

**Additional Information**  
August 10, 2021 Board Meeting

The following additional information was provided regarding the August 10 Board meeting agenda:

**Item 3.a, Purchase Order Listing:**

1. P0146930 (AC): Is this for all or some of the projects under Measure J? **This PO is specifically for the Cypress College Fine Arts Renovation and includes \$73,600 for the fixed fee, plus \$20,000 for an allowance for additional services or reimbursable expenses.**
2. P0146176 & PO146201 (CC): What is the difference between these blanket orders for custodial supplies? **These blanket orders are issued for two different suppliers of various custodial products that are needed throughout the school-year. At any given time, any single material supply vendor might be out of a product needed for the reoccurring cleaning demand on campus. When this occurs, the purchase location is shifted to the vendor that has the supplies needed. The arrangement ensures no disruption of services to the end users on campus.**
3. P0146350 (NOCE): Where is this replacement going? **This PO includes the removal and replacement of carpet in the following Anaheim Campus rooms: 104, 106, 108, 114, 118, 301, 302, 303, 308, 310, 312, and 313.**
4. P0146793 (CC): What does the "Offsite" mean? Is there a description as to where these repairs are being made? **Offsite repairs refers to the practice of internal trades staff removing the failed unit in question, and then delivering it to the service vendor who repairs the component at their location. Internal staff then retrieve the repaired unit, and reinstall it at the campus location it was removed from. The irrigation controllers in this example are highly-complex and needed to be rebuilt or repaired by "factory-trained" technicians only.**
5. P0146792 (CC): Is this linked to the same "Offsite" repairs job in the above P0146793? **Yes, the PO's were issued for both repairs and the materials needed from the supply house. This practice enables M&O to appropriately track just what services/repairs need to be performed by outside vendors.**
6. P0146473 (AC): What exactly is this amount covering, time period, detail legal services etc.? **This is for the 2021-22 fiscal year and is for various matters and litigation in the area of employer/employee relations, labor relations, personnel administration, pupil rights and responsibilities, general operations, and educational related issues. All costs will be based on the Currier & Hudson agenda that was approved on August 25, 2020. In October, staff will prepare an evaluation and summary of legal services for the Board that will cover the 2020-21 legal expenses.**

**Item 3.c, Consulting Agreement with Cambridge West:**

1. How long has it been since NOCCCD did a formal evaluation of using Cambridge West vs. other competitors for contracts? **We have not done an RFP for space planning, facilities planning consulting, or IPP/FPP preparation because these are professional services and do not require bidding. We evaluate the services provided each year before bringing an item before the Board. We are aware of several other firms that do similar work and checked billing rates, which were \$200+ per hour. Cambridge West rates have been fixed at \$160 for a number of years. Cambridge West are experts in this area and have helped us to qualify for state funding for the FC Fine Arts Project and the Anaheim Campus Upper Deck Renovation. The amount charged is based on hourly rates and depend on services provided.**

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2. How many noncompetitive (sole source) contracts has Cambridge West received from NOCCCD? **Since 2015-16 we have had three types of contracts with Cambridge West. The first type was the mid-term Master Plan Update which was approved by the Board on November 24, 2015. The second type is facilities planning, and we have brought agenda items to the Board from 2016 through 2021. These contracts were for management of capacity/load ratios, technical support for the District's Building/Facilities program and IPP/FPP preparation. The third type of contract is for fiscal consulting/backfill positions. Cambridge West employs a number of consultants that are retired from the community college system. Over the years we have used them to work on accreditation for Cypress College, Fullerton College, and NOCE, working on the implementation of the new Resource Allocation Model, and backfilling for the Internal Auditor position while it was vacant. In 2017 and 2020, we brought agenda items for the fiscal consulting when the amounts were material and several times we entered into separate contracts to fill in for the vacant Internal Auditor position when the amounts were within our approval levels. Since 2015-16 we have issued 16 purchase orders to Cambridge West, two (2) for the mid-term Master Plan Update, seven (7) for facilities consulting, and seven (7) for financial consulting.**

**Item 3.e, RFP for Fullerton College Bookstore Management:**

1. Besides Cypress College, what other local colleges/universities does Follett work with? **Follett serves 50 California community colleges including: San Bernardino CCD, Riverside CCD, South Orange County CCD, Foothill DeAnza CD, Los Rios CCD, State Center CCD, Rio Hondo College, Pasadena College, Glendale College, Palomar College, MiraCosta College, Barstow College, Ohlone College, Cerritos College, College of Marin and College of the Desert among others. They also work with 14 of the California State Universities: CSU Northridge, CSU San Marcos, CSU San Bernardino, CSU Channel Islands, CSU Dominguez Hills, Sacramento State, Fresno State, Chico State, Humboldt State, San Francisco State, CSU Monterey Bay, CSU Bakersfield and Cal Poly San Luis Obispo.**

**Item 3.f, Notification of Intent to Hire New Full-Time Faculty:**

1. Issue #2 on page 3.f.2 says that NOCCCD will lose money by accepting the new funding being offered; that is, the new funding will not cover our costs. Issue #3 says we also face the possibility of being over the FON obligation. I don't understand why it's being recommended that the funding be accepted. Wouldn't we be better off refusing the money and declining the FON increase? **There are advantages and disadvantages to accepting the funds, so we wanted to bring it to the Board for discussion. Some considerations include:**
  - A. **These are on-going dollars that would help improve the District's full-time/part-time ratio to something closer to 75%.**
  - B. **The full-time positions would not have to be hired until 2022-23, which leaves the District with around \$2.8 million of one-time dollars that can be used.**
  - C. **We haven't given up hope that the Chancellor's Office will recognize that districts would be losing ground on discretionary funds and would eventually add future COLA to this allocation.**

**The Chancellor's Office estimates that the replacement cost for a faculty is \$131,291. Our average cost for a faculty, including salary and benefits is \$160,000. Of course, the salary and benefits for each new faculty will probably be lower for the new hire, but will be dependent on salary placement and dependent coverage. Based on these variables, the District could have a deficit of \$29,000 per position. We are aware of several other districts that have expressed concerns about accepting the funding.**

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**As stated in the agenda item, our FON could be overestimated depending on our enrollment numbers. We wanted to share this information with the Board now in case our FTES numbers don't return to pre-pandemic levels. The FON estimate issue is separate from the decision to accept the new hire dollars.**

2. Will the 20 full-time faculty positions be permanent or temporary? **Based on our allocation of \$2,852,598, the District would be required to hire 32 permanent faculty positions.**

**Item 4.b, Classified Personnel Listing:**

1. Page 4.b.3: How will the extra added management duties be performed by Ivy Hwee while also serving on their full-time role as District Manager, Fiscal Affairs? **Ivy Hwee will be giving up duties such as review of District and staff documents, approving journals, and training staff. Those assignments will be given to two Accounting Specialists. Stipends for the two Accounting Specialists will come to a future Board meeting.**
2. Page 4.b.3: How will the extra added management duties be performed by Kashima Vyas while also serving on their full-time role as District Director, Fiscal Affairs? **Kashmira Vyas will be giving up things such as leading the audit work, approval of county and fiscal documents, and leading the Budget Officers group. Those responsibilities will be shifted to Ivy Hwee.**

**Item 5.a, Reopening of NOCCCD Worksites:**

1. Do we know whether or not the bargaining groups surveyed their members on the Covid-19 vaccine? **We have not been made aware of any bargaining group membership surveys.**
2. What is the current update on the State mandate regarding Covid-19 vaccines? **The State Governor has mandated vaccinations for State employees and health care workers. So far, the Governor is leaving the decision about teacher vaccinations up to local districts.**

**Item 5.b, Citizens' Oversight Committee Appointment Process & Application:**

1. In Exhibit B, we need to change the due date. What will be the general timeline for people to apply? **The due date, and any other items that arise during the Board meeting discussion, will be revised. Once approved by the Board, the openings will be advertised over several weeks in publications to include the O.C. Register and on the District website. The openings can remain open until filled, but will have a closing date near the end of September. We intend to present a recommendation or list of interested individuals to the Board at an October meeting.**