



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

**MEETING:** Regular Meeting in June 2014  
**DATE:** Tuesday, June 24, 2014, at 5:30 p.m.  
**PLACE:** Anaheim Campus Board Room  
 1830 W. Romneya Drive, Anaheim, CA 92801

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

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

**AGENDA:**

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [ ] in 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. Members of the public completing a card entitled, "Request to Address Board of Trustees" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item.

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

- f. **Reports:**
  - Chancellor**
  - \* **NOCCCD 2014-15 Tentative Budget**
  - College Presidents/Provost**
- g. **Comments:**
  - Resource Table Personnel**
  - Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of June 10, 2014, and the Special Board Meeting/Bond Workshop of June 17, 2014.**

- 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 55957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**

### 3. **FINANCE AND FACILITIES**

- a. It is recommended that the Board approve the Tentative Budget for Fiscal Year 2014-15 for all funds of the District. It is also recommended that the Board set a public hearing for September 9, 2014, at the Anaheim Campus Board Room at or about 6:00 p.m. pursuant to §58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to the adoption of the Proposed Budget.
- [b] It is recommended that the Board adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations. **(The Resolution is available for review in the District's Business Office.)**
- [c] It is recommended that the Board adopt a resolution establishing the named persons be authorized to sign Payroll Notices of employment/change of status, time sheets, vendor orders for payment, and warrant registers as indicated, and that all previous authorization of signatures be rescinded, as authorized by §85232 of the Education Code. **(The Resolution is available for review in the District's Business Office.)**
- [d] Authorization is requested to enter into an agreement with Lee & Associates for commercial real estate services for the sale of the La Habra property to a private entity.
- [e] Authorization is requested to renew the property and liability insurance coverage with the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and Schools Excess Liability Fund (SELF) for FY 2014-15.
- [f] Authorization is requested to enter into agreements with Anthem Blue Cross and AIG Insurance through Student Insurance for student accident and intercollegiate athletic accident insurance for 2014-15.
- [g] It is recommended that the Board of Trustees reject the bid for Bid #2014-11, Cypress College New Main Entry Digital Sign Structure, and authorize the District Director, Purchasing, to rebid the project at a later date.

- [h] Authorization is requested to use the piggyback Bid No. 10-003 Contract from the Foundation for California Community Colleges for the purchase of office and school supply products for various sites throughout the North Orange County Community College District.
- [i] It is recommended that the Board receive and review the draft language of a proposed bond measure resolution and publicly discuss prior to a final draft being prepared for the July 22, 2014, Board meeting.

#### 4. **HUMAN RESOURCES**

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

Retirement  
 Change in Salary Classification  
 Voluntary Transfer  
 Management Professional Growth and Development  
 Additional Duty Days @ Per Diem  
 Payment for Independent Learning Contracts 2014 Spring Semester  
 Temporary Academic Hourly-Instructional-2014 Summer Intersession  
 Temporary Academic Hourly-Instructional-2014 Fall Semester, Trimester  
 Temporary Academic Hourly-Special Services

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

Retirements  
 Resignations  
 New Personnel  
 Re-Employment & Removal from 39-Month List  
 Rehires  
 Promotion  
 Voluntary Changes in Assignment  
 Professional Growth & Development  
 Leaves of Absence

- [c] Request approval of Professional Experts.
- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.
- [f] It is recommended that the Board adopt Resolution No. 13/14-24, Reserving the Right to Adjust Employee Compensation.

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 Violet Ayon, Recording Secretary of the Board, (714) 808-4797, at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	June 24, 2014	Information	_____
		Enclosure(s)	X
<b>SUBJECT:</b>	Fiscal Year 2014-2015 Tentative Budget		

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

As in previous years, this year's Tentative Budget is a rollover budget in order to continue operations in the 2014-15 fiscal year. The Tentative Budget is based on estimates contained in the Governor's May Revise Budget with anticipated adjustments based on current budget hearings. Budget updates have been continuously presented to the Council on Budget & Facilities with recommendations forwarded to the District Consultation Council for approval. The Tentative Budget allocations have been prepared in accordance with these recommendations.

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

Following is a comparative summary of revenues, transfers in, appropriations, and other uses for all funds of the District contained in the 2013-2014 and 2014-2015 Tentative Budgets:

	2014-2015	2013-2014
General Fund:		
Revenues	\$ 200,260,774	\$ 184,522,082
Appropriations	(197,468,892)	(181,120,540)
Net Other Outgo	(20,002,871)	(3,127,645)
Inc/(Dec) to Beg Bal	\$ <u>(17,210,989)</u>	\$ <u>273,897</u>

The 2014-15 decrease to the General Fund Beginning Balance includes the ongoing surplus of \$4,602,091, estimated partial carryover balances of \$11,212,072, and additional reconciling items related to Position Control which will be adjusted with the Proposed Budget.

	2014-2015	2013-2014
<b>Capital Outlay Projects Fund:</b>		
Revenues	\$ 4,440,000	\$ 3,449,509
Transfers In	3,000,000	2,000,000
Appropriations	(21,306,643)	(17,403,969)
Contingencies	(13,810,664)	(13,016,250)
Inc/(Dec) to Beg Bal	\$ <u>(27,677,307)</u>	\$ <u>(24,970,710)</u>
<b>Bond Funds:</b>		
Revenues	\$ 10,000	\$ 10,000
Appropriations	(733,677)	(2,970,689)
Contingencies	(3,958,035)	(2,388,591)
Inc/(Dec) to Beg Bal	\$ <u>(4,681,712)</u>	\$ <u>(5,349,280)</u>
<b>Student Financial Aid Fund:</b>		
Revenues	\$ 47,920,119	\$ 44,844,168
Student Financial Aid	(47,920,119)	(44,844,168)
Inc/(Dec) to Beg Bal	\$ <u>0</u>	\$ <u>0</u>
<b>Child Development Fund:</b>		
Revenues	\$ 293,960	\$ 303,777
Transfers In	250,000	250,000
Appropriations	(543,960)	(553,777)
Inc/(Dec) to Beg Bal	\$ <u>0</u>	\$ <u>0</u>
<b>Retiree Benefit Fund:</b>		
Revenues	\$ 150,000	\$ 150,000
Appropriations	(20,000)	(20,000)
Inc/(Dec) to Beg Bal	\$ <u>130,000</u>	\$ <u>130,000</u>
<b>Self-Insurance Fund:</b>		
Revenues	\$ 8,552,094	\$ 7,780,438
Appropriations	(9,400,007)	(9,634,449)
Inc/(Dec) to Beg Bal	\$ <u>(847,913)</u>	\$ <u>(1,854,011)</u>
<b>Bookstore Funds:</b>		
Revenues	\$ 4,950,721	\$ 7,291,846
Appropriations	(5,103,221)	(7,291,846)
Inc/(Dec) to Beg Bal	\$ <u>(152,500)</u>	\$ <u>0</u>
<b>Food Services Funds:</b>		
Revenues	\$ 145,000	\$ 185,000
Appropriations	0	(105,000)
Transfers Out	(145,000)	(80,000)
Inc/(Dec) to Beg Bal	\$ <u>0</u>	\$ <u>0</u>

	2014-2015		2013-2014
<b>Associated Students Funds:</b>			
Revenues	\$ 295,800	\$	292,395
Appropriations	(295,800)		(292,395)
Inc/(Dec) to Beg Bal	<u>0</u>	\$	<u>0</u>
<b>Campus Services Funds/Bursar/CRPA:</b>			
Revenues	\$ 504,142	\$	510,676
Transfers In	72,966		187,100
Appropriations	(567,108)		(607,776)
Transfers Out	(10,000)		(90,000)
Inc/(Dec) to Beg Bal	<u>0</u>	\$	<u>0</u>
<b>Other Trust Funds:</b>			
Revenues	\$ 15,000	\$	15,000
Appropriations	(15,000)		(15,000)
Inc/(Dec) to Beg Bal	<u>0</u>	\$	<u>0</u>

The assumptions used to complete the Tentative Budget are attached in Schedule A. The full-time equivalent student (FTES) targets for 2014-15 are shown on Schedule B. Schedule C shows the ongoing unrestricted general fund resource summary, which compares the 2013-14 amounts with those contained in this Tentative Budget. This agenda item was submitted by Rodrigo Garcia, District Director, Fiscal Affairs.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** After Board approval of the 2014-15 Tentative Budget, the budget balances will be rolled into Banner and will become the preliminary budget for the 2014-15 fiscal year. After the close of the 2013-14 fiscal year, final carryover balances and any necessary budget revisions will be incorporated and presented to the Board in September as the 2014-15 Proposed Budget.

**RECOMMENDATION:** It is recommended that the Board approve the Tentative Budget for Fiscal Year 2014-15 for all funds of the District. It is also recommended that the Board set a public hearing for September 9, 2014, at the Anaheim Campus Board Room at or about 6:00 p.m. pursuant to §58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to the adoption of the Proposed Budget.

Fred Williams  


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Recommended by

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Approved for Submittal

3.a.3  


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Item No.

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 24, 2014

**SUBJECT:** Separate Bank and Investment Accounts

Action	X
Resolution	X
Information	
Enclosure(s)	X

**BACKGROUND:** Pursuant to §84030 of the Education Code and in accordance with §58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business service transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to §81457 or §81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be paid into the appropriate county treasury within a reasonable time period. However, cashier's checks, certified checks, and money placed in the custody of the community college district as security that a bidder will faithfully perform a contract may be deposited in a bank account, but shall not be paid into the county treasury unless forfeited or not claimed by the bidder for a period of 12 months. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls. This agenda item was submitted by Rodrigo Garcia, District Director, Fiscal Affairs.

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

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

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

**RECOMMENDATION:** It is recommended that the Board adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations.

It is further requested that previous resolutions be rescinded and that any accounts not listed on this resolution and still open be closed immediately. It is further requested that in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account. It is further requested that account signers, banks, and credit unions not be authorized to issue counter checks or cashier's checks on any of the accounts.

Fred Williams  


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 Recommended by

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 Approved for Submittal

3.b.1  


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 Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 24, 2014

**SUBJECT:** 2014-15 Signature List

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

**BACKGROUND:** Pursuant to Section 1.3 of the Designation of Authorized Signatures Policy for the North Orange County College District, the Chancellor has appointed the following positions as authorized signers for tax forms and county transactions (excluding checks: Fiscal Affairs Director, Fiscal Affairs Manager and Payroll Manager. At the request of the Orange County Department of Education, a Board resolution is required listing these authorized signers. In addition, the Orange County Department of Education requires that the Authorization of Signatures form be completed and submitted each fiscal year. This agenda item was submitted by Rodrigo Garcia, District Director, Fiscal Affairs.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** N/A.

**RECOMMENDATION:** It is recommended that the Board adopt a resolution establishing the named persons be authorized to sign Payroll Notices of employment/change of status, time sheets, vendor orders for payment, and warrant registers as indicated, and that all previous authorization of signatures be rescinded, as authorized by §85232 of the Education Code.

Fred Williams  

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Recommended by

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Approved for Submittal

3.c.1  

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Item No.



## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	June 24, 2014	Information	_____
		Enclosure(s)	_____
<b>SUBJECT:</b>	Agreement With Lee & Associates For Sale Of The La Habra Property To A Private Entity		

**BACKGROUND:** On April 8, 2014, the Board adopted a resolution authorizing offer of the La Habra property located at 1000 S. Leslie Street, La Habra, California 90631 for sale. Pursuant to Government Code Section 54222 and Education Code Section 81363.5, the District is required to offer the sale of the property to public agencies for a 60-day period. The first publish date of the sale to public agencies was on May 6, 2014. The 60-day period will end on July 6, 2014. Should the 60-day period lapse and no offer has been made on the Property by any public agencies, the District desires to utilize the services of a commercial real estate broker for the sale of the property to a private entity.

Staff solicited and received three (3) proposals from the following commercial real estate services firms:

	<u>Single Broker</u>	<u>Multi-Broker</u>
Lee & Associates	3.0%	4.0%
Jones, Lang & La Salle	3.5%	4.0%
DAUM	2.75%	4.75%

Staff recommends Lee & Associates as a commercial real estate broker assisting the District in selling the La Habra property to a private entity. The recommendation was based on:

- The favorable commission rates
- The wider scope of the marketing plan

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

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 6500, Property Management, and Board Policy 6550, Disposal of District Property.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding will come from the proceeds from the sale of the property.

**RECOMMENDATION:** Authorization is requested to enter into an agreement with Lee & Associates for commercial real estate services for the sale of the La Habra property to a private entity. The commission rate is 3% for a single broker and 4% for multi-broker. The term of the agreement shall be effective July 7, 2014, through the completion of the sale. Authorization is also requested for the Vice Chancellor, Finance & Facilities or the District Director, Purchasing, to execute the agreement on behalf of the District.

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

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Approved for Submittal

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

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES

**DATE:** June 24, 2014

**SUBJECT:** Property & Liability Insurance Coverage for 2014-15 through the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and Schools Excess Liability Fund (SELF)

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

**BACKGROUND:** The District has been a member of Alliance of Schools for Cooperative Insurance Programs Joint Powers Authority (ASCIP JPA) since 1998-99. This non-profit JPA is a self-insurance group that provides the broadest coverage at the most competitive cost. Through this JPA, the District is provided coverage for general liability, automobile liability, professional liability, property, boiler & machinery, employee honesty (Crime), and automobile physical damage. The first \$2,000,000 of loss is shared by the member schools of the ASCIP JPA, and the next layer of coverage up to \$5,000,000 is provided through a commercial reinsurance, purchased by ASCIP on behalf of its members.

Schools Excess Liability Fund (SELF), a statewide consortium of K-12 and community college districts provides the next layer of coverage up to \$30,000,000 per occurrence. This amount is \$5,000,000 more than the previous years, and SELF is providing it at no additional cost to its members after an in-depth look at jury verdicts and settlements over the last few years. This was possible due to its healthy reserves and reduction in claims for the last few years. For 2014-15, District is purchasing additional \$25,000,000 liability coverage directly from SELF and thus, the total liability coverage will be \$55,000,000 per occurrence. The limit of excess coverage for property damage is \$500,000,000 through a commercial reinsurance company.

District has maintained its lowest loss experience for the last three years, receiving the experience modification (ExMod) factor of 0.65 for both general liability (AL) and auto liability (AL) coverage. This is a discount rate and the District's cost for AL and GL coverage is 35% less than the base premium. This is currently the lowest ExMod factor offered by ASCIP, and our goal is to keep this numbers as low as possible.

The premium rates for 2014-15 for most of the programs stayed the same as last year, except for the ASCIP's liability coverage and the reinsurance. ASCIP's general liability rate increased by 9%, while the reinsurance rate was lowered by 35% from last year's drastic reduction that was the result of increasing ASCIP's retention amount to \$2,000,000. The increase in the ASCIP's rate is due to the increase in losses within the self-insured layer. For 2013-14, ASCIP's rate increased by 2.5%, from 2012-13, while the reinsurance rate was reduced by 49.6% (first year of increased self-retention amount). The ASCIP-B is a Booster Club or Auxiliary Group coverage, and the District's Foundations and their officers are covered for liability through this program. The increase in premium amount for 2014-15 is largely due to the increase in the FTES.

Following is the District's coverage with the ASCIP JPA and SELF, the actual rate for FY 2013-14, and the estimated rate for FY 2014-15:

	<u>2013-14</u>	<u>2014-15</u>
General Liability (\$25,000 Deductible) up to \$2,000,000 (ASCIP)	\$389,776	447,567
Reinsurance \$2,000,001 to \$5,000,000	106,923	73,428
SELF \$5,000,001 to \$25,000,000 (\$30,000,000 for 2014-15)	66,542	64,882
SELF \$30,000,001 to \$55,000,000		20,750
Property (\$5,000 Deductible)	279,207	298,518
Employee Honesty (Crime-\$500 Deductible)	12,940	13,678
Automobile Liability (\$25,000 Deductible)	18,397	20,161
Automobile Physical Damage (\$1,500 Deductible)	2,876	3,152
ASCIP-B (Booster/Auxiliary/Foundation Coverage)	<u>6,783</u>	<u>6,798</u>
<b>TOTAL</b>	<b><u>\$883,444</u></b>	<b><u>\$948,934</u></b>

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

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

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

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

**RECOMMENDATION:** Authorization is requested to renew the property and liability insurance coverage with the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and Schools Excess Liability Fund (SELF) for FY 2014-15 at the estimated amount of \$948,934. Further authorization is requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the insurance policies on behalf of the District.

Fred Williams  


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Recommended by

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Approved for Submittal

3.e.2  


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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action  X   
**DATE:** June 24, 2014 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Student Accident and Intercollegiate Athletic  
Accident Insurance for 2014-15

**BACKGROUND:** Student accident insurance provides coverage for injuries to students on campus and athletes during practice and competition. The District purchased for years, a Usual and Customary Charge (U&C) policy, which premium is directly impacted by the amount of claims paid. This policy was economically advantageous when the losses were less than the premium paid. However, the loss experience exceeded 100% for several years in a row, and the U&C carriers' proposals, including that from the incumbent carrier for a renewal was dramatically higher. In order to avoid a spike in cost, the District switched from a U&C policy starting the 2010-11 year.

The Student and Athlete Insurance Network (S.A.I.N.) underwritten by Anthem Blue Cross is a pooled plan with approximately forty (40) other colleges, and the premium is based on the number of enrolled students rather than the claims/loss experience. This program offers spread of risk, more stability, and is slower to react to adverse claims experience and fluctuating market conditions. The number of participating physicians are vast through the Blue Cross network, and the discount of charges is significantly more than a U&C program. The catastrophic insurance is provided by Chartis Insurance with uninterrupted coverage of up to \$1,000,000.

Access to the desired providers through this new program was seamless, and the PPO discount in costs was 73%, 66%, and 75% for 2011-12, 2012-13, and 2013-14, respectively. As a result, the loss pay ratio to the premium is 55%, 82%, and 46% respectively, although the 2013-14 claims have another year to mature. While the District's loss ratio does not directly impact the premium, the loss trend and the combined losses for S.A.I.N. will affect insurance rates for future years, for all members. The District's true loss ratio (before the discounts) is: 2011-12, 201%; 2012-13, 314%; and 2013-14, 189%, although this year's claims have not matured yet. Based on the loss experience, participating in the S.A.I.N. program has served the District well.

The risk pool as a whole performed well and there is a 2% premium rate decrease for 2014-15. However, the number of participating athletes and the summer 2013 enrollment was more than the previous year, causing the increase of the premium amount. Similar to previous years, the majority of claims were from football (Fullerton College) and soccer (Cypress College). The injuries mostly resulted from contact/collision, or while running and pivoting. All efforts have been made to mitigate athlete injuries as both campuses have implemented concussion and conditioning programs and the trainers are providing maximum services before, during, and after the sports season. The athletic departments and District personnel also meet at the end of each year to review the claims reports and discuss strategies as well

as implement pilot programs to further mitigate the losses. The catastrophic insurance rate from AIG has increased by 6% based on its nationwide aggregate loss experience.

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

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Basic Student	\$197,083	\$209,214	\$209,252	\$211,744
Basic Catastrophic	4,416	4,636	4,868	5,160
Athletes	Included	Included	Included	Included
Athletes Catastrophic	6,289	6,603	6,934	7,350
<b>Total</b>	<b>\$207,788</b>	<b>\$220,452</b>	<b>\$221,054</b>	<b>\$224,254</b>

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

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 5205, Student Accident Insurance.

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

**RECOMMENDATION:** Authorization is requested to enter into agreements with Anthem Blue Cross and AIG Insurance through Student Insurance for student accident and intercollegiate athletic accident insurance for 2014-15 in the amount of \$211,744 for basic coverage and \$12,510 for catastrophic coverage, for Cypress and Fullerton colleges, effective August 1, 2014. Further authorization is requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the insurance policies on behalf of the District.

Fred Williams  


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Recommended by

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Approved for Submittal

3.f.2  


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Item No.

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
<b>DATE:</b>	June 24, 2014	Resolution	_____
		Information	_____
<b>SUBJECT:</b>	Rejection of Bid, Bid #2014-11, Cypress College New Main Entry Digital Sign Structure	Enclosure(s)	_____

**BACKGROUND:** On June 9, 2014, the Purchasing Department received one bid from six companies attending the mandatory job walk for Bid #2014-11, Cypress College New Main Entry Digital Sign Structure. The bid received from JRH Construction Company, Inc. in the amount of \$661,133 came in considerably higher than the architect's estimate for the project. The estimated construction cost of the project was \$450,000. After reviewing the breakdown cost of the bid, the architect and the campus team decided that it is in the best interest of the District to reject all bids. The scope of work will be adjusted and the project will be rebid at a later date. This agenda item was submitted by Jenney Ho, District Director, Purchasing.

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

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

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

**RECOMMENDATION:** It is recommended that the Board of Trustees reject the bid for Bid #2014-11, Cypress College New Main Entry Digital Sign Structure, and authorize the District Director, Purchasing, to rebid the project at a later date.

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

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

3.g  
\_\_\_\_\_  
Item No.

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 24, 2014

**SUBJECT:** Purchase Office Supplies from Office Depot through Foundation for California Community Colleges Bid No. 10-003 Contract

Action	X
Resolution	_____
Information	_____
Enclosure(s)	_____

**BACKGROUND:** The Foundation for California Community Colleges has made available to school districts a competitively bid office supplies contract awarded to Office Depot. This contract provides outstanding discounts on a variety of office and school supply products. Staff recommends participating in this contract to purchase office supplies as needed throughout the District in accordance with Public Contract Code Section 20652. The contract has been reviewed and met District requirements. This agenda item was submitted by Jenney Ho, District Director, Purchasing.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Actual costs will be charged to applicable funds as goods are received.

**RECOMMENDATION:** Authorization is requested to use the piggyback Bid No. 10-003 Contract from the Foundation for California Community Colleges for the purchase of office and school supply products for various sites throughout the North Orange County Community College District for the period of June 25, 2014, through October 31, 2015.

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Fred Williams  
Recommended by

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Approved for Submittal

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3.h  
Item No.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
<b>DATE:</b>	June 24, 2014	Resolution	_____
		Information	X
<b>SUBJECT:</b>	Review of Draft Resolution for the November 4, 2014 Bond Election	Enclosure(s)	X

**BACKGROUND:** There is a potential that District staff may make a recommendation to the Board at its July 22, 2014, Board Meeting to place a Bond Measure on the November 4, 2014, ballot. As part of the process, a Resolution Ordering an Election and Establishing Specifications of the Election Order of a Proposition 39 Bond will need to be approved. District counsel firm Stradling, Yocca, Carlson & Rauth will be in attendance to answer questions regarding the proposed language. This agenda item was prepared by Fred Williams, Vice Chancellor, Finance and Facilities.

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

**How does this relate to Board Policy:** N/A.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The review of the draft language has no financial impact.

**RECOMMENDATION:** It is recommended that the Board receive and review the draft language of the proposed Bond Measure resolution and publicly discuss prior to a final draft being prepared for the July 22, 2014, Board meeting.

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

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

3.i.1  
\_\_\_\_\_  
Item No.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
NORTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT ORDERING AN ELECTION, AND  
ESTABLISHING SPECIFICATIONS OF THE ELECTION  
ORDER

WHEREAS, the Board of Trustees (the "Board") of the North Orange County Community College District (the "District"), representing Cypress College, Fullerton College, and the School of Continuing Education has determined that certain educational facilities and equipment at all of their locations need to be constructed, renovated, acquired and equipped, in a fiscally prudent manner, to enable the District to maintain Cypress College and Fullerton College as valuable community resources that provide an affordable, local education, offering educational opportunities to local students and veterans who desire to learn job skills and transfer to four-year universities; and

WHEREAS, since the costs of attending a U.C. and State college are becoming so expensive, more than six (6) times that of attending a community college, more students are relying on community colleges, such as Cypress College and Fullerton College, and the high quality, affordable college options they each provide; and

WHEREAS, in today's tough economic times and competitive job environment, the District must continue providing important training and education for local residents entering the workforce for new professions and increase opportunities for local students to earn college credits, certifications and job skills at a reasonable price; and

WHEREAS, the District has supported our military veterans, many of whom have recently returned from war zones and face post-traumatic stress disorder and permanent disabilities and need better access to job placement programs and facilities, and need to be trained or retrained as they re-enter the civilian workforce; and

WHEREAS, notwithstanding ongoing efforts to obtain sufficient facility money from the State, the State has been unable to provide the District with enough money for the District to adequately improve each of Cypress and Fullerton Colleges for all their students and that State facility funding is increasingly conditioned on the District's ability to locally fund a portion of the costs of college campus upgrades in a fiscally prudent manner; and

WHEREAS, such a local measure will include mandatory taxpayer protections, including an independent citizens' oversight of all funds and mandatory annual financial audits to ensure funds are spent only as authorized; and

WHEREAS, the Board and District has solicited stakeholder and community input on priorities from students, faculty, staff, business and civic leaders, and the community; and

WHEREAS, in the judgment of the Board, it is advisable to provide additional funding for attaining these goals, especially for training a qualified workforce to keep high paying jobs in our area and attract more high-tech jobs; and to improve facilities for course opportunities in nursing, science, technology, engineering, math and technical jobs training facilities by means of a general obligation bond issued in a financially prudent manner; and

WHEREAS, Proposition 46, approved by the voters of the State of California on June 3, 1986 ("Proposition 46"), amended Section 1(b) of Article XIII A of the California Constitution by adding a provision which exempts from the 1% of full cash value limitation, those *ad valorem* taxes used to pay for debt service on any bonded indebtedness for the acquisition or improvement of real property approved on or after July 1, 1978, by two-thirds of the votes cast by voters voting on the proposition; and

WHEREAS, on November 7, 2000, the voters of California approved the Smaller Classes, Safer Schools and Financial Accountability Act ("Proposition 39") which reduced the voter threshold for *ad valorem* tax levies used to pay for debt service or bonded indebtedness to 55% of the votes cast on a community college district general obligation bond; and

WHEREAS, concurrent with the passage of Proposition 39, Chapter 1.5, Part 10, Division 1, Title 1 (commencing with Section 15264) of the Education Code (the "Act") became operative and established requirements associated with the implementation of Proposition 39; and

WHEREAS, the Board desires to make certain findings herein to be applicable to this election order and to establish certain performance audits, standards of financial accountability and citizen oversight which are contained in Proposition 39 and the Act; and

WHEREAS, the Board determines that, in accordance with Opinion No. 04-110 of the Attorney General of the State of California, the restrictions in Proposition 39, which prohibit any bond money to be used for administrator salaries and other operating expenses of the District shall be strictly enforced by the District's Citizens' Oversight Committee; and

WHEREAS, pursuant to Education Code Section 15270, based upon a projection of assessed property valuation, the Board has determined that, if approved by voters, the tax rate levied to meet the debt service requirements of the bonds proposed to be issued will not exceed the Proposition 39 limits per year per \$100,000 of assessed valuation of taxable property; and

WHEREAS, Section 9400 *et seq.* of the Elections Code of the State of California (the "Elections Code") requires that a tax rate statement be contained in all official materials, including any ballot pamphlet prepared, sponsored or distributed by the District, relating to the election; and

WHEREAS, the Board now desires to authorize the filing of a ballot argument by community members in favor of the proposition to be submitted to the voters at the election; and

WHEREAS, pursuant to the California Elections Code, it is appropriate for the Board to request consolidation of the election with any and all other elections to be held on November 4, 2014, and to request the Orange County Registrar of Voters to perform certain election services for the District; and

WHEREAS, in the judgment of the Board, it is advisable to request the Orange County Registrar of Voters to call an election pursuant to Proposition 39 on the question of whether general obligation bonds shall be issued and sold on behalf of the District for purposes set forth below.

NOW THEREFORE, THE BOARD OF TRUSTEES OF THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That the Board, pursuant to Education Code Sections 15100 *et seq.*, Sections 15264 *et seq.* and Government Code Section 53506, hereby requests the Orange County Registrar of Voters to call an election under the provisions of Proposition 39 and the Act and submit to the electors of the District the question of whether bonds of the District in the aggregate principal amount of \$\_\_\_\_\_ (the "Bonds") shall be issued and sold to raise money for the purposes described in Exhibits "A" and "B" hereto. Both exhibits are directed to be printed in the voter sample ballot pamphlet.

Section 2. That the date of the election shall be November 4, 2014.

Section 3. That the purpose of the election shall be for the voters in the District to vote on a proposition, a copy of which is attached hereto and marked Exhibit "A" and incorporated by reference herein, containing the question of whether the District shall issue the Bonds to pay for improvements to the extent permitted by such proposition. In compliance with Proposition 39 and the Act, the ballot proposition in Exhibit "A" is subject to the following requirements and determinations:

(a) the proceeds of the sale of the Bonds shall only be used for the purposes set forth in the ballot measure and not for any other purpose, including faculty and administrator salaries and other college operating expenses;

(b) that the Board, in compliance with Proposition 39, and in establishing the projects set forth in Exhibit “B”, evaluated the needs of returning Veterans, safety, enrollment trends, class size reduction, class availability, information technology and technical job training facilities of the District;

(c) that the Board will cause to be conducted an annual, independent performance audit to ensure that the Bond moneys get expended for the projects identified in Exhibits “A” and “B” hereto;

(d) that the Board will cause an annual, independent financial audit of the proceeds from the sale of Bonds to be conducted until all of the Bond proceeds have been expended and accounted for;

(e) that the Board will cause the appointment of a Citizens’ Oversight Committee in compliance with Education Code Section 15278 no later than 60 days after the Board enters the election results in its minutes pursuant to Education Code Section 15274. The Citizens’ Oversight Committee shall initially consist of at least seven (7) members and at no time consist of less than seven (7) members, with the possible exception of brief periods to fill any unexpected vacancies. The Citizens’ Oversight Committee may not include any employee or official of the District or any vendor, contractor or consultant of the District. The Citizens’ Oversight Committee shall include all of the following: One (1) member who is active in a business organization representing the business community located within the District; One (1) member who is active in a senior citizens’ organization; One (1) member who is active in a bona fide taxpayer association. In furtherance of its specifically enumerated purposes, the Citizens’ Oversight Committee may engage in any of the following activities relating solely and exclusively to the expenditure of the Proposition 39 bond proceeds:

(i) Receive and review copies of the annual, independent financial and performance audits performed by independent consultant(s);

(ii) Inspect District facilities and grounds to ensure that Proposition 39 bond revenues are expended in compliance with applicable law;

(iii) Receive and review copies of all scheduled maintenance proposals or plans developed by the District;

(iv) Review efforts of the District to maximize Proposition 39 bond revenues by implementing cost-saving programs;

(f) that the tax levy authorized to secure the bonds of this election shall not exceed the Proposition 39 limits per \$100,000 of taxable property in the District when assessed valuation is projected by the District to increase in accordance with Article XIII A of the California Constitution;

(g) that the Board does not plan to build and maintain its bond-financed facilities under a Project Labor Agreement;

(h) that the Board will not use bond proceeds for maintenance of school facilities but rather pay those costs from operating revenues;

(i) that for as long as bonds are outstanding, the Board annually will budget 2-3% of the prior fiscal year's General Fund revenues for maintenance of facilities; and

(k) that any bonds issued will not have a maturity date beyond the useful life of the projects being financed.

Section 4. That the authority for ordering the election is contained in Education Code Sections 15100 *et seq.*, 15340 *et seq.* and 15264 *et seq.* and Government Code Section 53506.

Section 5. That the authority for the specifications of this election order is contained in Section 5322 of the Education Code.

Section 6. That the Orange County Registrar of Voters and the Orange County Board of Supervisors are hereby requested to consolidate the election ordered hereby with any and all other elections to be held on November 4, 2014 within the District.

Section 7. That this Resolution shall stand as the "order of election" to the Orange County Registrar of Voters to call an election within the boundaries of the District on November 4, 2014.

Section 8. That the Secretary of the Board is hereby directed to send a certified copy of this Resolution to the Orange County Registrar of Voters no later than August 8, 2014.

Section 9. That the bonds shall be issued pursuant to Section 15300 *et seq.* of the Education Code or issued pursuant to Section 53506 of the Government Code. The maximum rate of interest on any bond shall not exceed the maximum rate allowed by Education Code Sections 15140 to 15143, as modified by Government Code Section 53531. The Board approves the filing of a Tax Rate Statement and primary and rebuttal arguments, as appropriate, and directs their publication in accordance with the requirements of the Elections Code.

Section 10. That the Board requests the governing body of any such other political subdivision, or any officer otherwise authorized by law, to partially or completely consolidate such election and to further provide that the canvass be made by any body or official authorized by law to canvass the returns of the election, and that the Board consents to such consolidation.

Section 11. Pursuant to Section 5303 of the Education Code and Section 10002 of the Elections Code, the Board of Supervisors of Orange County is requested to permit the Registrar of Voters to render all services specified by Section 10418 of the Elections Code relating to the election, for which services the District agrees to reimburse Orange County, such services to include the publication of a Formal Notice of School Bond Election and the mailing of the sample ballot and tax rate statement (described in Section 9401 of the Elections Code) pursuant to the terms of Section 5363 of the Education Code and Section 12112 of the Elections Code.

ADOPTED, SIGNED AND APPROVED this 22<sup>nd</sup> day of July, 2014.

BOARD OF TRUSTEES OF THE NORTH  
ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT

By \_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Secretary

3.i.7  
Item No.

STATE OF CALIFORNIA )  
  )ss  
ORANGE COUNTY       )

I, Dr. Ned Doffoney, do hereby certify that the foregoing is a true and correct copy of Resolution No. \_\_\_\_\_ which was duly adopted by the Board of Trustees of the North Orange Community College District at meeting thereof held on the 22nd day of July 2014, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

By \_\_\_\_\_  
Secretary

3.i.8  
Item No.



EXHIBIT A

EXHIBIT B  
FULL TEXT BALLOT PROPOSITION  
NORTH ORANGE COMMUNITY COLLEGE DISTRICT  
BOND MEASURE ELECTION NOVEMBER 4, 2014

**PROJECTS**

The Board of Trustees of the North Orange County Community College District, to be responsive to the needs of its community, evaluated each of Cypress College's, Fullerton College's and the School of Continuing Education's urgent and critical facility needs, and its capacity to provide students, active military, and Veterans with support facilities, an affordable education and prepare them for success in college and careers. Technical job training facilities, safety issues, class size and offerings, and information and computer technology were each considered in developing the scope of projects to be funded, as such are outlined in the District's 2011 Comprehensive Master Plan, incorporated herein by reference in its entirety (the "Master Plan"), and available for review on the District's website (www.nocccd.edu). In developing the scope of projects, the faculty, staff, students and community have prioritized nursing, science, technology, engineering and math facilities, facilities supporting Veterans, and the expansion of opportunities for an affordable, quality education. In the course of developing the Master Plan public input was received from many constituents. It was concluded that if these facility needs were not addressed now, the District's Colleges would be unable to remain competitive in preparing students for jobs in high demand industries and university transfer. The Board concluded that the longer they waited to repair and upgrade the Colleges the more expensive it would be. **In implementing the Master Plan, the Board of Trustees determines that Cypress and Fullerton Colleges MUST:**

- (i) Improve nursing, science, technology, engineering, math and technical job training facilities;**
- (ii) Improve educational resources and support services for Veterans;**
- (iii) Prepare local students and returning Veterans for university and jobs;**
- (iv) Train a qualified workforce to keep high paying jobs in our areas and attract more high-tech jobs;**
- (v) Provide local students with an affordable, low-cost, high-quality education;**
- (vi) Adhere to stringent FISCAL ACCOUNTABILITY safeguards including:**
  - (a) Sacramento will be prohibited from taking any of the funds raised,**
  - (b) All expenditures will be subject to annual independent financial audits,**

- (c) No funds will be used for administrators' salaries and pensions,
- (d) ALL FUNDS WILL BE SUBJECT TO LOCAL CONTROL,
- (e) An independent citizens' oversight committee will be appointed to ensure that all funds are spent only as authorized.

## **CYPRESS COLLEGE**

### **Academic Facility and Technology Upgrade Projects to HELP Students, and VETERANS**

#### **Transfer to Four-Year Universities or be Trained For High Paying JOBS**

**Goal and Purpose:** Cypress College has a strong relationship with Los Alamitos Joint Forces Training Base and serves thousands of military veterans and their families. Many of them have recently returned from war zones and face challenges including post-traumatic stress disorder and permanent disabilities. This measure will upgrade and expand veterans services and facilities to ensure that returning service members receive the support they need to complete their education and enter the civilian workforce.

Further, with our area's employment opportunities expected to improve, this measure will allow Cypress College to provide more courses in emerging fields with added space and updated technology so that local students will develop the skills required to be competitive for high-skill positions at local businesses such as Toyota, Los Alamitos Medical Center and Kaiser.

- **Upgrade facilities for career training in well-paying careers and transfer to universities.**
- **Improve facilities for course opportunities in nursing, science, technology, engineering and math and technical job training facilities.**
- Install additional electrical service capacity to improve computer technology and Internet access.
- Upgrade technical training classrooms, labs and equipment to train qualified workforce to keep high paying jobs in our area and attract more high-tech jobs.
- **Upgrade educational support facilities for Veterans.**
- Upgrade and replace existing information technology, computers, infrastructure and network systems to improve efficiency and increase capacity.
- Upgrade and expand telecommunications, internet and network connections.
- Upgrade academic buildings to expand nursing, health-related careers, and technical job training.

**Basic Repair and Construction Projects to  
Provide Greater Access to an AFFORDABLE EDUCATION**

**Goal and Purpose:** Since the cost of attending a public university has risen to as much as six (6) times that of attending Cypress College, students rely on Cypress to save as much as \$40,000 in tuition on their way to a four-year degree. Therefore, keeping Cypress College's facilities upgraded will increase opportunities for local students to earn college credits, certificates and job skills at a reasonable price without being saddled with high interest loans for most of their lives.

- Prepare local students and returning Veterans for university and jobs.
- Repair decaying walls, drainage systems, lighting, heating, ventilation systems and leaky roofs.
- **Remove hazardous materials.**
- Implement ADA accessibility improvements throughout the campus' buildings, classrooms, and other facilities to ensure availability to persons with disabilities.
- Install and repair fire safety equipment including alarms, smoke detectors, sprinklers, emergency lighting and fire safety doors.
- Upgrade outdated electrical systems and wiring for computer technology and Internet access.
- Renovate, repair or replace outdated laboratories, classrooms, training centers and support facilities, many of which were built 50-80 years ago.
- **Upgrade**, update and replace **technology** and hardware systems.
- Upgrade and replace classroom instructional equipment.

**FULLERTON COLLEGE**

**Academic Facility and Technology Upgrade Projects to HELP Students, and  
VETERANS Transfer to Four-Year Universities or be Trained For High Paying  
JOBS**

**Goal and Purpose:** Fullerton College serves thousands of military veterans and their families. Many of them have recently returned from war zones and face challenges including post-traumatic stress disorder and permanent disabilities. This measure will upgrade and expand veteran services and facilities to ensure that returning service members receive the support they need to complete their education and enter the civilian workforce.

Further, with our area's employment opportunities expected to improve, this measure will allow Fullerton College to provide more courses in emerging fields with added space and updated technology so that local students will develop the skills required to be competitive for high-skill positions at local businesses such as Alcoa, Disney and Knott's Berry Farm.

- **Upgrade and expand facilities for career training in well-paying careers and transfer to universities.**
- **Improve facilities for course opportunities in science, technology, engineering and math and technical job training facilities.**
- Install additional electrical service capacity to improve computer technology and Internet access.
- Upgrade technical training classrooms, labs and equipment to train qualified workforce to keep high paying jobs in our area and attract more high-tech jobs.
- **Upgrade educational support facilities for Veterans.**
- Upgrade and replace existing information technology, computers, infrastructure and network systems to improve efficiency and increase capacity.
- Upgrade and expand telecommunications, internet and network connections.
- Upgrade academic buildings to expand technical job training.

**Basic Repair and Construction Projects To  
Provide Greater Access to an AFFORDABLE EDUCATION**

**Goal and Purpose:** Since the cost of attending a public university has risen to as much as six (6) times that of attending Fullerton College, students rely on Fullerton to save as much as \$40,000 in tuition on their way to a four-year degree. Therefore, keeping Fullerton College's facilities upgraded will increase opportunities for local students to earn college credits, certificates and job skills at a reasonable price without being saddled with high interest loans for most of their lives.

- Prepare local students and returning Veterans for university and jobs.
- Repair decaying walls, drainage systems, lighting, heating, ventilation systems and leaky roofs.
- **Remove hazardous materials.**
- Construct more classroom space.
- Implement ADA accessibility improvements throughout the campus' buildings, classrooms, and other facilities to ensure availability to persons with disabilities.

- Install and repair fire safety equipment including alarms, smoke detectors, sprinklers, emergency lighting and fire safety doors.
- Upgrade outdated electrical systems and wiring for computer technology and Internet access.
- Renovate, repair or replace outdated laboratories, classrooms, training centers and support facilities, many of which were built 50-80 years ago.
- **Upgrade**, update and replace **technology** and hardware systems.
- Upgrade and replace classroom instructional equipment.

\* \* \*

The listed projects will be completed as needed. Each project is assumed to include its share of furniture, equipment, architectural, engineering, and similar planning costs, program/project management, staff training expenses and a customary contingency. In addition to the listed projects stated above, the Project List also includes the acquisition of a variety of instructional, maintenance and operational equipment, including the reduction or retirement of outstanding lease obligations and interim funding incurred to advance fund projects from the Project List, payment of the costs of preparation of all facility planning, facility studies, assessment reviews, facility master plan preparation and updates, environmental studies (including environmental investigation, remediation and monitoring), design and construction documentation, and temporary housing of dislocated college activities caused by construction projects. In addition to the projects listed above, repair, renovation and construction projects may include, but not be limited to, some or all of the following: renovation of student and staff restrooms; replace aging electrical and plumbing systems; repair and replacement of heating and ventilation systems; upgrade of facilities for energy efficiencies, including photovoltaic/solar installations; repair and replacement of worn-out and leaky roofs, windows, walls doors and drinking fountains; removal of outdated buildings and construction of new classrooms and support buildings; installation wiring and electrical systems to safely accommodate computers, technology and other electrical devices and needs; upgrade facilities to meet current earthquake safety standards; repair and replacement of fire alarms, emergency communications and security systems; upgrading, resurfacing, replacing or relocating of hard courts, gyms, athletic facilities, fields, turf and irrigation systems; upgrade classrooms; upgrade existing parking lots/garages; repair, upgrade and install interior and exterior lighting systems; replace water and sewer lines and other plumbing systems; upgrade to sustainable landscaping; improve water conservation and energy efficiency; replace elevators; replace outdated security systems; replace existing window systems with energy efficient systems to reduce costs; replace outdated heating and ventilation systems; improve insulation, weather proofing and roofs to reduce costs; improve access for the disabled; install and repair fire safety equipment, including alarms, smoke detectors, sprinklers, emergency lighting, and fire safety doors; inspect for/repair gas pipe leaks,

replace broken concrete walks, deteriorated asphalt; replace/upgrade existing signage, bells and clocks; install new security systems, such as security (surveillance) cameras, outdoor lighting, fencing, gates and classroom door locks; replace sewer lines and improve drainage systems to prevent flooding; upgrade roadway and pedestrian paths for improved safety and access for emergency vehicles, site parking, utilities and grounds. The upgrading of technology infrastructure includes, but is not limited to, wireless systems, LCD projectors, portable interface devices, servers, security, switches, routers, modules, sound projection systems, laser printers, virtualized labs, digital white boards, smart classrooms, document projectors, upgrade voice-over-IP, data storage systems, call manager and network security/firewall, and other miscellaneous equipment. At the **School of Continuing Education**, the Project List includes classrooms reconfigurations, facilities and technology upgrades, and electrical system upgrades to handle modern technology. In addition, at the Anaheim Campus of the School of Continuing Education, the Project List includes renovation of the Main Tower building renovations, parking lot and site improvements. At Cypress College, the Project List includes renovations of the science/math building, improvement of ADA access, renovation of other academic buildings for technology education, fine arts, planetarium, business education, theatre arts and library. At Fullerton College, the Project List includes upgrades to facilities for business education, humanities, large lectures or performances, science instruction, student services and administration, as well as the construction of new maintenance buildings, parking structure, instructional buildings, music and drama and science labs.

The allocation of bond proceeds will be affected by the District's receipt of State matching funds and the final costs of each project. In the absence of State matching funds, which the District will aggressively pursue to reduce the District's share of the costs of the projects, the District will not be able to complete some of the projects listed above. Some projects may be undertaken as joint use projects in cooperation with other local public or non-profit agencies. The budget for each project is an estimate and may be affected by factors beyond the District's control. The final cost of each project will be determined as plans and construction documents are finalized, construction bids are received, construction contracts are awarded and projects are completed. Based on the final costs of each project, certain of the projects described above may be delayed or may not be completed. Demolition of existing facilities and reconstruction of facilities scheduled for repair and upgrade may occur, if the Board determines that such an approach would be more cost-effective in creating more enhanced and operationally efficient campuses. Necessary site preparation/restoration may occur in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, removing, replacing, or installing irrigation, utility lines, trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property. Proceeds of the bonds may be used to pay or reimburse the District for the cost of District staff when performing work on or necessary and incidental to bond projects. Bond proceeds shall only be expended for the specific purposes identified herein. The District shall create

an account into which proceeds of the bonds shall be deposited and comply with the reporting requirements of Government Code § 53410.

**NO ADMINISTRATOR SALARIES.** PROCEEDS FROM THE SALE OF THE BONDS AUTHORIZED BY THIS PROPOSITION SHALL BE USED ONLY FOR THE ACQUISITION, CONSTRUCTION, RECONSTRUCTION, REHABILITATION, OR REPLACEMENT OF SCHOOL FACILITIES, INCLUDING THE FURNISHING AND EQUIPPING OF SCHOOL FACILITIES, AND NOT FOR ANY OTHER PURPOSE, INCLUDING FACULTY AND COLLEGE ADMINISTRATOR SALARIES, PENSIONS AND OTHER OPERATING EXPENSES.

**FISCAL ACCOUNTABILITY.** THE EXPENDITURE OF BOND MONEY ON THESE PROJECTS IS SUBJECT TO STRINGENT FINANCIAL ACCOUNTABILITY REQUIREMENTS. BY LAW, PERFORMANCE AND FINANCIAL AUDITS WILL BE PERFORMED ANNUALLY, AND ALL BOND EXPENDITURES WILL BE MONITORED BY AN INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE TO ENSURE THAT FUNDS ARE SPENT AS PROMISED AND SPECIFIED. THE CITIZENS' OVERSIGHT COMMITTEE MUST INCLUDE, AMONG OTHERS, REPRESENTATION OF A BONA FIDE TAXPAYERS ASSOCIATION, A BUSINESS ORGANIZATION AND A SENIOR CITIZENS ORGANIZATION. NO DISTRICT EMPLOYEES OR VENDORS ARE ALLOWED TO SERVE ON THE CITIZENS' OVERSIGHT COMMITTEE.



**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** June 24, 2014 Resolution \_\_\_\_\_  
**SUBJECT:** Academic Personnel Information \_\_\_\_\_  
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  
June 24, 2014

RETIREMENT

Wright, Doris	FC	Cosmetology Instructor Eff. 06/03/2014 PN FCF671
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CHANGE IN SALARY CLASSIFICATION

Cherney, Julia	CC	Dental Hygiene Instructor From: Class B, Step 1 To: Class E, Step 10 Eff. 08/22/2014
Dolbin, Ronald	FC	Mathematics Instructor From: Class B, Step 1 To: Class F, Step 5 Eff. 08/22/2014
Gonzales, Margaret	FC	Cosmetology Instructor (ADJ) From: Column 1, Step 0 To: Column 2, Step 0 Eff. 05/07/2014
Ly, Thanh	SCE	Non-Credit Counselor/Career Technical Education From: Class B, Step 1 To: Class B, Step 8 Eff. 07/01/2014
Montoya, Manuel	FC	Counselor From: Class B, Step 1 To: Class B, Step 8 Eff. 07/01/2014
Nunez, Jose	FC	Vice President, Instruction From: Range 37, Column A + Doctorate To: Range 37, Column F + Doctorate Eff. 07/01/2014
Reza, Alan	CC	Counselor, EOPS From: Class B, Step 1 To: Class B, Step 7 Eff. 07/01/2014

Academic Personnel  
June 24, 2014

Robertson, Kelly                      FC    Administration of Justice Instructor  
From: Class B, Step 1  
To:    Class E, Step 10  
Eff. 08/22/2014

Zepeda, Charles                      FC    Automotive Technology Instructor  
From: Class B, Step 1  
To:    Class C, Step 10  
Eff. 08/22/2014

VOLUNTARY TRANSFER

Villasenor, Carole                      From: CC Counselor, EOPS  
PN CCF823  
To:    CC Counselor  
PN CCF846  
Eff. 07/01/2014

MANAGEMENT PROFESSIONAL GROWTH AND DEVELOPMENT

Grossman, David                      FC    Dean, Physical Education  
Doctoral Stipend (\$2600)  
Eff. 07/01/2014

ADDITIONAL DUTY DAYS @ PER DIEM

Hormel, James                      CC    Managing Director of Theater    10 days  
Programming

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS 2014 SPRING SEMESTER

Cadena, Maria	FC	\$ 30.00
Claassen, Mareike	FC	\$ 10.00
Diaz, Roberto	FC	\$ 10.00
Dowdalls, James	FC	\$ 30.00
Henke, William	FC	\$ 30.00
Kyle, Diana	FC	\$ 50.00
Lee, Callista	FC	\$ 10.00
Markley, Karen	FC	\$ 10.00
McGrew, Patrick	FC	\$ 20.00
Minton, Jeffrey	FC	\$ 20.00
O'Brien, Daniel	FC	\$ 40.00
Perez, Marie	FC	\$ 20.00
Van Ry, Michele	FC	\$ 40.00
Ward, Carol	FC	\$ 40.00

Academic Personnel  
June 24, 2014

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2014 SUMMER  
INTERSESSION

Pasamonte, Kim	SCE	Column 2, Step 0
Schultz, Tracy	SCE	Column 1, Step 0
Strauss, Justin	FC	Column 1, Step 0

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2014 FALL SEMESTER,  
TRIMESTER

Boyle, Nicole	CC	Column 1, Step 0
Bradley, Michael	CC	Column 1, Step 0
Hershey, Bruce	CC	Column 1, Step 0
Kang, Hannah	CC	Column 1, Step 0
Letcher, Annette	CC	Column 2, Step 0
Madison, Melissa	FC	Column 1, Step 0
Teng, Merica	CC	Column 1, Step 0
Titel, Marc	CC	Column 1, Step 0

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Du Ross, Joseph	CC	Supervising Dentist (DH Program) Column 3, Step 0 Lab Rate, Adjunct Faculty Salary Schedule Eff. 2014 Summer Intersession
Harris, Lee	CC	Supervising Dentist (DH Program) Column 3, Step 1 Lab Rate, Adjunct Faculty Salary Schedule Eff. 2014 Summer Intersession
Lopez, Ruben	FC	One Book, One College, One City Stipend not to exceed \$150.00 Eff. 04/24/2014
Shriver, Juliea	FC	One Book, One College, One City Stipend not to exceed \$200.00 Eff. 04/07/2014

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** June 24, 2014 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  
June 24, 2014

RETIREMENTS

Aviles, M. Guadalupe	FC	Student Services Technician/Counseling 12-month position (100%) Eff. 08/01/2014 PN FCC983
Burson, Robert	CC	Groundskeeper 12-month position (100%) Eff. 09/04/2014 PN CCC978
Gibson, Donna	CC	Facilities Custodian I 12-month position (100%) Eff. 07/01/2014 PN CCC783

RESIGNATIONS

Reyna, Stephanie	FC	Campus Marketing/Outreach Assistant 12-month position (100%) Eff. 07/01/2014 PN FCC653
Sierra, Javier	FC	Manager, Maintenance & Operations 12-month position (100%) Eff. 07/01/2014 PN FCM974

NEW PERSONNEL

Orozco, Viviana	FC	Clerical Assistant II 11-month position (100%) Range 31, Step A Classified Salary Schedule Eff. 06/25/2014 PN FCC706
Resendiz, Beatriz	FC	Student Services Technician/CalWORKS 12-month position (100%) Range 33, Step A Classified Salary Schedule Eff. 07/01/2014 PN FCC634

Classified Personnel  
June 24, 2014

Tarnay, Lorena                      FC     Athletic Therapist  
11-month position (100%)  
Range 49, Step A  
Classified Salary Schedule  
Eff. 07/08/2014  
PN FCC823

Vitharanage, Malmi                AC     Accounting Specialist  
12-month position (100%)  
Range 40, Step D  
Classified Salary Schedule  
Eff. 07/01/2014  
PN DEC963

RE-EMPLOYMENT & REMOVAL FROM 39-MONTH LIST

Carmichael, Christopher        CC     Facilities Custodian I  
12-month position (100%)  
Range 27, Step E +10% Shift + 5% Longevity  
Eff. 06/25/2014  
PN CCC838

REHIRES

Ali, Mir                                CC     Special Projects Director/Medical Director and  
Supervising Physician of Cypress College Health Center  
Temporary Management Position (33.23%)  
Range 3, Special Project Administrator Daily Rate Schedule  
Eff. 07/01/2014 – 06/30/2015  
PN CCT994

Cheng-Chen, Judy                FC     Special Project Director/Medical Director and  
Supervising Physician of Fullerton College Health Center  
Temporary Management Position (37.11%)  
Range 3, Special Project Administrator Daily Rate Schedule  
Eff. 7/01/2014 – 6/30/2015  
PN FCT983

Garcia, Yanet                      CC     Special Project Director/STEM Grant  
Temporary Management Position (100%)  
Range 3, Special Project Administrator Daily Rate Schedule  
Eff. 07/01/2014 – 06/30/2015  
PN CCT993

Classified Personnel  
June 24, 2014

Gleason, Terence            FC    Special Project Manager/Distance Learning  
Temporary Management Position (100%)  
Range 2, Special Project Administrator Daily Rate Schedule  
Eff. 07/01/2014 – 06/30/2015  
PN FCT990

Nelson, Jessica            CC    Special Project Director/Student Success & Support  
Temporary Management Position (100%)  
Range 3, Special Project Administrator Daily Rate Schedule  
Eff. 07/01/2014 – 06/30/2015  
PN CCT992

PROMOTION

Olmedo, Catalina            AC    Accounting Technician  
12-month position (100%)  
PN DEC998

To:    AC Accounting Specialist  
12-month position (100%)  
Range 40, Step E + 5% Longevity  
Classified Salary Schedule  
Eff. 06/25/2014  
PN DEC989

VOLUNTARY CHANGES IN ASSIGNMENT

Barrios, Melisa            CC    Administrative Assistant I (50%)  
  
Temporary Change in Assignment  
To:    CC Administrative Assistant I (50%)  
Range 33, Step E + 5% Shift + 15% Longevity  
  
CC Administrative Assistant I (50%)  
Range 33, Step E + 15% Longevity  
Classified Salary Schedule  
Eff. 07/01/2014 – 06/30/2015

Funaoka, Lisa            FC    Admissions & Records Technician (100%)  
  
Extension of Temporary Change in Assignment  
To:    FC Admissions & Records Specialist  
12-month position (100%)  
Range 36, Step E + 5% Longevity  
Classified Salary Schedule  
Eff. 07/01/2014 – 08/30/2014



Classified Personnel  
June 24, 2014

Garcia, Ana Rosa	FC	Clerical Assistant I (100%)  Extension of Temporary Change in Assignment To: FC Administrative Assistant I 12-month position (100%) Range 33, Step D + 5% Longevity Classified Salary Schedule Eff. 07/01/2014 – 12/22/2014
Gomber, Brian	CC	Facilities Custodian I (100%)  Temporary Change in Assignment To: CC Facilities Custodian Coordinator II 12-month position (100%) Range 34, Step C + 10% Shift + 10% Longevity Classified Salary Schedule Eff. 04/11/2014; 05/09/2014; 05/16/2014
Luna, Berta	SCE	Administrative Assistant I (50%)  Extension of Temporary Increase in Percent Employed From: 50% To: 80% (SCE 50% and AC 30%) Eff. 07/01/2014 – 08/31/2014
Patterson, Ryan	FC	Administrative Assistant I (75%)  Temporary Increase in Percent Employed From: 75% To: 100% Eff. 07/01/2014 – 06/30/2015
Pavelek, Karin	FC	Child Care Teacher I (100%)  Extension of Temporary Change in Assignment To: FC Laboratory Technician/Child Care 12-month position (100%) Range 36, Step A + 5% Longevity + PG&D Eff. 06/02/2014 – 07/31/2014

Classified Personnel  
June 24, 2014

Perkins, Deborah	FC	Tutorial Services Coordinator (100%)  Temporary Increase in Months Employed From: 11 months To: 12 months Eff. 06/16/2014 – 06/30/2014 Eff. 07/01/2014 – 06/30/2015
Perry, Jennifer	SCE	Instructional Aide/ESL (45%)  Temporary Increase in Percent Employed From: 45% To: 100% Eff. 07/01/2014 – 06/30/2015
Rocha, Allyssa	SCE	Instructional Assistant/Basic Skills 11-month position (40%) PN SCC992  Permanent Lateral Transfer To: SCE Instructional Assistant/Basic Skills 11-month position (60%) Eff. 08/25/2014 PN SCC946
Young, Lynette	CC	Administrative Assistant II (80%)  Temporary Increase in Percent & Months Employed From: 10-month, 80% To: 11-month, 100% Eff. 06/09/2014 – 06/30/2014  Temporary Increase in Percent Employed From: 80% To: 100% Eff. 08/18/2014 – 10/31/2014

PROFESSIONAL GROWTH & DEVELOPMENT

Courtney, Marlene	CC	Evaluator Specialist (100%) 5 <sup>th</sup> Increment (\$350) Eff. 07/01/2014
Day, Summer	FC	Account Clerk II (100%) 1 <sup>st</sup> Increment (\$350) Eff. 07/01/2014

Classified Personnel  
June 24, 2014

Gray, Markelle	SCE	Student Records Coordinator (100%) 1 <sup>st</sup> Increment (\$350) Eff. 07/01/2014
Isaac, George	CC	IT Specialist, Systems Applications (100%) 4 <sup>th</sup> Increment (\$350) Eff. 07/01/2015
Nickell, James	FC	Laboratory Technician/Art Gallery (75%) 3 <sup>rd</sup> Increment (\$262.50) Eff. 07/01/2014
Penesa, Rosemary	SCE	Accounting Technician (100%) 5 <sup>th</sup> Increment (\$350) Eff. 07/01/2014
Robinson, Kenneth	AC	Director of Equity and Diversity (100%) 2 <sup>nd</sup> Increment (\$400) Eff. 07/01/2014  3 <sup>rd</sup> Increment (\$400) Eff. 07/01/2015  4 <sup>th</sup> Increment (\$400) Eff. 07/01/2016
Salkovieh, Nahid	CC	Administrative Assistant I (100%) 3 <sup>rd</sup> Increment (\$350) Eff. 07/01/2014

LEAVE OF ABSENCE

Pound, Nancy	CC	Administrative Assistant III (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Leave Until Exhausted; Unpaid Thereafter Eff. 06/09/2014 – 06/22/2014 (Intermittent Leave)
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**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES

**DATE:** June 24, 2014

**SUBJECT:** Professional Experts

Action	X
Resolution	_____
Information	_____
Enclosure(s)	X

**BACKGROUND:** Professional Experts within budget.

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

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

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

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

Irma Ramos

\_\_\_\_\_  
Recommended by

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

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\_\_\_\_\_  
Item No.

Professional Experts  
June 24, 2014

**PROFESSIONAL EXPERTS**

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Ashenmiller, Josh	FC	Technical Expert II	Fullerton College Faculty Senate Website	N/A	07/01/2014	07/31/2014
Asquith, Gregory	SCE	Project Expert	DSPS Computer Specialist	26	07/01/2014	07/25/2014
Asquith, Gregory	SCE	Project Expert	DSPS Computer Specialist	26	08/26/2014	11/26/2014
Campbell, Christie	SCE	Project Manager	Digital Media Center/ RTF Closing Activities	26	07/01/2014	08/30/2014
Carpenter, Melissa	CC	Project Manager	Project Manager, Perkins Grant	26	08/18/2014	12/19/2014
Engle, Martha	FC	Project Expert	Director's Festival 2014 Adjudicator	15	06/23/2014	06/27/2014
Gabourie, Lillian	CC	Technical expert II	Health Center Counselor	12	07/01/2014	06/30/2015
Gyurindak, Katalin	SCE	Project Coordinator	CASAS Enterprise and Test Expert	26	09/01/2014	12/05/2014
Gyurindak, Katalin	SCE	Project Coordinator	CASAS Enterprise and Test Expert	26	01/05/2015	06/25/2015
Izadi, Behzad	CC	Technical Expert II	NetLab Installation/Configuration Perkins	30	07/14/2014	08/18/2014
Jew, Kathryn	FC	Project Coordinator	Training on Student Success Strategies	8	06/11/2014	06/11/2014
Manchik, Victor	FC	Technical Expert II	Research Professional Expert	26	07/14/2014	11/21/2014
Martinez Carrasco, C	SCE	Project Coordinator	Assessment Proctor/ On line eCASAS Enterprise and Test Expert	26	09/01/2014	12/05/2014
Martinez Carrasco, C	SCE	Project Coordinator	Assessment Proctor/ On line eCASAS Enterprise and Test Expert	26	01/05/2015	06/25/2015
Miglietta, Claudia	SCE	Not-For-Credit Instr I	Assessment Proctor	26	09/02/2014	12/05/2014
Miglietta, Claudia	SCE	Not-For-Credit Instr I	Assessment Proctor	26	01/05/2015	06/26/2015
Mohr, Margaret	CC	Project Manager	Program Executive Director, Mohr Hoops Basketball Camp	40	06/23/2014	06/27/2014
Mohr, Margaret	CC	Project Manager	Program Executive Director, Mohr Hoops Basketball Camp	40	07/21/2014	07/25/2014
Page, Ana	FC	Project Expert	State Department of Education Contract Monitor	26	04/01/2014	05/19/2014
Pinkham, Bill	CC	Technical Expert II	Physical Education Summer Support	20	07/01/2014	08/21/2014
Pitassi, Matthew	CC	Technical Expert I	Title V Summer Math Boost Workshops	26	05/30/2014	06/30/2014

Professional Experts  
June 24, 2014

Sallade, Douglas	CC	Technical Expert II	Energy & Sustainability Program Development	30	07/01/2014	08/15/2014
Sohn, Grace	FC	Project Manager	STEM Summer Camp	26	05/12/2014	06/30/2014
Sohn, Grace	FC	Project Manager	STEM Summer Camp	18	07/01/2014	07/05/2014
Sorensen, Daniela	FC	Project Coordinator	STEM Summer Experience at Parks Junior High	16	06/01/2014	06/30/2014
Sorensen, Daniela	FC	Project Coordinator	STEM Summer Experience at Parks Junior High	16	07/01/2014	07/03/2014
Sorensen, Timothy	FC	Project Coordinator	STEM Summer Experience at Parks Junior High	16	06/01/2014	06/30/2014
Sorensen, Timothy	FC	Project Coordinator	STEM Summer Experience at Parks Junior High	16	07/01/2014	07/03/2014
Treloar, Timothy	CC	Project Manager	Title V Math Learning Center Program Development	26	05/05/2014	06/26/2014
Treloar, Timothy	CC	Project Manager	Title V Math Learning Center (MLC) Co-Coordination	26	08/11/2014	12/12/2014
Turner-Hernandez, J	FC	Project Coordinator	STEM Summer Experience at Parks Junior High	16	06/01/2014	06/30/2014
Turner-Hernandez, J	FC	Project Coordinator	STEM Summer Experience at Parks Junior High	16	07/01/2014	07/03/2014
Whang Sayson, H	FC	Project Coordinator	Research	18	06/09/2014	06/30/2014
Whang Sayson, H	FC	Project Coordinator	Research	18	07/01/2014	09/26/2014

SCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Austin, Lance	Tuition Rate	Summer	26
Chavez, Sandra	Tuition Rate	Summer	26
De La Rosa, Jason	Tuition Rate	Summer	26
Emperado, Patrick	Tuition Rate	Summer	26
Goffin, Charles	Tuition Rate	Summer	2.5
Harrell, Kathleen	Tuition Rate	Summer	26
Hopkins, Marisa	Tuition Rate	Summer	26
Innes, Jane	Tuition Rate	Summer	6
Jones, Kimberly	Tuition Rate	Summer	26

Professional Experts  
June 24, 2014

Kraus, Steve	Tuition Rate	Summer	26
Kyselka, Rita	Tuition Rate	Summer	26
Leonard, Robert	Tuition Rate	Summer	26
Li, Hsiu-Ying	Tuition Rate	Summer	26
Luckas, James	Tuition Rate	Summer	26
Luckas, James	Tuition Rate	Fall	26
Luckas, James	Tuition Rate	Winter	26
Luckas, James	Tuition Rate	Spring	26
Martinez, Marcia	Tuition Rate	Summer	10
Mason, Joyce	Tuition Rate	Summer	26
Parent, Wendy	Tuition Rate	Summer	26
Rose, Rachel	Tuition Rate	Summer	26
Rosenberger, David	Tuition Rate	Summer	9
Stallings, Sarah	Tuition Rate	Summer	26
Struckman, Heidi	Tuition Rate	Summer	26
Struckman, John	Tuition Rate	Summer	26
Swanson, Dale	Tuition Rate	Summer	26
Wantland, Christina	Tuition Rate	Summer	26

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** June 24, 2014 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.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 24, 2014

**SUBJECT:** Volunteers

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

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

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

**How does this relate to Board Policy:** Not applicable.

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

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

Irma Ramos

\_\_\_\_\_  
Recommended by

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Approved for Submittal

4.e.1

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Item No.

Volunteer Personnel  
June 24, 2014

VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Alfaro, Arturo	FC	Veterans Administration Work Study	08/25/2014	12/23/2014
Alfaro, Arturo	FC	Veterans Administration Work Study	07/01/2014	08/22/2014
Bairam, Eddie	CC	Physical Education - Soccer	07/01/2014	12/31/2014
Baldwin, Aissha	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Baxter, Jaime	CC	Veterans Administration Work Study	07/01/2014	05/01/2015
Beer, Carly	CC	Physical Education - Aquatics	07/01/2014	12/31/2014
Brooks, Josh	CC	Physical Education - Soccer	07/01/2014	12/31/2014
Brown, Jermaine	CC	Veterans Administration Work Study	07/01/2014	05/01/2015
Cardona, Destiny	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Carpenter, Kaitlynn	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Cendejas, Krystal	FC	Skills Center	06/10/2014	06/30/2014
Cruz, Marvin	FC	Veterans Administration Work Study	08/25/2014	12/23/2014
Cruz, Marvin	FC	Veterans Administration Work Study	07/01/2014	08/22/2014
Dee MD, Derek	CC	Physical Education - Team Physician	07/01/2014	06/30/2015
DeGrammont, Dominique	CC	Physical Education - Soccer	07/01/2014	12/31/2014
Deleon, Erika	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Duong, Sam	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Epstein, Kenneth	CC	Physical Education - Baseball	07/01/2014	12/31/2014
Fayardo, Deshields	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Fierro, Richard	CC	Physical Education - Aquatics	07/01/2014	12/31/2014
Flores, Ashley	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Galloovich, Paul	CC	Physical Education - Women's Basketball	07/01/2014	12/31/2014
Garcia, Alejandro	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Garcia, Juan	CC	Veterans Administration Work Study	07/01/2014	11/14/2014
Garcia, Sylvia	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Gomez, Chris	CC	Physical Education - Volleyball	07/01/2014	12/31/2014
Gorman, Haley	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Gutierrez, Alyssa	CC	Physical Education - Softball	07/01/2014	12/31/2014
Hanson, Megan	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Hernandez, Luis	FC	Veterans Administration Work Study	07/01/2014	08/22/2014
Hernandez, Luis	FC	Veterans Administration Work Study	08/25/2014	12/23/2014
Hong, Lauren	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Imaku, Brittany	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Iwashita DC, Tom	CC	Phys Ed - Training Room Chiropractor	07/01/2014	06/30/2015
Juarez, Ashley	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Kanamoto, Katey	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Katsuyama, Jamee	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Kaupang, Stephen	CC	Physical Education - Baseball	07/01/2014	12/31/2014
Lai MD, Jeffrey	CC	Phys Ed - Training Room Physician	07/01/2014	06/30/2015

Volunteer Personnel  
June 24, 2014

Lambright, Steve	CC	Physical Education - Baseball	07/01/2014	12/31/2014
Lara, Vivian	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Larkins, Noel	CC	Physical Education - Men's Basketball	07/01/2014	12/31/2014
Le, Lauren	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Lising, Dexter	CC	Physical Education - Training Room	07/01/2014	12/31/2014
Lyon, Elizabeth	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Machana, Phyllis	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Magana, Jeana	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Mallari, Leonald	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Martin, Esmeralda	FC	Veterans Administration Work Study	08/25/2014	12/23/2014
Martin, Esmeralda	FC	Veterans Administration Work Study	07/01/2014	08/22/2014
Martinez, Nicole	FC	Internship - Counseling Department	08/25/2014	12/23/2014
Martinez, Nicole	FC	Internship - Counseling Department	07/28/2014	08/22/2014
Martinez, Vivian	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Matsumoto DC, Roni	CC	Phys Ed - Training Room Chiropractor	07/01/2014	06/30/2015
McCollum, Wes	CC	Physical Education - Baseball	07/01/2014	12/31/2014
Mendoza, Frank	CC	Physical Education - Softball	07/01/2014	12/31/2014
Menendez, Bryan	FC	Veterans Administration Work Study	08/25/2014	12/23/2014
Menendez, Bryan	FC	Veterans Administration Work Study	07/01/2014	08/22/2014
Meza, Brian	CC	Physical Education - Training Room	07/01/2014	12/31/2014
Miramontez, Jenna	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Mohr, Anthony	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Mohr, Dolores	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Mohr, James	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Mohr, Joe	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Mohr, Kerri	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Mohr, Larry	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Moore, Tayla	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Moten, Nicie	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Nguyen, Sam	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Nilsen, Erika	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Okaro, Ifoema	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Patton, Bree	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Pendergrass, Chyann	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Phillips, Marcus	CC	Veterans Administration Work Study	07/01/2014	05/01/2015
Reece, Tyler	FC	Veterans Administration Work Study	07/01/2014	08/22/2014
Reece, Tyler	FC	Veterans Administration Work Study	08/25/2014	12/23/2014
Roche, Kaitlynn	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Rodriguez, David	FC	Veterans Administration Work Study	08/25/2014	12/23/2014
Rodriguez, David	FC	Veterans Administration Work Study	07/01/2014	08/22/2014
Romero, Jessica	CC	Physical Education - Women's Basketball	07/01/2014	12/31/2014
Salcido, Monique	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014

Volunteer Personnel  
June 24, 2014

Sancho, Devon	FC	Veterans Administration Work Study	07/01/2014	08/22/2014
Sanders, Tess	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Simbeck, Briana	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Simbeck, Cathy	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Smith, Dale	CC	Physical Education - Game Management	07/01/2014	12/31/2014
Soria, Sam	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Stalk, Morrie	CC	Physical Education - Women's Basketball	07/01/2014	12/31/2014
Statum, Shawnyea	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Sutton, Mike	CC	Physical Education - Soccer	07/01/2014	12/31/2014
Tafua, Randolph	CC	Veterans Administration Work Study	07/01/2014	05/01/2015
Tai, Andrew	CC	Physical Education - Training Room	07/01/2014	12/31/2014
Taylor-Brown, Christopher	CC	Physical Education - Softball	07/01/2014	12/31/2014
Thomas, Steven	CC	Physical Education - Volleyball	07/01/2014	12/31/2014
Torres, Jorge	CC	Physical Education - Game Management	07/01/2014	12/31/2014
Torres, Vince	CC	Physical Education - Volleyball	07/01/2014	12/31/2014
Travers, Sonia	CC	Physical Education - Game Management	07/01/2014	12/31/2014
Truong, Anh-Thu	SCE	Internship - ESL Department	06/30/2014	08/10/2014
Turner, Sloan	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Urcia, Gino	CC	Physical Education - Volleyball	07/01/2014	12/31/2014
Vieyra, Crystal	CC	Physical Education - Softball	07/01/2014	12/31/2014
Villarreal, Kimberly	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Wallace, Denshay	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Walton, Chelsea	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Ward, Marshay	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014
Ware, Wyatt	CC	Physical Education - Game Management	07/01/2014	12/31/2014
Zaragoza, Andrea	CC	Women's Basketball Summer Camp	07/18/2014	07/27/2014