

DISTRICT CONSULTATION COUNCIL
November 23, 2015

SUMMARY

MEMBERS PRESENT: Brenda Carpio, Dana Clahane, Cathy Dunne, Brian Fahnestock, Richard Fee, Cassandra Flores, Sam Foster, Adam Gottdank, Jolena Grande, Tina Johannsen, Sharon Kelly, Cherry Li-Bugg, Deborah Ludford, Rod Lusch, Valentina Purtell, Irma Ramos, Greg Schulz, Bryan Seiling, Bob Simpson, Pete Snyder, and Fred Williams.

VISITORS: Rod Garcia and Melissa Utsuki.

SUMMARY: The summary of the October 26, 2015, meeting was approved as submitted.

PLANNING ITEMS:

Budget Update: Rodrigo Garcia, District Director of Fiscal Affairs provided a budget update which included the following highlights:

- The State Chancellor's Office released the SSSP and Equity funding allocations with the District receiving \$7,948,078 for credit and non-credit SSSP which reflects an increase of \$2.2 million. The District also received \$3,655,520 for credit and non-credit Equity funding, which is an increase of \$1.8 million.
- While it was previously reported that the District might be able to capture 2014-15 unfunded FTES, that is not the case.
- It is anticipated that the 2016-17 budget will be fairly stable, but more information will be available with the Governor's January budget revise.
- The Legislative Analyst Office fiscal outlook anticipates a fairly good year, with COLA estimated at 1.99% and access dollars available.
- With Proposition 30 set to expire in 2016, there are two ballot initiatives including a CTA-backed proposed income tax extension that would run through 2030.
- The District is in the process of selecting a financial advisor to facilitate the selection of an underwriter and the issuance of bonds. It is expected that the District will proceed with the issuance of \$100 million in bonds in early 2016.
- The District's 2014-15 audit has been finalized with no adjustments. There was a single finding at the campuses related to the early implementation of the Veterans' Choice, Access, and Accountability Act (VACA). The error has since been corrected in the District's attendance reporting and no further action is required.

Proposal for Dissemination of District Committee Meeting Materials: As part of the discussion related to Dr. Dana Clahane's proposal for dissemination of District committee meeting materials, Interim Chancellor Williams conducted a short demonstration of the new District website. Features of the new website include a "District Governance" page which will contain information related to all Brown Act meetings, including an archive of meeting dates, agendas, and minutes. After the demonstration, discussion centered on several different notification emails that could be implemented in an attempt to relay meeting materials District-wide. Options noted included: 1) a District-wide email distribution of meeting agenda materials for each meeting; 2) an email distributed at the beginning of the month to all staff listing all meetings with meeting materials included; 3) meeting materials provided electronically to

committee meeting membership only and have them be responsible for distributing the materials to their respective constituencies; and 4) an email distributed by each campus CEO office listing the monthly meeting information and directing individuals to the District website for additional meeting information. Concern was expressed over the deluge of emails and fatigue and indifference that could result if individual emails were distributed for each meeting. It was further noted that an obligation exists requiring the District to make information readily available to the public, and not make them go out and hunt the information down.

Interim Chancellor Williams concluded the discussion by stating that the agenda meeting materials would continue to be distributed electronically to committee members only. Once the new District website is fully functioning, the District would also adopt the practice of sending a District-wide monthly, informational email containing all Brown Act meetings dates and a link to the District governance website page where further information may be found. The email will be distributed via the respective campus CEO office.

Fullerton College Carebank: Kassandra Flores, representing the Fullerton College Associated Students, shared with the DCC that the Fullerton College Carebank would stay afloat due to funding provided by the Associated Students, and next semester would find efficient methods to share information in order to solicit donations. While the District cannot fund the Carebank due to gift of public fund concerns, there might be potential to work through SSSP and equity funds at the State level. Other suggestions offered included making textbooks available at the library for students use and exploring a bus pass program with the Orange County Transportation Authority (OCTA) to make bus passes available to all students.

Instructional Technology Standards for Classroom Multimedia Standards: Deborah Ludford, District Director of Information Services, presented the “NOCCCD Instructional Technology Standards for Classroom Multimedia Systems” for approval. The document was approved by the Technology Coordinating Council, during its annual review, with the following changes: inclusion of a control mechanism to allow tablet/laptop connection; a noted preference for white board mounted projection equipment; inclusion of projection equipment with wireless connectivity; updates to reflect newer technologies by replacing “DVD/VCR” with “digital media”; and adding the requirement for 508 compliance in the use of digital media. It was noted that these minimum standards would be incorporated as classrooms are renovated. Slight concern was expressed over screen types, sound systems, and computers. This item will return for a second reading at the January 2016 meeting.

Computer Related Equipment Replacement Plan: Deborah Ludford also presented the “Computer Related Equipment Replacement Plan at the North Orange County Community College District” for approval by the DCC. After noting that that the Technology Coordinating Council conducted its annual review of the document, and approved it with no changes, the Computer Related Equipment Replacement Plan was approved.

Mid-term Educational Master Plan Review and Update: Cherry Li-Bugg, Vice Chancellor of Educational Services and Technology, led a review and discussion on the mid-term educational master plan review and update process. The process of the review is designed to better inform budgeting and facilities planning, as well as provide a starting point for the comprehensive review and update of the Comprehensive Master Plan (CMP) in 2018. The campuses will continue to engage in a review of the CMP by reviewing enrollment and student achievement data for every discipline; project growth and changes for every discipline between 2015-2020; and incorporate changes in pedagogical practices and high impact educational practices. Vice Chancellor Bugg

noted that while the majority of the qualitative information related to these items can be found in the program review of the instructional and student support areas, the need for quantitative data is also needed in order to supplement the campuses' efforts in both the mid-term review and educational master plan update. In response to that need, the District has contracted with Cambridge West to conduct an assessment and provide assistance with the research component that is required, but currently unavailable at the district-level. Cambridge West will be able to provide different scenarios related to workforce, student, and demographic data which will ultimately be internally analyzed by stakeholders.

Extended Day Funding Model: Vice Chancellor Li-Bugg also presented for review and discussion the "North Orange County Community College District Extended Day Funding Model." The working document was originally drafted by a workgroup of the Council on Budget and Facilities (CBF), and later revised to incorporate further feedback and input from CBF, the Vice President's Council, and Chancellor's Staff. The version of the Extended Day Funding Model presented was approved by CBF, and seeks to address factors raised by various groups including costs for substitutes, program based funding based on FTES, and differentiated pay rates for adjunct faculty and overload. In the ensuing discussion concern was expressed over the significant negative impact on funding for Cypress College should the model be made retroactive; dissatisfaction with a model that incorporates a deficit; salaries; class size; and implementation dates for the model. It was noted that while the model is flawed and far from perfect, it is a model that the District can live with for now, and discussion will continue in the future in order to continue to improve upon it. Subsequent to the discussion, Interim Chancellor stated that the Extended Day Funding Model would be implemented in the 2016-17 academic year with update figures. (See Addendum for a copy of the Extended Day Funding Model.)

POLICY ITEMS:

Chapter 3: General Institution:

- **Revised AP3515, Reporting of Crimes:** AP3515 was originally presented at the August meeting with revisions to address violent crime, sexual assault, and hate crime reporting requirements for districts that participate in the Cal Grant Program pursuant to Ed. Code and updates to the "Reference" section. This item returned for a fourth reading with the addition of new Section 5.0. Upon discussion on the new language, the body agreed to also include "unless otherwise required by law" to Section 5.2. **This item will return at the January 2016 meeting for further review and consideration.**
- **Revised AP3720, Computer and Electronic Communication Systems:** AP3720 was presented for a first reading with revisions recommended by the District Technology Coordinating Council that include additional language to Section 1.0 and Section 3.1 related to District-operated social media sites and District computers and electronic systems being subject to device location tracking. **There was consensus to approve revised AP3720 and it will now be posted on the District's website.**

OTHER ITEMS:

December 2015 DCC Meeting: The DCC agreed that there was no need for a December meeting. The next meeting of the DCC will take place on January 25, 2016.

ADJOURNMENT: The meeting adjourned at 4:36 p.m.

*****North Orange County Community College District *****
Extended Day Funding Model (FY2015-2016)

FY 2015/16 FTES Targets

	FC	CC	SCE	Total
2015-16 FTES Targets	18,976.93	11,660.22	6,047.99	36,685.14
FTES Generated by FTF				
Total FTF	316.00	213.00	26.00	555.00
Less: Counselors	(32.00)	(20.00)	(8.00)	(60.00)
Less: Librarians	(6.00)	(4.00)	-	(10.00)
Add: Teaching Counselors & Librarians	1.98	1.46	-	3.44
Teaching FTF	279.98	190.46	18.00	488.44
Less: Reassigned Faculty	(15.80)	(10.65)	(1.30)	(27.75)
FTF Generating FTES	264.18	179.81	16.70	460.69
FTES Generated by FTF				
Annual Instructional Hours / FTF				
Credit (30 LHE x 17.5 Hrs/LHE)	525.00	525.00		1,050.00
Noncredit (173 contract days x 5 hr daily load)			865.00	865.00
5 Year Avg Class Size	31.90	32.30	25.26	
Class Size Standard - FTF	32.00	32.00	27.00	
FTES Generated per FTF	32.00	32.00	44.49	
FTES Generated by FTF	8,454	5,754	743	
FTES Generated by Adjunct Faculty				
Hours / FTES	525	525	525	
Hours Generated by Adjunct	5,524,664.25	3,100,807.50	2,785,166.25	
Class Size Standard - Adjunct	32.00	32.00	27.00	
Total Adjunct Hours	172,645.76	96,900.23	103,154.31	
Average Adjunct Hourly Rate (Column II, Step 3)	\$ 60.27	\$ 60.27	\$ 50.81	
Adjunct ED	\$ 7,804,020	\$ 4,380,133	\$ 4,979,207	
Average Overload Rate	\$ 62.71	\$ 62.71	\$ 62.71	
Overload ED	\$ 2,706,654	\$ 1,519,153	\$ 323,440	
Total ED (before program based funding)	\$ 10,510,674	\$ 5,899,286	\$ 5,302,647	\$ 21,712,607
	48%	27%	24%	
FTES Rate	\$ 998.81	\$ 998.81	\$ 999.54	

FC 5.16%; CC 2.5%; SCE 1% growth target for a District wide target of 3.6%

District proposes maximum 5% of total FTF to be funded as reassigned time

Class size - colleges: 32.00, SCE: 27.00

Average of Column II, Step 3 lecture/lab rates divided by 17.5; non-credit rate as posted; overload rate is average of Column III lecture/lab rates. 6%

Credit colleges: 75/25 between adjunct and overload; SCE: 95% adjunct, 5% overload

Program Based Funding

Retention rate	83.96	83.40		
Completion rate	68.41	67.5		
	52%	32%	16%	
Funding	\$ 1,300,000	\$ 800,000	\$ 400,000	\$ 2,500,000
Prior year substitute actual	64,973	119,696	73,041	

Proportionate allocation based on FTES for 2015-2016

Net ED - New Model 11,875,646.92 - 6,818,982.27 - 5,775,688.08 - 24,470,317.26