



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

**MEETING:** Meeting in October 2015  
**DATE:** Tuesday, October 13, 2015, at 5:30 p.m.  
**PLACE:** Anaheim Campus Board Room  
 1830 W. Romneya Drive, Anaheim, CA 92801

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

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

**AGENDA:**

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [ ] in Sections 3 and 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, and 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**

\* **Certificate of Commendation**

\* **Legislative Update Presentation**

By: Ashley Setoudeh of Nossaman LLP

- g. **Comments:**  
**College Presidents/Provost**  
**Resource Table Personnel**  
**Members of the Board of Trustees**
2. a. **Approval of Minutes of the Regular Meeting of September 22, 2015.**  
 b. **CLOSED SESSION: Per the following sections of the Government Code:**
- Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.**
- Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**
- Section 54957: PUBLIC EMPLOYEE APPOINTMENTS: Chancellor and Fullerton College President**
- Per Section 54956.8 CONFERENCE WITH REAL PROPERTY NEGOTIATOR:**
- |                           |  |
|---------------------------|--|
| <b>Property:</b>          | <b>321 Newell Place, Fullerton, CA</b>                                     |
| <b>Negotiating Party:</b> | <b>Brian Fahnestock, Interim Vice Chancellor, Finance &amp; Facilities</b> |
| <b>Under Negotiation:</b> | <b>Terms and Conditions of Purchase</b>                                    |
| <b>Property:</b>          | <b>416 E. Chapman, Fullerton, CA</b>                                       |
| <b>Negotiating Party:</b> | <b>Brian Fahnestock, Interim Vice Chancellor, Finance &amp; Facilities</b> |
| <b>Under Negotiation:</b> | <b>Terms and Conditions of Purchase</b>                                    |
3. **FINANCE & FACILITIES**
- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- b. It is recommended that the Board receive this agenda item for information only regarding the 2014-2015 Travel Expense Report.
- [c] Authorization is requested for the Liquidation Company to conduct an auction for the sale of surplus and obsolete supplies and equipment.
- [d] Authorization is requested to award Bid #2015-19, Cypress College Soccer Field Leveling Project, to Incotechnic, Inc. as the lowest overall responsive and responsible bidder.
- [e] Ratification is requested for a contract with KT Industries, Inc., for emergency repair of the electrical switchboard at Fullerton College.

- [f] It is recommended that the Board approve Deductive Change Order #1 for Bid #2015-03, Fullerton College Roofing Project with Bell Roof Co., Inc. and extend the contract from 60 days to 96 days.
- [g] Authorization is requested to file the Notice of Completion for Bid #2015-03, Fullerton College Roofing project, with Bell Roof, Inc. and pay the final retention payment when due.
- [h] Authorization is requested to file the Notice of Completion for Bid #2015-04, Fullerton College Lighting Retrofit, with Case & Sons Construction, Inc. and pay the final retention payment when due.
- i. It is recommended that the Board review the Public Self-Insurer's Annual Report for Fiscal Year 2014-15, and acknowledge the Estimated Future Liability as reported to the State.
- [j] It is recommended that the Board of Trustees adopt the Americans with Disabilities Act Transition Plan for the District.

#### 4. **INSTRUCTIONAL RESOURCES**

- a. It is recommended that the Board receive as information the NOCCCD 2014-15 Innovation Fund report.
- [b] Authorization is requested to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College 2016 Summer Study Abroad Program in Dublin, Ireland.
- [c] Authorization is requested for the Fullerton College Fine Arts Division/Theatre Arts Department to conduct an optional, out-of-country field trip coinciding with approved curriculum, THEA 076 F/Theatrical City Tours: London (CRN 24381).
- [d] Retroactive authorization is requested to accept new revenue for Year Two of the OCDE Career Pathways Partnership Grant in the amount of \$128, 410 for use beginning July 1, 2015 through June 30, 2016.

#### 5. **HUMAN RESOURCES**

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

- Retirements
- Change in Salary Classification
- Leave of Absence
- Temporary Academic Hourly

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

- Retirements
- Resignation
- Termination

New Personnel  
 Promotion  
 Revision of Contract  
 Voluntary Changes in Assignment  
 Leaves of Absence

- [c] Request approval of Professional Experts.
- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.
- [f] Request approval of the revised Regular and Contract Overload Nonteaching and Regular and Contract Overload Teaching Salary Schedules.
- [g] Receive the initial proposal for a successor agreement from United Faculty (CCA/CTA/NEA) to the collective bargaining agreement, and set a public hearing for October 27, 2015.
- [h] Receive the initial proposal for a successor agreement from the District to the United Faculty (CCA/CTA/NEA) collective bargaining agreement, and set a public hearing for October 27, 2015.
- i. It is recommended that the Board receive the District Office of Human Resources Institutional Commitment to Diversity, Five Year Report 2010/11 – 2014/15.

## 6. **GENERAL**

- a. It is recommended that the Board receive proposed, new Board Policy 3225, Institutional Effectiveness, and direct that it be placed on the District's web site, where it will be readily accessible by students, employees, and the general public.
- b. It is recommended that the Board adopt, proposed revised Board Policy 6300, Fiscal Management, and direct that it be placed on the District's web site, where it will be readily accessible by students, employees, and the general public.

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

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X <hr/>
<b>DATE:</b>	October 13, 2015	Resolution	<hr/>
		Information	<hr/>
<b>SUBJECT:</b>	Ratification of Purchase Orders and Checks	Enclosure(s)	X <hr/>

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

The purchase order numbers P0102325 - P01025253, check numbers C0042199 - C0042351; F0192718 - F0194456; Q0004397 - Q0004476; 88443167 - 88444211; V0031292 - V0031303; disbursements E8600020 - E8603036; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are SCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; and disbursements beginning with "E" are financial aid payments made electronically via the Higher One disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

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

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

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

**RECOMMENDATION:** It is recommended that the Board ratify purchase order numbers P0102325 - P01025253 through September 11, 2015, totaling \$2,930,355.41, and check numbers C0042199 - C0042351, totaling \$254,713.16; check numbers F0192718 - F0194456, totaling \$822,618.22; check numbers Q0004397 - Q0004476, totaling \$4,680.00; check numbers 88443167 - 88444211, totaling \$5,825,220.82; check numbers V0031292 - V0031303, totaling \$15,237.16; and disbursements E8600020 - E8603036, totaling \$2,375,340.55, through September 30, 2015.

<hr/> Brian Fahnestock Recommended by	<hr/> Approved for Submittal	<hr/> 3.a Item No.
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**BOARD RECAP**  
**FOR THE PERIOD AUGUST 22, 2015, THROUGH SEPTEMBER 11, 2015**  
**BOARD MEETING 10/13/2015**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0102325	Xerox Corporation	900.38		FC	Lease Copier Payments
P0102622	Bremer's Plumbing & Boiler Services Inc	\$7,315.20		AC	Sewer and Drain Line Repairs
P0102754	Office Depot	\$2,000.00		CC	Blanket Order for Office Supplies
P0102789	Jostens	\$5,000.00		CC	Blanket Order for Admission & Records Supplies
P0103024	Simplot Partners - Fullerton Branch	\$3,000.00		CC	Blanket Order for Grounds Supplies
P0103349	Atkinson, Andelson, Loya, Ruud & Rom	\$105,000.00		AC	Blanket Order for Professional Legal Services
P0103402	Dean Evans & Associates Inc	\$7,606.16		AC	Software License & Maintenance
P0103506	Grainger Inc	\$15,000.00		FC	Blanket Order for Hardware Supplies
P0103545	Safety Kleen Corp	\$3,000.00		CC	Blanket Order for Liquid Cleaning
P0103546	Safety Kleen Corp	\$3,500.00		CC	Blanket Order for Disposal of Hazardous Waste
P0103550	One Stop Office Solution	\$1,000.00		CC	Blanket Order for Fax Machine Repairs
P0103798	Bligh Roof Company Inc	\$43,500.00	Capital Outlay	AC	Remove/Replace Roof - Various Buildings @ Cypress College
P0104089	Soccer Central Inc.	\$838.12		CC	Soccer Supplies
P0104115	California Automotive Teachers Association	\$700.00		FC	Institutional Membership
P0104301	Carolina Biological Supply Co	\$400.00		CC	Blanket Order for Laboratory Supplies
P0104320	Daktronics Inc	\$4,660.00		CC	1 Year Service Agreement for Baseball Scoreboard
P0104833	CI Solutions	\$2,766.70		CC	Printer and Installation
P0104850	Toshiba America Information Systems Inc	\$1,031.45		SCE	Maintenance Agreement for Copier
P0104867	Orange County Fire Authority	\$250.00		CC	False Fire Alarm Fees
P0104868	City of Yorba Linda	\$1,499.80		FC	Security for Football Games
P0104869	Amazon com	\$106.46		SCE	LEAP Program Supplies
P0104870	Cynmar Corporation	\$581.17		CC	Biology Lab Supplies
P0104871	OptimalResume.com	\$1,477.00		FC	Software Modules
P0104872	The Dodge Company	\$899.75		CC	Embalming Lab Supplies
P0104873	CPP Inc	\$6,775.00		FC	Software
P0104874	National Association of Colleges and Employers	\$425.00		CC	National Assoc of Colleges & Employers (NACE) Membership Renewal
P0104875	Z & Z Medical Inc	\$62.12		CC	Radiology Lab Supplies
P0104876	GST	\$2,279.33		FC	Computer Equipment
P0104879	Metro Video Systems Inc	\$4,178.53		CC	Emergency Phone Equipment
P0104880	Amazon com	\$149.17		SCE	Instructional Supplies
P0104881	Eldersong Publications Inc	\$633.14		SCE	Publications
P0104882	Coit Services	\$850.00		CC	Clean & Stain Removal for 110 Chairs
P0104883	Becerra, Martin	\$800.00		FC	Honorarium for Editor in Chief of the Hornet Newspaper

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0104884	Nop, Rebeka	\$600.00		FC	Honorarium for Managing Editor of the Hornet Newspaper
P0104890	CA Community College Chief Student Svcs Administrators	\$300.00		CC	Institutional Membership
P0104891	Federal Express	\$350.00		AC	Package Service
P0104892	Men & Mice	\$7,900.00		AC	Software
P0104893	GST	\$1,139.67		FC	Computer Equipment
P0104894	California Community Colleges Chief Instructional Officers	\$300.00		FC	Institutional Membership Dues
P0104895	Lakeshore Learning Materials	\$1,030.53		SCE	Instructional Supplies
P0104896	iT1 Source LLC	\$153.22		SCE	Headsets
P0104902	Havel's Inc	\$262.60		SCE	Instructional Supplies
P0104903	Clover Needlecraft Inc	\$1,239.00		SCE	Instructional Supplies
P0104904	Pocket Nurse Enterprises Inc	\$778.74		CC	Health Science Lab Supplies
P0104905	Office Depot	\$5,000.00		SCE	Blanket Order for Office Supplies
P0104906	Toshiba America Information Systems Inc	\$440.99		SCE	Maintenance Agreement for Copier
P0104907	Toshiba America Information Systems Inc	\$343.00		SCE	Maintenance Agreement for Copier
P0104908	Toshiba America Information Systems Inc	\$392.00		SCE	Maintenance Agreement for Copier
P0104909	Bourret's Glass & Screen Co	\$500.00		AC	Blanket Order for Glass Repairs
P0104910	ACCO Engineered Systems	\$16,000.00		FC	Blanket Order for Chiller Repairs & Maintenance
P0104911	Xerox Corporation	\$41,428.26		FC	12-Month Lease Payments for Copiers
P0104912	Office Depot	\$1,000.00		FC	Blanket Order for Office Supplies
P0104915	Cengage Learning Inc	\$1,563.51		SCE	Textbooks
P0104916	Cengage Learning Inc	\$5,310.04		SCE	Textbooks
P0104917	Pearson Education Inc	\$2,039.29		SCE	Textbooks
P0104918	Centralia Elementary School District	\$1,050.00		CC	Blanket Order for Child Care
P0104919	Pearson Education Inc	\$955.45		SCE	Textbooks
P0104920	Pearson Education Inc	\$3,129.11		SCE	Textbooks
P0104921	Lampline	\$215.84		FC	Lamps
P0104922	iT1 Source LLC	\$6,781.33		SCE	Computer Equipment
P0104923	Sodexo Inc and Affiliates	\$992.46		FC	Catering for Staff Development Event - Adjunct Academy
P0104924	GST	\$247.33		CC	Printer
P0104925	Kwik Klip Enterprises Inc	\$656.02		CC	Dental Clinic Supplies
P0104926	California Association for Nurse Practitioners	\$270.00		CC	Institutional Membership
P0104927	Sodexo Inc and Affiliates	\$75.22		FC	Catering for Ambassador Luncheon
P0104929	Sodexo Inc and Affiliates	\$846.67		FC	Catering for Staff Development Event -- Adjunct Academy
P0104930	West Coast Promo Resource	\$878.39		AC	NOCCCD Lapel Pins Promotional Items
P0104931	YBH Restaurants Inc	\$744.33		SCE	Catering For I Best 2-Day Training

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0104932	National Council for Marketing and Public Relations	\$150.00		SCE	Institutional Membership
P0104933	Ceramics Monthly	\$89.95		CC	Subscription Renewal
P0104934	Society of Diagnostic Medical Sonographers	\$80.46		CC	Instructional Supplies
P0104935	Office Depot	\$1,000.00		SCE	Blanket Order for Office Supplies
P0104936	Golden West Preschool	\$3,303.36		CC	Blanket Order to Pay Child Care CalWORKs Student
P0104937	Jim Coleman LTD	\$74.91		CC	Instructional Supplies
P0104939	Office Depot	\$1,000.00		CC	Blanket Order for Office Supplies
P0104940	Office Depot	\$500.00		CC	Blanket Order for Office Supplies
P0104941	Pocket Nurse Enterprises Inc	\$782.29		CC	Health Science Lab Supplies
P0104942	Galco Industrial Electronics Inc	\$1,300.00		FC	Blanket Order for HVAC Filters
P0104943	Office Depot	\$2,000.00		AC	Blanket Order for Office Supplies
P0104944	Office Depot	\$500.00		CC	Blanket Order for Office Supplies
P0104945	Cengage Learning Inc	\$1,618.97		SCE	Textbooks & CD-ROM
P0104949	Radiation Detection Company	\$800.00		CC	Blanket Order for Dental Radiation Badges
P0104950	YBH Restaurants Inc	\$2,551.50		CC	Catering - Mortuary Science Orientation
P0104954	Sodexo Inc and Affiliates	\$1,153.38		FC	Catering for Basic Skills Training
P0104956	Sodexo Inc and Affiliates	\$1,291.68		FC	Catering for Puente Welcome Dinner
P0104957	Home Depot	\$2,000.00		CC	Blanket Order for Hardware Supplies
P0104958	Diversified Business Services	\$2,939.24		FC	Marketing Materials
P0104959	Fascella Finishes Inc	\$1,598.40		FC	Window Blind Installation
P0104960	Amazon com	\$151.06		SCE	Instructional Supplies
P0104961	Amazon com	\$50.49		SCE	Instructional Books
P0104962	CCP Industries Inc	\$38.88		CC	Auto Supplies
P0104967	Apex Casket Co	\$783.01		CC	Mortuary Science Lab Supplies
P0104968	Pearson Education Inc	\$4,648.45		SCE	Textbooks
P0104970	International Technologies & Systems Corp	\$444.86		FC	Barcode Scanners
P0104972	Mouser Electronics	\$195.26		CC	Physics Lab Supplies
P0104973	Environmental Management Technologies	\$150.00		FC	Lead Battery Removal
P0104974	Educational Credit Management Corporation	\$12,000.00		CC	Blanket Order for Financial Aid for Loan Default Prevention Services
P0104975	Southwestern Industries Inc	\$33,364.72		FC	Instructional Equipment, Milling Machine
P0104977	Sign-A-Rama	\$107.10		AC	Print Work
P0104978	State of California	\$200.00		CC	Automotive Repair License Renewal
P0104979	State of California	\$100.00		CC	Smog License Renewal
P0104980	Office Depot	\$241.91		FC	Office Supplies
P0104982	Office Depot	\$2,000.00		CC	Blanket Order for Office Supplies



PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0104983	Dell Marketing LP	\$1,745.88		CC	Computer Supplies
P0104984	Office Depot	\$2,000.00		CC	Blanket Order for Office Supplies
P0104985	Machinery Sales Co	\$44,280.00		FC	Instructional Hardware and Software
P0104986	CDW Government Inc	\$716.08		FC	Office Equipment
P0104991	Kennametal Inc	\$2,380.30		FC	Tool Holders and Cutting Tools
P0104992	McGraw-Hill Global Education LLC	\$5,810.82		FC	Textbooks
P0104993	TruWest Inc	\$1,935.36		FC	Swim Uniforms
P0104994	Diversified Business Services	\$659.34		FC	Office Supplies
P0104995	Ninyo & Moore Geotechnical	\$9,976.00	Capital Outlay	AC	Prepared Facility Drainage Maps for Three Campuses (FC, CC & AC)
P0104996	Canon Solutions America Inc	\$2,940.98		AC	Copier Charges
P0104997	Southwest Material Handling, Inc	\$208.38		AC	Repaired Warehouse Forklift
P0104998	Anaheim Union High School District	\$493.00		FC	Bus Transportation for STEM Camp
P0104999	Toshiba America Information Systems Inc	\$105.84		FC	Office Supplies
P0105000	Amazon com	\$69.79		SCE	Instructional Supplies
P0105001	Scantron Corporation	\$652.65		FC	Scantron Forms
P0105002	Demco Inc	\$1,200.00		CC	Blanket Order for Library Supplies
P0105004	Brodart Co	\$1,000.00		CC	Blanket Order for Library Supplies
P0105006	Office Depot	\$1,800.00		CC	Blanket Order for Office Supplies
P0105007	Western Graphics Plus	\$5,561.01		CC	Office & Event Supplies
P0105008	Amazon com	\$85.43		SCE	Textbooks
P0105009	Industrial Formulators	\$542.70		CC	Custodial Supplies
P0105010	Woodburn Press Ltd	\$173.47		FC	Textbooks
P0105011	Amazon com	\$143.13		SCE	Instructional Supplies
P0105013	HRC Catering	\$479.07		CC	Catering for Staff Training
P0105014	RefPay.com	\$16,294.00		FC	Fees for Sports Officials
P0105015	Amazon com	\$181.45		SCE	Instructional Supplies
P0105016	Brinfern Photography	\$11,500.00		FC	Photography Services
P0105018	Thermo Logic Insulation	\$750.00		AC	Chiller Repairs
P0105019	Ted Johnson Propane Co	\$1,073.57		AC	Forklift Propane Tanks
P0105020	Interlog Construction	\$18,390.00	Capital Outlay	AC	Fullerton College Staff Dining Room Remodel
P0105021	Woltz, Randall	\$3,000.00		FC	Blanket Order for Piano Tuning & Repair
P0105022	Good Neighbors Fence	\$5,967.00	Capital Outlay	AC	Chain Link Fence for Baseball Field and Tennis Courts @ FC
P0105023	Orange County Air Conditioning	\$4,729.22		AC	HVAC Repairs
P0105024	California Community Colleges Chief Instructional Officers	\$300.00		CC	Annual Membership
P0105025	Uline Inc	\$438.44		FC	Classroom Materials

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105026	Ortiz Tractor Service	\$11,744.00	Capital Outlay	AC	New Concrete Work for Facilities Storage Container at Fullerton College
P0105027	Accrediting Commission for Community and Junior Colleges	\$30,857.00		CC	Institutional Membership
P0105028	Eversoft Inc	\$500.00		AC	Blanket Order for Water Softener Service
P0105029	Journalism Assoc of Community Colleges	\$600.00		FC	Institutional Membership
P0105030	Artco Tools Inc	\$8,246.46		FC	Classroom Equipment
P0105031	Nth Generation Computing Inc	\$980.00		AC	Software Maintenance
P0105032	Sodexo Inc and Affiliates	\$483.30		FC	Catering - STEM Orientation
P0105036	951 Designs	\$929.89		FC	Athletic Uniforms
P0105037	CN School and Office Solutions Inc	\$28,972.51		FC	Office Furniture
P0105038	Division of the State Architect	\$1,050.00	Capital Outlay	AC	DSA Fee for FC Room 1956 Dividing Wall
P0105039	Plaquemaker.com	\$275.00		CC	Blanket Order for Dental Clinic Name Badges
P0105040	Graphic Arts Supply	\$137.06		FC	Arts Supplies
P0105041	Crizmac	\$169.76		SCE	Instructional DVD's
P0105042	Townsend Press	\$76.76		SCE	Textbooks
P0105043	EMC/Paradigm Publishing	\$492.43		SCE	Textbooks
P0105044	The Oak Co	\$4,025.00		FC	Class Schedules
P0105045	Toshiba America Information Systems Inc	\$343.00		SCE	Maintenance Agreement for Copier
P0105046	Stephens, Laura	\$391.09		CC	Reimbursement for Tables for CC Mixer Event
P0105047	The Research & Planning Group for CCC	\$350.00		FC	Institutional Membership
P0105048	Sodexo Inc and Affiliates	\$78.79		FC	Catering for Orientation Meeting
P0105049	Carolina Biological Supply Co	\$1,385.23		CC	Biology Lab Supplies
P0105050	Sasco Electric	\$930.00		CC	Electrical Installation
P0105051	Penn State University Press	\$300.00		FC	Institutional Membership with Center for Collegiate Mental Health
P0105052	Office Depot	\$500.00		CC	Blanket Order for Office Supplies
P0105053	OCLC Inc	\$6,000.00		CC	Subscription for Library Materials
P0105054	Office Depot	\$4,500.00		CC	Blanket Order for Office Supplies
P0105055	Tennis Warehouse	\$587.25		FC	Tennis Supplies
P0105056	Office Depot	\$500.00		CC	Blanket Order for Office Supplies
P0105061	West Coast Promo Resource	\$2,087.10		AC	Promotional Items for New Faculty Orientation
P0105062	Pierce Chemicals Royal Bond	\$90.49		CC	Freight for Donated Materials for Mortuary Lab
P0105063	Insight Investments LLC	\$102.61		CC	Computer Supplies
P0105064	California Community College Chief Student	\$300.00		FC	Institutional Membership
P0105065	Heidelberg USA Inc.	\$1,250.00		FC	Blanket Order for Print Shop Parts and Repairs
P0105066	Office Depot	\$1,000.00		CC	Blanket Order for Office Supplies
P0105067	Office Depot	\$1,000.00		SCE	Blanket Order for Office Supplies

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105068	JM & J Contractors	\$950.00		FC	Removal of Washing Machine
P0105069	Campus Logic Inc	\$52,000.00		CC	Software
P0105070	Strata Information Group	\$9,620.00		CC	Programming & Technical Consulting for Financial Aid Module
P0105071	Vo, Phil	\$4,000.00		FC	Consultant - Health Center Website
P0105072	Fisher Scientific Co LLC	\$912.71		CC	Chemistry Lab Supplies
P0105073	Ellis, Pilar	\$1,102.00		FC	Reimbursement for Field Trip Basketball Tickets for International Students
P0105074	Diep, Christie	\$252.21		CC	Reimbursement for English Dept Conference Lunch
P0105075	Dunkel Bros Machinery Moving Inc	\$735.00		FC	Classroom Materials
P0105076	Office Depot	\$1,500.00		CC	Blanket Order for Office Supplies
P0105077	LAMA Books	\$113.09		FC	Textbooks
P0105078	Concord Escrow	\$1,407,593.50	Capital Outlay	AC	Escrow Deposit for Purchase of Property 420 E Chapman, Fullerton
P0105079	Amazon com	\$103.59		SCE	Instructional Supplies
P0105080	Mojo Water LLC	\$91.69		FC	Water Filter Bundle Pack
P0105081	Sodexo Inc and Affiliates	\$1,478.30		FC	Catering for Smart Start Saturday Program (800 people)
P0105082	Cracked My Phone	\$145.40		FC	Tablet Repairs
P0105083	Lynde-Ordway Co Inc	\$175.46		CC	Shredder Oil
P0105085	Coast Fitness Repair Shop Inc	\$1,834.02		FC	Fitness Equipment
P0105086	Amazon com	\$433.53		SCE	Books
P0105087	Xerox Corporation	\$2,362.55		FC	Maintenance Agreement for Copiers
P0105093	iT1 Source LLC	\$53.99		SCE	Barcode Scanner
P0105094	National Council for Marketing and Public Relations	\$70.00		SCE	Entry Fees
P0105095	School Specialty Inc	\$316.47		SCE	Instructional Materials
P0105096	Guitar Center Inc	\$392.92		FC	Instructional Supplies
P0105097	Art Supply Warehouse	\$114.33		SCE	Art Supplies
P0105098	Cal Pro Specialties	\$1,150.30		SCE	Promotional Supplies
P0105099	Houghton Mifflin Harcourt Publishing Company	\$832.35		SCE	Classroom Materials
P0105100	iT1 Source LLC	\$692.16		SCE	Dry-Erase Board
P0105101	Advanced Technologies Consultants	\$9,327.97		CC	Auto Technologies Equipment
P0105102	Sasco Electric	\$675.00		CC	Camera Installations
P0105103	Prepress Supply Inc	\$28,994.20		CC	Printing Equipment and Supplies
P0105104	Sodexo Inc and Affiliates	\$211.94		FC	Catering for Transfer Achievement Program
P0105105	Orange County Air Conditioning	\$3,528.02		AC	HVAC Repairs
P0105106	VR Mason	\$1,532.29		AC	Painting Provost's Office
P0105107	Office Depot	\$356.38		FC	Office Supplies
P0105108	Office Depot	\$800.00		CC	Blanket Order for Office Supplies

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105109	Southwest Material Handling, Inc	\$227.05		AC	Forklift Repair
P0105111	Sodexo Inc and Affiliates	\$931.66		FC	Catering for Staff Development
P0105113	PrestoSports Inc	\$3,250.00		FC	Software Website Hosting
P0105114	Vavrinek, Trine, Day & Co., LLP	\$68,500.00		AC	Financial Audit Services
P0105115	Transportation Charter Services Inc	\$700.00		FC	Bus Transportation for International Students
P0105118	California Municipal Statistics Inc	\$375.00		AC	Assessed Valuation Local Secured Taxpayers for 14-15
P0105119	FedEx Ground, Inc	\$300.00		SCE	Blanket Order for Package Service
P0105121	Flashwholesaler LLC	\$1,888.28		CC	Instructional Supplies
P0105122	Art Supply Warehouse	\$1,000.00		SCE	Blanket Order for Instructional Supplies
P0105123	Toshiba America Information Systems Inc	\$400.00		FC	Maintenance Agreement for Copier
P0105124	Sodexo Inc and Affiliates	\$490.00		FC	Catering for Math/Science Division for Orientation
P0105125	Garden Grove Chamber of Commerce	\$15.00		CC	Institutional Membership
P0105126	Amazon com	\$437.32		SCE	Textbooks
P0105127	Amazon com	\$89.00		SCE	Textbooks
P0105140	Day, Cathy	\$3,416.16		CC	Blanket Order for Child Care
P0105141	Scantron Corporation	\$83.79		FC	Scantron Forms
P0105142	Amazon com	\$134.34		SCE	Textbooks
P0105143	Professional Service Industries Inc	\$1,312.50		CC	Paint Mixing Lab Inspection Fees
P0105144	Twenty Six Design LLC	\$130.00		FC	Online Subscription
P0105145	Amazon com	\$382.76		SCE	Textbooks
P0105146	Buddy's All Stars, Inc.	\$343.20		FC	Tennis Uniforms
P0105147	CDW Government Inc	\$102,908.00		FC	Computers
P0105148	Diaz, Hilda	\$1,399.95		CC	CalWORKs Child Care Expenses
P0105149	Mohammed, Huda	\$4,005.00		CC	CalWORKs Childcare Expenses
P0105150	Buena Park Lovely Preschool	\$4,000.00		CC	CalWORKs Childcare Expenses
P0105151	Amazon com	\$116.42		SCE	Office Supplies
P0105156	Amazon com	\$222.30		FC	DSPS Supplies
P0105157	Strata Information Group	\$9,620.00		CC	Programming & Technical Consulting for CC and FC
P0105165	Staples Inc	\$94.80		SCE	Office Supplies
P0105168	McGraw Hill Co	\$1,755.47		SCE	Textbooks
P0105169	Vital Link Orange County	\$20,000.00		SCE	Professional Workshop
P0105170	Olson, Kenneth	\$10,000.00		SCE	Develops Customized Electronics Curriculum
P0105171	The Complete Package, Inc.	\$837.27		AC	Printed Magnets
P0105172	J W Pepper of Los Angeles	\$506.08		SCE	Music Books
P0105173	Harbor Freight Tools	\$50.73		SCE	Folding Cart

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105174	Howards TV & Appliance Inc	\$1,729.11		CC	Laboratory Equipment
P0105175	Environmental Management Technologies	\$302.40		AC	Hazardous Materials Removal
P0105176	Pearson Education Inc	\$1,597.58		SCE	Textbooks
P0105177	Ace Karaoke Corp.	\$51.35		SCE	Karaoke CD
P0105178	Refrigeration Supplies Distributor	\$5,990.57		CC	Refrigeration/Air Conditioning Parts
P0105179	Maxi Aids Inc	\$33.62		SCE	Office Supplies
P0105180	Lampline	\$56.65		FC	Flood Lamp
P0105181	GST	\$745.82		SCE	Computer Supplies
P0105182	Monoprice Inc	\$114.21		SCE	Computer Cables
P0105183	Machinery Sales Co	\$79,480.00		FC	Instructional Machining Equipment
P0105184	Ran Graphics Inc	\$8,035.20		CC	Printing Services
P0105185	Amazon com	\$590.36		SCE	Textbooks
P0105186	Amazon com	\$168.00		SCE	Textbooks
P0105187	Sew Wonderful Dreams	\$567.01		SCE	Sewing Patterns
P0105188	Amazon com	\$93.92		SCE	Textbooks
P0105189	Lakeshore Learning Materials	\$893.97		SCE	Classroom Materials
P0105190	Buddy's All Stars, Inc.	\$3,337.96		FC	Athletic Uniforms
P0105191	Amazon com	\$148.87		SCE	Classroom Supplies
P0105192	Sodexo Inc and Affiliates	\$99.36		FC	Catering for Basic Skills Mindset Training
P0105193	Sodexo Inc and Affiliates	\$347.13		FC	Catering for Supplemental Instruction Program
P0105197	Computerland of Silicon Valley	\$324.00		CC	Software
P0105198	iT1 Source LLC	\$1,001.17		SCE	Computer
P0105199	YBH Restaurants Inc	\$959.06		CC	Catering for International Student Program
P0105200	Snap-on Business Solutions	\$22.95		CC	Automotive Equipment
P0105202	VisionPoint Marketing	\$81,638.00		SCE	SCE Website Redesign Project
P0105203	CM School Supply	\$774.54		SCE	Art Supplies
P0105204	Crystal Factory	\$270.00		SCE	Awards
P0105205	Matco Tools	\$4,000.00		CC	Blanket Order for Instructional Supplies
P0105206	Buddy's All Stars, Inc.	\$6,661.57		FC	Athletic Supplies
P0105207	Home Depot	\$291.60		SCE	Coffee Brewer
P0105208	Sodexo Inc and Affiliates	\$454.38		FC	Catering for Basic Skills - ESP Orientation
P0105209	Toshiba America Information Systems Inc	\$5,137.57		FC	Purchase New Copier
P0105217	American Reprographics Co LLC	\$5,000.00	Bond	AC	Blanket order for Document Imaging
P0105218	Alford Steel Fabrication and Welding	\$2,000.00		FC	Blanket Order for Equipment Repairs
P0105221	Staples Inc	\$193.92		SCE	Portable Headphones

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0105222	Instant Signs & Banners	\$108.02		CC	Signage for Assessment Center
P0105223	M-F Athletic Company Inc	\$1,605.61		FC	Athletic Equipment
P0105224	Fullerton College	\$1,037.50		FC	Student ID Card and Sticker Fees
P0105225	Fullerton College	\$400.00		FC	Student Sports Equipment Fees
P0105226	Matco Tools	\$222.22		CC	Automotive Materials
P0105227	Washington State Board for Community	\$8,500.00		SCE	Curriculum Training
P0105228	University of California, Davis	\$4,036.18		CC	Public Health Conference Fees
P0105230	Meridian Graphics Inc	\$7,051.33		FC	Printing Art Collection Catalogs
P0105231	Rosetta Stone Ltd.	\$54,491.00		SCE	Software
P0105232	Computerland of Silicon Valley	\$105,286.60		AC	Microsoft License Renewal; B/A 11/14/00
P0105233	California Association on Postsecondary Ed & Disability	\$480.00		SCE	Institutional Membership
P0105234	WMFY We Mail For You	\$1,230.00		AC	Printing Services
P0105235	Guitar Center Inc	\$392.92		FC	Music Supplies
P0105236	Amazon com	\$111.20		SCE	Textbooks
P0105237	United Calibration Corporation	\$11,234.16		FC	Instructional Equipment, Computerized Hardness Tester
P0105238	Office Depot	\$500.00		FC	Blanket Order for Office Supplies
P0105240	Elite Culture Educational Company	\$598.32		CC	Textbooks
P0105241	South Coast Higher Education Council	\$50.00		FC	Institutional Membership
P0105242	Toshiba America Information Systems Inc	\$66.96		FC	Copier Staples
P0105243	Sodexo Inc and Affiliates	\$97.74		FC	Catering for Supplemental Instruction Program New Leader Orientation & Training
P0105244	Orange County Air Conditioning	\$450.00		CC	Installation of Garbage Disposal
P0105245	Toshiba America Information Systems Inc	\$1,139.80		FC	Purchase New Copier
P0105247	Varidesk Inc	\$2,160.00		FC	Computer Monitor Stands
P0105248	Orange County Air Conditioning	\$69,619.35	Capital Outlay	AC	Variable Frequency Drive (VFD) Fan Replacements @ AC Tower
P0105249	Sodexo Inc and Affiliates	\$786.20		FC	Catering for Supplemental Instruction Leader Orientation
P0105253	Fullerton Chamber of Commerce	\$90.00		FC	Founders Day Parade Entry Fees
		<u>\$2,930,355.41</u>			

Approved by: \_\_\_\_\_  
 Brian Fahnestock, Interim Vice Chancellor

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** October 13, 2015  
**SUBJECT:** 2014-2015 Travel Expense Report

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

**BACKGROUND:** Every fiscal year the District prepares its annual Travel Expense Report. In this report, expenses are categorized in three areas: Trustees, Chancellor's Staff, and Employees. This report shows all approved travel activities within the District. These activities are considered important for the operation of the District. The report has been disseminated to all campus CEO's and is included in the Board Agenda Backup.

For fiscal year 2014-2015 the total travel expenditures were as follows:

Trustees	\$ 14,306.14
Chancellor's Staff	63,850.89
Employees	<u>507,355.72</u>
<b>Total Expenditures</b>	<b><u>\$ 585,512.75</u></b>

This agenda item was submitted by Rodrigo Garcia, District Director, Fiscal Affairs.

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

**How does this relate to Board Policy:** This agenda item is submitted in accordance with Board Policy 6360, Travel.

**FUNDING SOURCE AND FINANCIAL IMPACT:** District travel expenses are funded by the General Fund and Categorical Funding.

**RECOMMENDATION:** It is recommended that the Board receive this agenda item for information only regarding the 2014-2015 Travel Expense Report.

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Brian Fahnestock  
Recommended by

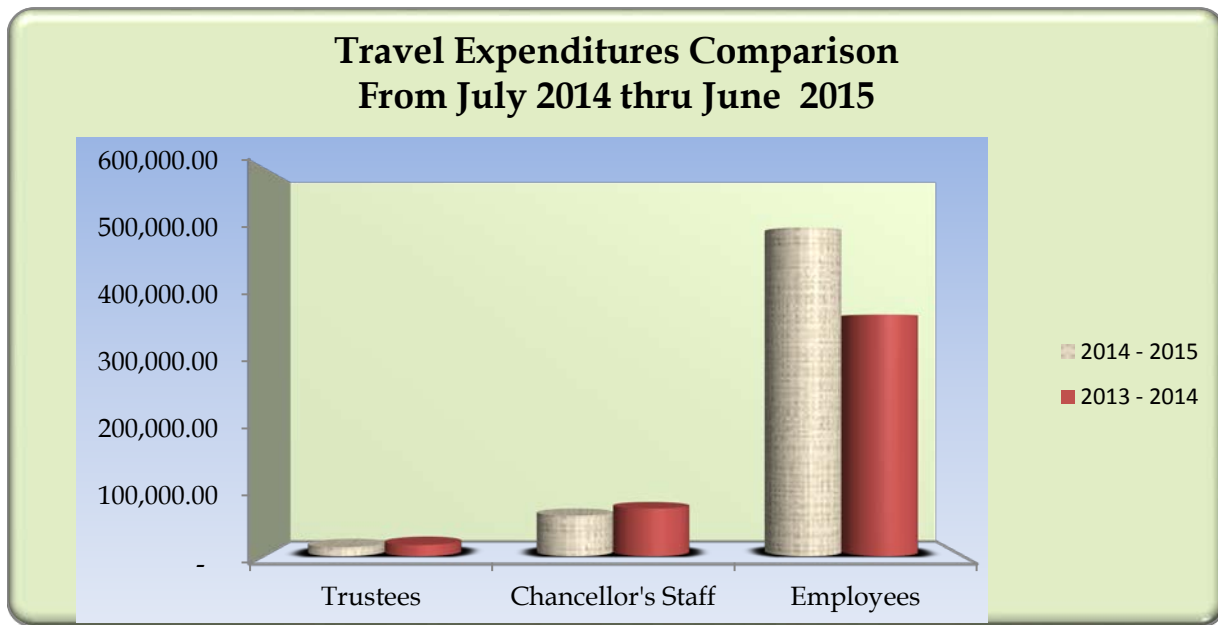
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Approved for Submittal

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3.b.1  
Item No.

## FISCAL YEAR 2014 - 2015 TRAVEL EXPENDITURES REPORT

From July 1, 2014 - June 30, 2015

Travel Expenditures Comparison				
	FY 2014 - 2015 For Period	FY 2013 - 2014 For Period		
Description	07/01 - 06/30	07/01 - 06/30	Increase/ (Decrease)	% Change
Trustees	14,306.14	17,839.79	(3,533.65)	(24.7%)
Chancellor's Staff	63,850.89	74,713.22	(10,862.33)	(17.0%)
Employees	507,355.72	373,551.73	133,803.99	26.4%
<b>Total Expenditures</b>	<b>585,512.75</b>	<b>466,104.74</b>	<b>119,408.01</b>	<b>20.4%</b>



**Notes:**

1. Total travel expenditures for the period July 1, 2014 thru June 30, 2015 have increased by \$ 119,408.01 20.4% higher than in the prior fiscal year, \$ 98,792.19 from categorical funding.
2. The total expenditures of \$ 585,512.75 consist of \$ 236,708.08 from Categorical funding and \$ 348,804.67 Unrestricted funding.



## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	October 13, 2015	Information	_____
		Enclosure(s)	X
<b>SUBJECT:</b>	Surplus and Obsolete Supplies and Equipment		

**BACKGROUND:** Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. The attached list of surplus items has exceeded their useful life and is no longer suitable for the District. The surplus computers are no longer functional or usable as the Information Technology (IT) departments have taken various components from those systems to keep other systems functioning and available for students and staff. The departments on each campus had been made aware of the surplus items and have had an opportunity to view and request various surplus equipment prior to Board approval. This agenda item was submitted by Jenney Ho, District Director, Purchasing.

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

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

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

**RECOMMENDATION:** Authorization is requested for the Liquidation Company to conduct an auction for the sale of surplus and obsolete supplies and equipment. The auction company will collect the gross proceeds from the sale. The proceeds will be split between the District (65%) and the auction company (35%). Authorization is further requested for the Interim Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the contract on behalf of the District.

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Brian Fahnestock  
Recommended by

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Approved for Submittal

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3.c.1  
Item No.

## SURPLUS ITEMS

<b>Qty.</b>	<b>Description</b>	<b>Location</b>
125	Computers	FC
6	Printer	FC
1	Projector	FC
1	Computer	SCE
10	Projector	SCE
12	Servers	SCE

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	
<b>DATE:</b>	October 13, 2015	Information	
		Enclosure(s)	X
<b>SUBJECT:</b>	Award Bid #2015-19, Cypress College Soccer Field Leveling Project		

**BACKGROUND:** On September 8, 2015, the Board rejected all bids for the Cypress College Soccer Field Leveling Project and authorized the District Director, Purchasing, to rebid the project at a later time.

On October 1, 2015, the District Purchasing Department received 4 bids from 12 companies which attended the mandatory job walk for the Cypress College Soccer Field Leveling Project. The lowest responsive and responsible bidder was Incotechnic, Inc. Attached is the bid summary. This agenda item was submitted by Jenney Ho, District Director, Purchasing.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding for this project will come from Mandated Cost Reimbursement Funds.

**RECOMMENDATION:** Authorization is requested to award Bid #2015-19, Cypress College Soccer Field Leveling Project, to Incotechnic, Inc. as the lowest overall responsive and responsible bidder in the amount of \$506,000. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

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Brian Fahnestock  
Recommended by

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Approved for Submittal

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3.d.1  
Item No.

## BID SUMMARY

Bid #2015-19  
Cypress College Soccer Field Leveling Project  
Due: 10/1/2015 @ 2:00 p.m.

COMPANY	BASE BID	ALLOWANCE	TOTAL
Incotechnic, Inc.	\$ 456,000.00	\$ 50,000.00	\$ 506,000.00
Principles Contracting, Inc.	\$ 709,949.00	\$ 50,000.00	\$ 759,949.00
Dalke & Sons Construction, Inc.	\$ 748,890.00	\$ 50,000.00	\$ 798,890.00
Horizons Construction Co. Int'l, Inc.	\$ 779,900.00	\$ 50,000.00	\$ 829,900.00

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** October 13, 2015  
**SUBJECT:** Emergency Electrical Switchboard Replacement at Fullerton College Building 1000

Action     X      
Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_

**BACKGROUND:** On October 2, 2015, during an electrical preventive maintenance inspection, Fullerton College discovered charring on the fusible disconnect along with frayed, stressed electrical cables. Additionally, the power coursing through the electrical cables made an abnormal crackling sound. While staff could not tell when the charring occurred, the crackling sound in conjunction with the charring indicated the campus had an unstable electrical connection which could lead to an electrical fire or explosion. Since the unstable electrical connection posed a significant and immediate safety hazard to the faculty, staff and students, emergency replacement of the electrical switchboard was needed.

The emergency repair was completed over the weekend in order to open the building on Monday. The work performed was declared to be of an emergency nature and a contract was approved pursuant to Public Contract Code Section 20654. This code authorizes the District to enter into a contract without advertising for bid. The Assistant Superintendent of Business Services with the Department of Education, County of Orange, authorized the emergency work as required by code. This agenda item is submitted by Jenney Ho, District Director, Purchasing, and Larry Lara, Director, Physical Plant/Facilities.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding for this emergency repair will come from Scheduled Maintenance fund.

**RECOMMENDATION:** Ratification is requested for a contract with KT Industries, Inc., for emergency repair of the electrical switchboard at Fullerton College, at a cost not to exceed \$140,000. Ratification is further requested for the District Director, Purchasing, to have executed the contract on behalf of the District.

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Brian Fahnestock  
Recommended by

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Approved for Submittal

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3.e  
Item No.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	October 13, 2015	Information	_____
		Enclosure(s)	_____
<b>SUBJECT:</b>	Notice of Completion for Bid #2015-03, Fullerton College Roofing Project		

**BACKGROUND:** On February 10, 2015, the Board awarded a contract to Bell Roof, Inc. for Fullerton College Roofing project. The project is complete and filing the Notice of Completion of Work is now required. This agenda item was submitted by Jenney Ho, District Director, Purchasing.

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 6600, Capital Construction.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Once the contract is closed out, the final retention payment will be charged to the Scheduled Maintenance Fund.

**RECOMMENDATION:** Authorization is requested to file the Notice of Completion for Bid #2015-03, Fullerton College Roofing project, with Bell Roof, Inc. and pay the final retention payment when due.

\_\_\_\_\_  
Brian Fahnestock  
Recommended by

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Approved for Submittal

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3.g  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	October 13, 2015	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Notice of Completion for Bid #2015-04, Fullerton College Lighting Retrofit	Enclosure(s)	<u>          </u>

**BACKGROUND:** On April 14, 2015, the Board awarded a contract to Case & Sons Construction, Inc. for Fullerton College Lighting Retrofit project. The project is complete and filing the Notice of Completion of Work is now required. This agenda item was submitted by Jenney Ho, District Director, Purchasing.

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 6600, Capital Construction.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Once the contract is closed out, the final retention payment will be charged to Prop 39.

**RECOMMENDATION:** Authorization is requested to file the Notice of Completion for Bid #2015-04, Fullerton College Lighting Retrofit, with Case & Sons Construction, Inc. and pay the final retention payment when due.

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Brian Fahnestock  
Recommended by

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Approved for Submittal

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3.h  
Item No.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
<b>DATE:</b>	October 13, 2015	Information	X
		Enclosure(s)	X
<b>SUBJECT:</b>	Public Self-Insurer's Annual Report for Fiscal Year 2014-15		

**BACKGROUND:** As the District is self-insured for its Workers' Compensation program, it is a requirement to submit a Public Self-Insurer's Annual Report to the State of California, Department of Industrial Relations, Division of Self-Insurance Plans. This report contains workers' compensation financial information such as the amount incurred, paid to date, and future liability. According to Labor Code Section 3702.6(b), the Board must be informed of the total liabilities reported in the Public Self-Insurer's Annual Report for Fiscal Year 2014-15. The funding of these liabilities is in compliance with the requirements of the Government Accounting Standards Board Publication 10.

This agenda item was submitted by Tami A. Oh, District Director, Risk Management.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** A liability accrual is included in the Self-Insurance Fund to recognize estimated potential future workers' compensation liabilities.

**RECOMMENDATION:** It is recommended that the Board review the Public Self-Insurer's Annual Report for Fiscal Year 2014-15, and acknowledge the Estimated Future Liability of \$2,318,650 as reported to the State.

Brian Fahnestock  
Recommended by

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Approved for Submittal

3.i  
Item No.

State Of California



# Public Self Insurers ER Annual Report

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For Year 2014/2015

September 14, 2015  
North Orange County Community College District  
1830 W Romney Ave  
Anaheim CA 92801 1819

State of California

**Employer**

General Information :

**Certification Number** 7561 **Period Of Report** Full Year  
**(Period) From-** 07/01/2014 **(Period) To** 06/30/2015

Master Certificate Holder :

**FTIN** 95-2394131

**Name** North Orange County Community College District **Address1** 1830 W Romney Ave  
**City-** Anaheim **State** CA **Zip** 92801-1819  
**Type of Public Agency** School

Subsidiaries :

No Subsidiaries Added

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder or any subsidiary?

**A merger or unification?** (No)  
**Changes in name or identity? Identity** (No)  
**Any addition to Self Insurance Program Insurance Program** (No)

If Yes, Explain :

N/A

Employment and wages paid in current fiscal year (If your certificate has been revoked for more than 3 fiscal years then indicate zeroes for both.) :

**Number Of Employees** 3,584  
**Total Wages And Salaries Paid** \$131,942,998

Addressed Correspondence For Security Deposit and Financial Matters :

**Name -** Tami Oh **Position/Title -** District Director of Risk Management  
**Company Name -** North Orange County Community College District **Email Address -** toh@nocccd.edu  
**Phone Number -** 714-808-4779 ex **Fax Number -** 714-808-4744  
**Address-** 1830 W. Romneya Drive  
**City -** Anaheim **State-** CA **Zip -** 92801  
**Corporate Web Address -** www.nocccd.edu

State of California

Record Storage :

Are Claim records stored at any location other than with the current administrator? (No)

Insurance Coverage :

Are any of your workers' compensation liabilities in California during the reporting period covered by a standard workers' compensation Insurance policy? (No)

Are any of your workers' compensation liabilities in California during the reporting period covered by a specific excess workers' compensation Insurance policy? (Yes)

1) New York Marine and General Insurance Company Policy Number WC2014EPP00066 Policy Issue Date  
- - 07/01/2014  
Retention Limit \$500,000

Do you carry an aggregate (stop loss) workers' compensation insurance policy? (No)

**Name Of Company Officer-**

Brian Fahnestock

**Street Address-**

1830 W. Romneya Drive

**Name Of Company-**

North Orange County Community College District

**City-** Anaheim

**State -** CA

**Zip -** 92801

**Phone Number -** 714-808-4746 ex

**Name Of Person Legally Responsible For This Electronic Signature :**

Brian Fahnestock

**( Date/Time Of Signature ) -** 09/14/2015 13:31

**Files Uploaded:**

# TPA:-

## Liabilities By Reporting Location

Report Location Number: **7561-01-347** Identification of Location: **Hazlerigg Claims Management Services - Chino Hills** Certificate Holder: **North Orange County Community College District**

CASES AND BENEFITS (to the nearest dollar)				From Date- 07/01/2014		To Date- 06/30/2015	
Date	#	Incurred Liability		Paid To Date		Future Liability	
		Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2015 reported prior to 2010/2011	21	1,328,550	2,236,091	869,535	1,358,437	459,015	877,654
2) Open and Closed Cases							
A) All Cases reported in 2010/2011	48	147,580	310,514	132,380	185,364	15,200	125,150
2010/2011 Cases open	3	79,533	227,399	64,333	102,249	15,200	125,150
B) All Cases reported in 2011/2012	28	98,296	226,133	71,452	119,308	26,844	106,825
2011/2012 Cases open	3	89,383	177,077	62,539	70,252	26,844	106,825
C) All Cases reported in 2012/2013	35	211,561	433,856	65,590	159,919	145,971	273,937
2012/2013 Cases open	3	177,145	395,424	31,174	121,487	145,971	273,937
D) All Cases reported in 2013/2014	34	74,960	257,323	61,523	84,796	13,437	172,527
2013/2014 Cases open	12	73,760	236,176	60,323	63,649	13,437	172,527
E) All Cases reported in 2014/2015	25	44,699	88,014	14,841	15,782	29,858	72,232
2014/2015 Cases open	8	44,001	79,876	14,143	7,644	29,858	72,232

	\$ Indemnity	\$ Medical
SUBTOTAL	690,325	1,628,325
3) Estimate Future Liability (Indemnity Plus Medical) → TOTAL	2,318,650	
	\$ Indemnity	\$ Medical

4) Indemnity benefits paid to all employees, except for the part of LC §§ 4800/4850 benefits paid that are more than the temporary disability (TD) rate.

- Include the TD payments or salary in lieu thereof for all employees, permanent disability, life pensions, death benefits, and supplemental job displacement benefit vouchers.
- Please see LC §§ 4800/4850 for detailed information, including which employees should receive LC §§ 4800/4850 benefits.

	110,140	211,699
--	---------	---------

- 5) Number of MEDICAL-ONLY Cases Reported in 2014/2015 → 13
- 6) Number of INDEMNITY Cases Reported in 2014/2015 → 12
- 7) Total of 5 and 6 (Also entered in 2E above) → 25
- 8) Total Number of open Indemnity Cases (All Years) → 46
- 9) Number of Fatality Cases Reported In 2014/2015 → 0
- 10) (a) Number of FY 2015 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2015 → 1
- 10) (b) Number of non-FY 2015 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2015 → 1
- 11) The amount paid to employees receiving LC § 4800/4850 benefits, not including the TD benefits they received. → 0
- 12) TD benefits paid to employees while they were receiving LC § 4800/4850 benefits. → 0

\* Attach a List of ALL Open Indemnity Claims (by reporting location and by year) reported and with claims (in alphabetical order) →

[7561-01-347-2015.pdf](#)

**CERTIFICATION**

I declare under penalty of perjury that I have prepared or caused this report to be prepared and I have examined this liabilities report of this self insurer's worker's compensation liabilities. To the best of my knowledge and belief this report is true, correct and complete with respect to the worker's compensation liabilities incurred and paid. I further declare under the penalty of perjury that the estimates of future liability of worker's compensation claims made in this report reflect the administrator's best judgment as to the future liability of claims, using prevailing industry standards, and the signatory intends Self Insurance Plans to rely upon the representation.

<b>First Name</b>	<b>M.I.</b>	<b>Last</b>	<b>Agency Name</b>
<input type="text" value="Delina"/>	<input type="text" value="M"/>	<input type="text" value="Gonzaga"/>	<input type="text" value="Hazelrigg Claims Management Services"/>

**Address 1**

<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>E-mail Address</b>
<input type="text" value="Chino Hills"/>	<input type="text" value="CA"/>	<input type="text" value="91709"/>	<input type="text" value="dgonzaga@hazelriggclaims.com"/>

<b>Phone Number</b>	<b>FAX Number</b>	<b>Date</b>	<b>Signature (Type your Full Name)</b>
<input type="text" value="909-606-6373 ex"/>	<input type="text" value="909-606-0087"/>	<input type="text" value="09/08/2015"/>	<input type="text" value="Delina M. Gonzaga"/>

Person legally responsible for this Electronic Signature



**Files Uploaded:**

1)7561-01-347-2015.pdf

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	October 13, 2015	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Americans with Disabilities Act (ADA) Transition Plan	Enclosure(s)	<u>X</u>

**BACKGROUND:** On June 9, 2015, a public hearing was held to provide the public an opportunity to comment on the District's Americans with Disabilities Act (ADA) Transition Plan (the Plan), which was developed by Cordoba Corporation. The Plan, as prepared, fulfills the requirements set forth in Title III of the ADA and identifies architectural barriers at the District's owned, operated, and utilized facilities. Specifically, the Plan includes:

- A list of the physical barriers in all facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities;
- A detailed description of the method to be used to remove the identified barriers and make the facility accessible;
- A prioritization schedule and the cost of removal of the barriers to achieve compliance with ADA, Title III; and
- The individual or individuals responsible for the implementation of the Transition Plan.

It is recommended that the Board adopt the Americans with Disabilities Act Transition Plan for the District. This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

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

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

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

**RECOMMENDATION:** It is recommended that the Board of Trustees adopt the Americans with Disabilities Act Transition Plan for the District.

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Brian Fahnestock  
Recommended by

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Approved for Submittal

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3.j.1  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** October 13, 2015  
**SUBJECT:** The Innovation Fund Report

Action	_____
Resolution	_____
Information	X
Enclosure(s)	_____

**BACKGROUND:** The Innovation Fund Program is designed to encourage and provide financial support for faculty and staff in developing and implementing new projects, new programs, and new procedures that will improve the quality and efficacy of education, programs, and services throughout the District.

The program is restricted to regular employees of the North Orange County Community College District. Each submitted proposal is assessed and evaluated by the District-wide Ad-Hoc Committee. The Committee forwards its recommendations to Chancellor's staff for further review and consideration.

The District began offering the Innovation Fund program in the 2013-14 academic year. In the 2014-15 academic year, three winners of the Innovation Fund program were selected. They are:

- 1) Hornet Health
- 2) Just-In-Time Reading and Study skills
- 3) Students for a Greener Planet

The Office of Educational Services and Technology is pleased to present a report on these three innovative projects. The report will answer three main questions:

- 1) What was the Project funded to accomplish?
- 2) What activities were conducted to accomplish the goals of the Project?
- 3) What is impact of the Project and how will the Project be institutionalized?

**How does this relate to the District-wide Strategic Plan?** 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 submitted in accordance with Board Policy 3250: Institutional Planning

**FUNDING SOURCE AND FINANCIAL IMPACT:** The District annually allocates \$100,000 toward the Innovation Fund program.

**RECOMMENDATION:** It is recommended that the Board receive as information the *NOCCCD 2014-15 Innovation Fund report*.

Cherry Li-Bugg  
Recommended by

Approved for Submittal

4.a  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action  X   
Resolution \_\_\_\_\_  
**DATE:** October 13, 2015 Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** District Study Abroad Program  
Summer 2016  
Dublin, Ireland

**BACKGROUND:** At its April 24, 1987 meeting, the Board approved the International Education Program for the District, and the solicitation of proposals from independent contractors to provide travel arrangements for study abroad. AIFS has been recommended to handle all travel arrangements for the proposed Summer 2016 Study Abroad Program in Dublin, Ireland.

The proposed Summer 2016 Study Abroad Program will begin on June 13, 2016 and end on July 17, 2016. The program will be open to all Cypress College and Fullerton College students who are in good standing and have completed a minimum of 12 units.

This board item was prepared by Dani Wilson, Dean of the Library/Learning Resources Instructional Support Programs and Services, and Administrator of the Fullerton College Study Abroad Program.

**How does this relate to the five District Strategic Directions:** This Study Abroad Program supports District Strategic Directions 1 and 5 by requiring completion of ENG100 with a grade of C or better prior to application, offering transfer-level courses to contribute to the improvement of the rates of completion and transfer-readiness requirements, and the development of collaborative projects and partnerships within the district (Cypress College), within the community (neighboring colleges and universities) and within the community at-large (vendor AIFS).

**How does this relate to Board Policy:** This item is in compliance with Board Policy/Administrative Procedure 4300, Field Trips and Excursions.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Students will pay a basic program fee of \$4,840 which includes airfare, housing, travel excursions, and orientation.

**RECOMMENDATION:** Authorization is requested to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College 2016 Summer Study Abroad Program in Dublin, Ireland. The basic program fee of \$4,840, which is to be paid by each student, includes airfare, housing, travel excursions, a travel pass in Dublin, and orientation.

Authorization is requested for the Vice Chancellor, Facilities and Finance, to execute the agreement on behalf of the District. A signed copy of the travel contractor agreement will be on file in the District Business Office.

Cherry Li-Bugg  
Recommended by

Approved for Submittal

4.b  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** October 13, 2015  
**SUBJECT:** Fullerton College  
Fine Arts Division/Theatre Arts Dept  
Out-of-Country Field Trip

Action     X      
Resolution             
Information             
Enclosure(s)           

**BACKGROUND:** The Fullerton College Fine Arts Division/Theatre Arts Department proposes to offer a field trip January 6-14, 2016 in London, England. Students from Fullerton College Theatre Arts Department will spend a week in London, England experiencing its history, famous landmarks, culture and theatre. This week will include: two-hour bus tour of central London; three days of walking tours throughout London to encompass St. Paul's Cathedral, Westminster Abbey, the Tower of London, the changing of the guard at Buckingham Palace, major museums, Shakespeare's Globe Theatre, the Theatre Museum, the Drury Lane Theatre, The National Theatre, Trafalgar Square and numerous West End shows. A guided tour of Stratford-upon-Avon is also included with a motor coach providing transportation and a professional guide. This is a fantastic learning experience for Theatre Arts students. This field trip is under the direction of Mela Hoyt-Heydon, Professor, and is through EF College Study Tours, Boston, Mass. This agenda item was prepared by John Tebay, Interim Dean of Fine Arts.

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

**How does this relate to Board Policy?** This item is in compliance with Board Policy/ Administrative Procedure 4300, Field Trips and Excursions.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Students will pay their own expenses. Instructor's expenses will be paid by EF College Study Tours.

**RECOMMENDATION:** Authorization is requested for the Fullerton College Fine Arts Division/Theatre Arts Department to conduct the following optional, out-of-country field trip coinciding with approved curriculum, THEA 076 F/Theatrical City Tours: London (CRN 24381).

Division/Class	Fine Arts/Theatre 076-Theatrical City Tours (CRN 24381)
Purpose	London, England Tour class
Dates	January 6, 2016-January 14, 2016
Destination	London, England
Faculty	Mela Hoyt-Heydon, Professor
Transportation	Airlines, London tube and buses
Cost	All costs paid by students. Instructor's trip paid by EF College Study Tours

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.c

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** October 13, 2015

**SUBJECT:** Cypress College  
OCDE Career Pathways Partnership Grant  
(OCCPP)

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

-

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 3280, Grants.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Cypress College is the recipient of a OCCPP Grant in the following amounts:

**Cypress College:**

Year 1:	\$128,410 – Received in 2014-2015
Year 2:	\$128,410
Year 3:	\$123,410
Year 4:	<u>\$123,410</u>
Total:	<u>\$503,640</u>

Total funding to be received over the course of this grant by all three entities is **\$503,640**. Spending began in 2014-2015 and continues in 2015-2016, and beyond, for the support of the programs described above.

**RECOMMENDATION:** Retroactive authorization is requested to accept new revenue for Year Two of the OCDE Career Pathways Partnership Grant in the amount of \$128,410 for use beginning July 1, 2015 through June 30, 2016. 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.

Cherry Li-Bugg  

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Recommended by

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Approved for Submittal

4.d.2  

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Item No.

**Cypress College**  
**Orange County Career Pathways Partnership (OCCPP) Grant**

**Budget - New Funds for Year 2**  
**July 1, 2015 - June 30, 2016**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>	<u>PROPOSED BUDGET</u>
<b>10000 Instructional Salaries</b>		
Extended Day Instructors	18280 3305 13310 6010	\$78,174
<b>20000 Noninstructional Salaries</b>		
Classified Monthly Salaries	18280 3305 21110 6010	3,000
Hourly-Clerical/Secretarial	18280 3305 23100 6010	1,000
Hourly - Inst Aide/Direct Instruction	18280 3305 24100 6010	1,000
<b>30000 Employee Benefits</b>		
Employee Benefits	18280 3305 30000 6010	17,600
<b>40000 Supplies and Materials</b>		
Supplies and Materials	18280 3305 40000 6010	12,500
<b>50000 Other Operating Expenses</b>		
Personal & Consultant Services	18280 3305 51900 6010	6,000
Postage	18280 3305 52000 6010	250
Travel & Conference - Employees	18280 3305 52415 6010	3,000
Mileage	18280 3305 52460 6010	200
Printing/Reprographics	18280 3305 52665 6010	550
Indirect Costs	18280 3305 59000 6010	5,136
	<b>Grand Total</b>	<b>\$128,410</b>
<b>80000 Revenue</b>		
Other Reimbursable Categorical	18280 3305 86543 6010	\$128,410





**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** October 13, 2015 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  
October 13, 2015

RETIREMENTS

Deutsch, Nancy	CC	Reading Instructor Eff. 05/31/2016 PN CCF950
Doak, Leslie	CC	Geography Instructor Eff. 05/29/2016 PN CCF946
Saldana, Jesse	CC	Computer Information Systems Instructor Eff. 12/13/2015 PN CCF812

CHANGE IN SALARY CLASSIFICATION

Anderson, Gabriel	FC	Sociology Instructor (ADJ) From: Column 1, Step 1 To: Column 3, Step 1 Eff. 08/24/2015
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LEAVE OF ABSENCE

Gallo, Joseph	CC	Music Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 09/17/2015-09/18/2015
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2015 FALL SEMESTER,  
TRIMESTER

Bortis, Michael	CC	Column 1, Step 1
Castellanos, Jayme	FC	Column 1, Step 1
Ennis, Elizabeth	CC	Column 2, Step 2
Espinosa, Ashlee	FC	Column 1, Step 1
Garcia, Juan	CC	Column 1, Step 1
Green, Carol	CC	Column 2, Step 1
James, Jolene	FC	Column 1, Step 1
Kirby, Brendon	FC	Column 1, Step 1
Lee, Randy	CC	Column 1, Step 1
Munoz, Marta	FC	Column 1, Step 1
Reimer, Thomas	FC	Column 1, Step 1
Teoco, Maria	CC	Column 1, Step 1

Academic Personnel  
October 13, 2015

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2016 SPRING SEMESTER,  
TRIMESTER

Neyman, Ilya	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Lee, Randy	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Anderson, Joel	SCE	Column 2, Step 1
Inman-Olinger, Alexandra	SCE	Column 2, Step 1
Pons, Chantal	SCE	Column 2, Step 1
Robinson, Forrest	CC	Column 1, Step 2
Tebay, John	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Calabrese, Jacqueline	FC	Adjunct Academy Workshop Stipend not to exceed \$200.00 Eff. 08/11/2015-08/12/2015
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Dalgoff, Mary	FC	Adjunct Academy Workshop Stipend not to exceed \$200.00 Eff. 08/11/2015-08/12/2015
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**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** October 13, 2015 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  
October 13, 2015

RETIREMENTS

Lara, Melda	SCE	Account Clerk II 12-month position (100%) Eff. 12/31/2015 PN SCC909
Lin, Chien	AC	Facilities Custodian I 12-month position (100%) Eff. 12/31/2015 PN DEC942
Robinson, Kenneth	AC	Director, Equity and Diversity 12-month position (100%) Eff. 12/31/2015 PN DEM982

RESIGNATION

Nilles, Susan	FC	Health Services Specialist 11-month position (100%) Eff. 10/14/2015 PN FCC893
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TERMINATION

Dimas, Mario	CC	Accounting Technician 12-month position (100%) Eff. 09/19/2015 PN CCC737
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NEW PERSONNEL

Brackman, Pamela	CC	Administrative Assistant III 12-month position, 100% Range 41, Step A Classified Salary Schedule Eff. 10/14/2015 PN CCC972
Cruz, Crescenciana	FC	Facilities Custodian I 12-month, 45% Range 27, Step A Classified Salary Schedule Eff. 10/14/2015 PN FCC625

Classified Personnel  
October 13, 2015

Segoviano, Holly            CC    Student Services Specialist  
12-month, 100%  
Range 36, Step A  
Classified Salary Schedule  
Eff. 10/19/2015  
PN CCC816

Sirna, Megan                FC    Research Analyst  
12-month, 100%  
Range 52, Step D  
Classified Salary Schedule  
Eff. 10/20/2015  
PN FCC628

Villasenor, Elizabeth      AC    Payroll Specialist  
12-month, 100%  
Range 36, Step D  
Classified Salary Schedule  
Eff. 10/14/2015  
PN DEC984

PROMOTION

Thompson, Scott            FC    Student Services Technician  
12-month position (100%)  
PN FCC756

To:    FC Student Services Specialist  
12-month position (100%)  
Range 36, Step A  
Classified Salary Schedule  
Eff. 10/14/2015  
PN FCC658

REVISION OF CONTRACT

Crete, Jessica	SCE	<p>Special Project Manager NOC AB86 Regional Consortium Temporary Management Position (100%) Range 2, Special Project Administrator Daily Rate</p> <p>To: SCE Special Project Director AEBG Regional Consortium Temporary Management Position (100%) Range 3, Special Project Administrator Daily Rate Eff. 10/14/2015 – 06/30/2016 PN SCT973</p>
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VOLUNTARY CHANGES IN ASSIGNMENT

Anguiano, Eileen	AC	<p>Administrative Assistant II (50%)</p> <p>Temporary Change in Assignment To: AC Administrative Assistant II 12-month position (50%) FC Administrative Assistant II 12-month position (50%) Eff. 09/28/2015 – 11/20/2015</p>
Babbo, Mary Ann	SCE	<p>Administrative Assistant II (100%)</p> <p>Return to Regular Assignment Eff. 09/29/2015</p>
Cox, Maria	FC	<p>Clerical Assistant II (100%)</p> <p>Temporary Increase in Months Employed From: 11.5 Months To: 12 Months Eff. 01/01/2016 – 6/30/2016</p>
Jones, LaQuita	CC	<p>Financial Aid Technician 12-month position (100%) PN CCC967</p> <p>Permanent Lateral Transfer To: FC Instructional Assistant 12-month position (100%) Eff. 10/26/2015 PN FCC971</p>



Classified Personnel  
October 13, 2015

San Roman, John           SCE   Facilities Custodian I (100%)  
  
Temporary Change in Assignment  
To:   SCE Facilities Custodian II  
      12-month position (100%)  
      Range 28, Step E + 5% Shift  
      Classified Salary Schedule  
      Eff. 10/07/2015 – 12/18/2015

LEAVES OF ABSENCE

Ayon, Violet           AC    Executive Administrative Aide to the Chancellor (100%)  
Family Medical Leave Act (FMLA/CFRA)  
Paid Leave Regular Sick Leave and Supplemental Sick  
Leave Until Exhausted; Unpaid Thereafter  
Eff. 08/31/2015 – 10/27/2015 (Consecutive Leave)

Cockcroft, Elizabeth   FC    Administrative Assistant III (100%)  
Family Medical Leave Act (FMLA/CFRA)  
Paid Leave Family Illness Leave and Personal Necessity  
Leave Until Exhausted; Unpaid Thereafter  
Eff. 09/15/2015 – 09/14/2016 (Intermittent Leave)

Coggi, Anita           FC    Administrative Assistant II (100%)  
Military Leave With Pay  
Eff. 11/05/2015

Tom, Stephen           CC    Admissions and Records Technician (100%)  
Family Medical Leave Act (FMLA/CFRA)  
Paid Leave Using Personal Necessity Leave Until  
Exhausted; Unpaid Thereafter  
Eff. 09/28/2015 – 10/16/2015 (Consecutive Leave)

Whelchel, Carolyn     FC    Administrative Assistant II (100%)  
Family Medical Leave Act (FMLA/CFRA)  
Paid Leave Family Illness Leave and Personal Necessity  
Leave Until Exhausted; Unpaid Thereafter  
Eff. 09/14/2015 – 11/01/2015 (Consecutive Leave)

Wise, Sarah           FC    Student Services Specialist (100%)  
Family Medical Leave Act (FMLA/PDL)  
Paid Leave Using Sick Leave and Supplemental Sick  
Leave Until Exhausted; Unpaid Thereafter  
Eff. 10/05/2015 – 12/21/2015 (Consecutive Leave)

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** October 13, 2015 Resolution \_\_\_\_\_  
**SUBJECT:** Professional Experts 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  
October 13, 2015

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Adams, Clare	SCE	Project Coordinator	DSS Curriculum Specialist	26	09/30/2015	12/04/2015
Anderson, Jacob	SCE	Project Expert	Mobility Trainer/Vocational Specialist	26	09/14/2015	12/04/2015
Armani, Behnoosh	FC	Technical Expert II	eLumen Software Trainer	10	09/01/2015	12/14/2015
Bacarella, Russell	CC	Technical Expert II	Automotive Technology High School Pathway Project	4	10/09/2015	06/17/2016
Baker, Michael	FC	Technical Expert II	eLumen Software Trainer	10	09/01/2015	12/14/2015
Bui, Minh	FC	Technical Expert I	Student Equity Funded Math Workshops	20	10/01/2015	12/13/2015
Dawson, Bradley	FC	Technical Expert II	eLumen Software Trainer	10	09/01/2015	12/14/2015
Delatte, Monique	FC	Project Coordinator	Library Collection Survey	25	10/14/2015	02/15/2016
Diaz, Carolina	FC	Project Expert	Data collection and analysis	26	10/01/2015	12/17/2015
Dolbin, Ronald	FC	Technical Expert I	Student Equity Funded Math Workshops	20	09/29/2015	12/13/2015
Emrick, Matthew	FC	Project Expert	Biotech Education Partnership of the CTE Enhancement Fund	16	09/24/2015	12/11/2015
Emrick, Matthew	FC	Project Expert	Biotech Education Partnership of the CTE Enhancement Fund	16	01/04/2016	06/30/2016
Gentry, Wyman	SCE	Project Manager	District Photo Shoot for New NOCCCD Website	20	09/18/2015	10/30/2015
Grabel, Susan	FC	Technical Expert II	eLumen Software Trainer	10	09/01/2015	12/14/2015
Halverson, Heather	FC	Technical Expert I	Transfer Achievement Program (TAP)	10	09/23/2015	06/30/2016
Herrera, Edgar	CC	Project Manager	Materials Translator	20	10/07/2015	12/12/2015
Huerta, Liliana	FC	Project Expert	High School Outreach	26	09/23/2015	12/18/2015
Huerta, Liliana	FC	Project Expert	High School Outreach	26	01/11/2016	06/24/2016
Ison, John	FC	Technical Expert II	eLumen Software Trainer	10	09/01/2015	12/14/2015
Jew, Kathryn	FC	Project Expert	Basic Skills Supplemental Instruction	13	12/14/2015	12/16/2015
Kruse, Kathleen	CC	Technical Expert I	Nursing Enrollment Growth Grant	5	10/05/2015	05/20/2016

Professional Experts  
October 13, 2015

LaMontia, Melody	FC	Technical Expert II	eLumen Software Trainer	10	09/01/2015	12/14/2015
Martinez, Marilyn	FC	Project Expert	High School Outreach	26	09/23/2015	12/18/2015
Martinez, Marilyn	FC	Project Expert	High School Outreach	26	01/11/2016	06/24/2016
McQueen, Deborah	FC	Technical Expert I	Student Equity Funded Math Workshops	20	09/29/2015	12/13/2015
Mills, Renee	FC	Project Manager	DSS Equity Plan Workshop, Outreach and Group Advising	12	09/30/2015	12/31/2016
Nelson, Jessica	FC	Technical Expert II	SSSP Core Services Project	26	10/01/2015	12/21/2015
Nelson, Jessica	FC	Technical Expert II	SSSP Core Services Project	26	01/04/2016	06/30/2016
Nguyen, Gregory	FC	Technical Expert I	Student Equity Funded Math Workshops	20	09/30/2015	12/13/2015
O'Rourke, Margaret	FC	Project Expert	Basic Skills Supplemental Instruction Planning	13	12/14/2015	12/16/2015
Ouchi, Bryan	FC	Project Manager	DSS Equity Plan Workshop, Outreach and Group Advising	12	09/30/2015	12/31/2016
Plum-Widner, Alix	FC	Technical Expert II	eLumen Software Trainer	10	09/01/2015	12/14/2015
Pratt, Lynette	FC	Project Manager	DSS Equity Plan Workshop, Outreach and Group Advising	12	09/30/2015	12/31/2015
Ramirez, Joseph	FC	Project Coordinator	Engage in STEM	26	10/01/2015	12/17/2015
Rossi, Nicole	FC	Project Coordinator	Adjunct Academy Program Coordinator	10	11/12/2015	02/16/2016
Salzameda, Bridget	FC	Project Manager	PUMP Program Advisor	26	10/01/2015	06/06/2016
Salzameda, Nicholas	FC	Project Manager	PUMP Faculty Advisor	26	10/01/2015	06/06/2016
Smith, Susan	CC	Technical Expert I	Strategic Plan Funding	8	10/07/2015	12/18/2015
Sprayberry, Brad	CC	Project Expert	Perkins Grant – Tourism	1	09/29/2015	12/12/2015
Trujillo, Ruben	SCE	Project Expert	Assessment Proctor	26	09/28/2015	12/18/2015
Williams, Marredda	CC	Technical Expert I	Strategic Plan Funding	8	10/07/2015	12/18/2015

Professional Experts  
October 13, 2015

SCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Baguioro, Judd	Tuition Rate	Fall, Winter, Spring	26
Bowman, Gary	Tuition Rate	Fall, Winter	26
Casullo-Burnes, Lisa	Tuition Rate	Fall, Winter, Spring	26
Chan, Margie	Tuition Rate	Fall, Winter, Spring	26
Henderson, Adrienne	Tuition Rate	Fall, Winter, Spring	26
Hoyos, Eliza	Tuition Rate	Fall, Winter	3
Kinnahan, Abigail	Tuition Rate	Fall, Winter, Spring	26
Mosley, Felton	Tuition Rate	Fall, Winter, Spring	26
Parent, Wendy	Tuition Rate	Fall, Winter, Spring	26
Perez, Gabriel	Tuition Rate	Fall, Winter, Spring	26
Pham, Sokha	Tuition Rate	Fall, Winter, Spring	26
Robinson, Dedre	Tuition Rate	Fall, Winter, Spring	26
Rodriguez, Michael	Tuition Rate	Fall, Winter, Spring	26
Rosenberger, David	Tuition Rate	Fall, Winter, Spring	26
Taylor, Ronald	Tuition Rate	Fall, Winter, Spring	26
Tegantvoort, Gweneth	Tuition Rate	Fall, Winter, Spring	26
Webb, Raymond	Tuition Rate	Fall, Winter, Spring	26
Weidman, Candace	Tuition Rate	Fall, Winter, Spring	26
Williams, Ronald	Tuition Rate	Fall, Winter, Spring	26
Wills, Maralys	Tuition Rate	Fall, Winter, Spring	26

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** October 13, 2015  
**SUBJECT:** Hourly Personnel

Action X  
Resolution \_\_\_\_\_  
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  
October 13, 2015

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Antaredjo, Alvin	FC	Clerical/Secretarial - Assist in Admissions & Records	12/07/15	03/04/16	TE A 2
Bergen, Nicholette	FC	Clerical/Secretarial - Assist in Admissions & Records	01/04/16	04/01/16	TE B 4
Castillo, Eric	FC	Direct Instr Support - Assist in ACT computer lab	10/14/15	12/12/15	TE A 1
Corrales, Victor	FC	Clerical/Secretarial - Clerical assistance for Student Affairs Office	10/14/15	12/23/15	TE A 1
Garcia, Jacqueline	FC	Clerical/Secretarial - Assist with projects for Foster Youth through EOPS	10/14/15	01/13/16	TE B 4
Haase, Sara	FC	Tech/Paraprof - Artist Model for Art Department classes	10/15/15	12/04/15	TE F 4
Hamamoto, Jordan	CC	Direct Instr Support - Athletic program assistanst for Men's Basketball	10/14/15	03/15/16	TE H 2
Hinojos, Kathryn	FC	Clerical/Secretarial - Assist in Admissions & Records	01/04/16	04/01/16	TE A 1
Islam, Samantha	CC	Clerical/Secretarial - Assist with New Student Orientation Online project	10/28/15	12/23/15	TE A 1
Jimenez, Christian	CC	Tech/Paraprof - Athletic program assistant for Men's Intercollegiate Soccer	10/14/15	12/29/15	TE H 3
Kasinathan, Jeyalan	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	10/14/15	12/23/15	TE A 2
Kenny, Brandon	FC	Direct Instr Support - Assist in ACT computer lab	11/30/15	02/27/16	TE A 2
Kenny, Brandon	FC	Tech/Paraprof - Assist ACT with various projects	11/30/15	02/27/16	TE B 1
Lawson, Christina	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	10/14/15	12/21/15	TE B 4
Martin, Amanda	FC	Service/Maint - Assist Campus Safety Dept with various duties	10/28/15	01/27/16	TE B 3
Martin, Esmeralda	FC	Clerical/Secretarial - Clerical assistance for Veterans Resource Center	12/07/15	03/11/16	TE B 4
Nguyen, Thai-An	FC	Tech/Paraprof - Assist ACT with various projects	10/14/15	01/09/16	TE A 2
Noel, Cari	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	10/14/15	12/16/15	TE A 1
Plenty-Brown, Heather	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	10/14/15	12/09/15	TE A 3
Ramirez, Erica	FC	Service/Maint - Assist Campus Safety Dept with various duties	10/14/15	11/21/15	TE B 4
Shabafroozan, Pegah	FC	Clerical/Secretarial - Assist in campus Tutoring Center	10/14/15	12/11/15	TE A 1
Solis Munoz, Samantha	FC	Clerical/Secretarial - Assist in Admissions & Records	01/04/16	04/01/16	TE B 4
Tong, Catalina	CC	Clerical/Secretarial - Assist in Campus Safety Office	10/15/15	01/14/15	TE A 1
Valle, Adam	CC	Clerical/Secretarial - Assist with New Student Orientation Online project	10/28/15	12/23/15	TE A 1

Hourly Personnel  
 October 13, 2015

Professional Medical Employees

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Nilles, Susan	FC	Medical - Health Services Specialist (RN) for campus Health Center	10/14/15	12/11/15	ME B 4
Pan, Patrick	FC	Medical - Physician for campus Health Center	10/14/15	12/11/15	ME E 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Caparas, Christin	FC	Direct Instr Support - Tutor for Basic Skills Program	08/19/15	12/11/15	TE B 1
Castillo, William	SCE	Direct Instr Support - Tutor students with disabilities	10/15/15	12/04/15	TE A 1
Dacy, Eileen	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	10/14/15	12/11/15	TE A 1
Dakar, Samer	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	10/14/15	12/11/15	TE A 1
DeAvila, Michael	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	10/14/15	12/11/15	TE A 1
Henderson, Peter	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	10/14/15	12/11/15	TE B 3
Kim, Yoo Jin	CC	Direct Instr Support - Tutor in the Learning Resource Center	10/14/15	12/11/15	TE A 4
Loomis, Caitlyn	FC	Direct Instr Support - Tutor/Facilitator for TAP program	10/14/15	12/10/15	TE B 1
Nguyen, John	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	10/14/15	12/11/15	TE B 2
Pak, Katherin	FC	Direct Instr Support - Tutor for Student Equity Project	10/14/15	04/30/16	TE A 1
Ramos, Jennifer	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	10/14/15	12/11/15	TE B 4
Safari, Arash	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	10/14/15	12/11/15	TE A 2
Shabafroozan, Pegah	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	10/14/15	12/11/15	TE A 1
Walters, Willis	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	10/14/15	12/11/15	TE A 1



Hourly Personnel  
October 13, 2015

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Abouzeid, Salim	FC	Clerical/Secretarial - Substitute for classified employee on leave	09/25/15	12/25/15	TE B 2
Allan, Belinda	CC	Direct Instr Support - Sub for vacant Instructional Assistant PN CCC881	10/14/15	01/16/16	TE B 4
Case, Joy	SCE	Clerical/Secretarial - Substitute for classified employee on leave	10/02/15	12/18/15	TE B 4
Jackson, Ebonnye	FC	Clerical/Secretarial - Substitute for classified employee on leave	09/29/15	12/22/15	TE A 1
Jamorabon, Erin	FC	Clerical/Secretarial - Sub for classified employee on temp reassignment	09/16/15	12/18/15	TE B 4
Jamorabon, Erin	FC	Clerical/Secretarial - Sub for classified employee on temp reassignment	01/04/16	04/01/16	TE B 4
McIntosh, Joseph	FC	Clerical/Secretarial - Sub for vacant Administrative Assistant II PN FCC834	10/01/15	12/18/15	TE A 3
Scott, Andre	SCE	Service/Maint - Substitute for classified employee on leave	10/07/15	12/18/15	TE A 3
Sodman, Victoria	SCE	Clerical/Secretarial - Substitute for classified employee on leave	11/02/15	12/18/15	TE B 4
Willie, Gemena	FC	Clerical/Secretarial - Sub for classified employee on temp reassignment	09/16/15	12/18/15	TE B 4
Willie, Gemena	FC	Clerical/Secretarial - Sub for classified employee on temp reassignment	01/04/16	04/01/16	TE B 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alcala, Chelsea	FC	Full-time Student - STEM Science Tutor	09/30/15	06/30/16	TE A 1
Amarillas, Cindy	FC	CalWORKS Student - Assist with outreach in EOPS Office	09/16/15	06/30/16	TE A 3
Arredondo, Armando	FC	Full-time Student - Assist in campus Bookstore	09/21/15	06/30/16	TE A 1
Bakhom, Hoda	FC	Work Study Student - Assist in Tutoring Center	09/25/15	06/30/16	TE A 1
Bell, Ryan	FC	CalWORKS Student - Assist in campus Library	09/16/15	06/30/16	TE A 2
Bostick-Johnson, Jamal	CC	Full-time Student - Assist with New Student Online Orientation project	09/23/15	06/30/16	TE A 1
Camarillo, Yanett	FC	CalWORKS Student - Assist with outreach in EOPS Office	09/16/15	06/30/16	TE A 3
Castro, Allyson	CC	Work Study Student - Assist in the Theater Program	09/28/15	06/30/16	TE A 1
Chandii, Alexander	CC	Full-time Student - Assist in the Financial Aid Office	10/12/15	06/30/16	TE A 1
Chea, Tommy	CC	Full-time Student - Assist with New Student Online Orientation project	09/23/15	06/30/16	TE A 1
Cuadra, Jenny	SCE	Full-time Student - Assist in the ESL Learning Center	10/01/15	06/30/16	TE A 4

Hourly Personnel  
October 13, 2015

Cuellar, James	FC	Full-time Student - Assist in Music Lab	10/16/15	06/30/16	TE A 1
Garcia, Michelle	CC	Work Study Student - Assist in the Transfer Center	09/21/15	06/30/16	TE A 1
Gonzalez, Daisy	CC	Work-Study Student - Assist in the Puente Program	09/21/15	06/30/16	TE A 1
Gonzalez, Natalie	FC	Full-time Student - Assist in lab and chemistry stockroom and lab.	09/23/15	06/30/16	TE A 1
Guzman Lira, Arleene	FC	CalWORKS Student - Assist in the Skills Center	10/07/15	06/30/16	TE A 1
Hernandez, Antonio	CC	Full-time Student - Assist in the Culinary Arts department	10/01/15	06/30/16	TE B 2
Hernandez, Antonio	FC	Full-time Student - Assist in campus Bookstore	09/21/15	06/30/16	TE A 1
Hernandez, Ximena	SCE	Full-time Student - Assist in the ESL Learning Center	10/01/15	06/30/16	TE A 1
Hollinshead, Alexandra	FC	Work-Study Student - Assist in campus Library	08/24/15	06/30/16	TE A 2
Kavanaugh, Alyssa	FC	Full-time Student - Assist in Music Lab	10/16/15	06/30/16	TE A 2
Kim, Hae Min	CC	Full-time Student - Assist in the Counseling Office	10/14/15	06/30/16	TE A 1
Knapp, Adrienne	FC	Work Study Student - Assist in the Art Gallery	09/24/15	06/30/16	TE A 1
Kopit, Dina	FC	Full-time Student - Tutor students in the campus Writing Center	09/16/15	06/30/16	TE A 1
Linn, Sophearun	CC	Work Study Student - Assist in the Student Activities Office	10/12/15	06/30/16	TE A 1
Mancilla, Clarissa	CC	Work Study Student - Assist in the Culinary Arts department	09/28/15	06/30/16	TE A 1
Maramba, Jason	CC	Full-time Student - Assist with New Student Online Orientation project	09/23/15	06/30/16	TE A 1
McCray, Eric	FC	Work Study Student - Athletic support and game management	09/14/15	06/30/16	TE A 1
McMaster, Niki	CC	Work Study Student - Assist in the Counseling Office	09/28/15	06/30/16	TE A 1
Morales, Dayana	FC	Full-time Student - Assist in Music Lab	10/16/15	06/30/16	TE A 2
Morar, Roshni	FC	Full-time Student - Assist with CTE Enhancement Fund	10/14/15	05/28/16	TE A 2
Muratalla, Christopher	CC	Work Study Student - Assist in the Culinary Arts department	09/28/15	06/30/16	TE A 1
Nelson, Briana	FC	Full-time Student - Assist in Music Lab	10/16/15	06/30/16	TE A 1
Nguyen, Dat	CC	Full-time Student - Assist in the Counseling Office	10/14/15	06/30/16	TE A 1
Pena, Ryan	FC	Full-time Student - Assist with science mentees for Faculty Mentor Program	09/23/15	04/30/16	TE A 1
Pham, Jennie	FC	Full-time Student - Assist in the Counseling Department	10/05/15	06/30/16	TE A 1
Pham, Nhi	FC	Full-time Student - Tutor students in the campus Tutoring Center	10/01/15	06/30/16	TE A 1
Phelps, Brandy	FC	CalWORKS Student - Assist with the CARE program in EOPS Office	09/16/15	06/30/16	TE B 4
Phillip, Carool	CC	Work Study Student - Assist in the DSS Office	09/28/15	06/30/16	TE A 1

Hourly Personnel  
 October 13, 2015

Rivera, Elizabeth	CC	Work Study Student - Assist in the Counseling Office	10/07/15	06/30/16	TE A 1
Rodriguez, Robert	CC	Full-time Student - Assist with New Student Online Orientation project	09/23/15	06/30/16	TE A 1
Santana, Joseph	FC	Full-time Student - Assist in the Art Department	09/08/15	06/30/16	TE A 1
Sisay, Ruth	CC	Work Study Student - Assist in the Assessment Office	09/28/15	06/30/16	TE A 1
Strinz, Rex	FC	Full-time Student - Tutor students in the campus Tutoring Center	10/06/15	06/30/16	TE A 1
Toledo, Amanda	CC	Work Study Student - Assist in the Gym	10/12/15	06/30/16	TE A 1
Vivanco, Dennis	FC	Full-time Student - Tutor students in campus Math Lab	10/05/15	06/30/16	TE A 2
Yi, Esther	FC	Full-time Student - Clerical assistance for Student Affairs Office	10/01/15	06/30/16	TE A 1
Yrineo, Kaitlyn	FC	CalWORKS Student - Assist with outreach in EOPS Office	09/16/15	06/30/16	TE A 3

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** October 13, 2015

**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

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

Volunteer Personnel  
October 13, 2015

VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Abasi, Khrista	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Abudullah, Jameela	SCE	Disability Support Services	10/01/2015	06/30/2016
Aeton, Caleb	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Alcala, Heidi	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Almazan, Ivan	CC	Physical Education - Training Room	10/14/2015	12/31/2015
Aquino, Christopher	CC	Physical Education - Softball	10/14/2015	12/31/2015
Asistio, Herllaine	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Babers, Markeshia	CC	Counseling & Student Development	10/14/2015	12/31/2015
Baker, Michael	FC	Internship - Social Science/Psychology	10/01/2015	12/12/2015
Beserra, Erika	FC	Internship - Physical Education	08/03/2015	12/20/2015
Brady, Caitlin	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Brutlag, Irene	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Campbell, Rachel	CC	Physical Education - Training Room	10/14/2015	12/31/2015
Cardenas, Adely	CC	Internship - Counseling & Student Dev	10/14/2015	12/31/2015
Cardenas-Morales, Rocio	FC	Internship - Social Science/CDES	09/24/2015	12/07/2015
Castillo Arce, Efren	FC	Internship - Social Science/CDES	09/24/2015	05/31/2016
Castro, Daisy	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Cazanes, Catherine	SCE	Disability Support Services	09/24/2015	06/30/2016
Chen, Ling	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Davila, Juan	SCE	DSS - Personal Care Attendant	09/17/2015	06/26/2016
Dinh, Duyen	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Dolores, Ginny	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Droher, Tamara	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Flores, Carolina	FC	Internship - Counseling	09/23/2015	12/23/2015
Garcia, Francisco	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Gray, Richard	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Grimm, Erika	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Haghighi, Sara	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Hemming, Patrick	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Jenkins, Michael	CC	Physical Education - Men's Tennis	10/14/2015	12/31/2015
Khateeb, Sultan	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Kikunaga, Kailyn	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Kim, Eugene	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Laguna, Zaira	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Lara, Danny	SCE	Internship - ESL Program	09/23/2015	12/21/2015
Lara, Yesenia	SCE	Internship - ESL Program	09/30/2015	12/21/2015
LaRuffa, Ronald	CC	Physical Education - Baseball	10/14/2015	12/31/2015
Lentini, Lisa	SCE	Disability Support Services	10/01/2015	06/30/2016
Lopez, Arthur	CC	Physical Education - Baseball	10/14/2015	12/31/2015

Volunteer Personnel  
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Martin, Esmeralda	FC	Veterans Administration Work Study	10/05/2015	12/07/2015
Martinez, Lourdes	SCE	DSS - Personal Care Attendant	09/14/2015	06/24/2016
Miranda, Rachel	FC	Internship - Physical Education	08/24/2015	12/10/2015
Montay, Sergio	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Montgomery-Pool, Edie	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Morales, David	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Morales, Fernando	SCE	Disability Support Services	10/01/2015	06/30/2016
Moyer, Weranuch	SCE	Disability Support Services	10/01/2015	11/30/2015
Natale, Shelley	FC	Internship - Humanities Division	09/23/2015	03/18/2016
Nguyen, Van	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Orozco, Mariana	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Pacheco, Areli	SCE	Disability Support Services	10/01/2015	06/30/2016
Park, Hee Jun	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Pei Hsin, Tsai	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Perez, Evelyn	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Pfursich, Susan	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Phan, Vy	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Pickler, Scott	CC	Physical Education	10/14/2015	12/31/2015
Posadas, Megan	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Ramirez, Edward	SCE	DSS - Personal Care Attendant	09/14/2015	06/24/2016
Ramirez, Karla	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Rangel, Ricardo	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Rezai, Maryam	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Riched, Amr	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Riched, Aya	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Rojas, Areli	FC	Internship - Social Science/CDES	09/14/2015	12/07/2015
Salamanca, Valeria	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Sisniega, Zuzel	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Soto, Janet	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Suh, Krystal	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Suh, Suzie	SCE	Internship - ESL Program	09/30/2015	12/21/2015
Tejada, Jessika	FC	Internship - Health Services	10/14/2015	12/11/2015
Tellez, Miriam	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Tupas, Gabriel	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Urvina, Iris	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Vaughan, James	CC	Veterans Administration Work Study	09/28/2015	06/30/2016
Wackenhut, Gerrit	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Wells, Amy	SCE	Internship - ESL Program	10/07/2015	12/21/2015
Wynne, Marcia	SCE	DSS - Personal Care Attendant	09/14/2015	06/26/2016
Yang, Xiaoli	SCE	Internship - ESL Program	10/07/2015	12/21/2015

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action X  
Resolution \_\_\_\_\_  
**DATE:** October 13, 2015 Information \_\_\_\_\_  
Enclosure(s) X  
**SUBJECT:** Revised Faculty Salary Schedules

**BACKGROUND:** The Regular and Contract Overload Nonteaching and Regular and Contract Overload Teaching Salary Schedules were approved by the Board on May 26, 2015, with an effective date of August 24, 2015. The Tentative Agreement between the District and UF/CTA/NEA listed these two salary schedules with effective dates of July 1, 2015. To align with the Tentative Agreement, the two salary schedules need to be revised to July 1, 2015.

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

**How does this relate to Board Policy:** This item relates to Board Policy 7130, Compensation, which states the Board will establish salary and benefits for employees.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Within budget.

**RECOMMENDATION:** It is recommended that the Board approve the attached revised Regular and Contract Overload Nonteaching and Regular and Contract Overload Teaching Salary Schedules with effective dates of July 1, 2015.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**REGULAR AND CONTRACT FACULTY OVERLOAD NONTEACHING SCHEDULE**

**Effective July 1, 2015**

<b>Step</b>	<b>CLASS B</b>	<b>CLASS C</b>	<b>CLASS D</b>	<b>CLASS E</b>	<b>CLASS F</b>	<b>Step</b>
<b>01</b>	35.831	37.609	39.385	41.163	43.633	<b>01</b>
<b>02</b>	37.609	39.385	41.163	42.939	45.411	<b>02</b>
<b>03</b>	39.385	41.163	42.939	44.718	47.188	<b>03</b>
<b>04</b>	41.163	42.939	44.718	46.494	48.966	<b>04</b>
<b>05</b>	42.939	44.718	46.494	48.274	50.741	<b>05</b>
<b>06</b>	44.718	46.494	48.274	50.051	52.520	<b>06</b>
<b>07</b>	46.494	48.274	50.051	51.826	54.297	<b>07</b>
<b>08</b>	48.274	50.051	51.826	53.604	56.074	<b>08</b>
<b>09</b>	50.051	51.826	53.604	55.381	57.855	<b>09</b>
<b>10</b>	51.826	53.604	55.381	57.159	59.630	<b>10</b>
<b>11</b>	53.604	55.381	57.159	58.936	61.409	<b>11</b>
<b>12</b>	55.381	57.159	58.936	60.713	63.184	<b>12</b>
<b>13</b>	57.159	58.936	60.713	62.492	64.963	<b>13</b>
<b>17</b>		60.713	62.492	64.267	66.741	<b>17</b>
<b>22</b>			64.267	66.045	68.516	<b>22</b>
<b>27</b>	58.936	62.492	66.045	67.823	70.294	<b>27</b>



**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**REGULAR AND CONTRACT FACULTY OVERLOAD TEACHING SCHEDULE**  
**Effective July 1, 2015**

	<b>COLUMN I Salary Classes B and C</b>		<b>COLUMN II Salary Classes D and E</b>		<b>COLUMN III Salary Classes F</b>	
	Unit Rate	Hrly Rate	Unit Rate	Hrly Rate	Unit Rate	Hrly Rate
<b>Lecture</b>	<b>1,048.52</b>	<b>59.915</b>	<b>1,098.47</b>	<b>62.769</b>	<b>1,150.53</b>	<b>65.744</b>
<b>Laboratory</b>	<b>838.82</b>	<b>47.932</b>	<b>878.71</b>	<b>50.212</b>	<b>920.43</b>	<b>52.595</b>

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** October 13, 2015  
**SUBJECT:** United Faculty Proposal for a Successor Agreement to the United Faculty (CCA/CTA/NEA) Contract

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

**BACKGROUND:** The collective bargaining agreement between United Faculty (CCA/CTA/NEA) and the District will expire June 30, 2016. The initial proposal for a successor agreement is submitted by United Faculty.

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

**How does this relate to Board Policy:** This item is in compliance with Board Policy and Administrative Procedure 2610, Presentation of Initial Collective Bargaining Proposals.

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

**RECOMMENDATION:** It is recommended that the initial proposal for a successor agreement between United Faculty (CCA/CTA/NEA) and the District as submitted by United Faculty be received, and that a public hearing on this proposal be set for October 27, 2015, at or about 6:00 p.m.

Irma Ramos

Recommended by

Approved for Submittal

5.g.1

Item No.

To: Irma Ramos  
Vice Chancellor, Human Resources

From: Barbara Marshall *BM*  
United Faculty Chief Negotiator

Date: Oct. 2, 2015

Re: Successor Agreement Negotiations

For the Successor Agreement to the faculty contract, United Faculty submits the following articles for negotiation:

**Salary and Benefits for 2016/2017**

**Article 5 - Instructor Workload**

Increasing the laboratory teaching unit rate from .75 to one (1) lecture teaching unit

**Article 7 - Librarian Workload**

**Article 8 - Overload**

Language clarification

**Article 11 - Class Size/Multiple Sections**

Process clarification

**Article 13 - Leaves**

Use of sick leave for Paternity and Adoption Leave

**Other**

In addition to the items above, some articles require minor language clarification. United Faculty reserves the right to include additional proposals during negotiations for the successor agreement.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
<b>DATE:</b>	October 13, 2015	Information	X
		Enclosure(s)	X
<b>SUBJECT:</b>	District's Proposal for a Successor Agreement to the United Faculty (CCA/CTA/NEA) Contract		

**BACKGROUND:** The collective bargaining agreement between United Faculty (CCA/CTA/NEA) and the District will expire June 30, 2016. The initial proposal for a successor agreement is submitted by District.

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

**How does this relate to Board Policy:** This item is in compliance with Board Policy and Administrative Procedure 2610, Presentation of Initial Collective Bargaining Proposals.

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

**RECOMMENDATION:** It is recommended that the initial proposal for a successor agreement between the District and United Faculty (CCA/CTA/NEA) as submitted by the District be received, and that a public hearing on this proposal be set for October 27, 2016, at or about 6:00 p.m.

Irma Ramos

Recommended by

Approved for Submittal

5.h.1

Item No.

**North Orange County Community College District  
Office of Human Resources**

**INTRADISTRICT CORRESPONDENCE**

To: Barbara Marshall, United Faculty Chief Negotiator

From: Irma Ramos, Vice Chancellor, Human Resources *IR Ramos*

Date: October 2, 2015

Subject: Successor Agreement Negotiations

The current agreement between United Faculty and the District will expire June 30, 2016. In accordance with the requirements of Article 1, Section 1.3.3 of the collective bargaining agreement, this will serve as notice of the District's intent to negotiate a successor agreement. With respect thereto, the following is a summary of the articles the District proposes to negotiate:

Academic Calendar

Negotiate the academic calendar for the 2017-18 academic year

Article 5 – Instructor Workload

Incorporate language for online load

Article 11 – Class Size/Multiple Sections

Modify language for minimum class size

Article 12 – Class Cancellation

Modify language for minimum class size

Article 17 – Evaluation of Probationary (Contract) Tenure-Track Unit Members (Tenure Review)

Incorporate evaluation language for online instruction

Article 18 – Evaluation of Tenured Unit Members (Peer Review)

Incorporate evaluation language for online instruction

Article 20 – Salary Provisions

Achieve a salary agreement that is fair and reasonable within the context of the District's current budget environment.

Article 22 – Distance Education

Incorporate language for online instruction

Article 23 – Load Banking

Incorporate language for load bank leave to include campus obligations

Incorporate language for load bank leave in conjunction with online assignments

*The District reserves the right to make proposals concerning other articles and issues as it deems necessary and appropriate. Additional subjects of meeting and negotiating arising after the presentation of this initial proposal shall be made public within 24 hours pursuant to Government Code section 3547(d).*

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** October 13, 2015  
**SUBJECT:** Institutional Commitment to Diversity  
Five Year Report  
2010/11 – 2014/15

Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Information  \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_

**BACKGROUND:** Human Resources will present its annual five year report on the District's institutional commitment to diversity. Our institutional commitment to diversity must continue to be a priority as we hire faculty and staff to ensure continued student success.

**How does this relate to the five District Strategic Directions?** District Strategic Direction 4 states that 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 compliance with Board Policy 7100 Commitment to Equal Employment Opportunity and Diversity.

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

**RECOMMENDATION:** It is recommended that the Institutional Commitment to Diversity Five Year Report 2010/11 – 2014/15 as presented by the District Office of Human Resources be received as an information item.

Irma Ramos

Recommended by

Approved for Submittal

5.i

Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

TO:	BOARD OF TRUSTEES	Action	<u>    X    </u>
		Resolution	<u>          </u>
DATE:	October 13, 2015	Information	<u>          </u>
		Enclosure(s)	<u>    X    </u>
SUBJECT:	Chapter 3, General Institution New Board Policy 3225, Institutional Effectiveness		

**BACKGROUND:** Twice a year, the Community College League of California (CCLC) provides updates to Board Policies and Administrative Procedures. The District Consultation Council has reviewed, discussed, and reached consensus on proposed new Board Policy 3225, Institutional Effectiveness. It is a new policy legally advised by CCLC for those districts that receive funds under the Seymour-Campbell Student Success Act of 2012. It also includes Accreditation Standard 1.B.5-9 (per ACCJC’s June 2014 revisions) in the “Reference” section.

The District Consultation Council reached consensus on proposed Board Policy 3225 on August 24, 2015.

**How does this relate to the five District-wide Strategic Directions?** This item responds to District Strategic 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?** This item is in accordance with Board Policy 2410, Policy and Administrative Procedures.

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

**RECOMMENDATION:** It is recommended that the Board receive proposed, new Board Policy 3225, Institutional Effectiveness, and direct that it be placed on the District’s web site, where it will be readily accessible by students, employees, and the general public.

Fred Williams

Recommended by

Approved for Submittal

6.a.1

Item No.

## **BP 3225 Institutional Effectiveness**

Reference:

**Education Code Sections 78210 et seq., and 84754.6**

**WASC/ACCJC Accreditation Standard I.B.5 - 9**

1.0 The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. ~~The Board regularly assesses the District's institutional effectiveness.~~

**1.1 The Chancellor shall ensure that those goals are established.**

**2.0** The Board regularly assesses the District's institutional effectiveness.

**2.1 The Chancellor shall inform the Board about the status of goal setting, implementation, and assessment of the District's institutional effectiveness.**

See Administrative Procedure 3225.

**Date of Adoption:**



**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

TO: BOARD OF TRUSTEES

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

DATE: October 13, 2015

SUBJECT: Chapter 6, Business & Fiscal Affairs  
Revised Board Policy 6300, Fiscal Management

**BACKGROUND:** Board Policy 6300, Fiscal Management was revised in order to update Section 2.0 with current job titles. The District Consultation Council reached consensus on proposed Board Policy 6300 on September 28, 2015.

**How does this relate to the five District-wide Strategic Directions?** This item responds to District Strategic 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?** This item is in accordance with Board Policy 2410, Policy and Administrative Procedures.

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

**RECOMMENDATION:** It is recommended that the Board adopt proposed, revised Board Policy 6300, Fiscal Management, and direct that it be placed on the District's web site, where it will be readily accessible by students, employees, and the general public.

Fred Williams

Recommended by

Approved for Submittal

6.b.1

Item No.

## **BP 6300 Fiscal Management**

Reference:

**Education Code Section 84040(c);  
Title 5 Section 58311  
WASC/ACCJC Accreditation Standard III.D**

- 1.0 The Vice Chancellor, Finance & Facilities shall establish procedures to assure that the District=s fiscal management is in accordance with the principles contained in Title 5, section 58311, including:
  - 1.1 Adequate internal controls exist.
  - 1.2 Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
  - 1.3 Adjustments to the budget are made in a timely manner, when necessary.
  - 1.4 The management information system provides timely, accurate, and reliable fiscal information.
  - 1.5 Responsibility and accountability for fiscal management are clearly delineated.
- 2.0 All bank accounts must be approved by either the Vice Chancellor, Finance & Facilities, the Director, Fiscal Affairs, ~~the Director, Budget & Finance,~~ the Vice President, Administrative Services; the Manager, Administrative Services; or the Manager, Campus Accounting, before establishment. Only these accounts duly approved may utilize the District=s Federal Tax Identification Number.
- 3.0 The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.
- 4.0 As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.
- 5.0 As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

See Administrative Procedure 6300.

**Date of Adoption:** February 12, 2002

**Date of Last Revision:**