



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

MEETING: Regular Meeting in February 2020

DATE: Tuesday, February 11, 2020, at 5:30 p.m.

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

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

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

AGENDA:

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

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

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

- f. **Reports:**
 - Chancellor**
 - * **Cypress College "State of the College" Presentation**
- g. **Comments:**
 - Chancellor's Staff**
 - Resource Table Personnel**
 - Members of the Board of Trustees**
- h. **Approval of Minutes of the Regular Meeting of January 28, 2020.**

i. **CLOSED SESSION: Per the following sections of the Government Code:**

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

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

Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CHANCELLOR

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 review the District's Quarterly Financial Status Report for the quarter ended December 31, 2019, as required by §58310 of Title 5.
- c. It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended December 31, 2019.
- d. It is recommended that the Board receive and review the information regarding the nonresident tuition fee for the 2020-21 school year for the North Orange County Community College District.
- [e] Authorization is requested for an institutional membership to the Clery Center for Security on Campus, for Fullerton College and Cypress College, from December 1, 2019 through December 1, 2020, at a cost not to exceed \$7,000.
- [f] It is recommended that the Board approve Deductive Change Order #1 for Bid #1819-08, Fullerton College Underground Tunnel Structural Repairs Project, with Woodcliff Corporation in the amount of \$28,116.02, reducing the contract from \$1,452,000.000 to \$1,423,883.98.
- [g] Authorization is requested to file the Notice of Completion for Bid #1819-08, Fullerton College Underground Tunnel Structural Repairs Project with Woodcliff Corporation and pay the final retention payment when due.
- [h] Authorization is requested to amend the existing Cost Estimating Agreement with O'Connor Construction Management for the Fullerton College New Instructional Building and Central Plant to reflect an increase of \$35,360, for a total of \$194,360, including reimbursables, to address as needed cost verification for change orders requested during construction. The term of the agreement will continue to be effective through December 31, 2023.

- [i] Authorization is requested to approve an agreement with Westberg White for the Fullerton College Sherbeck Field Improvements Architectural Services in the amount of \$190,000. The term of the agreement shall be effective February 12, 2020, through December 31, 2022.
- [j] Authorization is requested to pre-approve out-of-country travel for Paul de Dios and Terri Wheeler to Osaka, Japan from March 7–15, 2020.
- k. It is recommended that the Board approve Change Order No. 1 for Project #2016-13, Cypress College Veterans Resource Center, Student Activities Center, Tribute Garden/Bridge, Pond Refurbishment, with Sundt Construction, Inc., in the total amount of \$377,246, increasing the contract from \$92,052,310 to \$92,429,587.
- l. It is recommended that the Board receive information regarding a partnership with the three other Orange County Community College Districts and participation with the Orange County Operational Area Executive Board.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for NOCE, to be effective Fall 2020.
- [b] It is recommended that the Board ratify the amendment of the 2019-2022 NOCCCD and Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

5. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:
 - Retirements
 - Change in Salary Classification
 - Leaves of Absence
 - Temporary Academic Hourly
 - Correction to Board Agenda –Temporary Reassignment
- [b] Request approval of the following items concerning classified personnel:
 - Resignation
 - Change in Hire Date
 - New Personnel
 - Professional Growth & Development
 - 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 2020-2021 Academic Calendar for credit and noncredit.

6. **GENERAL**

- a. It is recommended that the Board receive as information the revised Administrative Procedures in Chapter 3.
- b. It is recommended that the Board receive as a first reading, the proposed, revised Board Policies in Chapter 3.
- c. It is recommended that the Board discuss any potential future agenda items.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	February 11, 2020	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	Ratification of Purchase Orders and Checks		

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

The purchase order numbers P0137018 - P0137891, check numbers C0050997 - C0051170; F0241776 - F0242149; Q0006854 - Q0006894; 88499678 - 88500811; V0031793 - V0031793; 70096892 - 70096956; disbursements E8828613 - E8837250; 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 NOCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile 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 P0137018 - P0137891 through January 30, 2020, totaling \$1,172,808.93, and check numbers C0050997 - C0051170, totaling \$4,028,792.56; check numbers F0241776 - F0242149, totaling \$672,644.76; check numbers Q0006854 - Q0006894, totaling \$259,311.71; check numbers 88499678 - 88500811, totaling \$14,341,321.89; check numbers V0031793 - V0031793, totaling \$1,244.00; check numbers 70096892 - 70096956, totaling \$5,874.52; and disbursements E8828613 - E8837250, totaling \$9,438,100.01, through January 31, 2020.

Fred Williams

3.a.1

Recommended by

Approved for Submittal

Item No.

BOARD RECAP
FOR THE PERIOD JANUARY 7, 2020, THROUGH JANUARY 30, 2020
BOARD MEETING 2/11/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0137018	David Evans and Associates Inc	\$ 11,200.00	Capital Outlay	AC	Plans & Specs for Crack Seal and Slurry Parking @ FC
P0137194	Signature Flooring Inc	\$ 5,318.80		FC	Flooring Repairs
P0137226	Knorr Systems Inc	\$ 278.59		CC	Facilities Supplies
P0137354	Launch Your Career	\$ 55,000.00		NOCE	Software License
P0137403	Glowforge Inc	\$ 11,912.35		CC	Instructional Supplies
P0137405	Signature Flooring Inc	\$ 1,610.00		FC	Flooring Repair Services
P0137408	Home Depot	\$ 437.77		FC	Instructional Supplies
P0137411	Adorama	\$ 17,067.08		CC	Instructional Supplies
P0137412	Amazon Business	\$ 688.00		FC	Bluetooth Speaker
P0137414	Amazon Business	\$ 635.82		FC	Instructional Supplies
P0137415	Diamedical USA Equipment LLC	\$ 1,042.02		CC	Lab Supplies
P0137416	Love and Logic Institute Inc	\$ 5,886.00		NOCE	Parenting Training & Student Success Workgroup
P0137417	Canyon Catering & Events Inc	\$ 687.00		NOCE	Catering for Adult Ed Block Grant Workshop
P0137418	Canyon Catering & Events Inc	\$ 1,383.81		NOCE	Catering for Adult Ed Block Grant Workshop
P0137419	Therese Mosqueda-Ponce	\$ 988.21		CC	Reimbursement for Field Trip Catering
P0137420	Hunter Parts & Service	\$ 3,106.80		CC	Facilities Supplies
P0137421	YBH Restaurants Inc	\$ 996.69		CC	Puente Program End of Year Celebration Dinner
P0137422	Lela Beck	\$ 361.18		CC	Reimbursement for Connect 2 Cypress Event Snacks
P0137423	American Psychological Association	\$ 387.81		CC	Textbooks
P0137424	Honors Transfer Council of California	\$ 120.00		CC	Institutional Membership
P0137425	Constant Contact, Inc	\$ 3,009.00		NOCE	Subscription Services Renewal
P0137426	Amazon Business	\$ 247.76		FC	Instructional Supplies
P0137428	Knorr Systems Inc	\$ 307.09		CC	Facilities Supplies
P0137429	Cumulus Technology Services LLC	\$ 50,700.00		AC	Consulting Services for Information Tech Services
P0137430	B & H Photo Video Inc	\$ 81,577.95		CC	(3) Projectors
P0137431	Acoustical Surfaces Inc	\$ 1,438.29		FC	Instructional Supplies
P0137432	BSN Sports LLC	\$ 642.79		FC	Athletic Uniforms
P0137453	Sodexo Inc and Affiliates	\$ 517.81		FC	Catering for HT End of Year Celebration 2019
P0137473	Duxbury System Inc	\$ 245.00		FC	Software License
P0137506	Sodexo Inc and Affiliates	\$ 84.22		FC	Catering for Writing Center Tutor Event
P0137507	Sodexo Inc and Affiliates	\$ 239.02		FC	Catering for Academic Orientation
P0137508	Yadira De La Cruz	\$ 600.00		FC	Guest Speaker for Educational Opportunities College Prep Event
P0137509	Jostens	\$ 65.15		FC	Graduation Supplies
P0137510	Shawntel Palacios	\$ 125.35		FC	CARE Auto Maintenance Reimbursement
P0137511	Sodexo Inc and Affiliates	\$ 2,983.83		FC	Catering for Adopt An Angel Event
P0137512	Reyna Ortiz	\$ 33.00		FC	Students Fee Reimbursement - Fall 2019
P0137513	Buddy's All Stars, Inc.	\$ 1,252.77		FC	Athletic Uniforms
P0137514	Brittany Hamer	\$ 76.38		CC	Reimbursement for Charger Experience Event
P0137515	Sodexo Inc and Affiliates	\$ 770.63		FC	Catering for End-of-Fall Celebration Event
P0137516	Heather Strano	\$ 58.56		FC	CARE Auto Maintenance Reimbursement
P0137517	Gall's	\$ 35,000.00		AC	Blanket Order for Security Staff Uniforms
P0137518	Art Supply Warehouse	\$ 1,000.00		CC	Blanket Order for Classroom Supplies
P0137519	Digital Art Supplies	\$ 3,000.00		CC	Blanket Order for Classroom Supplies
P0137520	Aardvark Clay & Supplies Inc	\$ 2,000.00		CC	Blanket Order for Classroom Supplies
P0137521	Aardvark Clay & Supplies Inc	\$ 2,500.00		CC	Blanket Order for Classroom Supplies

BOARD RECAP
FOR THE PERIOD JANUARY 7, 2020, THROUGH JANUARY 30, 2020
BOARD MEETING 2/11/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0137522	Nova Color	\$ 600.00		CC	Blanket Order for Instructional Supplies
P0137523	Art Supply Warehouse	\$ 200.00		CC	Blanket Order for Classroom Supplies
P0137524	Blick Art Materials LLC	\$ 200.00		CC	Blanket Order for Classroom Supplies
P0137525	Art Supply Warehouse	\$ 650.00		CC	Blanket Order for Classroom Supplies
P0137526	Art Supply Warehouse	\$ 500.00		CC	Blanket Order for Classroom Supplies
P0137527	Rio Grande	\$ 700.00		CC	Blanket Order for Classroom Supplies
P0137528	Orange County Air Conditioning	\$ 15,000.00		FC	Blanket Order for Air Condition Repairs
P0137531	The Total Signs	\$ 43,441.10		CC	Graphics Installation for Communications Dept.
P0137532	Sign Mart	\$ 131.29		FC	Department Signage
P0137533	Sodexo Inc and Affiliates	\$ 348.79		FC	Catering for Student Life & Leadership Gathering
P0137534	Balfour	\$ 6,305.53		FC	Rings for the Women's Water Polo Championships
P0137535	Print Technology Solutions	\$ 650.00		FC	Sign Installation
P0137536	CDW Government Inc	\$ 505.35		FC	Printer
P0137537	The Myers-Briggs Company	\$ 52,531.32		FC	Online Assessment Codes for Career Planning
P0137538	Newsweek Inc	\$ 79.99		FC	Publication Subscription
P0137539	Toshiba Business Solutions	\$ 9,898.57		FC	Purchase New Copier
P0137557	Buddy's All Stars, Inc.	\$ 4,184.49		FC	Athletic Uniforms
P0137558	Loda Enterprises Inc	\$ 533.37		FC	Instructional Supplies
P0137559	Sesac Inc	\$ 1,806.94		FC	License Fee for the Business Office
P0137560	Holiday Inn	\$ 5,997.25		FC	Hotel Fees for Athletic Conference
P0137561	Carol Mattson	\$ 5,520.00		FC	Guest Speaker for the CARE Department
P0137562	MRC Smart Technology Solutions	\$ 187.19		AC	Office Supplies
P0137564	Amazon Business	\$ 331.76		CC	Instructional Supplies
P0137565	Michael Chin	\$ 1,180.08		FC	Guest Speaker for the Dramatic Arts Department
P0137566	YBH Restaurants Inc	\$ 326.49		CC	Catering for Honors Banquet
P0137567	Amazon Business	\$ 420.05		CC	Instructional Supplies
P0137568	Society of American Fight Directors	\$ 689.92		FC	Fullerton College Stage Combat 3 Event Fee
P0137569	Strata Information Group	\$ 9,000.00		AC	Consulting Services for Public Safety Project
P0137571	Pocket Nurse Enterprises Inc	\$ 83.06		CC	Lab Supplies
P0137572	Amazon Business	\$ 393.60		CC	Lab Supplies
P0137573	Bay City Electric Works	\$ 9,771.30	Capital Outlay	AC	Pool Pump Generator Radiator Repairs @ FC
P0137574	Getinge USA Sales LLC	\$ 3,936.00		FC	Maintenance Agreement for Laboratory Equipment
P0137575	VWR Funding Inc	\$ 185.40		CC	Lab Supplies
P0137576	Hardy Diagnostics	\$ 621.05		CC	Lab Supplies
P0137577	Kristina De La Cerda	\$ 287.25		NOCE	Promotional Supplies
P0137578	Orange County Business Council	\$ 5,000.00		AC	Institutional Membership
P0137579	Jenney Ho	\$ 3,250.00		AC	Reimbursement for Property Appraisal Services
P0137580	Laura Minero-Meza	\$ 550.00		FC	Guest Speaker for the CARE Program
P0137598	Design Science Inc	\$ 39.95		FC	Software Subscription
P0137599	Rose Brand Wipers Inc	\$ 3,997.01		FC	Instructional Supplies
P0137600	Transportation Charter Services Inc	\$ 3,609.00		FC	Transportation Services for the Music Department
P0137601	BCM Customer Service	\$ 12,000.00		CC	Blanket Order for Waste Removal Services
P0137602	BCM Customer Service	\$ 12,000.00	Capital Outlay	AC	Blanket Order for Waste Removal Services @ CC
P0137603	Mario Gonzalez	\$ 301.48		FC	Reimbursement for Classroom Supplies
P0137604	Nth Generation Computing Inc	\$ 25,383.92		AC	Maintenance Subscription Renewal

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0137605	Carolina Biological Supply Co	\$ 878.28		CC	Lab Supplies
P0137606	Office Solutions	\$ 2,000.00		CC	Blanket Order for Office Supplies
P0137607	West Coast Consulting Group Inc	\$ 40,000.00		AC	Consultant for Campus Safety Std Operating Procedures
P0137608	S & R Sport	\$ 3,538.64		FC	Athletic Supplies
P0137609	VWR Funding Inc	\$ 147.35		CC	Lab Supplies
P0137611	Amazon Business	\$ 29.10		CC	Office Supplies
P0137612	Conscious Campus LLC	\$ 5,000.00		CC	Independent Contractor for Speaking Services
P0137613	Novasky Photography	\$ 400.00		FC	Independent Contractor for Photography Services
P0137614	Amazon Business	\$ 2,481.95		FC	Instructional Materials
P0137615	ASCAP	\$ 4,838.21		FC	Music License Fee
P0137616	TruWest Inc	\$ 1,363.26		FC	Athletic Supplies
P0137617	Cypress Chamber of Commerce	\$ 3,000.00		CC	Advertisement Fees for Public Information Dept.
P0137618	Sodexo Inc and Affiliates	\$ 1,938.42		FC	Catering for Veterans Luncheon
P0137619	Biolase Inc	\$ 4,304.62		CC	Instructional Equipment
P0137620	Rafael Barragan	\$ 500.00		FC	Guest Performer for the Educational Opportunity Department
P0137621	Broadcast Music Inc	\$ 3,474.19		CC	Music License Fee
P0137622	South Coast Air Quality Management District	\$ 1,521.24	Capital Outlay	CC	Filing Fee for Boiler @ CC
P0137623	Orange County Air Conditioning	\$ 6,875.00	Capital Outlay	AC	Replacement of Main Air Handler at Bldg. 300 @ FC
P0137645	Sophia Le	\$ 200.00		FC	Independent Contractor for Face Painting Services
P0137647	Therese Mosqueda-Ponce	\$ 129.20		CC	Reimbursement for Field Trip Student Meals
P0137648	Blake Ward	\$ 300.00		FC	Honorarium
P0137649	Wireready Newswire Systems Inc	\$ 1,395.00		FC	Software Subscription
P0137650	GST	\$ 2,658.88		CC	Printer
P0137651	Office Solutions	\$ 639.23		FC	Office Supplies
P0137652	SARS Software Products Inc	\$ 2,100.00		NOCE	Subscription Maintenance Renewal
P0137653	Canon Solutions America Inc	\$ 1,464.52		AC	Property Tax Assessment on Canon Leased Equipment
P0137655	Institute for Democratic Ed and Culture	\$ 7,500.00		CC	Independent Contractor for Speaking Services
P0137656	Environmental Management Technologies	\$ 564.20		AC	Hazardous Waste Removal
P0137657	Sesac Inc	\$ 766.79		CC	License Fee for the Music Department
P0137658	The Poynter Institute for Media Studies Inc	\$ 1,078.30		FC	Reimbursement for Vendor Travel Fees
P0137659	Sidepath Inc	\$ 14,693.33		CC	(15) Laptops with Cart
P0137663	Computerland of Silicon Valley	\$ 2,199.00		FC	Maintenance Subscription Renewal
P0137666	BSN Sports LLC	\$ 2,268.67		FC	Athletic Uniforms
P0137667	Catering by Herach and Ara	\$ 970.36		CC	Catering for Student Services Spring Meeting
P0137668	WMFY We Mail For You	\$ 969.75		NOCE	Class Schedule Mailing Service
P0137669	Perkin Elmer Informatics Inc	\$ 1,753.00		FC	Software Subscription Renewal
P0137670	CDW Government Inc	\$ 1,199.26		FC	Computer
P0137671	Amazon Business	\$ 209.01		AC	Office Supplies
P0137672	Yanet Garcia	\$ 275.00		CC	Reimbursement for Event Deposit for Cypress Center
P0137673	Amazon Business	\$ 36.61		FC	Office Supplies
P0137674	Buddy's All Stars, Inc.	\$ 1,279.26		FC	Athletic Uniform
P0137675	Buddy's All Stars, Inc.	\$ 1,740.95		FC	Athletic Uniform
P0137676	Southern California Fitness Service	\$ 1,811.87		FC	Fitness Equipment Repairs for the PE Department
P0137677	Lisa Elston	\$ 30.00		FC	Reimbursement for Field Trip Parking Fees
P0137678	Anaheim Union High School District	\$ 990.00		CC	Bus Transportation for Connec2Cypress Events

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P0137680	Sharon Cox	\$ 280.12		CC	Reimbursement for Office Chairs
P0137681	BSN Sports LLC	\$ 225.77		FC	Instructional Supplies
P0137685	iT1 Source LLC	\$ 623.88		NOCE	Printer
P0137686	O'Reilly Media Inc	\$ 220.22		AC	Subscription Maintenance Agreement
P0137687	Lincoln Aquatics	\$ 573.49		FC	Instructional Supplies
P0137700	Phi Theta Kappa Internat'l Honor Society	\$ 1,785.00		FC	Institutional Membership Dues
P0137701	Amazon Business	\$ 2,329.56		FC	Instructional Materials
P0137702	MKH Electronics Inc	\$ 452.50		FC	Physical Therapy Equipment Repairs
P0137703	National Council for Marketing and Public Relations	\$ 150.00		NOCE	Webinar
P0137704	City of Anaheim	\$ 35.00		NOCE	Business License Fee
P0137705	Cottonwood Church	\$ 9,750.00		NOCE	2020 NOCE - Commencement Ceremony
P0137706	SolarWinds Inc	\$ 1,082.00		AC	Software Support Renewal
P0137707	Elucian Company LP	\$ 5,369.00		AC	Maintenance Subscription Renewal
P0137709	Woodway USA Inc	\$ 3,544.57		CC	Athletic Supplies
P0137710	Certified Enterprises Inc	\$ 480.00		FC	Trash Pickup Services
P0137711	California Comfort System USA Inc	\$ 1,000.00	Capital Outlay	AC	Chiller Repair Services @ CC
P0137712	California Comfort System USA Inc	\$ 1,000.00		CC	Chiller Cooler Repairs
P0137713	Patterson Dental Supply Inc	\$ 336.21		CC	Instructional Supplies
P0137726	Art with Impact	\$ 1,400.00		CC	Mental Health Workshop
P0137729	Salvaged Soul Designs	\$ 256.98		CC	Promotional Materials
P0137730	Amazon Business	\$ 2,343.74		FC	Instructional Materials
P0137732	Mpressions	\$ 210.76		CC	Instructional Supplies
P0137733	Hi Standard Automotive LLC	\$ 8,852.70		CC	Campus Safety Vehicle Equipment
P0137734	Elucian Company LP	\$ 41,002.00		AC	Software License Renewal
P0137735	AVTECH Software Inc	\$ 99.95		AC	Software Subscription Renewal
P0137737	Amazon Business	\$ 1,277.51		FC	Instructional Materials
P0137738	RefPay.com	\$ 6,100.80		FC	Sports Officials Fees
P0137739	EQ Schools	\$ 49,000.00		NOCE	Independent Contractor for Personal Manager Coaching
P0137755	University of Texas at Austin	\$ 12,960.00		FC	Survey Administration Fee for the Library
P0137756	Office Solutions	\$ 516.54		FC	Refrigerator
P0137757	BSN Sports LLC	\$ 5,228.32		FC	Athletic Uniforms
P0137767	B & H Photo Video Inc	\$ 604.70		FC	Instructional Supplies
P0137768	City of Cypress	\$ 395.00		CC	Facility Use Transfer Ceremony
P0137769	Pearson VUE	\$ 8,104.68		NOCE	Assessment Testing Materials
P0137770	Sodexo Inc and Affiliates	\$ 536.27		FC	Catering for Machinist Graduation Event
P0137771	ACTT	\$ 495.00		FC	Site License for English Second Language Department
P0137772	Pilar Ellis	\$ 125.00		FC	Reimbursement for Membership Fee
P0137773	Gomc Inc	\$ 4,148.38		FC	Office Supplies
P0137774	Sweetwater Sound Inc	\$ 969.75		FC	Instructional Supplies
P0137775	B & H Photo Video Inc	\$ 1,526.28		FC	Office Supplies
P0137776	B & H Photo Video Inc	\$ 196.44		FC	Instructional Supplies
P0137777	Cal Pro Specialties	\$ 2,510.47		FC	Promotional Supplies
P0137778	Sweetwater Sound Inc	\$ 155.16		FC	Instructional Supplies
P0137779	Benner Metals Corp	\$ 746.18		FC	Instructional Supplies
P0137780	B & H Photo Video Inc	\$ 344.69		FC	Instructional Supplies

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BOARD MEETING 2/11/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0137781	ReiPay.com	\$ 18,863.90		FC	Sports Officials for the PE Department
P0137782	Recreonics Inc	\$ 9,681.65		FC	Instructional Supplies
P0137783	County of Orange	\$ 11.75		CC	Environmental Fees
P0137784	GST	\$ 1,333.90		CC	Printer
P0137785	Vintage King Audio Inc	\$ 433.44		FC	Instructional Supplies
P0137786	Studica Inc	\$ 7,540.00		FC	Software License
P0137787	One Diversified LLC	\$ 5,150.01		CC	Projector
P0137788	Sidepath Inc	\$ 274.70		CC	Computer Monitor
P0137789	Certified Enterprises Inc	\$ 480.00		FC	Trash Bin Pickup Services
P0137790	JRR Shop	\$ 2,058.89		FC	Software License
P0137791	GST	\$ 611.01		CC	Paper Scanner
P0137792	AudioRax LLC	\$ 302.03		FC	Instructional Materials for the Music Department
P0137793	GST	\$ 1,979.05		FC	Computers
P0137794	Alonti Catering	\$ 954.29		NOCE	Catering for Flex Event
P0137796	TEquipment.net	\$ 877.28		FC	Instructional Supplies
P0137797	Uline Inc	\$ 661.92		FC	Instructional Supplies
P0137798	Western Graphics Plus	\$ 1,812.03		CC	Signs for Admissions and Records
P0137799	Calyx Lee Cajayon	\$ 1,250.00		CC	Health Careers Opportunity Grant Award
P0137800	Gwendolyn Fernandez	\$ 1,250.00		CC	Health Careers Opportunity Grant Award
P0137801	Christina Reyes	\$ 1,250.00		CC	Health Careers Opportunity Grant Award
P0137802	Amazon Business	\$ 3,747.68		CC	Instructional Supplies
P0137803	Apisara Vairojanakich	\$ 1,250.00		CC	Health Careers Opportunity Grant Award
P0137804	Aaron Oliva	\$ 1,250.00		CC	Health Careers Opportunity Grant Award
P0137805	Esther Munoz	\$ 1,250.00		CC	Health Careers Opportunity Grant Award
P0137806	Selina Garcia	\$ 1,250.00		CC	Health Careers Opportunity Grant Award
P0137807	Julie Gillette	\$ 1,250.00		CC	Health Careers Opportunity Grant Award
P0137808	Audio Rehab Inc	\$ 1,331.46		FC	Offsite Audio Equipment Repairs
P0137809	Jason Stoll	\$ 200.00		FC	Guest Performer for the Music Department
P0137810	Harvard Business School Publishing Corporation	\$ 28.50		FC	Publication for the Business Office
P0137811	BSN Sports LLC	\$ 1,290.05		FC	Athletic Supplies
P0137812	Signs and Lucite Products	\$ 247.19		FC	Signs for Administrative Services
P0137813	Los Angeles Violin Shop	\$ 1,600.00		FC	Studio Rental Fees
P0137814	Hootsuite Inc	\$ 5,040.00		FC	Software License
P0137815	Sodexo Inc and Affiliates	\$ 379.14		FC	Catering for FC Veterans Resource Center
P0137816	African Cultural Study Group at Long Beach	\$ 500.00		FC	Guest Performer for Kwanzaa Event
P0137817	Sodexo Inc and Affiliates	\$ 597.58		AC	Catering for Management Development Program
P0137818	Scantron Corporation	\$ 689.61		FC	Instructional Supplies
P0137827	BSN Sports LLC	\$ 1,198.60		FC	Athletic Uniform
P0137829	Sodexo Inc and Affiliates	\$ 5,079.54		FC	Catering for Career Showcase Day Event
P0137831	DocuSign Inc	\$ 58,994.16		AC	Software License
P0137833	Pierce Company	\$ 2,893.78		CC	Lab Supplies
P0137834	Anaheim Place Partners LP	\$ 4,248.00		NOCE	Blanket Order for Common Area Maintenance Fees
P0137835	California Apparel News	\$ 99.95		FC	Publication Subscription
P0137836	Wilshire Ave Community Church	\$ 18,900.00		NOCE	Facilities Use Agreement
P0137837	Scoreboard Enterprises Inc	\$ 584.53		FC	Athletic Supplies

BOARD RECAP
FOR THE PERIOD JANUARY 7, 2020, THROUGH JANUARY 30, 2020
BOARD MEETING 2/11/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0137838	Kiefer Aquatics	\$ 319.38		FC	Athletic Supplies
P0137839	Willis of New York	\$ 4,836.00		CC	Art Gallery Insurance Premium
P0137840	Buddy's All Stars, Inc.	\$ 21,425.55		FC	Athletic Uniforms
P0137841	Lela Beck	\$ 159.61		CC	Reimbursement for Pledge Night Supplies
P0137842	Ingardia Bros Produce Inc	\$ 9,000.00		CC	Blanket Order for Culinary Supplies
P0137843	West Coast Prime Meats LLC	\$ 3,000.00		CC	Blanket Order for Culinary Supplies
P0137857	Sodexo Inc and Affiliates	\$ 1,314.30		FC	Catering for Guided Pathways Meetings
P0137858	RDI Jet LLC	\$ 10,000.00		CC	Blanket Order for Culinary Supplies
P0137859	Chefs Warehouse, West Coast, LLC	\$ 2,250.00		CC	Blanket Order for Culinary Supplies
P0137861	Henry Schein Inc	\$ 3,628.00		CC	Blanket Order for Dental Supplies
P0137862	Safelite Auto Glass	\$ 450.00		FC	Blanket Order for Automotive Glass Repairs
P0137863	Auto Zone Stores Inc	\$ 2,500.00		FC	Blanket Order for Instructional Supplies
P0137864	Atech Training Inc	\$ 1,500.00		FC	Blanket Order for Instructional Supplies
P0137865	US Bank	\$ 998.25		AC	Admin Fees Related to 2002 GOB Series B
P0137868	Scuba World	\$ 8,812.88		FC	Athletic Supplies
P0137869	Sodexo Inc and Affiliates	\$ 6,620.75		FC	Catering for Math Conference Event
P0137870	BSN Sports LLC	\$ 3,729.29		FC	Athletic Uniform
P0137872	Sweetwater Sound Inc	\$ 5,407.64		FC	Instructional Supplies
P0137873	Canyon Catering & Events Inc	\$ 267.57		NOCE	Catering for New World of Work Instructor Training
P0137874	Canyon Catering & Events Inc	\$ 532.11		NOCE	Catering for New World of Work Instructor Training
P0137875	Fisher Scientific Co LLC	\$ 340.25		CC	Lab Supplies
P0137878	Pickard Incorporated	\$ 9,189.00		FC	Training Equipment for TECH Classes
P0137880	Verizon Wireless Messaging Services	\$ 394.28		CC	Monthly Charges for Hotspot
P0137881	Sodexo Inc and Affiliates	\$ 1,137.92		FC	Catering for Culturally Responsive Training
P0137882	Bay City Electric Works	\$ 5,607.43	Capital Outlay	AC	Annual Generator Maintenance @ FC
P0137883	Office Solutions	\$ 3,000.00		CC	Blanket Order for Office Supplies
P0137884	Home Depot	\$ 500.00		FC	Blanket Order for Hardware Supplies
P0137885	Glasby Maintenance Supply Co.	\$ 1,000.00		FC	Blanket Order for Instructional Supplies
P0137891	Dudek	\$ 32,445.00	Bond	AC	Environmental Impact Report & Mitigation @ FC

\$ 1,172,808.93

Approved by: _____
 Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	February 11, 2020	Information	_____ X _____
		Enclosure(s)	_____ X _____
SUBJECT:	Quarterly Financial Status Report Ended December 31, 2019		

BACKGROUND: Pursuant to §58310 of Title 5 of the California Code of Regulations, the Chief Executive Officer of each community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis.

The Chief Executive Officer of each community college district shall also prepare a quarterly report based on measurements and standards as established by the Board of Governors of the California Community Colleges and certified on forms provided by the State Chancellor. It is further required that this report be reviewed by the district governing board and entered into the minutes of a regularly scheduled meeting.

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended December 31, 2019. This agenda item was submitted by Kashmira Vyas, District Director, Fiscal Affairs.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6300, Fiscal Management.

FUNDING SOURCE AND FINANCIAL IMPACT: The State Chancellor's Office requires that the District file a quarterly financial status report known as the CCFS-311Q. This agenda item does not result in any financial impact to the District.

RECOMMENDATION: It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended December 31, 2019, as required by §58310 of Title 5.

Fred Williams

Recommended by

Approved for Submittal

3.b.1

Item No.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q
VIEW QUARTERLY DATA**

CHANGE THE PERIOD ▼
Fiscal Year: 2019-2020
Quarter Ended: (Q2) Dec 31, 2019

District: (860) NORTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2016-17	Actual 2017-18	Actual 2018-19	Projected 2019-2020
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	221,215,270	230,355,433	244,818,724	232,699,819
A.2	Other Financing Sources (Object 8900)	61,734,006	1,081,156	1,318,197	1,029,944
A.3	Total Unrestricted Revenue (A.1 + A.2)	282,949,276	231,436,589	246,136,921	233,729,763
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	266,941,933	208,361,366	223,669,028	236,336,499
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,971,484	3,169,502	4,817,194	7,656,950
B.3	Total Unrestricted Expenditures (B.1 + B.2)	269,913,417	211,530,868	228,486,222	243,993,449
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	13,035,859	19,905,721	17,650,699	-10,263,686
D.	Fund Balance, Beginning	46,128,360	59,164,219	79,069,940	96,720,639
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	46,128,360	59,164,219	79,069,940	96,720,639
E.	Fund Balance, Ending (C. + D.2)	59,164,219	79,069,940	96,720,639	86,456,953
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	21.9%	37.4%	42.3%	35.4%

II. Annualized Attendance FTES: This data is being captured in CFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)	2016-17	2017-18	2018-19	2019-2020

III. Total General Fund Cash Balance (Unrestricted and Restricted)

As of the specified quarter ended for each fiscal year					
		2016-17	2017-18	2018-19	2019-2020
H.1	Cash, excluding borrowed funds		79,555,296	117,889,009	135,363,248
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	94,845,958	79,555,296	117,889,009	135,363,248

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	232,698,719	232,699,819	108,170,487	46.5%
I.2	Other Financing Sources (Object 8900)	1,029,944	1,029,944	2,000,007	194.2%
I.3	Total Unrestricted Revenue (I.1 + I.2)	233,728,663	233,729,763	110,170,494	47.1%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	235,971,115	236,336,499	105,289,240	44.6%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	7,721,249	7,656,950	4,028,346	52.6%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	243,692,364	243,993,449	109,317,586	44.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-9,963,701	-10,263,686	852,908	
L	Adjusted Fund Balance, Beginning	96,720,639	96,720,639	96,720,639	
L.1	Fund Balance, Ending (C. + L.2)	86,756,938	86,456,953	97,573,547	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	35.6%	35.4%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Permanent		Academic		Temporary		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:										
Year 1:										
Year 2:										
Year 3:										
b. BENEFITS:										
Year 1:										
Year 2:										
Year 3:										

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPS, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **NO**
 This year? **NO**
 Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	February 11, 2020	Information	X
		Enclosure(s)	X
SUBJECT:	Quarterly Investment Report and Irrevocable Retiree Benefits Trust Report as of December 31, 2019		

BACKGROUND: Information is being presented to the Board on the status of the District's investments as well as the status of the assets in the Irrevocable Retiree Benefits Trust.

Quarterly Investment Report

The Quarterly Investment Report for the quarter ended December 31, 2019, is submitted for the District's funds in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

- The Orange County Treasurer's Money Market Educational Investment Pool.** As of December 31, 2019, the District had **\$455,502,557.98** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$6,076,480,394** and the market value was **\$6,099,020,032**. This represents an unrealized gain for accounting purposes of approximately 0.37%, which equates to **\$1,689,606.83** for the District. This paper gain is the result of a decrease in interest rates, which caused the values to increase. The average net interest rate for the quarter ended December 31, 2019, was 2.05%. Net interest earned for the quarter totaled **\$2,213,355.83**.
- Cypress College and Fullerton College Investments.** As of December 31, 2019, the colleges' investments total **\$1,993,050.79**. This amount was invested in certificates of deposit with the interest rates varying from **1.40%** to **3.00%**.

Investments in the Orange County Treasurer's Money Market Educational Investment Pool and the Cypress and Fullerton Colleges' investments meet the standards of Board Policy 6320, Investments.

Irrevocable Retiree Benefits Trust Report

Starting in fiscal year 2017, after approval of action by the Board, the District began moving funds to its Irrevocable Retiree Benefits Trust ("Trust"). Investments of the Trust are made within the investment policy approved by the Retirement Board established for the Trust.

For the quarter ended December 31, 2019, the portfolio value changed from **\$104,921,181.36** to **\$110,284,260.48**, a change in value of **\$5,363,079.12**. No contributions or withdrawals were made during this quarter. The time weighted return net of fees was **5.11%** quarter-to-date and **7.96%** inception-to-date.

This agenda item was submitted by Kashmira Vyas, District Director, Fiscal Affairs.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6320, Investments.

FUNDING SOURCE AND FINANCIAL IMPACT: Interest earnings can be used for purposes specified within the funds where they are earned.

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended December 31, 2019.

Fred Williams

Recommended by

Approved for Submittal

3.c.2

Item No.

Cash in County Treasury

As of December 31, 2019

General Fund	\$	135,363,248.27
Child Development Fund		127,455.91
FC Bursar Fund		3,264,887.96
CC Bursar Fund		1,083,301.48
Capital Outlay Fund		62,455,073.45
Self Insurance Fund		30,938,910.91
Retiree Benefit Fund		1,318,398.80
Student Financial Aid Fund		8,267,293.88
Bond Fund		212,683,987.32
Total	\$	455,502,557.98

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
 FOR THE MONTH AND QUARTER ENDED: December 31, 2019

INVESTMENT STATISTICS - By Investment Pool⁽¹⁾

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/19	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
COMBINED POOL BALANCES (includes the Extended Fund)						
Orange County Investment Pool (OCIP)	MARKET Value \$ 5,091,530,022 COST (Capital) \$ 5,069,558,291 MONTHLY AVG Balance \$ 5,625,603,546 QUARTERLY AVG Balance \$ 4,707,034,481 BOOK Value \$ 5,074,870,551	219	1.95%	1.94%	2.06%	1.0033
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 6,099,020,032 COST (Capital) \$ 6,069,760,855 MONTHLY AVG Balance \$ 5,126,497,577 QUARTERLY AVG Balance \$ 4,768,353,998 BOOK Value \$ 6,076,480,394	245	2.02%	2.00%	2.11%	1.0037

INVESTMENT STATISTICS - Non-Pooled Investments⁽²⁾

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST
Specific Investment Funds: 283, FVSD, CCCD	MARKET Value \$ 98,870,289 COST (Capital) \$ 97,676,107 MONTHLY AVG Balance \$ 108,053,873 QUARTERLY AVG Balance \$ 108,101,358 BOOK Value \$ 97,484,476	John Wayne Airport Investment Fund 41,743,273 Fountain Valley School District Fund 40 34,700,216 CCCD Series 2017E Bonds 21,232,618 \$ 97,676,107

MONTH END TOTALS

INVESTMENTS & CASH		INVESTMENTS & CASH	
COUNTY MONEY MARKET FUND (OCMMF)			
County Money Market Fund	\$ 1,334,671,552	OCIP	\$ 5,077,708,273
County Cash & Cash Equivalent	8,149,982	OCEIP	6,070,225,288
EXTENDED FUND	8,786,033,398	Specific Investment Funds	97,676,107
EDUCATIONAL MONEY MARKET FUND (OCEMMF)		Non-Pooled Cash & Cash Equivalent	29,721,534
Educational Money Market Fund	1,018,614,196		
Educational Cash & Cash Equivalent	464,433		
NON-POOLED INVESTMENTS			
Non-Pooled Investments @ Cost	97,676,107		
Non-Pooled Cash & Cash Equivalent	29,721,534		
	\$ 11,275,331,202		\$ 11,275,331,202

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCMMF - MONTHLY GROSS YIELD	1.57%	OCMMF	24
OCEMMF - MONTHLY GROSS YIELD	1.58%	OCEMMF	26
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	1.63%	JOHN WAYNE AIRPORT WAM	86
OCIP - YTD NET YIELD ⁽³⁾	2.11%	LGIP WAM (Standard & Poors)	39
OCEIP - YTD NET YIELD ⁽³⁾	2.15%		
90-DAY T-BILL YIELD - MONTHLY AVERAGE	1.55%		

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH AND QUARTER ENDED: December 31, 2019

INVESTMENT STATISTICS - By Investment Fund

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/19	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 1,335,660,236	24	1.54%	1.57%	1.69%	1.0002
	COST (Capital) \$ 1,334,671,552					
	MONTHLY AVG Balance \$ 1,454,739,000					
	QUARTERLY AVG Balance \$ 1,187,315,218					
	BOOK Value \$ 1,335,383,241					
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 1,019,495,419	26	1.56%	1.58%	1.72%	1.0004
	COST (Capital) \$ 1,018,614,196					
	MONTHLY AVG Balance \$ 758,654,167					
	QUARTERLY AVG Balance \$ 821,850,998					
	BOOK Value \$ 1,019,111,817					
<u>Extended Fund</u>	MARKET Value \$ 8,835,394,399	289	2.10%	2.11%	2.23%	1.0044
	COST (Capital) \$ 8,786,033,398					
	MONTHLY AVG Balance \$ 8,538,707,956					
	QUARTERLY AVG Balance \$ 7,466,222,263					
	BOOK Value \$ 8,796,855,887					
ALLOCATION OF EXTENDED FUND						
<u>Extended Fund</u> <i>OCIP Share</i>	MARKET Value \$ 3,755,869,786	289	2.10%	2.11%	2.23%	1.0044
	COST (Capital) \$ 3,734,886,739					
	MONTHLY AVG Balance \$ 4,170,864,546					
	QUARTERLY AVG Balance \$ 3,519,719,263					
	BOOK Value \$ 3,739,487,310					
<i>OCEIP Share</i>	MARKET Value \$ 5,079,524,613	289	2.10%	2.11%	2.23%	1.0044
	COST (Capital) \$ 5,051,146,659					
	MONTHLY AVG Balance \$ 4,367,843,410					
	QUARTERLY AVG Balance \$ 3,946,503,000					
	BOOK Value \$ 5,057,368,577					
<i>Modified Duration</i>	0.78					

- (1) The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund.
- (2) Specific non-pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.
- (3) The Net Yield differs from the Monthly Gross Yield as it includes the deduction of the Investment Administrative Fee.

**CYPRESS COLLEGE INVESTMENTS
MONTH ENDING December 31, 2019**

<i>FUND</i>	<i>TYPE</i>	<i>ISSUER</i>	<i>MATURITY DATE</i>	<i>DOLLAR VALUE</i>	<i>INTEREST RATE</i>
<i>Bursar's Office (6 mos - 2 years)</i>	CD # OBP-774145	Union Banc	9/27/2020	\$ 800,000.00	1.85%-2.00%
<i>(3 years)</i>	CD # 911593-41	Schools 1st FCU	1/22/2020	\$ 109,088.57	1.650%
<i>(3 years)</i>	CD # 0092620172-1000	East West Bank	9/25/2020	\$ 260,012.53	1.400%
<i>(3 years)</i>	CD # 920880751-293841	NuVision FCU	1/22/2020	\$ 271,530.60	1.492%
<i>Total Bursar Investments</i>				<u>\$ 1,440,631.70</u>	
<i>Associated Students</i>	CD # 911593-40 (3 Years CD)	Schools 1st FCU	10/8/2022	\$ 163,482.62	2.47%
<i>Total Associated Students</i>				<u>\$ 163,482.62</u>	
<i>Total Investments</i>				<u><u>\$ 1,604,114.32</u></u>	

Note: \$1,000,000 invested in OC Investment Pool through District

**Fullerton College
Investment Report
For Period Ended 12/31/19**

Fund	Investment Type	Issuer	Interest Rate	Maturity Date	Estimated Value
Assoc. Students	CD	Schools First Federal Credit Union	3.000	8/13/2024	143,819.68
Assoc. Students	CD	Schools First Federal Credit Union	2.250	8/2/2022	105,536.30
Bursar	CD	Schools First Federal Credit Union	2.250	9/14/2020	106,776.54
Assoc. Students	CD	Schools First Federal Credit Union	2.150	9/14/2020	32,803.95
					<u>\$ 388,936.47</u>

Note: \$3,000,000 invested with County Department of Education (with interest accrued)

Irrevocable Retiree Benefits Trust
Performance Report
Quarter Ended 12/31/19

	<u>Quarter ended 12/31/19</u>
Portfolio Value as of 9/30/19	\$ 104,921,181.36
Contributions	
Withdrawals	
Change in Market Value	2,550,101.79
Income Received	2,909,864.46
Portfolio Fees	<u>(96,887.13)</u>
Portfolio Value on 12/31/19	<u>\$ 110,284,260.48</u>

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 11, 2020

SUBJECT: 2020-21 Nonresident Tuition Fee

Action	
Resolution	
Information	X
Enclosure(s)	

BACKGROUND: Education Code §76140 requires the Board of Trustees to establish the tuition fee for nonresidents for the succeeding fiscal year. Recent legislation, AB 3255, signed into law September 18, 2018, extended the adoption date for the nonresident tuition fee from February 1 to March 1. Information required to be used in this calculation is dependent on data provided by the State Chancellor’s Office and was provided on December 18, 2019 for this year’s calculations. Our recommendations below are based on consensus from the Presidents and fiscal officers of our two colleges, Cypress and Fullerton.

As noted in the Student Fee Handbook, “Education Code section 76140(a) requires districts to charge a nonresident tuition fee in the event it chooses to admit nonresidents. The statute provides various methods/options for computing the nonresident tuition fee.”

Legal opinion from the State Chancellor’s Office further stated that “The purpose of charging nonresident tuition is to ensure that state funds are not used to support nonresidents.”

The following is a summary of the amounts associated with each of the options available to us for setting this per unit tuition amount:

Option	Amount/unit	Basis for Amount
1.	\$265	As a starting point for our considerations, we look to the expense of education on a per unit basis that we experienced in the most recent completed fiscal year and project out inflation to the next upcoming fiscal year (as provided by the Department of Finance).
2.	\$290	We then look to the Statewide average cost from the preceding year (provided by the Chancellor’s office).
3.	\$290	As well as the amounts currently being proposed by districts contiguous to ours.

And there are two other options, which carry with it requirements to use the additional revenue above our calculated costs to specifically expand and enhance services to resident students:

Option	Amount/unit	Basis for Amount
4.	N/A (for this year)	If the statewide average provided in Option 2 above is less than the statewide average provided for the current or any of the prior 4 years, we can select that higher amount.
5.	\$414	We can consider the average nonresident tuition for 12 states with costs of living comparable to California (provided by the Chancellor’s office).

Additionally, the District is authorized under Education Code §76141, amended by

3.d.1

Item No.

Assembly Bill No. 947 which was approved on October 11, 2009, to charge any nonresident student a capital outlay fee not to exceed the amount that was expended by the District for capital outlay in the preceding fiscal year. Any fee charged for capital outlay cannot exceed 50% of the current nonresident tuition fee established by the District and the funds must be expended for capital outlay purposes. The calculated rate or maximum rate for capital outlay purposes is \$33 per unit.

Any student who can demonstrate economic hardship or who is a victim of persecution or discrimination in the country in which the student is a citizen and resident is exempt from the capital outlay fee. To qualify under the economic hardship waiver, a student must demonstrate a "hardship" that encompasses the financial circumstances of a person who is a recipient of benefits under the Assistance for Needy Families Program, the Supplemental Income/State Supplementary Program, or a general assistance program.

The following table lists the proposed nonresident tuition rates that are being recommended by fiscal offices for districts contiguous to the North Orange County Community College District (NOCCCD). These rates are subject to Board approval and may differ from the actual rates established.

<i>District</i>	<i>2020-2021 Proposed Nonresident Tuition Rate</i>	<i>Capital Outlay</i>	<i>Combined Rate</i>
Cerritos	\$290	\$82	\$372
Chaffey	\$290	\$16	\$306
Coast	\$290	\$10	\$300
Long Beach	\$TBD	\$TBD	\$TBD
Mt. San Antonio	\$290	\$40	\$330
Rancho Santiago	\$290	\$35	\$315
South Orange	\$290	\$10	\$300

The following table compares the proposed rates for 2020-22 with the per-unit nonresident tuition fees that have been charged by the NOCCCD for the last five years:

<i>Year</i>	<i>Nonresident Tuition Rate</i>	<i>Capital Outlay</i>	<i>Combined Rate</i>
2020-21 (Proposed)	\$290	\$33	\$323
2019-20	\$265	\$20	\$285
2018-19	\$258	\$19	\$277
2017-18	\$234	\$15	\$249
2016-17	\$211	\$12	\$223
2015-16	\$200	\$9	\$209

This agenda item was prepared and submitted by Kashmira Vyas, District Director, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including:

transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 5020, Nonresident Tuition.

FUNDING SOURCE AND FINANCIAL IMPACT: Nonresident tuition fees will be recorded in the General Fund with the additional capital outlay portion recorded in the Capital Outlay Fund to be used for purposes of capital outlay, maintenance, and equipment.

RECOMMENDATION: It is recommended that the Board receive and review the information regarding the nonresident tuition fee for the 2020-21 school year. The item will return for future Board approval.

Pursuant to Education Code §76140 and §76141, it is proposed that the nonresident tuition fee for the 2020-21 school year for the North Orange County Community College District be set at \$290 per unit with an additional charge for capital outlay of \$33 per unit. This results in \$38 per-unit increase effective for all course terms beginning or ending on or after July 1, 2020.

Any student who can demonstrate economic hardship or who is a victim of persecution or discrimination in the country in which the student is a citizen and resident is exempt from the capital outlay fee. To qualify under the economic hardship waiver, a student must demonstrate a "hardship" that encompasses the financial circumstances of a person who is a recipient of benefits under the Assistance for Needy Families Program, the Supplemental Income/State Supplementary Program, or a general assistance program.

Fred Williams

3.d.3

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	February 11, 2020	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Institutional Memberships, Clery Center for Security on Campus	Enclosure(s)	<u> </u>

BACKGROUND: Historically, the North Orange County Community College District has maintained memberships in state and national organizations that represent and serve the interests of community colleges. Each year, the District pays the membership dues for these organizations, many of which are oriented toward a specific instructional area or toward the instructional program in general. Many of them are required or strongly recommended as part of an accreditation, while others provide professional development to staff or establish linkages between the District and the business or private sector. The Board has delegated the approval process for memberships under \$1,000; consequently, items presented for approval are those memberships that exceed \$1,000.

Clery mandates, from the United States Department of Education, cover a broad range of safety and security matters for the College. Clery mandates are extremely technical in nature. Many colleges across the nation hire a full-time Clery Compliance Officer to meet the ever-changing mandates of Clery. This District places the responsibility on the Director of Campus Safety as a collateral duty. The training and assistance provided by these memberships is critical to the Colleges being able to understand and comply with these mandates. One critical aspect of Clery is the punitive nature of not meeting a mandate which will result in a minimum \$57,000 fine for each violation. A simple violation could be not counting one crime that had occurred on the campus.

These memberships (\$3,500 each) will allow Fullerton College and Cypress College Campus Safety to attend training on the Clery mandates. Most importantly, these memberships will allow for an audit of all Clery compliance mandates which will affirm what we are currently doing and/or identify areas for improvement. We can then move forward and fix or change the areas that need improvement. This process will put us on a firm foundation to meet Clery mandates and eliminate any future fines.

Anaheim Campus Safety's Clery Center membership was included in the 2019-20 membership list approved at the June 11, 2019 Board meeting.

This agenda item was prepared by Steve Selby and Ralph Webb, Directors of Campus Safety at Fullerton College and Cypress College.

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

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

Policy 6800, Safety.

FUNDING SOURCE AND FINANCIAL IMPACT: The membership dues will be charged to the appropriate fund and organization codes that best represent the purpose of the membership.

RECOMMENDATION: Authorization is requested for institutional memberships to the Clery Center for Security on Campus, for Fullerton College and Cypress College, from December 1, 2019 through December 1, 2020, at a cost not to exceed \$7,000.

Fred Williams

Recommended by

Approved for Submittal

3.e.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 11, 2020 Resolution
Information
Enclosure(s)
SUBJECT: Deductive Change Order #1-Bid 1819-08,
Fullerton College Underground Tunnel
Structural Repairs Project

BACKGROUND: The Board awards contracts for various public works projects. Public Contract Code §20659 requires Board approval for a Change Order to a Public Works Bid. The District has reviewed the Deductive Change Order #1 for Woodcliff Corporation in the amount of \$28,116.02. The deductive change order is for unused allowance. The original contract amount was \$1,452,000.00. The revised contract amount is \$1,423,883.98.

This agenda item was submitted by Larry Lara, Fullerton College 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 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: The deductive change order totaling \$28,116.02 will not be charged to the Scheduled Maintenance fund.

RECOMMENDATION: It is recommended that the Board approve Deductive Change Order #1 for Bid #1819-08, Fullerton College Underground Tunnel Structural Repairs Project, with Woodcliff Corporation in the amount of \$28,116.02, reducing the contract from \$1,452,000.00 to \$1,423,883.98. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the deductive change order on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.f

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 11, 2020 Resolution _____
Information _____
Enclosure(s) _____

SUBJECT: Notice of Completion
Bid #1819-08, Fullerton College
Underground Tunnel Structural Repairs

BACKGROUND: On March 12, 2019, the Board awarded a contract to Woodcliff Corporation for Fullerton College Underground Tunnel Structure Repairs project. The project is complete and filing of 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 Scheduled Maintenance Fund.

RECOMMENDATION: Authorization is requested to file the Notice of Completion for Bid #1819-08, Fullerton College Underground Tunnel Structural Repairs Project with Woodcliff Corporation and pay the final retention payment when due.

Fred Williams

Recommended by

Approved for Submittal

3.g

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: February 11, 2020 Information _____
Enclosure(s) _____

SUBJECT: Amendment to Increase the Project Scope
and Cost for Instructional Building and
Central Plant Expansion Project Cost
Estimating Services at Fullerton College

BACKGROUND: On July 24, 2018, the Board awarded a contract to O'Connor Construction Management in the amount of \$152,000 including reimbursables for Cost Estimating Services for the Fullerton College Instructional Building and Central Plant Expansion Project through completion of the Guaranteed Maximum Price (GMP). On April 23, 2019, the Board approved an increase to cover project scope added by changes to the Central Plant scope of work, bringing the total contract to \$159,000, including reimbursables.

In anticipation of the start of construction for the Instructional Building and Central Plant, Fullerton College would like to add funds to O'Connor's contract on a time and materials basis in order to extend services beyond completion of the Guaranteed Maximum Price (GMP) and support cost verification of any change orders that may be requested during the course of construction for either the Instructional Building or Central Plant.

The updated schedule of values reflects up to \$35,360 charged on an as needed basis to support cost verification of change orders should they be requested.

This brings the new total for this contract to \$194,360, including reimbursables.

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Financial impact inclusive of reimbursables and all soft costs will be charged to Measure J funds.

RECOMMENDATION: Authorization is requested to amend the existing Cost Estimating Agreement with O'Connor Construction Management for the Fullerton College new

Instructional Building and Central Plant to reflect an increase of \$35,360, for a total of \$194,360, including reimbursables, to address as needed cost verification for change orders requested during construction. The term of the agreement will continue to be effective through December 31, 2023. Authorization is requested for the Vice Chancellor, Finance and Facilities, or District Director, Purchasing, to execute the amendment on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.h.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 11, 2020 Resolution
Information
Enclosure(s)
SUBJECT: Westberg White Architects Selected as
Architect of Record for Sherbeck Field
Improvements Project

BACKGROUND: On November 26, 2019, the Board approved the 2,000 seat reduced project alternative for the Sherbeck Field Improvements project.

The project team solicited design proposals for the Sherbeck Field Improvements project from three architectural firms prequalified through the District's pool of vendors. A committee consisting of the campus project manager and assistant project manager, campus Director of Facilities, and Vice President of Administrative Services reviewed proposals received and selected Westberg White Architects based on team experience with similar projects and proposal value.

The value of the proposal is \$190,000.

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project will come from the Capital Outlay Fund.

RECOMMENDATION: Authorization is requested to approve an agreement with Westberg White for the Fullerton College Sherbeck Field Improvements Architectural Services in the amount of \$190,000. The term of the agreement shall be effective February 12, 2020, through December 31, 2022. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.i

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 11, 2020 Resolution
Information
Enclosure(s)
SUBJECT: Cypress College Out-of-Country Travel for
Vice President of Student Services and
Director of Nursing

BACKGROUND: Per Board Policy 7400, Travel and Conference Attendance, all travel outside the United States must be approved in advance by the Board. To comply with the Board Policy, the CEO must approve the out of country travel before forwarding the request to the Vice-Chancellor, Finance and Facilities Office for submittal of the agenda item to the Board.

The following trip involves out-of-country travel:

- Vice President of Student Services, Paul de Dios, and Director of Nursing, Terri Wheeler, Cypress College, to attend Osaka-Jikei College's Commencement Ceremonies in Osaka, Japan from March 7, 2020 through March 15, 2020.

In December 2019, Cypress College hosted over 50 nursing students from the Osaka-Jikei Colleges located in Osaka, Japan, who were here to gain a better understanding of the health care system in the United States, share best practices, and learn how Cypress College prepares their students for the nursing profession. The Osaka-Jikei College group has extended an invitation to Cypress College's Vice President, Dr. Paul de Dios, and Director of Nursing, Terri Wheeler, to attend their Commencement ceremonies, taking place in March 2020. As a guest of honor, Dr. de Dios will deliver a short speech to the students at a total of four opening ceremonies taking place across the various campuses (Tottori, Izumo, and Osaka). Ms. Wheeler will be visiting all four campuses and engaging with the nursing faculty and staff.

The Osaka-Jikei College group consists of one graduate school, eight technical schools and one high school. The Osaka-Jikei College is the part of the Jikei College Corporation which operates over 70 schools throughout Japan (from Hokkaido to Kyushu). The programs Osaka-Jikei College offers are in the field of allied health care professions. One of the core competencies is global awareness, and they seek cultural exchanges with other colleges across the globe. It is our hope that Cypress College will continue to host this cultural exchange every year.

This agenda item was submitted by Dr. Paul de Dios, Vice President of Student Services, Cypress College.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 7400, Travel and Conference Attendance.

FUNDING SOURCE AND FINANCIAL IMPACT: All basic travel expenses for the trip are being covered by the Osaka-Jikei College including, roundtrip air ticket, hotel and meals for Dr. de Dios; he will also be accompanied during his entire stay by an interpreter/assistant. For Terri Wheeler, all food, transportation and expenses will be covered by the Osaka-Jikei College with the exception of airfare between Los Angeles and Osaka totaling \$1,604.00, which will be paid through Cypress College Bursar funds.

RECOMMENDATION: Authorization is requested to pre-approve out-of-country travel for Paul de Dios and Terri Wheeler to Osaka, Japan from March 7, 2020 through March 15, 2020.

Fred Williams

Recommended by

Approved for Submittal

3.j.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	February 11, 2020	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Contract Change Order – Sundt Construction, Inc. (Project #2016-13) Veterans Resource Center, Student Activities Center, Tribute Garden/Bridge, and Pond Refurbishment	Enclosure(s)	<u> X </u>

BACKGROUND: The Board awards contracts for various public works projects. Public Contract Code §20659 requires Board approval for a Change Order to a Public Works Bid. Funding is available through different sources such as state-supported programs, District bond proceeds, local funding, etc.

District Campus staff have recommended changes to the construction scope of work. The attached Change Order Request requires Board approval pursuant to Public Contract Code §20659. Change Orders must not exceed 10% of the original contract amount approved by the Board or \$15,000, whichever is greater. Therefore, the attached Change Order Request, in the total amount of \$377,246, is in conformance with Public Contract Code §20659. The original contract amount was \$92,052,341. The revised contract amount is \$92,429,587.

This Change Order Request includes current and potential change orders (PCOs), associated with the original scope of construction and additional items added by the college for the VRC/SAC, Tribute Garden/Bridge, and Pond Refurbishment only. The college has augmented the scope to upgrade interior finishes in the VRC/SAC (\$186,876), revise the concrete sitework for the Plaza to accommodate memorial pavers and the Foundation Legacy Plaza (\$133,152), and update the fountain infrastructure of the Pond (\$57,218).

This agenda item was submitted by Alexander Porter, Cypress College, Vice President, Administrative Services.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The cost of the change orders totaling \$377,246 will be charged against Measure J bond funds (\$133,876) and non-Measure J Funds (\$243,370).

RECOMMENDATION: It is recommended that the Board approve Change Order Nos. 1 for

Project #2016-13, Cypress College Veterans Resource Center, Student Activities Center, Tribute Garden/Bridge, Pond Refurbishment, with Sundt Construction, Inc., in the total amount of \$377,246, increasing the contract from \$92,052,310 to \$92,429,587. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the change orders on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.k.2

Item No.

Sundt Construction, Inc. - Contract Change Order #1 (Project #2016-13)
 Science Engineering & Math (SEM), Veterans Resource Center/Student Activities Center (VRC/SAC), Tribute Garden/Bridge, and Pond Refurbishment

	SEM	VRC/SAC	Bridge Garden/Plaza	Pond	Total	CO Reason*
GMP Contract Value - Original	80,532,546.00	9,834,968.00	1,138,359.00	546,468.00	92,052,341.00	
Changes Related to Increased Scope:						
Interior Upgrades - Miscellaneous Finishes, Donor Wall, & Dedication Beam (includes all structural and finish modifications)		53,000.00			53,000.00	CR
Plaza Revisions - Pavers & Foundation Legacy Plaza (includes all concrete, infrastructure, landscape, and pavers)			112,500.00		112,500.00	CR
Changes Related to Original Scope:						
Unanticipated Costs (field encountered) (includes duct cleaning, A/V mods, hydronic systems, water connections, fire alarm coordination)		72,426.00		32,641.00	105,067.00	C, DC, U
Window Glazing Modifications		12,000.00			12,000.00	C
Security System Modifications (includes modifications to door access and video monitoring)		34,500.00			34,500.00	CR
Site Fencing (includes site cleaning and fence modifications for commencement prep)			10,000.00		10,000.00	CR
Pond Infrastructure				20,000.00	20,000.00	DC
GMP Fees		14,950.00	10,652.00	4,577.00	30,179.00	
Total Changes	-	186,876.00	133,152.00	57,218.00	377,246.00	
GMP Contract Value - Revised	80,532,546.00	10,021,844.00	1,271,511.00	603,686.00	92,429,587.00	

*Change Order Reason: C-Code Compliance; D-District Request; CR-Campus Request; DC-Document Coordination; O-Other Reasons (Changed Conditions); U-Unforeseen Conditions; V-Value Engineering

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 11, 2020
SUBJECT: Orange County Operational Area Agreement

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

BACKGROUND: In 1995, the Orange County Operational Area (OA) Agreement was approved in order to coordinate response to emergencies within the County of Orange (County), and to enhance and streamline mutual aid between political jurisdictions within the County. At that time the County of Orange and over 100 political subdivisions were signatories to this agreement. With the escalated growth over the past 24 years, the County recognized the need for a more comprehensive and inclusionary approach to emergency response and support; thus the County has initiated a revision of the original agreement.

The original OA Agreement states, "*Title 19 California Code of Regulations Section 2400 et seq. establishing the Standardized Emergency Management System hereinafter referred to as SEMS, allows the COUNTY and all SUBDIVISIONS to have representation in the Operational Area*" (1995 OA Agreement). An Operational Area Executive Board was formed consisting of eleven (11) voting members that sets emergency management policies within the County. At that time, representation was limited to representatives from the Board of Supervisors, Fire, Law Enforcement, Public Works, Health Care Agency, City Managers and the League of Cities. The Executive Board later added a representative from the Orange County Superintendent of Schools to support both Community Colleges and K-12 School Districts.

Since that time, the Orange County Superintendent of Schools representative has been the voice of the four Community College Districts (CCD) throughout Orange County without a clear understanding of the roles, responsibilities, or resources the CCDs provide. Their focus has continued to be placed on the K- 12 schools without engaging the CCDs. This has created support and response issues during the past several disasters. The lack of direct representation from our CCD community with Orange County has created confusion and support issues over campus and facilities use, personnel support and financial reimbursement during past disasters.

As the County moves forward in the development of the new OA Agreement, an Operational Area Agreement Revision Working Group has been formed to create a more collaborative Agreement. After months of committee meetings and process review it has been recommended that a position for the Community Colleges be created on the Executive Council. To support the need for representation on the Executive Council, the Working Group has identified the following college-specific issues:

- Community Colleges have different constituency groups than K-12 schools. Most notably, students are primarily adults rather than minor children, serving various population groups, including ESL, populations with disabilities, work re-entry and continuing education programs, and seniors.

- Community Colleges have much larger campus footprints with multiple colleges within each college district with resource and personnel support aligned to cities rather than K- 12 schools.
- Many Community College campuses are designated as shelters, reception centers, evacuation centers, and points of distribution (PODs) for commodities and emergency vaccinations. They can also be used as Multi-agency Coordination System centers (MACS) for responding agencies, Emergency Operations Centers or Division Operation Centers (DOCS), medical treatment centers, and an array of other support facilities.
- Due to college's level of specialized programs, any of the educational programs such as nursing, law, and even Maintenance and Operation departments can be activated under the Disaster Service Worker law and be required to provide support during a disaster.

At any given time our community colleges may be utilized by local, county, state, and even federal authorities in the event of an emergency or disaster, therefore, the Community College Working Group has recommended that Orange County CCDs now have representation and voting power on the Executive Board.

This voting privilege will support how emergency management policies are created and implemented, and how these policies will directly impact the CCDs. The Chancellors from NOCCCD, Rancho Santiago CCD, Coast CCD, and SOCCCD are in agreement with the participation, and the four Community College Districts will collectively select one representative and one to three alternate representatives to sit on the OA Executive Board to serve for one year. The Chancellors may choose to fill the seat on the Executive Board and the alternate(s) amongst themselves or they may designate individuals within one of the four Districts. Though the Board member must be designated in writing on an annual basis, the same member may sit for consecutive terms.

The Executive Board meets quarterly or in a time of crisis to review and revise policies, and provide guidance and direction to the emergency management apparatus within the county. Implementation of these policies is typically done by the Orange County Sheriff's Department's Emergency Management Division and/or through the Orange County Emergency Management Organization (OCEMO), a standing subcommittee of the Executive Board that maintains the OA Emergency Operations Plan (EOP), policies and procedures, training and exercises, etc. to meet the emergency needs of the all parties in the OA.

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. #5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 3505 Emergency Response Plan.

FUNDING SOURCE AND FINANCIAL IMPACT: There is no financial impact.

RECOMMENDATION: It is recommended that the Board receive the information regarding the District's partnership with the three other Orange County Community College Districts and the participation on the Orange County Operational Area Executive Board.

Fred Williams

Recommended by

Approved for Submittal

3.1.3

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	February 11, 2020	Information	_____
		Enclosure(s)	X
SUBJECT:	North Orange Continuing Education Curriculum Matters		

BACKGROUND: The Office of Instruction and the North Orange Continuing Education Curriculum Committee and the District Curriculum Coordinating Committee have approved the attached summary of curriculum changes. All changes serve the mission of North Orange Continuing Education and are within the allocated budget for staff and facilities.

The Educational Master Plan has indicated that "instructional programs need to be continually reviewed as to viability and priority" and the curriculum "needs to provide state-of-the-art training in vocational programs." The assessment process, mandated by the state, provides several reasons for the proposed curricular changes: (1) to meet changing employment requirements, as per the recommendations of both the faculty and advisory committees; (2) to expand and streamline certificate programs in keeping with state mandates; (3) to provide meaningful categorization of Faculty Service Areas; (4) to provide specific courses to meet student needs; and (5) to restructure programmatic curricula.

All curriculum is submitted to the Provost's Office for review prior to submission to the District Curriculum Coordinating Committee. This agenda item is being submitted by Candace Lynch, Chair of the North Orange Continuing Education Curriculum Committee and Dr. Karen Bautista, Dean of Instruction and Student Service, Cypress Center.

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

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

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

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for the North Orange Continuing Education, to be effective Fall 2020. The curricula have been signed by the Campus Curriculum Committee Chairperson and the Provost, and it has been approved by the District Curriculum Coordinating Committee.

North Orange Continuing Education 2019-2020

Pending Board approval on February 11, 2020
Approved by District Curriculum Coordinating Committee on November 15, 2019
Approved by North Orange Continuing Education Curriculum Committee on October 8, 2019

~~ New Courses ~

English as a Second Language

Course ID	Title	Hours	Justification	Effective Term
ESLA 225	ESL Vocabulary Review, Beginning	36	Course revision of all specialty classes to align better with core/fundamental classes and to be more relevant to student needs. Updating course content, hours, textbooks and adding SLO's.	Fall 2020
ESLA 227	ESL Vocabulary Review, Intermediate – Advanced	36	Course revision of all specialty classes to align better with core/fundamental classes and to be more relevant to student needs. Updating course content, hours, textbooks and adding SLO's.	Fall 2020

~~ New Courses for new CDCP Program ~~

Emeritus

Course ID	Title	Hours	Justification	Effective Term
EMER 150	Mobile Information Literacy	24	Many of our students are digital immigrants and have never been exposed to computer technology. They need to learn the necessary communication and technology skills that are crucial in order to take advantage of the wealth of new and emerging opportunities associated with digital technologies whilst also remaining alert to the various challenge's technology can present.	Fall 2020

~~ Revised Courses within an approved CDCP Program ~~

Basic Skills

Course ID	Title	Hours	Justification	Effect Term
ABED 405	GED/HiSET: Mathematics	30 -150	To update course to reflect subject code realignment, current material, and distance education method of instruction.	Fall 2020
ABED 406	GED/HiSET: Reading	30 -150	To update course to reflect subject code realignment, current material, and distance education method of instruction.	Fall 2020
ABED 407	GED/HiSET: Science	30 -150	To update course to reflect subject code realignment, current material, and distance education method of instruction.	Fall 2020
ABED 408	GED/HiSET: Social Studies	30 -150	To update course to reflect subject code realignment, current material, and distance education method of instruction.	Fall 2020
ABED 409	GED/HiSET: Language Arts and Writing	30 -150	To update course to reflect subject code realignment, current material, and distance education method of instruction.	Fall 2020

**North Orange Continuing Education
2019-2020**

Inactive/Delete from Inventory		
Program	Courses	Effect Term
Administrative Assistant Certificate Program	BUSN 340 Computer Applications for the Administrative Assistant I BUSN 320 Computer Applications for the Administrative Assistant II BUSN 341 Office Skills I BUSN 321 Office Skills II	Winter 2020
Fundamentals for Financial Office Applications Program	COMP 650 QuickBooks Fundamentals for the Financial Office Applications	Fall 2020
	COMP 655 MS Word Fundamentals for the Financial Office Applications	Winter 2020
	COMP 660 MS Excel Fundamentals for the Financial Office Applications	
	COMP 665 MS PowerPoint Fundamentals for the Financial Office Applications	
	COMP 670 Create PDF's with Adobe Acrobat	
Construction Technology – Electrical Program	CONS 100 Electrical Wiring and Safety I CONS 101 Electrical Wiring and Safety II CONS 142 Electrical Wiring and Safety III ELET 102 Basic Electricity	Winter 2020
Construction Technology – General Contracting Program	CONS 121 Contracting License CONS 138 Room Addition Fundamentals	Winter 2020
Electrical Trainee Program	ELET 140 Introduction to Electrical Trainee	Winter 2020
	ELET 145 Electricity Fundamentals	
	ELET 150 Wiring Fundamentals: Residential	Fall 2020
	ELET 160 Wiring Fundamentals: Commercial	
	ELET 170 Wiring Fundamentals: Industrial	
Electronics – Consumer and Computer Program	ELET 100 Basic Electronics for Video, Audio and Computer ELET 112 Electronic Service Technology ELET 116 Personal Computer Repair, Beginning	Winter 2020
Stand Alone Courses		
Basic Skills	LABS 100 Supervised Tutoring	Winter 2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	February 11, 2020	Resolution	<u> </u>
SUBJECT:	Amendment of Fullerton College NOCCCD AUHSD CCAP Dual Enrollment Partnership Agreement 2019-2022	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND: At its June 11, 2019 meeting, the NOCCCD Board of Trustees approved the NOCCCD AUHSD CCAP Dual Enrollment Partnership Agreement 2019-2022.

As of February 11, 2020, the CCAP agreement between NOCCCD - Fullerton College and AUHSD will be amended by the addition of four educational programs: MUSA 151 F “Beginning Woodwinds”, MUSA 161 F “Beginning Brass”, MUSA 170 F “Introduction to Percussion for Non-Majors” and MUSA 110 F “Fundamentals of Voice Training for Non-Majors” at Loara. This amendment was created in response to requests received from AUHSD regarding expanding course offerings. This change is limited to the addition of four educational programs listed, the entire remainder of the original agreement remains in full force.

This item was prepared by Dr. José Ramón Núñez, Vice President of Instruction at Fullerton College.

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

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

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

RECOMMENDATION: It is recommended that the Board ratify the amendment of the 2019-2022 NOCCCD AUHSD CCAP Dual Enrollment Partnership Agreement.

Cherry Li-Bugg
Recommended by

Approved for Submittal

4.b.1
Item No.

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2019-2022**

As of February 11, 2020, the agreement entitled “College and Career Access Pathways Partnership Agreement (CCAP Agreement)” between Fullerton College (“COLLEGE”) a college of the North Orange County Community College District, (NOCCCD) and Anaheim Union High School District (“SCHOOL DISTRICT”) will be amended by adding four educational programs (ADDENDUM A).

This change is only the addition of four educational programs; the entire remainder of the original agreement remains in full force.

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

Executed on February 11, 2020

By: _____
Anaheim Union High School District
Dr. Jaron Fried
Assistant Superintendent, Education Services

By: _____
Fullerton College
Dr. José Ramón Núñez
Vice President, Instruction

By: _____
North Orange County Community College District
Dr. Cherry Li-Bugg
Vice Chancellor, Educational Services and Technology

North Orange County Community College District Board Meeting: *February 11, 2020*
School District Board Meeting: *February 6, 2020*

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

ADDENDUM A

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

PROGRAM YEAR: 2019-2020

COLLEGE: Fullerton College

EDUCATIONAL PROGRAMS: Fine Arts, Music

SCHOOL DISTRICT: Anaheim Union High School District

HIGH SCHOOLS: Loara High School

TOTAL NUMBER OF STUDENTS TO BE SERVED: 120 students	TOTAL PROJECTED FTES: 8 FTES
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
1. Beginning Woodwinds	MUSA 151 F	Spring 2020	3:00 – 4:30	T/TH	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara HS
2. Beginning Brass	MUSA 161 F	Spring 2020	3:00 – 4:30	M/W	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara HS
3. Introduction to Percussion for Non-Majors	MUSA 170 F	Spring 2020	3:00 – 4:30	M/W	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara HS
4. Fundamentals of Voice Training for Non-Majors	MUSA 110 F	Spring 2020	3:00 – 4:30	M/W	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Loara HS

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

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

The courses have been offered previously to college bound high school students to support a successful transition into college level coursework and improve matriculation.

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Beginning Woodwinds	TBD	TBD	TBD	TBD
2. Beginning Brass	TBD	TBD	TBD	TBD
3. Introduction to Percussion for Non-Majors	TBD	TBD	TBD	TBD
4. Fundamentals of Voice Training for Non-Majors	TBD	TBD	TBD	TBD

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 11, 2020 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.

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2020 SPRING SEMESTER,
WINTER/SPRING TRIMESTER

Armstrong, Joanne	NOCE	Column 2, Step 1
Bjornal, Silje	FC	Column 1, Step 1
Calcanas, Ruth	FC	Column 1, Step 1
Castillo, Judith	CC	Column 1, Step 1
Castillo, Rachel	CC	Column 1, Step 1
Chun-Burbank, Seon	FC	Column 3, Step 1
Cirrito, Joseph	FC	Column 1, Step 1
Creason, Joseph	CC	Column 1, Step 1
Gangwer, Samuel	CC	Column 1, Step 1
Gentalen, Ariel	FC	Column 1, Step 1
Gieser, Kaylee	FC	Column 1, Step 1
Hacker, Ava	FC	Column 1, Step 1
Hortua, Giovanni	CC	Column 3, Step 1
Khoshnoud, Farbod	CC	Column 1, Step 1
Kwon, Young Gene	FC	Column 1, Step 1
Lennert, Alexander	CC	Column 1, Step 1
Lipps, John	FC	Column 1, Step 1
Mamann, Allison	CC	Column 1, Step 1
McCauley, Robin	FC	Column 1, Step 1
Mirassou, Chase	CC	Column 1, Step 1
Orona, Shannell	CC	Column 1, Step 1
Paredes, Miguel	FC	Column 1, Step 1
Passman, Alan	CC	Column 1, Step 1
Patton, Shari	CC	Column 1, Step 1
Perez, Aaron	FC	Column 1, Step 1
Smalls, Hayley	CC	Column 1, Step 1
Steinberg, Linda	CC	Column 1, Step 1
Swall, Natalie	CC	Column 1, Step 1
Tseng, Kelly	CC	Column 1, Step 1
Thompson, William	FC	Column 1, Step 1
Toth, Amanda	CC	Column 1, Step 1
Tran, Steve	CC	Column 2, Step 1
Tseng, Kelly	CC	Column 1, Step 1
Villa, Christina	CC	Column 1, Step 1
Voytek, Timothy	CC	Column 1, Step 1
Willey, Michael	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Lopez, Monica	CC	Column 1, Step 2
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TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Crocker, Heidi FC Column 3, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Ahmed, Md Riffat NOCE Adjunct Professional Development Training
Stipend not to exceed \$125.00
Eff. 01/03/2020

Alquiza, Darrlene NOCE Adjunct Professional Development Training
Stipend not to exceed \$125.00
Eff. 01/03/2020

Alrubaya, Wasan NOCE Adjunct Professional Development Training
Stipend not to exceed \$125.00
Eff. 01/03/2020

Alvarez-Morales, Angela NOCE Adjunct Professional Development Training
Stipend not to exceed \$125.00
Eff. 01/03/2020

Arellano, Peggy NOCE Adjunct Professional Development Training
Stipend not to exceed \$125.00
Eff. 01/03/2020

Austin, Philip FC Culturally Responsive Training
Stipend not to exceed \$325.00
Eff. 12/16/2019-12/17/2019

Beck, Anne-Marie CC Dual Enrollment Faculty Professional
Development Workshop Series
Stipend not to exceed \$150.00
Eff. 09/27/2019-11/15/2019

Belknap, Jeannie NOCE Adjunct Professional Development Training
Stipend not to exceed \$125.00
Eff. 01/03/2020

Bowman, Ashley NOCE Adjunct Professional Development Training
Stipend not to exceed \$125.00
Eff. 01/03/2020

Boyd, Porsha FC Culturally Responsive Training
Stipend not to exceed \$325.00
Eff. 12/16/2019-12/17/2019

Academic Personnel
February 11, 2020

Brais, Nathan	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Bravo, Nicholas	CC	Dual Enrollment Faculty Professional Development Workshop Series Stipend not to exceed \$150.00 Eff. 09/27/2019-11/15/2019
Cadena, Leonor	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Calsita, Ciara	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Costello, Jeanne	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Cristantos Valencia, Stephany	CC	Dual Enrollment Faculty Professional Development Workshop Series Stipend not to exceed \$150.00 Eff. 09/27/2019-11/15/2019
Croteau, Richard	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Delgado, Ziza	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Diaz, Robert	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Dulac, Lillian	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Dupuy, John	CC	Dual Enrollment Faculty Professional Development Workshop Series Stipend not to exceed \$50.00 Eff. 09/27/2019-11/15/2019

Academic Personnel
February 11, 2020

Duron, Yolanda	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Famolaro, Felix	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Garcia, Amanda	CC	Dual Enrollment Faculty Professional Development Workshop Series Stipend not to exceed \$50.00 Eff. 09/27/2019-11/15/2019
Gargano, Amanda	CC	Dual Enrollment Faculty Professional Development Workshop Series Stipend not to exceed \$150.00 Eff. 09/27/2019-11/15/2019
Graves, Gary	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Guardado, Cynthia	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Hansan, Fouton	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Henan, Miriam	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Henke, Carol	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Herrera, Melissa	CC	Dual Enrollment Faculty Professional Development Workshop Series Stipend not to exceed \$150.00 Eff. 09/27/2019-11/15/2019

Academic Personnel
February 11, 2020

Hogan, Faith	CC	Dual Enrollment Faculty Professional Development Workshop Series Stipend not to exceed \$150.00 Eff. 09/27/2019-11/15/2019
Ishibashi, Jane	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Jacobs, Jennifer	CC	Dual Enrollment Faculty Professional Development Workshop Series Stipend not to exceed \$150.00 Eff. 09/27/2019-11/15/2019
Jagodina, Marianna	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Johnson, Lisa	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Kahlon, Harinder	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Kane, Raenie	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Kaur, Manpreet	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Kepler, Marc	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Kim, Robin	NOCE	Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Lim, Emmie	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020

Academic Personnel
February 11, 2020

Loayza, Santiago	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Loney, Laura	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Maynard-Mata, Lauren	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
McGuthry, Katheryn	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Mihaylovich, Kirstin	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Moore, Catherine	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Morris, Kelly	CC	Dual Enrollment Faculty Professional Development Workshop Series Stipend not to exceed \$100.00 Eff. 09/27/2019-11/15/2019
Myers, Victoria	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Nagel, Ana	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Nikanth, Gitanjali	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Pallan, Maria Christina	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020

Academic Personnel
February 11, 2020

Paul, Stacey	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Pederson, Blake	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Penn-Mathis, Elline	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Peterson, Queen	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Pham, Kara	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Powers, Miguel	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Pyo, Henry	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Ramirez, Cynthia	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Rezai, Maryam	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Rodriguez, Jeanette	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Rosales, Alexandria	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019

Academic Personnel
February 11, 2020

Salazar, Yvonne	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Santostefano, Michela	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Sedrak, Afraim	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Serrano, Helen	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Shields, Julie	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Standen, Kathy	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Van Herk, Tracy	CC	Dual Enrollment Faculty Professional Development Workshop Series Stipend not to exceed \$150.00 Eff. 09/27/2019-11/15/2019
Velasco, Kendra	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Salary Schedule Class E Not to exceed 15 hours Eff. 12/16/2019-12/17/2019
Vu, David	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Wiley, Edward	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020

Academic Personnel
February 11, 2020

Wilmington, Chenille	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Yago, Karisten	NOCE	Adjunct Professional Development Training Stipend not to exceed \$125.00 Eff. 01/03/2020
Zaragoza, Juan	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019
Zepeda, Charles	FC	Culturally Responsive Training Stipend not to exceed \$325.00 Eff. 12/16/2019-12/17/2019

CORRECTION TO BOARD AGENDA OF JANUARY 28, 2020
TEMPORARY REASSIGNMENT

Adakai, Ericka	FC	Executive Assistant II
	To:	Interim Director, Educational Partnerships and Programs Range 20, Step A + PG&D Management Salary Schedule Eff. 01/29/2020-06/30/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 11, 2020 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
February 11, 2020

RESIGNATION

Allen, Timothy	AC	District Mailroom Coordinator 12-month position (100%) Eff. 03/03/2020 PN DEC983
Quiroz Hernandez, Alexis	AC	Facilities Custodian I 12- month position (100%) Eff. 01/28/2020 PN DEC955
Wilkening, Nicholas	AC	District Director, Information Technology Infrastructure and Operations 12-month position (100%) Eff. 02/20/2020 PN ISM995

CHANGE IN HIRE DATE

Correa, Krystal	FC	Financial Aid Technician 12-month position (100%) From: 02/01/2020 To: 02/03/2020 PN FCC973
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NEW PERSONNEL

Avalos, Sandra	FC	Library Assistant I 12-month position (100%) Range 33, Step E Classified Salary Schedule Eff. 02/12/2020 PN FCC746
Juarez Valencia, Daniela	CC	Special Project Coordinator, Dual Enrollment Temporary Management Position (100%) Range 0, Special Project Admin Daily Rate Schedule Eff. 03/01/2020 – 06/30/2020 PN CCT721

Classified Personnel
February 11, 2020

Treminio, Heather	FC	Administrative Assistant I 12-month position (100%) Range 33, Step A + 5% Shift Classified Salary Schedule Eff. 02/12/2020 PN FCC981
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PROFESSIONAL GROWTH & DEVELOPMENT

Apelu, Mathew	FC	Student Services Specialist, Counseling (100%) 2 nd increment (\$400) 3 rd increment (\$400) Eff. 07/01/2020
Chaudhry, Mohammad	CC	Library Assistant II (100%) 5 th increment (\$400) Eff. 07/01/2020

LEAVES OF ABSENCE

Abelon, John	FC	Student Services Technician (100%) Military Leave With Pay (USERRA) Eff. 03/09/2020 – 03/11/2020 Military Leave Without Pay Eff. 03/12/2020 – 04/12/2021
Beck, Lela	CC	Administrative Assistant III (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/06/2020 – 06/18/2020 (Intermittent Leave)
Douglass, Julie	FC	Instructional Assistant, Academic Support Center Unpaid Personal Leave Eff. 06/29/2020 – 06/30/2020
West, Deborah	FC	Campus Safety Officer (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/13/2019 – 02/21/2020 (Consecutive Leave)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 11, 2020 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
February 11, 2020

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Andrade, Ru	FC	Project Expert	Life Coach-Incite	26	01/29/2020	05/22/2020
Barcelon, Laarnie	FC	Technical Expert I	Technical Expert I – Costume Designer	26	01/31/2020	01/31/2020
Buggs, Charlene	CC	Project Coordinator	Project Coordinator	26	04/13/2020	05/22/2020
Buggs, Charlene	CC	Project Coordinator	Project Coordinator	26	06/01/2020	06/30/2020
Cadena, Maria	AC	Technical Expert II	Diversity and Inclusion Faculty Fellow Program	10	01/31/2020	06/30/2020
Cagley, Janet	NOCE	Technical Expert II	NOCE January Flex Day Presentation	4	01/02/2020	01/03/2020
Camberos, Jacqueline	NOCE	Project Expert	ESL Mentorship Lead Mentor	26	01/13/2020	06/30/2020
Carter, Chivonne	NOCE	Technical Expert I	Love & Logic Workshop (pilot) Facilitator/Instructor	26	01/09/2020	06/21/2020
Collins, Ken	FC	Technical Expert II	Winter 2019 Adjunct Workshop Leader	4.5	12/16/2019	01/24/2020
Cruz, Saul	CC	Project Expert	Certified Athletic Trainer	26	02/01/2020	05/13/2020
Delshad, Archie	AC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020
Donia, Richard	CC	Technical Expert II	Perkins Transportation	20	01/20/2020	01/24/2020
Garcia, Maria	NOCE	Project Coordinator	Love & Logic class and workshop interpretation	26	01/08/2020	06/20/2020
Gonzalez Solis, Veronica	CC	Project Expert	Dual Enrollment	26	02/01/2020	06/30/2020
Goralski, Craig	AC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020
Gulmesoff, Monika	AC	Project Coordinator	Mobility Coordinator	26	05/11/2020	06/10/2020
Harris, Sandra	FC	Project Expert	Certified Assistant Athletic Trainer	26	02/12/2020	05/22/2020
Henry, Brittany	FC	Project Coordinator	Umoja	26	06/11/2020	06/30/2020
Herman, Jenelle	AC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020
Herrera, Alex	AC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020
Higley, Joy	CC	Project Expert	Assistant in the MLC	26	01/22/2020	01/23/2020
House, Joshua	AC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020

Professional Experts
February 11, 2020

Kelley, Paul	CC	Technical Expert II	Perkins Transportation	10	01/20/2020	01/24/2020
Klyde, Michael	CC	Technical Expert II	Perkins Transportation	15	01/20/2020	01/24/2020
Larez, Jennie	AC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum	30	01/13/2020	01/16/2020
Larsen, Chris	FC	Technical Expert II	FIG Facilitator: Title V Promise Career Pathways	5	12/16/2019	05/23/2020
Luis, Daniel	FC	Project Expert	Student Diversity Success Initiative	26	04/20/2020	05/22/2020
Luis, Daniel	FC	Project Expert	Student Diversity Success Initiative	26	06/08/2020	06/30/2020
McGuthry	FC	Technical Expert II	Infusing Diversity, Equity & Inclusion in the Curriculum	40	01/13/2020	01/17/2020
Miglietta, Claudia	NOCE	Project Expert	Professional Expert	26	01/06/2020	03/26/2020
Miller, Jacqueline	FC	Project Expert	Certified Assistant Athletic Trainer	26	01/29/2020	05/15/2020
Monterone, Andee	FC	Project Expert	Certified Assistant Athletic Trainer	26	01/29/2020	05/22/2020
Nusbaum, David	CC	Project Expert	MLC Activity Evaluation	40	01/22/2020	01/23/2020
Oberlin, Richad	AC	Technical Expert II	Legacy Application Migration	26	02/03/2020	06/30/2020
Page, Jennifer	AC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020
Partida, Francisco	CC	Project Expert	Certified Athletic Trainer	26	01/27/2020	05/13/2020
Peacock, Joyce	CC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020
Piccinini, Lauren	NOCE	Technical Expert I	Love & Logic Workshop (pilot) Facilitator/Instructor	26	01/09/2020	06/21/2020
Price, Rene	FC	Technical Expert II	FIG Faculty: Title V Promise Career Pathways	4	12/16/2019	05/23/2020
Roby, Scott	CC	Project Expert	Assistant in MLC	40	01/22/2020	01/23/2020
Salazar, Yvonne	FC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020
Sanchez, Adrienne	CC	Technical Expert II	Professional Expert – ChAT Resource Manager & DSS	26	02/03/2020	06/30/2020
Shah, Ketan	FC	Technical Expert II	FIG Faculty: Title V Promise Career Pathways	4	12/16/2019	05/23/2020
Steinberg, Linda	CC	Project Expert	Assistant in MLC	26	01/22/2020	01/23/2020
Tseng, Kelly	CC	Project Expert	MLC Activity Evaluation	26	01/22/2020	01/23/2020
Tuttle, Valerie	AC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020
Velasco, Kendra	CC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020
Yu, Kenneth	AC	Project Expert	Infusing Diversity, Equity & Inclusion in the Curriculum Seminar	30	01/13/2020	01/16/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 11, 2020 Resolution _____
SUBJECT: Hourly Personnel Information _____
Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
February 11, 2020

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Banda, Brandon	FC	Techncail – On-call theatre crew for campus and rental productions	02/12/20	06/30/20	TE A 3
Breen, Jeremy	NOCE	Technical - Assist in DSS Office	02/12/20	06/30/20	TE A 2
Bruno, Nicholas	CC	Non-Direct Instr Support - Assist in Student Athletic Success Center	02/12/20	05/22/20	TE H 4
Castro-Kahn, Karlie	FC	Paraprof - Technology and Engineering studio and lab maintenance	02/18/20	04/03/20	TE A 4
Chang, Ryan	FC	Direct Instr Support - Assist in ACT computer lab	02/16/20	06/30/20	TE A 1
Conway-Jones, Sterling	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	02/12/20	06/30/20	TE A 1
Cota, Kaytlin	CC	Non-Direct Instr Support - Assist in Student Athletic Success Center	02/12/20	06/30/20	TE H 4
Cruz, Jared	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	02/12/20	06/30/20	TE A 1
Gomez, Christopher	CC	Non-Direct Instr Support - Assist in Student Athletic Success Center	02/12/20	05/09/20	TE H 4
Hucks, Brandon	CC	Non-Direct Instr Support - Assist in Student Athletic Success Center	02/12/20	05/22/20	TE H 4
Juarez, Lizbeth	NOCE	Technical - Assist in ESL Office	02/12/20	06/30/20	TE A 4
Khan, Rukhsana	NOCE	Technical - Assist in DSS Office	02/12/20	06/30/20	TE A 3
Lizarraga, Max	FC	Paraprof - Assist in the Digital Arts Computer Lab	02/17/20	05/23/20	TE A 1
Luna, Alexis	FC	Instr Research Assistant - Assist Horticulture Dept with plant nursery	02/12/20	06/30/20	TE A 1
Martinez B., Adriana	FC	Direct Instr Support - Assist in the ACT computer lab	02/12/20	05/23/20	TE A 1
Martinez, Michael	FC	Direct Instr Support - Assist in the Digital Arts Computer Lab	02/17/20	05/23/20	TE A 1
Moreno, Juan	CC	Non-Direct Instr Support - Assist in Student Athletic Success Center	02/12/20	05/13/20	TE H 4
Nilson, Erika	CC	Non-Direct Instr Support - Assist in Student Athletic Success Center	02/12/20	05/22/20	TE H 4
Padilla, Samantha	FC	Technical - Assist in Admissions and Records	02/18/20	05/15/20	TE A 1
Rodriguez, Alex	CC	Technical - Assist in EOPS/CARE/CalWORKS office	05/01/20	06/30/20	TE B 3
Siedschlag, Madison	FC	Paraprof - On-call theater crew for campus/rental productions	02/12/20	06/30/20	TE A 3
Slayman, Tasha	FC	Technical - Assist the Production Center	02/12/20	04/17/20	TE A 3
So, Aaron	FC	Technical - Assistance for Academic Computing	02/24/20	05/23/20	TE B 2
Vidro, John	FC	Technical - Political Science Intern	01/27/20	05/23/20	TE B 4

Hourly Personnel
February 11, 2020

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Abousief, Joy	CC	Direct Instr Support - Peer Assistance Leader	01/29/20	06/30/20	TE A 1
Cordero Villalta, Edwin	CC	Direct Instr Support - Tutor for the English Success Center	02/12/20	06/30/20	TE B 1
Lamar-Muir, Destanee	FC	Direct Instr Support - Tutor students in the campus Writing Center	02/12/20	06/30/20	TE A 2
Torres, Sergio	FC	Direct Instr Support - Tutor for the Hornets Tutoring Program	01/29/20	06/30/20	TE A 1
Villa, Lissette	CC	Direct Instr Support - Tutor for the Math Learning Center	02/12/20	06/30/20	TE B 1

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Gonzales, Roxanne	FC	Technical - Substitute for Classified employee on temp reassignment	01/29/20	04/30/20	TE A 4
Martinez, Alyssa	FC	Technical - Substitute for Classified employee on leave	01/29/20	06/30/20	TE B 3
Moreno, Destinee	FC	Technical - Substitute for Classified employee on leave	01/29/20	06/30/20	TE B 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Boroath, Sophanika	CC	Full-time Student - Assist in the International Student Center	02/12/20	06/30/20	TE A 1
Hughes, Jazmine	CC	Work Study Student - Assist in EOPS/CalWORKS/CARE Office	02/12/20	06/30/20	TE A 1
Nguyen, Van	CC	Work Study Student - Assist in EOPS/CalWORKS/CARE Office	02/12/20	06/30/20	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 11, 2020

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
February 11, 2020

Name	Site	Program	Begin	End
Adams, Alyson	NOCE	DSS - Personal Care Attendant	01/06/2020	06/26/2020
Berry, Herbert	NOCE	DSS - Personal Care Attendant	01/06/2020	06/26/2020
Cano, Tania	FC	Internship - Counseling & Student Dev	02/26/2020	05/31/2020
Dawson, Jimmy	FC	DSS – Personal Care Assistant	01/27/2020	05/25/2020
Dambrowski, Ashlyn	NOCE	DSS - Personal Care Attendant	01/10/2020	06/26/2020
Dunchok, James	FC	Internship - Social Sciences	02/12/2020	05/22/2020
Echeverria, Andrea	FC	Internship - Counseling & Student Dev	02/26/2020	05/31/2020
Higareda, Angella	FC	Internship - Counseling & Student Dev	02/26/2020	05/31/2020
Kang, Helen	FC	Internship - Counseling & Student Dev	02/26/2020	05/23/2020
Kubinski, Nathan	FC	Veterans Administrative Work Study	01/15/2020	06/30/2020
Mier, Mark	NOCE	DSS - Personal Care Attendant	01/06/2020	06/26/2020
Nguyen, Jade Chau	FC	Internship - Humanities/ESL Dept.	02/26/2020	05/15/2020
Parks, Virginia	NOCE	DSS - Personal Care Attendant	01/06/2020	06/26/2020
Pena, Karen	NOCE	DSS - Personal Care Attendant	01/07/2020	06/26/2020
Peyton, Neil	NOCE	DSS - Personal Care Attendant	01/10/2020	06/27/2020
Robles, David	FC	Veterans Administrative Work Study	01/15/2020	06/30/2020
Schouw, Chad	NOCE	DSS - Personal Care Attendant	01/20/2020	06/30/2020
Smith, Deborah DJ	NOCE	Intern - Disability Support Services	01/02/2020	06/30/2020
Steele, Jasmine	NOCE	DSS - Personal Care Attendant	01/06/2020	06/26/2020
Tiffin, Kayla	FC	Intern- Physical Ed. Athletic Training	02/12/2020	05/22/2020
Timmons, Lakeshia	FC	DSS - Personal Services Assistant	01/27/2020	05/25/2020
Vuittonet, Michelle	FC	Internship - Counseling Outreach	02/26/2020	05/31/2020
Wessel, Brian	NOCE	DSS - Personal Care Attendant	01/06/2020	06/26/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 11, 2020
SUBJECT: 2020-2021 Academic Calendar

Action X
Resolution _____
Information _____
Enclosure(s) X

BACKGROUND: Each year the District and United Faculty negotiate the academic calendar. The attached calendar for the 2020-2021 academic year is a result of these negotiations. For the purpose of providing information, the calendar also designates the holiday schedule for classified employees as provided in the CSEA contract.

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 4010, Academic Calendar.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the attached 2020-2021 Academic Calendar for credit and noncredit be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

2020-2021 ACADEMIC CALENDAR FOR CREDIT AND CONTINUING EDUCATION (NON-CREDIT) INSTRUCTORS

		<u>CREDIT</u>	<u>NON-CREDIT</u>		<u>CLASSIFIED</u>
July	6, 2020	Independence Day Holiday.	Independence Day Holiday.		Independence Day Holiday.
August	13		Mandatory Flex Day		
August	14		Non Student Duty Day		
August	17		Fall Semester Begins		
August	20	Mandatory Flex Day			
August	21	Non-Student Duty Day			
August	24	Fall Semester Begins			
September	7	Labor Day Holiday	Labor Day Holiday		Labor Day Holiday
November	11	Veterans' Day Holiday	Veterans' Day Holiday		Veterans' Day Holiday
November	26-27	Thanksgiving Holidays ¹	Thanksgiving Holidays ¹		Thanksgiving Holidays
December	12	Fall Semester Ends .			
December	18	Fall Semester Ends		
December 14 - January	20, 2021	Winter Recess			
December 21 - January	13, 2021		Winter Recess		
December 24 - January	1, 2021	Winter Holidays	Winter Holidays		Winter Holidays
January	14	Mandatory Flex Day		
January	15	Non Student Duty Day		
January	18	Martin L. King Holiday	Martin L. King Holiday		Martin L. King Holiday
January	19		Spring Semester Begins		
January	21	Mandatory Flex Day			
January	22	Non-Student Duty Day			
January	25	Spring Semester Begins			
February	12	Lincoln's Birthday Holiday	Lincoln's Birthday Holiday		Lincoln's Birthday Holiday
February	15	Presidents' Day Holiday ²	Presidents' Day Holiday ²		Presidents' Day Holiday
March 29 –April	2	Spring Recess ³	Spring Recess ³		
April	1			Cesar Chavez Holiday (Observed) . .
April	2			Spring Holiday
May	22	Spring Semester Ends	.		
May	28		Spring Semester Ends		
May	31	Memorial Day Holiday	Memorial Day Holiday		Memorial Day Holiday

¹ Includes Saturday and Sunday, November 28 and 29, which are non-instructional days

² Includes Saturday and Sunday, February 13 and 14, which are non-instructional days

³ Includes Saturday and Sunday, April 3 and 4, which are non-instructional days

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	February 11, 2020	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Administrative Procedures		

BACKGROUND: The Administrative Procedures included in this agenda item were reviewed and revised to reflect one or more of the following: content revisions recommended by Chancellor’s Staff; content revisions recommended by Jane Wright, CCLC Consultant; and/or grammar corrections. The District Consultation Council reviewed, discussed, and reached consensus on the noted Administrative Procedures on January 27, 2020.

The approved procedures are provided to the Board as information in compliance with Board Policy 2410, Board Policies and Administrative Procedures.

Chapter 3, General Institution

AP 3515, Reporting of Crimes: This procedure was reviewed as part of the 6-year review cycle and revised to update the “Reference” section; reformat and renumber existing language to incorporate new legally required language throughout; and cite the corresponding board policy and administrative procedure.

AP 3516, Registered Sex Offender Information: This procedure was reviewed as part of the 6-year review cycle and revised to update the “Reference” section; add new legally required language to Sections 2.0 and 2.2; make minor grammatical corrections; and cite the corresponding board policies and administrative procedure.

AP 3518, Child Abuse Reporting: This procedure was reviewed as part of the 6-year review cycle and revised to update the “Reference” section and the legal citation in Section 1.2; add new legally required language in Sections 3.5, 3.6, and 7.1; minor grammatical corrections; and cite the corresponding board policy.

AP 3520, Local Law Enforcement: This procedure was reviewed as part of the 6-year review cycle and revised to cite the corresponding board policy.

AP 3530, Weapons on Campus: This procedure was reviewed as part of the 6-year review cycle and revised to include minor grammatical corrections and cite the corresponding board policy.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2410, Board Policies and Administrative Procedures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive as information the following revised Administrative Procedures:

- AP 3515, Reporting of Crimes
- AP 3516, Registered Sex Offender Information
- AP 3518, Child Abuse Reporting
- AP 3520, Local Law Enforcement
- AP 3530, Weapons on Campus

The revised Administrative Procedures are available on the District's website, where they are readily accessible by students, employees, and the general public.

AP 3515 Reporting of Crimes

Reference:

Penal Code Sections 245 and 422.55;
Education Code Sections 212, 67380, 67383, and 87014;
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
20 United States Code Section 1232g;
34 Code of Federal Regulations Parts 99.31 (a)(13), (14) and 668.46;
Campus Security Act of 1990

1.0 Reporting a Crime

1.1 Witnesses or victims of a crime should immediately report the crime to the Office of Campus Safety. In the event an employee of the District is attacked, assaulted or menaced, the employee shall promptly report the attack or assault to the Office of Campus Safety. Any employee so assaulted or attacked shall notify their supervisor as soon as practical after the incident.

The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the Office of Campus Safety. The supervisor themselves shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

1.1.1 Anaheim Campus: Contact Campus Public Safety at (714) 808-4911 (non-emergencies) or 911 (emergencies).

1.1.2 Cypress College: Contact Campus Public Safety at (714) 484-7387 (non-emergencies) or 911 (emergencies).

1.1.3 Fullerton College: Contact Campus Public Safety at (714) 992-7777 (non-emergencies) or 911 (emergencies).

2.0 Annual Security Report

2.1 Each campus shall annually collect and distribute statistics concerning crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

2.2 The District shall publish an Annual Security Report every year by October 1 that includes statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus law enforcement, campus security education and prevention programs, alcohol and drug use, the reporting of crimes, sexual assault education and prevention programs, procedures for reporting sexual assaults, procedures explaining how sexual assaults will be handled, student discipline, campus resources, and other matters. The District shall make the report available to all current students and employees. The District will also

AP 3515 Reporting of Crimes

provide prospective students and employees with a copy of the Annual Security Report upon request.

A copy of the Annual Security Report can be obtained by contacting the Office of Campus Safety at each campus.

3.0 Notifications and Timely Warning

- 3.1 Each campus shall publish timely warnings to the campus community about crimes that are considered to represent an ongoing or continuing threat to other students and employees. The information shall be disseminated by the Office of Campus Safety in a manner that aids the prevention of similar crimes.
- 3.2 Depending on the particular circumstances of the incident, especially in all situations that could pose an immediate threat to the community and individuals, or as a public advisory, the campus will post a notice on their campus-wide communication system and/or on their website.
- 3.3 If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

4.0 Confidentiality Related to Reporting

- 4.1 Victims of a crime who do not want to pursue action within the colleges' or District's systems or the criminal justice system may still want to consider making a confidential report. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the campus can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the District.
- 4.2 The Campus Safety departments encourage anyone who is the victim of or witness to any crime to promptly report the incident to the police. Police reports are public records under state law; therefore, the Campus Safety departments cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities.

5.0 Required Reports to Local Law Enforcement

- 5.1 Any Campus Security Authority (as defined below) that receives a report of a Part 1 violent crime, sexual assault, or hate crime committed on or off campus shall immediately, or as soon as practicably possible, forward the report to the appropriate law enforcement agency when the report is made by the victim for purposes of notifying the institution or law enforcement.

AP 3515 Reporting of Crimes

- 5.2 The report identified in section 5.1 above shall be forwarded to the appropriate law enforcement agency without identifying the victim, unless the victim consents to being identified after the victim has been informed of their right to have their personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the campus determines that both of the following apply, in which case the campus shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:
- 5.2.1 The alleged assailant represents a serious or ongoing threat to the safety of students, employees, the campus; and,
- 5.2.2 The immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.
- 5.3 The requirements of this section shall not constitute a waiver of, or exception to, any law providing for the confidentiality of information.

6.0 Definitions

- 6.1 Campus Security Authority is defined pursuant to 34 Code of Federal Regulations Part 668.46 as that section existed on May 15, 2014, which is as follows:

Campus Security Authority:

- (1) A campus police department or a campus security department of an institution.
 - (2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph 1.0 of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
 - (3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
 - (4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.
- 6.2 "Hate Crime" means any offense as described in Section 422.55 of the Penal Code.

AP 3515 Reporting of Crimes

- 6.3 “Local law enforcement agency” means a city or county law enforcement agency with operational responsibilities for police services in the community in which a campus is located.
- 6.4 “On or off campus” means the campus and any noncampus building or property as defined in Section 668.46 of Title 34 of the Code of Federal Regulations, as that section existed on May 15, 2014, which is as follows:
- Noncampus Building or Property:*
- (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
 - (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- 6.5 “Part 1 violent crime” means willful homicide, forcible rape, robbery, or aggravated assault, as defined in the Uniform Crime Reporting Handbook of the Federal Bureau of Investigation.
- 6.5.1 “Sexual assault” includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or the threat of any of these.

See Board Policy 3515, Reporting of Crimes and Administrative Procedure 3516, Registered Sex Offender Information.

Date of Adoption: March 23, 2004

Date of Last Revision: January 27, 2020 District Consultation Council
January 25, 2016 District Consultation Council
June 1, 2004

AP 3516 Registered Sex Offender Information

Reference:

Penal Code Sections 290, 290.01, and 290.95;
34 Code of Federal Regulations Part 668;
42 U.S. Code Section 14071j;
20 U.S. Code Section 1092 (f)(1)(i) and 1232g(b)(7)(A) (Campus Sex Crimes Prevention Act)

- 1.0 The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.
- 2.0 Sex offenders are required to register with the police in the jurisdiction in which they reside and at the local police agency having jurisdiction over the campus and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers.
 - 2.1 A sex offender who applies for or accepts a position as an employee or volunteer in the District must disclose their status as a registrant upon application or acceptance of the position where the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children, or where the sex offender would be working directly and in an accompanied setting with minor children and their work would require touching minor children on more than an incidental basis.
 - 2.2 A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.
 - 2.3 Sex offenders who are students, employees, contractors, or volunteers and who may be required to register should do so at the following local police agencies having jurisdiction over the campuses of the District:
 - 2.31 For the Anaheim Campus: Anaheim Police Department Headquarters at 425 S. Harbor Blvd., Anaheim.
 - 2.32 For the Cypress Campus: Cypress Police Department at 5275 Orange Ave., Cypress.
 - 2.33 For the Fullerton Campus: Fullerton Police Department at 237 W. Commonwealth Ave., Fullerton.
- 3.0 Law enforcement agency information concerning registered sex offenders may be obtained from the police departments noted in Section 2.3.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 3
General Institution

AP 3516 Registered Sex Offender Information

Date of Adoption: December 13, 2004

Date of Last Revision: January 27, 2020 District Consultation Council
September 24, 2007

AP 3518 Child Abuse Reporting

Reference:

Penal Code Sections 261, 261.5(a), 264.1, 273(a), 273(d), 285, 286, 288, 288(a), 289, 647(a), and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7827, 7890, and 7892

- 1.0 The District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred.
 - 1.1 This procedure addresses the reporting of child abuse or neglect pursuant to the provisions of California Penal Code Sections 11164-11174.3, known as the Child Abuse and Neglect Reporting Act.
 - 1.2 Failure to report suspected child abuse is a misdemeanor and punishable by confinement in county jail for a term not to exceed six months or by a fine of not more than one thousand dollars (\$1,000) or by both. (Penal Code Section 11172[e])
- 2.0 **Definitions**
 - 2.1 Child: A person under the age of 18 years (Penal Code Section 11165).
 - 2.2 Child Abuse or Neglect: Physical injury inflicted by other than accidental means on a child by another person; sexual assault of a child; neglect of a child; willful harming or injuring of a child or the person or health of a child; unlawful corporal punishment or injury against a child, or abuse in out-of-home care (Penal Code Section 11165.6).
 - 2.3 Sexual Assault: Conduct including rape (Penal Code Section 261); statutory rape (Penal Code Section 261.5[a]); group rape (Penal Code Section 264.1); incest (Penal Code Section 285); sodomy (Penal Code Section 286); lewd or lascivious acts upon a child under 14 years of age (Penal Code Section 288[a] and [b]), oral sex (Penal Code Section 288[a]); penetration of a genital or anal opening by a foreign object (Penal Code Section 289); and child molestation (Penal Code Section 647.6). (Penal Code Section 11165.1[a])
 - 2.4 Neglect: Negligent treatment or maltreatment of a child by a person responsible for a child's welfare such that harm or threatened harm to the child's health or welfare may result. This includes both acts and omissions on the part of the responsible person. (Penal Code Section 11165.2)
 - 2.4.1 Severe Neglect: The negligent failure of a child's caretaker to protect the child from severe malnutrition or medically diagnosed failure to thrive, including those situations of neglect where a child's caretaker willfully causes or permits the person or health of that child to be placed in a situation such that their person or health is endangered, such as

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intentionally failing to provide adequate food, clothing, shelter, or medical care. (Penal Code Section 11165.2[a])

2.4.2 General Neglect: The negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury to the child has occurred. (Penal Code Section 11165.2[b])

2.5 Willful Harming or Injuring of a Child or Endangering of the Person or Health of a Child: A situation where a person willfully causes or permits a child to suffer, or inflicts unjustifiable physical pain or mental suffering on a child, or a situation where a caretaker willfully causes or permits the person or health of the child to be endangered. (Penal Code Section 11165.3)

2.6 Unlawful Corporal Punishment or Injury: A situation where a person willfully inflicts upon a child any cruel or inhuman corporal punishment or injury that results in a traumatic condition. (Penal Code Section 11165.4)

2.7 Abuse in Out-of-Home Care: Physical injury is inflicted upon a child by another person by other than accidental means; sexual assault of a child; neglect of a child; unlawful corporal punishment or injury of a child; or the willful harming or injuring of a child; or endangering of the person or health of a child as defined above, where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children; or an administrator or employee of a public or private school or other institution or agency. (Penal Code Section 11165.5)

2.8 Reasonable Suspicion: A person has a "reasonable suspicion" when it is objectively reasonable to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate, on their training and experience, to suspect child abuse or neglect. (Penal Code Section 11166[a][1])

According to the State Office of Child Abuse and Prevention, the following warning signals are sufficient to presume abuse: fractures; lacerations; bruises that cannot be explained or explanations that are not compatible with the injury; unexplained or implausibly explained burns and/or facial injuries; self-destructive behavior; extreme fear or withdrawn behavior around others; complaints by the child of being sexually molested; indications by the child of pain from an inflicted injury; and/or suspicion of substantial neglect.

2.9 Child Protective Agency: A police or sheriff's department, a county probation department, or a county welfare department. (Penal Code Section 11165.9) Campus Safety and Security Services are expressly not included within the definition of a "Child Protective Agency."

3.0 Mandated Reporters

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- 3.1 The following employees of the District and other persons designated pursuant to Penal Code Section 11165.7 are designated as “mandated reporters” and are required to report instances of suspected child abuse where they have a reasonable suspicion of the abuse (see the definition of reasonable suspicion in Section 2.8 above):
- 3.1.1 Administrators;
 - 3.1.2 Faculty;
 - 3.1.3 Classified employees;
 - 3.1.4 Physicians, psychiatrists, psychologists, dentists, and licenses nurses employed by the District;
 - 3.1.5 Other employees whose duties involve the following:
 - 3.1.5.1 Direct contact and supervision of children;
 - 3.1.5.2 Service as instructional aides, teacher’s aides or teacher’s assistants;
 - 3.1.5.3 Service as an employee of a campus safety department.
- 3.2 A mandated reporter must make a report whenever the mandated reported, in their professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect.
- 3.3 Any mandated reporter who has knowledge of or who reasonably suspects that mental suffering has been inflicted upon a child or that their emotional well-being is endangered in any other way may report the known or suspected instance of child abuse to a child protective agency.
- 3.4 The reporting duties of mandated reporters imposed under Penal Code Section 11166 are individual, and no supervisor or administrator may impede or inhibit an individual’s obligation to report, and no person making such a report may be subject to any sanction for making the report. (Penal Code Section 11166[f])
- 3.5 Any mandated reporter who reports a known or suspected instance of child abuse shall not be civilly or criminally liable for any report required or authorized by the Penal Code. (Penal Code Section 11172[a])

Any person other than a childcare custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172[a])

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3.6 The District will provide an employee who is designated as a mandated reporter with a statement informing the employee that they are a mandated reporter and informing the employee of the reporting obligations under Penal Code Section 11166 and of their confidentiality rights under Penal Code Section 11167(d). The District will provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. As a condition of employment, the employee shall sign and return a statement on a form provided by the District to the effect that they have knowledge of the provisions of Penal Code Section 11166 and will comply with those provisions. The signed statements shall be retained by the District (Penal Code Section 11166.5).

4.0 Other Reporters

4.1 Reporting by persons other than mandated reporters is permissive and not subject to the broad immunity for the making of false reports provided to mandated reporters by the Penal Code. (Penal Code Sections 11165.7, 11166[a], and 11172[a])

4.2 A person other than a mandated report who reports a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172[a])

4.3 Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

5.0 Reporting

5.1 Under the circumstances described in Section 3.2 above, a mandated reporter must report a known or any reasonable suspicion of child abuse to a local child protective agency immediately or as soon as practically possible by telephone. In addition, the individual making the telephone report must prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. The written report may be mailed or submitted by facsimile or electronic transmission (Penal Code Section 11166[a]). The person reporting may contact any of the following:

5.1.1 Department of Social Services/Child Welfare Agency 24-Hour Abuse Hotline: (714) 940-1000 or (800) 207-4464.

5.1.2 The local city police department.

5.1.3 The Orange County Sheriff's Department.

5.2 Information Required

5.2.1 The telephone report of a known or suspected instance of child abuse must include the name of the person making the report; the name of the

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child; the present location of the child; the nature and extent of the injury; and any other information requested by the child protective agency, including information that led the person reporting to suspect child abuse (Penal Code Section 11167). Persons who are not required to report pursuant to Penal Code Section 11165.7, are not required to include their names in the report to the child protective agency.

- 5.2.2 If the suspected child abuse may be a result of traditional or cultural health practices, such suspicions must also be reported by telephone to the Child Abuse Hotline or other child protective agency and in writing, as described above.
- 5.3 Each campus shall designate a location on campus where child abuse reporting forms will be available.
- 5.4 The identity of all persons who report a known or suspected incident of child abuse pursuant to Penal Code Sections 11164 et seq. shall be confidential and disclosed only to the following, or to comply with a court order (Penal Code Section 11167[d]):
 - 5.4.1 Child protective agencies;
 - 5.4.2 Counsel representing a child protective agency;
 - 5.4.3 The District Attorney in a criminal prosecution or in an action initiated under Section 602 of the Welfare and Institutions Code arising from alleged child abuse;
 - 5.4.4 Counsel appointed pursuant to Welfare and Institutions Code Section 318.
 - 5.4.5 County Counsel or District Attorney in an action initiated under Family Code Sections 782, 7807, 7808, 7820-7827, 7890, 7892, or Welfare and Institutions Code Section 300, or when those persons waive confidentiality.
- 6.0 **Law Enforcement Investigation:** Investigation of suspicion of child abuse is a function for local law enforcement agencies or child protective agencies. Legal charges, if deemed warranted, are filed by law enforcement agencies. Campus personnel must keep in mind that investigation of suspected child abuse is the responsibility of the child protective agencies.
- 7.0 **Notice and Release of Information**
 - 7.1 When designated campus officials release a minor pupil to a peace officer for the purpose of removing the minor from the campus, the campus official shall take the immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section

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11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the responsible college official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

- 7.2 Non-accidental physical injury is considered to be a health and safety emergency and parental consent is not required for release of student information under the Family Education Rights and Privacy Act or the California Student Records Act. (Education Code Sections 76200 et seq.)
- 7.3 Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse. (Penal Code Section 11167[b])

See Board Policy 3518, Child Abuse Reporting.

Date of Adoption: March 23, 2004

Date of Last Revision: January 27, 2020 District Consultation Council
August 20, 2008 Chancellor's Staff
May 14, 2007

AP 3520 Local Law Enforcement

Reference:

Education Code Sections 67381 and 67381.1;
34 Code of Federal Regulations Part 668.46

- 1.0 Each campus or center of the District has a written agreement with local law enforcement agencies. The agreement clarifies operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including but not limited to rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.
- 2.0 The written agreement designates which law enforcement agency has operational responsibility for violent crimes, sexual assaults, and hate crimes and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
- 3.0 The written agreements required by the Board policy are public records and are made available for inspection by members of the public upon request to the Chancellor or designee. Written agreements shall be reviewed and updated if necessary every five years.

See Board Policy 3520, Local Law Enforcement.

Date of Adoption: March 23, 2004

Date of Last Revision: January 27, 2020 District Consultation Council
September 26, 2016 District Consultation Council

AP 3530 Weapons on Campus

Reference:

Penal Code Sections 626.9 and 626.10

- 1.0 Firearms, ammunition, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on any District campus or at any District center, or in any facility of the District, unless approved as instructional equipment or as a function of job responsibilities.
 - 1.1 The prohibition of firearms includes both loaded and unloaded firearms, and applies to persons holding a valid license to carry a concealed firearm.
- 2.0 Before taking place, activities involving firearms or other weapons conducted under the direction of District officials or as authorized by an official law enforcement agency shall be reported to the administrator in charge or to the Campus Safety Department.
- 3.0 Any person who believes that they may properly possess a firearm or other weapon on campus or in a District center or other facility of the District must promptly notify Campus Safety and obtain written permission to possess a firearm or other weapon on campus.
- 4.0 Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 ½ inches is prohibited on any District campus or at any District center, or in any facility of the District, unless the person is authorized to possess such a weapon in the course of their employment, has been authorized by a District employee to have the knife, or is a duly appointed peace officer who is engaged in the performance of their duties.

See Board Policy 3530, Weapons on Campus.

Date of Adoption: March 23, 2004

Date of Last Revision: January 27, 2020 District Consultation Council
September 26, 2016 District Consultation Council
February 25, 2013 District Consultation Council
May 6, 2009 Chancellor's Staff

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	February 11, 2020	Resolution	_____
SUBJECT:	Revised Board Policies	Information	X
		Enclosure(s)	X

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect content revisions recommended by Jane Wright, CCLC Consultant and by District staff.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on January 27, 2020:

Chapter 3, General Institution

BP 3510, Workplace Violence: This policy was reviewed as part of the 6-year review cycle and revised to make a minor grammar correction to Section 1.0 and update the corresponding administrative procedure.

BP 3515, Reporting of Crimes: This policy was reviewed as part of the 6-year review cycle and revised to update the corresponding administrative procedures.

BP 3518, Child Abuse Reporting: This policy was reviewed as part of the 6-year review cycle and revised to update the "Reference" section and update the corresponding board administrative procedure.

BP 3520, Local Law Enforcement: This policy was reviewed as part of the 6-year review cycle and revised to add new legally required language to Section 2.0 and update the corresponding administrative procedure.

BP 3530, Weapons on Campus: This policy was reviewed as part of the 6-year review cycle and revised to update the corresponding administrative procedure.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2410, Board Policies and Administrative Procedures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive the following proposed, revised Board Policies, and direct that they be placed on the February 25, 2020 Board meeting agenda for action:

- BP 3510, Workplace Violence
- BP 3515, Reporting of Crimes
- BP 3518, Child Abuse Reporting
- BP 3520, Local Law Enforcement
- BP 3530, Weapons on Campus

Once adopted by the Board of Trustees, the revised policies will be placed on the District's website, where they will be readily accessible by students, employees, and the general public.

BP 3510 Workplace Violence

Reference:

Cal/OSHA: Labor Code Sections 6300 et seq.;
8 California Code of Regulations Sections 3203;
“Workplace Violence Safety Act of 1994” (Code of Civil Procedure Section 527.8
and Penal Code Sections 273.6)

- 1.0 The Board [of Trustees](#) is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board’s priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.
- 2.0 The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

See Administrative Procedure 3510, [Workplace Violence](#).

Date of Adoption: March 23, 2004

Date of Last Revision: October 25, 2016
April 22, 2015 Chancellor’s Staff

BP 3515 Reporting of Crimes

Reference:

Education Code Section 67380

- 1.0 The Chancellor shall assure that, as required by law, reports are prepared of all occurrences reported to campus safety for crimes committed on campus that involve violence, hate violence, theft or destruction of property, weapons violations, illegal drugs, or alcohol intoxication. The Chancellor shall further assure that required reports of non-criminal acts of hate violence and information regarding registered sex offenders are prepared. Such reports shall be made available as required by law.

See Administrative Procedure 3515, [Reporting of Crimes and Administrative Procedure 3516, Registered Sex Offender Information.](#)

Date of Adoption: March 23, 2004

BP 3518 Child Abuse Reporting

Reference:

Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 601, 647a, [and 11164-11174.3](#);
Welfare and Institutions Code Sections 300, 318, [and 601](#);
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, [and 7892](#)

- 1.0 The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment, or in their professional capacity, to report suspected abuse and neglect of children.

See Administrative Procedure 3518, [Child Abuse and Reporting](#).

Date of Adoption: March 23, 2004

Date of Last Revision: August 20, 2008 Chancellor's Staff

BP 3520 Local Law Enforcement

Reference:

Education Code Sections 67381 and 67381.1;
34 Code of Federal Regulations Section 668.46(b)(4)

- 1.0 Each campus or center of the District shall enter into a written agreement with local law enforcement agencies. The agreement shall clarify operational responsibilities for investigations of Part I violent crimes, defined by law as willful homicide, forcible rape, robbery, and aggravated assault; sexual assaults, including but not limited to rape, forced sodomy, forced oral copulation, rape by foreign object, sexual battery, or threat of any of these; and hate crimes as defined by law, occurring at each location.
 - 1.1 The written agreement shall designate which law enforcement agency shall have operational responsibility for violent crimes, sexual assaults, and hate crimes and delineates the specific geographical boundaries of each agency's operational responsibility, including maps as necessary.
- 2.0 The written agreements required by this policy shall be public records and shall be made available for inspections by members of the public upon request. Written agreements shall be reviewed and updated, if necessary, every five (5) years.
- 3.0 The District encourages accurate and prompt reporting of all crimes to campus security and/or the appropriate police agencies.

See Administrative Procedure 3520, Local Law Enforcement.

Date of Adoption: March 23, 2004

Date of Last Revision: October 25, 2016

BP 3530 Weapons on Campus

Reference:

Penal Code Sections 626.9 and 626.10

- 1.0 Firearms or other weapons shall be prohibited on any college or District center or in any facility of the District except for activities conducted under the direction of District officials or as authorized by an official law enforcement agency.

See Administrative Procedure 3530, [Weapons on Campus](#).

Date of Adoption: March 23, 2004

Date of Revision: May 6, 2009 Chancellor's Staff

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 11, 2020

SUBJECT: Future Board Agenda Items

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

BACKGROUND: At the June 2018 Board and Chancellor planning retreat, the group discussed how to make Board meetings more effective and efficient. As a result of that discussion, it was agreed that a new *Future Board Agenda Items* section would be included in Board meeting agendas to provide an opportunity for trustees to discuss the possibility of adding topics or items of interest to future agendas.

This information item is presented to allow for discussion on any potential future Board agenda items.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2310, Regular Meetings of the Board and Board Policy 2340, Agendas.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board discuss any potential future Board agenda items.

Cheryl Marshall

Recommended by

Approved for Submittal

6.c

Item No.