



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

MEETING: Regular Meeting in September 2020

DATE: Tuesday, September 8, 2020, at 5:30 p.m.

PLACE: Zoom Teleconference

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

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

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

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

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

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

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** The Board respects the rights of members of the public to comment on matters under its jurisdiction. Members of the public may address the Board via email submissions which must be received by 5:00 p.m. the day of the Board meeting. All submissions received will be read into the record at the Board meeting and must comply with the three-minute time limit. The Board does not condone any defamatory accusations or complaints, including remarks which reflect adversely on the political, religious, or economic views, character, or motives of any person. Members of the audience bear the sole legal responsibility for any defamation actions that may be brought as a result of their comments or allegations.
- d. **Consider Non-Personnel block-vote items indicated by [] in Section 3**
- e. **Consider Personnel block-vote items indicated by [] in Section 4**
Agenda items designated as block-vote items with [] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion. An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote.

Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public by contacting the Chancellor’s Office.
- f. **Chancellor’s Report**

- g. **Comments:**
Chancellor's Staff
Resource Table Personnel
Members of the Board of Trustees

2. a. **Approval of Minutes of the Regular Meeting of August 25, 2020.**

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

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

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

Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: Two (2) Potential Cases.

Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL: Workers Compensation Claim.

Claimant: Darin Lamb
Agency Claimed Against: NOCCCD

3. **FINANCE & FACILITIES**

- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- b. It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended June 30, 2020.
- [c] Authorization is requested for the Board to approve the use of California Multiple Award Schedule Contract No. 3-18-70-1613C for audio-visual and computer related equipment purchased through Howard Industries, Inc.
- d. It is recommended that the Board determine whether the District is willing to accept the liability imposed by the Regents of the University of California's proposed addendum. Should the Board elect to accept the liability, authorization is requested to execute the Addendum to the Health Sciences Program Agreement for the COVID-19 Acknowledgment for On-Site Students.

4. **HUMAN RESOURCES**

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

New Personnel
 Temporary Contract

Change in Salary Classification
Stipend for Additional Administrative Duties
Leaves of Absence
Temporary Academic Hourly

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

Retirement
Resignation
New Personnel
Stipend for Additional Administrative Duties
Leaves of Absence

[c] Request approval of Professional Experts.

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

[e] Request approval of Volunteers.

5. **GENERAL**

- a. It is recommended that the Board receive as information the revised Administrative Procedures in Chapters 6 and 7.
- b. It is recommended that the Board discuss any potential future agenda items.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	September 8, 2020	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Ratification of Purchase Orders and Checks	Enclosure(s)	<u> X </u>

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

The purchase order numbers P0140235 - P0140235, check numbers C0051841 - C0052086; F0263726 - F0263900; Q0007323 - Q0007324; 88506050 - 88506726; V0031817 - V0031821; 70110142 - 70110403; disbursements E8875749 - E8882680; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are NOCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

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

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

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

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0140235 - P0141378 through August 8, 2020, totaling \$6,108,891.90, and check numbers C0051841 - C0052086, totaling \$166,417.99; check numbers F0263726 - F0263900, totaling \$512,352.23; check numbers Q0007323 - Q0007324, totaling \$63.20; check numbers 88506050 - 88506726, totaling \$16,714,645.32; check numbers V0031817 - V0031821, totaling \$12,788.14; check numbers 70110142 - 70110403, totaling \$48,658.66; and disbursements E8875749 - E8882680, totaling \$7,872,323.03, through August 31, 2020.

Fred Williams

3.a

Recommended by

Approved for Submittal

Item No.

BOARD RECAP
FOR THE PERIOD JULY 28, 2020 THROUGH AUGUST 8, 2020
BOARD MEETING 9/8/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0140235	RF MacDonald	\$ 31,852.00	Capital Outlay	CC	Replacement of Boiler for Tech Ed 3 Bldg. @ CC
P0140708	Graybar Electric Co Inc	\$ 41,751.65	Capital Outlay	AC	Code Blue Phone Towers @ AC
P0140741	GST	\$ 99,911.47	Capital Outlay	CC	AV Equipment FCCC Piggyback B/A: 8/25/20
P0140749	Atkinson, Andelson, Loya, Ruud & Romo	\$ 325,000.00		AC	Blanket Order for Legal Services - BA: 6/23/20
P0141009	Henry Schein Inc	\$ 5,000.00		CC	Blanket Order for Lab Supplies
P0141016	CI Solutions	\$ 1,490.00		FC	Maintenance and Service for Campus ID Card System
P0141032	Treeco Arborist Inc	\$ 1,000.00		CC	Blanket Order for Mulch and Ground Supplies
P0141033	American Red Cross	\$ 10,000.00		CC	Blanket Order for Instructional Supplies
P0141043	Phoenix Group Information Systems	\$ 2,000.00		FC	Blanket Order for Parking Citations Supplies
P0141044	Vision Communications Company	\$ 2,000.00		FC	Blanket Order for Radio Supplies
P0141045	AAA Electric Motor Sales & Service Inc	\$ 2,000.00		CC	Blanket Order for Ventilation Parts and Supplies
P0141046	Acoustical Material Services	\$ 5,000.00		CC	Blanket Order for Ceiling Materials & Supplies
P0141047	Aardvark Clay & Supplies Inc	\$ 3,000.00		FC	Blanket Order for Clay and Supplies
P0141048	Orvac Electronics	\$ 1,000.00		FC	Blanket Order for Electronics Supplies
P0141049	Matco Tools	\$ 4,500.00		FC	Blanket Order for Automotive Supplies
P0141050	Samy's Camera Inc	\$ 500.00		CC	Blanket Order for Offsite Camera Repairs
P0141051	Seals West Packing Co	\$ 550.00		CC	Blanket Order for Ventilation Supplies
P0141052	Tennant Sales and Service Co	\$ 1,000.00		CC	Blanket Order for Golf Cart Supplies and Parts
P0141103	Amazon Business	\$ 1,286.69		FC	Instructional Materials
P0141104	Uline Inc	\$ 2,500.00		AC	Blanket Order for Facilities Supplies
P0141105	MMS - Medical Supply Company	\$ 1,353.98		CC	Instructional Supplies
P0141106	Shred-It USA LLC	\$ 5,000.00		AC	Blanket Order for Document Destruction Services
P0141107	Red Ball Hardware	\$ 1,500.00		CC	Blanket Order for Parts and Supplies
P0141108	Rollings Automotive	\$ 550.00		CC	Blanket Order for Automotive Supplies
P0141109	Schorr Metals Incorporated	\$ 1,000.00		CC	Blanket Order for Welding Supplies
P0141110	Verizon Wireless LA	\$ 7,700.00		CC	Monthly Cell Phones Charged
P0141111	Home Depot	\$ 2,000.00		CC	Blanket Order for Instructional Supplies
P0141112	Praxair Distribution Inc	\$ 500.00		CC	Blanket Order for Instructional Supplies
P0141113	Home Depot	\$ 1,000.00		CC	Blanket Order for Instructional Supplies
P0141114	Art Supply Warehouse	\$ 1,000.00		CC	Blanket Order for Art Supplies
P0141115	Office Solutions	\$ 500.00		CC	Blanket Order for Office Supplies
P0141116	Office Solutions	\$ 230.00		CC	Blanket Order for Office Supplies
P0141117	Art Supply Warehouse	\$ 1,000.00		CC	Blanket Order for Instructional Supplies
P0141118	Digital Art Supplies	\$ 3,000.00		CC	Blanket Order for Classroom Supplies
P0141119	Aardvark Clay & Supplies Inc	\$ 2,000.00		CC	Blanket Order for Classroom Supplies
P0141120	Aardvark Clay & Supplies Inc	\$ 2,000.00		CC	Blanket Order for Classroom Supplies
P0141121	Rio Grande	\$ 700.00		CC	Blanket Order for Classroom Supplies
P0141122	Industrial Metal Supply Co	\$ 300.00		CC	Blanket Order for Classroom Supplies
P0141123	Art Supply Warehouse	\$ 200.00		CC	Blanket Order for Classroom Supplies
P0141124	Blick Art Materials LLC	\$ 200.00		CC	Blanket Order for Classroom Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141125	Art Supply Warehouse	\$ 600.00		CC	Blanket Order for Classroom Supplies
P0141126	Art Supply Warehouse	\$ 600.00		CC	Blanket Order for Classroom Supplies
P0141127	Art Supply Warehouse	\$ 600.00		CC	Blanket Order for Instructional Supplies
P0141128	Home Depot	\$ 1,000.00		CC	Blanket Order for Instructional Supplies
P0141129	Art Supply Warehouse	\$ 500.00		CC	Blanket Order for Instructional Supplies
P0141130	Home Depot	\$ 2,000.00		CC	Blanket Order for Instructional Supplies
P0141131	Ideal Lighting Supply Inc	\$ 500.00		CC	Blanket Order for Instructional Supplies
P0141132	Freestyle Camera	\$ 2,000.00		CC	Blanket Order for Instructional Supplies
P0141133	Freestyle Camera	\$ 4,000.00		CC	Blanket Order for Instructional Supplies
P0141134	Digital Art Supplies	\$ 5,000.00		CC	Blanket Order for Instructional Supplies
P0141135	Quest Diagnostics Inc	\$ 1,675.58		CC	Outside Lab Services
P0141136	Terri Wheeler	\$ 323.03		CC	Covid Safety Supplies
P0141137	VWR Funding Inc	\$ 360.88		CC	Lab Supplies
P0141138	Temp Power Systems	\$ 3,000.00		FC	Blanket Order for Power Pole Rentals
P0141139	GradImages	\$ 822.13		CC	Graduation Photos
P0141140	Total Compensation Systems Inc	\$ 9,180.00		AC	Actuarial Report
P0141141	Scrip-safe Security Products Inc	\$ 300.00		FC	College Diploma Services
P0141142	MMS - Medical Supply Company	\$ 3,762.03		CC	Safety Supplies
P0141143	Radiation Detection Company	\$ 300.00		CC	Blanket Order for Radiation Detection Badges
P0141144	Huntington T Block Ins Agcy Inc	\$ 850.00		CC	Renewal of Gallery Insurance Premium
P0141145	US Bank	\$ 2,388.00		AC	Software License
P0141146	Postmaster - Cypress	\$ 500.00		CC	Blanket Order for Postage Services
P0141154	Fisher Scientific Co LLC	\$ 3,772.38		FC	Lab Kit Supplies
P0141157	Pasco Scientific	\$ 3,091.58		FC	Lab Kit Supplies
P0141158	Grainger Inc	\$ 202.94		FC	Lab Kit Supplies
P0141162	MMS - Medical Supply Company	\$ 6,476.16		CC	COVID Safety Supplies
P0141163	Community College League of California	\$ 38,471.60		CC	Software Subscription Fee
P0141164	Parts Express International Inc	\$ 198.00		FC	Lab Kit Supplies
P0141165	Leader Promotion Inc	\$ 19,854.18		FC	Custom Face Masks for Students
P0141166	Crestline Co Inc	\$ 9,821.76		FC	Marketing Materials
P0141167	Gilbert & Stearns Inc	\$ 2,848.00		FC	Lighting Repair Services
P0141168	Johnson Controls Fire Protection LP	\$ 1,669.79		FC	Fire Alarm Repairs
P0141169	CDW Government Inc	\$ 7,698.73		FC	Computers
P0141170	South Bay Document Destruction	\$ 1,500.00		AC	Blanket Order for Shredding Services
P0141171	South Coast Office Solutions	\$ 1,000.00		AC	Blanket Order for Office Supplies
P0141172	Plumbing & Industrial Supply	\$ 1,464.27		FC	Water Bottle Filling Station
P0141173	Foundation Building Materials LLC	\$ 22,681.38		FC	Automatic Door Sensors
P0141175	Hillyard	\$ 331.53		CC	Facilities Supplies
P0141176	Johnson Controls Fire Protection LP	\$ 1,519.16		FC	Fire Alarm Repair
P0141177	The Butter Book LLC	\$ 7,000.00		CC	Software License

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141178	Montgomery Hardware	\$ 25,000.00		FC	Blanket Order for Facilities Supplies
P0141179	Hillyard	\$ 9.00		CC	Facilities Supplies
P0141180	Safety Kleen Corp	\$ 10.00		CC	Facilities Supplies
P0141181	Home Depot	\$ 332.03		CC	Lab Supplies
P0141182	Hillyard	\$ 1,402.96		CC	Facilities Supplies
P0141183	Chief Student Services Officers Association	\$ 300.00		FC	Institutional Membership
P0141184	Chief Student Services Officers Association	\$ 300.00		CC	Institutional Membership
P0141185	Amazon Business	\$ 1,923.35		FC	Instructional Supplies
P0141187	GONLED	\$ 432,258.46	Capital Outlay	AC	Prop. 39 Year 5 Lighting Project @ FC B/A: 5/26/20
P0141188	Community Products LLC	\$ 2,036.48		FC	Instructional Equipment
P0141189	Links Sign Language & Interpreting Services	\$ 212.50		NOCE	Interpreting Services
P0141192	Bibliotheca LLC	\$ 10,000.00		CC	Maintenance Agreement for Detection System
P0141193	Toshiba Business Solutions	\$ 1,491.80		NOCE	Maintenance Agreement for Copier
P0141194	VenTek International	\$ 10,098.70		FC	Maintenance Agreement for Transactions Machine
P0141195	CDW Government Inc	\$ 34,300.21	Capital Outlay	AC	Computer Equipment and Software for Refresh Project
P0141196	CSI Fullmer	\$ 3,607.94	Bond	AC	Furniture for CC VRC
P0141197	Case & Sons Construction Inc	\$ 23,700.00	Capital Outlay	AC	600 Bldg. Chronomite Hot Water Heater @ FC
P0141198	KYA Services LLC	\$ 2,255.06	Capital Outlay	CC	New Flooring for Dental Dept.
P0141199	Progressive Surface Solutions Inc	\$ 2,761.00	Capital Outlay	CC	Labor to Install Flooring Dental Dept.
P0141200	Johnson Controls Fire Protection LP	\$ 2,820.00	Bond	AC	Installation of Smoke Detectors
P0141201	CSI Fullmer	\$ 8,193.75	Capital Outlay	CC	Disassemble and Removal of Old Furniture for Dental Department
P0141202	Johnson Controls Fire Protection LP	\$ 3,065.00	Capital Outlay	AC	Monitoring Suppression System
P0141203	Orange County Air Conditioning	\$ 18,480.00	Capital Outlay	AC	Updating IP Addressing Ranges for Campus EMS
P0141204	KT Industries Inc	\$ 7,900.00	Capital Outlay	AC	Reconditioning Electric Breaker
P0141205	Toshiba Business Solutions	\$ 3,571.92		AC	Maintenance Agreement for Copier
P0141206	Toshiba Business Solutions	\$ 630.34		AC	Maintenance Agreement for Copier
P0141207	Toshiba Business Solutions	\$ 2,941.58		AC	Maintenance Agreement for Copier
P0141209	American 3B Scientific	\$ 1,903.11		FC	Instructional Supplies
P0141210	Liebert Cassidy Whitmore	\$ 3,570.00		AC	Membership
P0141211	Association of Chief Human Resource Officers/EEO	\$ 350.00		AC	Institutional Membership
P0141212	Ware Disposal Company Inc.	\$ 4,000.00		CC	Blanket Order for Rental of Roll Off Trash Bins
P0141213	Office Solutions	\$ 5,000.00		CC	Blanket Order for Office Supplies
P0141214	Office Solutions	\$ 5,000.00		AC	Blanket Order for Office Supplies
P0141215	Bio Corporation	\$ 4,862.07		FC	Lab Supplies
P0141216	University of California - San Diego	\$ 5,000.00		AC	Membership
P0141217	Rave Mobile Safety	\$ 44,375.04		AC	Software License Renewal
P0141218	Howard Technology Solutions	\$ 4,225.96	Capital Outlay	AC	Computer Display
P0141219	Glasby Maintenance Supply Co.	\$ 27,900.00		AC	Blanket Order for Facilities Supplies
P0141220	Biometrics4ALL Inc	\$ 1,000.00		AC	Maintenance Agreement for Live Scan Machine
P0141221	Stater Bros Markets - A CA Corp	\$ 2,500.00		NOCE	Blanket Order for Instructional Supplies

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P0141222	Office Solutions	\$ 150.00		NOCE	Blanket Order for Non-Instructional Supplies
P0141223	Office Solutions	\$ 500.00		NOCE	Blanket Order for Instructional Supplies
P0141224	Sasco Electric	\$ 1,090.00	Capital Outlay	AC	Data line Installation
P0141225	Morrow Meadows Corp	\$ 1,090.00	Capital Outlay	NOCE	Electrical Services
P0141226	University of Southern California	\$ 40,000.00		CC	Virtual Education Course
P0141228	MMS - Medical Supply Company	\$ 983.63		CC	Instructional Supplies
P0141229	Grammarly	\$ 3,200.00		FC	Software Subscription Renewal
P0141230	Westberg + White Inc	\$ 200,000.00	Bond	AC	Campus Architectural Services @ FC BA:04/28/20
P0141231	Toshiba Business Solutions	\$ 4,198.05		AC	Maintenance Agreement for Copier
P0141232	P2S Engineering Inc	\$ 48,500.00	Capital Outlay	AC	Engineering Svcs for Addition of Electric Meters @ FC
P0141233	Lake Charles Mfg	\$ 266.77		CC	Lab Kit Supplies
P0141234	Ware Disposal Company Inc.	\$ 145,980.00		AC	Blanket Order for Districtwide Waste Collection B/A: 5/26/2020
P0141235	Plumbing & Industrial Supply	\$ 21,310.53	Capital Outlay	AC	Shower Valves for FC Women's Locker Room
P0141236	Foundation for California Community Colleges	\$ 33,263.67	Capital Outlay	AC	FUSION Annual License Fee
P0141237	iT1 Source LLC	\$ 1,639.48		NOCE	Computer Components
P0141238	Orange County Fire Protection	\$ 330.00		FC	Fire Inspection Services
P0141239	The Dodge Company	\$ 96.65		CC	Lab Supplies
P0141240	EBR Escrow Corporation	\$ 2,540,000.00	Capital Outlay	AC	Fullerton Property Purchase B/A: 5/14/19
P0141241	USA Scientific Inc	\$ 894.59		FC	Lab Supplies
P0141242	SoundExchange Inc	\$ 600.00		FC	Radio Station Copyright Music Fees
P0141243	The Oak Co	\$ 6,461.72		CC	Fall 2020 Class Schedule
P0141244	Kelly Paper Co	\$ 5,000.00		FC	Blanket Order for Copier Paper
P0141245	Encore Welding and Industrial Supply LLC	\$ 5,000.00		FC	Blanket Order for Instructional Supplies
P0141246	Airgas USA LLC	\$ 5,000.00		FC	Blanket Order for Instructional Supplies
P0141247	MSC Industrial Supply Co Inc	\$ 5,000.00		FC	Blanket Order for Instructional Supplies
P0141248	Lowes Companies Inc	\$ 3,000.00		FC	Blanket Order for Instructional Supplies
P0141249	B & H Photo Video Inc	\$ 1,500.00		FC	Blanket Order for Automotive Supplies
P0141250	Blick Art Materials LLC	\$ 3,000.00		FC	Blanket Order for Instructional Supplies
P0141251	Freestyle Camera	\$ 5,000.00		FC	Blanket Order for Instructional Supplies
P0141252	B & H Photo Video Inc	\$ 2,000.00		FC	Blanket Order for Instructional Supplies
P0141253	B & H Photo Video Inc	\$ 3,000.00		FC	Blanket Order for Instructional Supplies
P0141254	Screen Printers Resource Inc	\$ 5,000.00		FC	Blanket Order for Instructional Supplies
P0141255	Amazon Business	\$ 50.62		NOCE	Office Supplies
P0141256	US Bank	\$ 880.00		AC	2014 General Obligation Bond Expenses
P0141257	Amazon Business	\$ 967.17		FC	Lab Kit Supplies
P0141258	Electude USA LLC	\$ 3,000.00		FC	Software Licenses
P0141259	Crystal Factory	\$ 464.80		NOCE	Awards
P0141260	US Bank	\$ 800.00		AC	2014 General Obligation Bond SRS B Expenses
P0141265	Office Solutions	\$ 500.00		CC	Blanket Order for Office Supplies
P0141266	Pyramed Health Systems	\$ 12,910.44		CC	Software License, Support & Enhancement Fee

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141267	Tandem Solar Systems Inc	\$ 25,543.52		FC	Solar Equipment for Instructional Use
P0141268	Pyramed Health Systems	\$ 3,900.00		CC	Additional Patient Portals - Software License
P0141269	Demco Inc	\$ 6,034.60		FC	Outdoor Book Drop Unit
P0141270	Toshiba Business Solutions	\$ 1,891.02		FC	Maintenance Agreement for Copier
P0141271	Home Science Tools	\$ 1,570.82		CC	Lab Kit Supplies
P0141272	DTNTech	\$ 8,587.17		FC	Sneeze Guards for Campus Services
P0141273	CDW Government Inc	\$ 1,012.57		AC	Computer Components
P0141274	CDW Government Inc	\$ 17,598.40		AC	Technology Moving Services
P0141275	JB Bostick Company Inc	\$ 16,620.00		NOCE	Painting Services
P0141277	Maintex Inc	\$ 2,600.00		AC	Blanket Order for Custodial Supplies
P0141278	JetBrains Americas Inc	\$ 998.00		AC	Software License Renewal
P0141280	Sodexo Inc and Affiliates	\$ 6,818.95		FC	Catering for Food Bank
P0141281	Prestige Concepts: Promotions & Events	\$ 209.80		FC	Marketing Materials
P0141282	Kuta Software LLC	\$ 319.00		NOCE	Software Licenses
P0141283	CSI Fullmer	\$ 4,155.62		CC	Lab/Classroom Furniture
P0141284	Enco Systems, Inc.	\$ 1,840.63		FC	Software Subscription
P0141285	Columbia Dentoform Corp	\$ 700.00		CC	Blanket Order for Instructional Supplies
P0141286	Action Door Controls Inc.	\$ 10,000.00		CC	Building Door Repairs
P0141287	Cypress S B Car Spa Inc	\$ 4,000.00		CC	Blanket Order for Car Wash Services
P0141288	SC Fuels	\$ 18,000.00		CC	Blanket Order for Fueling Services
P0141289	Smoke Guard California Inc	\$ 3,300.00		CC	Smoke Alarm Repairs
P0141290	Sunbelt Control Inc	\$ 1,100.00		CC	Blanket Order for Heating Repairs
P0141291	United Rentals	\$ 3,000.00		CC	Blanket Order for Equipment Rentals
P0141292	Variable Speed Solutions Inc	\$ 2,500.00		CC	Blanket Order for Ventilation Onsite Repairs
P0141293	Vernes Plumbing Inc	\$ 6,000.00		CC	Blanket Order for Plumbing Repairs
P0141294	Vortex Industries Inc	\$ 3,000.00		CC	Blanket Order for Onsite Door Repairs
P0141295	Colby Pest Control Service	\$ 2,000.00		CC	Blanket Order for Pest Control Services
P0141296	Bee Removers	\$ 1,000.00		CC	Blanket Order for Bee Removal
P0141297	SiteOne Landscape Supply LLC	\$ 800.00		CC	Blanket Order for Offsite Irrigation Repairs
P0141298	Office Solutions	\$ 10,000.00		CC	Blanket Order for Office Supplies
P0141299	Radiation Detection Company	\$ 20.00		CC	Lab Supplies
P0141300	Exacta Dental Products Inc	\$ 1,000.00		CC	Blanket Order for Lab Supplies
P0141301	Benco Dental Supply Co	\$ 2,000.00		CC	Blanket Order for Lab Supplies
P0141302	United Site Services of CA Inc	\$ 245.50		FC	Portable Toilet Rentals
P0141303	Waxie Sanitary Supply Inc	\$ 2,300.00		AC	Blanket Order for Custodial Cleaning Supplies
P0141304	Fascella Finishes Inc	\$ 24,900.00		FC	Safety Glass Installation
P0141305	Science Interactive Group LLC	\$ 58,979.66		FC	Instructional Supplies
P0141306	StataCorp LP	\$ 453.00		NOCE	Software Licenses
P0141307	Infobase Publishing	\$ 3,535.57		CC	Software License Renewal
P0141308	Typefocus Internet Inc	\$ 1,370.00		CC	Software License Renewal

BOARD RECAP
FOR THE PERIOD JULY 28, 2020 THROUGH AUGUST 8, 2020
BOARD MEETING 9/8/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141309	The Myers-Briggs Company	\$ 195.00		CC	Software License Renewal
P0141310	Xello	\$ 2,800.00		CC	Software License Renewal
P0141311	Gorm Inc	\$ 1,132.27		AC	Facilities Supplies
P0141312	Glasby Maintenance Supply Co.	\$ 4,000.00		AC	Blanket Order for Facilities Supplies
P0141313	Air Treatment Corporation	\$ 763.82		FC	Facilities Supplies
P0141314	Waxie Sanitary Supply Inc	\$ 2,700.00		AC	Blanket Order for Custodial Cleaning Supplies
P0141315	Office Solutions	\$ 1,000.00		CC	Blanket Order for Office Supplies
P0141316	Office Solutions	\$ 500.00		CC	Blanket Order for Office Supplies
P0141318	Postmaster - Fullerton	\$ 240.00		AC	Postage Fees
P0141319	CSI Fullmer	\$ 6,233.35		NOCE	Covid Counter Shields
P0141320	Vital Inspection Services Inc	\$ 12,462.40	Capital Outlay	CC	Inspector of Records for Storm Drain Connection @ CC
P0141321	Boys & Girls Club of Cypress	\$ 29,700.00		CC	Child Care Services
P0141322	CSI Fullmer	\$ 26,364.89		CC	Furniture and Installation
P0141329	ARC Document Solutions LLC	\$ 7,615.23		NOCE	Covid Signage
P0141330	Bay Actuarial Consultants	\$ 5,600.00		AC	Actuarial Study Consultants
P0141331	American Council on Education	\$ 1,700.00		AC	Institutional Membership
P0141333	NMK Corporation	\$ 10,000.00	Bond	AC	Implementation Cisco Unified Communication
P0141334	CSI Fullmer	\$ 19,095.94		NOCE	Covid Office Screens
P0141335	Accrediting Commission for Schools	\$ 1,070.00		NOCE	Accreditation Membership Fee
P0141336	King Van & Storage Inc	\$ 375.00		NOCE	Storage Rental Fees
P0141337	Academic Senate for CA Community Colleges	\$ 15,854.10		AC	Institutional Membership
P0141338	Geotechnical Solutions Inc	\$ 15,000.00	Bond	AC	Geotechnical Services @ FC
P0141339	Ninyo & Moore Geotechnical	\$ 5,093.00	Bond	AC	Second MDF Room Rack Install Test & Inspection @ AC
P0141340	Fisher Scientific Co LLC	\$ 4,979.85		FC	Lab Supplies
P0141341	VWR Funding Inc	\$ 17,205.58		FC	Lab Supplies
P0141342	Fullerton College	\$ 1,000,000.00		FC	Transfer Cash from Cash in County to Cash in Bank
P0141343	Cameron Welding Supply	\$ 1,000.00		CC	Blanket Order for Lab Supplies
P0141344	American Board of Funeral Service Education	\$ 7,500.00		CC	Accreditation Fee
P0141345	Sodexo Inc and Affiliates	\$ 9,426.11		FC	Catering for Food Bank
P0141346	Amazon Business	\$ 249.89		NOCE	Textbook
P0141347	Cameron Welding Supply	\$ 923.75		CC	Welding Frames and Curtains
P0141348	Nova-Tech International Inc	\$ 476.32		CC	Covid Safety Supplies
P0141349	Radiation Detection Company	\$ 816.00		CC	Blanket Order for Radiation Monitoring Badges
P0141350	Links Sign Language & Interpreting Services	\$ 2,500.00		NOCE	Blanket Order for Interpreting Services
P0141351	South Bay Document Destruction	\$ 1,000.00		NOCE	Blanket Order for Shredding Services
P0141352	Shred-It USA LLC	\$ 339.72		AC	Shredding Services
P0141353	Office Solutions	\$ 1,500.00		AC	Blanket Order for Office Supplies
P0141355	Federal Express	\$ 350.00		AC	Blanket Order for Express Shipping Charges
P0141356	MMS - Medical Supply Company	\$ 1,000.00		CC	Blanket Order for Crisis Response Supplies
P0141357	Toshiba Business Solutions	\$ 460.57		FC	Maintenance Agreement for Copier

**BOARD RECAP
FOR THE PERIOD JULY 28, 2020 THROUGH AUGUST 8, 2020
BOARD MEETING 9/8/20**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0141358	Toshiba Business Solutions	\$ 924.50		FC	Maintenance Agreement for Copier
P0141359	Scantron Corporation	\$ 150.00		FC	Maintenance Agreement for Test Score Machine
P0141360	Office Solutions	\$ 1,000.00		FC	Blanket Order for Office Supplies
P0141361	Fascella Finishes Inc	\$ 29,780.00		FC	Sneeze Guard Installation
P0141362	CDW Government Inc	\$ 241.47		CC	Printer Accessory
P0141363	CDW Government Inc	\$ 4,329.67		FC	Computers
P0141364	Certified Enterprises Inc	\$ 300.00		CC	Facilities Supplies
P0141365	Stater Bros Markets - A CA Corp	\$ 900.00		NOCE	Blanket Order for Lab Supplies
P0141366	Stater Bros Markets - A CA Corp	\$ 900.00		NOCE	Blanket Order for Lab Supplies
P0141367	Stater Bros Markets - A CA Corp	\$ 900.00		NOCE	Blanket Order for Lab Supplies
P0141368	Stater Bros Markets - A CA Corp	\$ 900.00		NOCE	Blanket Order for Lab Supplies
P0141369	Stater Bros Markets - A CA Corp	\$ 900.00		NOCE	Blanket Order for Lab Supplies
P0141370	Study.com LLC	\$ 4,790.00		NOCE	Software Licenses
P0141371	Embi Tec	\$ 7,237.32		FC	Lab Supplies
P0141372	NMK Corporation	\$ 8,000.00		CC	Software Installation Services
P0141373	Vintage King Audio Inc	\$ 413.46		FC	Audio Supplies for the Music Department
P0141374	Clavier Companion	\$ 260.00		FC	Magazine Subscription
P0141375	Salem Press	\$ 502.10		FC	Library Subscriptions
P0141376	The Fullerton Collaborative	\$ 1,400.00		FC	Institutional Membership
P0141377	Clean Air America Inc	\$ 155.90		CC	Air Filter
P0141378	Sweetwater Sound Inc	\$ 925.58		FC	Audio Supplies for the Music Department

\$ 6,108,891.90

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	September 8, 2020	Information	X
		Enclosure(s)	X
SUBJECT:	Quarterly Investment Report and Irrevocable Retiree Benefits Trust Report as of June 30, 2020		

BACKGROUND: Information is being presented to the Board on the status of the District's investments as well as the status of the assets in the Irrevocable Retiree Benefits Trust.

Quarterly Investment Report

The Quarterly Investment Report for the quarter ended June 30, 2020, is submitted for the District's funds in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of June 30, 2020, the District had **\$410,164,280.70** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$5,160,065,306** and the market value was **\$5,199,797,248**. This represents an unrealized gain for accounting purposes of approximately 0.77%, which equates to **\$3,158,220.38** for the District. This paper gain is the result of a decrease in interest rates, which caused the values to increase. The average net interest rate for the quarter ended June 30, 2020, was 1.27%. Net interest earned for the quarter totaled **\$1,282,153.59**.
2. **Cypress College and Fullerton College Investments.** As of June 30, 2020, the colleges' investments total **\$1,906,125.03**. This amount was invested in certificates of deposit with the interest rates varying from **1.40%** to **3.00%**.

Investments in the Orange County Treasurer's Money Market Educational Investment Pool and the Cypress and Fullerton Colleges' investments meet the standards of Board Policy 6320, Investments.

Irrevocable Retiree Benefits Trust Report

Starting in fiscal year 2017, after approval of action by the Board, the District began moving funds to its Irrevocable Retiree Benefits Trust ("Trust"). Investments of the Trust are made within the investment policy approved by the Retirement Board established for the Trust.

For the quarter ended June 30, 2020, the portfolio value changed from **\$94,411,251.23** to **\$108,842,954.02**, a change in value of **\$14,431,702.79**. No contributions or withdrawals were made during this quarter. The time weighted return net of fees was **15.29%** quarter-to-date and **6.64%** inception-to-date.

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

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6320, Investments.

FUNDING SOURCE AND FINANCIAL IMPACT: Interest earnings can be used for purposes specified within the funds where they are earned.

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended June 30, 2020.

Fred Williams

Recommended by

Approved for Submittal

3.b.2

Item No.

Cash in County Treasury

As of June 30, 2020

General Fund	115,648,495.66
Child Development Fund	45,270.58
FC Bursar Fund	3,293,259.74
CC Bursar Fund	1,092,715.33
Capital Outlay Fund	70,794,546.18
Self Insurance Fund	27,699,627.55
Retiree Benefit Fund	1,329,855.64
Student Financial Aid Fund	6,603,829.39
Bond Fund	183,656,680.63
Total:	<u>410,164,280.70</u>

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2020

INVESTMENT STATISTICS - By Investment Pool⁽¹⁾

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 6/30/2020	MONTHLY Gross Yield	QUARTERLY Average Yield	ANNUAL Average Yield	Current NAV
COMBINED POOL BALANCES (includes the Extended Fund)							
Orange County Investment Pool (OCIP)	MARKET Value \$ 5,000,216,064	289	1.29%	1.26%	1.34%	1.87%	1.0084
	COST (Capital) \$ 4,955,315,180						
	MONTHLY AVG Balance \$ 5,141,369,946						
	QUARTERLY AVG Balance \$ 5,616,295,703						
	ANNUAL AVG Balance \$ 4,730,379,557						
	BOOK Value \$ 4,958,626,803						
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 5,199,797,248	266	1.20%	1.21%	1.32%	1.93%	1.0077
	COST (Capital) \$ 5,156,911,463						
	MONTHLY AVG Balance \$ 5,237,346,838						
	QUARTERLY AVG Balance \$ 5,303,540,461						
	ANNUAL AVG Balance \$ 5,142,130,053						
	BOOK Value \$ 5,160,065,306						

INVESTMENT STATISTICS - Non Pooled Investments⁽²⁾

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST	
Specific Investment Funds:			
283, 505, FVSD, CCCD	MARKET Value \$ 113,397,454	John Wayne Airport Investment Fund	\$ 53,179,160
	COST (Capital) \$ 109,470,210	Fountain Valley School District Fund 40	34,677,636
	MONTHLY AVG Balance \$ 109,456,770	CCCD Series 2017E Bonds	21,613,414
	QUARTERLY AVG Balance \$ 109,375,698		
	ANNUAL AVG Balance \$ 108,545,517		
	BOOK Value \$ 109,201,646		
			\$ 109,470,210

MONTH END TOTALS

INVESTMENTS & CASH		INVESTMENTS & CASH	
COUNTY MONEY MARKET FUND (OCMMF)			
County Money Market Fund	\$ 461,317,708	OCIP	\$ 4,968,877,097
County Cash	\$ 13,561,917	OCEIP	5,170,268,826
EXTENDED FUND	\$ 8,784,677,127	Specific Investment Funds	109,470,210
EDUCATIONAL MONEY MARKET FUND (OCEMMF)		Non-Pooled Cash	22,957,113
Educational Money Market Fund	\$ 866,231,808		
Educational Cash	\$ 13,357,363		
NON-POOLED INVESTMENTS & CASH			
Non-Pooled Investments	\$ 109,470,210		
Non-Pooled Cash	\$ 22,957,113		
	\$ 10,271,573,246		\$ 10,271,573,246

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCMMF - MONTHLY GROSS YIELD	0.12%	OCMMF	22
OCEMMF - MONTHLY GROSS YIELD	0.10%	OCEMMF	21
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	0.61%	JOHN WAYNE AIRPORT WAM	69
OCIP - YTD NET YIELD ⁽³⁾	1.81%	LGIP WAM (Standard & Poors)	44
OCEIP - YTD NET YIELD ⁽³⁾	1.87%		
90-DAY T-BILL YIELD - MONTHLY AVERAGE	0.15%		

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2020

INVESTMENT STATISTICS - By Investment Fund

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 6/30/2020	MONTHLY Gross Yield	QUARTERLY Average Yield	Annual Average Yield	Current NAV
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 461,349,101	22	0.12%	0.12%	0.35%	1.42%	1.0000
	COST (Capital) \$ 461,317,708						
	MONTHLY AVG Balance \$ 441,798,168						
	QUARTERLY AVG Balance \$ 825,536,992						
	ANNUAL AVG Balance \$ 955,812,863						
	BOOK Value \$ 461,334,695						
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 866,278,092	21	0.11%	0.10%	0.19%	1.39%	1.0000
	COST (Capital) \$ 866,231,808						
	MONTHLY AVG Balance \$ 809,995,110						
	QUARTERLY AVG Balance \$ 682,851,202						
	ANNUAL AVG Balance \$ 806,645,937						
	BOOK Value \$ 866,240,071						
<u>Extended Fund</u>	MARKET Value \$ 8,872,386,119	316	1.40%	1.40%	1.51%	2.05%	1.0092
	COST (Capital) \$ 8,784,677,127						
	MONTHLY AVG Balance \$ 9,126,923,506						
	QUARTERLY AVG Balance \$ 9,411,447,970						
	ANNUAL AVG Balance \$ 8,110,050,810						
	BOOK Value \$ 8,791,117,343						
ALLOCATION OF EXTENDED FUND							
<u>Extended Fund</u> <i>OCIP Share</i>	MARKET Value \$ 4,538,866,963	316	1.40%	1.40%	1.51%	2.05%	1.0092
	COST (Capital) \$ 4,493,997,472						
	MONTHLY AVG Balance \$ 4,699,571,778						
	QUARTERLY AVG Balance \$ 4,790,758,711						
	ANNUAL AVG Balance \$ 3,774,566,694						
	BOOK Value \$ 4,497,292,108						
<i>OCEIP Share</i>	MARKET Value \$ 4,333,519,156	316	1.40%	1.40%	1.51%	2.05%	1.0092
	COST (Capital) \$ 4,290,679,655						
	MONTHLY AVG Balance \$ 4,427,351,728						
	QUARTERLY AVG Balance \$ 4,620,689,259						
	ANNUAL AVG Balance \$ 4,335,484,116						
	BOOK Value \$ 4,293,825,235						
<i>Modified Duration</i>	0.85						

- (1) The Combined Pool Balances include the County and Educational Money Market Funds and the pools' respective portions of the Extended Fund.
- (2) Specific non-pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.
- (3) The Net Yield differs from the Monthly Gross Yield as it includes the Treasury Investment administrative fees.

CYPRESS COLLEGE INVESTMENTS
MONTH ENDING June 30, 2020

<i>FUND</i>	<i>TYPE</i>	<i>ISSUER</i>	<i>MATURITY DATE</i>	<i>DOLLAR VALUE</i>	<i>INTEREST RATE</i>
<i>Bursar's Office (6 mos - 2 years)</i>	CD # OBP-774145	Union Banc	9/27/2020	\$ 700,000.00	1.85%-2.00%
<i>(3 years)</i>	CD # 911593-41	Schools 1st FCU	1/22/2023	\$ 110,290.34	2.270%
<i>(3 years)</i>	CD # 0092620172-1000	East West Bank	9/25/2020	\$ 261,858.28	1.400%
<i>(3 years)</i>	CD # 920880751-293841	NuVision FCU	1/22/2023	\$ 274,668.95	2.450%
<i>Total Bursar Investments</i>				<u>\$ 1,346,817.57</u>	
<i>Associated Students</i>	CD # 911593-40 (3 Years CD)	Schools 1st FCU	10/8/2022	\$ 165,508.48	2.47%
<i>Total Associated Students</i>				<u>\$ 165,508.48</u>	
<i>Total Investments</i>				<u><u>\$ 1,512,326.05</u></u>	

Note: \$1,000,000 invested in OC Investment Pool through District

**Fullerton College
Investment Report
For Period Ended 6/30/20**

Fund	Investment Type	Issuer	Interest Rate	Maturity Date	Estimated Value
Assoc. Students	CD	Schools First Federal Credit Union	3.000	8/13/2024	145,958.03
Assoc. Students	CD	Schools First Federal Credit Union	2.260	8/2/2022	106,716.32
Bursar	CD	Schools First Federal Credit Union	2.250	9/14/2020	107,970.43
Assoc. Students	CD	Schools First Federal Credit Union	2.150	9/14/2020	33,154.20
					<u>\$ 393,798.98</u>

Note: \$3,000,000 invested with County Department of Education (with interest accrued)

Irrevocable Retiree Benefits Trust
Performance Report
Quarter Ended 6/30/20

	Quarter ended <u>6/30/20</u>
Portfolio Value as of 3/31/20	\$ 94,411,251.23
Contributions	
Withdrawals	
Change in Market Value	13,978,719.93
Income Received	544,478.14
Portfolio Fees	<u>(91,495.27)</u>
Portfolio Value on 3/31/20	<u><u>\$ 108,842,954.02</u></u>

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 8, 2020 Resolution
Information
SUBJECT: Authorize the Use of California Multiple Enclosure(s)
Award Schedules Contract No. 3-18-70-
1613C

BACKGROUND: The Academic Computer Technology departments have an ongoing need to purchase audio-visual and computer related equipment to upgrade the classrooms to the latest technology standard.

Pursuant to Public Contract Code Section 10298, the District can utilize contracts awarded by the California Department of General Services through its California Multiple Award Schedule (CMAS). Howard Industries, Inc. has been awarded CMAS Contract No. 3-18-70-1613C for audio-visual and computer related equipment. District Purchasing has reviewed the terms and conditions of the contract and finds it is in the best interest of the District to use the CMAS contract. This approval applies to purchases made within the terms of the CMAS contract through September 26, 2024 and is contingent upon the availability of funds for each purchase.

On August 25, 2020, the Board approved a contract with the Foundation for California Community Colleges for audio-visual with GST. The approval for the CMAS contract with Howard Industries, Inc. will provide the campuses with an option to choose the lowest price and components available between the two.

This agenda item was prepared and 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 agenda item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse and Board Policy 3720, Computer and Electronic Communications Systems.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding is available in the capital outlay and operation accounts.

RECOMMENDATION: Authorization is requested for the Board to approve the use of California Multiple Award Schedule Contract No. 3-18-70-1613C for audio-visual and computer related equipment purchased through Howard Industries, Inc. Authorization is further requested for the District Director, Purchasing, to execute the purchases on behalf of the District.

Fred Williams

3.c

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	September 8, 2020	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	Addendum to the Health Sciences Program Agreement - COVID-19 Acknowledgment for On-site Students required by The Regents of the University of California		

BACKGROUND: The District, on behalf of Cypress College routinely enters into clinical affiliation agreements with various agencies. The District has entered into agreement with The Regents of the University of California on behalf of University of California, Irvine, School of Medicine (University) to provide our students with clinical experience required for them to complete their Health Sciences and/or Human Services programs. Two (2) students in Diagnostic Medical Sonography, two (2) students in Health Information Technology, and twenty (20) students in the Associate Degree Nursing programs participate each semester.

However, as a condition of participation, the University is now requiring an addendum to the education agreements that explicitly releases them from any liability as a result of one of our employees, students, and/or their relatives or live-in partners contracting COVID-19 while performing the clinical assignments at the University.

The addendum, as required by the University, establishes that the University, through its medical center will not assure any of the District's students or faculty members will not become infected with COVID-19 by virtue of their participation in training activities at the University medical center. As such, in addition to the indemnification clauses of the agreements, the District is hereby required to defend and indemnify the University from any and all claims, suits, or filings, in court or otherwise, that the allege or contend that as a result of negligent conduct by the University and its medical center, a student or employee of the District, or the relative or live-in partner of student or employee of the District, was infected by COVID-19 as a result of participation in learning or training activities at the University medical center pursuant to the agreements. In the event of a claim, suit, or filing, the University and its medical center shall fully cooperate with the District in the defense of any such legal action, in order to help defeat any such claims, suits, or filings.

District students and employees would be covered under our Worker's Compensation benefits if they were to contract COVID-19 while performing their learning and training activities at the University. Worker's Compensation, by definition, is the sole remedy when injured at work; however, that does not stop anyone from filing a liability claim.

If the District agrees to the addendum, we would be required to defend the University for any claim, suit, or filing, in court or otherwise, made by a District student or employee, along with any relative or live-in partner of the student or employee, against the University since

these actions are not covered liabilities under our insurance program. In other words, District would be obligated to pay for the defense of the claim and/or lawsuit using District General Fund dollars without the ability to recoup anything from our insurance. In an attempt to mitigate legal liability, the District will require each student to sign a waiver that indemnifies the District.

This agreement and addendum covers the period of August 1, 2020 through December 31, 2020. It is unknown at this time whether we will need to extend this agreement and addendum or negotiate new language for the spring 2021 semester. While alternative clinical sites are being sought for both fall and spring, no viable options have been identified at this time.

This agenda item was submitted by Fred Williams, Vice Chancellor, Finance & Facilities.

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

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6150, Designation of Authorized Signatures.

FUNDING SOURCE AND FINANCIAL IMPACT: There is a potential for extreme financial impact to the General Fund or Self Insurance Fund.

RECOMMENDATION: It is recommended that the Board determine whether the District is willing to accept the liability imposed by the Regents of the University of California's proposed addendum. Should the Board elect to accept the liability, authorization is requested to execute the Addendum to the Health Sciences Program Agreement for the COVID-19 Acknowledgment for On-Site Students.

Fred Williams

3.d.2

Recommended by

Approved for Submittal

Item No.

ADDENDUM TO THE HEALTH SCIENCES PROGRAM AGREEMENT BETWEEN THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA (“UNIVERSITY”) AND CYPRESS COLLEGE/NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT (“AFFILIATE”) AGREEMENT
COVID-19 ACKNOWLEDGMENT FOR ON-SITE STUDENTS

Notwithstanding any other provision of this Agreement, Affiliate acknowledges on behalf of itself and its faculty, employees, trainees, and/or students, the following:

A healthcare emergency as defined by the Governor of the State of California currently exists as result of the COVID-19 Pandemic. Southern California, including Orange County, is currently experiencing increased infection activity throughout the population.

University through its UC Irvine Medical Center (“Medical Center”) currently provides care and treatment to individuals who suffer from COVID 19 in both its inpatient and outpatient facilities.

Affiliate, its employees, faculty, and students, individually and collectively, know that participation in the training program at Medical Center may directly or indirectly expose individuals to persons suffering from COVID 19. The Medical Center shall take such steps as it, in its sole discretion, deems necessary and appropriate to minimize the risk to Affiliates’s students/trainees of becoming infected with COVID-19 while on the premises of the Medical Center. HOWEVER, the University through its Medical Center cannot assure any of Affiliate’s students or faculty members that they will not become infected with COVID- 19 by virtue of their participation in training activities at the Medical Center. As such, in addition to section VI (Indemnification) of this Agreement, Affiliate hereby agrees to defend and indemnify University from any and all claims, suits, or filings, in court or otherwise, that allege or contend that as a result of negligent conduct by the University and its Medical Center, a student or employee of Affiliate, or the relative or live-in partner of student or employee of Affiliate, was infected by COVID-19 as a result of participation in learning or training activities at the Medical Center pursuant to this Agreement. In such an event, the University and its Medical Center shall fully cooperate with Affiliate in the defense of any such legal action, including by providing Affiliate with access to all relevant information, documentation, and witnesses, as determined by the Affiliate, in order to help defeat any such claims, suits, or filings.

This Addendum is in effect only with respect to the Fall 2020 semester.

This Addendum shall have no force and effect in the event of any subsequent state or federal legislation that would relieve the Affiliate of liability.

Affiliate Representative

University Representative

Date

Date

3.d.3

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 8, 2020 Resolution _____
Information _____
SUBJECT: Academic Personnel Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

4.a.1

Item No.

Academic Personnel
September 8, 2020

NEW PERSONNEL

Beck, Anne-Marie	CC	Counselor First Year Probationary Contract Class B, Step 1 Eff. 09/09/2020 PN CCF692
Douglas, Oscar Lee	CC	Vice President, Instruction 12-month Position (100%) Range 37, Column E + Doctorate Management Salary Schedule Eff. 10/05/2020 PN CCM952
Fierro, Deniz	FC	Director, Educational Partnerships and Programs (Promise) 12-month Position (100%) Range 20, Column G Management Salary Schedule Eff. 09/09/2020 PN FCM945

TEMPORARY CONTRACT

Yu, Yvonne	CC	Mortuary Science Instructor Temporary Contract (100%) Pursuant to E.C. 87482 Class B, Step 1 Eff. 08/20/2020-05/22/2021
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CHANGE IN SALARY CLASSIFICATION

Farol, Ronald	FC	English Instructor From: Class B To: Class C Eff. 08/20/2020
Williams, Marredda	CC	Nursing Instructor From: Class B To: Class C Eff. 08/20/2020

Academic Personnel
September 8, 2020

Young, Annette	CC	Librarian From: Class B To: Class C Eff. 08/20/2020
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STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Cassens, Treisa	CC	Dean, Library/Learning Resource Center 5% Stipend Eff. 04/01/2020-06/30/2020 and 07/01/2020-10/02/2020
Gaetje, Lisa	CC	Dean, Social Science 5% Stipend Eff. 04/01/2020-06/30/2020 and 07/01/2020-10/02/2020
Reiland, Kathleen	CC	Dean, Career Technical Education/Economic Development 10% Stipend Eff. 04/01/2020-06/30/2020 and 07/01/2020-12/15/2020

LEAVES OF ABSENCE

Clark, Lisa	CC	Culinary Arts Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 08/20/2020-12/15/2020
Draganov, Torri	CC	Chemistry Instructor Rescind Load Bank Leave With Pay Eff. 2020 Fall Semester
Goldstein, Jay	FC	Communications Instructor Load Banking Leave With Pay (33.33%) Eff. 2020 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2020 FALL SEMESTER

Bernier, Joshua	FC	Column 1, Step 1
Gamble, Malcolm	FC	Column 1, Step 1
Gross, Jacqueline	FC	Column 1, Step 1
Koba, Dean	CC	Column 1, Step 1
Leroy, Ailissa	FC	Column 1, Step 1

Academic Personnel
September 8, 2020

McCormick, Timothy	FC	Column 1, Step 1
Moller, Kimberly	FC	Column 1, Step 1
Moreno, Anthony	FC	Column 3, Step 1
O'Leary, Thomas	FC	Column 3, Step 1
Schwartz, Aaron	CC	Column 1, Step 1
Shaw, Jessica	FC	Column 1, Step 1
Solesbee, Travis	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2021 SPRING SEMESTER

Strout, Nolan	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Allison, Rob	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Alrubaye, Wasan	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Belknap, Jeannie	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Calcanas, Ruth	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Calsita, Ciara	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Choi, Jean	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Cole, Melody	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Creanga, Emilia	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020

Academic Personnel
September 8, 2020

Cucuruto, Jordan	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
DeWitt, Stan	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Dinh, Uyen	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Donahue, Dustin	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Espinoza, Maria Guadalupe	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Fernandez, Eufemio	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Fraidany, Apollo	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Furlong, Eric	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Gibbons, Emilee	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Gonzalez, Raylene	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Gray, Richard	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020

Academic Personnel
September 8, 2020

Hashima, Lawrence	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Heredia, Erik	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Hertogh, Lorna	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Hill-West, Jami	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Hunter John	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Iglesias, Tasha	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Jacobo, Joanna	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Johnson, Lisa	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Kahlon, Harinder	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Khssassi, Zineb	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Kretschmar, Judith	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020

Academic Personnel
September 8, 2020

Ledezma, Eva	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Lessing, Angela	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Lim, Emmie	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Loayza, Santiago	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Low-Atwater, Elizabeth	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Matikinyidze, Rufaro Eunice	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Miller, Joy	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Myers, Victoria	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Ninmer, Drew	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Pabla, Hardeep	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Pak, Jesse	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020

Academic Personnel
September 8, 2020

Pham, Loan	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Pham, Victor	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Quach-Ramirez, Christina	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Riley, Marc	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Sheilds, Julie	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Smith, Larene	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Smith, Marlo	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Stanojkovic, Ivan	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Stearns, Heidi	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020
Surowski, Peter	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Villarreal, Maria	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020

Academic Personnel
September 8, 2020

Wilkinson, David	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Wilson, Andrew	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Wong, Suzanne	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Zamora, Jose	FC	Dual Enrollment Faculty Training Stipend not to exceed \$50.00 Eff. 08/19/2020
Zepeda, Eva	NOCE	Professional Development Training Stipend not to exceed \$75.00 Eff. 08/13/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 8, 2020 Resolution _____
Information _____
SUBJECT: Classified Personnel Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

4.b.1

Item No.

Classified Personnel
September 8, 2020

RETIREMENT

McPherson, Vickie	AC	Human Resources Specialist 12-month (100%) Eff. 03/25/2021 PN DEN994
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RESIGNATION

Mesich, Scott	FC	Lab Clerk/Earth Science 10-month position (50%) Eff. 09/8/2020 PN FCC619
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NEW PERSONNEL

Greiner, Anna Cathleen	CC	Interim Dir., Grants/Economic and Workplace Devel. Range 21, Column G + DR Management Salary Schedule Eff. 09/08/2020 PN CIM694
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STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

Borillo, Maureen	NOCE	IT Specialist, Systems Applications Extension of 6% Stipend Eff. 07/01/2020 – 06/30/2021
Funaoka, Lisa	FC	Admissions and Records Specialist (100%) Extension of 6% Stipend Eff. 01/01/2021 – 06/30/2021
Olmeda, Catalina	FC	Business Office Specialist (100%) 6% Stipend Eff. 07/01/2020 – 12/31/2020

LEAVES OF ABSENCE

Coggi, Anita	FC	Administrative Assistant II (100%) Military Leave With Pay (USERRA) Eff. 08/27/2020 – 08/28/2020
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Classified Personnel
September 8, 2020

Krebs, Louis	CC	Auto Shop Coordinator (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 08/21/2020 – 11/21/2020
@01018789	NOCE	Catalog and Schedule Coordinator (100%) Family Medical Leave (FMLA/CFRA/FFCRA) Paid Leave Using FFCRA Until Exhausted; Unpaid Thereafter Eff. 08/18/2020 – 08/26/2020
@00986774	CC	Facilities Custodian II (100%) Family Medical Leave (FMLA/CFRA/FFCRA) Paid Leave Using FFCRA Until Exhausted; Unpaid Thereafter Eff. 08/25/2020 – 08/27/2020
@01196683	FC	Laboratory Clerk, Biology Family Medical Leave (FMLA/CFRA/FFCRA) Paid Leave Using FFCRA Until Exhausted; Unpaid Thereafter Eff. 08/20/2020 – 09/02/2020
Vasquez, Norma	FC	Student Services Specialist (100%) Military Leave With Pay (USERRA) Eff. 09/14/2020 – 09/25/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 8, 2020 Resolution _____
Information _____
SUBJECT: Professional Experts Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget. The supervising manager is authorized by the Board to assign budget numbers in the employment of Professional Experts.

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

Irma Ramos

Recommended by

Approved for Submittal

4.c.1

Item No.

Professional Experts
September 8, 2020

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Anderson-McGill, Taylor	CC	Technical Expert II	Remote Lab Development for Biology 174	5	07/01/2020	12/31/2020
Bayz, Kalthoum	CC	Technical Expert II	Biology 220 Lab Preparation	15	07/01/2020	12/31/2020
Carpenter, Melissa	CC	Technical Expert II	SWP College Career Fair	26	08/31/2020	12/10/2020
Chiplunkar, Sujata	CC	Technical Expert II	Microbiology Remote Lab Fall 2020	40	07/01/2020	12/31/2020
Coopman, Jennifer	CC	Project Manager	OER Project Manager	26	08/24/2020	06/30/2021
Cutrona, Piero	CC	Technical Expert II	SWP Kinesiology	5	09/07/2020	12/20/2020
Dedmon, Nicola	FC	Technical Expert II	Distance Education Division Representative	10	08/17/2020	12/15/2020
DeRoo, Robin	CC	Technical Expert II	Chemistry 111B Remote Lab	40	07/01/2020	12/31/2020
Draganov, Torri	CC	Technical Expert II	Chemistry 201 Lab Preparation and Videos	40	07/01/2020	12/31/2020
Gargano, Amanda	CC	Project Manager	Perkins V- Hoterl, Restaurant, Culinary	4	08/24/2020	05/31/2021
Griffo, Ann	CC	Technical Expert II	Perkins V Career Pathway Development CTE04	10	09/01/2020	05/14/2021
Hill, Garet	CC	Project Manager	OER Project Manager	26	08/24/2020	06/30/2021
Jepson, Jane	CC	Technical Expert II	Perkins Mapping	5	09/01/2020	06/10/2021
Johnstone, Deborah	NOCE	Project Coordinator	CTE SoCal Sheet Metal Joint Apprenticeship Training Committee (JATC)	26	09/02/2020	11/27/2020
Jones, Jeanette	CC	Technical Expert I	Perkins Grant – Department Hotel, Restaurant, and Culinary	4	08/24/2020	05/31/2021
Kinkel, Jennifer	FC	Technical Expert II	Center for Early Childhood Collaboration	15	08/01/2020	06/30/2021
Landis, Lenore	CC	Technical Expert II	Remote Learning Teaching Materials for Chemistry 111AC	12	07/01/2020	12/31/2020
Landis, Lenore	CC	Technical Expert II	Remote Learning Teaching Materials for Chemistry 211AC and 211B	28	07/01/2020	12/31/2020
Maciag, Andrea	FC	Project Expert	VRC Virtual Case Management and Online Orientation	26	08/24/2020	12/18/2020
Maciag, Andrea	FC	Project Expert	VRC Virtual Case Management and Online Orientation	26	01/11/2021	05/21/2021
McCloskey, Daphne	FC	Project Expert	Web Design	26	07/01/2020	07/24/2020

Professional Experts
September 8, 2020

McCloskey, Daphne	FC	Project Expert	Web Design	26	08/31/2020	11/16/2020
McCloskey, Daphne	FC	Project Expert	Web Design	26	01/20/2021	06/30/2021
Mihaylovich, Kristin	FC	Technical Expert II	Distance Education Division Representative	10	08/17/2020	12/15/2020
Mirassou, Chase	CC	Technical Expert II	Mortuary Science Embalming Lab Support	26	08/24/2020	12/11/2020
Molina, Jessica	CC	Technical Expert II	Mortuary Science Embalming Lab Support	26	08/24/2020	12/11/2020
Morvan, Laurie	CC	Technical Expert II	E- DE Trainer	26	07/01/2020	06/30/2021
Ogoshi, Fumio	CC	Technical Expert II	Biology 175 and 245 Remote Lab Options Fall 2020	40	07/01/2020	12/31/2020
Padilla, Debra	NOCE	Project Coordinator	CTE SoCal Sheet Metal Joint Apprenticeship Training Committee (JATC)	26	09/02/2020	11/27/2020
Patino, Gabriela	NOCE	Project Expert	DSS Job Coach	26	08/17/2020	09/04/2020
Pavelek, Karin	FC	Technical Expert II	Center for Early Childhood Collaboration	15	08/01/2020	06/30/2021
Penesa, Brandon	CC	Project Expert	SWP Regional Automation Pathways (HVAC)	10	09/09/2020	12/18/2020
Peters, Jeremy	CC	Technical Expert I	Perkins Grant – Department Hotel, Restaurant, and Culinary	4	12/01/2020	05/31/2021
Powers, Miguel	FC	Technical Expert II	Guided Pathways Planning	20	07/01/2020	08/30/2020
Powers, Miguel	CC	Project Expert	Presenter on Growth Mindset	40	08/03/2020	08/14/2020
Rajab, Adel	CC	Technical Expert II	Remote Lec and Lab Development for Biology 122, 174 and 277	35	07/01/2020	12/31/2020
Rangel, Jacquelyn	CC	Technical Expert II	E-DE Trainer	15	08/05/2020	12/30/2020
Rosati, Stephanie	CC	Project Manager	Strong Workforce	5	08/31/2020	12/31/2020
Sato, Dee	CC	Technical Expert II	Biology 210 Remote Learning Lab Kits and Curriculum Development	20	07/01/2020	12/31/2020
Spooner, Stephanie	CC	Technical Expert II	Biology 276 Remote Learning Lab Kits and Curriculum Development	40	07/01/2020	12/31/2020
Spooner, Stephanie	CC	Technical Expert II	Biology 210 Remote Learning Lab Kits and Curriculum Development	20	07/01/2020	12/31/2020
Stiemke, Kimberley	NOCE	Technical Expert I	Distance Ed addenda for online courses	8	08/17/2020	09/11/2020
Subramaniam, Brinda	CC	Technical Expert II	Video tape all labs for Phys 201/210, Phys 202/211, and Phys 222	40	07/01/2020	12/31/2020
Wang, Charles	CC	Technical Expert II	HRSA HCOP grant	5	09/16/2020	05/15/2021
Ward, Amy	CC	Project Manager	OER Project Manager	26	08/24/2020	06/30/2021

Professional Experts
September 8, 2020

NOCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Hill, John	Tuition Rate	Fall	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 8, 2020 Resolution _____
SUBJECT: Hourly Personnel Information _____
Enclosure(s) X

BACKGROUND: Short-term, substitute and student work-study/work experience personnel may be employed on a temporary basis from time to time to assist in the workload of various departments.

In accordance with the District’s administrative procedures, the employment of short-term and substitute employees is restricted to not more than twenty-six (26) hours per week. The employment of student employees is restricted to not more than twenty (20) hours per week.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

4.d.1

Item No.

Hourly Personnel
September 8, 2020

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Castillo, Justin	CC	Paraprof - Virtual designer for theatre productions	09/09/20	11/27/20	TE J 4
Cota, Kaytlin	CC	Direct Instr Support - Assist Athlete Success Center	09/23/20	05/22/21	TE I 3
Eastman, Alexandra	FC	Paraprof - On-call theater crew for campus productions	09/09/20	06/30/21	TE B 4
Gomez, Christopher	CC	Direct Instr Support - Assist Athlete Success Center	09/23/20	05/22/21	TE I 3
Hatfield, Jamie	CC	Technical - Assist in Engineering Department	09/09/20	12/12/20	TE A 2
Katsumata, Jake	CC	Technical - Assist in Veteran's Resource Center	09/23/20	12/23/20	TE A 3
Katsumata, Jake	CC	Technical - Assist in Veteran's Resource Center	03/03/21	06/02/21	TE A 3
Mojarro, David	CC	Technical - Assist in Veteran's Resource Center	09/23/20	12/23/20	TE A 3
Mojarro, David	CC	Technical - Assist in Veteran's Resource Center	03/03/21	06/02/21	TE A 3
Nguyen, Han Alina	FC	Technical - Assist Career and Planning with various projects	09/09/20	12/09/20	TE A 3
Nguyen, Han Alina	FC	Technical - Assist Career and Planning with various projects	03/31/21	06/30/21	TE A 3
De Avila, Danielle	FC	Paraprof - Emergency state-mandated coverage in Child Care Center	09/03/20	12/18/20	TE B 3
De Avila, Danielle	FC	Paraprof - Emergency state-mandated coverage in Child Care Center	01/04/21	05/14/21	TE B 3
Jimenez, Victor	CC	Service/Maint - Monitor outdoor student study spaces	09/09/20	12/09/20	TE A 4
Rone, Kenyun	CC	Service/Maint - Monitor outdoor student study spaces	09/09/20	12/09/20	TE A 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Ahrens, Lisa	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	08/12/20	06/30/21	TE E 4
Ahrens, Lisa	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	08/12/20	06/30/21	TE E 4
Alexander, Stephen	CC	Direct Instr Support - Tutor in the Math Learning Center	08/24/20	06/30/21	TE B 1
Bustos Beltran, Irving	CC	Direct Instr Support - Tutor in the English Success Center	08/24/20	06/30/21	TE A 3
Cargas-Hopkinson, C.	FC	Direct Instr Support - Math tutor for the Veteran's Center	09/09/20	06/30/21	TE A 2
Cho, Eric	FC	Direct Instr Support - English tutor for the Veteran's Center	09/08/20	06/30/21	TE B 4
Cruz, Larry	FC	Direct Instr Support - English tutor for the Veteran's Center	09/08/20	06/30/21	TE A 2

Hourly Personnel
September 8, 2020

Johnson, Monique	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	08/12/20	06/30/21	TE E 3
Johnson, Monique	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	08/01/20	06/30/21	TE F 3
Le, Cindy	CC	Direct Instr Support - Peer Assistance Leader for English courses	09/23/20	06/30/21	TE A 1
Lopez, Denise	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	09/09/20	06/30/21	TE E 3
Lopez, Denise	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	09/09/20	06/30/21	TE F 3
Maniazewal, Merid	CC	Direct Instr Support - Tutor in the Math Learning Center	08/24/20	06/30/21	TE B 2
Medina Munera, Paola	CC	Direct Instr Support - Tutor in the Learning Resource Center	08/24/20	06/30/21	TE B 1
Miyoshi, Alexander	CC	Direct Instr Support - Tutor students with labs, projects, and technology	09/09/20	12/18/20	TE A 1
Nguyen, Newton	CC	Direct Instr Support - Tutor in the Learning Resource Center	08/24/20	06/30/21	TE B 2
Prado, David	CC	Direct Instr Support - Peer Assistance Leader for English courses	09/23/20	06/30/21	TE A 1
Reinhart, Julia	CC	Direct Instr Support - Tutor in the Math Learning Center	08/24/20	06/30/21	TE A 4
Romero, Lianna	FC	Direct Instr Support - Tutor for the Promise Career Pathway Grant	09/09/20	06/30/21	TE A 2
Sandoval, Alex	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	08/12/20	06/30/21	TE E 3
Sandoval, Alex	CC	Direct Instr Support - Interpreter for Deaf and Hard of Hearing Students	08/12/20	06/30/21	TE F 3
Tawa, Joshua	CC	Direct Instr Support - Tutor in the Math Learning Center	08/24/20	06/30/21	TE B 2
Tran, Natalie	CC	Direct Instr Support - Tutor in the Learning Resource Center	08/24/20	06/30/21	TE A 4
Vargas, Alexander	CC	Direct Instr Support - Tutor in the Learning Resource Center	08/24/20	06/30/21	TE A 4

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Velasquez, Aleena	FC	Technical - Substitute for Classified employee on temp re-assignment	09/01/2020	12/31/20	TE A 3

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alivandi, Atrin	FC	Full-time Student - Assist in Academic Computing Technology	09/16/20	06/30/21	TE A 1
Arata, Maycoll	CC	Full-time Student - Assist in Cranium Café	09/01/20	06/30/21	TE A 1
Canales, David	CC	Work Study Student - Assist in Kinesiology	09/23/20	05/22/21	TE A 1

Hourly Personnel
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Carbajal, Tanya	CC	Work Study Student - Assist in Kinesiology	09/23/20	05/22/21	TE A 1
Coleman, Yuvia	FC	Full-time Student - Assist in Academic Computing Technology	09/16/20	06/30/21	TE A 3
Dalsung, Franchesca	CC	Work Study Student - Assist in Financial Aid Office	08/16/20	06/30/21	TE A 1
Fredrick, Mark	FC	Full-time Student - Assist in Academic Computing Technology	09/16/20	06/30/21	TE A 1
Heraldez, Katrena	CC	Full-time Student - Assist in Culinary and Baking labs	09/09/20	06/30/21	TE B 1
Naranjo, Danielle	FC	Work Study Student - Assist in Admissions and Records	09/14/20	06/30/21	TE A 3

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 8, 2020 Resolution _____
Information _____
SUBJECT: Volunteers Enclosure(s) X

BACKGROUND: The District recognizes the value of volunteer services in conjunction with certain programs, projects, and activities and may use the services of volunteers from time to time, when it serves the interests of the District. Volunteers are individuals who freely offer to perform services for the District without promise, expectation, or receipt of any compensation for the services provided.

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

4.e.1

Item No.

Volunteer Personnel
September 8, 2020

Name	Site	Program	Begin	End
Moul, Afoneh	FC	Internship – Counseling & Development	01/25/2021	05/22/2021
Kang, Helen	FC	Internship – Counseling/ EOPS	08/24/2020	12/12/2020
Moul, Afoneh	FC	Internship – Counseling & Development	08/24/2020	12/12/2020
Vasquez, Norma	CC	Internship – Counseling & Student Dev	09/09/2020	05/31/2020
Williams, Louis	CC	Internship – Counseling & Student Dev	09/09/2020	05-31-2021

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	September 8, 2020	Resolution	_____
SUBJECT:	Revised Administrative Procedures in Chapters 6 and 7	Information	X
		Enclosure(s)	X

BACKGROUND: The Administrative Procedures included in this agenda item were reviewed and revised to reflect content revisions recommended by Chancellor’s Staff and/or CCLC. The District Consultation Council reviewed, discussed, and reached consensus on the noted Administrative Procedures on August 24. The approved procedures are provided to the Board as information in compliance with Board Policy 2410, Board Policies and Administrative Procedures.

Chapter 6, Business & Fiscal Affairs

AP 6100, Delegation of Authority, Business and Fiscal Affairs: This procedure was revised to make minor grammatical corrections, remove the term Provost, and add a new Section 1.2 outlining the approval of individual memberships.

AP 6150, Designation of Authorized Signatures: This procedure was revised to make minor grammatical corrections, update the “Reference” section, update the titles noted in Sections 1.1 and 1.4, remove the term Provost, and add new Sections 3.0 and 3.1 regarding the use of electronic signatures.

Chapter 7, Human Resources

AP 7240-4, Management Employees – Leaves: This procedure was revised to update Section 14 regarding sabbatical leaves based on the recommendations of the DMA workgroup and to remove the term Provost.

AP 7400, Travel and Conference Attendance: This procedure was revised to strike “individual membership dues or fees” from Section 5.2.9 due to the revision of AP 6100.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive as information the revised Administrative Procedures in Chapters 6 and 7.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 6
Business and Fiscal Affairs

AP 6100 Delegation of Authority, Business and Fiscal Affairs

Reference

Education Code Section 70902; 81644; 81655; 81656;
Public Contract Code Sections 20651, 20658, 20659

- 1.0 The Board of Trustees has delegated authority to the Chancellor, Vice Chancellors, and Presidents to approve the following:
 - 1.1 Institutional Memberships \$1,000 or less.
 - 1.2 Individual Memberships \$1,000 or less. Individual memberships are generally considered personal obligations and will not be recommended unless warranted by extenuating circumstances for professional and civic organizations that support the mission and goals of the District.
 - 1.3 Hospitality-related costs, including food purchases, supplies, promotional materials, and other expenses for meetings, events, or other educational activities not to exceed \$5,000 per event, as long as it is an ongoing event and does not increase more than \$1,000 from the previous year. On new items the amount that can be authorized is \$1,000 per event.
- 2.0 The Board of Trustees has delegated authority to the Chancellor and the Vice Chancellor, Finance and Facilities, the authority to take action on property and liability and Workers' Compensation claims up to \$50,000.

Date of Adoption: February 12, 2002

Date of Last Revision: August 24, 2020 District Consultation Council
August 24, 2015 District Consultation Council
May 10, 2010 Chancellor's Cabinet
September 26, 2005
February 22, 2005
December 13, 2004

AP 6150 Designation of Authorized Signatures

Reference

Education Code Section 85232; 85233
Government Code Section 16.5
2 California Code of Regulations, Section 22000

- 1.0 The Chancellor has appointed the positions below as authorized signers for orders and other transactions.
 - 1.1 For Checks, Contract Agreements of \$5,000 or less (excluding grant agreements), Short-term Facility Use Agreements, and Tax Forms:
 - 1.1.1 Chancellor
 - 1.1.2 Vice Chancellors
 - 1.1.3 Presidents
 - 1.1.4 Vice President, Administrative Services
 - 1.1.5 Director, Fiscal Affairs
 - 1.1.6 Director, Budget & Finance
 - 1.1.7 Director, Administrative Services
 - 1.1.8 Manager, Campus Accounting
 - 1.2 For Checks and Tax Forms:
 - 1.2.1 Manager, Campus Accounting
 - 1.3 For Tax Forms, County Transactions, excluding checks:
 - 1.3.1 Director, Fiscal Affairs
 - 1.3.2 Manager, Fiscal Affairs
 - 1.3.3 Manager, Payroll
 - 1.4 For Health Services Agreements:
 - 1.4.1 Chancellor
 - 1.4.2 Vice Chancellor, Finance & Facilities
 - 1.4.3 Presidents or their designee

AP 6150 Designation of Authorized Signatures

- 1.5 For Purchase of Supplies, Materials, Apparatus, Equipment, and Services not to exceed the amounts specified by the Public Contract Code Section 20651 (\$87,800 adjusted annually). Construction services not to exceed the amount specified by Contract Code 22030 (\$175,000 CUPCCAA (California Uniform Public Construction Cost Accounting Act) adopted by the Board of Trustees on 10/08/13).
 - 1.5.1 Chancellor
 - 1.5.2 Vice Chancellor, Finance & Facilities
 - 1.5.3 Director, Purchasing
- 2.0 For banking and investment accounts, other authorized signers will be submitted to the Board of Trustees for approval annually or as needed.
- 3.0 The use of an electronic or digital signature shall have the same force and effect as the use of a manual signature if the requirements for electronic or digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.
 - 3.1 An electronic or digital signature may be a marking that is either computer generated or produced by electronic means, and may be used if the signature complies with state and federal standards, and is intended by the signatory to have the same effect as a handwritten signature.

Date of Adoption: February 12, 2002

Date of Last Revision: August 24, 2020 District Consultation Council
November 25, 2019 District Consultation Council
April 25, 2016 District Consultation Council
August 25, 2014 District Consultation Council
February 25, 2013 District Consultation Council
February 22, 2010 Chancellor's Cabinet
December 13, 2004

AP 7240-4 Management Employees – Leaves

1.0 Regular (Nontemporary) Management Employees

1.1 Sick Leave: Regular management employees will be granted sick leave with pay when they are absent due to illness or injury. Whenever a management employee is absent from duty because of illness, injury, pregnancy disability, or quarantine, which prevents the management employee from performing the duties of the employee's job, the employee shall receive sick leave pay in accordance with the provisions of this section.

1.1.1 Regular (Full Pay) Sick Leave: Management employees who are employed full-time (100%) shall accrue regular sick leave at the rate of one (1) day for each full calendar month worked during the fiscal year. Management employees who are employed less than full-time shall accrue a proportionate share of regular sick leave, prorated by the percentage of employment.

1.1.1.1 New management employees of the District accrue sick leave from the first (1st) day of the month in which employed, provided their employment commences on or before the fifteenth (15th) day of the month. If employment commences on or after the sixteenth (16th) day of the month, sick leave is accrued from the first (1st) day of the following month. Where a management employee terminates employment with the District, sick leave will be accrued to the end of the month, provided the employee's last day of employment is on or after the fifteenth (15th) day of the month.

1.1.1.2 On the date of employment, and at the beginning of each fiscal year thereafter, the full amount of regular sick leave that would be earned by the management employee for the fiscal year shall be credited in advance.

1.1.1.3 A management employee must be in paid status to earn regular sick leave. Regular sick leave not used in any fiscal year shall be accumulated from year to year as provided by law.

1.1.1.4 In the event employment with the District is terminated, if a management employee has taken unearned sick leave in advance, the amount of the payment for the sick leave taken will be deducted from the employee's final paycheck. Unused sick leave will not be compensated.

1.1.1.5 Transfer of Accumulated Sick Leave

1.1.1.5.1 A person who accepts employment in the District as an academic management employee within one year of termination of employment in another

AP 7240-4 Management Employees – Leaves

California community college district or school district where the person was employed as an academic employee, for a period of one school year or more, shall be entitled to have transferred to the District the total amount of the employee's earned and accumulated regular sick leave from the prior district.

1.1.1.5.2 A person who accepts employment in the District as a classified management employee within one year of termination of employment in another California community college district or school district where the person was employed as a classified employee, for a period of one calendar year or more, shall be entitled to have transferred to the District the total amount of the employee's earned and accumulated regular sick leave from the prior district.

1.1.2 Supplemental (Half Pay) Sick Leave: In addition to regular sick leave, management employees shall be granted non-accumulative supplemental sick leave at half pay during the fiscal year as follows:

1.1.2.1 Employees with sixty (60) or more accumulated regular sick leave days will be granted forty (40) supplemental sick leave days at half pay.

1.1.2.2 Employees with fewer than sixty (60) accumulated regular sick leave days will be granted enough supplemental sick leave days at half pay, in combination with the accumulated regular sick leave, to equal one hundred (100) days.

1.1.2.3 Supplemental sick leave may not be used until all regular sick leave has been exhausted.

1.1.2.4 For any use of supplemental sick leave, the management employee will be paid at half pay for any hours reported. The management employee will be deducted one day for each occurrence.

1.1.2.5 Any use of supplemental sick leave may require a management employee to submit to the Immediate Management Supervisor a physician's statement providing the anticipated duration of the leave, the anticipated date of return, and the signature of the physician at the request of the Immediate Management Supervisor.

1.1.3 Reporting and Verification of Sick Leave

AP 7240-4 Management Employees – Leaves

- 1.1.3.1 In the event a management employee will be absent from duty due to illness, the employee must notify the immediate management supervisor within one hour of the employee's usual time to report to work.
 - 1.1.3.2 The District reserves the right to investigate any claim for sick leave and/or require the management employee to furnish a statement signed by a licensed physician verifying the illness. A medical statement shall be required when a management employee is absent for longer than five (5) consecutive working days, and shall certify that the employee is medically able to return to duty.
 - 1.1.4 Exhaustion of Sick Leave: When all regular and supplemental sick leave has been exhausted and the management employee is not able to resume the duties of the position due to illness, the employee may elect to resign or to request a leave of absence without pay.
- 2.0 Personal Necessity Leave: At the option of the management employee, and normally with prior approval, up to six (6) days per fiscal year of earned and accumulated regular sick leave may be taken for personal necessity. The employee shall make every effort to provide advance notice of the use of personal necessity leave, not later than the employee's usual time to report to work.
- 3.0 Family Illness Leave: During each calendar year, a management employee may use earned and accumulated regular sick leave to attend to the illness of a child, parent, or spouse of the employee. For purposes of this section, "spouse" includes the domestic partner of a management employee as defined by section 297 of the California Family Code.
 - 3.1 Full-time management employees who work twelve (12) months per year are allowed six (6) days of family illness leave. Management employees who work less than one hundred (100) percent or who work fewer than twelve (12) months per year are allowed a pro rata share of family illness leave days.
 - 3.2 A management employee who is absent on family illness leave for more than five (5) consecutive working days shall provide the District with a medical statement signed by a licensed physician verifying the family member's illness. The District reserves the right to request substantiation of any claim for family illness leave.
- 4.0 Industrial Accident and Illness Leave
 - 4.1 "Industrial accident or illness" as used in this section is defined as any accident or illness arising directly out of or during the course of employment with the District, which necessitates a management employee's absence from work. The determination of whether an accident or illness constitutes an industrial accident or illness shall be made by the District and/or its administering agency, except when the Department of Industrial Relations determines otherwise.

AP 7240-4 Management Employees – Leaves

- 4.2 A management employee shall immediately report any injury or illness arising out of and during the course of employment with the District to the employee's immediate management supervisor or authorized designee.
- 4.3 A management employee who becomes disabled due to an industrial accident or illness shall be granted paid industrial accident or illness leave for the period of time the employee is unable to render service to the District, not to exceed sixty (60) working days in any one fiscal year for the same accident or illness except when any industrial accident or illness occurs at a time when the full sixty (60) days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.
 - 4.3.1 Eligibility for industrial accident and illness leave will continue for only such period as the management employee is qualified as temporarily disabled under the Worker's Compensation laws.
 - 4.3.2 Industrial accident and illness leave shall not be accumulative from year to year, nor from one accident/illness to another.
 - 4.3.3 Industrial accident and illness leave shall be used in lieu of entitlement to any other paid leave for which the management employee is eligible.
- 4.4 An absence resulting from an industrial accident or illness which has been duly reported by the management employee, supported by medical verification and approved by the District and/or its administering agency as qualified for Worker's Compensation is an absence payable under industrial illness and accident leave.
 - 4.4.1 During the period of determination by the District and/or its administering agency, the payroll charge for the absence will be made to the management employee's sick leave account. If the claim is approved, an adjustment will then be made, restoring to the management employee the sick leave previously charged from the first (1st) day of absence and a charge made in lieu thereof to industrial accident and illness leave.
 - 4.4.2 In the event the management employee does not have sick leave credit, appropriate payroll deductions will be made. If the claim is approved, reimbursement will then be made on the next available payroll.
 - 4.4.3 Industrial illness and accident leave will commence on the first (1st) day of authorized absence. The amount of allowable leave shall be reduced by one (1) day for each day of authorized absence regardless of a compensation award made under Worker's Compensation.
- 4.5 In the event a management employee's absence due to industrial accident or illness extends beyond sixty (60) workdays, the employee shall be permitted to use accumulated regular sick leave and supplemental sick leave.

AP 7240-4 Management Employees – Leaves

- 4.5.1 The management employee may use earned vacation in conjunction with supplemental sick leave in order to receive a full day's salary.
 - 4.5.2 If the management employee is receiving Worker's Compensation, the use of sick leave and vacation time shall not, when added to the Worker's Compensation award, cause the employee's compensation to exceed one hundred (100) percent of the employee's regular daily salary.
 - 4.6 When all industrial accident, regular sick leave, and supplemental sick leave benefits have been exhausted and a management employee is not medically able to resume the duties of the position, the employee may elect to resign or request a leave of absence without pay.
 - 4.7 A management employee who receives a temporary disability payment for industrial accident or illness under Worker's Compensation shall remit such payment to the District for any of period time while the management employee is on any paid disability leave.
 - 4.8 Any management employee receiving benefits pursuant to the provisions of this section shall, during periods of injury or illness, remain within the State of California unless the District authorizes travel outside the state.
- 5.0 Bereavement Leave
- 5.1 Five (5) days with pay are allowed for absences due to the death of the management employee's spouse, parent, or child. Five (5) days with pay are allowed due to the death of the parent or child of the management employee's spouse. For purposes of these provisions, "spouse" includes the domestic partner of a management employee as defined by section 297 of the California Family Code.
 - 5.1.1 Time may be taken as provided in Section 1.5.3 for absences due to the death of members of the immediate family of the management employee or the employee's spouse, interpreted to include the following:
 - 5.1.1.1 Brother or sister of the management employee or the employee's spouse.
 - 5.1.1.2 Brother-in-law or sister-in-law of the management employee or the employee's spouse.
 - 5.1.1.3 Son-in-law or daughter-in-law of the management employee or the employee's spouse.
 - 5.1.1.4 Grandparent or grandchild of the management employee or the employee's spouse.

AP 7240-4 Management Employees – Leaves

5.1.1.5 Aunt or uncle of the management employee or the employee's spouse.

5.1.1.6 Niece or nephew of the management employee or the employee's spouse.

5.1.1.7 Any person living in the immediate household of the management employee.

5.1.2 Three (3) days with pay are allowed for absences due to the death of immediate family members specified in Section 1.5.2 residing in or south of the following counties:

San Luis Obispo	Madera
Fresno	Tulare
Kings	Inyo

Five (5) days with pay are allowed for absences due to the death of immediate family members specified in section 1.5.2 residing out-of-state or residing in or north of the following counties:

Monterey	Mariposa
San Benito	Mono
Merced	

5.1.3 No deduction shall be made from the salary of a management employee, nor shall such leave be deducted from leave otherwise granted under the Education Code, or as provided by the District.

6.0 Family Medical Leave (FMLA/CFRA)

6.1 In accordance with the provisions of Administrative Procedure 7340, eligible management employees shall be granted not more than twelve (12) weeks of unpaid family medical leave within a twelve (12) month period for the following reasons:

6.1.1 the birth of a child or to care for a newborn child of the management employee.

6.1.2 the placement of a child with the management employee in connection with the adoption or foster care of a child.

6.1.3 to care for a child parent or spouse who has a serious health condition.

6.1.4 because of the management employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's position.

AP 7240-4 Management Employees – Leaves

6.2 For purposes of these provisions, "spouse" includes the domestic partner of a management employee as defined by section 297 of the California Family Code.

7.0 Maternity Leave

7.1 An unpaid maternity leave of absence may be granted to a management employee upon the receipt of a signed statement from a licensed physician verifying the employee's pregnancy and indicating the beginning and ending dates of the leave. The request for maternity leave with the physician's statement shall be submitted to the immediate management supervisor through established channels and reach the Vice Chancellor of Human Resources, or designee, at least one (1) month prior to the beginning date for the maternity leave.

7.2 For any portion of the leave during which a licensed physician certifies the disability of the management employee caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, the employee shall be eligible to use sick leave benefits as provided herein.

7.3 Prior to returning to service, the management employee shall furnish the Vice Chancellor of Human Resources, or designee, with a medical statement from a licensed physician certifying the employee's fitness to return to work.

8.0 Paternity Leave

8.1 A paternity leave of absence, without pay, may be granted for a period not to exceed one (1) year. The request for such leave shall be submitted to the Office of Human Resources at least one (1) month prior to the date the leave is to commence.

A unit member may use up to thirty (30) work days of earned and accrued sick leave within one year of their child's birth. All absences will be deducted in full day increments. Verification of eligibility must be submitted to Human Resources by providing proof of birth.

9.0 Adoption Leave

9.1 Adoption leave of absence, without pay, may be granted upon receipt of evidence of adoption, for a period not to exceed one (1) semester. The request for such leave shall be submitted to the Office of Human Resources at least one (1) month prior to the date the leave is to commence.

A unit member may use up to thirty (30) work days of earned and accrued sick leave within the first year of legally adopting a child. All absences will be deducted in full day increments.

10.0 Unpaid Personal Leave of Absence: A management employee may be granted an unpaid leave of absence for personal reasons including, but not limited to, personal health, family concerns, child rearing, adoption, and other personal matters for which there are no other

AP 7240-4 Management Employees – Leaves

leave provisions or where other applicable leave provisions have been exhausted. An unpaid leave of absence shall not normally exceed one (1) year.

- 10.1 A request for an unpaid leave of absence shall be submitted in writing to the immediate management supervisor, normally at least thirty (30) calendar days prior to the effective date of the requested leave. The request shall indicate the beginning and ending dates of the requested leave and the reasons for the request.
- 10.2 The request, accompanied by the immediate management supervisor's recommendation, shall be forwarded through established administrative channels and shall be subject to approval by the President or appropriate District administrator (for District Office employees), the Vice Chancellor of Human Resources or designee, and the Board of Trustees.
- 10.3 On an approved leave of absence, a management employee shall have the option to continue health and welfare coverage at the employee's expense.
- 11.0 Professional Activity Leave: A management employee may request attendance at professional conferences and workshops or participation in other activities relevant to the employee's assignment. The request shall be submitted to the employee's immediate management supervisor in accordance with established campus and District procedures. If approved by the Chancellor or designee, attendance shall be allowed with no loss in pay.
- 12.0 Jury Duty Leave: Jury duty leave shall be granted to management employees in accordance with provisions of the Education Code. This leave shall be granted with no loss in pay. The management employee shall reimburse the District for payment received for jury duty in a manner prescribed by the District, and the District shall issue the employee's normal paycheck. The employee shall provide verification of the dates of jury duty service.
- 13.0 Military Leave: Management employees may be eligible for a leave of absence, for up to thirty (30) calendar days with pay, for qualifying short-term military duty as required by National Guard or Reserve Units, and for extended leave, may take leave of absence, without pay, as defined in the Military and Veterans Code. Paid leave shall be deducted consistent with the employees regular workday/workweek.
- Verification of eligibility must be submitted to the Office of Human Resources by providing military deployment orders, training orders, or other military document(s) ordering the Unit Member to report for duty.
- 14.0 Sabbatical Leave: Management employees may be granted a sabbatical leave of absence, at full pay and benefits, for purposes of pursuing educational activities that will enhance their professional growth, development, and enrichment and be of benefit to the programs and services of the District.

AP 7240-4 Management Employees – Leaves

- 14.1 A management employee shall be eligible for a sabbatical leave after sixty (60) months of continuous service to the District in a management position, provided the employee has not taken a sabbatical leave during those sixty (60) months.
- 14.2 A sabbatical leave may be approved for not more than forty (40) duty days, either in conjunction with or separate from vacation days.
- 14.3 A management employee applying for a sabbatical leave shall submit a Management Sabbatical Leave Letter of Application through the immediate management supervisor to the President or appropriate District administrator (for District Office employees) for review and feedback. Applications will be forwarded to the Sabbatical Review Committee for recommendation.
- 14.3.1 The Sabbatical Review Committee will be composed of four DMA appointees, one each from Fullerton College, Cypress College, NOCE, and District Services, plus one representative from Human Resources.
- 14.3.2 Applications recommended for approval by the Sabbatical Review Committee will then be sent to Chancellor's Staff for review.
- 14.3.3 Applications recommended for approval by Chancellor's Staff will be submitted to the Board of Trustees for approval no later than the first Board meeting in December.
- 14.4 Applications must be submitted by August 1st for leaves to be taken during the subsequent fiscal year. Alternative dates for the requested leave should be included in the application.
- 14.5 Managers granted a sabbatical will be required to provide a report and/or presentation at the end of the sabbatical to their President or appropriate District administrator (for District Office employees).
- 14.6 In preparing for a leave, due consideration shall be taken for guaranteeing the continuity of operation, including the funding necessary for guaranteeing such continuity.
- 14.7 If the sabbatical program is interrupted because of serious illness or accident, this shall not be considered a failure to fulfill the conditions upon which the leave is granted. It shall not affect the amount of compensation to be paid the management employee, provided the District shall have been promptly advised of such accident or illness. Notification, with proper documentation, shall be made by registered letter within fifteen (15) days of the time of accident or illness to the Vice Chancellor of Human Resources unless prevented by extenuating circumstances.
- 14.8 If managers voluntarily separate from the District less than a year after completing their sabbatical, they will be required to reimburse the District for the salary they earned during their sabbatical.

AP 7240-4 Management Employees – Leaves

- 14.9 The number of sabbatical leaves that may be granted to management employees in any fiscal year shall not exceed five percent of the District's total regular management staff (rounded to the nearest whole number).
- 15.0 **Temporary Management Employees:** Temporary management employees shall be granted leaves of absence as provided by law and in accordance with the terms of an applicable contract for employment.

See Administrative Procedure 7340, Family Medical Leave (FMLA/CFRA).

Date of Adoption: May 27, 2008

Date of Last Revision: August 24, 2020 District Consultation Council
March 25, 2019 District Consultation Council

AP 7400 Travel and Conference Attendance

Reference:

Education Code Section 87032;
2 Code of Federal Regulations Part 200.474

- 1.0 This is a general policy of the North Orange County Community College District for the conveyance of employees on District business and authorized activities. Travel and transportation expenses will be reimbursed only up to approved amounts and are subject to limitations established by staff development or other funding sources.
 - 1.1 For purposes of this policy, off-campus travel shall be defined as including international, national, regional, state, or sectional meetings whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the individual normally teaches or works or studies. Reimbursement shall be for actual, necessary and reasonable expenses. This also includes business mileage incurred by the individual using a personal vehicle in the performance of duties which require travel away from the individual's regular work location. Not included in the above definition are:
 - 1.1.1 Meetings where participants receive college credit, except for those individuals receiving continuing education credit for maintaining their professional licenses.
 - 1.1.2 Meetings that pay a salary or honorarium to participants.
 - 1.1.3 Meetings of professional organizations with interests outside the scope of the employee's normal work assignment.
 - 1.1.4 Special interest meetings outside the scope of the definition.
- 2.0 Trustees' travel expenses are discussed in BP/AP2735, Board Member Travel.
- 3.0 Student travel expenses and employee expenses incurred while travelling with students are discussed BP/AP4300, Field Trips and Excursions.
- 4.0 General principles are as follows:
 - 4.1 All employees driving either their own, leased, or District-owned vehicles for District related activities must certify that they possess a valid California Drivers License.
 - 4.2 All uses of College transportation must be for official District related activities.
 - 4.3 Privately owned vehicles of authorized District employees may be used for District transportation purposes with reimbursements within Board policy. Employees must certify that their vehicle is covered by automobile insurance as required by California law.

AP 7400 Travel and Conference Attendance

- 4.4 Transportation provided by the College/District is limited by the availability of vehicles and prior approval of the trip.
- 4.5 District-owned/leased vehicles are available at each campus for the use of authorized personnel for approved District business.
- 4.6 Privately owned/leased vehicles may be used when District-owned vehicles are not available. Any employee who is authorized to use his/her privately owned or leased vehicle to travel off-campus for approved District related activities may receive reimbursement for business mileage incurred through each use. Reimbursement of business mileage includes all maintenance, fuel, oil, and related costs including the cost of insurance. All persons driving on District business shall take the most direct route possible. Reimbursement for such business mileage shall be at the prevailing IRS standard rate.
 - 4.6.1 Mileage shall be calculated as the distance from the employee's regular work location to his/her off-campus business destination and return to regular work location.
 - 4.6.2 If the employee does not both leave and return to his/her regular work location, the total miles driven less regular commute miles shall be reimbursed.
 - 4.6.3 Miles to and from an airport/train station in excess of regular commute miles shall be reimbursed.
 - 4.6.4 If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense at the established rate.
 - 4.6.5 Transportation-related expenses which are directly associated with business mileage and are reasonable and necessary shall be reimbursed. Allowable expenses include parking fees, bridge, highway and tunnel tolls. All claimed transportation related expenses shall be authenticated by submission of original itemized valid receipts.
- 4.7 If an employee is assigned to perform work outside his/her regular hours of employment, or on an emergency or non-scheduled basis, the employee shall receive reimbursement for the total mileage traveled in connection with the assignment.
- 5.0 Travel/conference expenses are allowed as follows:
 - 5.1 Authorization to approve travel/conference requests, within budget, has been delegated by the Board of Trustees to the Chancellor or their designee.
 - 5.2 Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, private vehicles and other usual means of

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conveyance. Claims for reimbursement must be supported by original itemized ticket stubs or original itemized receipts provided by the commercial carrier.

- 5.2.1 The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All accumulated airline mileage benefits earned while on District business and paid by the District shall be used for the benefit of the District. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District.
- 5.2.2 When attending a conference to which the employee has traveled by common carrier, the employee may rent an automobile for local transportation. The cost of the car rental shall be the most economical available.
- 5.2.3 Reimbursement for travel by private vehicle shall not exceed the lowest commercial airfare. Other transportation-related expenses which are directly associated with conference or meeting attendance and reasonably incurred shall be reimbursed. Allowable expenses include parking fees, bridge, highway and tunnel tolls, fare for streetcars, rental cars, shuttles, ferries, taxis, buses, and subways. All transportation-related expenses claimed shall be authenticated by original itemized receipts.
- 5.2.4 College/District staff shall not pilot or charter personal or private aircraft when traveling within the scope of their employment, unless this method of travel is covered by District liability insurance and the pilots are approved by the District and the District's liability carrier.
 - 5.2.4.1 Reimbursement for travel by privately owned or leased aircraft shall be the prevailing STATE RATE or the commercial carrier cost, whichever is less, not to exceed actual and necessary rental/lease costs.
- 5.2.5 Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable at actual cost. Actual charges must be verified by original itemized registration receipt or bona fide itemized registration application form. Registration expense may be reimbursed to the employee or, alternatively, may be paid directly to the vendor.
- 5.2.6 Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed. An original itemized receipt for lodging expense must be submitted with the reimbursement claim to be allowable. No other receipt will be accepted--i.e., credit card receipt.
 - 5.2.6.1 If lodging is shared with another employee, each will be reimbursed only for his/her share of the charges.

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- 5.2.6.2 When an employee shares lodging facilities with a non-district person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims for such instances must show the rate for single occupancy.
 - 5.2.6.3 Normally, lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be reimbursed if supported by a written statement explaining the necessity. Special circumstances which result in significant monetary savings, such as a Saturday night stay, may be reimbursed if supported by a written statement.
 - 5.2.7 All meals for which expenses are actually incurred shall be paid. For fractional parts of a day which do not require overnight travel, the appropriate meal expense shall be reimbursed using the current IRS rates for the high-low method.
 - 5.2.7.1 When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is not allowed.
 - 5.2.8 Miscellaneous travel expenses essential to the transaction of official District business are reimbursable to the employee when reasonably incurred and evidenced by submission of valid receipts.
 - 5.2.8.1 Allowable expenses incurred in conducting District business are: minor supplies, postage, reproduction costs, telephone and electronic communication expenses.
 - 5.2.9 Certain travel expenses are considered personal expenses and not essential to District business. Such non-reimbursable expenditures include: entertainment expense, leisure tours or personal side trips, personal telephone calls, traffic or parking citations except for those related to malfunctioning equipment on District owned/leased vehicles, and alcoholic beverages.
- 6.0 The Chancellor will provide annual reports to the Board of Trustees on all professional conference travel with the exception of employee expenses incurred while traveling with students.

See Board Policy 2735, Board Member Travel; Administrative Procedure 2735, Board Member Travel; Board Policy 4300, Field Trips and Excursions; Administrative Procedure 4300, Field Trips and Excursions; and Board Policy 7400, Travel and Conference Attendance.

Date of Adoption: February 12, 2002

Date of Last Revision: August 24, 2020 District Consultation Council
November 26, 2019 Board of Trustees
November 22, 2011

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	September 8, 2020	Resolution	_____
SUBJECT:	Future Board Agenda Items	Information	_____ X _____
		Enclosure(s)	_____

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

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

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

August 25, 2020

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, August 25, 2020, at 5:30 p.m. via Zoom teleconference and YouTube livestream.

President Ryan Bent called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Ed Lopez, Jacqueline Rodarte, and Student Trustees Ester Plavdjian and Chloe Reyes. Absent: Barbara Dunsheath.

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

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

VISITORS: Public participation was provided via YouTube livestream.

COMMENTS: MEMBERS OF THE AUDIENCE: The following public comment was received via email and was read into the record by the Recording Secretary:

- A. **Jacquelyn Rangel**, Cypress College Faculty, provided a statement to the Board noting that while she loves her job, she is disappointed that the District is not competitive in wages and that faculty have not received a significant raise since 2013, but district administrators have received continual pay increases. Faculty have spent the last six months ensuring no interruptions in services to students all the while continuing to earn the same amount of money from two years ago. It is not fair that family medical coverage is a standard benefit at almost all other districts, but not NOCCCD which has \$100 million in reserves. Faculty are tired, fed up, and want to be treated with respect.

(See Supplemental Minutes #1259 for a copy of the statement.)

- B. **Renay Laguana-Ferinac**, Cypress College Faculty, provided a statement to the Board stating that although she enjoys her profession, the downfall of being employed by NOCCCD is that the District does not value its employees by providing affordable healthcare. She is grateful that her husband's employer provides affordable health care coverage since the District fails to do so for its employees. She strongly recommends applicants seek positions elsewhere due to the District's debilitating health care costs and the low salary wages, especially compared to the surrounding nearby districts.

(See Supplemental Minutes #1259 for a copy of the statement.)

- C. **Yolanda Duenas**, Cypress College Faculty, provided a statement to the Board sharing that when she was hired by the District in 2015 she went from having full family health coverage at \$80/month to over \$1,000/month and also learned that the District was on the low end of salary compensation compared to the local surrounding districts. She urged the Board to reconsider the salary and benefits offered by the District if they want to recruit strong personnel, not lose faculty to other better compensating districts, and increase employee morale.

(See Supplemental Minutes #1259 for a copy of the statement.)

- D. **Doreen Villasenor**, Cypress College Faculty, provided a statement to the Board where she stated that she worked for the District for 23 years as a classified employee prior to going back to school to obtain her bachelor's and master's degrees and being hired as a full-time faculty member and had to take a pay cut. Due to the pay cut, she could not afford the District offered insurance for her children so her children did not have health care for several years. She recalled when the District was the premier district to work at, but now she recommends applicants apply elsewhere.

(See Supplemental Minutes #1259 for a copy of the statement.)

- E. **Leonor Cadena**, Fullerton College Faculty, provided a statement to the Board on behalf of faculty who participated in the Faculty of Color Survey to request that United Faculty withdraw their request to have the survey's raw data. The survey collected responses from full-time and part-time faculty of color districtwide to identify challenges faculty of color face within the District and create strategies to address them. The data contains sensitive information that might not have been provided if participants knew it would be used for other purposes. It includes adjunct faculty responses of negative experiences with full-time faculty and there is concern that this may lead to consequences, including retaliation. Even with information redacted, there are departments that are small enough, with such few faculty of color, that it would be easy to identify participants. It is unethical to violate confidentiality and a violation of diversity, equity, and inclusion efforts because it puts adjunct faculty at risk, and makes it difficult for faculty of color to trust future surveys by the Office of Diversity & Compliance.

If United Faculty wants the data, the ethical course of action would be to conduct their own survey among its membership. If United Faculty refuses to withdraw their petition, it is requested that all participants be informed, that adjunct faculty responses be protected by being completely removed, and that United Faculty request the approval of the member who participated in order to have access to the raw data.

(See Supplemental Minutes #1259 for a copy of the statement.)

- F. **Kimberley Madrigal**, Fullerton College Alumnus, provided a statement to the Board in response to the scheduled dismantling of the Fullerton College Foundation. She shared how she benefited from the services provided by the Foundation which helped provide her with an equitable opportunity to succeed. Currently a graduate student at Columbia University, she dreams of becoming a Fullerton College Foundation donor to provide equitable financial opportunities to disadvantaged students via the process that helped her. With the Foundation gone, it's hard to imagine first-generation students with limited financial literacy experiencing a scholarship disbursement process that meets their needs.

(See Supplemental Minutes #1259 for a copy of the statement.)

- G. **Miguel Alvarez** provided a statement to the Board expressing his support and admiration of classified staff during the pandemic and his hope that the District is providing them with PPE, monthly stipends, and the ability to work from home. When considering the MOU with classified staff, he hoped the District would address staff issues and listen to their concerns.

(See Supplemental Minutes #1259 for a copy of the statement.)

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

Finance & Facilities: 3.a, 3.c, 3.d, 3.e, 3.f, 3.g, 3.h
Instructional Resources: 4.a

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

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

Human Resources: 5.a, 5.b, 5.c, 5.d, 5.e

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

COMMENTS

- A. **Valentina Purtell** reported that NOCE began its new year with three traditional events beginning with their management retreat, and the Flex Day hosted by their Professional Development Committee which included 80 faculty participants. The following day NOCE held its Opening Day event virtually that focused on cultivating and celebrating growth. **Provost Purtell** shared that NOCE is focused on setting goals for the next year which will begin their two-year self-study accreditation cycle, her pride in NOCE's commitment to create an equity-minded campus culture, and announced the launch of a new comprehensive NOCE website on September 8.

- B. **JoAnna Schilling** shared that she visited Cypress College, and while the campus is missing students and employees, she was proud to see the progress on the Veterans Resource Center and SEM Building construction projects. Some campus activities will start in the next few weeks and include the distribution of Wi-Fi hotspots to students. She thanked the Black Lives Matter Task Force for their recommendations which will require a lot of work, but the campus is committed to doing that and sharing needs with the District and sister campuses. She reported that the new Cypress College website is live and thanked **Marc Posner**, **Cari Jorgensen**, and **Peter Maharaj** for their work on the project. She concluded her report by noting that her written report contained data on degree and certificate attainment for the last year which reflects increases for every demographic group, and the faculty and staff for their work to make that happen.
- C. **Greg Schulz** highlighted two items from his written report provided to the Board. First, there are 21,250 students enrolled at Fullerton College, and while that is lower than Fall 2019, it is 14% higher than it was a few weeks ago. He expressed his appreciation for all of the work done to rally students and help them enroll. He attributed the decline in enrollment to several factors including the pandemic's economic impact, the postponement of collegiate athletics, and the fact that some courses are not easily offered online. Secondly, he reported that Fall Convocation took place via Zoom, with over 500 participants, and Flex Day occurring the day before. He thanked **Jeanne Costello**, **Darnell Kemp**, and all the faculty who led the various sessions for their work.
- D. **Lisa McPheron** reported that the District Consultation Council approved the District Management Association recommendations to revise management sabbaticals which will now include an application process that is more transparent and aligns with the faculty process.
- E. **Jennifer Oo** echoed **President Purtell's** comments regarding the NOCE Opening Day event and Flex Day activities which were well attended and thanked everyone who participated. Topics presented included mindfulness, the launch of a One Book, One School Program, and curriculum training.
- F. **Craig Goralski** thanked the Cypress College Academic Senate senators and liaisons for their willingness to meet during the summer to discuss matters related to COVID-19 and Black Lives Matter and reported that the first meeting of the Fall semester is on August 27 via Zoom. He was happy to see engaged faculty at the Flex and Opening Day events and thanked **Ruth Gutierrez** and **Michael Brydges** for their efforts. He also recognized the faculty who developed remote learning plans over the summer and the faculty who have chosen to teach on campus.
- G. **Kim Orlijan** echoed President Schulz's comments regarding the Fullerton College Convocation and thanked the professional development team that led a useful Flex Day event. The Fullerton College Faculty Senate will hold a special meeting and retreat this week, with the first regular meeting of the Fall semester on September 3. She welcomed everyone back to the new semester and wished everyone good health.
- H. **Christie Diep** reported that the PERB Fact Finding Hearing is scheduled for October 8-9, 2020. She read an excerpt from an email from **Mohammad Abdel-Haq** to faculty citing his announcement at a Board meeting that United Faculty would form a racial justice initiative in light of the current national discourse and the fact that NOCCCD is

rife with racial inequities in terms of salary schedule placement, family health coverage, and fair compensation. She stated the Board currently has a dubious reputation of not providing meaningful and equitable raises or dependent coverage, and hoarding taxpayer dollars in reserves.

She questioned how a legally protected EERA request from United Faculty became a public document and noted that if any requests were outside of their EERA rights, then Human Resources should have shared that with United Faculty and not others.

- I. **Dawnmarie Neate** reported on upcoming meetings with the District to negotiate another MOU and then the collective bargaining agreement. She shared that 267 members responded to a CSEA survey regarding several issues related to COVID-19. She noted her previous concern about classified job descriptions and reorganizations taking place without involvement by Human Resources, and thanked the District for now involving them with Thunderbird Consulting. She also stated her concern regarding the continuing efforts to divide classified employees, the importance of acknowledging the dignity of all classified work and workers, and urged acceptance of differing communication styles.
- J. **Lauren Mata** shared a statement on behalf of the Adjunct Faculty United Executive Board sharing their excitement to build upon the spirit of cooperation and communication with trustees and administrators and hopes to foster relationships built on mutual trust and respect to best serve our colleges, faculty, and students. Her statement included similar messages of support and collegiality for the Academic Senate Presidents and fellow union leaders, and AdFac's goal to continue to serve, advocate, and engage with their part-time faculty membership.

She personally thanked the Faculty Fellows for their statement to the Board, joined in their condemnation, and urged United Faculty to withdraw their invasive request for information. While assurances have been made that personally identifying information will be redacted, the request will damage relationships and rights to privacy.

- K. **Student Trustee Ester Plavdjian** reported that Cypress College Associated Students coordinated a Grad Pack Drive Up distribution event with over 900 participants and also established a "Student Hour" on Wednesdays at 11:30 a.m. with the Associated Students Council.
- L. **Trustee Stephen T. Blount** reported on his participation at the Cypress College Opening Day event.

MINUTES: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to approve the Minutes of the Regular Meeting of July 28, 2020. **Motion carried with Trustees Bent, Blount, Brown, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to ratify purchase order numbers P0139600 - P0141101 through July 27, 2020, totaling \$2,527,783.91, and check numbers C0051744 - C0051840, totaling \$20,073.83; check numbers F0262608 - F0263725, totaling \$300,931.87; check numbers Q0007321 - Q0007322, totaling \$65.40; check numbers

88505553 - 88506049, totaling \$16,952,208.17; check numbers V0031813 - V0031816, totaling \$5,735.00; check numbers 70109236 - 70110141, totaling \$164,637.07; and disbursements E8874164 - E8875748, totaling \$1,281,951.37, through July 31, 2020.

Item 3.b: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Jeffrey P. Brown for retroactive approval to continue with the legal services provided by Currier & Hudson at the hourly rate of \$205 plus reimbursable expenses. The term of the agreement is July 1, 2020 through June 30, 2022.

During the discussion, trustees requested that staff provide information related to the type of work that Currier & Hudson had been contracted to provide for the District, how much had been paid to them, and clarification as to why the rate was low when compared to other firms. Staff noted that Currier & Hudson was primarily used for Title IX related investigations, not legal counsel, and that the District paid them \$251,000 last year and \$230,000 the year prior.

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

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

Item 3.c: By block vote, authorization was granted to approve the Facilities Consulting Services agreement from November 1, 2020 through October 31, 2021 and retroactively approve the Student Center Funding Formula agreement from July 1, 2020 through June 30, 2021 with Cambridge West Partnerships, LLC, for total fees not to exceed \$276,500.

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

Item 3.d: By block vote, authorization was granted to approve the use of the Cooperative Piggy-back Contract No. CB-185-17 with the Foundation for California Community Colleges for the District's computer equipment through CDW Corporation as authorized reseller.

Further authorization was granted for the District Director, Purchasing, to execute the purchases on behalf of the District.

Item 3.e: By block vote, authorization was granted to approve the use of the Cooperative Piggy-back Contract No. 00003625 with the Foundation for California Community Colleges for the District's audio-visual equipment and installation services through Golden Star Technology, Inc. dba: GST as authorized reseller.

Further authorization was granted for the District Director, Purchasing, to execute the purchases on behalf of the District.

Item 3.f: By block vote, authorization was granted to approve Change Order Nos. 1 and 2 totaling \$53,550, increase Trane's contract amount from \$545,985 to \$599,535, and extend the contract term by 10 days from 92 work days to 102 work days.

Further authorization was granted for the Vice Chancellor, Finance and Facilities, or his designee to execute the amendment to Trane's contract on behalf of the District.

Item 3.g: By block vote, authorization was granted to amend the CampusLogic Inc. agreement for an additional \$11,600, for a total contract amount of \$149,400 for the subscription services.

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

Item 3.h: By block vote, authorization was granted for retroactive approval to amend the Memorandum of Understanding with Anaheim Union High School District for the Community Schools Model regional integration to extend the term from July 1, 2020 to June 30, 2021 and increase the amount by \$103,800 for a total cost not to exceed \$359,239.45.

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

INSTRUCTIONAL RESOURCES

Item 4.a: By block vote, authorization was granted to retroactively approve the amendment to the 2018-2021 NOCCCD and Fullerton Joint Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

HUMAN RESOURCES

Item 5.a: By block vote, authorization was granted for the following academic personnel matters which are within budget:

RETIREMENTS

Whiting, Lindsay	FC	ESL Instructor Eff. 12/31/2020 PN FCF770
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NEW PERSONNEL

Aispuro, Enrique	CC	Automotive Technology Instructor Second Year Probationary Contract Class B, Step 11 Eff. 08/20/2020 PN CCF998
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Gentry, Anna Cherie	CC	Dental Hygiene Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/20/2020 PN CCF690
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Huynh, Thydan	FC	Counselor First Year Probationary Contract Class B, Step 1 Eff. 08/26/2020
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PN FCF991

Roberts, Martha	FC	Religious Studies Instructor First Year Probationary Contract Class F, Step 9 Eff. 08/20/2020 PN FCF621
Suffin, Thomas	CC	Aviation & Travel Careers Instructor Second Year Probationary Contract Class E, Step 11 Eff. 08/20/2020 PN CCF693
Verduzco, Gisela	CC	Director, Student Equity and Success 12-month Position (100%) Range 24, Column C Management Salary Schedule Eff. 08/26/2020 PN CCM957

CHANGE IN SALARY CLASSIFICATION

Baum, Chad	FC	Physical Education Instructor From: Class B To: Class C Eff. 08/20/2020
Bridges, Andrew	FC	Philosophy/Religious Studies Instructor (ADJ) From: Column 2, Step 2 To: Column 3, Step 2 Eff. 08/24/2020
Eapen, Beena	CC	Nursing Instructor From: Class C To: Class D Eff. 08/20/2020
Fraboni, Americo	FC	Organic Chemistry Instructor From: Class B, Step 1 To: Class F, Step 4 Eff. 08/20/2020
Ghidella, Richard	FC	Business Management Instructor From: Class D To: Class E Eff. 08/20/2020
Galich, Jennifer	CC	Nursing Instructor From: Class E To: Class F

Eff. 08/20/2020

Kretschmar, Judith	NOCE	Non Credit Business Education Instructor (ADJ) From: Column 1, Step 4 To: Column 2, Step 4 Eff. 08/24/2020
Kroupa, Kaitlin	FC	Biological Sciences Instructor From: Class B To: Class C Eff. 08/20/2020
Lam, Mymy	CC	Counselor From: Class D To: Class E Eff. 07/01/2020
Paige, Deborah	FC	English Instructor From: Class D To: Class E Eff. 08/20/2020
Persichilli, Christopher	FC	Physics Instructor Temporary Contract (100%) From: Class F, Step 1 To: Class F, Step 2 Eff. 08/20/2020
Romero Hernandez, Abraham	FC	Mathematics Instructor From: Class D To: Class E Eff. 08/20/2020
Young, Annette	CC	Librarian From: Class B, Step 1 To: Class B, Step 10 Eff. 08/20/2020

ADDITIONAL DUTY DAYS @ PER DIEM

House, Joshua	CC	Forensics Coach	11 days
Page, Jennifer	CC	Forensics Coach	11 days

PAYMENT FOR INDEPENDENT LEARNING CONTRACT

Afra, Maha	CC	\$ 10.00
Aguet, Jacqueline	CC	\$140.00
Bladh, Eric	CC	\$ 40.00
Grande, Jolena	CC	\$ 5.00
Halahmy, David	CC	\$ 10.00
Heusser, Willis	CC	\$ 10.00

Maher, Anthony	CC	\$ 40.00
McMillan, Marcus	CC	\$ 30.00
Mosqueda-Ponce, Therese	CC	\$ 25.00
Pinkham, Bill	CC	\$ 25.00
Schulps, Molly	CC	\$ 5.00
Thibodeau, Jason	CC	\$ 20.00

LEAVES OF ABSENCE

Bianchino, Annie	FC	Chemistry Instructor Load Banking Leave With Pay (3.33%) Eff. 2020 Fall Semester
Cain, Joyce	FC	ESL Instructor Load Banking Leave With Pay (100%) Eff. 2020 Fall Semester
Costello, Jeanne	FC	English Instructor Load Banking Leave With Pay (20.00%) Eff. 2020 Fall Semester
Filip, Dragana	CC	AB 2393 Parental Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 08/20/2020-11/11/2020
Hui, Arthur	FC	ESL Instructor Load Banking Leave With Pay (33.33%) Eff. 2020 Fall Semester
Linggi, Edward	FC	Foreign Language Instructor Load Banking Leave With Pay (33.33%) Eff. 2020 Fall Semester
Magee, Bruce	FC	English Instructor Personal Leave Without Pay (100%) Eff. 2020 Fall Semester
O'Neill, Brendan	FC	Physics Instructor Load Banking Leave With Pay (80.00%) Eff. 2020 Fall Semester
Plett, Christina	CC	Mathematics Instructor Load Banking Leave With Pay (6.67%) Eff. 2020 Fall Semester
Reinhardt-Zacair, Catherine	FC	Foreign Language Instructor Load Banking Leave With Pay (6.67%) Eff. 2020 Fall Semester

Robertson, Alison	CC	ESL Instructor Load Banking Leave With Pay (6.67%) Eff. 2020 Fall Semester
Rodriguez, Cassandra	CC	Counselor Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 07/08/2020-09/01/2020
Samano, Jeffrey	FC	Speech Instructor Load Banking Leave With Pay (25.00%) Eff. 2020 Fall Semester
Sanchez, Adriana	FC	English Instructor Load Banking Leave With Pay (20.00%) Eff. 2020 Fall Semester
Whiting, Lindsay	FC	ESL Instructor Load Banking Leave With Pay (100%) Eff. 2020 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2020 FALL SEMESTER

Abreu, Kassandra	CC	Column 1, Step 1
Alessi, tyler	FC	Column 1, Step 1
Allison, Rob	FC	Column 3, Step 5
Arambula, Michael	FC	Column 1, Step 1
Aviles, Summer	CC	Column 1, Step 1
Balacanao, Darryl	FC	Column 1, Step 1
Berland, Melissa	FC	Column 1, Step 1
Biganeh, Maryam	FC	Column 2, Step 1
Boruck, Holly	CC	Column 1, Step 1
Box, James	FC	Column 1, Step 1
Caldretti, Melissa	FC	Column 1, Step 1
Cervino, Gina	FC	Column 3, Step 2
Dewitt, Stan	FC	Column 1, Step 1
Falcis, Noelle	FC	Column 1, Step 1
Fernandez, Ricardo	FC	Column 1, Step 1
Funderburk-Norris, Michelle	CC	Column 1, Step 1
Garber, Shaylene	CC	Column 2, Step 1
Gethers, Shireetha	FC	Column 3, Step 1
Gonzalez, Cristal	FC	Column 1, Step 1
Guilford, Melinda	FC	Column 1, Step 1
Lasater, John	CC	Column 1, Step 1
Meyer, Renee	FC	Column 2, Step 1
Morones, Dennise	FC	Column 1, Step 1
Nelson, Gwendolyn	FC	Column 1, Step 1
Nicholas, Nicholas	FC	Column 1, Step 1
Noonan, Ian	FC	Column 2, Step 1
Noyes, Martin	FC	Column 1, Step 1

Ojeda, Gary	NOCE	Column 1, Step 1
Oldham, Ryan	FC	Column 2, Step 1
Osorio, Ruby	CC	Column 1, Step 1
Pak, Jesse	FC	Column 1, Step 1
Pastor, Xenia	CC	Column 1, Step 1
Patton, Katherine	FC	Column 1, Step 1
Sanchez, Elizabeth	FC	Column 1, Step 1
Semana, Sonia	FC	Column 1, Step 1
Thorum, Andrew	FC	Column 1, Step 1
Turrubiarres, Daniel	FC	Column 1, Step 1
Ulloa, Shaida	FC	Column 1, Step 1
Vidrio, John Paul	FC	Column 1, Step 1
Vo, Christi	FC	Column 1, Step 1
Winer, Canton	FC	Column 1, Step 1
Woods, Mary	FC	Column 3, Step 1
Yanagihara, Brittany	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Abreu, Kassandra	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Chavez, Ricardo	NOCE	Column 2, Step 1
Erickson, Evelyn	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Afra, Maha	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 22 hours Eff. 06/29/2020-07/31/2020
Alrubaya, Wasan	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020
Arambula, Michael	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Berland, Melissa	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020

Biganeh, Maryam	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Brown, Julie	NOCE	Distance Education Online Teaching Certification Boot Camp Stipend not to exceed \$500.00 Eff. 05/18/2020-06/05/2020
Cadena, Maria Leonor	FC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 30 hours Eff. 07/01/2020-07/30/2020
Carey, Jennifer	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020
Cherney, Julia	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 23 hours (Revised from 15 hours) Eff. 05/26/2020 - 08/19/2020
Combs, Jennifer	FC	MIS Data Workshop: Courses and Program Stipend not to exceed \$50.00 Eff. 08/03/2020 MIS Data Workshop: Course Setup and FTES Stipend not to exceed \$50.00 Eff. 08/05/2020
Crippen, James	FC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 30 hours Eff. 07/01/2020-07/30/2020
Diaz, Carlos	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020
Dunne, Catherine	NOCE	Distance Education Online Teaching Certification Training

Stipend not to exceed \$650.00
Eff. 06/25/2020 – 6/29/2020

Falcis, Noelle	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Ferrier, Allison	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020
Ford, Julie	CC	Supervising Dentist (DH Program) Column 3, Step 3 Lab Rate, Adjunct Faculty Salary Schedule Eff. 2020 Fall Semester
Gamble, Malcolm	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Garcia, Juan Carlos	CC	MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020
Grande, Jolena	CC	MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020
Graves, Gary	FC	MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020
		MIS Data Workshop: Courses and Program Stipend not to exceed \$50.00 Eff. 08/03/2020
		MIS Data Workshop: Course Setup and FTES Stipend not to exceed \$50.00 Eff. 08/05/2020
		MIS Data Workshop: Student Success & Matriculation Stipend not to exceed \$50.00 Eff. 08/18/2020
Grote, Silvie	CC	MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020

		MIS Data Workshop: Courses and Program Stipend not to exceed \$50.00 Eff. 08/03/2020
		MIS Data Workshop: Course Setup and FTES Stipend not to exceed \$50.00 Eff. 08/05/2020
		MIS Data Workshop: Student Success & Matriculation Stipend not to exceed \$50.00 Eff. 08/18/2020
Guilford, Mindy	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Gunderson, Lynda	NOCE	Hiring Committee Service Adjunct Faculty Salary Schedule Column 2, Step 1 Not to exceed 37 hours 04/27/2020 – 06/11/2020
Jeanpierre, Shani	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020
Jepson, Jane	CC	MIS Data Workshop: Student Success & Matriculation Stipend not to exceed \$50.00 Eff. 08/18/2020
Kimura, Steward	FC	MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020
Kwon, Young Gene	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Lacuesta, George	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020
Lawrence, Roberta	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule

Class E

Not to exceed 23 hours (Revised from 15 hours)
Eff. 05/26/2020 - 08/19/2020

Lehmeier, Marisa

CC

MIS Data Workshop: DSS Services
Stipend not to exceed \$50.00
Eff. 07/22/2020

MIS Data Workshop: Student Demographics and
Enrollment
Stipend not to exceed \$50.00
Eff. 07/28/2020

MIS Data Workshop: EOPS/CalWORKS
Stipend not to exceed \$50.00
Eff. 08/04/2020

MIS Data Workshop: Student Success &
Matriculation
Stipend not to exceed \$50.00
Eff. 08/18/2020

McClurkin, Tina

NOCE

Distance Education Online Teaching Certification
Training
Stipend not to exceed \$650.00
Eff. 06/25/2020 – 6/29/2020

Michelle, Deborah

CC

MIS Data Workshop: DSS Services
Stipend not to exceed \$50.00
Eff. 07/22/2020

MIS Data Workshop: Employee Data
Stipend not to exceed \$50.00
Eff. 07/27/2020

MIS Data Workshop: Student Demographics and
Enrollment
Stipend not to exceed \$50.00
Eff. 07/28/2020

MIS Data Workshop: Student Success &
Matriculation
Stipend not to exceed \$50.00
Eff. 08/18/2020

Mitsch, Jeannie

CC

MIS Data Summit
Stipend not to exceed \$62.50
Eff. 06/18/2020

Morones, Dennise

FC

Humanities Adjunct Professional Development
Training

Stipend not to exceed \$150.00
Eff. 08/19/2020

Niyondagara, Alice	NOCE	Distance Education Online Teaching Certification Boot Camp Stipend not to exceed \$500.00 Eff. 07/01/2020-07/13/2020
Pacheco, Elizabeth	CC	MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020
Perez, Elsa	FC	MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020
Ramirez, Cyndi	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020
Rees, Myev	FC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 30 hours Eff. 07/01/2020-07/30/2020
Reeves, Megan	NOCE	Distance Education Online Teaching Certification Boot Camp Stipend not to exceed \$500.00 Eff. 06/01/2020-06/19/2020
Robertson, Alison	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class D Not to exceed 22 hours Eff. 06/29/2020-07/31/2020
Sallade, Doug	CC	MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020
Santana, Citlally	FC	MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020
Shields, Julie	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00

Eff. 06/25/2020 – 6/29/2020

Silva, Joel	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 27 hours (Revised from 15 hours) Eff. 05/26/2020 - 08/19/2020
Smith Norman, Ravipan	CC	Supervising Dentist (DH Program) Column 3, Step 2 Lab Rate, Adjunct Faculty Salary Schedule Eff. 2020 Fall Semester
Sousa, Casey	NOCE	Distance Education Online Teaching Certification Boot Camp Stipend not to exceed \$500.00 Eff. 07/01/2020-07/13/2020
Stackhouse, Daniel	NOCE	Distance Education Online Teaching Certification Boot Camp Stipend not to exceed \$500.00 Eff. 05/18/2020-06/05/2020
Stanojkovic, Alli	NOCE	Distance Education Online Teaching Certification Boot Camp Stipend not to exceed \$500.00 Eff. 05/18/2020-06/05/2020
Stiemke, Kimberly	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020 MIS Data Workshop: Noncredit Data/CAEP Stipend not to exceed \$50.00 Eff. 07/29/2020
Stivers, Matthew	NOCE	Distance Education Online Teaching Certification Boot Camp Stipend not to exceed \$500.00 Eff. 05/18/2020-06/05/2020
Taylor, Matthew	FC	MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020 MIS Data Workshop: Courses and Program Stipend not to exceed \$50.00 Eff. 08/03/2020

Tran, Tam	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020
Turrubiarres, Daniel	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Ulloa, Shaide	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Van Gelder, Matthew	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020
Velasco, Kendra	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 28 hours (Revised from 15 hours) Eff. 05/26/2020 - 08/19/2020 MIS Data Summit Stipend not to exceed \$62.50 Eff. 06/18/2020
Vo, Criss	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Welch Wheatley, Janine	CC	Supervising Dentist (DH Program) Column 3, Step 4 Lab Rate, Adjunct Faculty Salary Schedule Eff. 2020 Fall Semester
Yanigihara, Brittany	FC	Humanities Adjunct Professional Development Training Stipend not to exceed \$150.00 Eff. 08/19/2020
Yu, Kenneth	NOCE	Distance Education Online Teaching Certification Training Stipend not to exceed \$650.00 Eff. 06/25/2020 – 6/29/2020

Item 5.b: By block vote, authorization was granted for the following classified personnel matters which are within budget:

RESIGNATION

Vazquez, Carlos FC Campus Safety Officer
12-month position (100%)
Eff. 07/03/2020
PN FCC742

NEW PERSONNEL

Bounpraseuth-Hao, Mark FC Financial Aid Coordinator
12-month position (100%)
Range 40, Step B
Classified Salary Schedule
Eff. 09/01/2020
PN FCC600

Lopez, Jason FC Administrative Assistant I
12-month position (100%)
Range 33, Step A
Classified Salary Schedule
Eff. 09/01/2020
PN FCC926

PROMOTION

Hsieh, Larry AC IT Security Analyst/Systems Administrator
12-month position (100%)
PN ISC973

To: IT Project Leader
12-month position (100%)
Range 57, Step E + PG&D
Classified Salary Schedule
Eff. 09/01/2020
PN ICS972

Kvenbo, Marisa AC Benefits Coordinator
12-month position (100%)
PN DEC994

To: Human Resources Specialist
12-month position (100%)
Range 24C, Step F + PG&D
Confidential Salary Schedule
Eff. 09/01/2020
PN DEN994

VOLUNTARY CHANGES IN ASSIGNMENT

Coman, Lidia	CC	Auto Shop Coordinator (50%) Lab Technician, Auto Technology (50%) Permanent Increase in Months Employed From: 11 months To: 12 months Eff. 12/01/2019 PN CCC797 and CCC965
Escarrega, Sara	CC	Lab Technician, Chemistry (100%) Permanent Increase in Months Employed From: 10 months To: 11 months Eff. 08/26/2020 PN CCC948

STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

Arredondo, Amabel	NOCE	Administrative Assistant I (100%) 6% Stipend Eff. 08/01/2020 – 06/30/2021
Funaoka, Lisa	FC	Admissions and Records Specialist (100%) 6% Stipend Eff. 08/01/2020 – 12/31/2020
Valle, Marcela	NOCE	Admissions and Records Specialist (100%) 6% Stipend Eff. 08/01/2020 – 6/30/2021

LEAVES OF ABSENCE

Angelico, Carla	AC	Accounting Technician (100%) Family Medical Leave (FMLA/CFRA/FFCRA) Paid Leave Using FFCRA Until Exhausted; Unpaid Thereafter Eff. 07/20/2020 – 08/03/2020
Aponte, Zola	CC	Instructional Assistant, Career Center (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 08/13/2020 – 11/04/2020 (Consecutive Leave)
Coggi, Anita	FC	Administrative Assistant II (100%) Military Leave With Pay (USERRA) Eff. 06/18/2020 – 06/19/2020 (Consecutive Leave)

Cortez, Margaret	CC	Administrative Assistant I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 07/22/2020 – 01/02/2021 (Intermittent Leave)
Guzman, Isamara	CC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA/FFCRA) Paid Leave Using FFCRA Until Exhausted; Unpaid Thereafter Eff. 07/21/2020 – 07/30/2020 (Consecutive Leave)
Holguin, Rae	NOCE	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 08/04/2020 – 01/29/2021 (Intermittent Leave)
Jara, Jacqueline	FC	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 09/14/2020 – 12/04/2020 (Consecutive Leave)

CORRECTION TO April 28, 2020 AGENDA – CHANGE IN SALARY STEP PLACEMENT

Hsieh, Larry	AC	From: IT Security Analyst/Sys Administrator (100%) Extension of Temporary Change in Assignment IT Project Leader 12-month position (100%) Range 57, Step C + PG&D Classified Salary Schedule Eff. 04/01/2020– 06/30/2020 To: Extension of Temporary Change in Assignment IT Project Leader 12-month position (100%) Range 57, Step D + PG&D Classified Salary Schedule Eff. 08/01/2019– 06/30/2020
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Item 5.c: By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1259 for a copy of the professional expert personnel listing.)

Item 5.d: By the block vote, authorization was granted for the hourly listing.

(See Supplemental Minutes #1259 for a copy of the hourly personnel listing.)

Item 5.e: By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1259 for a copy of the volunteer listing.)

GENERAL

Item 6.a: It was moved by Trustee Stephen T. Blount and seconded by Trustee Jacqueline Rodarte that the individuals listed be appointed to serve for a term of two years, and for a maximum of three consecutive terms, without compensation, on the Citizens' Oversight Committee for the North Orange County Community College District bond projects.

<u>Individual</u>	<u>Category</u>	<u>Term</u>
Keron Thomas	Cypress College Student Organization	August 2020-August 2022
Cassandra Perez	Community Member	August 2020-August 2022
Beverly Falco	Community Member	August 2020-August 2022

Subsequent to trustees thanking the applicants for their interest in serving on the committee, expressing their pleasure in seeing applicants from different trustee areas within the District, and noting that the Citizens' Oversight Committee is completely independent from the Board, the **motion carried with Trustees Bent, Blount, Brown, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

Item 6.b: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to adopt Resolution No. 20/21-02, Celebrating the 100th Anniversary of the Passage and Ratification of the 19th Amendment, Providing for Women's Suffrage, to the Constitution of the United States.

During the discussion, Student Trustee Chloe Reyes stated that in light of the Board's recent approval of a Black Lives Matter resolution, it was necessary to note that while the 19th Amendment was an amazing milestone, it did not provide the right to vote for all women because Black women were not allowed to vote until 50 years later with the passage of the Voting Rights Act of 1965.

Subsequent to thanking Trustee Barbara Dunsheath for introducing the resolution, the **motion carried with Trustees Bent, Blount, Brown, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

Item 6.c: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Jeffrey P. Brown to approve the proposed, revised Board Policy and Administrative Procedure 3900: Speech: Time, Place, and Manner.

During the discussion, trustees agreed to recommendations requested by Trustee Ed Lopez that included: changing the semi-colon to a comma in Section 8.0 of the Board Policy; removing "which," "or the," and "expressive" in Section 8.0 of the Board Policy; changing "incites" to "incite" and "tends" to "tend" in the new proposed language of Section 4.0 of the Administrative Procedure; and adding "a clear" to Section 8.0 of the Administrative Procedure

so that it reads "...so as to create a clear and present danger..." **Motion carried with Trustees Bent, Blount, Brown, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

Item 6.d: The Board discussed how to best use the "raise hand" and "chat box" Zoom functions during remote Board meetings. During the discussion, it was noted that the use of Zoom chat is problematic because it leads to two conversations taking place, allows for comments that would normally occur via verbal dialogue during the meeting, does not become a part of the public record, lacks transparency because YouTube livestream participants are not able to see the comments, and is not appropriate for a formal Board meeting.

The consensus among trustees was that moving forward, use of the Zoom chat would be limited to congratulatory comments or to request technology assistance, with the understanding that raised hands would be acknowledged when resource table personnel want to speak. The Zoom teleconference protocol document will be updated to reflect the agreed upon changes.

Item 6.e: The Board discussed how to proceed with the formal complaint received alleging trustee misconduct by Board President Ryan Bent. In light of Board Vice President Barbara Dunsheath's absence, and in order to not delay action, there was consensus to delegate authority to Board Secretary Jacqueline Rodarte to appoint trustees to an ad hoc committee to investigate the allegations as outlined in Board Policy 2715 within a reasonable timeframe.

It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to acknowledge receipt of the formal complaint and delegate authority to Trustee Jacqueline Rodarte to appoint Trustees Barbara Dunsheath, Jeffrey P. Brown, and Ed Lopez to the ad hoc committee to investigate the complaint allegations regarding Trustee Ryan Bent. **Motion carried with Trustees Bent, Blount, Brown, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

Item 6.f: Board President Ryan Bent asked if there were any requests for potential future Board agenda items. Trustee Jacqueline Rodarte requested that once the campus committees on anti-racism have finalized their recommendations, that the Board have a study session to determine what the Board can do from a policy perspective. Chancellor Marshall noted that the common elements from the recommendations will be used to create a districtwide framework, and that a study session might be able to take place during the Fall.

CLOSED SESSION: At 7:23 p.m., Board President Ryan Bent adjourned the meeting to closed session per the following sections of the Government Code and stated that there would not be a readout:

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

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: Two (2) Potential Cases.

RECONVENE MEETING: At 8:43 p.m., Board President Ryan Bent reconvened the meeting in open session.

ADJOURNMENT: At 8:43 p.m., it was moved by Trustee Jacqueline Rodarte and seconded by Trustee Jeffrey P. Brown to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Lopez, and Rodarte voting yes.**

Prepared By Recording Secretary for
Jacqueline Rodarte, Secretary, Board of Trustees

UNAPPROVED