



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

MEETING: Regular Meeting in April 2018

DATE: Tuesday, April 24, 2018, at 5:30 p.m.

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

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

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

AGENDA:

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

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

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

- f. **Reports:**
 - Chancellor**
 - * **Recognize Faculty Achieving Tenure**
 - * **"Charging Up Dual Enrollment" Presentation**
By: Henry Hua, Cypress College Dean of Business and CIS, and
Stephanie Teer, Special Projects Director, Dual Enrollment

College Presidents/Provost

- g. **Comments:**
Resource Table Personnel
Members of the Board of Trustees
- h. **Approval of Minutes of the Regular Meeting of April 10, 2018.**
- i. **CLOSED SESSION: Per the following sections of the Government Code:**
- Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.**
- Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**
- Per Section 54956.8: CONFERENCE WITH REAL PROPERTY NEGOTIATOR:**
- Property: 429 E. Amerige Avenue, Fullerton, CA 92832
(APN 033-083-32 and APN 033-083-33)**
- Negotiating Party: Fred Williams, Vice Chancellor, Finance & Facilities**
- Under Negotiation: Terms and Conditions of Sale**

3. **FINANCE & FACILITIES**

- [a] It is recommended that the Board authorize the 2017-2018 General Fund and Capital Outlay Fund transfers. **(The Resolution is available for review in the District's Business Office.)**
- [b] It is recommended that the Board authorize the request to adopt a resolution to designate the Chancellor, the Vice Chancellor, Finance & Facilities, and the District Director, Fiscal Affairs as contracting officers for a District revolving checking account at Union Bank. **(The Resolution is available for review in the District's Business Office.)**
- [c] It is recommended that the Board authorize the request to award Bid #17/18-24, Parking Lot 5 Expansion at Cypress College, to GB Construction, Inc. dba Golden Bear Construction as the lowest overall responsive and responsible bidder.
- [d] It is recommended that the Board authorize the request to amend the architectural consultant services agreement with LPA, Inc. for the Science, Engineering, & Math project at Cypress College and increase the contract amount.
- [e] It is recommended that the Board authorize the request to amend the architectural consultant services agreement with LPA, Inc. for the expansion of the Veterans' Resource Center including the Veterans' Memorial Plaza and renovation of the Student Activities Center project and to increase the contract amount.
- [f] It is recommended that the Board authorize the District to enter into two individual Project Task Order Agreements with Dovetail Decision Consultants, Inc. to provide Furniture, Fixture & Equipment (FF&E) Coordination Consulting Services

for the Building 300-500 Renovation Project and the Instructional Building Project.

- [g] It is recommended that the Board approve the agreement of FF&E coordination consulting services for the Cypress College Science, Engineering, & Math project to Dovetail Decision Consultants, Inc.
- [h] It is recommended that the Board approve the agreement of FF&E coordination consulting services for the Cypress College Veterans' Resource Center and Student Activities Center project to Dovetail Decision Consultants, Inc.
- [i] It is recommended that the Board authorize the request to award RFP #1718-15, Operation of Food Service Program at Fullerton College, to Sodexo America, LLC, for management and operation of food services.
- [j] It is recommended that the Board authorize the request to award Bid #1718-23, EFI H1625 LED Wide Format Printer for Fullerton College to Ricoh as the lowest overall responsive and responsible bidder.
- [k] It is recommended that the Board authorize the request to award Bid #1718-21, Theatrical Lighting and Materials for Fullerton College to Acey Decy Equipment Co. as the lowest overall responsive and responsible bidder.
- [l] It is recommended that the Board reject the submitted bid for the sale of the Property APN: 033-083-32 and 033-083-33.
- [m] It is recommended that the Board authorize the request for the implementation, support, and maintenance agreement with Modo Labs.
- [n] It is recommended that the Board authorize the request for the purchase of laptop computers, computer servers and computing carts for Cypress College using the State of California, WSCA-NASPO Cooperative Purchasing Program Contract MNWNC-108/7-15-70-34-003, to Sidepath, Inc.

4. **INSTRUCTIONAL RESOURCES**

- a. It is recommended that the Board receive the NOCCCD College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement for 2018-2021 as information.
- [b] Authorization is requested to accept new revenue from the Deputy Sector Navigator – Small Business and Entrepreneurship in the amount of \$5,980.
- [c] Authorization is requested for Fullerton College to accept donations to its divisions, departments, and library.

5. **HUMAN RESOURCES**

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

Temporary Contract
 Promotion
 Payment for Independent Learning Contracts
 Leaves of Absence

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

Resignation
 New Personnel
 Rehire
 Promotion
 Voluntary Changes in Assignment
 Leaves of Absence
 Suspension Without Pay for Disciplinary Action

[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.

6. **GENERAL**

- a. It is recommended that the Board adopt Resolution No. 17/18-13, declaring the week of May 20-26, 2018 as Classified School Employee Week.
- b. It is recommended that the Board adopt Resolution No. 17/18-14, declaring the week of May 7-11, 2018 as Teacher Appreciation Week.
- c. It is recommended that the Board re-adopt Board Policy 2015, Student Members.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	April 24, 2018	Resolution	<u>X</u>
		Information	<u></u>
SUBJECT:	2017-2018 Budget Transfers: General Fund and Capital Outlay Fund	Enclosure(s)	<u>X</u>

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 Kashmira Vyas, District Director, Fiscal Affairs.

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

How does this relate to Board Policy: This 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 2017-2018 General Fund and Capital Outlay Fund transfers netting to the amount of \$387,821 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

Recommended by

Approved for Submittal

3.a.1

Item No.

1. 17248: Strong Workforce Initiative - CC

Transfer budget to cover salary and benefits for 2 part-time counselors in the Career Technical Education division, part of the Strong Workforce Initiative approved plans.

From:	5000 Other Operating Expenses & Services	(85,000)
To:	1400 Noninstructional Salaries	69,700
	3900 Benefits	15,300

2. 17748: Student Equity Program - CC

To return budget from the Tutoring Center, as additional funds were allotted from the Basic Skills Initiative program to cover planned activities.

From:	2200 Instructional Aides	(50,000)
To:	4000 Supplies & Materials	50,000

3. 17748: Student Equity Program - CC

Transfer budget for the purchase of supplies for the Dual Enrollment Office supported by the Student Equity program.

From:	2100 Noninstructional Salaries	(20,000)
To:	4000 Supplies & Materials	20,000

4. 11100: Prior Year Funds - FC

Transfer to change funding source for services specialist working in financial aid.

From:	6000 Capital Outlay	(72,000)
To:	2100 Noninstructional Salaries	53,000
To:	3900 Benefits	19,000

5. 17248: Strong Workforce Initiative - FC

Transfer budget to complete activities for CTE Strategic Recruiter project in approved local program proposals.

From:	5000 Other Operating Expenses & Services	(56,000)
To:	2100 Noninstructional Salaries	38,600
	3900 Benefits	12,400
	4000 Supplies & Materials	5,000

6. 17050: Lottery - Restricted - NOCE

Transfer budget for instructional software.

From:	4000 Supplies & Materials	(78,356)
To:	5000 Other Operating Expenses & Services	78,356

Budget Transfers
01-23-2018

7. 11100: Prior Year Funds - CC

Transfer budget to cover professional expert salary and benefits and computer-related expenses for the Distance Education program.

From:	5000 Other Operating Expenses & Services	(10,090)
To:	2300 Noninstructional Salaries	9,490
	3900 Benefits	600

8. 17050: Lottery - Restricted - CC

Transfer for purchase of library databases..

From:	4000 Supplies & Materials	(88,971)
To:	5000 Other Operating Expenses & Services	88,971

9. 4xxxx: Capital Outlay Funds - AC

Transfer to correct reserve amount.

From:	5000 Other Operating Expenses & Services	(1)
To:	7900 Reserve for Contingencies	1

RESOLUTION

This resolution must be adopted in order to certify the approval of the Governing Board **to authorize the designated personnel to serve as an authorized contracting officer for North Orange County Community College District with Union Bank.**

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

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Cheryl A. Marshall</u>	<u>Chancellor</u>	_____
<u>Fred Williams</u>	<u>Vice Chancellor, Finance & Facilities</u>	_____
<u>Kashmira Vyas</u>	<u>District Director, Fiscal Affairs</u>	_____

PASSED AND ADOPTED THIS 24th day of April 2018, by the Governing Board of the North Orange County Community College District of Orange County, California.

I, Alba Recinos, Clerk of the Governing Board of the North Orange County Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a April 24, 2018, meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's signature)

(Date)

3.b.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action	X
Resolution	
Information	
Enclosure(s)	X

DATE: April 24, 2018

SUBJECT: Award Bid #1718-24, Parking Lot 5 Expansion
at Cypress College

BACKGROUND: Cypress College anticipates the construction of the new Science, Engineering, and Math (SEM) Building in December 2018. The placement of the new SEM building will displace approximately 200 parking spaces from parking lot #7. The Campus Master Plan identified future expansion of parking in the lawn area east of Gym II next to parking lot #5. In order to minimize the impact of the reduction in parking spaces, the expansion project needs to be completed before construction begins. The expansion project will provide enough parking capacity to make up for the displaced parking spaces in lot #7 and provide 185 additional spaces for a total of 385 spaces. On April 10, 2018, the District Purchasing Department received 2 bids for the Parking Lot 5 Expansion Project at Cypress College. The lowest responsive and responsible bidder was GB Construction, Inc. dba Golden Bear Construction. Below is the bid summary.

COMPANY	Base Bid	Allowance	Total
GB Construction, Inc. dba Golden Bear Construction	\$1,399,549.30	\$125,000.00	\$1,524,549.30
Newman Midland Corporation	\$1,696,160.00	\$125,000.00	\$1,821,160.00

This agenda item was submitted by Albert Miranda, Director, Physical Plant and Jenney Ho, District Director, Purchasing.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project will come from Bond Funds.

RECOMMENDATION: Authorization is requested to award Bid #1718-24, Parking Lot 5 Expansion at Cypress College Project, to GB Construction, Inc. dba Golden Bear

Construction as the lowest overall responsive and responsible bidder in the amount of \$1,524,549.30. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.c.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution
DATE: April 24, 2018 Information
Enclosure(s)
SUBJECT: Amend architectural consultant agreement with
LPA, Inc. for the Science, Engineering, & Math
(SEM) project at Cypress College

BACKGROUND: In May 2016, the Board authorized LPA, Inc. (LPA) to provide architectural services for the SEM project at Cypress College for the program validation phase. In August 2016, the Board approved for the District to enter into an architectural consultant agreement with LPA to continue on to the project's next phase from schematic design to project completion/close-out. Furniture design and management services totaling \$106,000 were included in LPA's scope.

A summary of the entire project scope with the new changes for LPA are as follows:

\$ 4,502,210	-	Original Contract Amount
(106,000)	-	Fee for Furniture Design and Management Services
50,000	-	Fee for FF&E Coordinator Services to work with Dovetail
121,140	-	Fee for reconfiguration of classroom wing & office suite
13,995	-	Fee for lab redesign
<u>\$ 4,581,345</u>	-	New Contract Amount

Furniture, Fixtures and Equipment

Through numerous discussions with campus staff, District staff, and LPA, it was determined that the project schedule would be best met with the retention of an independent third-party furniture, fixtures, and equipment (FF&E) consultant. Dovetail was the FF&E consultant that was awarded the first phase of the SEM project. Additional phases are presented for approval. LPA's contract amount will be reduced by \$106,000 for this reduced scope. Although LPA will no longer provide furniture design and management services, they are requested to provide FF&E coordination services as an hourly agreement. LPA will coordinate with the District's FFE Consultant, Dovetail, and integrate the needs of building power and data as recommended into the construction documents. This will be primarily electrical and low voltage, but possibly some plumbing and mechanical will be required. The proposed fee for this service is for an amount not to exceed \$50,000.

Reconfiguration of Classrooms and Office

During the construction document phase, LPA redesigned the SEM building to include Intermediate Distribution Frame (IDF) rooms on every floor for both "wings" of the building for a total of six technology rooms within the facility. The redesign for the IDF rooms and the classroom wing is expected to reduce the construction budget by \$180,000 due to enclosing the office suite entry area, removing the planter on the south landing, and reducing the second floor

deck structure and corresponding trellis. These savings are offset by increased costs due to additional steel, additional IDF's, and enclosing the pre-function space. To accommodate the two additional IDF rooms in the classroom wing, LPA was required to reconfigure the overall layout of each of the three floors of the classroom wing. This reconfiguration was not only a floor plan shift but also required a full structural analysis and recalculation of the entire wing. In addition, the square footage necessary for the two additional IDF rooms put the building over the District defined limit of 106,023 SF (for the total facility), therefore LPA had to reduce square footage of the building requiring a full redesign to the office suite on the first floor. The fee for this additional service is \$121,140.

Redesign

In addition, the campus requested a lab change from a general biology lab to an anatomy lab. The architectural and engineering services related to this change include deleting the general biology lab, moving the physiology lab, and adding the anatomy lab. This required revising lab furnishings and floor plans and connection schedules of mechanical, plumbing, and electrical services and distribution locations. The fee for this additional service is \$13,995.

Therefore, it is requested that the Board authorize amending LPA's architectural consultant services agreement with the District and increasing the contract amount by \$79,135 from \$4,502,210 to \$4,581,345.

All other terms of the agreement remain the same. This agenda item was submitted by Emily Day, Cypress College, Vice President of Administrative Services.

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 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: LPA's additional fee for \$79,135 shall be charged to Measure J bond funds.

RECOMMENDATION: Authorization is requested for the board to authorize amending the architectural consultant services agreement with LPA, Inc. for the Science, Engineering, & Math project at Cypress College and increase the contract amount by \$79,135 from \$4,502,210 to \$4,581,345, as follows:

\$ 4,502,210	-	Original Contract Amount
(106,000)	-	Fee for Furniture Design and Management Services
50,000	-	Fee for FF&E Coordinator Services to work with Dovetail
121,140	-	Fee for reconfiguration of classroom wing & office suite
13,995	-	Fee for lab redesign
<hr/>		
\$ 4,581,345	-	New Contract Amount

All other terms of the agreement remain the same. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the amendment to the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.d.3

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	April 24, 2018	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Amend architectural consultant agreement with LPA, Inc. for the expansion of the Veterans' Resource Center (VRC) including the Veterans' Memorial Plaza and renovation of the Student Activities Center (SAC) Project	Enclosure(s)	<u> </u>

BACKGROUND: In October 2016, the Board approved to enter into an architectural consultant agreement with LPA, Inc. (LPA) for the design of the expansion of the Veterans' Resource Center/ Student Activities Center building at Cypress College using the construction manager at risk delivery method. Furniture design and management services totaling \$35,000 was included in LPA's scope.

Through numerous discussion with campus staff, District staff, and LPA, it was determined that the project schedule would be best met with the retention off an independent third-party furniture, fixtures, and equipment (FF&E) consultant. Dovetail was the FF&E consultant that was awarded the first phase of the VRC/SAC project. Additional phases are presented for approval.

LPA's contract amount will be reduced by \$35,000 for this reduced scope. Although LPA will no longer provide furniture design and management services, they are requested to provide FF&E coordination services as an hourly agreement as well as provide pond consultant services.

LPA will coordinate with the District's FFE Consultant, Dovetail, and integrate the needs of building power and data as recommended into the construction documents. This will be primarily electrical and low voltage, but possibly some plumbing and mechanical will be required. The proposed fee for this service is for an amount not to exceed \$16,000.

LPA and LPA's Consultants will provide design and documentation services for the renovation and restructuring of the existing Cypress College Pond resulting from removal of the south most portion as it becomes the site for the new Veterans Resource Center. Removal of this portion of the pond requires significant rework to the support utilities serving the existing pond, along with complete resurfacing of the remaining pond areas. Plans and details will incorporate pond alterations and water feature construction; basin plans, sections, edge treatments/components, water feature details, plumbing and mechanical equipment, lighting features; construction materials, waterproofing, hydraulics and electrical controls; discipline coordination, documentation and submission of all plans. The proposed fee for this additional service is \$36,875.

Therefore, it is requested that the Board authorize amending LPA's architectural consultant services agreement with the District and increasing the contract amount by \$17,875 from \$984,500 to \$1,002,375 as follows:

\$984,500.00	- Original Contract Amount
(35,000.00)	- Fee for Furniture Design and Management Services
16,000.00	- Fee for FF&E Coordinator Services
<u>36,875.00</u>	- Fee for Pond Consultant
\$1,002,375.00	- New Contract Amount

All other terms of the agreement remain the same. This agenda item was submitted by Emily Day, Cypress College, Vice President of Administrative Services.

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 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: LPA's additional fee in the amount of \$17,875 shall be charged to Measure J bond funds and local capital outlay funds.

RECOMMENDATION: Authorization is requested for the board to authorize amending the architectural consultant services agreement with LPA, Inc. for the expansion of the Veterans' Resource Center including the Veterans' Memorial Plaza and renovation of the Student Activities Center project and increase the contract amount by \$17,875 from \$984,500 to \$1,002,375, as follows:

\$984,500.00	- Original Contract Amount
(35,000.00)	- Fee for Furniture Design and Management Services
16,000.00	- Fee for FF&E Coordinator Services
<u>36,875.00</u>	- Fee for Pond Consultant
\$1,002,375.00	- New Contract Amount

All other terms of the agreement remain the same. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to executive the amendment to the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.e.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 24, 2018

SUBJECT: Enter Into Individual Project Task Order Agreements with Dovetail to provide Furniture, Fixture & Equipment (FF&E) Coordination Consulting Services for the Fullerton College Building 300-500 Renovation Project and Instructional Building.

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

BACKGROUND: On February 13, 2018, the Board of Trustees authorized the District to enter into a Master Agreement with Dovetail Decision Consultants, Inc. (Dovetail) for the purpose of Furniture, Fixtures, & Equipment (FF&E) Consulting Services for District-wide Construction Projects pursuant to Request for Proposal (RFP) #1718-09. The Master Agreement will be for three years with two one-year renewal options exercised at the sole option of the District. Individual projects will be drafted with a Task Order to include the scope of work, fee and conditions of the Master Agreement. A project task order will be brought before the Board of Trustees for approval if the amount is over the bid limit threshold (currently \$90,200). Dovetail was selected to coordinate and plan the development of furniture layouts, building infrastructure requirements, procurement strategies and specifications, delivery schedules, project submittal review, installation coordination and inspection, competitive bidding recommendation, project start-up, and relocation consultation.

On April 2, 2018, Dovetail submitted two Task Order Project Proposals for Dovetail Decision Consultants, Inc. to provide FF&E Coordination Consulting Services for the Fullerton College Building 300-500 Renovation project and for the new Fullerton College Instructional Building.

The proposal for the Fullerton College Building 300-500 Renovation Project consists of a two-phase project with Phase I: Planning for FF&E, beginning no later than July 2018, with a targeted completion of the scope no later than January 30, 2019, in the amount of \$88,000, and Phase II: Implementation for FF&E, slated to begin approximately March 2022, with occupancy no later than December 2023, in the amount of \$62,900, for a total proposal amount not to exceed \$150,900, including all project-related expenses.

The proposal for the Fullerton College Instructional Building Project is based on the assumption of one (1) Building with approximately 47,850 ASF be delivered through the Design/Build method and the two phases breakdown as follows:

Phase I: Planning for FF&E will begin no later than May 1, 2018, with a targeted completion of the outlined scope no later than December 31, 2018, for a fee of \$79,000.

Phase II: Implementation for FF&E is slated to begin approximately September 2020, with occupancy no later than August 2021, for a fee of \$60,250

The total proposal amount not to exceed \$139,250, including project-related expenses.

This agenda item was submitted by Rodrigo Garcia, Vice President, Administrative Services, Fullerton College and Oscar Saghieh, Project Manager, Campus Capital Projects, Fullerton College.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will come from local bond and State funds for project specific.

RECOMMENDATION: It is recommended that the Board of Trustees authorize the District to enter into two individual Project Task Order Agreements with Dovetail to provide Furniture, Fixture & Equipment (FF&E) Coordination Consulting Services for:

- 1) Building 300-500 Renovation Project Task Order Agreement beginning no later than July 2018, with a targeted completion by December 2023, for a total amount not to exceed \$150,900, including all project-related expenses.
- 2) Instructional Building Project Task Order Agreement to begin by May 1, 2018 with a targeted completion date of August 2021 for a total amount not to exceed \$139,250, including, including project-related expenses.

Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the Individual Task Order Project Agreements on behalf of the District.

Fred Williams
Recommended by

Approved for Submittal

3.f.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 24, 2018

SUBJECT: Agreement with Dovetail for Cypress College Veterans' Resource Center (VRC) and Student Activities Center (SAC) building Fixtures, Furniture & Equipment (FF&E) coordination consulting services

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

BACKGROUND: In December 2017, Dovetail Decision Consultants, Inc. (Dovetail) was issued a purchase order for \$53,000 to provide program development services for the VRC/SAC project at Cypress College including the development of a FF&E space plan and coordination of FF&E selection and vendor specifications.

In February 2018, Dovetail was awarded the FF&E consultant services for District-wide construction projects. In March 2018, the VRC/SAC project was submitted for Department of State Architect (DSA) review and is projected to begin construction in December 2018. Additional services from Dovetail are requested for the VRC/SAC project to include vendor coordination and implementation of fixtures, equipment, and typical and specialty furniture items. Dovetail proposed a fee of \$41,300 to provide the additional services. The total cost of FF&E coordination consulting services for the VRC/SAC project is \$94,300, surpassing the \$90,200 threshold requiring Board approval.

This agenda item was submitted by Emily Day, Cypress College, Vice President of Administrative Services.

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, Board Policy 6340, Contracts, and Board Policy 6600 Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will come from Measure J bond funds.

RECOMMENDATION: Authorization is requested that the Board of Trustees approve the agreement of FF&E coordination consulting services for the VRC/SAC project to Dovetail for \$94,300. The term of the agreement commenced on February 15, 2018 through February 15, 2021, with 2 one-year renewal options. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.h.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	April 24, 2018	Information	
		Enclosure(s)	X
SUBJECT:	Award RFP #1718-15, Request for Proposal for Sodexo America, LLC to Operate the Food Service Program at Fullerton College.		

BACKGROUND: On January 8 and 15, 2018, the District Purchasing Department advertised in the Orange County Register to bid on managing and operating the food service facilities at Fullerton College. Services will include both the food court operation in the College Center, as well as catering services and Stinger’s Café. The District sent RFPs directly to ten different vendors.

Four (4) companies attended the mandatory job walk (A’Viands, CulinArt, Sodexo, and Sysco) and two (2) proposal responses were received from CulinArt and Sodexo. A campus committee consisting of seven members including of a student, a classified staff, faculty, and managers reviewed the proposals and unanimously recommended Sodexo America, LLC. The scoring criteria used by the committee can be found in the enclosed document. The committee members’ overall scores for the two proposals from CulinArt and Sodexo are summarized as follows:

	CulinArt	Sodexo
Total Score	5,830	6,195
Average Score	833	885

The agreement will be for a five-year period with an option of an additional five-year extension upon board approval. Sodexo is the largest provider of food services in North America serving 6,000 clients including 900 in the higher education field. In addition, Sodexo is the current food service provider at Fullerton College. The agreement will include:

1. Commissions of 4% on all gross sales including catering and Stinger’s Café, between \$1 and \$2,000,000, and 9% on sales over \$2,000,000 with a minimum yearly guarantee of \$80,000.
2. Contractor shall establish a Dining Service Enhancement Fund using 1% of annual sales for mutually agreed upon expenses.
3. Contractor shall provide an investment amount of \$100,000 for the renovation of the dining facilities and \$550,000 to potentially convert Stinger’s Café into a fully licensed Starbucks Café, which will be amortized over a five-year period. In the event that the contract is terminated, expires, or is amended, the campus would be required to reimburse the contractor for the unamortized portion.
4. Contractor will provide \$10,000 worth of catering services a year, at the discretion

of the College President, which will increase each year by the change in inflation.

5. Contractor will routinely contribute basic staple food products to the campus food bank through cooperation with the contractor's supplier to help ensure a steady stream of food items are made available to students.
6. An amount of \$5,000 cash will be allocated annually to Fullerton College. The amounts will be equally divided to the following groups:
 - Associated Students \$2,500
 - Athletics (Student Athletes) \$2,500

The District may terminate the agreement by providing a sixty-day written notice. This agenda item was submitted by Jenney Ho, District Director of Purchasing and Rodrigo Garcia, Fullerton College Vice-President, Administrative Services.

How does this relate to the five District Strategic Directions? This item responds to the District 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 6300, Fiscal Management and/or Board Policy 6340, Bids and Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: The vendor will be paying a commission as per the proposal at no cost to the campus.

RECOMMENDATION: Authorization is requested to award RFP #1718-15 Operation of Food Service Program at Fullerton College, to Sodexo America, LLC, for management and operation of food services. The agreement will be for a five-year period beginning on or about July 1, 2018, with an option for an additional five-year period upon board approval. Commission as percentage of gross sales. Authorization is further requested for the Vice Chancellor, Finance & Facilities to execute the contract on behalf of the District.

Fred Williams
Recommended by

Approved for Submittal

3.i.2
Item No.

Food Services Proposal Screening Score Sheet

Name: _____

A. Management Capability

	<u>Max Points</u>
1. The proposal must state precise plans for each step in assuming management control and describe the Contractor's ability to commit to staff and resources required to develop a responsive management structure. A statement of the Contractor's management philosophy should be included.	100
2. The proposal shall specify how the management personnel employed to fulfill the contract will operate organizationally. All management positions proposed by the Contractor should be listed with areas of responsibility clearly defined.	30
3. The proposal should include resumes identifying specific management personnel. The resume should describe the experience, education, background, specific professional accomplishments and any special qualifications. The resumes must include the names, addresses and telephone numbers of at least three (3) persons (preferably College administrators) who are in a position to evaluate them.	40
4. The proposal should describe corporate support services available to the campus along with proposed district management supervision, account load of the district manager and proposed visitation schedules.	30
5. The proposal shall include a description of training programs used for management personnel emphasizing cultural intelligent customer service. The Contractor shall also describe training programs for other personnel and include information on the staff conducting the training, their background and qualifications and available training resources.	100
Subtotal	<u>300</u>

B. Technical Quality and Understanding of Operations

1. The proposal shall include a complete estimated five (5) year Pro Forma operating statement.	20
2. The Contractor bidding on the College Center Food Court operation must submit a proposed operational plan with applicable menus and pricing to be provided. The proposal should also include a marketing strategy for the applicable components. Any additional equipment or modifications required by the Contractor should be identified in detail.	70
3. If the Contractor bids on the College Center Food Court operation, the proposal must provide a sample catering catalog or guide with suggested menus and prices.	50

4. If the Contractor bids on the Stinger’s Café, the proposal shall include a proposed menu for the Stinger Café including pricing. The proposal shall also include proposed renovation/concept(s) and general enhancement of the Stinger’s Café. The proposed renovation should be creative, attractive, show a high degree of flexibility and responsiveness to students' needs. Attention should be given to maximize the efficiency and productivity of the facility. The proposal should include menus, programming and marketing ideas. Additionally, the proposed renovation project should include a time line for completion. It is mandatory that Stinger’s Café is included in the contract.	100
5. The proposal shall include ways to strengthen the price/value relationship of all food service activities.	80
6. The Contractor must describe the procedures and capacity for replacing local personnel at the management level including the Director of Dining Services.	20
7. The proposal should include a complete description of each facility to be operated including an evaluation of each unit, its capacity to provide the desired services and the resources required to efficiently handle a food service operation of the current or projected size and scope. A complete description of proposed modifications for marketing should be included.	60
8. The proposed commissions will be weighed along with all other requirements. Any additional financial arrangements in addition to commissions should also be included in the proposal.	100
Subtotal	500

C. Contractor’s Experience and Capabilities

1. The proposal must include a description of the general background, experience and qualifications of the Contractor in college and college services. The Contractor must list the colleges and universities it serves which have enrollments of 3,000 or more. A general description of the type of units (e.g., cafeteria, snack bar, etc.), period of time Contractor has served that contract and total sales volume for each campus for the period of July 1, 2014 through December 31, 2017 is also required. A list of currently operated nationally branded concepts and the location of each should be included. Also include the names, titles, addresses and telephone numbers of college administrators (particularly the campus liaison) who are in a position to evaluate the operation. Any operations that have been terminated since July 1, 1995 and by whom, college or Contractor, is also required.	150
2. The proposal must include the location of the nearest account to the College and the nearest comparable account in size and scope to the College.	25
3. The Contractor shall supply the most current, certified year-end balance sheet and income statement.	25
Subtotal	200
Total	1000

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	April 24, 2018	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Award Bid #1718-23, EFI H1625 LED Wide Format Printer for Fullerton College	Enclosure(s)	<u> X </u>

BACKGROUND: Fullerton College requested to purchase an EFI H1625 LED wide format printer for the Printing Technology department. The equipment is part of the Strong Workforce Initiative that will be used for classroom instruction that will help train students and incorporate emerging printing technology in the field of digital packaging and will integrate with the existing classroom equipment. Additionally, the equipment will be integrated into existing courses and programs in the printing department.

On March 28, 2018, the District Purchasing Department received two bids for the EFI H1625 LED Wide Format Printer for Fullerton College Printing Technology department. The responsive and responsible bidder was Ricoh in the amount of \$152,872.12. Attached is the bid summary. This agenda item was submitted by Jenney Ho, District Director, Purchasing and Benjamin Cuatt, Printing Technology Instructor.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project will come from the Strong Workforce Initiative fund.

RECOMMENDATION: Authorization is requested to award Bid #1718-23, EFI H1625 LED Wide Format Printer for Fullerton College to Ricoh as the lowest overall responsive and responsible bidder in the amount of \$152,872.12. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to issue a purchase order on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.j.1

Item No.

Bid # 1718-23, EFI H1625 LED Wide Format Printer Fullerton College

Quantity	Description	RICOH	KONICA MINOLTA
1	PRT EFI-WF H1625 LED 4C CMYK	\$ 86,000.00	\$ 80,000.00
1	PRT H1625 LED HYBRID 4C CMYK	INCL	INCL
1	INK KIT STRTR H1625 LED-3M 4C	INCL	INCL
1	Color Profiler Option License	\$ 1,620.00	\$ 920.00
1	ES-2000 Spectrophotometer	INCL	\$ 799.97
1	Fiery XF Color and Workflow Sprint Services	\$ 4,675.00	\$ 2,400.00
1	Fiery XF 6.4 for EFI Wide Format <(>&<)> 1 YR SMSA	INCL	INCL
1	KIT, SW, FXF 6.4, WIDEFORMAT	INCL	INCL
1	SMSA, 1 YR+1 M, FIERY XF	INCL	INCL
1	EFI H1625 Additional Extension Media Tables (Pair) Oversize	INCL	\$ 1,333.33
1	OPTION, WHT 2C, HW&INK, H1625 LED, FIELD	INCL	\$ 4,850.00
1	OPTION 2 CHANNEL WHITE H1625	INCL	INCL
2	EFI Wide Format Solvent Flush 1L	\$ 180.00	\$ 162.00
12	Three Month ESP Essential for EFI Wide Format Printer	\$ 39,000.00	\$ 46,800.00
	22 Liters EFI Wide Format CMYWK ink	\$ 3,148.60	\$ 3,688.36
	EFI WIDE FORMAT PRINTER INSTALLATION	\$ 2,500.00	\$ 1,200.00
	EFI WIDE FORMAT PRINTER RIGGING	\$ 3,200.00	\$ 2,850.00
	EFI WIDE FORMAT PRINTER TRAINING	\$ 1,000.00	\$ 2,500.00
Warranty		INCL	INCL
Shipping		\$ 4,500.00	\$ 4,400.00
Tax		\$ 7,048.52	\$ 7,039.61
Total		\$ 152,872.12	\$ 158,943.27

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	April 24, 2018	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Award Bid #1718-21, Theatrical Lighting and Materials for Fullerton College	Enclosure(s)	<u> X </u>

BACKGROUND: Fullerton College Theater Department requested to purchase theater lighting and materials for the Theater Department. The equipment is part of the Strong Workforce Initiative that will be used to train students in the Vocational Educational Certificate Programs in current trends and practices in Live Event Production.

On March 26, 2018, the District Purchasing Department received three bids for theatrical lighting and materials for Fullerton College Theater Department. The lowest responsive and responsible bidder was Acey Decy Equipment Co. in the amount of \$269,820.77. Attached is the bid summary. This agenda item was submitted by Jenney Ho, District Director, Purchasing and Ed Hubert, Fullerton College Theater Production Coordinator.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project will come from Strong Workforce Initiative Local Program fund.

RECOMMENDATION: Authorization is requested to award Bid #1718-21, Theatrical Lighting and Materials for Fullerton College to Acey Decy Equipment Co. as the lowest overall responsive and responsible bidder in the amount of \$269,820.77. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to issue a purchase order on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.k.1

Item No.

Bid # 1718-21, Theatrical Lighting and Materials for Fullerton College

Quantity	Description	Acey Decy Equipment Co.	BCT Entertainment	4 Wall Entertainment Inc.
36	Chauvet Maverick MK3 Wash Fixture	\$ 109,404.00	\$ 114,404.40	\$ 124,027.20
8	Chroma-Q Force II 72-AC Lighting	\$ 28,360.00	\$ 29,913.07	\$ 31,473.12
12	Chroma-Q Force II 12-AC Lighting	\$ 11,496.00	\$ 11,854.08	\$ 12,472.32
3	Martin Mac Viper Profile Fixture, Cardboard	\$ 23,745.00	\$ 25,847.73	\$ 27,195.78
4	Martin Mac Viper Performance Fixture, Cardboard	\$ 33,740.00	\$ 36,671.17	\$ 38,583.72
1	Element 40, 500 Channels	\$ 4,485.00	\$ 4,401.42	\$ 4,684.08
2	ETC Net3 Show Control Gateway	\$ 2,238.00	\$ 2,223.60	\$ 2,366.40
6	CITC-Maniac II LED/Moving Head Fogger	\$ 11,274.00	\$ 16,167.60	\$ 12,493.20
126	Mega Claw, Black	\$ 2,835.00	\$ 3,777.25	\$ 3,095.82
36	Pipe Clamp w/Bolt-Standard	\$ 259.20	\$ 322.92	\$ 505.44
50	Safety Cable, Black	\$ 85.00	\$ 147.50	\$ 150.00
12	ETC ColorSource DMX Relay	\$ 1,968.00	\$ 1,765.80	\$ 1,879.20
12	ETC ColorSource Relay Pipe Mount Kit	\$ 192.00	\$ 156.96	\$ 167.04
12	ETC Dual 20A ThruPower Modulei350uS AF	\$ 5,328.00	\$ 5,611.32	\$ 5,345.28
18	HTI 1000w Lok-It	\$ 3,222.00	\$ 2,949.30	\$ 3,159.00
12	5' 5 Pin DMX Cable-LEX	\$ 286.20	\$ 309.12	\$ 288.48
12	3.5' 5 Pin DMX Cable-LEX	\$ 274.80	\$ 361.81	\$ 300.48
6	10' PowerCon to PowerCon Extension	\$ 167.40	\$ 181.74	\$ 172.50
12	5' TRUE1 Ext. Cable, 12/3 SJO	\$ 294.00	\$ 360.36	\$ 361.68
6	25' PowerCon to Powercon Extension	\$ 233.10	\$ 258.06	\$ 240.06
12	10' TRUE1 Ext. Cable 12/3 SJO	\$ 288.00	\$ 411.18	\$ 407.28
6	50' TRUE1 Ext. Cable 12/3 SJO	\$ 269.40	\$ 401.61	\$ 384.12
18	25' TRUE1 Ext. Cable 12/3 SJO	\$ 598.50	\$ 822.69	\$ 813.96
12	L5-20 (M) to TRUE1 (F) 5'	\$ 378.00	\$ 466.22	\$ 318.60
24	PowerCON TRUE1 Cable End Male Connector-Power Out	\$ 226.80	\$ 212.52	\$ 276.48
24	TRUE1 Two-Fer Molded	\$ 1,244.40	\$ 1,435.10	\$ 1,662.72
36	10' Proplex CAT5E Neutrik Ethercon Patch Cable	\$ 1,089.00	\$ 1,102.86	\$ 1,301.04
1	ETCnomad 512 Gadget II Education Bundle	\$ 209.00	\$ 250.00	\$ 250.00
12	ETC 7050A1022 ETC CC50 Single 50A Constant Current Module	\$ 2,616.00	N/A	\$ 2,589.12
12	ETC7083A1025 ETC Dual 20A Constant Current Module	\$ 1,710.00	\$ 1,623.60	\$ 1,712.16
Freight		\$ 1,895.00	\$ 1,800.00	\$ 880.00
Delivery		\$ 150.00	\$ 400.00	\$ -
Tax		\$ 19,259.97	\$ 20,522.85	\$ 26,474.25
Total		\$ 269,820.77	\$ 287,133.84	\$ 306,030.53

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action	X
Resolution	
Information	
Enclosure(s)	

DATE: April 24, 2018

SUBJECT: Subscription Agreement with Modo Labs for Implementation, Support, and Maintenance of Cypress College Mobile App

BACKGROUND: In August 2011, a Cypress College mobile app was released. Cypress College Academic Computing first developed this app before it was absorbed by District Information Services. The app no longer functions due to the lack of development; the last update was in September 2012. In recognition that a functional and robust mobile app would be a powerful tool for outreach and communication, potential vendors were invited to present in December 2017. The presentations began in January 2018. Subsequently, these services were analyzed and reviewed for fit and functionality. The vendors were scored on six major criteria consisting of: 1) experience, 2) skill set & approach, 3) creativity & innovation, 4) methodology & tools, 5) ability to achieve objectives, and 6) concepts & channels. After going through the due diligence process, Modo Labs is the recommended vendor.

Company	Annual Fee	Implementation	Total
OOHLALA	\$33,450	\$0	\$33,450
Modo Labs	\$48,505	\$33,061	\$81,566

Pricing was not obtained from CampusM because their product did not meet the needs of the campus. Although Modo Labs was priced higher than OOHLALA, the company had the qualifications that Cypress College was looking for in a strategic partner to provide a rich user experience and to support technology needs. As part of the due diligence process, Cypress College confirmed direct integration with Banner to provide real-time registration and class information was possible. An analytics platform is further available to support the college data analysis needs.

In March 2018, Cypress College submitted the multi-year plan for Guided Pathways, which included the development and implementation of the campus app that supports students' awareness, and needs related to college services, procedures, and policies.

Modo Labs proposed implementation costs of \$33,061 and two years of support and maintenance of \$97,010 for a total of \$130,071. Modo Labs will work with the college for the standard modules, student modules, and advanced features for the app to be on the iOS and Android platforms. The first phase of the implementation will include user functionality such as directory, maps, events, alerts, images, news, scanner, social media feeds, and video

content and courses. The second and third phase will include registration, course catalog, dining options, tours, resource usage, submission of facilities requests, feedback, calendar, discussion boards, and indoor maps. These phases will continue through June 2019.

Cypress College will serve as the pilot for the District, with the intention that NOCE and Fullerton College would begin design in spring 2019 and implementation in fall 2019. The purpose of the one-year pilot is to provide information to all three colleges and pricing will increase if NOCE and Fullerton sign on in 2019. If Fullerton and NOCE choose not to go with Modo Labs after the one year pilot, Cypress will fulfill its two-year commitment and the District will consider another application.

It is recommended that the agreement with Modo Labs be executed for the implementation, support, and maintenance of the app. This agenda item was submitted by Emily Day, Cypress College, Vice President of Administrative Services.

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, and Board Policy 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will come from Guided Pathways.

RECOMMENDATION: Authorization from the Board of Trustees is requested for the approval of the implementation, support, and maintenance agreement to Modo Labs for \$130,071. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to issue a purchase order on behalf of the District.

Fred Williams
Recommended by

Approved for Submittal

3.m.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

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

DATE: April 24, 2018

SUBJECT: Approval of Computer Equipment for Cypress College Using the State of California WSCA-NASPO ValuePoint Cooperative Purchasing Program

BACKGROUND: Cypress College is requesting to purchase computer equipment consisting of 390 laptops, 4 computer servers, 13 computing carts, wireless access points for the computing carts, and software licenses. As part of the Basic Skills grant, Cypress College will be utilizing real-time classroom computer access for students to provide just-in-time instruction for English, English as a Second Language (ESL), and reading classes. To handle the additional volume of usage, additional access points will be made available on the computer carts. Additionally, as part of the college's technology improvement plan, the acquisition of servers and software to provide additional storage and computing capacity will accommodate the increased demand for data and file storage, replace aging and end-of-life hardware and software, and lead to lower Total Cost of Ownership (TCO). To make the purchase of the required computer equipment, the piggyback contracting method has been selected. Public Contract Code Section 20652 authorizes the use of this method when it is in the best interest of the District.

The Western States Contracting Alliance (WSCA) has formed a cooperative purchasing organization, the National Association of State Procurement Officials (NASPO), to manage a cooperative purchasing program approved by California's State Chief Procurement Official and make contracts available to authorized governmental entities such as public schools and institutions of higher education. The WSCA-NASPO contract planned for this use is the computer contract MNWNC-108/7-15-70-34-003 with Dell Marketing, L.P. This piggyback contract utilizes a previously conducted bidding process and contract award to WSCA members. The equipment cost is \$414,379.74, plus shipping and tax. This agenda item was submitted by Jenney Ho, District Director, Purchasing and Emily Day, Cypress College, Vice President of Administrative Services.

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

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse, and Board Policy 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: Cypress College's purchase of computer equipment, computer servers and computing carts will be charged to the Basic Skills Grant and to the Capital Outlay Fund.

RECOMMENDATION: Authorization is requested that the Board of Trustees approve the purchase of laptop computers, computer servers and computing carts for Cypress College in the amount of \$414,379.74 plus shipping and tax using the State of California, WSCA-NASPO Cooperative Purchasing Program Contract MNWNC-108/7-15-70-34-003, to Sidepath, Inc., an authorized Dell Computer Dealer. It is further recommended that the Board of Trustees authorize the District Director, Purchasing, to execute the purchase order on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.n.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	April 24, 2018	Information	X
		Enclosure(s)	X
SUBJECT:	NOCCCD CCAP Dual Enrollment Partnership Agreement 2018-2021 Template		

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

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

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

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

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

Since fall 2016, the two credit colleges in the District have implemented AB 288 dual enrollment programs with four high school districts in the area. With this iteration of the Agreement template, the following revisions were executed:

1. Redundant language was deleted
2. Majority of the content in the Appendix in last year's template were incorporated into the body of the Agreement; thereby streamlining the overall content of the Agreement
3. The term of the Agreement is now three years, instead of annual

This three-year Agreement Template is now being presented to the Board for information and discussion (first reading). After the Board reviews and discusses the template, the Colleges will begin to utilize this template to craft Partnership Agreements with specific local high school districts beginning with the 2018-2019 academic year. These specific agreements will be presented to the Board for approval when they are ready.

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

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

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

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

RECOMMENDATION: It is recommended that the Board receive as information the NOCCCD CCAP Dual Enrollment Partnership Agreement 2018-2021 template.

**COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2018-2021**

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

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

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

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

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

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

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

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

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be for three years beginning on July 1, 2018_ and ending on June 30, 2021_, and requires renewal every three years by

July 1, unless otherwise terminated in accordance with Section 21 of this Agreement.

- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.3 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)
- 1.4 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.5 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)

2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of NOCCCD and applicable law. Sec. 2 (a)
- 2.2 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for

the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

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

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and NOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and NOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)

- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Students will only be able to enroll into one Dual Enrollment class under this agreement. If they wish to enroll into an additional Dual Enrollment course, they must obtain approval by the high school by filling out the authorization form.
- 3.9 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The NOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Both COLLEGE and SCHOOL DISTRICT will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

6. CCAP AGREEMENT COURSES

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o)(1)
- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's office, unless course is a standalone class. Course outlines will be provided to the SCHOOL DISTRICT.
- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the NOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses must meet the number of hours sufficient to meet the stated performance objectives as outline in the course outlines provided to the SCHOOL DISTRICT on a semester bases.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with NOCCCD academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the NOCCCD Board of Trustees and the state Chancellor's Office.
- 6.8 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by NOCCCD Administrative Procedure 4610.

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

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the NOCCCD and become NOCCCD employees or be provided by the District and be District employees. Faculty provided by the SCHOOL DISTRICT must also sign an Instructional Service Agreement- Instructor and get approved by the NOCCCD Board before the start of the course.

- 7.2 The SCHOOL DISTRICT shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are SCHOOL DISTRICT employees.
- 7.3 The COLLEGE shall be solely responsible for all salaries, wages, and benefits due to dual enrollment faculty who are COLLEGE employees.
- 7.4 The COLLEGE shall be responsible for faculty salaries associated with the instructional class time of the classes conducted under this Agreement for faculty that are not SCHOOL DISTRICT employees. Any supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE Employees, that extends beyond the college schedule, is the SCHOOL DISTRICT's responsibility.
- 7.5 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.7 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.8 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.9 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of NOCCCD.

- 7.11 Faculty provided by the SCHOOL DISTRICT who don't comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.
- 7.12 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of NOCCCD specifically with regard to their duties as instructors.
- 7.13 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.
- 8.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines to avoid a "W" on their transcript.
- 8.6 A dropped class will follow the COLLEGE drop date deadlines and may appear on the high school transcript as a college course depending on when the class was dropped. A student may complete the course to receive high school credit.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with NOCCCD policies and standards. Sec. 2 (c)(2)

- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

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

documentation, Course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code Regs. and Title.5.

11. CERTIFICATIONS

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

- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

12. PROGRAM IMPROVEMENT

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

13. RECORDS

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 13.2 College shall provide the SCHOOL DISTRICT with a roster of participants and their final grades.
- 13.3 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. CCAP AGREEMENT DATA MATCH AND REPORTING

- 14.1. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- 14.2. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges. Note: All referenced Sections from AB 288 (Education Code § 76004) 13 | Page 005142.00043 13951870.1 15.

15. PRIVACY OF STUDENT RECORDS

- 15.1. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence,

and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

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

16 REIMBURSEMENT

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

17 FACILITIES

- 17.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to NOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 17.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 17.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

18 INDEMNIFICATION

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

19 INSURANCE

- 19.1 The SCHOOL DISTRICT, in order to protect the NOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and NOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to NOCCCD.

19.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and NOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

20 NON-DISCRIMINATION

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

21 TERMINATION

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

21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All Note: All referenced Sections from AB 288 (Education Code § 76004) 16 | Page 005142.00043 13951870.1 agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22 NOTICES

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

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

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

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

23 INTEGRATION

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

24 MODIFICATION AND AMENDMENT

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

25 GOVERNING LAWS

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

26 COMMUNITY COLLEGE DISTRICT BOUNDARIES

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

27 SEVERABILITY

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

28 COUNTERPARTS

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

Executed on _____2018

By: _____
SCHOOL DISTRICT

By: _____
COLLEGE

By: _____
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

North Orange County Community College District Board Meetings:

- (a) Information Board Meeting Date:
- (b) Public Comment Board Meeting Date:

School District Board Meetings:

- (a) Information Board Meeting Date:
- (b) Public Comment Board Meeting Date:

APPENDIX

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

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

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

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

1. NOCCCD, COLLEGE and SCHOOL DISTRICT Point of Contact:

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

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

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

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

PROGRAM YEAR: _____ COLLEGE: _____

EDUCATIONAL PROGRAM: _____ SCHOOL DISTRICT: _____
 _____ HIGH SCHOOL: _____

TOTAL NUMBER OF STUDENTS TO BE SERVED:	TOTAL PROJECTED FTES:
--	-----------------------

COURSE NAME	COURSE NUMBER	TERM	TIME
1.			
2.			
3.			

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

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

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

5. FACILITIES USE

5.1 COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 17, Facilities, of this CCAP Agreement.

5.2 COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

BUILDING	CLASSROOM	DAYS	HOURS

Note: All referenced Sections from AB 288 (Education Code 76004)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	X
DATE:	April 24, 2018	Information	
		Enclosure(s)	X
SUBJECT:	Fullerton College Sponsorship between Rancho Santiago CCD and NOCCCD/Fullerton College in the amount of \$5,980		

BACKGROUND: Fullerton College is pleased to report that it is the recipient of a Sponsorship from the Deputy Sector Navigator – Small Business and Entrepreneurship in the amount of \$5,980, for the performance period beginning April 25, 2018 (following Board approval) and continuing through December 31, 2018, for Fullerton College’s Management / Marketing Program to conduct college enrichment programs related to Business and CIS. The project will support faculty in assisting students with career technical/vocational needs related to employment and/or upskilling, preparing for transfer success, or seeking to start a business. The industry-based certification content objectives have been established by advisory boards composed of high level business and educational experts from across the country.

This agenda item is being submitted by Douglas Benoit, Dean Business, CIS, and Economic Workforce Development.

How does this relate to the five District Strategic Directions? The project specifically supports the District’s Strategic Directions #1 and #5: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements and courses; District will develop and sustain collaborative projects and partnerships with the community’s educational institutions, civic organizations, and businesses.

How does this relate to Board Policy: This item is in compliance with Board Policy 3280 (1.0) The Board will be informed about all grants received by the District; and, (2.0) The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

FUNDING SOURCE AND FINANCIAL IMPACT: Fullerton College is the recipient of a Sponsorship from the Deputy Sector Navigator – Small Business and Entrepreneurship in the amount of \$5,980. All funding will be received following Board approval and must be spent on program improvements for the above-referenced programs by December 31, 2018.

RECOMMENDATION: Authorization is requested to accept new revenue from the Sponsorship through the Deputy Sector Navigator – Small Business and Entrepreneurship in the amount of \$5,980. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

**Fullerton College
Sponsorship with Rancho Santiago CCD**

**Budget
April 24, 2018 - December 31, 2018**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>	<u>PROPOSED BUDGET</u>
50000 Other Operating Expenses		
	19362-5270-50000-0500	\$ 5,980
	Total Expenses	\$ 5,980
 80000 Revenue		
Economic Development	19362-5270-88970-0500	\$ 5,980
	Total Revenues	\$ 5,980

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	April 24, 2018	Resolution	<u> </u>
SUBJECT:	Fullerton College Donations	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND: Businesses and individuals frequently make monetary donations or donate supplies and equipment that are of value to Fullerton College and its instructional programs.

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

How does this relate to Board Policy: This item is in compliance with Board Policy 3820, Gifts and Donations.

FUNDING SOURCE AND FINANCIAL IMPACT: The monetary and supplies/equipment donations to Fullerton College will assist with expenses associated with the Fullerton College instructional programs and departments which would otherwise be funded through the division budgets.

RECOMMENDATION: Authorization is requested for Fullerton College to accept the following donations:

To the Fullerton College EOPS/CARE, CalWORKS & FYSI Department:

- *\$20 Cash Donation* – Jeff Pham
- *\$25 Cash Donation* – Olivia Veloz
- *\$50 Cash Donation* – Laura Almodovar-Solé

To the Fullerton College Fine Arts Division, Art Department:

- *Two pieces of artwork* – Mike Echeverria

To the Fullerton College Fine Arts Division, Music Department (Chamber Singers):

- *\$1,000 Cash Donation* – Shepherd's Grove

To the Fullerton College Humanities Division, Foreign Language Department French Film Festival:

- *\$200 Cash Donation* - Phoenix Club Inc.
- *\$300 Value Donation Appetizers and/or Baked Goods* - Houser & Skehan, Inc.
- *\$300 Value Donation Appetizers and/or Baked Goods* - Crepes de Paris
- *\$200 Cash Donation* - Jilla Havah and Ali Hosseinzadeh

- \$200 Cash Donation - Vista Higher Learning
- \$200 Value, Water Bottles and Printing Services - TCP Printing
- \$300 Value, Appetizers and Baked Goods - Les Amis
- \$300 Value, Appetizers and Baked Goods - Jagerhaus German Restaurant
- \$300 Value, Appetizers and Baked Goods - Moulin Bistro
- \$300 Value (Screening Fees and DVD Purchase Waived) - Gaumont TV
- \$300 Value (Screening Fees Waived) - Goethe-Institut Los Angeles
- \$300 Value, Appetizers and Baked Goods - Choux Crème
- \$300 Value, Appetizers and Baked Goods - La Belle Cuisine
- \$300 Value, Appetizers and Baked Goods - Pandor Bakery
- \$300 Value, Appetizers and Baked Goods - JP23 BBQ and Smokehouse
- \$300 Value, Appetizers and Baked Goods - Porto's Bakery
- \$200 Cash Donation - Salon 1000
- \$300 Value, Appetizers and Baked Goods - Yves Restaurant and Wine Bar
- \$300 Value, Appetizers and Baked Goods - Zombee Donuts and Bakeshop
- \$1,000 Cash Donation - Consulate General of the Federal Republic of Germany
- \$300 Value, Appetizers and Baked Goods - Continental Delicatessen
- \$300 Value, Appetizers and Baked Goods - Crepes Bonaparte

To the Fullerton College Library:

- *Miscellaneous Fullerton College ephemera, including photographs and Theatre Department publicity items* - Bob Jensen
- *One Book* - Anonymous
- *PBS Video Set* - Florentine Films
- *Torch Yearbook (1940)* - Jean Miller
- *One Book* - Anonymous
- *A Collection of Writings and My Christmas Fun Book, Levels 1 through 4* - Piano Press Studio
- *DVD/Book Set* - Carla Jordan
- *56 Books* - Anonymous
- *Two Boxes of Books* - Anonymous
- *Three Boxes of Science Books* - Leonard Vincent
- *Two Books* - Madilyn Kidder
- *One Book* - Chapman University Art Collection
- *One Book* - Dolores Rios
- *One Book* - Juan Muniz
- *One Book* – Robert Salazar

To the Fullerton College Physical Education Division, Baseball Program:

- \$350 Cash Donation – Daniel G. Kaupla
- \$250 Cash Donation – Wallace Commercial Landscape
- \$100 Cash Donation – Nationwide Home Corporation
- \$100 Cash Donation – A.J. Longo & Associates
- \$150 Cash Donation – Jamey and Kyle Behringer
- \$100 Cash Donation – Fastsigns
- \$40 Cash Donation – H.E.A.R. & C
- \$300 Cash Donation – R. and C. Bell

- *\$200 Cash Donation* – Alice Stornie Living Trust
- *\$100 Cash Donation* – Aircraft Spruce and Specialty Co.
- *\$75 Cash Donation* – Richard and Elizabeth Sader
- *\$50 Cash Donation* – J & C Underground
- *\$275 Cash Donation* – Viele & Sons, Inc.

To the Fullerton College Physical Education Division, Dance Team:

- *\$500 Cash Donation* - R. M. Harmon, Trustee
- *\$100 Cash Donation* - Luis A. Juarez
- *\$150 Cash Donation* - Les Samuelson, DDS

To the Fullerton College Physical Education Division, Golf Program:

- *\$100 Cash Donation* – Rosmaida Damanik

To the Fullerton College Physical Education Division, Tennis Program:

- *\$500 Cash Donation* – Fullerton Patrons of Tennis

To the Fullerton College Physical Education Division, Men’s Volleyball:

- *\$500 Cash Donation* – Kris Geiger

To the Fullerton College Technology and Engineering Division, Automotive Technology:

- *Complete Vehicle Model, 2004 Suzuki Forenza* – Jose Islas

To the Fullerton College Technology and Engineering Division, Cosmetology Department:

- *Approximately 200 Industry Learning Videos* – Jerry Hansen

To the Fullerton College Technology and Engineering Division, Welding Department:

- *Eight Pallets Misc. Large Diameter Stainless Steel and Carbon Steel Pipe Fittings and Flanges* – Accurate Industrial Construction, Inc.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: April 24, 2018 Resolution _____
SUBJECT: Academic Personnel Information _____
Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

Academic Personnel
April 24, 2018

NEW PERSONNEL

Abab, Marjenah NOCE Director, Basic Skills and Support Programs
Range 24, Column B (100%)
Management Salary Schedule
Eff. 04/16/2018
PN SCM978

TEMPORARY CONTRACT

Parseghian, Levon CC English Instructor
Temporary Contract (100%)
Pursuant to E.C. 87482
Class B, Step 1
Eff. 08/16/2018-05/25/2019

PROMOTION

Ruelas, AnnMarie CC EOPS Program Coordinator

To: CC Director, EOPS/CARE/CalWORKs
Range 24, Column A (100%)
Management Salary Schedule
Eff. 04/25/2018
PN CCM954

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS-SPRING 2018

Assef, Celia	FC	\$30.00
Bouza, Laura	FC	\$10.00
Daniel, William	FC	\$70.00
Davidson, Deborah	FC	\$10.00
Dimitriadis, Phil	FC	\$10.00
Goldstein, Jay	FC	\$70.00
Gonzalez, Mario	FC	\$80.00
Kirby, Brendon	FC	\$10.00
Klippenstein, Steven	FC	\$60.00
Markley, Karen	FC	\$10.00
McGrew, Patrick	FC	\$30.00
Minton, Jeffrey	FC	\$30.00
Shiroma, Ryan	FC	\$40.00
Siskind, Jeremy	FC	\$10.00
Willis, Chad	FC	\$10.00
Young, Rene	FC	\$20.00

Academic Personnel
April 24, 2018

LEAVES OF ABSENCE

Moran, Maricela	NOCE	Counselor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 04/03/2018-07/03/2018
Smedley, Deanna	FC	Counselor Family Medical Leave (FMLA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 02/09/2018-02/19/2018

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: April 24, 2018 Resolution _____
SUBJECT: Classified Personnel Information _____
Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
April 24, 2018

RESIGNATIONS

Salcedo, Daniel	FC	Administrative Assistant II 12-month position (100%) Eff. 05/10/2018 PN FCC914
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NEW PERSONNEL

Dam, Linh	AC	Payroll Specialist 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 05/01/2018 PN DEC924
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Evans, Malyna	NOCE	Admissions and Records Technician 12-month position (100%) Range 33, Step E Classified Salary Schedule Eff. 05/01/2018 PN SCC902
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Gutierrez, Celina	AC	Payroll Specialist 12-month position (100%) Range 36, Step E Classified Salary Schedule Eff. 05/01/2018 PN DEC984
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Hunter, Brent	AC	Special Project Director, Planned Giving Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Eff. 05/01/2018 – 06/30/2018 PN DET991
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REHIRES

Hunter, Brent	AC	Special Project Director, Planned Giving Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Eff. 07/01/2018 – 06/30/2019 PN DET991
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Classified Personnel
April 24, 2018

PROMOTION

Aponte, Lance	AC	IT Specialist, Systems Applications 12-month position (100%) PN ISC976 To: AC Data Quality Analyst 12-month position (100%) Range 52, Step A + PGD Classified Salary Schedule Eff. 04/25/2018 PN ISC974
Leonardo, Sergio	CC	Groundskeeper 12-month position (100%) PN CCC907 To: CC Landscape Coordinator 12-month position (100%) Range 33, Step D + 20% Longevity Classified Salary Schedule Eff. 04/25/2018 PN CCC904
Villasenor, Elizabeth	AC	Payroll Specialist 12-month position (100%) PN DEC984 To: AC Accounting Specialist 12-month position (100%) Range 40, Step D Classified Salary Schedule Eff. 05/01/2018 PN DEC934

VOLUNTARY CHANGES IN ASSIGNMENT

Abelon, John	FC	Student Services Technician (100%) Temporary Change in Assignment To: FC Financial Aid Technician (100%) Range 36, Step E + 10% Longevity Classified Salary Schedule Eff. 03/26/2018 -- 06/30/2018
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Classified Personnel
April 24, 2018

Hamblet, Nitzya	FC	Administrative Assistant II (100%) Temporary Change in Assignment To: FC Executive Assistant III 12-month position (100%) Range 30C, Step B Confidential Salary Schedule Eff. 04/25/2018 – 06/30/2018
Kelley, Chad	FC	Laboratory Clerk/Radio (100%) Temporary Change in Assignment To: FC Radio Broadcast Technician (100%) Range 40, Step A + 5% Shift Classified Salary Schedule Eff. 03/01/2018 -- 06/30/2018
Leonardo, Sergio	CC	Groundskeeper (100%) Temporary Change in Assignment To: CC Landscape Coordinator (100%) Range 33, Step D + 20% Longevity Classified Salary Schedule Eff. 01/02/2018 – 04/24/2018
Llamas Zataray, Jaime	FC	Facilities Custodian I 12-month position (100%) PN FCC609 Permanent Lateral Transfer To: CC Facilities Custodian I 12-month position (100%) Eff. 04/25/2018 PN CCC756
Paulsen, Angela	FC	Bookstore Assistant (100%) Permanent Increase in Months Employed From: 10 months To: 12 months Eff. 05/01/2018 PN FCC835

Classified Personnel
April 24, 2018

Sanchez Cuevas, Feliciano	AC	Facilities Custodian I 12-month position (100%) PN DEC954 Permanent Lateral Transfer To: FC Facilities Custodian I 12-month position (100%) Eff. 04/25/2018 PN FCC769
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LEAVES OF ABSENCE

Abelon, John	FC	Student Services Technician (100%) Military Leave With Pay (USERRA) Eff. 04/02/2018 – 04/30/2018
Collins, Raymond	CC	Facilities Custodian (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Until Exhausted; Unpaid Thereafter Eff. 03/22/2018 -- 04/04/2018 (Consecutive Leave)
De la Cruz, Melissa	NOCE	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Until Exhausted; Unpaid Thereafter Eff. 04/13/2018 -- 04/11/2019 (Intermittent Leave)
Luthi, Christopher	FC	Piano Accompanist (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 04/02/2018 – 04/27/2018 (Consecutive Leave)
Melendez, Daniel	FC	Multimedia Systems Specialist (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/04/2018 -- 10/04/2018 (Intermittent Leave)
Merchant, Jennifer	FC	Student Services Specialist (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/31/2018 -- 02/09/2018 (Consecutive Leave)

Classified Personnel
April 24, 2018

Nichols, Steven	FC	Facilities Custodian II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Until Exhausted; Unpaid Thereafter Eff. 04/16/2018 -- 05/01/2018 (Consecutive Leave)
Oropeza, Elaine	FC	Financial Aid Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/09/2018 -- 05/04/2018 (Consecutive Leave)
Pickler, Kirk	CC	Instructional Assistant/Visual Arts (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Until Exhausted; Unpaid Thereafter Eff. 03/20/2018 -- 03/01/2019 (Intermittent Leave)
Roman, Lea	FC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Until Exhausted; Unpaid Thereafter Eff. 04/06/2018 -- 04/13/2018 (Intermittent Leave)
Thackrah, Tracy	FC	Radio Broadcast Technician (100%) Return From Paid Administrative Leave Eff. 03/26/2018 Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/27/2018 -- 06/27/2018 (Consecutive Leave)

SUSPENSION WITHOUT PAY FOR DISCIPLINARY ACTION

@00005158	CC	Four (4) Days Eff. 05/23/2018, 05/30/2018, 06/06/2018, and 06/13/2018
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 24, 2018

SUBJECT: Professional Experts

Action	X
Resolution	_____
Information	_____
Enclosure(s)	X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
 April 24, 2018

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Alvarez, Raul	CC	Technical Expert II	Legacy Society Project, and Resource to Interim Executive Director	10	04/16/2018	06/30/2018
Benson, Deborah	AC	Technical Expert II	District Services – 2018 Health and Wellness Fair	5	04/11/2018	04/11/2018
Chaudhry, Atif	CC	Project Manager	Distance Education	26	04/16/2018	06/30/2018
Fitch, Alexander	CC	Project Coordinator	Perkins Media Arts Dept. Graphic Design	26	06/04/2018	06/30/2018
Fueger, Mary Ann	FC	Technical Expert II	Optitex Training	20	03/26/2018	03/30/2018
Langgle, Linda	NOCE	Project Manager	ACCT Transitions Program (Career and College)	26	04/09/2018	06/27/2018
Letcher, Annette	AC	Technical Expert II	Diversity and Inclusion Faculty Fellow program	15	04/02/2018	05/25/2018
Mota-Mireles, Jonathan	NOCE	Project Coordinator	Job Development Employer-Student Network Coordinator	26	04/02/2018	06/01/2018
Young, Renee	FC	Technical Expert II	Optitex Training	20	03/26/2018	03/30/2018

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: April 24, 2018 Resolution _____
SUBJECT: Hourly Personnel Information _____
Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
April 24, 2018

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alsunna, Helen	CC	Clerical/Secretarial - Assist in the Counseling Center	06/18/18	06/28/18	TE A 1
Armenta, Elizabeth	FC	Clerical/Secretarial - Assist in Admissions & Records	05/07/18	06/29/18	TE A 2
Barbosa, Aurelia	AC	Clerical/Secretarial - Assist Accounting Department	05/01/18	06/30/18	TE A 2
Batres Martinez, Sandra	FC	Clerical/Secretarial - Assist in the Counseling Center	05/14/18	06/30/18	TE A 2
Bhargava, Runjhun	FC	Clerical/Technocal - Assist in the Printing Department	04/25/18	05/25/18	TE A 4
Camberos, Jacqueline	NOCE	Clerical/Secretarial - Assist in the AEBG ESL Office	04/24/18	06/30/18	TE A 2
Costescu, Diana	CC	Clerical/Secretarial - Assist in the Transfer Center	06/18/18	06/28/18	TE A 1
Flores-Fregozo, Ana	FC	Clerical/Secretarial - Assist in the Counseling Center	05/07/18	06/30/18	TE B 4
Francis, Chandre	FC	Clerical/Secretarial - Assist in campus Bookstore	04/01/18	06/30/18	TE A 1
Hunter, Lauren	FC	Clerical/Secretarial - Assist in campus Bookstore	05/09/18	06/30/18	TE A 1
Jimenez, Cassandra	FC	Clerical/Secretarial - Assist in campus Bookstore	05/09/18	06/30/18	TE A 1
Le, Brandon	CC	Clerical/Secretarial - Assist in the Transfer Center	06/18/18	06/28/18	TE A 1
Nguyen, Hannah	FC	Clerical/Secretarial - Assist in the Counseling Center	06/04/18	06/30/18	TE B 4
Paz, Stephanie	FC	Clerical/Secretarial - Assist in the Counseling Center	05/14/18	06/30/18	TE B 2
Pham, Jennie	FC	Clerical/Secretarial - Assist in the Counseling Center	05/07/18	06/30/18	TE A 2
Pham, Lena	FC	Clerical/Secretarial - Assist in the Counseling Center	05/14/18	06/30/18	TE A 3
Pham, Tommy	FC	Clerical/Secretarial - Assist in the Counseling Center	05/07/18	06/30/18	TE A 2
Price, Anabelle	FC	Clerical/Secretarial - Assist in the Counseling Center	05/07/18	06/30/18	TE A 3
Rivera, Brenda	FC	Clerical/Secretarial - Assist in the Counseling Center	05/07/18	06/30/18	TE A 1
Rolapp, Diane	FC	Clerical/Secretarial - Assist in the Counseling Center	05/17/18	06/30/18	TE A 3
Rubio, Natasha	CC	Clerical/Secretarial - Assist in the Career Center	04/25/18	06/30/18	TE A 1
Vazquez, Marisela	FC	Clerical/Secretarial - Assist in Pathway Transformation Initiative	05/09/18	06/30/18	TE B 1
Vera-Lucas	FC	Clerical/Secretarial - Assist in the Counseling Center	05/07/18	06/30/18	TE B 2
Vernola, Julia	FC	Clerical/Secretarial - Assist for the FC Honor Programs	04/25/18	06/30/18	TE A 1
Vilchis, Rosemary	FC	Clerical/Secretarial - Assist in the Counseling Center	05/07/18	06/30/18	TE B 4
Washington, Elizabeth	CC	Clerical/Secretarial - Assist in the Counseling Center	06/18/18	06/28/18	TE A 1

Hourly Personnel
April 24, 2018

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Hagmaier, Maite	FC	Clerical/Secretarial - Substitute for Classified employee on leave	04/02/18	04/10/18	TE B 4
Navarro, David	CC	Service/Maint - Substitute for vacant Groundskeeper PN CCC907	04/25/18	06/30/18	TE A 3
Pavlenko, Joseph	FC	Clerical/Secretarial - Substitute for Classified employee on leave	04/05/18	06/30/18	TE B 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Andrade, Marciel	FC	Work Study Student- Assist in campus Skills Center	03/16/18	06/30/18	TE A 2
Bui, Tommy	FC	Work Study Student- Assist in campus Skills Center	03/16/18	06/30/18	TE A 2
Dao, Chi	FC	Full-time Student - Assist in the International Student Center	04/25/18	06/30/18	TE A 1
Ghasemzadeh, S.	FC	Full-time Student - Assist in the International Student Center	04/25/18	06/30/18	TE A 1
Hoang, Phuong	FC	Work Study Student- Assist in campus Skills Center	03/16/18	06/30/18	TE A 2
Huynh, Thi Kieu Nhi	FC	Work Study Student- Assist in campus Skills Center	03/16/18	06/30/18	TE A 2
Khandaker, Tanjina	FC	Work Study Student- Assist in campus Skills Center	03/16/18	06/30/18	TE A 3
Lamb, Corey	FC	Full-time Student - Assist with Pathway Transformation Initiative	05/09/18	06/30/18	TE B 1
Naranjo, Danielle	FC	Work Study Student - Assist in Admissions and Records	04/25/18	06/30/18	TE A 2
Ortega, Evelyn	FC	Work Study Student - Assist in campus Skills Center	03/16/18	06/30/18	TE A 2
Powell, Keandre	FC	Work Study Student - Assist in Student Activities	03/16/18	06/30/18	TE A 2
Qui, Yiyi	FC	Full-time Student - Assist in the International Student Center	04/25/18	06/30/18	TE A 1
Rao, Sarah	FC	Full-time Student - Assist with Pathway Transformation Initiative	05/09/18	06/30/18	TE B 1
Shadram, Malous	CC	Full-time Student - Assist in Foundation Office	04/06/18	06/30/18	TE A 4
Solano, Estepahnie	FC	Work Study Student - Assist in campus Skills Center	03/16/18	06/30/18	TE A 2
Tran, Kimberly	FC	Work Study Student - Assist in campus Skills Center	03/16/18	06/30/18	TE A 2
Tran, Tuan	FC	Work Study Student - Assist in campus Skills Center	03/16/18	06/30/18	TE A 3
Vo, Thinh	FC	Work Study Student - Assist in campus Skills Center	03/16/18	06/30/18	TE A 3
Xian, Hongfei	FC	Full-time Student - Assist in Library	04/16/18	06/30/18	TE A 1

Hourly Personnel
April 24, 2018

Yoo, Leeah	FC	Work Study Student - Assist in campus Skills Center	03/16/18	06/30/18	TE A 2
Zia, Ahmad	FC	Work Study Student - Assist in campus Skills Center	03/16/18	06/30/18	TE A 3

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 24, 2018

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
April 24, 2018

Name	Site	Program	Begin	End
Jackson, Kobe	CC	Veteran's Administration Work Study	05/04/2018	05/04/2018
Owens, Cami	CC	Veteran's Administration Work Study	05/04/2018	05/04/2018
Page, Marianne	NOCE	LEAP - Older Adults Program	04/17/2018	06/30/2018
Vargas, Albert	FC	Internship Physical Education	04/25/2018	06/30/2018

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: April 24, 2018

SUBJECT: Resolution
Classified School Employee Week

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

BACKGROUND: The third full week of May was designated as Classified School Employee Week in California by action of the State Legislature in 1986.

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board honor the contributions made by classified employees of the North Orange County Community College District to the educational community and that the Board adopt Resolution No. 17/18-13, declaring the week of May 20-26, 2018, as Classified School Employee Week.

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



Resolution No. 17/18-13, Classified School Employee Week

WHEREAS, classified school employees provide valuable services to the district and students of the North Orange County Community College District; and

WHEREAS, classified school employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees play a vital role in providing for the welfare and safety of the North Orange County Community College District's students; and

WHEREAS, classified school employees employed by the North Orange County Community College District strive for excellence in all areas relative to the educational community;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the North Orange County Community College District hereby recognizes and wishes to honor the contribution of the classified school employees to quality education in the state of California and in the North Orange County Community College District and declares the week of May 20-26, 2018, be observed as Classified School Employee Week.

Dated: April 24, 2018

Jacqueline Rodarte, President

Ed Lopez, Member

Jeffrey P. Brown, Vice President

Molly McClanahan, Member

Ryan Bent, Secretary

Daniel Sebastian, Student Member

Stephen T. Blount, Member

Andrew Washington, Student Member

Dr. Barbara Dunsheath, Member

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: April 24, 2018
SUBJECT: Resolution
Teacher Appreciation Week

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

BACKGROUND: The first full week of May is designated as Teacher Appreciation Week, established in 1985 by action of the National Education Association and the National Parent Teacher Association.

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board honor the contributions made by faculty members of the North Orange County Community College District to their students, their colleges, and their learning centers, and that the Board adopt Resolution No. 17/18-14, declaring the week of May 7-11, 2018, as Teacher Appreciation Week.

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



Resolution No. 17/18-14, Teacher Appreciation Week

WHEREAS, an accessible, effective system of public education is essential to our democratic system of government; and

WHEREAS, the quality of public education is dependent upon the skill, dedication, and commitment of the people who teach; and

WHEREAS, the people of the state of California receive many direct benefits from their system of public higher education, particularly the community colleges; and

WHEREAS, the North Orange County Community College District is known for offering high quality education, focused on student learning and success; and

WHEREAS, faculty of Cypress College, Fullerton College, and North Orange Continuing Education make a significant impact on the experience of students attending these institutions; and

WHEREAS, it is important that the contributions of faculty members to their students, their colleges and learning centers, and to the people in the community who benefit from their endeavors be acknowledged; now,

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the North Orange County Community College District does hereby declare the week of May 7-11, 2018, be observed as Teacher Appreciation Week and urges all members of our community to acknowledge the important work of our teachers.

Dated: April 24, 2018

Jacqueline Rodarte, President

Ed Lopez, Member

Jeffrey P. Brown, Vice President

Molly McClanahan, Member

Ryan Bent, Secretary

Daniel Sebastian, Student Member

Stephen T. Blount, Member

Andrew Washington, Student Member

Dr. Barbara Dunsheath, Member

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	April 24, 2018	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Chapter 2, Board of Trustees Revised Board Policy 2015, Student Members	Enclosure(s)	<u> X </u>

BACKGROUND: Section 72023.5 of the Education Code mandates a yearly adoption of rules governing the privileges of student members of the Board of Trustees prior to May 15 of each year. In compliance with the Education Code, Board Policy 2015, Student Members, Section 6.0 states:

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the privileges noted in this policy by reviewing it for re-adoption.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2015, Student Members.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board re-adopt Board Policy 2015, Student Members.

Cheryl Marshall
Recommended by

Approved for Submittal

6.c.1
Item No.

BP 2015 Student Members

Reference:

Education Code Section 72023.5

- 1.0 The Board shall include two student members to represent the students at large. The term of office shall be one year, commencing June 1. Student members are authorized to cast advisory votes only, which shall not be included in determining the vote required to carry any measure before the Board, but shall be recorded in the official minutes of the Board meeting. Advisory votes may not be cast on motions related to personnel and labor relations. Student members are expected to gather input and opinions from the students at large, as well as the Associated Students, on any relevant agenda items and provide such input to the Board of Trustees.

- 2.0 To be eligible for election as a student trustee, students must be residents of California at the time of nomination and during the term of service; must have completed 12 units at the college they seek to represent; shall be enrolled in and must maintain enrollment in a minimum of five (5) units at the college they represent at the time of nomination and throughout the term of service, and must maintain a minimum of a cumulative 2.0 grade point average. If, on the first day of each semester, or during the term of service, a student member fails to meet the criteria of this policy, the student member shall be disqualified for service on the Board. The student member is not required to give up employment with the District.
 - 2.1 These requirements apply to the spring and fall semesters only.

- 3.0 Student members shall be seated with the Board and shall be recognized as full members of the Board at meetings. Student members may not attend closed session. Student members are entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). Student members shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.
 - 3.1 Student members may make or second open session motions, except motions underlying personnel and labor relations. Student members are encouraged to participate in the discussion of issues and agenda items in open session.

- 4.0 Student members who attend all Board meetings that they are legally allowed to attend shall receive 50 percent of the compensation afforded to other individual members of the Board of Trustees, pursuant to Education Code Section 72425. Any Board meetings missed by a student member shall result in a pro rata reduction in compensation for that month, except under the following condition: A student member may be paid for the first two meetings from which he/she is absent in a calendar year if the Board, by resolution adopted and included in its minutes, finds at the time of the meeting that the student member was ill, on jury duty, performing services outside the meeting for the District, or the absence is due to a hardship deemed acceptable by the Board.

- 5.0 The Board encourages participation of its student members in trustee-related conferences and activities and may approve reasonable expenses that fall within the guidelines of Board policies.

North Orange County Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2015 Student Members

6.0 On or before May 15 of each year, the Board shall consider whether to afford the student member any of the privileges noted in this policy by reviewing it for readoption.

See Administrative Procedure 2015.

Date of Adoption: May 9, 2017
April 12, 2016
April 14, 2015
April 8, 2014
April 23, 2013
April 26, 2011
April 27, 2010
May 13, 2008
May 8, 2007
April 11, 2006
June 24, 2003

Date of Last Revision: May 8, 2012
January 27, 2009
June 14, 2005
April 13, 2004