layer. Of these four (4) claims, two (2) are in the NYMaGIC's layer.

In retrospect, 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 for the last 9 years:



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 fee remains at \$6,000 for 2016-17. Payment of this fee is recommended in order to encourage the broker to continue finding the best program for the District. As an added benefit, Gallagher will provide various employee safety and loss control services.

Following is the District's history of premium (including the broker fee) for the last five (5) years and an estimate for Fiscal Year 2016-17:

2011-12	\$113,216	Actual
2012-13	\$127,346	Actual
2013-14	\$133,153	Actual
2014-15	\$143,466	Actual
2015-16	\$138,231	Estimate (final audit payment/rebate due in 9/2016)
2016-17	\$140,345	Estimate (final payment/rebate due in 17-18 year)

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 New York Marine & General Insurance Company beginning July 1, 2016, through June 30, 2017, for the estimated amount of \$140,345 including the broker fee; the final cost will be based on actual payroll cost. 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

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	
<b>DATE:</b>	June 28, 2016	Information	
		Enclosure(s)	
<b>SUBJECT:</b>	Award Bid #2016-08, Anaheim Campus First Floor Tenant Improvements		

**BACKGROUND:** On June 9, 2016, the District Purchasing Department received eight (8) bids for the Anaheim Campus First Floor Tenant Improvements project. The lowest bidder, Archico Design Build, has made a material mistake and seek to withdraw its bid. The District has consented to the withdrawal of the bid. The District recommends to award the project to Caltec Corporation, the next lowest responsive and responsible bidder, in the amount of \$285,000 plus \$75,000 allowance, for a total of \$360,000.

The project entails renovation and building improvements for a portion of the Anaheim Campus 1<sup>st</sup> floor warehouse area that will be converted into long term document storage for the District's Human Resources, Risk Management, Fiscal Affairs, Purchasing and Facilities permanent building archive.

Following is a bid summary:

COMPANY	BID	ALLOWANCE	TOTAL
Archico Design Build ***	\$229,000	\$75,000	\$304,000
<b>Caltec Corp</b>	<b>\$285,000</b>	<b>\$75,000</b>	<b>\$360,000</b>
Kazoni Inc DBA Kazoni Construction	\$293,912	\$75,000	\$368,912
Patriot Construction & Engineering	\$318,000	\$75,000	\$393,000
Optima RPM, Inc	\$349,600	\$75,000	\$424,600
Dalke & Sons Construction, Inc	\$498,680	\$75,000	\$573,680
Sanders Construction Services, Inc	\$535,000	\$75,000	\$610,000
Ace Engineering, Inc	\$593,479	\$75,000	\$668,479
*** Bid Withdraw			

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

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding for this project is from Measure X funds

**RECOMMENDATION:** Authorization is requested to award Bid #2016-08, Anaheim Campus First Floor Tenant Improvements, to Caltec Corporation as the lowest overall responsive and responsible bidder in the amount of \$360,000. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

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Brian Fahnestock  
Recommended by

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Approved for Submittal

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3.g.2  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** June 28, 2016  
**SUBJECT:** Fullerton College Facilities Master Plan Update

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

**BACKGROUND:** Fullerton College has been developing a Facilities Master Plan in support of the Fullerton College Educational Master Plan. During the spring of 2015 and fall of 2015, campus and community forums were held to share information about the current Facilities Master Plan including potential projects and sequencing of projects. Following the recent campus and community forums held in October 2015, campus architect DLR Group compiled a summary of the information and feedback that was received by forum participants and provided summary notes which are posted on the college website. The college staff then met with groups from the campus as well as members of the community to further discuss ideas and suggestions that were identified during the campus and community forums. College staff then incorporated a number of changes based on feedback and suggestions received into the updated Facilities Master Plan. The updated Facilities Master Plan information was then shared and discussed throughout the spring at the college with various participatory governance groups on campus including the Facilities Committee, Planning and Budget Steering Committee, Faculty Senate, Classified Senate, Deans Council and President's Advisory Council. This agenda item was submitted by Richard Storti, Vice President, Administrative Services.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** The potential projects contained in the Fullerton College Facilities Master Plan will be funded by a variety of sources including but not limited to capital outlay funds, Measure J funds, state funds and campus carryover funds.

**RECOMMENDATION:** It is recommended that the Board receive the updated Fullerton College Facilities Master Plan information.

Brian Fahnestock  
Recommended by

Approved for Submittal

3.h  
Item No.



## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>  X  </u>
<b>DATE:</b>	June 28, 2016	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Support Agreement with MTM Technologies, Inc. for Cisco Systems, Inc. Network Hardware and Software Support	Enclosure(s)	<u>          </u>

**BACKGROUND:** On June 11, 2013, the Board approved a three-year agreement with MTM Technologies, Inc. for Cisco Systems, Inc. network hardware and software support. The agreement included replacement parts for failed hardware, software upgrades and patches, and 24-hour direct access to Cisco Technical Support for services. MTM is a Cisco approved dealer and is able to provide the District with continued Cisco maintenance coverage on the hardware and software. The contract is about to be expired on June 30, 2016. The campus Academic Computing Technology and Information Services Departments are requesting to renew a one-year contract with MTM to provide the District with continued Cisco maintenance coverage on the hardware and software support beginning July 1, 2016, through June 30, 2017 in the amount of \$116,208.15 plus tax.

This agenda item was submitted by Deborah Ludford, District Director, Information Services, in consultation with Mike Kavanaugh, Co Ho and Morgan Beck, Managers of Technical Services in the Academic Computing Technology departments.

**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 6330, Purchasing/Warehouse.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The cost will be paid out of the general fund.

**RECOMMENDATION:** Authorization is requested to renew a one-year support agreement from MTM Technologies, Inc. for Cisco Systems, Inc. network hardware and software beginning July 1, 2016, through June 30, 2017, for a total cost of \$116,208.15 plus tax. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to execute the agreements on behalf of the District.

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Brian Fahnestock  
Recommended by

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Approved for Submittal

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3.i  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
<b>DATE:</b>	June 28, 2016	Information	_____ X
		Enclosure(s)	_____ X
<b>SUBJECT:</b>	NOCCCD CCAP Dual Enrollment Partnership Agreement Template		

**BACKGROUND:** On November 5, 2015, the Governor signed into legislation AB288, that establishes the College and Career Access Pathways(CCAP) Act to authorize California Community College districts to enter into formal partnership agreements with local school districts to expand access to dual enrollment opportunities for high school students. The goals of offering or expanding dual enrollment opportunities are to:

- Increase exposure to college coursework and environments for students who may not already be college bound or who are underrepresented in higher education,
- Develop seamless pathways from high school to community college for career technical education or preparation for transfer
- Improve high school graduation rates
- Assist high school pupils achieve college and career readiness.

The community college is prohibited from providing physical education course opportunities to high school pupils participating in the AB 288 CCAP Partnership Agreement or any other course opportunities that do not assist in the attainment of at least one of these goals.

In addition to college exposure and becoming more college and career ready, high school pupils enrolled in the CCAP Partnership Agreement courses will not incur a fee; potentially reducing the cost of their college degree by a wide margin.

The two credit colleges in the District have explored this opportunity to serve more students with the faculty via Senate discussions; the District Consultation Council had an opportunity to review a draft NOCCCD CCAP Dual Enrollment Partnership Agreement template at its May 2016 meeting. The general sentiment in the District is a willingness to engage in more information sharing and discussion on this topic. Therefore, a draft template of the NOCCCD CCAP Dual Enrollment Partnership Agreement is presented to the Board for information and discussion.

The NOCCCD CCAP Dual Enrollment Partnership Agreement template outlines in a comprehensive fashion the terms of partnership, from the institutions to the students to the faculty to the courses to facility. All the legally required components of a CCAP Partnership Agreement are included and addressed in the template.

After the Board reviews and discusses the template, the Colleges will begin to utilize this template to craft Partnership Agreements with specific local high school districts. These specific agreements will be presented for approval when they are ready.

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

**How does this relate to the five District Strategic Directions?** This item responds to all five District Strategic Directions from student completion to reducing the achievement gap to student success in pathways to planning best practices to community partnerships.

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** AB 288 makes it possible for community college districts to collect apportionment for CCAP Partnership Agreement classes offered at high schools provided attendance requirements for high schools are met; therefore, this has the potential to not only increase student access and but also generate more funding for NOCCCD.

**RECOMMENDATION:** It is recommended that the Board receive as information the draft template of the NOCCCD College and Career Access Pathways (CCAP) Act Dual Enrollment Partnership Agreement.

**NORTH ORAGNE COUNTY COMMUNITY COLLEGE DISTRICT  
COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2016-2017**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between \_\_\_\_\_ College (“COLLEGE”) a college of the North Orange County Community College District, (NOCCCD), 1830 W. Romneya Drive, Anaheim, CA 92801, and \_\_\_\_\_ School District (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the North Orange County Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in North Orange County and within the regional service area of NOCCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, NOCCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, NOCCCD and COLLEGE;

NOW THEREFORE, NOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for one year beginning on July 1, 201\_\_ and ending on June 30, 201\_\_, and requires annual renewal each year by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time

equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)

1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of NOCCCD and applicable law. Sec. 2 (a)

2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary

education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and NOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and NOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

#### **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The NOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Participating students must meet all NOCCCD prerequisite requirements as established by NOCCCD and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the

COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.

- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.8 A course dropped within the NOCCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## **6. CCAP AGREEMENT COURSES**

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the NOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with NOCCCD academic standards.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the NOCCCD Board of Trustees and the state Chancellor’s Office.



- 6.8 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by NOCCCD Administrative Procedure 4610.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to NOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between NOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the NOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or NOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with NOCCCD academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with NOCCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with NOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the NOCCCD.
- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of

assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)

- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.6 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.7 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of NOCCCD.
- 7.9 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of NOCCCD specifically with regard to their duties as instructors under this CCAP Agreement.
- 7.10 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by NOCCCD.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with NOCCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with NOCCCD policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE,

specifically with regard to their duties pertaining to the COLLEGE courses offered under this CCAP Agreement.

- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
  - The total number of full-time equivalent students generated by CCAP partnership participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

- 10.1 NOCCCD shall include all eligible students enrolled in this CCAP Agreement courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments.
- 10.2 For purposes of allowances and apportionment from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 NOCCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

## 11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 NOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that NOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this CCAP Agreement. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **13. RECORDS**

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **14. REIMBURSEMENT**

14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

## **15. FACILITIES**

15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to NOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

15.3 The COLLEGE facilities may be used subject to mutual agreement by the parties as expressed in the Appendix to this Agreement.

## **16. INDEMNIFICATION**

- 16.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and NOCCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The NOCCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of NOCCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the NOCCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## **17. INSURANCE**

- 17.1 The SCHOOL DISTRICT, in order to protect the NOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and NOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to NOCCCD.
- 17.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing

services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and NOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

**18. NON-DISCRIMINATION**

18.1 Neither the SCHOOL DISTRICT nor the COLLEGE and NOCCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

**19. TERMINATION**

19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

**20. NOTICES**

20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
[INSERT NAME]  
[ADDRESS OF COLLEGE]  
[CITY], CA [ZIP CODE]  
[ATTENTION ADDRESSEE]

NOCCCD  
North Orange County Community College District  
1830 W. Romneya Dr., Anaheim, CA 92801  
Attn: Cherry Li-Bugg, PhD. Vice Chancellor, Educational Services and Technology

SCHOOL DISTRICT  
[INSERT NAME]  
[ADDRESS OF SCHOOL DISTRICT]  
[CITY], CA [ZIP CODE]  
[ATTENTION ADDRESSEE]



**21. INTEGRATION**

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**22. MODIFICATION AND AMENDMENT**

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**23. GOVERNING LAWS**

23.1 This agreement shall be interpreted according to the laws of the State of California.

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

24.1 For locations outside the geographical boundaries of NOCCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**25. SEVERABILITY**

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**26. COUNTERPARTS**

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on \_\_\_\_\_2016

By: \_\_\_\_\_  
SCHOOL DISTRICT

By: \_\_\_\_\_  
COLLEGE

By: \_\_\_\_\_  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**APPENDIX**

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between \_\_\_\_\_ College (“COLLEGE”) a college of the North Orange County Community College District (NOCCCD), 1830 W. Romneya Dr., Anaheim, CA 92801 and \_\_\_\_\_ School District (SCHOOL DISTRICT.”) and

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, NOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. CCAP AGREEMENT**

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before \_\_\_\_\_ and follow the protocols set forth in (a) and (b) of this section.
- d. NOCCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
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NOCCCD:	W. Cherry Li-Bugg, PhD	714-808-4787	clibugg@nocccd.edu
College:			
School District:			

**2. STUDENT SELECTION**

- a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of this CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in this CCAP Agreement community college courses.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15-unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p) (1-3)*

**3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

4. **CCAP AGREEMENT PROGRAM YEAR FALL 20XX** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor; and employer of record.

PROGRAM YEAR: \_\_\_\_\_ COLLEGE: \_\_\_\_\_

EDUCATIONAL PROGRAM: \_\_\_\_\_ SCHOOL DISTRICT: \_\_\_\_\_  
 \_\_\_\_\_ HIGH SCHOOL: \_\_\_\_\_

TOTAL NUMBER OF STUDENTS TO BE SERVED:	TOTAL PROJECTED FTES:
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
1.						<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
2.						<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS
3.						<input type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input type="checkbox"/> HS

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

5. **BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1.				
2.				
3.				

## **6. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before \_\_\_\_\_ and shall be reported annually in compliance with all applicable state and federal privacy laws. The NOCCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A)*
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in under this CCAP Agreement. *Sec. 2 (t) (1)(B)*
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **7. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **8. PRIVACY OF STUDENT RECORDS**

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student
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education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

**9. FACILITIES USE**

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

<b>BUILDING</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 28, 2016

**SUBJECT:** Cypress College  
Curriculum Matters

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

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

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

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

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

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

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

**RECOMMENDATION:** It is recommended that the Board approve the attached summary of curriculum changes for Cypress College, to be effective Fall 2017. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.b.1

Item No.

**CYPRESS COLLEGE CURRICULUM  
Board Agenda  
June 28, 2016**

**(DCCC approved June 7, 2016)**

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ANTH 308 C Anthropology of Death for Mortuary Science Units: 3 Lecture: 3 Laboratory: 0	* New Course * Prerequisites: ENGL 100 C or ENGL 100HC	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	Designed as an upper division general education course with a significant writing component for the Bachelor of Science Degree in Funeral Service.
COMM 340 C Communication for Mortuary Science Units:3 Lecture: 3 Laboratory: 0	* New Course * Prerequisites: ENGL 100 C or ENGL 100HC * Advisory: COMM 100 C or COMM 100HC	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	Designed as an upper division general education course with a significant communication component for the Bachelor of Science Degree in Funeral Service.
ENGL 310 C Advanced Writing in the Health Sciences Units: 4 Lecture: 4 Laboratory: 0	* New Course * Prerequisites: ENGL 100 C or ENGL 100HC * Online and Hybrid	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	Designed as an upper division general education course with a significant writing component for the Bachelor of Science Degree in Funeral Service.



NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 402 C Funeral Service Standards of Practice Units: 3 Lecture: 3 Laboratory: 0	* New Course * Prerequisites: acceptance in Baccalaureate degree pilot program and MORT 297 C * Hybrid	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	This course will be offered as an upper division major class in the Bachelor of Science Degree in Funeral Service.
MORT 430 C Cemetery and Crematory Operations Units: 3 Lecture: 3 Laboratory: 0	* New Course * Prerequisites: acceptance in Baccalaureate degree pilot program and MORT 297 C; Embalmer license and Funeral Director license, or funeral service practitioner certification; and MORT 402 C * Hybrid	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	This course will be offered as an upper division major class in the Bachelor of Science Degree in Funeral Service.
MORT 450 C Issues and Trends in Funeral Service Units: 3 Lecture: 3 Laboratory: 0	* New Course * Prerequisites: acceptance in Baccalaureate degree pilot program and MORT 297 C and MORT 402 C * Hybrid	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	This course will be offered as an upper division major class in the Bachelor of Science Degree in Funeral Service.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 482 C Clinical Embalming Externship Units: 4 Lecture: 1 Laboratory: 9 TBA	* New Course * Prerequisites: Embalmer license and Funeral Director license, or funeral service practitioner certification; and MORT 402 C * Hybrid	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	This course will be offered as an upper division major class in the Bachelor of Science Degree in Funeral Service.
MORT 492 C Funeral Service Externship Units: 4 Lecture: 1 Laboratory: 9 TBA	* New Course * Prerequisites: Embalmer license and Funeral Director license, or funeral service practitioner certification; and MORT 402 C * Hybrid	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	This course will be offered as an upper division major class in the Bachelor of Science Degree in Funeral Service.
MORT 495 C Mortuary Jurisprudence Units: 3 Lecture: 3 Laboratory: 0	* New Course * Prerequisites: acceptance in Baccalaureate degree pilot program and MORT 402 C * Hybrid	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	This course will be offered as an upper division major class in the Bachelor of Science Degree in Funeral Service.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 497 C Funeral Service Practicum I Units: 2-12 Lecture: 1 Laboratory: 3-33 TBA	* New Course * Prerequisites: acceptance in Baccalaureate degree pilot program and MORT 297 C; MORT 402 C; MORT 430 C, MORT 450 C, MORT 495 C * Hybrid	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	This course will be offered as an upper division major class in the Bachelor of Science Degree in Funeral Service. It will be used along with MORT 498 C Funeral Service Practicum II, as the capstone to determine ABFSE required competency certification in embalming and funeral directing, using off-campus clinical locations.
MORT 498 C Funeral Service Practicum II Units: 2-12 Lecture: 1 Laboratory: 3-33 TBA	* New Course * Prerequisite: MORT 497 C * Hybrid	20	The ASCCC's recommendation was to allow for lower seat counts to be determined by the requirements of each of the disciplines for the pilot baccalaureate programs. The maximum seat count of 20 allowed for honors courses is appropriate for the cohort as determined by the mortuary science faculty.	2017 Fall	This course will be offered as an upper division major class in the Bachelor of Science Degree in Funeral Service. It will be used along with MORT 497 C Funeral Service Practicum I, as the capstone to determine ABFSE required competency certification in embalming and funeral directing, using off-campus clinical locations.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 100 C Orientation to Funeral Service Units: 3 Lecture: 2.5 Laboratory: 1.5	* Outline Update * Catalog Description Update * Schedule Description Update * Lecture hours from 3 to 2.5 * Lab hours from 0 to 1.5 * Prerequisite revalidated * Hybrid added	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Program Review In order to comply with forthcoming ABFSE-accreditation mandate that requires funeral directing competencies to be certified by a qualified faculty member, it is necessary to add a clinical lab component to this class. Distance Education added in consultation with industry advisory committee members
MORT 163 C Embalming Anatomy/ Pathology I Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Prerequisite revalidated * Hybrid added * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Program Review The Mortuary Science faculty are adding Distance Education to all courses as part of regular program review and consultation with industry advisory committee members
MORT 164 C Funeral Service Thanatology I Units: 2 Lecture: 2 Laboratory: 0	* Outline Update * Prerequisite revalidated * Textbook Update * Hybrid added	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Program Review The Mortuary Science faculty are adding Distance Education to all courses as part of regular program review and consultation with industry advisory committee members

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 170 C Funeral Service Ceremonies Units: 3 Lecture: 2.5 Laboratory: 1.5	* Outline Update * Lecture hours from 3 to 2.5 * Lab hours from 0 to 1.5 * Hybrid added	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Program Review In order to comply with forthcoming ABFSE-accreditation mandate that requires funeral directing competencies to be certified by a qualified faculty member, it is necessary to add a clinical lab component to this class. Distance Education added in consultation with industry advisory committee members
MORT 261 C Restorative Art I Units: 2 Lecture: 1 Laboratory: 3	* Outline Update * Prerequisite revised from MORT 253 C to MORT 263 C * Hybrid added	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Program Review The Mortuary Science faculty are adding Distance Education to all courses as part of regular program review and consultation with industry advisory committee members
MORT 262 C Embalming I Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Catalog Description Update * Prerequisite revalidated * Online and Hybrid added * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Program Review The Mortuary Science faculty are adding Distance Education to all courses as part of regular program review and consultation with industry advisory committee members

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 263 C Embalming Anatomy/ Pathology II Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Prerequisite revalidated * Hybrid added * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Program Review The Mortuary Science faculty are adding Distance Education to all courses as part of regular program review and consultation with industry advisory committee members
MORT 271 C Restorative Art II Units: 2 Lecture: 1 Laboratory: 3	* Outline Update * Prerequisites revalidated * Hybrid added * Fee \$140 added	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Switch from reusable clay to wax which adds fees for Anatomical plastic skulls as used in restorative art modeling and restorative modeling wax, purchased at a significantly lower cost. Students take with them as a permanent instructive reconstruction aid.
MORT 272 C Embalming II Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Prerequisites revalidated * Online and Hybrid added * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Program Review The Mortuary Science faculty are adding Distance Education to all courses as part of regular program review and consultation with industry advisory committee members

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 274 C Funeral Service Thanatology II Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisites revalidated * Hybrid added * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Program Review The Mortuary Science faculty are adding Distance Education to all courses as part of regular program review and consultation with industry advisory committee members
MORT 292 C Funeral Service Science Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite from MORT 282 C to MORT 272 C * Online and Hybrid added	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	The Mortuary Science faculty are adding Distance Education to all courses as part of regular program review and consultation with industry advisory committee members
MORT 294 C Funeral Service Counseling Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Lecture hours from 4 to 3 * Lab hours from 0 to 3 * Prerequisite from MORT 264 C to MORT 274 C * Hybrid added * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. <b>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.</b>	2017 Fall	Program Review In order to comply with forthcoming ABFSE-accreditation mandate that requires funeral directing competencies to be certified by a qualified faculty member, it is necessary to add a clinical lab component to this class.

**Bachelor of Science Degree in Funeral Service**

**Program Description** - This program is an accredited course of study in funeral service education designed for students who wish to advance their career and employment opportunities as a funeral service practitioner and to prepare the student for state licensure where statutory law requires successful completion of the Bachelor of Science Degree in Funeral Service in order to practice. To earn the Bachelor of Science Degree in Funeral Service, students must complete:

- (1) requirements for Associate in Science Mortuary Science degree or equivalent
- (2) all upper division major course requirements with a minimum grade of “C”;
- (3) 37 units of IGETC lower division general education coursework or 39 units CSU GE Breadth lower division general education coursework, or previously awarded baccalaureate degree;
- (4) a minimum of 9 units of Upper Division General Education Graduation Requirements;
- (5) the cultural diversity requirement;
- (6) any elective courses to complete a minimum of 120 units; and,
- (7) have a minimum GPA of 2.0 in all college level courses attempted and at least 24 units of upper division course work must be completed at Cypress College (residency requirement).

Total degree units are 120-131 units.

**NEW DEGREES/CERTIFICATES**

DEGREE		EFF DATE	JUSTIFICATION																																													
Mortuary Science	<p><b>Bachelor of Science Degree in Funeral Service</b></p> <p><b>Prerequisite –Associate Degree from ABFSE-Accredited Funeral Service Mortuary Science Program (41-50 units in the major)</b></p> <table border="1" data-bbox="310 1209 1008 1339"> <tr> <td colspan="3"><b>Acceptance into Baccalaureate degree pilot program and Embalmer License and Funeral Director License or Funeral Services Practitioner certification</b></td> </tr> <tr> <td colspan="3"><b>Required upper division major courses (32 units) of which 12 units will be from MORT 497 C and MORT 498 C</b></td> </tr> <tr> <td></td> <td></td> <td align="right">Units</td> </tr> <tr> <td>MORT 402 C</td> <td>Funeral Service Standards of Practice</td> <td align="right">3</td> </tr> <tr> <td>MORT 430 C</td> <td>Cemetery and Crematory Operations</td> <td align="right">3</td> </tr> <tr> <td>MORT 450 C</td> <td>Issues and Trends in Funeral Service</td> <td align="right">3</td> </tr> <tr> <td>MORT 482 C</td> <td>Clinical Embalming Externship</td> <td align="right">4</td> </tr> <tr> <td>MORT 492 C</td> <td>Funeral Service Externship</td> <td align="right">4</td> </tr> <tr> <td>MORT 495 C</td> <td>Mortuary Jurisprudence</td> <td align="right">3</td> </tr> <tr> <td colspan="2">MORT 497 C and MORT 498 C (12 units total)</td> <td align="right">12</td> </tr> <tr> <td colspan="3"><b>Upper division general education courses</b></td> </tr> <tr> <td>ANTH 308 C</td> <td>Anthropology of Death for Mortuary Science</td> <td align="right">3</td> </tr> <tr> <td>COMM 340 C</td> <td>Communication for Mortuary Science</td> <td align="right">3</td> </tr> <tr> <td>ENGL 310 C</td> <td>Advanced Writing in the Health Sciences</td> <td align="right">4</td> </tr> <tr> <td colspan="2">Total Units</td> <td align="right">42</td> </tr> </table>	<b>Acceptance into Baccalaureate degree pilot program and Embalmer License and Funeral Director License or Funeral Services Practitioner certification</b>			<b>Required upper division major courses (32 units) of which 12 units will be from MORT 497 C and MORT 498 C</b>					Units	MORT 402 C	Funeral Service Standards of Practice	3	MORT 430 C	Cemetery and Crematory Operations	3	MORT 450 C	Issues and Trends in Funeral Service	3	MORT 482 C	Clinical Embalming Externship	4	MORT 492 C	Funeral Service Externship	4	MORT 495 C	Mortuary Jurisprudence	3	MORT 497 C and MORT 498 C (12 units total)		12	<b>Upper division general education courses</b>			ANTH 308 C	Anthropology of Death for Mortuary Science	3	COMM 340 C	Communication for Mortuary Science	3	ENGL 310 C	Advanced Writing in the Health Sciences	4	Total Units		42	2017 Fall	Selected for inclusion in the California Community Colleges Chancellor’s Office Board of Governors Baccalaureate Degree Pilot Program
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MORT 430 C	Cemetery and Crematory Operations	3																																														
MORT 450 C	Issues and Trends in Funeral Service	3																																														
MORT 482 C	Clinical Embalming Externship	4																																														
MORT 492 C	Funeral Service Externship	4																																														
MORT 495 C	Mortuary Jurisprudence	3																																														
MORT 497 C and MORT 498 C (12 units total)		12																																														
<b>Upper division general education courses</b>																																																
ANTH 308 C	Anthropology of Death for Mortuary Science	3																																														
COMM 340 C	Communication for Mortuary Science	3																																														
ENGL 310 C	Advanced Writing in the Health Sciences	4																																														
Total Units		42																																														



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	06/28/2016	Resolution	<u>X</u>
		Information	<u>          </u>
<b>SUBJECT:</b>	School of Continuing Education Disability Support Services Workability III and California Department of Rehabilitation Cooperative Contract	Enclosure(s)	<u>X</u>

**BACKGROUND:** The School of Continuing Education (SCE) Disability Support Services (DSS) Program has been awarded a continuation of the Workability III (WAIll) grant by the California Department of Rehabilitation (DOR) for the 2016-17 to 2018-19 fiscal years. The Workability III grant enables the DSS Program to offer assistance to any student with a verified disability who attends a North Orange County Community College District school in preparing for, finding, and retaining competitive and meaningful employment. This Cooperative Contract is designed to jointly serve the mutual DOR clients/WAIll students of the Orange/San Gabriel Department of Rehabilitation and the North Orange County Community College District (NOCCCD).

This agenda item was submitted by Alexander Benavidez, SCE DSS Program Coordinator.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** The School of Continuing Education Disability Support Services program is the recipient of a three-year Workability III Program grant from the Department of Rehabilitation in the amount of \$654,000.00 for use during the fiscal years 2016-17 through 2018-19.

**RECOMMENDATION:** Authorization is requested to enter into a Cooperative Contract with the Department of California Department of Rehabilitation (DOR) for the School of Continuing Education's Disability Support Services Program, Workability III Program, in the amount of \$654,000 to be awarded in three installments of \$218,000 over three years. In addition, it is recommended that the Board adopt a resolution certifying the approval to enter into a Cooperative Contract with the Department of Rehabilitation to provide services for vocational rehabilitation and to authorize the Vice Chancellor of Finance & Facilities or the District Director of Fiscal Affairs to sign and execute any and all documents required by the DOR to effectuate the execution of contracts and/or amendments.

**School of Continuing Education  
 Disabled Student Programs and Services  
 Workability III  
 and California Department of Rehabilitation Collaboration**

**Budget  
 July 01, 2016 - June 30, 2017**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>					<u>PROPOSED BUDGET</u>
<b>20000 Noninstructional Salaries</b>						
Classified Administrators	16405	8910	21510	6840	N	75,683
Hourly - Professional	16405	8910	23400	6840	N	99,058
<b>30000 Employee Benefits</b>						
Employee Benefits	16405	8910	30000	6840	N	23,460
<b>40000 Supplies and Materials</b>						
Instructional Supplies	16405	8910	43000	6840		250
Noninstructional Supplies, Materials	16405	8910	44110	6840		250
<b>50000 Other Operating Expenses</b>						
Personal & Consultant Services	16405	8910	51900	6840		1,037
Travel & Conference - Employees	16405	8910	52415	6840		1,000
Mileage	16405	8910	52460	6840		1,500
Postage	16405	8910	52000	6840		100
Promotional	16405	8910	52650	6840		400
Indirect Costs	16405	8910	59000	6840		14,262
<b>60000 Capital Outlay</b>						
Equipment between \$500 - \$1000	16405	8910	64120	6840		1,000
<b>Grand Total</b>						<b>\$218,000</b>
<b>80000 Revenue</b>						
Other Federal Revenues	16405	8910	81900	6840		\$218,000

**RESOLUTION**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Rehabilitation for the purpose of providing services for vocational rehabilitation, and to authorize the designated personnel to **sign and execute any and all documents required by the DOR to effectuate the execution of contracts and/or amendments.**

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RESOLUTION

BE IT RESOLVED that the Governing Board of the North Orange County Community College District authorizes entering into local agreement number 29865 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Brian Fahnestock</u>	<u>Interim Vice Chancellor, Finance &amp; Facilities</u>	_____
<u>Rod Garcia</u>	<u>District Director, Fiscal Affairs</u>	_____
_____	_____	_____

PASSED AND ADOPTED THIS 28th day of June 2016, by the Governing Board of the North Orange County Community College District of Orange County, California.

I, Alba Recinos, Clerk of the Governing Board of the North Orange County Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a June 28, 2016, meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk's signature)

\_\_\_\_\_  
(Date)

Academic Personnel  
June 28, 2016

RETIREMENT

Stokes, Jerry	FC	Administration of Justice Instructor Eff. 06/02/2016 PN FCF650
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DECLINATION OF OFFER OF EMPLOYMENT

Cain, Jeffrey	CC	Art/Media Arts Design Instructor First Year Probationary Contract PN CCF983
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NEW PERSONNEL

Anguelov, Katalin	CC	Art/Media Arts Design Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN CCF983
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Arellano-Duenas, Cristina	FC	Counselor First Year Probationary Contract Class B, Step 1 Eff. 07/01/2016 PN FCF678
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Mueller, Michael	FC	Theater Arts/Acting Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF858
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Sumner, Vonn	FC	Art/Studio Art Foundation Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2016 PN FCF744
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PROMOTION

Tebay, John	FC	Music Instructor	
		To: Dean, Fine Arts	
		Range 32, Column B (100%)	
		Management Salary Schedule	
		Eff. 07/01/2016	
		PN FCM996	

EXTENSION OF CONTRACT

Li-Bugg, Cherry	AC	Vice Chancellor, Educational Services and Technology	
		Extension of Contract Through 06/30/2019	
Simpson, Robert	CC	President	
		Extension of Contract Through 06/30/2019	

CHANGE IN SALARY CLASSIFICATION

Barajas, Olivia	FC	Counselor	
		From: Class B, Step 1	
		To: Class B, Step 6	
		Eff. 07/01/2016	
Clarke, Bret	CC	CIS Instructor	
		From: Class B, Step 1	
		To: Class E, Step 9	
		Eff. 08/19/2016	
Herman, Jenelle	CC	English as a Second Language Instructor	
		From: Class B, Step 1	
		To: Class B, Step 7	
		Eff. 08/19/2016	
Hutting, Anthony	CC	Physical Education/Baseball Instructor	
		From: Class B, Step 1	
		To: Class B, Step 3	
		Eff. 08/19/2016	
Lam, Mymy	CC	Counselor	
		From: Class B, Step 1	
		To: Class B, Step 6	
		Eff. 07/01/2016	

Academic Personnel  
June 28, 2016

Li-Bugg, Cherry	AC	Vice Chancellor, Educational Services and Technology From: Step C To: Step D Executive Officer Salary Schedule Eff. 07/01/2016
Rauda, Iris	FC	Chemistry Instructor From: Class B, Step 1 To: Class F, Step 6 Eff. 08/19/2016
Schulze, Michael	FC	English Instructor From: Class B, Step 1 To: Class C, Step 6 Eff. 08/19/2016
Simpson, Robert	CC	President From: Step G To: Step H Executive Officer Salary Schedule Eff. 07/01/2016
Tiangco, Jefferson	FC	English as a Second Language Instructor From: Class B, Step 1 To: Class B, Step 5 Eff. 08/19/2016
Vandervort, Kimberly	FC	English Instructor From: Class B, Step 1 To: Class B, Step 7 Eff. 08/19/2016
Young, Gilene	FC	Biology/Organismal Instructor From: Class B, Step 1 To: Class F, Step 2 Eff. 08/19/2016

LEAVE OF ABSENCE

Grossman, David	FC	Dean, Physical Education Family Medical Leave (FMLA/CFRA) 100% Paid Leave using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 06/01/2016-07/03/2016
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Academic Personnel  
June 28, 2016

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2016 SUMMER  
INTERSESSION

Cranon-Charles, Angela	FC	Column 1, Step 1
Denmon, Andria	FC	Column 3, Step 1
Moorty, Shyamala	FC	Column 1, Step 1
Sayed, Donna	FC	Column 2, Step 1
Smith, Andre	FC	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2016 FALL SEMESTER,  
TRIMESTER

Bailey-Blenman, Jessica	SCE	Column 2, Step 1
Watts, Suzanne	CC	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Allen, Timothy	FC	Column 1, Step 1
Barragan-Echeverria, Theresa	FC	Column 1, Step 1
Flores-Castro, Lluvia	FC	Column 1, Step 1
Garcia, Urias	CC	Column 1, Step 1
Hipp, Erica	CC	Column 1, Step 1
Ho, Huong	FC	Column 1, Step 1
Law, Julie	FC	Column 1, Step 1
Lobaina, Elisa	FC	Column 1, Step 1
Michel, Raquel	SCE	Column 3, Step 1
Nguyen, Yvette	FC	Column 1, Step 1
Retamoza, Gracie	FC	Column 1, Step 1
Tran, Michael	FC	Column 1, Step 1
Villarreal, Lorena	FC	Column 1, Step 1
Willett, Jacqueline	CC	Column 1, Step 1
Yang, Jack	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Base, Melissa	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 07/25/2016
Hartouni, Kristine	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 07/25/2016
Matrisch, Tamarah	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 07/25/2016

Academic Personnel  
June 28, 2016

Mundala, Kimberly	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 07/25/2016
Portillo Van Metre, Norma	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 07/25/2016
Rodriguez, Jasmine	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 07/25/2016
Rucker, Nancy	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 07/25/2016
Shah, Ekta	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 07/25/2016
Vakil-Jessop, Carolee	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 07/25/2016



Classified Personnel  
June 28, 2016

RESIGNATION

Baeza, Megan	FC	Admissions & Records Technician 12-month position (100%) Eff. 06/24/2016 PN FCC968
Legaspi, Lorenze	SCE	Manager, Administrative Services 12-month position (100%) Eff. 07/05/2016 PN SCM992
Rangel, Aghabi	FC	Office Coordinator 12-month position (100%) Eff. 07/05/2016 PN FCC870
Storti, Richard	FC	Vice President, Administrative Services 12-month position (100%) Eff. 07/13/2016 PN FCM958

NEW PERSONNEL

Ayala, Jesus	CC	Special Project Coordinator/ SSSP Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2016 - 06/30/2017 PN CCT999
Celis Serraras, Mary	FC	Facilities Custodian I 12-month position (100%) Range 27, Step A Classified Salary Schedule Eff. 06/29/2016 PN FCC962
Cruz Villegas, Victorina	FC	Facilities Custodian I 11-month position (45%) Range 27, Step A Classified Salary Schedule Eff. 06/29/2016 PN FCC874

Classified Personnel  
June 28, 2016

DiGregorio, Anthony	FC	Facilities Custodian I 12-month position (100%) Range 27, Step A Classified Salary Schedule Eff. 06/29/2016 PN FCC820
Dollar, Natalya	SCE	Special Project Director/ ESL Program Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2016 - 06/30/2017 PN SCT985
Jaimes Magana, Evelia	FC	Facilities Custodian I 12-month position (100%) Range 27, Step A Classified Salary Schedule Eff. 06/29/2016 PN FCC888
Lopez, Nicholas	FC	Production Center Specialist 12-month position (100%) Range 29, Step A Classified Salary Schedule Eff. 06/29/2016 PN FCC970
Maldonado, Briceyda	CC	Student Services Specialist/CalWORKs & EOPS 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 07/05/2016 PN CCC862
Pattison, Jeanette	CC	Instructional Aide 11-month position (62.5%) Range 30, Step C Classified Salary Schedule Eff. 07/05/2016 PN CCC804

Classified Personnel  
June 28, 2016

Rodriguez, Christina	SCE	Special Project Manager/Career Technical Education & Integrated Basic Education Skills Training Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2016 – 06/30/2017 PN SCT999
Rodriguez, Edwing	FC	Facilities Custodian I 12-month position (45%) Range 27, Step A Classified Salary Schedule Eff. 06/29/2016 PN FCC625
Santiago Pacheco, Rodrigo	FC	Facilities Custodian I 12-month position (100%) Range 27, Step A Classified Salary Schedule Eff. 06/29/2016 PN FCC747
Teer, Stephanie	CC	Special Project Director/International Students Program Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 08/01/2016 - 06/30/2017 PN CCT999
Touch, Channara	FC	Facilities Custodian I 12-month position (100%) Range 27, Step A Classified Salary Schedule Eff. 06/29/2016 PN FCC613

REHIRES

Gaetje, Lisa	SCE	Interim, Program Manager/LEAP 12-month position (100%) Range 14, Step B Management Salary Schedule Eff. 07/01/2016 – 06/30/2017 PN SIM988
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Classified Personnel  
June 28, 2016

Page, Ana                      FC    Special Project Manager/Child Development Lab  
Temporary Management Position (100%)  
Range 2, Special Project Admin Daily Rate Schedule  
Eff. 07/01/2016 - 06/30/2017  
PN FCT974

Rangel, Aghabi                FC    Special Project Director/Pathway Transformation Initiative  
Temporary Management Position (100%)  
Range 3, Special Project Admin Daily Rate Schedule  
Eff. 07/05/2016 - 06/30/2017  
PN FCT623

PROMOTION

Skratulia, Heather            FC    Special Project Manager/DSS  
Temporary 12-month position (100%)  
PN FCT980

To:    FC Interpreter Coordinator  
12-month position (100%)  
Range 45, Step E  
Classified Salary Schedule  
Eff. 06/29/2016  
PN FCC614

CHANGE IN SALARY CLASSIFICATION

Ramos, Irma                    AC    Vice Chancellor, Human Resources  
From: Step F  
To:    Step G  
Executive Officer Salary Schedule  
Eff: 07/01/2016

EXTENSION OF CONTRACT

Ramos, Irma                    AC    Vice Chancellor, Human Resources  
Extension of Contract Through 06/30/2019

Williams, Fredrick            AC    Vice Chancellor, Finance and Facilities  
Extension of Contract Through 06/30/2019

VOLUNTARY CHANGES IN ASSIGNMENT

Coggi, Anita	FC	Administrative Assistant II (100%)  Temporary Change in Assignment To: FC Administrative Assistant II 11-month position (50%) Range 36, Step E + 15% Longevity + PG&D FC Administrative Assistant III 12-month position (50%) Range 41, Step D + 15% Longevity + PG&D Classified Salary Schedule Eff. 06/15/2016 – 06/30/2016
Escarrega, Sara	CC	Laboratory Technician (100%)  Temporary Increase in Months Employed From: 10 months To: 11 months Eff. 07/01//2016 – 08/04/2016
Garcia, Rodrigo	AC	District Director, Fiscal Affairs (100%)  Temporary Change in Assignment To: FC Interim Vice President, Administrative Services 12-month position (100%) Range 37, Column D + PG&D Management Salary Schedule Eff. 07/01/2016 – 12/31/2016
Sands, Cynthia	FC	Administrative Assistant II (100%)  Extension of Temporary Change in Assignment To: FC Administrative Assistant III 12-month position (100%) Range 41, Step D + 25% Longevity + PG&D Classified Salary Schedule Eff. 07/01/2016 – 08/31/2016

Classified Personnel  
June 28, 2016

Taylor, Christopher	AC	IT Specialist, Systems Applications (100%)  Extension of Temporary Change in Assignment To: AC IT Project Leader 12-month position (50%) Range 57, Step C + 25% Longevity + PG&D AC IT Specialist 12-month position (50%) Range 50, Step E + 25% Longevity + PG&D Classified Salary Schedule Eff. 07/01/2016 – 06/30/2017
Vyas, Kashmira	AC	District Manager, Fiscal Affairs (100%)  Temporary Change in Assignment To: AC Interim District Director, Fiscal Affairs 12-month position (100%) Range 32, Column A + PG&D Management Salary Schedule Eff. 07/01/2016 – 12/31/2016

PROFESSIONAL GROWTH & DEVELOPMENT

Barnett, Chynna	FC	Library Assistant I (100%) 1 <sup>st</sup> Increment (\$350) Eff. 07/01/2016
DeRobles, Roque	FC	Laboratory Clerk (100%) 2 <sup>nd</sup> Increment (\$350) Eff. 07/01/2017
Knife Chief, Gail	FC	Instructional Assistant (100%) 4 <sup>th</sup> Increment (\$350) Eff. 07/01/2016
Marquardt, Summer	FC	Account Clerk II (100%) 3 <sup>rd</sup> Increment (\$350) Eff. 07/01/2016
Nickell, James	FC	Laboratory Technician (75%) 4 <sup>th</sup> Increment (\$262.50) Eff. 07/01/2016
Patterson, Celeste	FC	Facilities Custodian I (45%) 1 <sup>st</sup> Increment (\$157.50) Eff. 07/01/2016

STIPEND FOR ADDITIONAL ADMINSTRATIVE DUTIES

Carmi, Boaz	AC	Systems Analyst, Technology 6% Stipend (Performing Additional Duties) Eff. 07/01/2016 – 12/31/2016
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LEAVES OF ABSENCE

Abou Khoudou, Hussein	AC	Skilled Maintenance Mechanic (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 07/12/2016 – 07/26/2016 (Consecutive Leave)
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Brunner, Erin	FC	Child Care Teacher (100%) Family Medical Leave (FMLA/PDL) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 07/25/2016 – 07/29/2016 (Intermittent Leave) Eff. 07/30/2016 – 09/13/2016 (Consecutive Leave)
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Cazales, Yadira	CC	Production Center Coordinator (100%) Family Medical Leave (FMLA/PDL) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 06/17/2016 – 09/02/2016 (Consecutive Leave)
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Coggi, Anita	FC	Administrative Assistant II (100%) Paid Military Leave (USERRA) Eff. 07/06/2016; 07/11/2016 – 08/05/2016 (Consecutive Leave)
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Giron Patricia	SCE	Instructional Assistant (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/31/2016 – 06/15/2016 (Consecutive Leave)
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Hollier, David	FC	HVAC Mechanic I (100%) Paid Military Leave (USERRA) Eff. 06/06/2016 – 06/24/2016 (Consecutive Leave)
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Classified Personnel  
June 28, 2016

Ochoa, Salud	FC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/16/2016 – 06/22/2016 (Consecutive Leave)
Pilkey, Aaron	CC	HVAC Mechanic II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 06/10/2016 – 08/15/2016 (Consecutive Leave)
Resendiz, Beatriz	FC	Student Services Specialist/CalWORKs (100%) Family Medical Leave (FMLA/PDL) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 07/01/2016 – 09/30/2016 (Consecutive Leave)

NEW CLASSIFIED JOB DESCRIPTION

IT Technician II  
Range 44



## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	IT Technician II	Range:	Classified Schedule 44
Date Revised:		Date Approved:	

### PRIMARY PURPOSE

This position is responsible for installing and maintaining computer hardware and software; maintaining and installing local area network systems; and providing technical assistance and guidance to end users.

### ESSENTIAL FUNCTIONS

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

1.	Installs, configures, tests, and maintains hardware and software including workstations, printers and other computer-related devices, and new and upgraded software. Develop scripts to distribute images and installation packages. Create, test, manage, troubleshoot and maintain operating system images for all platforms in production.
2.	Troubleshoots and resolves technical problems providing technical maintenance and repair support to end users. Manage out-of-warranty hardware repairs including recommendations of parts to be ordered. Directs more complex problems to higher level technical personnel and/or arranges for equipment service for major repairs.
3.	Maintains network systems and servers; installs and configures network software and interfaces at workstation level; maintains network security; configures software, user accounts, and web pages for District departments and personnel.
4.	Manages the phone system and main circuit; communicates with staff on phone requests and issues.
5.	Configures and test video conference equipment with Service Provider; schedules video conference for the District and for all other community colleges
6.	Runs and monitors the daily production schedule and operates Enterprise Server Systems. Assists with Server installations and setups
7.	Processes work requests and prioritizes tasks maintaining records of completed tasks. Create, test, manage, troubleshoot and maintain documentation including: checklists for image creation, driver versions per image, image updates in progress and required.
8.	Researches and determines appropriate need for workstation hardware, software, printer and copier; provides recommendations on the purchase of hardware, software and peripherals and maintains contact with technology vendors.
9.	Assures compliance with technical standards and software copyright laws; assures adherence to safety codes and regulations applicable to working with high voltage.
10.	Prepares and maintains a variety of records, logs and reports concerning work procedures, materials, parts, inventory and the repair and maintenance of equipment and software. Evaluate equipment to determine whether to repair in-house, send out, or surplus.
11.	Communicates with other departments and staff to determine their technology needs and provides solutions.
12.	Train team members in technical areas to improve skills. Develop, conduct and provide technical training and assistance for technical staff and end users; writes and updates technical and user documentation.

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

13.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
14.	Deliver, assemble and install instructional media equipment; assure that multimedia systems are properly installed and functioning correctly.
15.	Performs a variety of skilled and technical duties related to the troubleshooting, repair and adjustment of multimedia systems and other computer equipment.
16.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONS**

The IT Technician II maintains frequent contact with various District departments and personnel, vendors and outside contractors.

**EDUCATION AND EXPERIENCE**

Two (2) years of college coursework in Computer Electronics, computer Sciences or a related field. Minimum of four (4) years' experience installing and maintaining hardware and software in a network environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of current computer hardware, software and related peripherals
- Knowledge of various computer software applications
- Knowledge of video conference equipment.
- Knowledge of the District telephone system, maintenance and repair
- Knowledge of web page creation, publication and maintenance
- Knowledge of principles and practices of electronics as related to computer hardware and peripherals
- Knowledge of electronic theory and circuit analysis skills
- Knowledge of the principles, practices and techniques of training and providing technical instructions.
- Knowledge of the correct English usage, grammar, spelling, punctuation and vocabulary
- Ability to analyze situations accurately and adopt a certain course of action
- Ability to plan, organize and prioritize work
- Ability to lift up to 80 pounds.
- Ability to meet schedules and time lines
- Ability to communicate effectively, both orally and in writing
- Ability to understand and follow oral and written directions
- Ability to establish and maintain effective working relationships with others

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

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**SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

College or District information systems office environment; subject to lifting heavy boxes and equipment (up to 80 pounds unassisted); subject to repetitive bending, stooping and use of upper extremities; subject to exposure to electrical hazards.

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DRAFT

Professional Experts  
June 28, 2016

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Anderson, Janna	FC	Project Coordinator	Humanities Division Professional Learning Day	18	06/06/2016	06/09/2016
Asquith, Gregory	SCE	Project Expert	DSS Computer Specialist	26	07/04/2016	08/26/2016
Brydges, Michael	CC	Technical Expert II	Professional Development	30	07/01/2016	08/16/2016
Callahan, Lina	FC	Project Coordinator	Humanities Division Professional Learning Day	18	06/06/2016	06/09/2016
Cobb, Tonya	AC	Technical Expert I	Adjunct Faculty Professional Development Advisory Committee	26	07/01/2016	08/19/2016
Cobb, Tonya	AC	Technical Expert I	Adjunct Faculty Professional Development Advisory Committee	13	08/22/2016	12/30/2016
Griffith, Janet	FC	Project Expert	Umoja Summer Math Boot Camp Tour	20	06/20/2016	06/30/2016
Griffith, Janet	FC	Project Expert	Umoja Summer Math Boot Camp Tour	20	07/01/2016	07/31/2016
Lemus, Irvin	CC	Project Coordinator	Cyber Patriot Training/Coordination	15	06/17/2016	06/30/2016
Price, Rhett	FC	Project Manager	Summer Swim Program	40	06/15/2016	06/30/2016
Sauers, Dennis	SCE	Project Coordinator	Curriculum Grader/ESL Adjunct Faculty Evaluator	26	09/12/2016	12/16/2016
Sauers, Dennis	SCE	Project Coordinator	Curriculum Grader/ESL Adjunct Faculty Evaluator	26	01/09/2017	06/30/2016
Sherad, Erin	SCE	Project Manager	AEBG-SASS work group leadership & supervisor of pilot programs	26	08/01/2016	12/20/2016
Sherad, Erin	SCE	Project Manager	AEBG-SASS work group leadership & supervisor of pilot programs	26	01/09/2017	05/19/2017
Vescial, Keith	CC	Technical Expert II	Teacher Prep Curriculum Dept, Activity Planning, Report Writing	20	07/01/2016	08/18/2016
Wu, Jo	FC	Technical Expert II	OC Biotechnology Collaborative Partnership (NSF-ATE Grant)	40	09/07/2015	06/30/2016
Wu, Jo	FC	Technical Expert II	OC Biotechnology Collaborative Partnership (NSF-ATE Grant)	40	07/05/2016	06/30/2017

Professional Experts  
June 28, 2016

SCE TUITION PROGRAMS

<b>Name</b>	<b>Salary</b>	<b>Trimester</b>	<b>Max Permitted Hours per Week</b>
Firestone, Harold	Tuition	Summer	26
Taylor, Ronald	Tuition	Summer	26

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Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alam, Mahin	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Alam, Tasmia	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Alhaji, Imad	CC	Clerical/Secretarial - Assist in Financial Aid office	07/05/16	08/18/16	TE A 1
Allen, Suzanne	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	07/01/16	10/07/16	TE A 1
Alvarez, Andrew	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Arce, Verenice	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Aros, Amanda	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Arrona, Nakota	FC	Clerical/Secretarial - Clerical assistance for the Honors Program	07/05/16	08/21/16	TE A 1
Babad, Miles	FC	Clerical/Secretarial - Assist in campus Music Lab	08/10/16	11/09/16	TE A 2
Baker, Marcia	CC	Tech/Paraprof - On-call theater crew for rental productions	07/01/16	06/30/17	TE B 4
Baker, Marcia	CC	Tech/Paraprof - On-call theater crew for campus productions	07/01/16	06/30/17	TE A 4
Barajas, Adrian	SCE	Tech/Paraprof - Assist ACT with various projects	07/05/16	06/05/16	TE B 4
Barboza, Fernando	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Barker, Jayson	FC	Clerical/Secretarial - Clerical assistance for the Honors Program	07/05/16	08/21/16	TE A 3
Batres Martinez, S.	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	10/04/16	TE A 2
Batres Martinez, S.	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	12/13/16	03/11/17	TE A 2
Batres Martinez, S.	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	05/15/17	06/30/17	TE A 2
Bautista, Ricardo	FC	Service/Maint - Assist Campus Safety Dept with various duties	07/01/16	09/30/16	TE B 3
Bautista, Ricardo	FC	Service/Maint - Assist Campus Safety Dept with various duties	12/05/16	03/04/17	TE B 3
Bautista, Ricardo	FC	Service/Maint - Assist Campus Safety Dept with various duties	05/08/17	06/30/17	TE B 3
Baxter, Jessica	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE I 2
Beleche, Selena	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Biala, Leny	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 1
Bokhari, Raisa	FC	Clerical/Secretarial - Assist in Humanities Division Office	07/01/16	08/21/16	TE A 2
Booth, Anjelina	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Castaneda, Melissa	FC	Cler/Sec - Student Ambassador prog to promote FC programs & services	07/05/16	08/19/16	TE A 1

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Chan, Raksmy	FC	Clerical/Secretarial - Clerical assistance for the Honors Program	07/05/16	08/21/16	TE A 2
Chaulagain, Abhiruchi	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Checkcinco, F.	CC	Clerical/Secretarial - Assist in Admissions and Records office	09/16/16	12/20/16	TE A 4
Chong, David	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	07/01/16	10/07/16	TE A 1
Chum, Houch	FC	Service/Maint - General assistance to the campus custodial staff	06/17/16	06/30/16	TE B 2
Chum, Houch	FC	Service/Maint - General assistance to the campus custodial staff	07/01/16	09/30/16	TE B 2
Cisneros, Viridiana	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Crisostomo Urzua, J.	FC	Service/Maint - General assistance to the campus custodial staff	06/15/16	06/30/16	TE B 2
Crisostomo Urzua, J.	FC	Service/Maint - General assistance to the campus custodial staff	07/01/16	09/30/16	TE B 2
Cu, Ryan	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Deab, Phyrun	CC	Clerical/Secretarial - Assist with website data entry	07/05/16	08/21/16	TE A 3
DelaRosa, Sherryl	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Deloera, Thomas	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 1
DeVilla, Laurice	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Diaz, Ernesto	FC	Clerical/Secretarial - Clerical assistance for International Student Center	07/01/16	08/19/16	TE A 1
Diaz, Yzabelle	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 3
Dotterman, Desiree	FC	Clerical/Secretarial - Honors Ambassador to assist with recruitment	07/05/16	08/21/16	TE A 1
Dotterman, Sasha	FC	Clerical/Secretarial - Honors Ambassador to assist with recruitment	07/05/16	08/21/16	TE A 1
Dunkle, Whitney	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 3
Dunkle, Whitney	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	01/23/17	04/24/17	TE A 3
Duong, Vian	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Duran, Mariah	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 1
Elrod, Michael	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Enriquez, JudelMay	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 4
Enriquez, JudelMay	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	01/23/17	04/24/17	TE A 4
Eslami, Aidin	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Evans, Jacqueline	AC	Clerical/Secretarial - Assist in Human Resources	07/05/16	09/30/16	TE B 4
Faller, Lorraine	FC	Clerical/Secretarial - Assist in campus Bookstore	07/01/16	09/30/16	TE A 1
Flores Fregozo, Ana	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	10/04/16	TE B 3

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Flores Fregozo, Ana	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	12/13/16	03/11/17	TE B 3
Flores Fregozo, Ana	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	05/15/17	06/30/17	TE B 3
Flores, Carolina	FC	Clerical/Secretarial - Assist Counseling Center with High School outreach	07/01/16	09/30/16	TE A 3
Flores, Carolina	FC	Clerical/Secretarial - Assist Counseling Center with High School outreach	12/05/16	03/03/17	TE A 3
Flores, Carolina	FC	Clerical/Secretarial - Assist Counseling Center with High School outreach	05/08/17	06/30/17	TE A 3
Flores, Jasmine	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	10/04/16	TE B 4
Flores, Jasmine	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	12/13/16	03/11/17	TE B 4
Flores, Jasmine	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	05/15/17	06/30/17	TE B 4
Fort, Brian	FC	Cler/Sec - Student Ambassador prog to promote FC programs & services	07/05/16	08/19/16	TE A 1
Francis, Chandre	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Garcia, Angelyn	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	10/21/16	TE A 1
Garcia, Angelyn	CC	Clerical/Secretarial - Oureach Student Ambassador	01/02/17	03/27/17	TE A 1
Garcia, Angelyn	CC	Clerical/Secretarial - Oureach Student Ambassador	05/30/17	06/30/17	TE A 1
Garcia, Anissa	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	10/21/16	TE A 1
Garcia, Anissa	CC	Clerical/Secretarial - Oureach Student Ambassador	01/02/17	03/27/17	TE A 1
Garcia, Anissa	CC	Clerical/Secretarial - Oureach Student Ambassador	05/30/17	06/30/17	TE A 1
Gomez, Edwin	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	07/01/16	10/07/16	TE A 1
Gonsalves, Melissa	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Gonzales, Raul	CC	Tech/Paraprof - Assist in Photography Lab	08/22/16	11/25/16	TE B 3
Grissett, Dennis	CC	Clerical/Secretarial - Assist with recruitment for Legacy Program	07/01/16	08/22/16	TE B 1
Han, Eun Sol	FC	Cler/Sec - Student Ambassador prog to promote FC programs & services	07/05/16	08/19/16	TE A 1
Haviland, Elizabeth	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE B 4
Herrera, Anthony	FC	Clerical/Secretarial - Assist in campus Bookstore	07/01/16	09/30/16	TE A 1
Hinton, Chase	CC	Tech/Paraprof - On-call theater crew for rental productions	07/01/16	06/30/17	TE B 2
Hinton, Chase	CC	Tech/Paraprof - On-call theater crew for campus productions	07/01/16	06/30/17	TE A 2
Holden, Jeremiah	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE I 2
Howard, Nicole	FC	Clerical/Secretarial - Clerical assistance for EOPS Office	07/05/16	08/09/16	TE A 3
Hulpe, Emmanuel	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE I 4
Ingarfill, Miquela	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1



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Jackson, Ebonnye	FC	Clerical/Secretarial - Assist in the Office of Special Programs	07/01/16	09/30/16	TE B 4
Jensen, Trevor	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 2
Jones, Cheyenne	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE I 1
Jones, Doreen	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE B 4
Juarez, Alicia	CC	Clerical/Secretarial - Assist in Financial Aid office	07/05/16	08/18/16	TE A 1
Jumaa, Hiba	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Khan, Samia	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Lawson, Christina	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE B 4
LeVier, Mitchell	FC	Tech/Paraprof - Athletic Program Assistant - Baseball	08/22/16	11/28/16	TE H 4
LeVier, Mitchell	FC	Tech/Paraprof - Athletic Program Assistant - Baseball	01/02/17	04/10/17	TE H 4
Li, Sa	FC	Clerical/Secretarial - Clerical assistance for International Student Center	07/01/16	08/19/16	TE A 1
Lopez, Andrea	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 2
Lopez-Alvarez, G.	CC	Tech/Paraprof - On-call theater crew for rental productions	07/01/16	06/30/17	TE B 1
Lopez-Alvarez, G.	CC	Tech/Paraprof - On-call theater crew for campus productions	07/01/16	06/30/17	TE A 1
Luna, Leticia	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Ly, Phung	CC	Clerical/ Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Ly, Sabrina	AC	Clerical/Secretarial - Assist in Purchasing Department	07/05/16	08/19/16	TE B 1
Ly, Vi	CC	Clerical/ Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Macias, Matthew	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE B 3
Mack, Djavan	SCE	Tech/Paraprof - Assist in ACT computer lab	07/01/16	09/30/16	TE B 1
Mack, Djavan	SCE	Tech/Paraprof - Assist in ACT computer lab	12/07/16	03/08/17	TE B 1
Madrigal, Kimberly	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 1
Marin, Christina	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Marquez, Brian	FC	Tech/Paraprof - Assist in ACT computer lab	07/05/16	10/01/16	TE A 3
Marquez, Maria	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	10/04/16	TE A 3
Martin, Esmeralda	FC	Clerical/Secretarial - Assist in Veterans Resource Center	10/06/16	01/05/17	TE B 4
Martinez Hernandez, C.	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	08/20/16	TE A 3
Martinez, Randi	CC	Clerical/ Secretarial - Athletic Program Assistant for Women's Soccer	07/11/16	12/12/16	TE H 3
Masai, Sarah	CC	Clerical/ Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1

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Mass, Hailey	CC	Tech/Paraprof - On-call theater crew for rental productions	07/01/16	06/30/17	TE B 1
Mass, Hailey	CC	Tech/Paraprof - On-call theater crew for campus productions	07/01/16	06/30/17	TE A 1
McKeown, Sydney	SCE	Clerical/Secretarial - Clerical assistance for CC SCE DSPS Office	07/11/16	09/02/16	TE A 1
Mendoza Taccsi, K.	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Mendoza, Andrea	CC	Clerical/Secretarial - Assist in Financial Aid office	07/05/16	08/18/16	TE A 1
Minero Jimenez, H.	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	08/20/16	TE A 1
Monreal, Gerald	CC	Tech/Paraprof - On-call theater crew for rental productions	07/01/16	06/30/17	TE B 1
Monreal, Gerald	CC	Tech/Paraprof - On-call theater crew for campus productions	07/01/16	06/30/17	TE A 1
Monroy Villafuerte, Y.	FC	Clerical/Secretarial - Assist Counseling Center with High School outreach	07/01/16	09/30/16	TE A 3
Monroy Villafuerte, Y.	FC	Clerical/Secretarial - Assist Counseling Center with High School outreach	12/05/16	03/03/17	TE A 3
Monroy Villafuerte, Y.	FC	Clerical/Secretarial - Assist Counseling Center with High School outreach	05/08/17	06/30/17	TE A 3
Monroy, Dunia	CC	Clerical/Secretarial - Outreach Student Ambassador	07/23/16	08/21/16	TE A 1
Montanez, Blanca	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	10/04/16	TE A 2
Montanez, Blanca	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	12/13/16	03/11/17	TE A 2
Montanez, Blanca	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	05/15/17	06/30/17	TE A 2
Morris, Ronald	CC	Tech/Paraprof - On-call theater crew for rental productions	07/01/16	06/30/17	TE B 3
Morris, Ronald	CC	Tech/Paraprof - On-call theater crew for campus productions	07/01/16	06/30/17	TE A 3
Moss, Caleb	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE I 1
Nava, Maria	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Nguyen, Hannah	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	10/04/16	TE B 4
Nguyen, Hannah	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	12/13/16	03/11/17	TE B 4
Nguyen, Hannah	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	05/15/17	06/30/17	TE B 4
Nguyen, Hien	CC	Clerical/Secretarial - Outreach Student Ambassador	07/23/16	10/21/16	TE A 1
Nguyen, Hien	CC	Clerical/Secretarial - Outreach Student Ambassador	01/02/17	03/27/17	TE A 1
Nguyen, Hien	CC	Clerical/Secretarial - Outreach Student Ambassador	05/30/17	06/30/17	TE A 1
Nguyen, Raymond	FC	Clerical/Secretarial - General clerical/facilitator Career/Life Planning Center	07/01/16	09/30/16	TE A 4
Nguyen, Tuan	CC	Clerical/ Secretarial - Outreach Student Ambassador	07/23/16	08/21/16	TE A 1
O'Daniel, Amy	FC	Clerical/Secretarial - Clerical assistance for EOPS Office	07/05/16	10/04/16	TE A 2
Orendain, Jose	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 2

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Orendain, Jose	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	01/23/17	04/24/17	TE A 2
Patterson, Jill	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE B 4
Pavlenko, Maryna	FC	Clerical/Secretarial - Assist Technology Division with various duties	07/05/16	08/11/16	TE A 4
Pavlenko, Maryna	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	08/13/16	10/04/16	TE A 1
Paz, Stephanie	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	08/20/16	TE B 2
Pham, Jennie	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	08/20/16	TE A 2
Pham, Lena	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	10/04/16	TE A 3
Pham, Lena	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	12/13/16	03/11/17	TE A 3
Pham, Lena	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	05/15/17	06/30/17	TE A 3
Pham, Quynh	FC	Clerical/Secretarial - Clerical assistance for International Student Center	07/01/16	08/19/16	TE A 1
Pham, Tommy	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	10/04/16	TE A 2
Pham, Tommy	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	12/13/16	03/11/17	TE A 2
Pham, Tommy	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	05/15/17	06/30/17	TE A 2
Phan, Tu	CC	Clerical/ Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Pleasant, Moriah	CC	Clerical/ Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Portillo, Angie	FC	Cler/Sec - Student Ambassador prog to promote FC programs & services	07/05/16	08/19/16	TE A 1
Price, Anabelle	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	08/20/16	TE A 3
Quinonez, Edward	FC	Clerical/Secretarial - Assist Umoja Center with outreach and recruitment	07/01/16	08/18/16	TE A 3
Quint, Gregory	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	07/01/16	10/07/16	TE A 1
Ramirez, Cecilia	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Ramirez, Christina	CC	Clerical/Secretarial - Assist in Financial Aid office	07/05/16	08/18/16	TE A 1
Ramirez, Jennifer	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	10/04/16	TE A 2
Ramirez, Jennifer	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	12/13/16	03/11/17	TE A 2
Ramirez, Jennifer	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	05/15/17	06/30/17	TE A 2
Ramirez, Sara	FC	Service/Maint - Assist Campus Safety Dept with various duties	07/01/16	09/30/16	TE B 3
Ramirez, Sara	FC	Service/Maint - Assist Campus Safety Dept with various duties	12/05/16	03/04/17	TE B 3
Ramirez, Sara	FC	Service/Maint - Assist Campus Safety Dept with various duties	05/08/17	06/30/17	TE B 3
Rehfield, Brian	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 2
Rehfield, Brian	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	01/23/17	04/24/17	TE A 2

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Requena, Rae	CC	Clerical/ Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Ricchio, Samuel	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Ricci, Carlo	FC	Clerical/Secretarial - Assist in campus Bookstore	07/01/16	09/30/16	TE A 1
Robison, Sarah	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Rodriguez, Mariela	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	08/20/16	TE B 2
Rolapp, Diane	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	10/04/16	TE A 3
Rolapp, Diane	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	12/13/16	03/11/17	TE A 3
Rolapp, Diane	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	05/15/17	06/30/17	TE A 3
Romero, Andrew	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Rosales, Estefanie	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Rudies, Alexander	SCE	Tech/Paraprof - Assist in ACT computer lab	07/01/16	09/30/16	TE B 1
Rudies, Alexander	SCE	Tech/Paraprof - Assist in ACT computer lab	12/07/16	03/08/17	TE B 1
Sadiki, Abdulatif	FC	Clerical/Secretarial - Clerical assistance for International Student Center	07/01/16	08/19/16	TE A 1
Samaniego, Melissa	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE I 1
Sanchez-Martinez, L.	FC	Clerical/Secretarial - Clerical assistance for EOPS Office	07/11/16	10/04/16	TE A 3
Sebo, Grace	FC	Clerical/Secretarial - Clerical assistance for EOPS Office	07/11/16	10/10/16	TE A 3
Sendejas, Desiree	FC	Service/Maint - Assist Campus Safety Dept with various duties	07/01/16	09/30/16	TE B 4
Sendejas, Desiree	FC	Service/Maint - Assist Campus Safety Dept with various duties	12/05/16	03/04/17	TE B 4
Sendejas, Desiree	FC	Service/Maint - Assist Campus Safety Dept with various duties	05/08/17	06/30/17	TE B 4
Sheladia, Nikita	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Simbulan, Stacey	FC	Clerical/Secretarial - Assist in campus Music Lab	08/10/16	11/09/16	TE A 1
Smith, Danielle	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	07/01/16	10/07/16	TE A 1
Solis, Veronica	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Soto Mendoza, Noemi	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Spratt, Theophilus	FC	Clerical/Secretarial - Assist Student Activities Office with various projects	07/05/16	10/04/16	TE A 4
Straughn, Ronald	FC	Service/Maint - General assistance to the campus custodial staff	06/23/16	06/30/16	TE B 2
Straughn, Ronald	FC	Service/Maint - General assistance to the campus custodial staff	07/01/16	09/30/16	TE B 2
Strobel, Jared	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	08/20/16	TE A 2
Sue, Evan	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1

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Tataje, Steven	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	10/21/16	TE A 1
Tataje, Steven	CC	Clerical/Secretarial - Oureach Student Ambassador	01/02/17	03/27/17	TE A 1
Tataje, Steven	CC	Clerical/Secretarial - Oureach Student Ambassador	05/30/17	06/30/17	TE A 1
Tejada, Stephanie	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Tejada, Sofia	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Tran, Nghia	AC	Clerical/Secretarial - Assist in Purchasing Department	07/05/16	09/30/16	TE B 3
Tran, Scott	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Tran, Tu	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	10/21/16	TE A 1
Tran, Tu	CC	Clerical/Secretarial - Oureach Student Ambassador	01/02/17	03/27/17	TE A 1
Tran, Tu	CC	Clerical/Secretarial - Oureach Student Ambassador	05/30/17	06/30/17	TE A 1
Tran, Vanna	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Trinh, Ngoc	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Truong, Amy	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/01/16	06/30/17	TE I 3
Truong, Thomas	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Tucker, Rachael	FC	Clerical/Secretarial - Clerical assistance for Financial Aid Office	07/05/16	09/30/16	TE A 2
Vasquez, Alicia	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Vera-Lucas, Martha	FC	Clerical/Secretarial - Clerical assistance for Counseling Center	07/05/16	08/20/16	TE B 2
Villasenor, Claudia	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	10/21/16	TE A 1
Villasenor, Claudia	CC	Clerical/Secretarial - Oureach Student Ambassador	01/02/17	03/27/17	TE A 1
Villasenor, Claudia	CC	Clerical/Secretarial - Oureach Student Ambassador	05/30/17	06/30/17	TE A 1
Vines, Maurice	FC	Clerical/Secretarial - Assist Umoja Center with outreach and recruitment	07/01/16	08/20/16	TE A 1
Voss, William	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	07/11/16	10/07/16	TE A 2
Vu, Claudia	FC	Cler/Sec - Student Ambassador prog to promote FC programs & services	07/05/16	08/19/16	TE A 1
Wanger, Ashley	SCE	Clerical/Secretarial - Assist in Workability III Program	07/01/16	09/30/16	TE B 4
Washington, Andrew	FC	Cler/Sec - Student Ambassador prog to promote FC programs & services	07/05/16	08/19/16	TE A 1
Wilson, Mika	FC	Clerical/Secretarial - Assist Umoja Center with outreach and recruitment	07/01/16	08/18/16	TE A 3
Yau, Kimberly	CC	Clerical/Secretarial - Oureach Student Ambassador	07/23/16	08/21/16	TE A 1
Zambrano, Breezie	FC	Clerical/Secretarial - General clerical/facilitator Career/Life Planning Center	07/01/16	09/30/16	TE A 4
Zendejas, Jacqueline	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1

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Zeroski, Amie	FC	Clerical/Secretarial - Assist in campus Bookstore	08/10/16	11/09/16	TE A 1
Zhou, Yue	FC	Clerical/Secretarial - Clerical assistance for International Student Center	07/01/16	08/19/16	TE A 1

Professional Medical Employees

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Stefanelli, Stephanie	FC	Medical - Clinical Psychologist for campus Health Center	08/15/16	06/30/17	ME D 4
Stickney, Shirley	FC	Medical - Health Services Specialist (RN) for campus Health Center	08/15/16	06/30/17	ME B 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Abdullah, Jameela	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 3
Ahmed, Youseff	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Ahn, Jung	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Alcazar, Elizabeth	SCE	Direct Instr Support - Interpreter for hearing-impaired students	09/12/16	06/30/17	TE A 1
Alcazar, Elizabeth	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 1
Allred, Adam	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 3
Al-Shanti, Firas	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 1
Ambriz, Maricela	SCE	Direct Instr Support - Tutor for DSS students	07/18/16	08/05/16	TE A 1
Andrade, Elba	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 1
Ardalan, Alexander	FC	Direct Instr Support - Tutor students in the campus Math Lab	07/05/16	06/30/17	TE A 2
Armenta, Claudia	FC	Direct Instr Support - Tutor students in the campus Writing Center	07/05/16	08/21/16	TE A 2
Armenta, Claudia	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/22/16	06/30/17	TE A 3
Ayala, Damien	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Baaz, Maria	CC	Direct Instr Support - Tutor for the Learning Resource Center	07/01/16	06/30/17	TE A 2
Baca, Devin	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 2
Bankson, Maria	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 2
Bayli, Tucker	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 2

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Brantley, Robert	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Bravo, Stephanie	SCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/01/16	06/30/17	TE A 4
Broersma, Ashley	CC	Direct Instr Support - Interpreter for hearing-impaired students	08/22/16	06/30/17	TE D 2
Broersma, Ashley	CC	Direct Instr Support - Interpreter for hearing-impaired students	08/22/16	06/30/17	TE E 2
Brune, Sara	FC	Direct Instr Support - Tutor students in the campus Writing Center	07/05/16	08/21/16	TE A 2
Brune, Sara	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/22/16	06/30/17	TE A 3
Brune, Sara	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Bullard, Michelle	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE B 3
Byrne, Haylee	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Carlos, Linda	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 1
Cervantes, Sergio	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Chang, Amy	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Colin, Marc	SCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/01/16	06/30/17	TE A 4
Cope, Kelli	SCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/16	06/30/17	TE D 1
Cope, Kelli	SCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/16	06/30/17	TE E 1
Cope, Michael	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 2
Copple, Sharayah	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Cortes, Roberto	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 1
Creason, Jarek	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/15/16	06/30/17	TE B 3
Cruz, Larry	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 3
De Almeida, Vera	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 3
DeAvila, Michael	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
DeAvila, Michael	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 1
Deleon, Jennifer	SCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/01/16	06/30/17	TE A 4
Diamond, Kesean	FC	Direct Instr Support - Tutor for Incite Program	07/01/16	12/09/16	TE A 3
Dimaano, Pamela	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/15/16	06/30/17	TE B 1
Dunn, Nathaniel Michael	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 3
Emrick, Matthew	FC	Direct Instr Support - Tutor for Biotechnology workshops	07/05/16	06/30/17	TE B 4
Escamilla, Ashley	FC	Direct Instr Support - Tutor for Biotechnology workshops	07/05/16	06/30/17	TE B 4

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Evans, Amanda	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Flores, Christopher	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 3
Galindo, Andrea	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Galvez, Berenice	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Galvez, Neledy	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Garcia Alvarez, Pablo	FC	Direct Instr Support - Tutor for Incite Program	07/01/16	06/30/17	TE A 3
Garcia De Alba, Lesley	SCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/01/16	06/30/17	TE A 4
Garcia, Bryan	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Garza, Heriberto	FC	Direct Instr Support - Tutor students in the campus Math Lab	07/05/16	06/30/17	TE A 2
Gautama, Jevicko	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 2
George, Kayley	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Ghidella, Devin	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Gill, Maricela	SCE	Direct Instr Support - Tutor for DSS students	07/18/16	06/30/17	TE A 2
Gonzalez, Cristal	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 1
Gonzalez, Daniela	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/15/16	06/30/17	TE B 1
Gonzalez, Luis	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Gorman, Stephanie	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Gutierrez, Christopher	FC	Direct Instr Support - Student support for Equity & Program Review Grants	07/05/16	06/30/17	TE A 1
Guzman, Heather	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Hanna, Phoebe	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	12/10/16	TE A 2
Hansberry, James	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Head, Kandace	SCE	Direct Instr Support - Tutor for DSS students	07/05/16	06/30/17	TE A 3
Henderson, Peter	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE B 3
Hernandez, Ashley	SCE	Direct Instr Support - Interpreter for hearing-impaired students	07/18/16	06/30/17	TE D 3
Hernandez, Ashley	SCE	Direct Instr Support - Tutor for DSS students	07/18/16	06/30/17	TE A 1
Herzog, Raymond	CC	Direct Instr Support - Tutor for the Learning Resource Center	07/01/16	06/30/17	TE A 3
Hillabrand, Russell	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 3
Hiza-Krueger, Jennifer	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Ho, Phung Huy	FC	Direct Instr Support - Tutor students in the campus Math Lab	07/05/16	06/30/17	TE A 2



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Jajo, Miryam	SCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/01/16	06/30/17	TE A 4
Jean, Jean-Paul	SCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/01/16	06/30/17	TE A 4
Kalantari, Hooman	FC	Direct Instr Support - Tutor for Skills Center Reading Lab	08/17/16	06/30/17	TE B 2
Kaump, Sarah	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 3
Kim, Annes	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/22/16	06/30/17	TE A 3
Krause, Henry	FC	Direct Instr Support - Tutor students in the campus Math Lab	07/05/16	06/30/17	TE A 2
Lai, Vesna	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE B 2
Lainson, Marisa	CC	Direct Instr Support - Tutor for the Learning Resource Center	07/01/16	06/30/17	TE B 2
Lemke, Peyton	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 3
Liao, Liang-Yin	FC	Direct Instr Support - Tutor students in the campus Math Lab	07/05/16	06/30/17	TE A 2
Lindberg, Paul	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/22/16	06/30/17	TE A 3
Lindekugel, Katherine	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Liu, Chang	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 1
Lombardo, Matthew	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Loomis, Caitlyn	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Lopez Zepeda, Kimberly	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Lopez, Denise	CC	Direct Instr Support - Interpreter for hearing-impaired students	08/22/16	06/30/17	TE D 3
Lopez, Denise	CC	Direct Instr Support - Interpreter for hearing-impaired students	08/22/16	06/30/17	TE E 3
Lopez, Jessica	CC	Direct Instr Support - Interpreter for hearing-impaired students	08/22/16	06/30/17	TE D 3
Lopez, Jessica	CC	Direct Instr Support - Interpreter for hearing-impaired students	08/22/16	06/30/17	TE E 3
Lopez, Miriam	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 2
Lopez, Xochilth	CC	Direct Instr Support - Tutor for the Learning Resource Center	07/01/16	06/30/17	TE A 3
MacKenzie, Aryn	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Madrigal, Kimberly	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 2
Mano, Rebecca	FC	Direct Instr Support - Student support for Equity & Program Review Grants	07/05/16	06/30/17	TE A 1
Mariselli, Marcello	FC	Direct Instr Support - Student support for Equity & Program Review Grants	07/05/16	06/30/17	TE A 1
Martin, Kyleen	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Martinez, Sonia	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 3
McCray, Eric	FC	Direct Instr Support - Tutor for Incite Program	07/01/16	08/21/16	TE A 2

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Medlin, Angelica	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/22/16	06/30/17	TE A 3
Mell, Geoffrey	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 1
Mezzano, Aaron	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/15/16	06/30/17	TE B 1
Milledge, Alexander	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Milledge, Alexander	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 1
Miller, Madison	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Mistry, Vandana	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Mocanu, Iulian	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 3
Moghaddam, Steven	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 3
Monazzam, Hesam	SCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/01/16	06/30/17	TE A 4
Montoya, Elyse	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 3
Monzingo, Samantha	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Munoz, Savannah	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Neider, Kayli	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 1
Nelson, Gwendolyn	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 1
Nguyen, Lamson	FC	Direct Instr Support - Tutor students in the campus Math Lab	07/05/16	08/19/16	TE A 2
Nguyen, Man	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 2
Nguyen, Tho	FC	Direct Instr Support - Tutor students in the campus Math Lab	07/05/16	06/30/17	TE A 2
Nguyen, Thu	FC	Direct Instr Support - Tutor for Student Diversity Success Initiative	07/01/16	08/21/16	TE A 1
Nguyen, Vytram	FC	Direct Instr Support - Tutor for Skills Center Reading Lab	08/17/16	06/30/17	TE B 2
Paliani, Saray	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 2
Paredez, Heather	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 2
Park, Charlene	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 2
Parr, Michael	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 2
Perkis, Emma	CC	Direct Instr Support - Tutor for the Learning Resource Center	07/01/16	06/30/17	TE A 4
Pham, Nhi	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	08/20/16	TE A 1
Pinto, Paulina	FC	Direct Instr Support - Student support for Equity & Program Review Grants	07/05/16	06/30/17	TE A 1
Plummer, Troy	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/22/16	06/30/17	TE A 3
Prieto, Vanessa	FC	Direct Instr Support - Tutor for Student Diversity Success Initiative	07/01/16	08/21/16	TE A 1

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Qader, Amanda	FC	Direct Instr Support - Tutor students in the campus Math Lab	07/05/16	06/30/17	TE A 2
Ramirez, Christian	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	08/20/16	TE A 1
Ramos, Anthony	SCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/01/16	06/30/17	TE A 4
Raynham, Cory	SCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/01/16	06/30/17	TE A 4
Resong, Eric	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 1
Rice-Smith, Ryan	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Richardson, Nicole	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Rodas, Karen	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Rodriguez, Steffanie	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Rosales, Roberto	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 2
Roxas, Kim	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Sagastume, Anthony	FC	Direct Instr Support - Student support for Equity & Program Review Grants	07/05/16	06/30/17	TE A 1
Sanchez, Elizabeth	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/08/16	06/30/17	TE B 2
Sasaki, Colleen	SCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/16	06/30/17	TE D 1
Schatteman, Lucia	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 3
Serna, Daisy	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/15/16	06/30/17	TE B 1
Shabafroozan, Pegah	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 2
Shaw, Jessica	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/15/16	06/30/17	TE B 3
Shen, Shulin	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 3
Shen, Shulin	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE B 2
Skjonsby, Kristen	CC	Direct Instr Support - Tutor for the Learning Resource Center	07/01/16	06/30/17	TE B 3
Solis, Fabiola	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 1
Sotelo, Sophia	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Sovilla, Diana	FC	Direct Instr Support - Tutor for Student Diversity Success Initiative	07/01/16	08/21/16	TE A 2
Sprague, Michael	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Stephens, Jessie	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 2
Stephenson, Jessmyne	SCE	Direct Instr Support - Interpreter for hearing-impaired students	07/18/16	06/30/17	TE E 3
Stephenson, Jessmyne	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 1
Stephenson, Jessmyne	SCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/16	06/30/17	TE D 3

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Stephenson, Jessmyne	SCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/16	06/30/17	TE E 3
Stoffers, Jonah	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/15/16	06/30/17	TE B 1
Strinz, Rex	FC	Direct Instr Support - Tutor for Student Diversity Success Initiative	07/01/16	06/30/17	TE A 1
Stuart, Robert	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE B 3
Swanson, Jonathan	FC	Direct Instr Support - Student support for Equity & Program Review Grants	07/05/16	06/30/17	TE A 1
Swenson, Daniel	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 2
Swenson, Daniel	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 3
Taylor, Sergio	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Teutia, Tiara	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 2
Thompson, Eric	FC	Direct Instr Support - Tutor students in the campus Math Lab	07/05/16	06/30/17	TE A 2
Throw, Andric	CC	Direct Instr Support - Tutor for Supplemental Instruction	08/18/16	06/30/17	TE A 3
Toste, Nicholas	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 1
Tran, Phuc Ly Hong	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	06/30/17	TE A 1
Vaccher, Nicole	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/15/16	06/30/17	TE B 2
Van Ness, Hillary	SCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/16	06/30/17	TE E 1
Van Ness, Hillary	SCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/16	06/30/17	TE D 1
Van Ness, Hillary	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 1
Vandever, Nicole	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Vasquez, Rosa	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE A 1
Vega, Jaime	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Veloz, Gypsy	FC	Direct Instr Support - Tutor for Student Diversity Success Initiative	07/01/16	06/30/17	TE A 2
Ventulan, Jan Kevin	FC	Direct Instr Support - Tutor for Entering Scholars Program	07/01/16	06/30/17	TE B 1
Vetter, Desiree	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Villa, Martin	FC	Direct Instr Support - Student support for Equity & Program Review Grants	07/05/16	06/30/17	TE A 1
Vo, Hanh	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 1
Wallace, Toren	CC	Direct Instr Support - Tutor for the Learning Resource Center	07/01/16	06/30/17	TE B 3
Wanger, Ashley	SCE	Direct Instr Support - Tutor for DSS students	07/01/16	06/30/17	TE B 4
Wheaton, Sarah	FC	Direct Instr Support - Student support for Equity & Program Review Grants	07/05/16	06/30/17	TE A 1
Wiederholt, Kristen	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 3

Hourly Personnel  
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Wioreno, Andri	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 2
Zheng, Wenjie	FC	Direct Instr Support - Tutor for Supplemental Instruction Program	08/16/16	06/30/17	TE B 2
Zhu, Winnie	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/05/16	08/20/16	TE A 1

Hourly Substitutes

Checkcinco, F.	CC	Clerical/Secretarial - Substitute for Classified employee on leave	07/01/16	09/16/16	TE A 4
De La Cruz, Melissa	SCE	Clerical/Secretarial - Substitute for vacant A&R Technician PN SCC893	07/01/16	09/22/16	TE A 4
Johnson, Kenneth	CC	Service/Maint - Substitute for vacant Facilities Custodian I PN CCC838	07/01/16	09/27/16	TE A 2
Kimball, Marcia	SCE	Clerical/Secretarial - Substitute for vacant A&R Technician PN SCC908	07/01/16	09/22/16	TE A 4
Vilchis, Rosemary	FC	Clerical/Secretarial - Sub for vacant Student Svs Specialist PN FCC922	07/05/16	10/05/16	TE B 4
Jamorabon, Erin	FC	Clerical/Secretarial - Substitute for vacant Evaluator PN FCC635	07/05/16	10/05/16	TE B 4
Martin, Esmeralda	FC	Clerical/Secretarial - Substitute for vacant Office Coordinator PN FCC870	07/05/16	10/05/16	TE B 4
Perez, Floriberto	FC	Service/Maint - Substitute for vacant Equipment Operator PN FCC770	06/17/16	06/30/16	TE B 2
Perez, Floriberto	FC	Service/Maint - Substitute for vacant Equipment Operator PN FCC770	07/01/16	09/12/16	TE B 2

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aguilar, Flor	FC	CalWORKs Student - Assist in CalWORKs Office	07/01/16	06/30/17	TE A 4
Alam, Mahin	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Alam, Tasmia	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Alvarez, Andrew	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Amarillas, Cindy	FC	CalWORKs Student - Assist in the EOPS Office	07/01/16	06/30/17	TE A 4
Aros, Amanda	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Barboza, Fernando	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Camarillo, Yanett	FC	CalWORKs Student - Assist in the EOPS Office	07/01/16	06/30/17	TE A 4
Chaulagain, A.	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Cu, Ryan	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1

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Deab, Phyrun	CC	Full-time Student - Assist with website data entry	06/20/16	06/30/16	TE A 3
Duarte, Rebecca	FC	Work Study Student - Assist in Admissions & Records	07/05/16	06/30/17	TE A 2
Duong, Vian	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Eslami, Aidin	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Franquez, Andrea	FC	CalWORKs Student - Assist in CalWORKs Office	07/01/16	06/30/17	TE A 2
Grissett, Dennis	CC	Full-time Student - Assist with recruiting for Legacy Program	05/23/16	06/30/16	TE B 1
Hildebrandt, Von	FC	CalWORKs Student - Assist in the Skill Center	07/01/16	06/30/17	TE A 2
Ingarfill, Miquela	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Khan, Samia	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Krikl, Sharilynn	FC	Work Study Student - Assist in Financial Aid Office	07/05/16	06/30/17	TE A 2
Ly, Phung	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Ly, Vi	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Malacara, Jennifer	FC	CalWORKs Student - Assist in Admissions & Records	07/01/16	06/30/17	TE A 2
Masai, Sarah	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Mills, Christina	FC	Work Study Student - Assist in Financial Aid Office	07/05/16	06/30/17	TE A 2
Monroy, Dunia	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Nguyen, Lamson	FC	Work Study Student - Tutor for Math Lab	08/22/16	06/30/17	TE A 2
Nguyen, Tuan	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Nunez, Yadira	FC	CalWORKs Student - Assist in Admissions & Records	07/01/16	06/30/17	TE A 2
Perez, Mayra	FC	CalWORKs Student - Assist in Admissions & Records	07/01/16	06/30/17	TE A 2
Pham, Quynh	FC	Full-time Student - Clerical assistance for International Student Center	07/01/16	06/30/17	TE A 1
Phan, Tu	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Pleasant, Moriah	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Ramirez, Alyssia	FC	CalWORKs Student - Assist in the Skill Center	07/01/16	06/30/17	TE A 2
Requena, Rae	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Salgado, Natalie	FC	CalWORKs Student - Assist in CalWORKs Office	07/01/16	06/30/17	TE A 4
San Elias, Daniela	FC	CalWORKs Student - Assist in Admissions & Records	07/01/16	06/30/17	TE A 2
San Elias, Denise	FC	CalWORKs Student - Assist in the Writing Center	07/01/16	06/30/17	TE A 2
Solis, Veronica	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1

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Sue, Evan	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Torres, Jessica	FC	Work Study Student - Assist in Financial Aid Office	07/05/16	06/30/17	TE A 2
Tran, Trang	FC	Work Study Student - Tutor for Math Lab	05/31/16	06/30/16	TE A 2
Tran, Trang	FC	Work Study Student - Tutor for Math Lab	07/05/16	06/30/17	TE A 2
Tran, Vanna	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Trinh, Ngoc	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Villegas, Daisy	FC	CalWORKs Student - Assist in Admissions & Records	07/01/16	06/30/17	TE A 2
Yau, Kimberly	CC	Full-time Student - Oureach Student Ambassador	08/22/16	06/30/17	TE A 1
Yrimeo, Kaitlyn	FC	CalWORKs Student - Assist in the EOPS Office	07/01/16	06/30/17	TE A 4

Volunteer Personnel  
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VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Abdo, Munier	FC	Physical Education - Women's Soccer	07/01/2016	06/30/2017
Anderson, Daniel	SCE	DSS - Personal Care Attendant	07/01/2016	06/30/2017
Anderson, Daniel	SCE	DSS - Personal Care Attendant	06/27/2016	06/30/2016
Bateman, Ryan	FC	Physical Education - Baseball	07/01/2016	06/30/2017
Bertrand, Joi	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Beserra, Erika	FC	Internship - Physical Education	08/22/2016	12/10/2016
Beza, Ashley	FC	Physical Education - Softball	07/01/2016	06/30/2017
Bodinar, Andrea	FC	Physical Education - SCUBA	07/01/2016	06/30/2017
Burrell, Bernard	FC	Physical Education - Men's Basketball	07/01/2016	06/30/2017
Burroughs, Jennifer	FC	Physical Education - Athletic Trainer	07/01/2016	06/30/2017
Cannon, Nichole	CC	Physical Education - Women's Volleyball	07/12/2016	08/11/2016
Carpenter, Kaitlynn	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Cervantes, Karina	FC	Physical Education - Softball	07/01/2016	06/30/2017
Chi, Ivan	FC	Math & Computer Science Division	05/30/2016	08/21/2016
Conger, Tyson	FC	Physical Education - SCUBA	07/01/2016	06/30/2017
Cordova, David	FC	Physical Education - SCUBA	07/01/2016	06/30/2017
Culhno, Dominique	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Curry, Denise	FC	Physical Education - Women's Basketball	07/01/2016	06/30/2017
Curtis, Nyla	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Deleon, Erika	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Dungca, Jessica	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Espinosa, Brianna	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Everett, Ethan	FC	Math & Computer Science Division	05/30/2016	08/21/2016
Fajardo, Deshields	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Garcia, Elle	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Garcia, Natalie	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Garcia, Sylvia	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Gonzalez, Adriana	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Gorman, Haley	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Hanson, Megan	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Henry, Andrew	FC	Physical Education - SCUBA	07/01/2016	06/30/2017
Hong, Lauren	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Hucks, Brandon	CC	Physical Education - Men's Basketball	06/14/2016	08/11/2016
Imaku, Brittany	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Irwin, Erin	FC	Math & Computer Science Division	05/30/2016	08/21/2016
James, Adam	FC	Physical Education - SCUBA	07/01/2016	06/30/2017
Johns, Tristian	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Johnson, Crystal	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Juarez, Ashley	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016



Volunteer Personnel  
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Julian, Scott	SCE	DSS - Personal Care Attendant	07/01/2016	06/30/2017
Kanamoto, Katey	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Kellogg, Kathy	FC	Physical Education - Women's Soccer	07/01/2016	06/30/2017
Knoll, Tom	FC	Physical Education -	07/01/2016	06/30/2017
Lara, Vivian	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Le, Nhan	SCE	ESL Department - SHINE Program	06/27/2016	08/05/2016
Lenard, Bob	FC	Physical Education - Women's Basketball	07/01/2016	06/30/2017
Lopez, Doreen	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Magana, Jeana	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Martinez, Lizette	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Martinez, Melissa	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
McCormick, Chon Hee	FC	Physical Education - Football	07/01/2016	06/30/2017
Mesa, Monique	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Miller, Nikki	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Mohr, Anthony	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Mohr, James	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Mohr, Joe	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Mohr, Kerri	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Mohr, Larry	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Moore, Tayla	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Moreno Zanabria, Ramon	SCE	DSS - Personal Care Attendant	06/27/2016	06/30/2016
Moreno Zanabria, Ramon	SCE	DSS - Personal Care Attendant	07/01/2016	06/30/2017
Movchan, Alyssa	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Newberry, Madison	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Nguyen, Nhu	SCE	ESL Department - SHINE Program	06/27/2016	08/06/2016
Nguyen, Sam	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Nilsen, Erika	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Park, Jennifer	SCE	Disability Support Services	06/27/2016	06/30/2016
Park, Jennifer	SCE	Disability Support Services	07/01/2016	06/30/2017
Rinnock, Kathy	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Robinson, Treasure	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Roche, Kaitlynn	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Sanders, Tess	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Silva, Bianca	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Simbeck, Briana	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Simbeck, Caitlin	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Simbeck, Cathy	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Soe, Kyu	SCE	Internship - ESL Program	06/27/2016	08/06/2016
Soria, Sam	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Staana, Kayla	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Suarez, Jessica	SCE	DSS - Personal Care Attendant	07/01/2016	06/30/2017
Suarez, Jessica	SCE	DSS - Personal Care Attendant	06/27/2016	06/30/2016

Volunteer Personnel  
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Tapia, Yolanda	FC	Internship - EOPS/Counseling	07/01/2016	08/19/2016
Turner, Sloan	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Walton, Chelsea	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Ward, Marshay	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Ward, Monet	CC	Women's Basketball Summer Camp	07/01/2016	07/31/2016
Zapien, David	SCE	DSS - Personal Care Attendant	07/01/2016	06/30/2017

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	June 28, 2016	Resolution	<u>                    </u>
		Information	<u>                    </u>
<b>SUBJECT:</b>	Negotiated Tentative Agreement Between United Faculty CCA/CTA/NEA and the District	Enclosure(s)	<u>X</u>

**BACKGROUND:** United Faculty CCA/CTA/NEA and the District have reached agreement with respect to negotiations for the 2016-2017 and 2017-2018 fiscal years. The Agreement provides for a three (3.0) percent increase for fiscal year 2016-2017 and a three (3.0) percent increase plus statutory COLA for fiscal year 2017-2018. The Agreement contains modifications to Articles 1, 5, 8, 13, 20, 21, and two Memorandums of Understanding: the Secured Retiree Benefit Fund and the Lecture/Lab Ratio Study. The Agreement also includes the 2017-2018 Academic Calendar, which provides two mandatory flex days, one scheduled for Fall semester and one scheduled for Spring semester. The United Faculty membership has ratified the Agreement.

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

**How does this relate to Board Policy:** This item relates to Board Policy 7130, Compensation, which states the Board will establish salary and benefits for employees.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Implementation of the salary agreement is within budget.

**RECOMMENDATION:** It is recommended that the Agreement with respect to negotiations for the 2016-2017 and 2017-2018 fiscal years, inclusive of all terms and conditions specified in the written Tentative Agreement between United Faculty CCA/CTA/NEA and the District, be approved as follows:

## **ON-SCHEDULE SALARY ADJUSTMENT – FISCAL YEAR 2016-2017**

The Regular and Contract Faculty Salary Schedule will be increased by three (3.0) percent across the schedule, effective July 1, 2016.

The Regular and Contract Faculty Overload Teaching Salary Schedule will be increased by three (3.0) percent across the schedule, effective August 22, 2016.

The Regular and Contract Faculty Overload Nonteaching Salary Schedule will be increased by three (3.0) percent across the schedule, effective August 22, 2016.

The Regular and Contract Faculty Summer Intersession Teaching Salary Schedule will be increased by three (3.0) percent across the schedule, effective for the 2017 Summer Intersession.

## **ON-SCHEDULE SALARY ADJUSTMENT – FISCAL YEAR 2017-2018**

The Regular and Contract Faculty Salary Schedule will be increased by three (3.0) percent across the schedule, effective July 1, 2017.

The Regular and Contract Faculty Overload Teaching Salary Schedule will be increased by three (3.0) percent across the schedule, effective August 24, 2017.

The Regular and Contract Faculty Overload Nonteaching Salary Schedule will be increased by three (3.0) percent across the schedule, effective August 24, 2017.

The Regular and Contract Faculty Summer Intersession Teaching Salary Schedule will be increased by three (3.0) percent across the schedule, effective for the 2017 Summer Intersession.

## **FRINGE BENEFITS FOR THE 2016-2017 FISCAL YEAR**

A one-time fringe benefit allowance of \$1,250 will be provided and not subject to retirement earnings. This one-time fringe benefit allowance shall not apply to any Unit Member who was terminated, who resigned his/her employment with the District, or who resigned his/her employment with the District pursuant to any compromise and release settlement agreement prior to the date of this Agreement and formally approved by the Board of Trustees.

## **FRINGE BENEFITS FOR THE 2017-2018 FISCAL YEAR**

Any statutory funded COLA up to one percent (1.00%) of faculty salaries, up to a maximum of \$1,250.00, will be applied towards fringe benefits on an on-going basis. The balance of the faculty proportionate share of statutory funded COLA, if any, will be applied towards salary or fringe benefits on an on-going basis at the discretion of UF.

If no statutory funded COLA, a one-time fringe benefit allowance of \$1,250 will be provided and not subject to retirement earnings. This one-time fringe benefit allowance shall not apply to any Unit Member who was terminated, who resigned his/her employment with the District, or who resigned his/her employment with the District pursuant to any compromise and release settlement agreement prior to the date of this Agreement and formally approved by the Board of Trustees.

## **TERM LIFE INSURANCE EFFECTIVE JANUARY 1, 2017**

The District will provide Term Life Insurance for Unit Members in the amount of \$50,000 effective January 1, 2017.

## **AMENDMENT TO COLLECTIVE BARGAINING AGREEMENT**

The provisions of Articles 1, 5, 8, 13, 20, 21 and two Memorandums of Understanding: the Secured Retiree Benefit Fund and Lecture/Lab Ratio Study of the collective bargaining agreement between United Faculty and the District, shall be amended as provided in the written Agreement between the parties.

**COMPLETE AGREEMENT REGARDING 2016-2017 AND 2017-2018 FISCAL YEARS**

This Agreement, if adopted by the Board of Trustees, shall constitute the complete and final Agreement of the parties for the 2016-2017 and 2017-2018 fiscal years.

It is recommended that the attached 2017-2018 Academic Calendar for Credit and Non-Credit Instructors be approved.

It is further recommended that the attached 2016-2017 Faculty Salary Schedules with respective effective dates, which reflect the three (3.0) percent on-schedule adjustment, be approved.

(See Supplemental Minutes #1173 for a copy of the Agreement, 2017-2018 Academic Calendar and the salary schedules.)

Irma Ramos

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Recommended by

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Approved for Submittal

5.f.3

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Item No.

## 2017-2018 ACADEMIC CALENDAR FOR CREDIT AND CONTINUING EDUCATION (NON-CREDIT) INSTRUCTORS

		<u>CREDIT</u>	<u>NON-CREDIT</u>		<u>CLASSIFIED</u>
July	4, 2017	Independence Day Holiday . . . . .	Independence Day Holiday . . . . .		Independence Day Holiday . . . . .
August	24	Mandatory Flex Day . . . . .	. . . . .		. . . . .
August	25	Non-Student Duty Day . . . . .	. . . . .		. . . . .
August	28	Fall Semester Begins . . . . .	. . . . .		. . . . .
September	4	Labor Day Holiday . . . . .	Labor Day Holiday . . . . .		Labor Day Holiday . . . . .
September	7	. . . . .	Optional Flex Day . . . . .		. . . . .
September	8	. . . . .	Mandatory Flex Day . . . . .		. . . . .
September	11	. . . . .	Fall Trimester Begins . . . . .		. . . . .
November	10	Veterans' Day Holiday . . . . .	Veterans' Day Holiday . . . . .		Veterans' Day Holiday . . . . .
November	23-24	Thanksgiving Holidays <sup>1</sup> . . . . .	Thanksgiving Holidays <sup>1</sup> . . . . .		Thanksgiving Holidays . . . . .
December	1	. . . . .	Fall Trimester Ends . . . . .		. . . . .
December	16	Fall Semester Ends . . . . .	. . . . .		. . . . .
December 22 - January 1, 2018		Winter Holidays . . . . .	Winter Holidays . . . . .		Winter Holidays . . . . .
January	3	. . . . .	Optional Flex Day . . . . .		. . . . .
January	4	. . . . .	Mandatory Flex Day . . . . .		. . . . .
January	8	. . . . .	Winter Trimester Begins . . . . .		. . . . .
January	15	Martin L. King Holiday . . . . .	Martin L. King Holiday . . . . .		Martin L. King Holiday . . . . .
January	25	Mandatory Flex Day . . . . .	. . . . .		. . . . .
January	26	Non-Student Duty Day . . . . .	. . . . .		. . . . .
January	29	Spring Semester Begins . . . . .	. . . . .		. . . . .
February	16	Lincoln's Birthday Holiday <sup>2</sup> . . . . .	Lincoln's Birthday Holiday <sup>2</sup> . . . . .		Lincoln's Birthday Holiday . . . . .
February	19	Presidents' Day Holiday . . . . .	Presidents' Day Holiday . . . . .		Presidents' Day Holiday . . . . .
March	26-29	Spring Recess <sup>3</sup> . . . . .	Spring Recess <sup>3</sup> . . . . .		. . . . .
March	30	. . . . .	. . . . .		Spring Holiday . . . . .
April	6	. . . . .	Winter Trimester Ends . . . . .		. . . . .
April	9	. . . . .	Spring Trimester Begins . . . . .		. . . . .
May	26	Spring Semester Ends . . . . .	. . . . .		. . . . .
May	28	Memorial Day Holiday . . . . .	Memorial Day Holiday . . . . .		Memorial Day Holiday . . . . .
June	29	. . . . .	Spring Trimester Ends . . . . .		. . . . .

<sup>1</sup> Includes Saturday and Sunday, November 25 and 26, which are non-instructional days

<sup>2</sup> Includes Saturday and Sunday, February 17 and 18, which are non-instructional days

<sup>3</sup> Includes Saturday and Sunday, March 30 and April 1, which are non-instructional days

Board Approved:

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
**REGULAR AND CONTRACT FACULTY ANNUAL SALARY SCHEDULE (175 DAYS)**

Effective July 1, 2016

<u>STEP</u>	<u>CLASS B</u>	<u>CLASS C</u>	<u>CLASS D</u>	<u>CLASS E</u>	<u>CLASS F</u>	<u>STEP</u>
1	62,028	64,829	67,627	70,422	74,317	1
2	62,028	64,829	67,627	70,422	74,317	2
3	62,028	64,829	67,627	70,422	74,317	3
4	64,829	67,627	70,422	73,225	77,114	4
5	67,627	70,422	73,225	76,023	79,915	5
6	70,422	73,225	76,023	78,823	82,711	6
7	73,225	76,023	78,823	81,622	85,511	7
8	76,023	78,823	81,622	84,422	88,311	8
9	78,823	81,622	84,422	87,216	91,110	9
10	81,622	84,422	87,216	90,018	93,909	10
11	84,422	87,216	90,018	92,817	96,710	11
12	87,216	90,018	92,817	95,615	99,504	12
13	90,018	92,817	95,615	98,413	102,305	13
16		95,615	98,413	101,215	105,106	16
18			101,215	104,014	107,903	18
20			104,014	106,809	110,701	20
22			106,809	109,611	113,498	22
25	92,817	98,413	109,611	112,410	116,298	25

CLASS B Minimum Qualifications  
CLASS C Minimum Qualifications plus 18 semester units  
CLASS D Minimum Qualifications plus 36 semester units  
CLASS E Minimum Qualifications plus 54 semester units  
CLASS F Earned Doctorate

**INITIAL SALARY PLACEMENT**

Initial salary placement is established on the basis of the minimum qualifications for the discipline of initial assignment as a contract faculty member.

Initial CLASS placement is established using the candidate's highest academic degree specified in the minimum qualifications. Approved units beyond those used to satisfy the minimum qualifications may be used for advanced class placement; applicable coursework must be obtained from an accredited postsecondary institution.

Initial STEP placement is established on the basis of previous experience as an academic employee and related full-time occupational experience, exclusive of any years of experience used in meeting the minimum qualifications. A maximum of nine (9) years of step credit may be granted for any combination of the following:

One year of step credit may be granted for each year of full-time contract academic employment with an accredited institution.

One year of step credit may be granted for each thirty (30) semester units of part-time academic employment with an accredited institution. A maximum of six (6) years of step credit may be granted for part-time academic employment. Substitute teaching, summer intersession teaching, and teaching compensated at part-time, extended-day or lecturer rates will be considered part-time academic experience.

One year of step credit may be granted for each three (3) years of full-time occupational experience directly related to the discipline.

Board Approved:

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**REGULAR AND CONTRACT FACULTY OVERLOAD TEACHING SCHEDULE**

**Effective August 22, 2016**

	<b>COLUMN I Salary Classes B and C</b>		<b>COLUMN II Salary Classes D and E</b>		<b>COLUMN III Salary Classes F</b>	
	Unit Rate	Hrly Rate	Unit Rate	Hrly Rate	Unit Rate	Hrly Rate
<b>Lecture</b>	<b>1,079.97</b>	<b>61.712</b>	<b>1,131.43</b>	<b>64.653</b>	<b>1,185.05</b>	<b>67.716</b>
<b>Laboratory</b>	<b>863.99</b>	<b>49.370</b>	<b>905.08</b>	<b>51.718</b>	<b>948.04</b>	<b>54.173</b>

Board Approved:



**REGULAR AND CONTRACT HOURLY FACULTY OVERLOAD NONTEACHING SCHEDULE  
Effective August 22, 2016**

<b>Step</b>	<b>CLASS B</b>	<b>CLASS C</b>	<b>CLASS D</b>	<b>CLASS E</b>	<b>CLASS F</b>	<b>Step</b>
<b>01</b>	36.905	38.737	40.566	42.397	44.941	<b>01</b>
<b>02</b>	38.737	40.566	42.397	44.227	46.773	<b>02</b>
<b>03</b>	40.566	42.397	44.227	46.059	48.603	<b>03</b>
<b>04</b>	42.397	44.227	46.059	47.888	50.434	<b>04</b>
<b>05</b>	44.227	46.059	47.888	49.722	52.263	<b>05</b>
<b>06</b>	46.059	47.888	49.722	51.552	54.095	<b>06</b>
<b>07</b>	47.888	49.722	51.552	53.380	55.925	<b>07</b>
<b>08</b>	49.722	51.552	53.380	55.212	57.756	<b>08</b>
<b>09</b>	51.552	53.380	55.212	57.042	59.590	<b>09</b>
<b>10</b>	53.380	55.212	57.042	58.873	61.418	<b>10</b>
<b>11</b>	55.212	57.042	58.873	60.704	63.251	<b>11</b>
<b>12</b>	57.042	58.873	60.704	62.534	65.079	<b>12</b>
<b>13</b>	58.873	60.704	62.534	64.366	66.911	<b>13</b>
<b>17</b>		62.534	64.366	66.195	68.743	<b>17</b>
<b>22</b>			66.195	68.026	70.571	<b>22</b>
<b>27</b>	60.704	64.366	68.026	69.857	72.402	<b>27</b>

Board Approved:

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	June 28, 2016	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Chapter 4, Board of Trustees Revised Board Policy 4250, Probation, Dismissal, and Readmission	Enclosure(s)	<u>    X    </u>

**BACKGROUND:** Board Policy 4250, Probation, Dismissal, and Readmission was revised by the School of Continuing Education and includes new Section 2.0 “Non-Credit Program Students.” As a result, Section 1.0 was renamed “Credit Program Students” which also includes revisions prompted by the Student Team.

The District Consultation Council reached consensus on proposed Board Policy 4250 on May 23, 2016.

Additional revisions were incorporated as suggested by the Board of Trustees during the first reading of Board Policy 4250.

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

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

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

**RECOMMENDATION:** It is recommended that the Board adopt proposed, revised Board Policy 4250, Probation, Dismissal, and Readmission, and direct that it be placed on the District’s website, where it will be readily accessibility by students, employees, and the general public.

Fred Williams  
\_\_\_\_\_  
Recommended by

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

6.a.1  
\_\_\_\_\_  
Item No.

## **BP 4250 Probation, Dismissal, and Readmission**

Reference:

**Education Code Section 70902 (b)(3);  
Title 5, Section 55030 through 55034**

### 1.0 Credit Program Students

#### 1.1 Probation and Dismissal

1.1.1 Application of Provisions: ~~1.1.1~~ This policy shall apply to all registered ~~credit~~ students equally, regardless of previous degrees earned or the number of units in which a student is enrolled, except that grades earned elsewhere prior to admission in a college within the North Orange County Community College District shall not be considered in determining probationary status.

1.1.2 For the purpose of this policy, semesters shall be considered consecutive based on the student's enrollment pattern, excluding the summer session.

#### 1.1.3 Standards of Scholastic Probation:

1.1.3.1 Academic Probation: A student who has attempted at least 12 semester units shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0.

1.1.3.2 Progress Probation: A student who has enrolled in a total of at least 12 semester units shall be placed on progress probation when the percentage of all units in which the student has enrolled and for which entries of "W" (Withdrawl), "I" (Incomplete), "NC" (No Credit), and "NP" (No Pass) were recorded reaches or exceeds fifty percent (50%).

#### 1.1.4 Notification, Recording, and Appeal of Scholastic Probationary Status:

1.1.4.1 Each college will make a reasonable effort to notify students when they are placed on scholastic probation.

1.1.4.2 Students on scholastic probation shall be automatically considered "conditional" registrants with their programs subject to limitations, conditions and/or adjustments as determined by the colleges.

1.1.4.3 A student who is placed on scholastic probation may submit an appeal in accordance with administrative procedure.

1.1.5 Removal from Scholastic Probation: ~~1.5.4~~ A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress

## **BP 4250 Probation, Dismissal, and Readmission**

probation shall be removed from probation when the percentage of units in the categories of “W,” “I,” “NC,” and “NP” drops below fifty percent.

### 1.1.6 Standards for Scholastic Dismissal:

1.1.6.1 A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than **2.0** ~~1.75~~ in all units attempted in each of two (2) consecutive semesters, **excluding summer sessions.**

1.1.6.2 A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of “W,” “I,” “NC,” and “NP” are recorded in at least two (2) consecutive semesters reaches or exceeds fifty percent, **excluding summer sessions.**

1.1.6.3 A student **whose academic performance warrants** ~~who meets the standards~~ of Scholastic Dismissal but in the third consecutive semester achieves a grade point average of 2.0 or higher, or receives grades of “W,” “NC,” “I,” and “NP” for less than 50% of the current semester units enrolled, will not be dismissed, and notation of dismissal will not appear on the student’s transcripts.

### 1.1.7 Notification, Recording, and Appeal of Scholastic Dismissal Status:

1.1.7.1 Each college shall make a reasonable effort to notify a student who is subject to academic and/or progress dismissal no later than the beginning of the fall semester each academic year.

1.1.7.2 Scholastic dismissal will be **permanently** noted on the student’s transcript.

1.1.7.3 A student who is dismissed may submit a written appeal in compliance with administrative procedure.

1.1.8 Readmission: ~~1.8.1~~ A dismissed student will be considered for readmission by filing a written petition of appeal/readmission. If readmitted, the student shall continue on academic probation until a cumulative grade point average of 2.0 or higher has been achieved, and/or progress probation until the percentage completed is greater than fifty percent (50%) of the units, which the student has attempted. Appeals/Readmission may be granted, denied, or postponed according to criteria established by administrative procedure.

## 2.0 Non-Credit Program Students

## **BP 4250 Probation, Dismissal, and Readmission**

### 2.1 Probation and Dismissal

2.1.1 Non-credit terms shall be considered consecutive based on the student's enrollment pattern commencing with the student's initial enrollment.

2.1.2 Standards of Scholastic Probation: A student who has enrolled at the School of Continuing Education (SCE) shall be placed on program probation when the requirements for academic progress as defined by the department are not met. An SCE student will not be placed on program probation in their initial term of enrollment.

2.1.3 Notification, Recording, and Appeal of Scholastic Probationary Status: SCE will make a reasonable effort to notify students when they are placed on scholastic probation.

2.1.4 Removal from Scholastic Probation: An SCE student placed on program probation shall be removed from probation when the academic progress requirements as set forth by the department are met.

#### 2.1.5 Standards for Scholastic Dismissal:

2.1.5.1 An SCE student on program probation shall be subject to dismissal if the academic progress requirements are not met for two consecutive terms, or equivalent thereof, in which the student was enrolled.

2.1.5.2 An SCE student whose academic performance warrants Scholastic Dismissal but is in the third consecutive term or the equivalent thereof meets the academic progress requirements will not be dismissed and notion of dismissal will not appear on the student's transcripts.

2.1.6 Notification, Recording, and Appeal of Scholastic Dismissal Status: SCE shall make a reasonable effort to notify a student who is subject to progress dismissal no later than the beginning of the term in which the standards of the progress dismissal are met.

2.1.7 Readmission: A dismissed student will be considered for readmission by filing a written petition of appeal/readmission. If readmitted, the SCE student shall continue on program probation until the academic progress requirements as set forth by the department are met. Appeals/Readmission may be granted, denied, or postponed according to criteria established by administrative procedure.

## **BP 4250 Probation, Dismissal, and Readmission**

[See Administrative Procedure 4250.](#)

**Date of Adoption:** June 14, 2005

**Date of Last Revision:** February 24, 2009

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 28, 2016

**SUBJECT:** Resolution  
Board of Trustees  
Excused Absences

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

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

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

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

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

**How does this relate to Board Policy:** This item is in compliance with Board Policy 2725, Board Member Compensation.

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

**RECOMMENDATION:** It is recommended that the Board adopt Resolution No. 15/16-25, Trustee Absence, verifying that Trustee Jacqueline Rodarte was absent on June 14, 2016 due to hardship and, therefore, eligible to receive compensation for the Board meeting held on that date. A signed Affidavit from Ms. Rodarte verifying her absence due to hardship will be on file in the Chancellor's Office.

Fred Williams  
\_\_\_\_\_  
Recommended by

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

6.b.1  
\_\_\_\_\_  
Item No.

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



**Resolution 15/16-25, Trustee Absence**

**WHEREAS**, Education Code Section 72425(c) states:

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

**NOW, THEREFORE, BE IT RESOLVED** that the Trustee named below was absent from the Regular Board meeting of June 14, 2016, due to hardship, and therefore, eligible to receive compensation for the meeting held on that date.

**TRUSTEE**

**Jacqueline Rodarte**

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: June 28, 2016