



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

**MEETING:** Organizational and Only Regular Meeting in December 2014

**DATE:** Tuesday, December 9, 2014, at 5:30 p.m.

**PLACE:** Board Room at the Anaheim Campus  
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.

**AGENDA:**

1. a. Pledge of Allegiance to the Flag
- b. Board of Trustees Roll Call
- c. Presentations to 2014 Board Officers
- d. Certificate of Appointment in Lieu of Election for Jeffrey P. Brown, Barbara Dunsheath, and Donna Miller
- f. Administering Oaths of Office by Trustee M. Tony Ontiveros
- g. Election of President of Board of Trustees for one-year term
- h. Election of Vice President of Board of Trustees for one-year term
- i. Election of Secretary of Board of Trustees for one-year term
- j. Appointment of representative and alternate to County Committee on Election of Members of the County Committee on School District Organization  
(M. Tony Ontiveros and Jeff Brown are current appointees)
- k. Appointment of representative to Fullerton Museum Association of North Orange County  
(Molly McClanahan is current appointee)
- l. Appointment of representative to Cypress College Foundation  
(Barbara Dunsheath is current appointee)
- m. Appointment of representative to the Fullerton College Foundation  
(Leonard Lahtinen is current appointee)
- n. Appointment of representative to the Community College Foundation of North Orange County  
(Donna Miller is current appointee)
- o. Appointment of two Ad Hoc Representatives to the Community College Foundation of North Orange County  
(Fred Williams and Kai Stearns Moore are current appointees)

- p. Appointment of three representatives to the District Investment Committee (Jeff Brown, Molly McClanahan, and Donna Miller are current appointees)
- q. Appointment of three representatives to the District Audit Committee (Leonard Lahtinen, Molly McClanahan and M. Tony Ontiveros are current appointees)
- r. Appointment of Chancellor as Executive Secretary
- s. Appointment of Executive Administrative Aide to the Chancellor as Recording Secretary
- t. Adoption of Board Meeting Calendar: January 2015 through November 2015
- r. Any other organizational matters

### **End of Organizational Meeting**

## **2. CONVENE OPEN SESSION OF REGULAR MEETING**

- a. **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.
- b. **Consider Non-Personnel block-vote items indicated by [ ] in Sections 3 and 4**
- c. **Consider Personnel block-vote items indicated by [ ] in Section 5**

Agenda items designated as block-vote items with [ ] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.

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

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

- d. **Reports:**

#### **Chancellor**

#### **College Presidents/Provost**

- e. **Comments:**  
  - Resource Table Personnel**
  - Members of the Board of Trustees**
- f. Approval of Minutes of the Regular Meeting of November 25, 2014.
- g. **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 Organization: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.**

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

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

**Per Section 54956.9(d)(2)- Significant Exposure to Litigation**

**Claimant: Shayla VanWormer &  
Graciela VanWormer  
Agency Claimed Against: NOCCCD**

**Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Chancellor**

**3. FINANCE AND FACILITIES**

- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- [b] Authorization is requested for the 2014-2015 General Fund and Capital Outlay Fund budget transfers and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307. **(The Resolutions are available for review in the District's Business Office.)**
- c. It is requested that the Board receive and review the annual audits of the District for fiscal year 2013-2014.
- d. It is recommended that the Board receive as an information item the process followed in seeking assistance to conduct the Chancellor search and the selection of the Community College Search Services.
- [e] Authorization is requested establish a pool of architectural firms to provide architectural and engineering services for Districtwide projects. The District intends to employ the pre-qualified Consultants, on an as-needed basis to serve various roles in support of the District's facilities construction program.

- [f] Authorization is requested to amend the agreement with Facilities Planning & Program Services, Inc. (FPPS) by increasing the contract amount and extending the contract from November 14, 2014, to June 30, 2015.
- [g] Authorization is requested to enter into an agreement with the Liquidation Company to conduct an auction for the sale of surplus and obsolete supplies and equipment.

**4. INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the Student Equity Plans from Cypress College, Fullerton College, and the School of Continuing Education.
- [b] It is recommended that the Board approve the Cypress College curriculum revisions, effective fall 2015.
- [c] It is recommended that the Board approve the Fullerton College curriculum revisions, effective fall 2015.
- [d] Authorization is requested to accept an increase to the Job Access Return Commute (JARC) Grant by the Orange County Transportation Authority.
- [e] Authorization is requested for Fullerton College to accept a variety of donations to numerous campus departments, student services, and the food bank.

**5. HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:
  - Retirement
  - New Personnel
  - Change in Salary Classification
  - Payment for Independent Learning Contracts
  - Leaves of Absence
  - Temporary Academic Hourly
- [b] Request approval of the following items concerning classified personnel:
  - Declination of Offer of Employment
  - New Personnel
  - Voluntary Changes in Assignment
  - 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] Request approval of the 2015-2016 Academic Calendar for credit and noncredit instructors.

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  
2015 BOARD OF TRUSTEES MEETING CALENDAR**

**Board Room at the Anaheim Campus  
1830 W. Romneya Drive, Anaheim  
at 5:30 p.m. unless otherwise noted**

|   |   |
|---|---|
| Only Regular Meeting in January   | Fourth Tuesday, January 27, 2015  |
| First Regular Meeting in February<br>Second Regular Meeting in February   | Second Tuesday, February 10, 2015<br>Fourth Tuesday, February 24, 2015  |
| First Regular Meeting in March<br>Second Regular Meeting in March         | Second Tuesday, March 10, 2015<br>Fourth Tuesday, March 24, 2015        |
| First Regular Meeting in April<br>Second Regular Meeting in April         | Second Tuesday, April 14, 2015<br>Fourth Tuesday, April 28, 2015        |
| First Regular Meeting in May<br>Second Regular Meeting in May             | Second Tuesday, May 12, 2015<br>Fourth Tuesday, May 26, 2015            |
| First Regular Meeting in June<br>Second Regular Meeting in June           | Second Tuesday, June 9, 2015<br>Fourth Tuesday, June 23, 2015           |
| Only Regular Meeting in July  | Fourth Tuesday, July 28, 2015   |
| First Regular Meeting in August<br>Second Regular Meeting in August       | Second Tuesday, August 11, 2015<br>Fourth Tuesday, August 25, 2015      |
| First Regular Meeting in September<br>Second Regular Meeting in September | Second Tuesday, September 8, 2015<br>Fourth Tuesday, September 22, 2015 |
| First Regular Meeting in October<br>Second Regular Meeting in October     | Second Tuesday, October 13, 2015<br>Fourth Tuesday, October 27, 2015    |
| First Regular Meeting in November<br>Second Regular Meeting in November   | Second Tuesday, November 10, 2015<br>Fourth Tuesday, November 24, 2015  |

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
Resolution \_\_\_\_\_  
**DATE:** December 9, 2014 Information \_\_\_\_\_  
Enclosure(s)     X    

**SUBJECT:** Ratification of Purchase Orders and Checks

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

The purchase order numbers P0098391-P0099198, check numbers C0041044-C0041175; F0184522-F0184982; Q0003883-Q0003920; 88432909-88433731; V0031257-V0031259; 70065921-70067158; disbursements E8564891-E8565776; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are SCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Higher One disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

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

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

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

**RECOMMENDATION:** It is recommended that the Board ratify purchase order numbers P0098391 - P0099198 through November 18, 2014, totaling \$2,355,279.70, and check numbers C0041044-C0041175, totaling \$65,703.07; check numbers F0184522-F0184982, totaling \$291,386.35; check numbers Q0003883-Q0003920, totaling \$6,956.78; check numbers 88432909-88433731, totaling \$4,298,513.43; check numbers V0031257-V0031259, totaling \$18,999.41; check numbers 70065921-70067158, totaling \$274,072.83; and disbursements E8564891-E8565776, totaling \$1,261,101.65, through November 30, 2014.

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

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

3.a  
\_\_\_\_\_  
Item No.

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME                    | AMOUNT      | FUND           | SITE | DESCRIPTION   |
|----------|--------------------------------|-------------|----------------|------|---|
| P0098391 | JM & J Contractors             | \$39,500.00 | Capital Outlay | AC   | Bid #2014-19 Anaheim Campus Power Plant Restoration (CUPCCAA)   |
| P0098607 | Gilbert & Stearns Inc          | \$44,517.60 | Capital Outlay | AC   | Labor and Materials for FC Lighting Project                     |
| P0098746 | Apple Computer Inc             | \$500.00    |                | CC   | Computer Software   |
| P0098756 | OC Sewing & Vacuum             | \$1,634.98  |                | FC   | Sewing Machine Software   |
| P0098758 | Snap-on Business Solutions     | \$140.34    |                | CC   | Battery   |
| P0098759 | CDW Government Inc             | \$356.66    |                | FC   | Printing Machine  |
| P0098760 | GST                            | \$516.47    |                | CC   | Printing Machine  |
| P0098762 | G/M Business Interiors         | \$734.96    |                | AC   | Office Equipment  |
| P0098763 | Unisource Worldwide Inc        | \$5,297.67  |                | AC   | Paper Supplies for Warehouse Stock                              |
| P0098764 | Kelly Paper Co                 | \$966.55    |                | AC   | Paper Supplies  |
| P0098765 | Apple Computer Inc             | \$1,857.50  |                | FC   | Computer  |
| P0098768 | GST                            | \$769.31    |                | CC   | Office Supplies   |
| P0098769 | Total Western Inc              | \$1,000.00  |                | AC   | Onsite Boiler Repairs   |
| P0098771 | Computerland of Silicon Valley | \$69.00     |                | CC   | Software  |
| P0098772 | Dell Marketing LP              | \$1,298.31  |                | CC   | Computer Equipment  |
| P0098773 | Clark Security Products        | \$39.57     |                | CC   | Locks   |
| P0098775 | Flewelling & Moody             | \$59,346.00 | Capital Outlay | AC   | Feasibility Study for the Construction of M&O @ FC B/A: 8/26/14 |
| P0098776 | GST                            | \$309.46    |                | CC   | Computer Supplies   |
| P0098777 | Scantron Corporation           | \$288.53    |                | FC   | Classroom Supplies  |
| P0098779 | All Data LLC                   | \$975.00    |                | CC   | Annual Subscription   |
| P0098780 | Allsteel Inc                   | \$6,186.97  |                | CC   | Office Furniture  |
| P0098781 | Aardvark Clay & Supplies Inc   | \$550.00    |                | CC   | Blanket Order for Instructional Supplies                        |
| P0098782 | Airgas-West Inc                | \$1,334.36  |                | FC   | Propane for Forklifts   |
| P0098783 | B & H Photo Video Inc          | \$322.93    |                | FC   | Classroom Supplies  |
| P0098784 | Tomark Sports                  | \$1,667.16  |                | FC   | Athletic Equipment  |
| P0098785 | Vernier Software & Technology  | \$3,414.85  |                | FC   | Instructional Supplies  |
| P0098786 | Apple Computer Inc             | \$3,961.33  |                | FC   | Computer Equipment  |
| P0098787 | Controlled Key Systems         | \$716.70    |                | AC   | Drywall Supplies  |
| P0098788 | Buddy's All Stars, Inc.        | \$1,747.49  |                | FC   | Athletic Uniforms   |
| P0098789 | Z & Z Medical Inc              | \$199.44    |                | CC   | Radiology Supplies  |
| P0098790 | OCLC Inc                       | \$4,000.00  |                | CC   | Library Subscriptions   |



**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME   | AMOUNT       | FUND | SITE | DESCRIPTION  |
|----------|---|--------------|------|------|--|
| P0098791 | Sasco Electric                                      | \$34,286.01  |      | FC   | Wi-Fi Cabling Project  |
| P0098792 | GoAnimate Inc                                       | \$322.93     |      | FC   | Computer Software  |
| P0098793 | Hufcor Airwall Inc                                  | \$80.93      |      | CC   | Tools  |
| P0098795 | Camayak LTD   | \$1,300.00   |      | FC   | Service Subscription   |
| P0098796 | Office Depot  | \$4,500.00   |      | SCE  | Office Supplies  |
| P0098797 | Rossi Automotive Equipment Corp                     | \$500.00     |      | FC   | Blanket Order for Automotive Supplies                          |
| P0098800 | Sodexo Inc and Affiliates                           | \$194.75     |      | FC   | Catering for New Faculty Staff Development                     |
| P0098801 | Shred-It California                                 | \$560.00     |      | FC   | Blanket Order for Document Shredding                           |
| P0098802 | Adorama   | \$258.56     |      | FC   | Journalism Supplies  |
| P0098803 | National Council on Black American Affairs          | \$5,000.00   |      | AC   | Sponsorship for the WRCBAA Career Institute                    |
| P0098804 | Compview  | \$698.31     |      | SCE  | Computer Equipment   |
| P0098805 | National Council for Marketing and Public Relations | \$150.00     |      | SCE  | Webinar Fees   |
| P0098806 | Engine Components & Machine                         | \$1,000.00   |      | FC   | Blanket Order Automotive Supplies                              |
| P0098809 | Amp'd Entertainment                                 | \$5,940.00   |      | FC   | Theater Equipment  |
| P0098811 | Wheeler, Deborah                                    | \$51.38      |      | FC   | Registration Reimbursement for Southern California Conferences |
| P0098814 | Gall's  | \$72.79      |      | FC   | Security Uniforms  |
| P0098815 | Lee, Sabrina  | \$51.38      |      | FC   | Registration Reimbursement for Southern California Conferences |
| P0098816 | Community College League of California              | \$2,241.00   |      | FC   | Software Subscription  |
| P0098817 | Student Insurance                                   | \$224,254.00 |      | AC   | Accident Insurance for Students and Athletes                   |
| P0098818 | Ran Graphics Inc                                    | \$4,743.36   |      | CC   | Printing Service   |
| P0098819 | Uribes Furniture & Upholstery                       | \$725.00     |      | CC   | Blanket Order for Upholstery Vehicles Seat                     |
| P0098820 | EBSCO   | \$2,089.87   |      | FC   | Publication Subscription                                       |
| P0098821 | Office Depot  | \$485.99     |      | CC   | Office Supplies  |
| P0098822 | Prestige Golf Cars                                  | \$671.13     |      | CC   | Golf Cart Parts  |
| P0098823 | Hillyard  | \$61.61      |      | CC   | Cleaning Supplies  |
| P0098824 | National League for Nursing Inc                     | \$1,390.00   |      | CC   | Membership Renewal   |
| P0098825 | Spectrum Laboratory Products Inc                    | \$4,000.00   |      | FC   | Blanket Order for Chemistry Lab Supplies                       |
| P0098826 | Amazon com  | \$812.25     |      | FC   | Academic Computing Supplies                                    |
| P0098828 | Sodexo Inc and Affiliates                           | \$121.50     |      | FC   | Catering for DSPS Event  |
| P0098829 | Henry Schein Inc                                    | \$171.93     |      | CC   | Art Lab Supplies   |
| P0098830 | Oxford University Press                             | \$371.79     |      | SCE  | Textbooks  |

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME                        | AMOUNT       | FUND           | SITE | DESCRIPTION   |
|----------|------------------------------------|--------------|----------------|------|---|
| P0098831 | Hollier, David                     | \$205.50     |                | FC   | Reimbursement for Online Tests                      |
| P0098832 | Vision Marking Devices             | \$30.92      |                | AC   | Office Equipment                                    |
| P0098833 | E Sam Jones Distributor Inc        | \$119,016.00 | Capital Outlay | AC   | Lighting Retrofit Kits for FC B/A: 3/11/14          |
| P0098834 | Montgomery Hardware                | \$31,427.72  | Capital Outlay | AC   | Labor and Materials for FC 1300 Building Doors      |
| P0098835 | Rodriguez Engineering Inc          | \$25,000.00  | Capital Outlay | AC   | FC Underground Utility Tunnel Structural Assessment |
| P0098836 | GI Endurant LLC                    | \$147,600.00 |                | AC   | Maintenance/Service Agreement - CC Cogen Plant      |
| P0098837 | Sipple, Ruth                       | \$253.37     |                | FC   | Reimbursement for Custom Plaque                     |
| P0098838 | Amazon com                         | \$395.32     |                | FC   | Computer Supplies                                   |
| P0098839 | CDW Government Inc                 | \$6,789.09   |                | CC   | Computer Equipment                                  |
| P0098840 | Computerland of Silicon Valley     | \$138.00     |                | CC   | Software Licenses                                   |
| P0098841 | Scantron Corporation               | \$9,397.20   |                | CC   | Instructional Equipment                             |
| P0098842 | B & H Photo Video Inc              | \$1,004.53   |                | FC   | Art Supplies  |
| P0098842 | B & H Photo Video Inc              | \$1,004.53   |                | FC   | Photo Supplies                                      |
| P0098843 | Laguna Clay Co                     | \$513.84     |                | FC   | Art Supplies  |
| P0098846 | Apple Computer Inc                 | \$105.84     |                | CC   | Computer Supplies                                   |
| P0098847 | Howards TV & Appliance Inc         | \$480.56     |                | FC   | Preschool Equipment                                 |
| P0098848 | Dick Blick Co                      | \$49.79      |                | FC   | Art Supplies  |
| P0098849 | CDW Government Inc                 | \$470.22     |                | AC   | Computer Supplies                                   |
| P0098850 | Markertek Video Supply             | \$177.66     |                | FC   | Classroom Supplies                                  |
| P0098851 | School Outfitters LLC              | \$334.80     |                | FC   | Classroom Supplies                                  |
| P0098852 | The CPR Hero Training Center       | \$800.00     |                | SCE  | CPR Training Fees                                   |
| P0098853 | Refrigeration Supplies Distributor | \$10,000.00  |                | CC   | Instructional Supplies                              |
| P0098854 | 1st California Notary Services     | \$652.50     |                | SCE  | Test Fees   |
| P0098855 | Design Science Inc                 | \$114.00     |                | CC   | Software  |
| P0098856 | Computerland of Silicon Valley     | \$4,320.00   |                | CC   | Software  |
| P0098857 | Jimni System Inc                   | \$961.90     |                | CC   | Labor and Materials for Removal of Grease Waste     |
| P0098858 | Cell Business Equipment            | \$6,509.71   |                | CC   | Cost per Copy Charges for CC Production Copier      |
| P0098859 | Bone Clones Inc                    | \$732.80     |                | FC   | Instructional Supplies                              |
| P0098860 | The Giust Gallery                  | \$736.55     |                | FC   | Art Supplies  |
| P0098861 | AnatomyTools.com                   | \$866.52     |                | FC   | Art Supplies  |
| P0098862 | Takach Press Corp                  | \$285.09     |                | FC   | Art Supplies  |

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME  | AMOUNT      | FUND | SITE | DESCRIPTION   |
|----------|--|-------------|------|------|---|
| P0098863 | MSC Industrial Supply Co Inc                               | \$132.37    |      | FC   | Equipment for Art Department                        |
| P0098864 | Rio Grande   | \$617.46    |      | FC   | Art Equipment                                       |
| P0098865 | Aardvark Clay & Supplies Inc                               | \$1,250.07  |      | FC   | Art Supplies  |
| P0098866 | Dick Blick Co  | \$191.60    |      | FC   | Art Supplies  |
| P0098868 | Division of the State Architect                            | \$58.80     |      | FC   | DSA Billing fee for Alterations to FC Commons Bldg  |
| P0098869 | Ratex Business Solutions Inc                               | \$49,176.00 |      | FC   | Software Upgrade & Maintenance for Bookstore System |
| P0098870 | FileSource Inc.  | \$85.87     |      | CC   | Office Supplies                                     |
| P0098871 | American College Health Association                        | \$375.00    |      | CC   | Membership Renewal                                  |
| P0098872 | Information Technology Partners, Inc.                      | \$6,840.00  |      | AC   | Software Upgrade                                    |
| P0098873 | H S Eckels & Company                                       | \$695.01    |      | CC   | Embalming Lab Supplies                              |
| P0098874 | DreamHost LLC  | \$83.21     |      | FC   | Web Hosting Fee                                     |
| P0098875 | Amazon com   | \$69.48     |      | FC   | Textbooks   |
| P0098876 | J W Pepper of Los Angeles                                  | \$2,000.00  |      | FC   | Blanket Order for FC Music Department               |
| P0098877 | Amazon com   | \$41.08     |      | FC   | Textbooks   |
| P0098878 | GST  | \$1,393.80  |      | CC   | Office Supplies                                     |
| P0098885 | B & H Photo Video Inc                                      | \$172.82    |      | FC   | Blue-Ray Player                                     |
| P0098886 | West Coast Promo Resource                                  | \$5,194.25  |      | AC   | Service Pins  |
| P0098887 | Woodwind & Brasswind of South Bend LLC                     | \$500.00    |      | FC   | Blanket Order for FC Music Department               |
| P0098888 | Stage Accents & Performance Concepts                       | \$2,000.00  |      | FC   | Blanket Order for FC Music Department               |
| P0098889 | Wayfair LLC  | \$170.77    |      | FC   | Tool Cart   |
| P0098890 | Lampline   | \$161.46    |      | FC   | Lighting Supplies                                   |
| P0098891 | Computer Learning for You                                  | \$2,700.00  |      | AC   | Computer Training                                   |
| P0098892 | M K Diamond Products Inc                                   | \$385.98    |      | FC   | Construction Equipment                              |
| P0098893 | Waxie Sanitary Supply Inc                                  | \$500.00    |      | FC   | Blanket Order for FC Repairs                        |
| P0098894 | BSN Sports Inc   | \$3,499.16  |      | CC   | Athletic Uniforms                                   |
| P0098895 | BSN Sports Inc   | \$210.60    |      | FC   | Athletic Supplies                                   |
| P0098897 | Medco Supply Co  | \$1,252.35  |      | FC   | Medical Supplies                                    |
| P0098902 | Soccer Central Inc.  | \$426.01    |      | FC   | Athletic Equipment                                  |
| P0098908 | Scantron Corporation                                       | \$5,296.32  |      | SCE  | Computer Program                                    |
| P0098909 | ASCAP - American Society of Composers Authors & Publishers | \$6,000.25  |      | FC   | Student Enrollment Fees                             |
| P0098910 | School Datebooks Inc                                       | \$4,299.38  |      | FC   | Student Planners                                    |

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME                                      | AMOUNT      | FUND | SITE | DESCRIPTION                              |
|----------|--|-------------|------|------|--|
| P0098911 | Office Depot                                     | \$215.96    |      | FC   | Office Supplies                          |
| P0098912 | Variable Speed Solutions Inc                     | \$6,026.41  |      | CC   | Onsite Motor Repairs                     |
| P0098913 | Janus Corporation                                | \$2,534.00  |      | CC   | Onsite Air Handler Remediation           |
| P0098914 | Allsteel Inc                                     | \$1,313.18  |      | CC   | Onsite Furniture Installation            |
| P0098915 | 951 Designs                                      | \$510.63    |      | FC   | Custom Shirts                            |
| P0098916 | Office Depot                                     | \$64.78     |      | FC   | Office Supplies                          |
| P0098917 | Buddy's All Stars, Inc.                          | \$1,498.00  |      | FC   | Athletic Supplies                        |
| P0098918 | Tritech Research Inc                             | \$2,819.00  |      | FC   | Biology Equipment                        |
| P0098919 | 3M Company                                       | \$4,073.21  |      | CC   | Software Licenses                        |
| P0098920 | Krueger International Inc                        | \$15,766.97 |      | FC   | Office Equipment                         |
| P0098921 | Chromix Inc                                      | \$948.24    |      | FC   | Software                                 |
| P0098922 | Infobase Publishing                              | \$229.89    |      | FC   | Instructional Videos                     |
| P0098923 | La Habra Fence Co Inc                            | \$130.20    |      | CC   | Equipment Repair                         |
| P0098924 | Broadcast Supply Worldwide                       | \$2,691.92  |      | FC   | Audio Equipment                          |
| P0098925 | Cell Business Equipment                          | \$69.20     |      | CC   | Overage Charged on Maintenance Copier    |
| P0098926 | Amazon com                                       | \$143.69    |      | FC   | Textbook                                 |
| P0098927 | Cell Business Equipment                          | \$16,200.00 |      | CC   | Maintenance Agreement for Copiers        |
| P0098928 | Hydroscape Products Inc                          | \$2,435.10  |      | CC   | Irrigation Supplies                      |
| P0098929 | Amazon com                                       | \$84.19     |      | FC   | Textbook                                 |
| P0098930 | Patt, Malinda                                    | \$3,833.61  |      | CC   | CalWORKs Child Care Services             |
| P0098931 | Pioneer Christian Schools of Southern California | \$2,581.74  |      | CC   | CalWORKs Childcare Services              |
| P0098932 | OptimalResume.com                                | \$1,477.00  |      | FC   | Resume Services                          |
| P0098933 | Office Depot                                     | \$1,500.00  |      | CC   | Blanket Order for Office Supplies        |
| P0098934 | Office Depot                                     | \$500.00    |      | FC   | Blanket Order for Office Supplies        |
| P0098935 | GIA Publications Inc                             | \$500.00    |      | FC   | Blanket Order for Instructional Supplies |
| P0098937 | Cerritos Dodge                                   | \$1,655.00  |      | CC   | District Vehicle Extended Warranty       |
| P0098938 | WMFY We Mail For You                             | \$442.81    |      | AC   | Reprographics Services                   |
| P0098939 | Dell Marketing LP                                | \$191.74    |      | CC   | Office Supplies                          |
| P0098940 | GST  | \$463.33    |      | CC   | Office Supplies                          |
| P0098942 | Kelly Paper Co                                   | \$1,104.00  |      | AC   | Printing Supplies                        |
| P0098943 | Dale Bunch Graphic Repair                        | \$1,464.45  |      | AC   | Printing Press Repair                    |

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME                                   | AMOUNT      | FUND | SITE | DESCRIPTION   |
|----------|---|-------------|------|------|---|
| P0098944 | Grainger Inc                                  | \$470.32    |      | FC   | Instructional Supplies                                |
| P0098945 | VWR Funding Inc                               | \$1,142.13  |      | CC   | Science Supplies                                      |
| P0098946 | Amazon com                                    | \$141.89    |      | CC   | Biology Lab Supplies                                  |
| P0098948 | Vermed Inc                                    | \$231.10    |      | CC   | Biology Lab Supplies                                  |
| P0098949 | Sodexo Inc and Affiliates                     | \$1,414.71  |      | FC   | Catering for the Basic Skills Initiative Workshop     |
| P0098950 | Pyrolynx Inc                                  | \$3,000.00  |      | CC   | Blanket Order for Servicing Fire Alarm Systems        |
| P0098951 | Division of the State Architect               | \$303.80    | Bond | AC   | Review Cost for FC Construction Field House & Stadium |
| P0098952 | Division of the State Architect               | \$78.40     | Bond | AC   | Review Cost for Construction FC Swimming Pool         |
| P0098953 | Bremer's Plumbing & Boiler Services Inc       | \$900.00    |      | AC   | Onsite Plumbing Repairs                               |
| P0098954 | National League for Nursing Inc               | \$1,369.00  |      | CC   | Comprehensive Nursing Achievement Tests               |
| P0098955 | Transportation Charter Services Inc           | \$607.00    |      | FC   | Transportation Services                               |
| P0098956 | Sasco Electric                                | \$570.00    |      | CC   | Data Cabling Services                                 |
| P0098957 | Tri-Dim Filter Corporation                    | \$2,000.00  |      | FC   | Blanket Order for HVAC Filters                        |
| P0098958 | 951 Designs                                   | \$1,150.21  |      | FC   | Athletic Uniforms                                     |
| P0098959 | CDW Government Inc                            | \$1,263.48  |      | FC   | Office Supplies                                       |
| P0098960 | Cameron Welding Supply                        | \$309.95    |      | FC   | Art Supplies  |
| P0098961 | GST   | \$11,586.24 |      | CC   | Office Equipment                                      |
| P0098962 | Pearson                                       | \$1,500.00  |      | CC   | Online Examination Fees                               |
| P0098963 | MTM Technologies, Inc.                        | \$19,015.11 |      | FC   | Computer Hardware Support                             |
| P0098965 | NAFSA: Association of International Educators | \$278.00    |      | CC   | License Renewal                                       |
| P0098970 | Coast Arbor                                   | \$4,900.00  |      | AC   | Onsite Tree Trimming Services                         |
| P0098971 | Sprint Nextel                                 | \$17.27     |      | AC   | Cellular Phone Accessory                              |
| P0098972 | Office Depot                                  | \$1,000.00  |      | FC   | Blanket Order for Office Supplies                     |
| P0098973 | Northern Tool & Equipment                     | \$466.29    |      | CC   | Tow Trailer   |
| P0098974 | Garys Radiator                                | \$932.75    |      | CC   | Offsite Vehicle Repairs                               |
| P0098975 | Hi Standard Automotive LLC                    | \$1,853.73  |      | CC   | Offsite Automobile Repairs                            |
| P0098976 | Kurzweil and Intellitools                     | \$1,636.21  |      | FC   | Software  |
| P0098977 | Wesco Distribution Inc                        | \$1,271.43  |      | CC   | Electrical Supplies                                   |
| P0098979 | GST   | \$309.46    |      | CC   | Printer   |
| P0098980 | Airgas-West Inc                               | \$203.20    |      | CC   | Instructional Supplies                                |
| P0098981 | Dexter Industries                             | \$4,127.40  |      | FC   | Computer Software                                     |

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME                             | AMOUNT      | FUND | SITE | DESCRIPTION                                    |
|----------|---|-------------|------|------|--|
| P0098982 | Orange County Fire Authority            | \$1,000.00  |      | CC   | False Alarm Response                           |
| P0098983 | Bremer's Plumbing & Boiler Services Inc | \$1,343.08  |      | AC   | Onsite Plumbing Services                       |
| P0098984 | YBH Restaurants Inc                     | \$63.19     |      | CC   | Catering for Curriculum Committee Meeting      |
| P0098985 | Education To Go Inc                     | \$1,425.50  |      | SCE  | Online Class Registration                      |
| P0098986 | Humanscale                              | \$398.26    |      | SCE  | Office Equipment                               |
| P0098987 | Corporate Business Interiors Inc        | \$486.00    |      | SCE  | On- Site Installation                          |
| P0098988 | Joint Commission Resources              | \$2,345.00  |      | CC   | Site License and Software                      |
| P0098989 | Apple Computer Inc                      | \$5,144.61  |      | CC   | Instructional Equipment                        |
| P0098990 | Dick Blick Co                           | \$666.22    |      | FC   | Art Materials                                  |
| P0098992 | YBH Restaurants Inc                     | \$1,018.71  |      | CC   | Catering for CTE Transitions HS Counselor      |
| P0098993 | B & H Photo Video Inc                   | \$585.47    |      | FC   | Photo Supplies                                 |
| P0098994 | PR Media                                | \$575.00    |      | AC   | Advertising and Publishing                     |
| P0098995 | Nexus IS Inc                            | \$79,633.05 |      | CC   | Computer Equipment                             |
| P0098996 | Division of the State Architect         | \$39.20     |      | CC   | Review Cost for Alterations to CC Fuel Station |
| P0098997 | Covoc Corp                              | \$1,665.00  |      | CC   | Onsite Window Shade Installation               |
| P0098998 | Lego Education                          | \$15,095.89 |      | FC   | Software                                       |
| P0098999 | GST                                     | \$11,864.28 |      | CC   | Instructional Equipment                        |
| P0099000 | Office Depot                            | \$92.08     |      | FC   | Office Supplies                                |
| P0099001 | Riverside Publishing                    | \$334.37    |      | FC   | Textbooks                                      |
| P0099002 | Council of Chief Librarians             | \$150.00    |      | FC   | Annual Membership                              |
| P0099003 | Lee Lawnmower Corp                      | \$2,808.00  |      | CC   | Grounds Keeping Equipment                      |
| P0099004 | Corporate Business Interiors Inc        | \$297.01    |      | CC   | Office Furniture                               |
| P0099004 | Corporate Business Interiors Inc        | \$297.01    |      | CC   | Furniture Installation Materials               |
| P0099020 | Amazon com                              | \$48.17     |      | SCE  | Pharmacy Tech Lab Supplies                     |
| P0099021 | Uribes Furniture & Upholstery           | \$1,000.00  |      | CC   | Blanket Order for Upholstery Theatre Furniture |
| P0099022 | Digital Tutors                          | \$7,900.20  |      | FC   | Software Licenses                              |
| P0099023 | PSS Physician Sales and Services        | \$4,308.88  |      | SCE  | Lab Supplies                                   |
| P0099024 | Gaylord Bros                            | \$197.39    |      | FC   | Library Supplies                               |
| P0099025 | Sodexo Inc and Affiliates               | \$249.75    |      | SCE  | Catering for College Pathways Meeting          |
| P0099026 | Coast Fitness Repair Shop Inc           | \$246.26    |      | FC   | Fitness Equipment                              |
| P0099027 | Livescribe Inc                          | \$42.53     |      | FC   | Computer Equipment                             |

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME   | AMOUNT       | FUND           | SITE | DESCRIPTION  |
|----------|---|--------------|----------------|------|--|
| P0099028 | Spark Media Inc   | \$150.00     |                | FC   | Media License  |
| P0099029 | Fuller Truck Accessories                                    | \$1,870.24   |                | CC   | Vehicle Equipment  |
| P0099030 | Provantage  | \$1,996.63   |                | FC   | Classroom Supplies   |
| P0099031 | Cambridge Computer Services Inc                             | \$2,877.35   |                | FC   | Computer Equipment   |
| P0099033 | Pearson Education Inc                                       | \$18,048.64  |                | SCE  | Media License  |
| P0099034 | Davino, Dennis  | \$323.46     |                | SCE  | Catering for Collaborative Meeting                                 |
| P0099035 | World Wide Technology Inc                                   | \$9,260.69   |                | FC   | Network Equipment  |
| P0099036 | CDW Government Inc  | \$59,875.20  |                | FC   | Network Equipment  |
| P0099037 | WB Construction   | \$12,125.00  |                | CC   | Onsite Classroom Walls Extension                                   |
| P0099038 | Legal Age Security Software Inc                             | \$75.00      |                | SCE  | Software License   |
| P0099039 | WMFY We Mail For You  | \$4,606.20   |                | AC   | Reprographics Services   |
| P0099041 | Kehoe, John   | \$125.00     |                | FC   | Reimbursement for Pesticide License Exam                           |
| P0099042 | Instant Signs & Banners                                     | \$1,107.84   |                | CC   | Onsite Sign Installation   |
| P0099043 | Yosemite Community College District                         | \$2,450.00   |                | AC   | Job Fair Fees  |
| P0099044 | Joint Review Committee on Educ in Diagnostic Med Sonography | \$1,200.00   |                | CC   | Annual Fee - Ultrasound (Accreditation)                            |
| P0099045 | GST   | \$6,876.34   |                | FC   | Computer Equipment   |
| P0099047 | World Wide Technology Inc                                   | \$31,744.45  |                | FC   | Software Licenses  |
| P0099048 | CDW Government Inc  | \$68.61      |                | AC   | Office Supplies  |
| P0099049 | Rinda Technologies Inc                                      | \$1,096.67   |                | CC   | Computer Program   |
| P0099050 | McGinnis Custom Plastics                                    | \$6,943.00   |                | SCE  | On- Site Installation  |
| P0099051 | Outdoor Dimensions  | \$13,003.09  |                | CC   | Onsite Windscreen Installation                                     |
| P0099052 | Tomark Sports   | \$1,017.76   |                | CC   | Athletic Supplies  |
| P0099053 | Scantron Corporation  | \$3,000.00   |                | FC   | Blanket Order for Scantron Forms                                   |
| P0099054 | Strata Information Group                                    | \$3,960.00   |                | FC   | IS Consultant Services   |
| P0099055 | Barnes & Noble Inc  | \$1,000.00   |                | CC   | Blanket Order for Library Supplies                                 |
| P0099056 | Incotechnic Inc   | \$350,000.00 | Capital Outlay | AC   | Bid 2014-20 CC new Main Entry Digital Sign Structure B/A: 10/14/14 |
| P0099057 | Toshiba America Information Systems Inc                     | \$8,633.13   |                | SCE  | Copier Equipment   |
| P0099058 | Knorr Systems Inc   | \$19,999.92  | Capital Outlay | AC   | Swimming Pool Lighting Project @ FC                                |
| P0099059 | RefPay.com  | \$14,538.00  |                | FC   | Payment of Team Officials  |
| P0099065 | Eberhard Equipment  | \$41,342.50  |                | CC   | Utility Tractor  |
| P0099067 | Pezeshki Engineering Inc                                    | \$9,000.00   | Capital Outlay | AC   | Chiller Reconfiguration Project @FC                                |

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME   | AMOUNT      | FUND           | SITE | DESCRIPTION   |
|----------|---|-------------|----------------|------|---|
| P0099068 | P2S Engineering Inc                                 | \$15,500.00 | Capital Outlay | AC   | Inventory of Existing HVAC Equipment @ FC                     |
| P0099071 | Lions Gate Hotel and Conference Center              | \$2,357.01  |                | FC   | Hotel Lodging for Women's Water Polo Team                     |
| P0099074 | Alan's Lawnmower & Garden Center Inc                | \$21,311.45 |                | CC   | Grounds Working Tools   |
| P0099075 | Metro Video Systems Inc                             | \$33,198.45 |                | CC   | Security Cameras  |
| P0099076 | Hertz Equipment Rental Corp                         | \$39,760.21 |                | CC   | Electric Boom Lift  |
| P0099077 | Toshiba America Information Systems Inc             | \$16,317.38 |                | AC   | Copier Equipment  |
| P0099078 | Brea/Orange County Plumbing                         | \$4,000.00  |                | FC   | Blanket Order for Onsite HVAC Repairs                         |
| P0099079 | Accent Flag & Sign Service                          | \$9,460.80  |                | CC   | Onsite Flagpole Installation                                  |
| P0099080 | Masco Sweepers Inc                                  | \$58,006.00 |                | CC   | Parking Lot Sweeper   |
| P0099082 | Musson Theatrical Inc                               | \$19,548.68 | Capital Outlay | AC   | Theater Lighting Equipment @ FC                               |
| P0099083 | Office Depot  | \$172.80    |                | FC   | Office Supplies   |
| P0099084 | CDW Government Inc                                  | \$176.07    |                | SCE  | Media Equipment   |
| P0099085 | Houghton Mifflin Harcourt Publishing Company        | \$1,248.00  |                | SCE  | Textbooks   |
| P0099086 | California Municipal Statistics Inc                 | \$300.00    |                | AC   | Tax Disclosure 2013-14  |
| P0099087 | Sodexo Inc and Affiliates                           | \$360.69    |                | FC   | Catering for New Faculty Seminar                              |
| P0099088 | National Council for Marketing and Public Relations | \$150.00    |                | SCE  | Annual Membership   |
| P0099090 | Dick Blick Co                                       | \$1,151.17  |                | FC   | Art Supplies  |
| P0099091 | Baker & Taylor Inc                                  | \$5,000.00  |                | CC   | Blanket Order for Library Supplies                            |
| P0099092 | Office Depot  | \$1,000.00  |                | FC   | Blanket Order for Office Supplies                             |
| P0099093 | Office Depot  | \$4,000.00  |                | FC   | Blanket Order for Office Supplies                             |
| P0099094 | Office Depot  | \$268.89    |                | CC   | Office Supplies   |
| P0099095 | South Bay Document Destruction                      | \$180.00    |                | FC   | Document Shredding  |
| P0099096 | SphereXV  | \$8,500.00  |                | CC   | File Integration System                                       |
| P0099099 | Grainger Inc  | \$551.03    |                | AC   | Folding Hand Truck  |
| P0099100 | Carmona's Collision Repair Inc                      | \$2,128.61  |                | FC   | Offsite Vehicle Repairs                                       |
| P0099101 | James Howard Company                                | \$1,279.98  |                | FC   | Art Equipment   |
| P0099102 | G/M Business Interiors                              | \$1,767.62  |                | AC   | Office Equipment  |
| P0099103 | Snap-on Business Solutions                          | \$5,000.00  |                | CC   | Blanket Order for Instructional Supplies                      |
| P0099104 | English Talk Shop LLC                               | \$6,739.20  |                | SCE  | Instructional Software  |
| P0099138 | Hsieh, Betina                                       | \$100.00    |                | FC   | Honorarium for Benita Hsieh for the Common Core Workshop @ FC |
| P0099139 | K-12 Specialties Inc                                | \$2,184.07  |                | FC   | Onsite Carpet Cleaning  |



**BOARD RECAP  
FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014  
BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME                          | AMOUNT      | FUND | SITE | DESCRIPTION                                 |
|----------|--------------------------------------|-------------|------|------|---|
| P0099140 | WT Cox Information Services          | \$1,600.00  |      | CC   | Blanket Order for Library Subscriptions     |
| P0099141 | Eberhard Equipment                   | \$34,365.26 |      | CC   | Industrial Lawn Mowers                      |
| P0099143 | Office Depot                         | \$615.57    |      | FC   | Office Supplies                             |
| P0099144 | ProQuest Information and Learning    | \$1,830.00  |      | CC   | Computer Program                            |
| P0099145 | PSS Physician Sales and Services     | \$656.42    |      | SCE  | Instructional Supplies                      |
| P0099146 | The Oak Co                           | \$3,166.75  |      | CC   | Layout for Spring Schedule 2015             |
| P0099147 | Broadcast Supply Worldwide           | \$280.76    |      | FC   | Media Equipment                             |
| P0099148 | Bay Actuarial Consultants            | \$5,000.00  |      | AC   | Actuarial Study                             |
| P0099149 | Arthur J Gallagher & Company         | \$2,954.00  |      | AC   | 13-14 WC Supplemental Premium               |
| P0099150 | SimplexGrinnell                      | \$6,405.00  |      | FC   | Onsite Smoke Detector Repairs               |
| P0099153 | Dallas Midwest                       | \$1,354.34  |      | FC   | Office Equipment                            |
| P0099154 | Trend Offset Printing Services Inc   | \$3,981.97  |      | AC   | Reprographics Services                      |
| P0099155 | Alternative Energy Store             | \$1,520.72  |      | CC   | Solar Panels                                |
| P0099156 | Full Compass Systems Ltd             | \$5,792.15  |      | FC   | Instructional Supplies                      |
| P0099157 | Fullerton College                    | \$200.00    |      | CC   | Catering for Puente Program @ CC            |
| P0099158 | Grainger Inc                         | \$308.22    |      | FC   | Office Equipment                            |
| P0099159 | Embi Tec                             | \$2,712.72  |      | FC   | BioTech Lab Supplies                        |
| P0099160 | Scantron Corporation                 | \$38.72     |      | CC   | Classroom Instructional Supplies            |
| P0099161 | Dell Marketing LP                    | \$3,768.42  |      | CC   | Computer Equipment                          |
| P0099162 | Case & Sons Construction Inc         | \$8,140.00  |      | CC   | Softball Field Electrical Wireless Project  |
| P0099163 | Amazon com                           | \$128.61    |      | CC   | Physics Lab Supplies                        |
| P0099164 | Grainger Inc                         | \$450.60    |      | CC   | Physics Lab Supplies                        |
| P0099165 | Sasco Electric                       | \$1,000.00  |      | FC   | DSPS Structured Cabling System Installation |
| P0099166 | Computerland of Silicon Valley       | \$190.00    |      | CC   | Computer Program                            |
| P0099167 | Apple Computer Inc                   | \$8,156.03  |      | CC   | Computer Equipment                          |
| P0099168 | Corporate Business Interiors Inc     | \$150.00    |      | CC   | Office Reorganization Cost                  |
| P0099172 | League For Innovation                | \$337.91    |      | AC   | Lodging Fee for Innovations 2014 Conference |
| P0099173 | Guitar Center Inc                    | \$2,642.98  |      | FC   | Media Equipment                             |
| P0099175 | Apex Audio Inc                       | \$615.71    |      | FC   | Media Equipment                             |
| P0099176 | Hazelrigg Claims Management Services | \$42,750.00 |      | AC   | Claims Administration Fee                   |
| P0099177 | CN School and Office Solutions Inc   | \$733.97    |      | AC   | Office Furniture                            |

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

| PO       | VENDOR NAME                        | AMOUNT      | FUND           | SITE | DESCRIPTION  |
|----------|------------------------------------|-------------|----------------|------|--|
| P0099178 | CA Botana International Inc        | \$2,000.00  |                | FC   | Blanket Order for Cosmetology Supplies               |
| P0099179 | CDW Government Inc                 | \$1,668.27  |                | FC   | Computer Equipment                                   |
| P0099180 | Dermalogica Inc                    | \$2,000.00  |                | FC   | Blanket Order for Instructional Supplies             |
| P0099181 | Bioexpress Corp                    | \$921.27    |                | FC   | BioTech Lab Supplies                                 |
| P0099182 | Burmax Co Inc                      | \$2,000.00  |                | FC   | Blanket Order for Instructional Supplies             |
| P0099183 | Dinair Airbrush Makeup Systems Inc | \$250.00    |                | FC   | Blanket Order for Instructional Supplies             |
| P0099184 | Priority Mailing Systems Inc       | \$2,251.81  |                | AC   | Mailer Subscription                                  |
| P0099185 | American Association of Museums    | \$321.29    |                | FC   | Textbooks  |
| P0099186 | Magdaleno, Yessika                 | \$172.25    |                | CC   | Child Care for CalWORKs Student                      |
| P0099187 | Vision Communications Company      | \$2,000.00  |                | AC   | Blanket Order for Radio Maintenance                  |
| P0099188 | Office Depot                       | \$7,000.00  |                | SCE  | Blanket Order for Office Supplies                    |
| P0099189 | Dell Marketing LP                  | \$2,597.00  |                | CC   | Computers  |
| P0099190 | Restaurant Depot                   | \$14,000.00 |                | CC   | Blanket Order for Instructional Supplies             |
| P0099191 | Cal Pro Specialties                | \$270.46    |                | SCE  | Promotional Items                                    |
| P0099192 | Jimni System Inc                   | \$14,144.00 | Capital Outlay | AC   | Storm Station Project at AC                          |
| P0099193 | Schindler Elevator Corporation     | \$6,222.00  | Capital Outlay | AC   | Scavenger Pump Elevators for FC                      |
| P0099194 | Beacon Medical Products            | \$5,888.00  | Capital Outlay | AC   | Annual Maintenance Service for Medical Vacuum System |
| P0099195 | Montgomery Hardware                | \$6,743.44  | Capital Outlay | AC   | Labor and Materials for Doors @ FC Lockshop          |
| P0099196 | Pacific Parking Systems Inc        | \$11,480.00 |                | FC   | Preventative Maintenance for Parking System Machines |
| P0099197 | Schindler Elevator Corporation     | \$6,781.00  | Capital Outlay | AC   | Installation of Elevators Door Protection @ FC Bldgs |
| P0099198 | Alexander's Mobility Service       | \$8,373.14  | Capital Outlay | AC   | Relocation & Storage Services for Power Plant @ AC   |

\$2,355,279.70

Approved by: \_\_\_\_\_

Fred Williams, Vice Chancellor

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

|                 |   |              |   |
|-----------------|---|--------------|---|
| <b>TO:</b>      | BOARD OF TRUSTEES   | Action       | X |
|                 |   | Resolution   | X |
| <b>DATE:</b>    | December 9, 2014  | Information  |   |
|                 |   | Enclosure(s) | X |
| <b>SUBJECT:</b> | 2014-2015 Budget Transfers: General Fund<br>and Capital Outlay Fund |              |   |

**BACKGROUND:** While all areas attempt to project their expenditures accurately, situations occur which require transfers to be made. Many times an amount is budgeted for a project but the specific areas of expenditures are not determined until a later date. In this case, the funds are then transferred to the specific accounts.

The attached transfers have been requested and only represent those that affect a contingency account, exceed \$10,000, and/or establish new revenue and expense budgets. In each case, a brief explanation is stated. Additional information will be provided upon request. Pursuant to the California Code of Regulations Title 5, §58307, transfers of funds may be made from reserve for contingencies to any expenditure classification or between expenditure classifications at any time by written resolution of the Board of Trustees. In addition, a resolution providing for the transfer from reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees. This agenda item was submitted by 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 6250, Budget Management.

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

**RECOMMENDATION:** Authorization is requested for the 2014-2015 General Fund and Capital Outlay Fund budget transfers netting to the amount of \$515,747 and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

---

Fred Williams  
Recommended by

---

Approved for Submittal

---

3.b.1  
Item No.

Budget Transfers  
12-09-14

- |    |       |   |     |  |         |
|----|-------|---|-----|--|---------|
| 1. | From: | 11100-xxxx-60000-6xxx   | CC  | Equipment – Prior Year Fund  | 81,330  |
|    | To:   | 11100-2180-23400-6750   | CC  | Noninstructional Professional Hourly – Prior Year Fund               | 4,000   |
|    |       | 11100-2180-30000-6750   | CC  | H&W Benefits – Prior Year Fund                                       | 400     |
|    |       | 11100-2180-40000-6750   | CC  | Supplies and Materials – Prior Year Fund                             | 1,000   |
|    |       | 11100-21xx-50000-6xxx   | CC  | Other Operating Expenses – Prior Year Fund                           | 75,930  |
|    |       | Transfer to re-allocate budgets to the appropriate accounts.  |     |  |         |
|    |       |   |     |  |         |
| 2. | From: | 11200-4165-60000-6150   | CC  | Equipment – Current Year Fund  | 65,000  |
|    | To:   | 11200-4165-50000-6150   | CC  | Other Operating Expenses – Current Year Fund                         | 65,000  |
|    |       | Transfer to cover the purchase of software/licensing for Cypress College Academic Computing Department.   |     |  |         |
|    |       |   |     |  |         |
| 3. | From: | 11100-9703-79430-6010   | SCE | Other Reserve for Contingencies – Prior Year Fund                    | 17,800  |
|    | To:   | 11100-8310-44110-6010   | SCE | Noninstructional Supplies – Prior Year Fund                          | 17,800  |
|    |       | Transfer to re-allocate budget to the appropriate account for innovation funding for the “District-wide Transitions Forum: Building Connections – Facilitating Student Transitions from Noncredit to Credit” project. |     |  |         |
|    |       |   |     |  |         |
| 4. | From: | 11200-4250-21110-6790   | CC  | Classified Monthly Salaries – Current Year Fund                      | 6,898   |
|    |       | 11200-4250-3xxxx-6790   | CC  | H&W Benefits – Current Year Fund                                     | 3,182   |
|    |       | 11100-4800-64000-6720   | CC  | Equipment – Prior Year Fund  | 14,520  |
|    | To:   | 11100-4250-51900-6790   | CC  | Personal & Consultant Services – Prior Year Fund                     | 14,520  |
|    |       | 11200-4250-51900-6790   | CC  | Personal & Consultant Services – Current Year Fund                   | 10,080  |
|    |       | Transfer to partially fund the planning and outcome services of consultant working on the Strategic Plan evaluation, Mission, Vision and Values Review and the Outcome Analysis.                                      |     |  |         |
|    |       |   |     |  |         |
| 5. | From: | 17714-3230-40000-6320   | CC  | Supplies and Materials – SSSP  | 15,000  |
|    | To:   | 17714-3230-60000-6320   | CC  | Equipment – SSSP   | 15,000  |
|    |       | Transfer to cover the purchase of computers, monitors, and scanners for Student Success & Support Program services at Cypress College.  |     |  |         |
|    |       |   |     |  |         |
| 6. | From: | 18154-6060-79200-6120   | FC  | Personnel Contingencies – Basic Skills                               | 168,578 |
|    | To:   | 18154-6060-12800-6010   | FC  | Reassigned Time - Noninstructional Salaries – Basic Skills           | 8,136   |
|    |       | 18154-6060-21110-6120   | FC  | Classified Monthly Salaries – Basic Skills                           | 4,360   |
|    |       | 18154-6060-23xxx-6120   | FC  | Noninstructional Salaries – Basic Skills                             | 43,792  |
|    |       | 18154-6060-24100-xxxx   | FC  | Hourly Instructional Aide Salaries/Direct Instruction – Basic Skills | 96,201  |
|    |       | 18154-6060-30000-6120   | FC  | H&W Benefits – Basic Skills  | 16,089  |
|    |       | Transfer to re-allocate budgets to the appropriate accounts.  |     |  |         |

Budget Transfers  
12-09-14

|     |       |   |    |  |         |
|-----|-------|---|----|--|---------|
| 7.  | From: | 11200-74xx-44xxx-65xx   | FC | Noninstructional Supplies– Current Year Fund         | 18,700  |
|     | To:   | 11200-7405-52220-6590   | FC | Equipment Repairs – Current Year Fund                | 18,700  |
|     |       | Transfer to cover the cost of maintenance and repairs for fire alarm system and vehicles for the Fullerton College Facilities Department.   |    |  |         |
| 8.  | From: | 17714-3230-40000-6320   | CC | Supplies and Materials – SSSP                        | 40,000  |
|     | To:   | 17714-3230-12300-6320   | CC | Counselors Salaries – SSSP                           | 40,000  |
|     |       | Transfer to cover the anticipated cost of salaries for counselors in support of program goals.  |    |  |         |
| 9.  | From: | 17714-3230-40000-6320   | CC | Supplies and Materials – SSSP                        | 15,000  |
|     | To:   | 17714-3230-60000-6320   | CC | Equipment – SSSP                                     | 15,000  |
|     |       | Transfer to cover the purchase of computers and printers for program staff.   |    |  |         |
| 10. | From: | 11200-1319-5xxxx-6590   | AC | Other Operating Expenses– Current Year Fund          | 3,180   |
|     |       | 11200-1319-6xxxx-6590   | AC | Equipment – Current Year Fund                        | 9,621   |
|     | To:   | 11200-1319-44110-6590   | AC | Noninstructional Supplies – Current Year Fund        | 12,801  |
|     |       | Transfer to cover the purchase of building & landscaping supplies for the Anaheim Campus.   |    |  |         |
| 11. | From: | 15415-5275-40000-0700   | FC | Supplies and Materials – VTEA                        | 10,401  |
|     | To:   | 15415-5275-60000-0700   | FC | Equipment – VTEA                                     | 10,401  |
|     |       | Transfer to cover the cost of educational robotics sets for the Computer Information Systems Gaming Program at Fullerton College.   |    |  |         |
| 12. | From: | 11100-4165-60000-6150   | CC | Equipment – Prior Year Fund                          | 10,200  |
|     | To:   | 11100-4165-40000-6150   | CC | Supplies and Materials – Prior Year Fund             | 5,400   |
|     |       | 11100-4165-50000-6150   | CC | Other Operating Expenses – Prior Year Fund           | 4,800   |
|     |       | Transfer to cover costs associated with the campus wireless project at Cypress College.   |    |  |         |
| 13. | From: | 45xxx-1340-5xxxx-7100   | AC | Other Operating Expenses – Capital Outlay Fund       | 197,781 |
|     | To:   | 45409-1340-4xxxx-7100   | AC | Supplies and Materials – Capital Outlay Fund         | 9,038   |
|     |       | 4xxxx-1340-6xxxx-7100   | AC | Equipment – Capital Outlay Fund                      | 188,743 |
|     |       | Transfer to cover costs associated with the lighting project and for replacing the compressor chiller starters for buildings 1100 and 500 at Fullerton College, costs for onsite testing & inspection of the Tech II, Tech III & Gym II buildings at Cypress College, and for carpeting repairs and wireless project at Anaheim Campus. |    |  |         |
| 14. | From: | 41985-1340-6xxxx-7100   | AC | Equipment – Capital Outlay Fund                      | 159,421 |
|     | To:   | 41153-1340-51900-7100   | AC | Personal & Consultant Services – Capital Outlay Fund | 159,421 |
|     |       | Transfer to cover the cost of scheduled maintenance projects at Fullerton College.  |    |  |         |

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 9, 2014

**SUBJECT:** Review of Annual Audits - FY 2013-2014

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

**BACKGROUND:** Pursuant to §84040 of the Education Code and in accordance with §59104 of Title 5 of the California Code of Regulations, the Board of Trustees is required to provide for and review the annual audit of all funds, books, and accounts of the District in accordance with regulations of the Board of Governors.

The District followed the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements and Management Discussion and Analysis for State and Local Governments, and Statement No. 35, Basic Financial Statements and Management Discussion and Analysis of Public Colleges and Universities, following the Business Type Activity (BTA) model. This model provides a comprehensive view of the District, combining all funds of the District under the full accrual basis of accounting. In addition, the District has provided the required management discussion and analysis that outlines the financial highlights and explains, in narrative form, the financial information contained in the basic financial statements.

The audit also included an examination for compliance with laws and regulations as described in the California Community Colleges Contracted District Audit Manual.

Audit Standards: The financial and compliance audit was done in accordance with generally accepted auditing standards and standards applicable to Financial Audits contained in Government Auditing Standards issued by the Comptroller General of the United States; Office of Management and Budget Circular A-133, Audits of State and Local Governments and nonprofit organizations, issued by the U.S. Office of Management and Budget; and standards issued by the State Department of Finance. The District received an unmodified ("clean") opinion on the audit, which means that the financial data was fairly stated in accordance with generally accepted accounting principles.

Internal Control: In conjunction with each financial and compliance audit of a community college district, the auditor conducts a study and evaluation of the community college district's system of internal accounting control and the systems established to ensure compliance with laws and regulations affecting the receipt and expenditure of state, federal, and local funds.

The audit included such testing as needed to generate the auditor's report on the study and evaluation of internal accounting control (including a description of material weaknesses) and systems established to ensure compliance with applicable laws and regulations. The audit noted no material weaknesses over either financial reporting or major federal programs.

**Compliance:** In addition to the auditor's reports and fiscal information presented in basic financial reviews, annual audits are required to report compliance aspects of significant state and federal programs. The audit noted no incidents of material weaknesses or significant deficiencies for either financial reporting or major federal programs. The audit noted no incidents of material weaknesses for state programs, but did site one significant deficiency for a state program noted below.

**Findings:** The audit noted no findings.

**Other Audits**

Other audits were performed on organizations closely associated with the District. These reports are being submitted for review:

- Community College Foundation of North Orange County Audit
- Cypress College Foundation Audit
- Proposition 39 Financial and Performance Audits
- Fullerton College Foundation Audit

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 6400, Audits.

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

**RECOMMENDATION:** It is requested that the Board receive and review the annual audits of the District for fiscal year 2013-2014.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 9, 2014

**SUBJECT:** Community College Search Services (CCSS)

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

**BACKGROUND:** The District was seeking proposals to assist the Board of Trustees in searching for a Chancellor for the District. Three proposals were received as follows:

Community College Search Services (CCSS) - \$25,000  
Education Leadership Search Group (The ELS Group) - \$23,500 plus \$2,200 reimbursable expense  
Association of Community College Trustees (ACCT) - \$35,000 plus travel reimbursement

The District would like to enter into an agreement with CCSS to provide search service. CCSS will select and assign the appropriate search consultant(s) and provide other in-house expertise as is needed to accomplish this mission.

The Fee of \$25,000 will include all of CCSS's expenses for the following:

- All visits to District meetings including all travel expenses;
- The national mailing;
- The target mailing of the position announcement to key candidates in the database;
- Telephone and mailing expenses for recruiting candidates;
- Communicating with the District designees;
- Development of search process materials for the search;
- Comprehensive reference reports for the finalists;
- Civil/criminal background reports for the finalists;
- Internet searches on all finalists.

**CCSS' Guarantee:** The District may re-start the search process at any time for any reason at no additional cost. If for any reason the District's Board of Trustees is not satisfied with the outcome of the completed search, CCSS will undertake the search again for direct expenses only. Also, if the new Chancellor does not succeed in the first year, CCSS will repeat the search for direct expenses only.

Expenses not included in the CCSS fee are as follows:

- Position announcement printing (if it is decided not to use an electronic position announcement);
- Candidate travel and expenses;
- All advertising for the position;
- Search committee incidentals;
- Any rental costs for interview sites.



**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:** The cost will be paid from General Fund Carryover dollars.

**RECOMMENDATION:** It is recommended that the Board receive as an information item the process followed in seeking assistance to conduct the Chancellor search and the selection of the Community College Search Services.

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

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

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 9, 2014

**SUBJECT:** Establish Pool of Architectural Firms to Provide Architectural and Engineering Services for Districtwide Projects

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

**BACKGROUND:** In September and October, 2014, Facilities staff sent Requests for Qualifications (RFQ) to 29 architectural firms. The RFQ's aim was to pre-qualify firms that demonstrate the highest level of experience and capability to provide architectural/engineering services. The selected firms (Consultants) will comprise the pool of architectural firms to provide architectural and engineering services for Districtwide projects. Of the 29 RFQs sent, the District received 25 responses, of which 22 were selected to be part of the architectural pool. The 22 firms selected were the following:

1. DLR Group, Riverside, CA
2. Dougherty + Dougherty Architects, Costa Mesa, CA
3. Ehrlich Architects, Culver City, CA
4. Flewelling & Moody, Los Angeles, CA
5. Gensler Architects, Newport Beach, CA
6. Gkkworks, Irvine, CA
7. Harley Ellis Devereaux, Los Angeles, CA
8. Hammel Green & Abrahamson, Inc. (dba HGA Architects), Santa Monica, CA
9. HMC Architects, Irvine, CA
10. HPI Architecture, Newport Beach, CA
11. LPA, Inc., Irvine, CA
12. Lionakis, Newport Beach, CA
13. NAC Architecture, Los Angeles, CA
14. PBWS Architects, Pasadena, CA
15. R2A Architecture, Irvine, CA
16. Rachlin Partners, Culver City, CA
17. Sillman Wright Architects, San Diego, CA
18. Smithgroup JJR, Los Angeles, CA
19. Steinberg, Los Angeles, CA
20. SVA Architects, Santa Ana, CA
21. Westberg + White, Inc., Tustin, CA
22. WLC Architects, Rancho Cucamonga, CA

The District intends to employ Consultants, on an as-needed basis, to serve various roles in support of the District's facilities construction program. Pre-qualified firms will remain in the architectural pool for a minimum of three (3) years with options to extend eligibility for additional one (1) year periods and will be eligible to provide scope and fee proposals for specific assignments ("Task Order"). After five (5) successive years of eligibility, qualified

firms must re-qualify for the pool. Additionally, the District reserves the right to add, delete, or otherwise modify the Consultant pool or these eligibility requirements at its sole discretion. The District may issue a Task Order, based on qualifications, performance on previous task orders, and an evaluation of the scope and fee proposal prepared for the specific task order. The terms and conditions of the employment of the Consultant selected for the Task Order will be set forth in an agreement. This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

**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:** There is no financial impact.

**RECOMMENDATION:** Authorization is requested to establish a pool of architectural firms to provide architectural and engineering services for Districtwide projects. The District intends to employ the pre-qualified Consultants, on an as-needed basis to serve various roles in support of the District's facilities construction program. The terms and conditions of the employment of the Consultant selected for a specific task will be set forth in an agreement.

---

Fred Williams  
Recommended by

---

Approved for Submittal

---

3.e.2  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

|                 |   |              |                   |
|-----------------|---|--------------|-------------------|
| <b>TO:</b>      | BOARD OF TRUSTEES   | Action       | <u>X</u>          |
| <b>DATE:</b>    | December 9, 2014  | Resolution   | <u>          </u> |
|                 |   | Information  | <u>          </u> |
| <b>SUBJECT:</b> | Amend Agreement with Facilities Planning &<br>Program Services, Inc. (FPPS) | Enclosure(s) | <u>          </u> |

**BACKGROUND:** On January 24, 2012, the Board of Trustees approved the NOCCCD's 2011 Comprehensive Master Plan. One component of that plan was facilities plans for the District, Cypress College, and Fullerton College. The facilities portion of that plan described numerous facilities projects that were needed to meet the educational requirements of the District/colleges.

While we have the list of projects as part of the plan, the Comprehensive Master Plan doesn't cover the details of the projects including sequencing, scheduling, scope/magnitude, cost estimates, delivery method, and cash flow analysis.

On August 26, 2014, the Board of Trustees approved the agreement with Facilities Planning Program Services, Inc. (FPPS) in the amount of \$177,000 for the period of August 27, 2014 through November 14, 2014. The hiring of FPPS as facilities consultants to come in and work with campus/District Facilities staff including meeting with the campus governance groups to develop planning documents necessary to carry out a potential bond program starting November 2014. FPPS staff will function as an extension of District staff and report to the District Facilities Director.

The services with FPPS are still required. It is, therefore, requested that the agreement with FPPS be amended for an additional amount of \$80,000, and the term be extended through June 30, 2014. 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 6340, Contracts.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding will be from the Capital Outlay Fund.

**RECOMMENDATION:** Authorization is requested to amend the agreement with Facilities Planning & Program Services, Inc. (FPPS). The contract amount will be increased by \$80,000, from \$177,000 to \$257,000. The contract will be extended from November 14, 2014, to June 30, 2015. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the amended agreement on behalf of the District.

Fred Williams  

---

Recommended by

---

Approved for Submittal

3.f  

---

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

|                 |   |              |                   |
|-----------------|---|--------------|-------------------|
| <b>TO:</b>      | BOARD OF TRUSTEES                           | Action       | <u>X</u>          |
| <b>DATE:</b>    | December 9, 2014                            | Resolution   | <u>          </u> |
|                 |   | Information  | <u>          </u> |
| <b>SUBJECT:</b> | Surplus and Obsolete Supplies and Equipment | Enclosure(s) | <u>X</u>          |

**BACKGROUND:** Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. The attached list of surplus items has exceeded their useful life and is no longer suitable for the District and may be disposed through public auction sales or private sales. The surplus computers are no longer functional or usable as the Information Technology (IT) departments have taken various components from those systems to keep other systems functioning and available for students and staff. 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 6550, Disposal of District Personal Property.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Proceeds from the sale of surplus items will be deposited in the Unrestricted General Fund.

**RECOMMENDATION:** Authorization is requested to enter into an agreement with The Liquidation Company to conduct an auction for the sale of surplus and obsolete supplies and equipment. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the contract on behalf of the District.

Fred Williams  

---

Recommended by

---

Approved for Submittal

3.g.1  

---

Item No.

## SURPLUS ITEMS

| Qty. | Description                       | Location |
|------|-----------------------------------|----------|
| 2    | AC Unit                           | AC       |
| 3    | Bicycles                          | AC       |
| 8    | Boxes of Misc. Computer Parts     | AC       |
| 7    | Cabinets                          | AC       |
| 1    | Cart                              | AC       |
| 1    | Cash Register                     | AC       |
| 46   | Chairs                            | AC       |
| 3    | Desks                             | AC       |
| 7    | Diaper Holders                    | AC       |
| 1    | Drill Press                       | AC       |
| 1    | Electric Box                      | AC       |
| 2    | Electric Motors                   | AC       |
| 1    | Floor Washer                      | AC       |
| 1    | Grinder                           | AC       |
| 1    | H Press                           | AC       |
| 2    | Large Pipes                       | AC       |
| 1    | Marquee                           | AC       |
| 1    | Metal Brochure Rack               | AC       |
| 1    | Notebook Key Pads                 | AC       |
| 13   | Pallets of Office Furniture parts | AC       |
| 5    | Partitions                        | AC       |
| 1    | Projector                         | AC       |
| 1    | Rails                             | AC       |
| 1    | Sander                            | AC       |
| 14   | Sanitary Dispenser                | AC       |
| 1    | Software Smart Board              | AC       |
| 2    | Stands                            | AC       |
| 5    | Tables                            | AC       |
| 1    | Transformer                       | AC       |
| 11   | TVs                               | AC       |
| 1    | Valve                             | AC       |
| 3    | VCR                               | AC       |
| 1    | White Board                       | AC       |
| 16   | Computer Monitors                 | CC       |
| 2    | Computer Server                   | CC       |
| 73   | Computers                         | CC       |
| 9    | Computer Accessories              | CC       |
| 8    | Copiers                           | CC       |
| 3    | Fax                               | CC       |
| 40   | Printers                          | CC       |
| 23   | Chairs                            | CC       |
| 21   | Projectors                        | CC       |
| 4    | Video Recorder                    | CC       |
| 6    | DVD Player                        | CC       |

## SURPLUS ITEMS

| Qty. | Description          | Location |
|------|----------------------|----------|
| 29   | Cabinets             | CC       |
| 3    | TVs                  | CC       |
| 2    | Typewriter           | CC       |
| 5    | Tables               | CC       |
| 3    | Drawers              | CC       |
| 16   | Audio Equipment      | CC       |
| 3    | Video Equipment      | CC       |
| 5    | Atheletic Equipment  | CC       |
| 3    | Cassette Players     | CC       |
| 3    | CD Players           | CC       |
| 1    | Carpet Extractor     | CC       |
| 1    | Surgical Machine     | CC       |
| 1    | Digital Scanner      | CC       |
| 2    | Electric Punch       | CC       |
| 1    | Electric Stapler     | CC       |
| 1    | Overhead Light Metal | CC       |
| 2    | Podium               | CC       |
| 1    | Power box            | CC       |
| 1    | Transation Board     | CC       |
| 3    | Copiers              | SCE      |

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action   X    
Resolution             
**DATE:** December 9, 2014 Information             
Enclosure(s)   X    
**SUBJECT:** 2014 Cypress and Fullerton College  
Student Equity Plans and SCE Student  
Equity Reporting

**BACKGROUND:** Governor Jerry Brown and the California State Legislature provided \$70 million in the 2014-15 Budget Act to establish the Student Equity program “in order to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances.” While a requirement has been in place since 1996 that colleges adopt Student Equity Plans, this is the first time that dedicated state resources have been provided to support efforts to achieve the goals reflected in those plans. Together with the doubling of funds for the Student Success and Support Program, this is a valuable investment in the system’s Student Success Initiative to help colleges achieve student success goals for all students.

The two credit colleges in the District have had committees made up of faculty, staff, students and administration to compose a comprehensive student equity plan that includes innovative and promising practices, activities and resources to address disparity within population groups. Since 1996, the colleges have experienced pretty dramatic demographic changes within their student populations. The Student Equity Plans from the two credit colleges have identified trends in student achievement that necessitate modification and restructuring of services to meet student needs and to close achievement gaps in access and success in underrepresented student groups. The Student Equity Plans were coordinated with the development of the Student Success and Support Program (SSSP) Plans to ensure that the following *Student Equity Success Indicators as defined in title 5 sections 54220 and 51026*, are measured, monitored, and remediated where needed:

- ✓ Access
- ✓ Course Completion
- ✓ ESL and Basic Skills Completion
- ✓ Degree and Certificate Completion
- ✓ Transfer

The Student Equity Plans from both credit colleges and SCE have identified strategies to address and monitor these equity issues and it is therefore recommended that the Board act to approve these three plans.



**How does this relate to the five District Strategic Directions? *District Strategic Direction 1: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.*** The Student Equity Plan (SEP) includes data and suggested activities to address the disparity of rates of completion for degrees, certificates, and transfer.

***District Strategic Direction 2: The District will annually make progress toward eliminating the documented achievement gap among race/ethnicity groups.*** The SEP Committee interpreted the gaps of achievement within race/ethnic groups and developed strategies on how to address the gaps.

***District Strategic Direction 3: The District will annually improve the success rates for students moving into: credit basic skills courses in math, English, and ESL; college-level courses in math, English, and ESL; sequence of credit or noncredit basic skills courses in math, English, and ESL.*** The SEP includes basic skills completion data and resources/suggested activities for addressing the impact on student success/completion.

**How does this relate to Board Policy: *BP 5300 Student Equity:*** 1.0 The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall ensure that each campus establish and implement a student equity plan that meets the Title 5 standards for such a plan.

**FUNDING SOURCE AND FINANCIAL IMPACT:** In September 2014, the NOCCCD received its 2014-2015 budget allocation and funding guidelines for the new Student Equity categorical program. Based on the Student Equity funding formula factors (annual FTES, high-need students, educational attainment of residential zip code, participation rate, poverty rate, unemployment rate), NOCCCD was funded \$1,827,580. Fifty percent (50%) of the District's student equity allocation has been distributed to the two credit colleges on a FTES basis. The other fifty percent (50%) of the allocation will be distributed to the two credit colleges and SCE based on the performance of the planned activities. Both Cypress and Fullerton colleges and SCE are committed to integrating student equity planning into and with other planning processes; therefore, will commit additional institutional funds if necessary to fund all the activities within the Student Equity Plans.

**RECOMMENDATION:** It is recommended that the Board approve the 2014 Student Equity Plans for Cypress College, Fullerton College, and School of Continuing Education.

Cherry Li-Bugg

---

Recommended by

---

Approved for Submittal

4.a.2

---

Item No.

# CYPRESS COLLEGE CURRICULUM

## Board Agenda

December 9, 2014

(DCCC approved November 14, 2014)

| <b>DELETE COURSES/CERTIFICATES</b> |           |  |
|------------------------------------|-----------|--|
| COURSE ID                          | EFF DATE  | JUSTIFICATION  |
| CIS 108 C                          | 2015 Fall | This course covers basics of Internet and will be covered as part of CIS 120 (under revision as the Internet & Social Media) |
| CIS 113 C                          | 2015 Fall | The course is not being demanded by the students.  |
| CIS 155 C                          | 2015 Fall | The course is not being demanded by the students.  |
| CIS 222 C                          | 2015 Fall | The course is not being demanded by the students.  |
| CIS 266 C                          | 2015 Fall | The course is not being demanded by the students.  |
| DANC 214 C                         | 2014 Fall | Program Review   |
| DANC 215 C                         | 2014 Fall | Program Review   |
| DANC 298DC                         | 2014 Fall | Program Review   |
| PHOT 055 C                         | 2015 Fall | No longer offered  |
| PHOT 207 C                         | 2010 Fall | No longer offered  |
| JAPN 125 C                         | 2015 Fall | This course is no longer being offered.  |
| JAPN 291 C                         | 2015 Fall | The course is no longer being offered  |
| JAPN 292 C                         | 2015 Fall | This course is no longer being offered.  |
| JAPN 293 C                         | 2015 Fall | The course is no longer being offered  |
| JAPN 294 C                         | 2015 Fall | This course is no longer being offered.  |
| LAR 010 C                          | 2015 Fall | This course is no longer offered. It is not connected to anything  |
| LAR 020 C                          | 2015 Fall | This course is no longer offered. It is not connected to anything  |
| MRN 060 C                          | 2015 Fall | Not offered in over 10 years   |
| MRN 061 C                          | 2015 Fall | Not offered in over 10 years   |
| MRN 062 C                          | 2015 Fall | Not offered in over 10 years   |
| MRN 064 C                          | 2015 Fall | Not offered in over 10 years   |
| MRN 298 C                          | 2015 Fall | Not offered in over 10 years   |
| MT 100 C                           | 2015 Fall | Not offered in over 10 years   |
| MT 101 C                           | 2015 Fall | Not offered in over 10 years   |
| MT 102 C                           | 2015 Fall | Not offered in over 10 years   |
| MT 110 C                           | 2015 Fall | Not offered in over 10 years   |
| MT 120 C                           | 2015 Fall | Not offered in over 10 years   |
| MT 130 C                           | 2015 Fall | Not offered in over 10 years   |
| MT 140 C                           | 2015 Fall | Not offered in over 10 years   |
| MT 150 C                           | 2015 Fall | Not offered in over 10 years   |
| MT 160 C                           | 2015 Fall | Not offered in over 10 years   |

| NEW COURSES  |  |            |   |              |   |
|--|--|------------|---|--------------|---|
| COURSE ID  | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE     | JUSTIFICATION   |
| ACCT 298 C<br>Accounting Seminar<br>Units:.5-4<br>Lecture:.5-4<br>Laboratory:1.5-12  | * New Course<br>* Prerequisite:<br>None<br>* Distance<br>Education/Hybrid<br>* UC/CSU Transfer                             | 45         | Class size may vary depending upon the type of seminar that is offered  | 2015<br>Fall | To explore new content, applications, programs, and professional standards in the Accounting profession and to comply with future curriculum requirements   |
| ANTH 232 C<br>Field Course in Archaeology II<br>Units:3<br>Lecture:1<br>Laboratory:6 | * New Course<br>* Prerequisite:<br>ANTH 231 C<br>* Advisory:<br>ANTH 103 C<br>* CSU Transfer                               | 25         | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.   | 2015<br>Fall | Due to changes in repeatability rules, we are splitting ANTH 231 C into two parts, this being the second or continuation course for advanced students.  |
| CIS 257 C<br>Storage Mgmt & Cloud Computing<br>Units:3<br>Lecture:3<br>Laboratory:1  | * New Course<br>* Advisory:<br>CIS 230 C<br>* Materials Fee:<br>\$3.00<br>* Distance<br>Education/Hybrid<br>* CSU Transfer | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2015<br>Fall | This course is recommended by our advisory and is already approved as a seminar (298AC)<br>Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands. |
| MORT 130 C<br>Cemetery & Crematory Operation<br>Units:3<br>Lecture:3<br>Laboratory:0 | * New Course<br>* Prerequisite:<br>MORT 100 C<br>* CSU Transfer  | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard:<br>Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.           | 2015<br>Fall | This new course is consolidating the cemetery and crematory information into a single class. It is also following the recommendation of the advisory committee  |
| MORT 153 C<br>Funeral Service Pathology I<br>Units:3<br>Lecture:3<br>Laboratory:0    | * New Course<br>* Prerequisite:<br>Admission to the Mortuary Science Program<br>* CSU Transfer                             | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard:<br>Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service                    | 2015<br>Fall | This new course is designed to focus the pathological and microscopic content to embalming.   |

|   |  |            | program.   |              |  |
|---|--|------------|--|--------------|--|
| NEW COURSES   |  |            |  |              |  |
| COURSE ID   | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE     | JUSTIFICATION  |
| MORT 182 C<br>Embalming<br>Theory and<br>Practice<br>Units:1<br>Lecture:1<br>Laboratory:0 | * New Course<br>* Prerequisite:<br>MORT 100 C,<br>MORT 153 C<br>* CSU Transfer | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2015<br>Fall | This course is part of the newly aligned Mortuary Science program as recommended by the Mortuary Science Advisory committee            |
| MORT 242 C<br>Embalming<br>Application<br>Units:4<br>Lecture:3<br>Laboratory:3            | * New Course<br>* Prerequisite:<br>MORT 182 C,<br>MORT 253 C<br>* CSU Transfer | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2015<br>Fall | This course is part of the newly aligned mortuary science program at the recommendation of the mortuary science advisory committee     |
| MORT 253 C<br>Funeral Service<br>Pathology II<br>Units:3<br>Lecture:3<br>Laboratory:0     | * New Course<br>* Prerequisite:<br>MORT 153 C<br>* CSU Transfer                | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2015<br>Fall | This new course is designed to focus the pathological and microscopic content to embalming.  |
| MORT 264 C<br>Funeral Service<br>Psychology<br>Units:4<br>Lecture:4<br>Laboratory:0       | * New Course<br>* Prerequisite:<br>MORT 100 C<br>* CSU Transfer                | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review  | 2015<br>Fall | This course is part if the newly aligned mortuary science program and at the recommendation of the mortuary science advisory committee |

|  |   |            | and must not exceed 30:1 overall in the funeral service program.   |              |  |
|--|---|------------|--|--------------|--|
| NEW COURSES  |   |            |  |              |  |
| COURSE ID  | ACTION TAKEN  | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE     | JUSTIFICATION  |
| MORT 282 C<br>Embalming<br>Externship<br>Units:1<br>Lecture:0<br>Laboratory:3          | * New Course<br>* Prerequisite:<br>MORT 242 C<br>* CSU Transfer                                 | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2015<br>Fall | This course is part of the newly aligned mortuary science program and at the recommendation of the mortuary science advisory committee |
| PHOT 106<br>Advanced<br>Wedding<br>Photography<br>Units:3<br>Lecture:2<br>Laboratory:4 | * New Course<br>* Advisory:<br>PHOT 103 C,<br>PHOT 104<br>* Material Fee \$35<br>* CSU Transfer | 25         | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.  | 2015<br>Fall | New advanced course to supplement our existing basic wedding photography course.   |
| PHOT 110 C<br>About Faces:<br>Portraiture<br>Units:3<br>Lecture:2<br>Laboratory:4      | * New Course<br>* Advisory:<br>PHOT 103 C<br>* Material Fee \$35<br>* CSU Transfer              | 25         | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.  | 2015<br>Fall | New course to provide more in depth learning in the field of specialty portraits.  |
| THEA 227 C<br>Musical Theater<br>Techniques IV<br>Units:3<br>Lecture:2<br>Laboratory:4 | * New Course<br>* Prerequisite:<br>THEA 226 C,<br>audition<br>* UC/CSU Transfer                 | 25         | Students in this class are engaged in learning the performance skills of musical theater and each student receives individual  | 2015<br>Fall | A new leveled course to meet the demands of repeatability  |

|  |  |  |   |  |  |
|--|--|--|---|--|--|
|  |  |  | instruction from the teacher as the class proceeds. |  |  |
|--|--|--|---|--|--|

| NEW SEMINAR COURSES   |                      |            |   |             |  |
|---|----------------------|------------|---|-------------|--|
| COURSE ID   | ACTION TAKEN         | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE    | JUSTIFICATION  |
| ENGL 098EC<br>Academic Rdg & Stdy Strategies<br>Units: 1<br>Lecture: 1<br>Laboratory: 0 | * New Seminar Course | 25         | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds. | 2015 Spring | This course provides support in academic reading and study strategies for basic skills students enrolled in transfer-level courses which lack prerequisites. Innovation Grant Funding was awarded to research, develop, and pilot this course. |

| REVISED COURSES  |   |            |  |           |  |
|--|---|------------|--|-----------|--|
| COURSE ID  | ACTION TAKEN  | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE  | JUSTIFICATION  |
| ANTH 102HC<br>Honors Cultural Anthropology<br>Units: 3<br>Lecture: 3<br>Laboratory: 0  | * Outline Update<br>* Advisory revalidated  | 20         | The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.                              | 2015 Fall | Outline updated to better reflect course content. Minor revision (specifically the inclusion of the word "race" to the course outline and learning objectives) in order to completely align with the C-ID descriptors for the AA-T |
| ANTH 106 C<br>World Prehistory<br>Units: 3<br>Lecture: 3<br>Laboratory: 0              | * Outline Update<br>* Distance Ed /Hybrid added<br>* Advisory revalidated<br>* Textbook Update      | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2015 Fall | Outline & textbooks updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.                     |
| ANTH 231 C<br>Field Course in Archaeology I<br>Units: 3<br>Lecture: 1<br>Laboratory: 6 | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Title change | 25         | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each   | 2015 Fall | Outline, catalog, schedule, title & textbook updated to better reflect course content. Due to changes in   |

|   | * Advisory revalidated<br>* Textbook Update  |            | student individual instructions as the class proceeds.   |              | repeatability of courses, we are splitting this class into two course levels so that students may repeat it. |
|---|--|------------|--|--------------|--|
| REVISED COURSES   |  |            |  |              |  |
| COURSE ID   | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE     | JUSTIFICATION  |
| ART 174 C<br>Jewelry Design<br>Units: 2<br>Lecture: 1<br>Laboratory: 3        | * Outline Update<br>* Schedule Description Update<br>* Textbook Update<br>* FSA A05 Acctg removed, added A20 – Art & P70 - Jewelry | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning.  | 2015<br>Fall | Program Review<br>Outline, schedule & textbooks updated to better reflect course content.                    |
| ART 175 C<br>Metalsmithing<br>Units: 2<br>Lecture: 1<br>Laboratory: 3         | * Outline Update   | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning.  | 2015<br>Fall | Program Review<br>Outline updated to better reflect course content.  |
| ART 216 C<br>Latin American Art<br>Units: 3<br>Lecture: 3<br>Laboratory: 0    | * Catalog Description Update<br>* Schedule Description Update<br>* Textbook Update<br>* Advisory revalidated                       | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning.<br>Evaluation primarily through objective exams. .                                    | 2015<br>Fall | Program Review<br>Catalog, schedule & textbooks updated to better reflect course content.                    |
| ASTR 117 C<br>Astronomy Lab<br>Units: 1<br>Lecture: 0<br>Laboratory: 3        | * Outline Update<br>*Prerequisites revalidated<br>* Textbook Update<br>* Remove prereq verbiage on ASTR 116 C “minimum grade of C” | 25         | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content.                              |
| ASTR 117HC<br>Honors Astronomy Lab<br>Units: 1<br>Lecture: 0<br>Laboratory: 3 | * Outline Update<br>*Prerequisites revalidated<br>* Textbook Update  | 20         | The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.  | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content.                              |
| ATC 118 C   | * FSA N05  | 45         | The primary mode   | 2015         | FSA error in Curricunet,   |

| Disaster Preparedness/Response<br>Units: 3<br>Lecture: 3<br>Laboratory: 0              | Administration of Justice added  |            | of instruction is lecture and may include discussion and/or group learning.  | Spring    | listed A05 Accounting and should have been FSA N05   |
|--|--|------------|--|-----------|--|
| REVISED COURSES  |  |            |  |           |  |
| COURSE ID  | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE  | JUSTIFICATION  |
| BIOL 160 C<br>Integrated Medical Science<br>Units: 3<br>Lecture: 3<br>Laboratory: 0    | * Catalog Description Update<br>* Textbook Update  | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams.   | 2015 Fall | Catalog & textbook updated to better reflect course content. Revising course to update catalog description and remove mortuary science from the description. As of Fall 2013, Biology 160 no longer counts as a prerequisite for the mortuary science program. |
| BIOL 210 C<br>Anatomy and Physiology<br>Units: 5<br>Lecture: 3<br>Laboratory: 6        | * Outline Update<br>* Catalog Description Update<br>* Advisories revalidated<br>* Textbook Update            | 25         | Biology 210 contains both lecture and labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis.                                       | 2015 Fall | Outline, catalog & textbook updated to better reflect course content. Revising the catalog description to include mortuary science since Biology 210 is now a required prerequisite into this program.   |
| BIOL 298 C<br>Biology Seminar<br>Units: .5-12<br>Lecture: 0-12<br>Laboratory: 0-36     | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Repeatability removed | 20         | Seminar shells class sizes vary depending upon the subject matter  | 2015 Fall | Program Review Outline, catalog & schedule updated to better reflect course content.   |
| CHEM 201 C<br>Chem for Health Sci Majors II<br>Units: 4<br>Lecture: 3<br>Laboratory: 3 | * Add AA GE Area B   | 25         | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2015 Fall | Class meets IGETC and CSU GE, hence it meets AA GE.  |



| CHEM 298 C<br>Chemistry<br>Seminar<br>Units: .5-12<br>Lecture: 0-12<br>Laboratory: 0-48    | * Outline Update<br>* Remove<br>repeatability  | 28            | Seminar shells class<br>sizes vary<br>depending upon the<br>subject material  | 2015<br>Fall | Program Review<br>Outline updated to better<br>reflect course content.   |
|--|--|---------------|---|--------------|--|
| REVISED COURSES  |  |               |   |              |  |
| COURSE ID  | ACTION TAKEN   | CLASS<br>SIZE | CLASS SIZE<br>JUSTIFICATION   | EFF<br>DATE  | JUSTIFICATION  |
| CIS 101 C<br>Intro MS<br>Word/Doc<br>Formatting<br>Units: 4<br>Lecture: 3<br>Laboratory: 3 | * Outline Update<br>* Catalog<br>Description Update<br>* Schedule<br>Description Update<br>* Textbook Update<br>* Fee from \$2 to \$3  | 35            | While the instructor<br>does lecture, much<br>of the class time<br>focuses on<br>discussion, group<br>learning, and/or<br>formal/informal<br>student<br>presentations.<br>Evaluation<br>primarily through<br>objective exams.<br>Writing<br>assignments are<br>assessed mostly for<br>concepts and<br>structure | 2015<br>Fall | Outline, catalog,<br>schedule & textbook<br>updated to better reflect<br>course content.                                       |
| CIS 107 C<br>Introduction to<br>Windows<br>Units: 2<br>Lecture: 2<br>Laboratory: 1         | * Outline Update<br>* Unit changed<br>from 1 to 2<br>* Lecture hours<br>from 1 to 2<br>* Lab hours from<br>TBA to scheduled<br>* Textbook Update<br>* Fee from \$2 to \$3<br>* Class size from<br>30 to 35 | 35            | While the instructor<br>does lecture, much<br>of the class time<br>focuses on<br>discussion, group<br>learning, and/or<br>formal/informal<br>student<br>presentations.<br>Evaluation<br>primarily through<br>objective exams.<br>Writing<br>assignments are<br>assessed mostly for<br>concepts and<br>structure | 2015<br>Fall | Outline & textbook<br>updated to better reflect<br>course content.   |
| CIS 120 C<br>Internet and Social<br>Media<br>Units: 3<br>Lecture: 3<br>Laboratory: 1       | * Outline Update<br>* Catalog<br>Description Update<br>* Schedule<br>Description Update<br>* Title change  | 35            | While the instructor<br>does lecture, much of<br>the class time focuses<br>on discussion, group<br>learning, and/or<br>formal/informal  | 2015<br>Fall | Outline, catalog,<br>schedule, title &<br>textbook updated to<br>better reflect course<br>content.<br>The course is revised to |

|  | * Fee from \$2 to \$3<br>* Textbook Update   |            | student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure   |              | include latest Internet technologies with more emphasis on social media and social networks   |
|--|--|------------|---|--------------|---|
| REVISED COURSES  |  |            |   |              |   |
| COURSE ID  | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE     | JUSTIFICATION   |
| CIS 239 C<br>CCNA Bootcamp<br>Units: 3<br>Lecture: 3<br>Laboratory: 1                        | * Outline Update<br>* Catalog<br>Description Update<br>* Schedule<br>Description Update<br>* Fee from \$2 to \$3<br>* Textbook Update<br>* Advisory added<br>CIS 230 C   | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2015<br>Fall | Outline, catalog, schedule & textbook updated to better reflect course content.   |
| CIS 240 C<br>Wireless<br>Networking<br>Technology<br>Units: 3<br>Lecture: 3<br>Laboratory: 1 | * Outline Update<br>* Catalog<br>Description Update<br>* Schedule<br>Description Update<br>* Title change<br>* Fee from \$2 to \$3<br>* Textbook Update<br>* Advisory added<br>CIS 230 C<br>* Class size from 30 to 35 | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2015<br>Fall | Outline, catalog, schedule, title & textbook updated to better reflect course content.<br>Revised this course according to the latest wireless technology |
| CSCI 123 C<br>Intro-Programing<br>Concepts in C++<br>Units: 4<br>Lecture: 4<br>Laboratory: 1 | * Outline Update<br>* Prerequisites revalidated<br>* Textbook Update   | 25         | The class includes a lab in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)  | 2015<br>Fall | Program Review<br>Outline & textbook updated to better reflect course content.  |
| DANC 130 C<br>Afro-Caribbean   | * Outline Update<br>* Lab hours from   | 25         | Most of the time students are engaged   | 2015<br>Fall | Outline & textbook updated to better reflect  |

| Dance<br>Units: 1<br>Lecture: 0<br>Laboratory: 3                                  | 2 to 3<br>* Textbook Update<br>* Add CSU GE:<br>Area E                     |            | in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.  |              | course content.<br>CSU GE Proposal  |
|---|--|------------|--|--------------|---|
| REVISED COURSES   |  |            |  |              |   |
| COURSE ID   | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE     | JUSTIFICATION   |
| DH 212 C<br>Head and Neck Anatomy<br>Units: 2<br>Lecture: 2<br>Laboratory: 0      | * Outline Update<br>* Textbook Update<br>* Prerequisite revalidated        | 20         | Classes for the Dental Hygiene Department are set at 20 due to the accreditation requirements of one instructor for every 5 students in laboratory and clinical courses  | 2015<br>Fall | Outline & textbook updated to better reflect course content.<br>Required by accreditation   |
| ENGR 102 C<br>Engineering Graphics<br>Units: 3<br>Lecture: 2<br>Laboratory: 4     | * Outline Update<br>* Textbook Update<br>* Distance Education/Hybrid added | 25         | Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2015<br>Fall | Outline & textbooks updated to better reflect course content.<br>Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands. |
| ENGR 299 C<br>Independent Study<br>Units: .5-2<br>Lecture: 0-2<br>Laboratory: 0-6 | * Outline Update<br>* Remove repeatability                                 | 25         | Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2015<br>Fall | Program Review<br>Outline updated to better reflect course content.   |
| FREN 101 C<br>Elementary French   | * Outline Update<br>* Catalog  | 35         | While the instructor does lecture, much of   | 2015<br>Fall | Program Review<br>Outline, catalog,   |

| I<br>Units: 5<br>Lecture: 5<br>Laboratory: 0  | Description Update<br>* Schedule<br>Description Update<br>* Textbook Update |            | the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure  |              | schedule & textbook updated to better reflect course content.                     |
|---|---|------------|---|--------------|---|
| REVISED COURSES   |   |            |   |              |   |
| COURSE ID   | ACTION TAKEN  | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE     | JUSTIFICATION   |
| FREN 203 C<br>Intermediate French III<br>Units: 4<br>Lecture: 4<br>Laboratory: 0      | * Outline Update<br>* Textbook Update<br>* Prerequisites revalidated        | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure | 2015<br>Fall | Program Review<br>Outline & textbook updated to better reflect course content.    |
| HIST 110 C<br>Western Civilizations I<br>Units: 3<br>Lecture: 3<br>Laboratory: 0      | * Textbook Update<br>* Advisory revalidated                                 | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning.  | 2015<br>Fall | Program Review<br>Textbooks updated to better reflect course content.             |
| HIST 110HC<br>Honors West. Civilizations I<br>Units: 3<br>Lecture: 3<br>Laboratory: 0 | * Outline Update<br>* Textbook Update<br>* Advisory revalidated             | 20         | The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.   | 2015<br>Fall | Program Review<br>Outline and textbooks updated to better reflect course content. |
| HIST 111 C<br>Western Civilizations II<br>Units: 3<br>Lecture: 3<br>Laboratory: 0     | * Catalog Description Update<br>* Textbook Update<br>* Advisory revalidated | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning.  | 2015<br>Fall | Program Review<br>Catalog and textbooks updated to better reflect course content. |
| HIST 111HC  | * Outline Update  | 20         | The Cypress   | 2015         | Program Review  |

| Honors West.<br>Civilizations II<br>Units: 3<br>Lecture: 3<br>Laboratory: 0               | * Catalog<br>Description Update<br>* Textbook Update<br>* Advisory<br>revalidated         |               | College Honors<br>Advisory Group<br>recommends a<br>maximum of 20<br>students for a<br>seminar-style<br>honors course to<br>allow for in-depth<br>class discussion and<br>student<br>presentations.          | Fall         | Outline, catalog and<br>textbooks updated to<br>better reflect course<br>content.  |
|---|---|---------------|--|--------------|--|
| REVISED COURSES   |   |               |  |              |  |
| COURSE ID   | ACTION TAKEN  | CLASS<br>SIZE | CLASS SIZE<br>JUSTIFICATION  | EFF<br>DATE  | JUSTIFICATION  |
| HIST 112 C<br>World<br>Civilizations I<br>Units: 3<br>Lecture: 3<br>Laboratory: 0         | * Outline Update<br>* Advisory<br>revalidated<br>* Textbook Update                        | 45            | The primary mode of<br>instruction is lecture<br>and may include<br>discussion and/or<br>group learning.<br>Evaluation primarily<br>through objective<br>exams.  | 2015<br>Fall | Program Review<br>Outline & textbooks<br>updated to better reflect<br>course content.  |
| HIST 112HC<br>Honors World<br>Civilizations I<br>Units: 3<br>Lecture: 3<br>Laboratory: 0  | * Outline Update<br>* Advisory<br>revalidated<br>* Textbook Update                        | 20            | The Cypress College<br>Honors Advisory<br>Group recommends a<br>maximum of 20<br>students for a<br>seminar-style honors<br>course to allow for<br>in-depth class<br>discussion and<br>student presentations. | 2015<br>Fall | Program Review<br>Outline & textbooks<br>updated to better reflect<br>course content.  |
| HIST 113 C<br>World<br>Civilizations II<br>Units: 3<br>Lecture: 3<br>Laboratory: 0        | * Advisory<br>revalidated<br>* Textbook Update  | 45            | The primary mode of<br>instruction is lecture<br>and may include<br>discussion and/or<br>group learning.<br>Evaluation primarily<br>through objective<br>exams.  | 2015<br>Fall | Program Review<br>Textbooks updated to<br>better reflect course<br>content.  |
| HIST 113HC<br>Honors World<br>Civilizations II<br>Units: 3<br>Lecture: 3<br>Laboratory: 0 | * Advisory<br>revalidated<br>* Textbook Update<br>* Distance<br>Education/Hybrid<br>added | 20            | The Cypress College<br>Honors Advisory<br>Group recommends a<br>maximum of 20<br>students for a<br>seminar-style honors<br>course to allow for<br>in-depth class<br>discussion and<br>student presentations. | 2015<br>Fall | Program Review<br>Textbooks updated to better<br>reflect course content.<br>Online component<br>requested to increase the<br>distance education<br>offerings at Cypress<br>College, to increase student<br>access and meet student<br>demands. |
| HIST 163 C  | * Advisory  | 45            | The primary mode   | 2015         | Program Review   |

| History of Mexico<br>Units: 3<br>Lecture: 3<br>Laboratory: 0                          | revalidated<br>* Textbook Update   |            | of instruction is lecture and may include discussion and/or group learning.  | Fall         | Textbooks updated to better reflect course content.                             |
|---|--|------------|--|--------------|---|
| HIST 165 C<br>History of the Middle East<br>Units: 3<br>Lecture: 3<br>Laboratory: 0   | * Outline Update<br>* Catalog Description Update<br>* Advisory revalidated | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning.   | 2015<br>Fall | Program Review<br>Outline & catalog updated to better reflect course content.   |
| REVISED COURSES   |  |            |  |              |   |
| COURSE ID   | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE     | JUSTIFICATION   |
| HIST 170 C<br>History of the U.S. I<br>Units: 3<br>Lecture: 3<br>Laboratory: 0        | * Outline Update<br>* Advisory revalidated<br>* Textbook Update            | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content. |
| HIST 170HC<br>Honors History of the U.S. I<br>Units: 3<br>Lecture: 3<br>Laboratory: 0 | * Outline Update<br>* Advisory revalidated<br>* Textbook Update            | 20         | The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.                              | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content. |
| HIST 171 C<br>History of the U.S. II<br>Units: 3<br>Lecture: 3<br>Laboratory: 0       | * Outline Update<br>* Advisory revalidated<br>* Textbook Update            | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning.   | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content. |
| HIST 171HC<br>Honors History of the U.S. II<br>Units: 3                               | * Outline Update<br>* Advisory revalidated<br>* Textbook Update            | 20         | The Cypress College Honors Advisory Group recommends a maximum of 20 students for a  | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content. |

| Lecture: 3<br>Laboratory: 0  |   |            | seminar-style honors course to allow for in-depth class discussion and student presentations.   |              |   |
|--|---|------------|---|--------------|---|
| HIST 275 C<br>History of California<br>Units: 3<br>Lecture: 3<br>Laboratory: 0     | * Outline Update<br>* Advisory revalidated<br>* Textbook Update         | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams.  | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content.                         |
| <b>REVISED COURSES</b>   |   |            |   |              |   |
| COURSE ID  | ACTION TAKEN  | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE     | JUSTIFICATION   |
| HUSR 250 C<br>Sociology of Aging<br>Units: 3<br>Lecture: 3<br>Laboratory: 0        | * Textbook Update<br>* FSA B35<br>Gerontology added                     | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning.  | 2015<br>Fall | Program Review<br>Textbooks updated to better reflect course content.                                   |
| HUSR 255 C<br>Psychology of Aging<br>Units: 3<br>Lecture: 3<br>Laboratory: 0       | * Outline Update<br>* Textbook Update<br>* FSA B35<br>Gerontology added | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning.  | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content.                         |
| MATH 098 C<br>Mathematics Seminar<br>Units: .5-4<br>Lecture: .5-4<br>Laboratory: 0 | * Catalog Description Update<br>* Repeatability removed                 | 20         | Seminar shells class sizes vary depending upon the subject matter   | 2015<br>Fall | Program Review<br>Catalog description updated to remove repeatability statement                         |
| MATH 115 C<br>Finite Mathematics<br>Units: 4<br>Lecture: 4<br>Laboratory: 0        | * Outline Update<br>* Prerequisites revalidated                         | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams | 2015<br>Fall | Outline updated to better reflect course content and adjusting description to match the CI-D descriptor |

| MATH 130 C<br>Survey of Calculus<br>Units: 4<br>Lecture: 4<br>Laboratory: 0 | * Outline Update<br>* Prerequisites revalidated<br>* Distance Ed /Hybrid added  | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams  | 2015<br>Fall | Outline updated to better reflect course content, adjusted to match C-ID descriptor<br>Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.                                 |
|---|---|------------|--|--------------|---|
| REVISED COURSES   |   |            |  |              |   |
| COURSE ID   | ACTION TAKEN  | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE     | JUSTIFICATION   |
| MATH 150AC<br>Calculus I<br>Units: 4<br>Lecture: 4<br>Laboratory: 0         | * Outline Update<br>* Prerequisites revalidated<br>* Textbook Update  | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.   | 2015<br>Fall | Outline & textbook updated to better reflect course content.<br>Adjust list of content to match C-ID descriptor.  |
| MATH 150BC<br>Calculus II<br>Units: 4<br>Lecture: 4<br>Laboratory: 0        | * Outline Update<br>* Catalog Description Update<br>* Textbook Update<br>* Prerequisites revalidated<br>* Distance/Hybrid added | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2015<br>Fall | Outline, catalog & textbook updated to better reflect course content.<br>Adjusting content to match C-ID descriptor<br>Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands. |
| MATH 250AC<br>Multivariable Calculus<br>Units: 4                            | * Outline Update<br>* Prerequisites revalidated<br>* Textbook Update  | 35         | While the instructor does lecture, much of the class time focuses on discussion, group   | 2015<br>Fall | Outline & textbook updated to better reflect course content.<br>Revising course to  |



| Lecture: 4<br>Laboratory: 0   |   |            | learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.  |              | comply with the Title V, Board policy requirements, C-ID designation, and Program Review.   |
|---|---|------------|--|--------------|---|
| MATH 298 C<br>Mathematics Seminar<br>Units: .5-4<br>Lecture: .5-4<br>Laboratory: 0      | * Outline Update<br>* Catalog Description Update<br>* Repeatability removed   | 20         | Seminar shells class sizes vary depending upon the subject matter  | 2015<br>Fall | Outline & catalog updated to better reflect course content.   |
| REVISED COURSES   |   |            |  |              |   |
| COURSE ID   | ACTION TAKEN  | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE     | JUSTIFICATION   |
| MORT 100 C<br>Orientation to Funeral Service<br>Units: 3<br>Lecture: 3<br>Laboratory: 0 | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Course number from MORT 160 C to MORT 100 C<br>* Textbook Update | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2015<br>Fall | Program Review<br>Outline, catalog, schedule & textbook updated to better reflect course content.<br>Changing Course number to reflect more appropriate program alignment. More field trips are being added to enhance the student exposure to the field of Mortuary Science. |
| MORT 165 C<br>Funeral Service Management I<br>Units: 3<br>Lecture: 2<br>Laboratory: 3   | * Outline Update<br>* Prerequisite revalidated<br>* Textbook Update   | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program. | 2015<br>Fall | Program Review<br>Outline & textbook updated to better reflect course content.  |

| MORT 170 C<br>Funeral Service<br>Ceremonies<br>Units: 3<br>Lecture: 3<br>Laboratory: 0    | * Outline Update<br>* Catalog<br>Description Update<br>* Schedule<br>Description Update<br>* Prerequisite chg<br>from MORT 160 C<br>to MORT 100 C                  | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.   | 2015<br>Fall | Program Review<br>Outline, catalog & schedule updated to better reflect course content.<br>More field trips are being added to enhance the student exposure to the field of Mortuary Science. |
|---|--|------------|--|--------------|---|
| REVISED COURSES   |  |            |  |              |   |
| COURSE ID   | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE     | JUSTIFICATION   |
| MORT 261 C<br>Restorative Art I<br>Units: 2<br>Lecture: 1<br>Laboratory: 3                | * Outline Update<br>* Catalog<br>Description Update<br>* Schedule<br>Description Update<br>* Textbook Update<br>* Prerequisite chg<br>from MORT 263 to<br>MORT 253 | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. | 2015<br>Fall | Outline, catalog, schedule & textbooks updated to better reflect course content.<br>Modifications to course content as per advisory council and licensing board requirements.                 |
| MORT 265 C<br>Funeral Service<br>Management II<br>Units: 3<br>Lecture: 3<br>Laboratory: 0 | * Outline Update<br>* Prerequisite chg<br>from MORT 160 to<br>MORT 100<br>* Textbook Update  | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.   | 2015<br>Fall | Program Review<br>Outline & textbook updated to better reflect course content.  |
| MORT 271 C  | * Outline Update   | 30         | Class time focuses   | 2015         | Outline, catalog, &   |

| Restorative Art II<br>Units: 2<br>Lecture: 1<br>Laboratory: 3            | * Catalog Description Update<br>* Textbook Update<br>* Prerequisite revalidated<br>* FSA change – remove A60 Counseling & add Q60 Mortuary Science |            | on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. | Fall         | textbooks updated to better reflect course content.<br>Modifications to course content as per advisory council and licensing board requirements.   |
|--|--|------------|---|--------------|--|
| REVISED COURSES  |  |            |   |              |  |
| COURSE ID  | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE     | JUSTIFICATION  |
| MORT 275 C<br>Mortuary Law I<br>Units: 3<br>Lecture: 3<br>Laboratory: 0  | * Outline Update<br>* Prerequisite chg from MORT 160 to MORT 100<br>* Textbook Update  | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.  | 2015<br>Fall | Program Review<br>Outline & textbook updated to better reflect course content.   |
| MORT 285 C<br>Mortuary Law II<br>Units: 3<br>Lecture: 3<br>Laboratory: 0 | * Outline Update<br>* Prerequisite revalidated<br>* Textbook Update<br>* Distance Education/Hybrid added   | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning<br>Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.  | 2015<br>Fall | Program Review<br>Outline & textbook updated to better reflect course content.<br>Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands. |
| MORT 292 C   | * Outline Update   | 30         | Class time focuses  | 2015         | Outline & textbooks  |

| Funeral Service Science<br>Units: 3<br>Lecture: 3<br>Laboratory: 0                      | * Textbook Update<br>* Prerequisite chg from MORT 272 to MORT 282  |            | on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. | Fall      | updated to better reflect course content. Modifications to course content as per advisory council and licensing board requirements.  |
|---|--|------------|---|-----------|--|
| REVISED COURSES   |  |            |   |           |  |
| COURSE ID   | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE  | JUSTIFICATION  |
| MORT 294 C<br>Funeral Service Counseling<br>Units: 4<br>Lecture: 4<br>Laboratory: 0     | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Prerequisite chg from MORT 274 C to MORT 264 C<br>* Textbook Update   | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.   | 2015 Fall | Program Review Outline, catalog, schedule & textbook updated to better reflect course content. More field trips are being added to enhance the student exposure to the field of Mortuary Science.  |
| MORT 297 C<br>Mortuary Computer Applications<br>Units: 2<br>Lecture: 1<br>Laboratory: 3 | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Prerequisite revalidated<br>* Course number from MORT 293 to MORT 297<br>* Textbook Update<br>* Distance Education/Hybrid added | 30         | Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.   | 2015 Fall | Program Review Outline, catalog, schedule, course number & textbook updated to better reflect course content. Course number change to better align with the full ASMS degree program since this course is the capstone class. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands. |
| PHOT 101 C<br>Introduction to   | * Outline Update   | 25         | Most of the time students are   | 2015 Fall | Outline updated to better reflect course content.  |

| Photography<br>Units: 3<br>Lecture: 2<br>Laboratory: 4                                 |   |            | engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.                               |              |   |
|--|---|------------|---|--------------|---|
| PHOT 104 C<br>Wedding and Event Photography<br>Units: 3<br>Lecture: 2<br>Laboratory: 4 | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Textbook Update<br>* Lab hrs from 3 TBA to 4 TBA<br>* Advisory revalidated<br>* Fee change from \$20 to \$35 | 25         | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds. | 2015<br>Fall | Outline, catalog, schedule & textbook updated to better reflect course content.<br><br>Revisions necessary to avoid overlap with the proposed Advanced Wedding Class. |
| <b>REVISED COURSES</b>   |   |            |   |              |   |
| COURSE ID  | ACTION TAKEN  | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE     | JUSTIFICATION   |
| PHOT 118 C<br>Available Light Photography<br>Units: 3<br>Lecture: 2<br>Laboratory: 4   | * Outline Update<br>* Catalog Description Update<br>* Textbook Update<br>* Advisories revalidated<br>* FSA C35 Photography removed  | 25         | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds. | 2015<br>Fall | Outline, catalog & textbook updated to better reflect course content.   |
| PHOT 219 C<br>Editorial Photography<br>Units: 3<br>Lecture: 2<br>Laboratory: 4         | * Outline Update<br>* Textbook Update<br>* Advisory revalidated<br>* FSA A20 Art, C05 Mass Communications, C35 Photography, Q35 Media Production - removed  | 25         | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds. | 2015<br>Fall | Outline & textbook updated to better reflect course content.  |
| PHSC 298 C<br>Physical Science   | * Outline Update<br>* Catalog   | 25         | Seminar shells class sizes vary   | 2015<br>Fall | Program Review<br>Outline, catalog &  |

| Seminar<br>Units: .5-12<br>Lecture: 0-12<br>Laboratory: 0-36                            | Description Update<br>* Schedule<br>Description Update<br>* Class size from<br>28 to 25<br>* Repeatability<br>removed |               | depending upon the<br>subject matter   |              | schedule updated to<br>better reflect course<br>content.                             |
|---|---|---------------|--|--------------|--|
| PHYS 201 C<br>College Physics I<br>Units: 4<br>Lecture: 3<br>Laboratory: 3              | * Outline Update<br>* Textbook Update<br>* Prerequisites<br>revalidated   | 25            | The class includes a<br>lab in which the<br>instructor provides<br>extensive<br>individualized<br>feedback/evaluation<br>on a regular basis.<br>(e.g. problem sets,<br>scientific<br>experiments,<br>vocational skills,<br>lab reports). | 2015<br>Fall | Outline & textbook<br>updated to better reflect<br>course content.                   |
| <b>REVISED COURSES</b>  |   |               |  |              |  |
| COURSE ID   | ACTION TAKEN  | CLASS<br>SIZE | CLASS SIZE<br>JUSTIFICATION  | EFF<br>DATE  | JUSTIFICATION  |
| PHYS 202 C<br>College Physics II<br>Units: 4<br>Lecture: 3<br>Laboratory: 3             | * Outline Update<br>* Textbook Update<br>* Prerequisites<br>revalidated   | 25            | The class includes a<br>lab in which the<br>instructor provides<br>extensive<br>individualized<br>feedback/evaluation<br>on a regular basis.<br>(e.g. problem sets,<br>scientific<br>experiments,<br>vocational skills, lab<br>reports). | 2015<br>Fall | Outline & textbook<br>updated to better reflect<br>course content.                   |
| PHYS 210 C<br>Physics for Life<br>Sciences I<br>Units: 4<br>Lecture: 3<br>Laboratory: 3 | * Outline Update<br>* Textbook Update<br>* Prerequisites<br>revalidated   | 25            | The class includes a<br>lab in which the<br>instructor provides<br>extensive<br>individualized<br>feedback/evaluation<br>on a regular basis.<br>(e.g. problem sets,<br>scientific<br>experiments,<br>vocational skills, lab<br>reports). | 2015<br>Fall | Program Review<br>Outline & textbook<br>updated to better reflect<br>course content. |
| PHYS 211 C<br>Physics for Life<br>Sciences II   | * Outline Update<br>* Prerequisite<br>revalidated   | 25            | The class includes a<br>lab in which the<br>instructor provides  | 2015<br>Fall | Program Review<br>Outline & textbooks<br>updated to better reflect                   |

| Units: 4<br>Lecture: 3<br>Laboratory: 3                                      | * Textbook Update  |            | extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)  |              | course content.   |
|--|--|------------|---|--------------|---|
| PHYS 221 C<br>General Physics I<br>Units: 4<br>Lecture: 3<br>Laboratory: 3   | * Outline Update<br>* Prerequisite revalidated<br>* Textbook Update  | 25         | Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content. |
| REVISED COURSES  |  |            |   |              |   |
| COURSE ID  | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE     | JUSTIFICATION   |
| PHYS 222 C<br>General Physics II<br>Units: 4<br>Lecture: 3<br>Laboratory: 3  | * Outline Update<br>* Prerequisite revalidated<br>* Advisory revalidated<br>* Textbook Update                      | 25         | Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports). | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content. |
| PHYS 223 C<br>General Physics III<br>Units: 4<br>Lecture: 3<br>Laboratory: 3 | * Outline Update<br>* Prerequisite revalidated<br>* Advisory revalidated & removed MATH 250BC<br>* Textbook Update | 25         | Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized  | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content. |

|  |  |            | feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).  |              |  |
|--|--|------------|---|--------------|--|
| PSY 255 C<br>Psychology of Aging<br>Units: 3<br>Lecture: 3<br>Laboratory: 0          | * Outline Update<br>* Textbook Update<br>* FSA B35<br>Gerontology added  | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.  | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content.                    |
| <b>REVISED COURSES</b>   |  |            |   |              |  |
| COURSE ID  | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE     | JUSTIFICATION  |
| RADT 142 C<br>Radiologic Electronics<br>Units: 4<br>Lecture: 4<br>Laboratory: 0      | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Textbook Update<br>* Class size from 30 to 35 | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2015<br>Fall | Program Review<br>Outline, catalog, schedule & textbooks updated to better reflect course content. |
| RADT 146 C<br>Introduction to Radiography<br>Units: 4<br>Lecture: 4<br>Laboratory: 0 | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Textbook Update                               | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or   | 2015<br>Fall | Program Review<br>Outline, catalog, schedule & textbooks updated to better reflect course content. |



|   | * Class size from 30 to 35  |            | formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.   |              |  |
|---|---|------------|---|--------------|--|
| RADT 148 C<br>Radiologic Technology<br>Units: 4<br>Lecture: 3<br>Laboratory: 3            | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Textbook Update                                    | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2015<br>Fall | Program Review<br>Outline, catalog, schedule & textbooks updated to better reflect course content. |
| <b>REVISED COURSES</b>  |   |            |   |              |  |
| COURSE ID   | ACTION TAKEN  | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE     | JUSTIFICATION  |
| RADT 150 C<br>Radiologic Positioning<br>Units: 5<br>Lecture: 4<br>Laboratory: 3           | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Textbook Update                                    | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2015<br>Fall | Program Review<br>Outline, catalog, schedule & textbooks updated to better reflect course content. |
| RADT 162 C<br>Radiology Special Procedures<br>Units: 3<br>Lecture: 2.5<br>Laboratory: 1.5 | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Textbook Update<br>* Prerequisites added RADT 148, | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student   | 2015<br>Fall | Program Review<br>Outline, catalog, schedule & textbooks updated to better reflect course content. |

|   | RADT 150, RADT 153, HS 147<br>* Corequisites added RADT 247 & RADT 251   |            | presentations.<br>Evaluation is primarily through objective exams.<br>Writing assignments are assessed mostly for concepts and structure.   |              |  |
|---|--|------------|---|--------------|--|
| RADT 247 C<br>Radiographic Positioning<br>Units: 5<br>Lecture: 4<br>Laboratory: 3 | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Textbook Update<br>* Prerequisites added RADT 148, RADT 150, RADT 153, HS 147<br>* Corequisites added RADT 162 & RADT 251 | 35         | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.<br>Evaluation is primarily through objective exams.<br>Writing assignments are assessed mostly for concepts and structure. | 2015<br>Fall | Program Review<br>Outline, catalog, schedule & textbooks updated to better reflect course content. |
| <b>REVISED COURSES</b>  |  |            |   |              |  |
| COURSE ID   | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION  | EFF DATE     | JUSTIFICATION  |
| SOC 102 C<br>Social Problems<br>Units: 3<br>Lecture: 3<br>Laboratory: 0           | * Outline Update<br>* Textbook Update<br>* Advisories revalidated<br>* Hybrid added  | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning.<br>Evaluation primarily through objective exams.<br>Writing assignments are assessed mostly for concepts and structure.  | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content.                    |
| SOC 250 C<br>Sociology of Aging<br>Units: 3<br>Lecture: 3<br>Laboratory: 0        | * Textbook Update<br>* FSA B35 Gerontology added   | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning.<br>Evaluation primarily through objective exams.<br>Writing assignments are assessed mostly  | 2015<br>Fall | Program Review<br>Textbooks updated to better reflect course content.                              |

|  |  |            | for concepts and structure.  |              |  |
|--|--|------------|--|--------------|--|
| SOC 275 C<br>Marriage and Family<br>Units: 3<br>Lecture: 3<br>Laboratory: 0    | * Outline Update<br>* Textbook Update<br>* Advisory revalidated  | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content.        |
| SOC 277 C<br>Sociology of Religion<br>Units: 3<br>Lecture: 3<br>Laboratory: 0  | * Outline Update<br>* Textbook Update<br>* Advisory revalidated<br>* AA GE: Area D   | 45         | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. | 2015<br>Fall | Program Review<br>Outline & textbooks updated to better reflect course content.        |
| <b>REVISED COURSES</b>   |  |            |  |              |  |
| COURSE ID  | ACTION TAKEN   | CLASS SIZE | CLASS SIZE JUSTIFICATION   | EFF DATE     | JUSTIFICATION  |
| THEA 128 C<br>Acting for the Camera<br>Units: 2<br>Lecture: 1<br>Laboratory: 3 | * Catalog Description Update<br>* Schedule Description Update  | 25         | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.  | 2015<br>Fall | Catalog & schedule updated to better reflect course content.                           |
| THEA 220 C<br>Acting IV<br>Units: 3<br>Lecture: 2<br>Laboratory: 4             | * Outline Update<br>* Catalog Description Update<br>* Schedule Description Update<br>* Title change<br>* Textbook Update<br>* Prerequisite | 25         | Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student   | 2015<br>Fall | Outline, catalog, schedule, title & textbook updated to better reflect course content. |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  | revalidated<br>* Advisories<br>revalidated |  | individual<br>instructions as the<br>class proceeds. |  |  |
|--|--|--|--|--|--|

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** December 9, 2014  
**SUBJECT:** Fullerton College Curriculum

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

**BACKGROUND:** The Office of Instruction and the Curriculum Committee at Fullerton College and the District Curriculum Coordinating Committee have approved the attached summary of curriculum changes. All changes serve the mission of Fullerton College and are within the allocated budget for staff and facilities.

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

All curricula are submitted to the President's Office for review prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Dr. Jennifer Combs, Fullerton College Curriculum Committee Chair and Dr. Jos Ramon Nunez, Vice President of Instructional Services.

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

**How does this relate to Board Policy:** The curricula are being submitted to the Board for approval as outlined in Board Policy 4020, Program and Curriculum Development.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding for all curricula comes from the campus general fund.

**RECOMMENDATION:** It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective fall 2015. This curricula has been signed by the Campus Curriculum Chairperson and the College President, and it has been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

---

Recommended by

---

Approved for Submittal

4.c.1

---

Item No.