



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

MEETING: Regular Meeting in May 2017

DATE: Tuesday, May 23, 2017, 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**
 - * **Honor Retirees**
 - * **Recognition of Student Trustees**
 - * **Honor Employees with 25+ Years of Service with the District**
 - * **Certificates of Commendation**

College Presidents/Provost

g. **Comments:**
Resource Table Personnel
Members of the Board of Trustees

2. a. **Approval of Minutes of the Regular Meeting of May 9, 2017.**

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

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

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

3. **FINANCE & FACILITIES**

[a] Authorization is requested for approval of the desktop computer equipment purchase for Fullerton College in an amount not to exceed \$120,944.55 using the Glendale Unified School District Purchasing Agreement #P-13 13/14, to Apple Computers.

[b] Authorization is requested to declare the attached list of items surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

[c] Authorization is requested to enter into an agreement with Hazelrigg Claims Administration Services for the District's Self-Insured Workers' Compensation program for FY 2017-18 at an annual fee of \$62,315 and ancillary services including Managed Care, with an option to renew for four additional years with a not to exceed 3% administration fee per year provision.

[d] It is recommended that the Board adopt the proposed pre-qualification questionnaire and the related system to prequalify a pool of general contractors that could bid on construction projects valued at \$175,001 to \$2,000,000 districtwide.

[e] Authorization is requested to renew the consulting agreement with Cambridge West LLC and extend the term of agreement from August 25, 2017 through August 24, 2018 with fees remaining at the rate of \$160 per hour, for total fees not to exceed \$121,000.

[f] Authorization is requested to enter into a lease agreement with Anaheim Place Partners, LP, for the use of 10,420 sq. at 505 N. Euclid Avenue, (2nd Floor), Anaheim CA 92801 for total consideration of \$355,801.32 from July 1, 2017 through January 31, 2019, for office space for the Adult Education Block Grant (AEBG) personnel.

- [g] Authorization is requested to expend \$311,056.11 for the upgrade to the Enterprise Edition-Named User Plus Perpetual-Campus Wide Program database software over three years, and to incur maintenance costs in year one of \$145,875.04 with continued costs at a rate not to exceed 4% increase each year thereafter.

4. **INSTRUCTIONAL RESOURCES**

- a. It is recommended that the Board approve the Fullerton College Institutional Self Study for Reaffirmation of Accreditation and recommend that the Board President sign the report on behalf of the Board.
- [b] It is recommended that the Board ratify the Amendment of the 2016-17 NOCCCD-Fullerton College and Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- [c] Authorization is requested to accept funding via Project RAISE (Regional Alliance in STEM Education) in the amount of \$100,000.
- d. It is recommended that the Board approve the final draft of the Cypress College 2017 Institutional Evaluation for Reaffirmation of Accreditation and recommend that the Board President sign the report on behalf of the Board.
- [e] It is recommended that the Board approve the final report of the 2016-2026 Cypress College Educational Master Plan.

5. **HUMAN RESOURCES**

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

Retirement
 Change in Retirement Date
 Resignation
 Temporary Reassignment
 New Personnel
 Additional Duties Days @ Per Diem
 Payment for Independent Learning Contracts
 Leave of Absence
 Temporary Academic Hourly

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

Probationary Release
 New Personnel
 Rehires
 Voluntary Changes in Assignment
 Stipend for Additional Management Duties
 Leaves of Absence
 New Management Job Description

- [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 and certification of the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2016/2017.

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 X
DATE: May 23, 2017 Resolution
SUBJECT: Approval of Desktop Computer Equipment for Information
Fullerton College Photography Program/Strong Enclosure(s)
Workforce Project using Glendale Unified
School District Piggyback Agreement

BACKGROUND: Fullerton College is requesting to purchase 38 desktop and 4 laptop computers for Fullerton College Photography and Strong Work Force Program. The purchase is necessary to increase the quality of the Career Technical Education Professional Photography Program at Fullerton College and to accommodate the increase in number of students enrolled in the Photography Program. The purchase will also allow the Photography Department to stay current with industry standards. To make the purchase of the required computer equipment, the piggyback contracting method has been selected. Public Contract Code Section 20652 authorizes the use of this method when it is in the best interest of the District.

The Glendale Unified School District (GUSD) is allowing other school districts to piggyback on their purchasing agreement, contract (P13 13/14) with Apple Computers. This agreement is made available to authorized governmental entities such as public schools and institutions of higher education. The equipment cost, shipping, and tax will be \$120,944.55.

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 agenda item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse, and Board Policy 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: Fullerton College Photography and Strong Work Force Program computer equipment will be charged to the Strong Work Force Fund.

RECOMMENDATION: Authorization is requested that the Board of Trustees approve the Desktop Computer Equipment purchase for Fullerton College in an amount not to exceed \$120,944.55 using the Glendale Unified School District Purchasing Agreement #P-13 13/14, to Apple Computers. It is further recommended that the Board of Trustees authorize the District Director, Purchasing, to execute the purchase order on behalf of the District.

Fred Williams		3.a
Recommended by	Approved for Submittal	Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES		Action	X
			Resolution	_____
DATE:	May 23, 2017		Information	_____
			Enclosure(s)	X
SUBJECT:	Surplus and Obsolete Supplies and Equipment			

BACKGROUND: Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes, is deemed to be unsatisfactory or not suitable for school use, or if it is being disposed of for the purposes of replacement. The attached list of surplus items has exceeded their useful life and is no longer suitable for the District and may be disposed through public auction sales or private sales. The departments on each campus had been made aware of the surplus items and have had an opportunity to view and request various surplus equipment prior to Board approval. In the past, local high schools were made aware of the surplus items but these attempts have resulted in no responses. The District will no longer notify the local high school of the surplus for common items but will notify and make available surplus items that the District deems would be of interest to the local high schools.

The Liquidation Company will conduct an auction for the sale of the attached list of surplus items. Proceeds collected by the auction company will be split between the District (65%) and the auction company (35%). This agenda item was submitted by Jenney Ho, District Director, Purchasing.

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

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

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

RECOMMENDATION: Authorization is requested to declare the attached list of items surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

SURPLUS ITEMS

Qty.	Description	Location
1	Xerox Machine Spool	AC
2	Table	AC
1	Projector	AC
24	Tab Arm Chairs	AC
1	Carpet/Floor Cleaner	AC
2	Vacuum	AC
8	Interior Light Fixtures	AC
8	Exterior Light Fixtures	AC
2	Light Projectors	AC
9	Light Fixture Covers	AC
9	Interior Light Fixture Covers	AC
9	Interior Light Fixture Round	AC
4	Light Ballast	AC
3	Interior Light Fixture Covers	AC
5	Shelf	AC
5	File Cabinet	AC
2	Desks	AC
11	Transformers	AC
1	Solid Interceptor	AC
1	Welding Robot	FC
1	Welding Wire	FC
1	Cabinet	FC
3	Desk	FC
4	Chomatograph	FC
1	Spectrophotometer	FC
1	Copier	FC
5	Gas Stove	FC
15	Lockers	FC
1	Printer	FC
8	Drawer	FC
1	Camera Tri-Pod	FC
4	EZ Up	FC
1	Racks	FC
4	Hair Dryer	FC
1	Sewing Machine	FC
1	Ice Machine	FC

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 23, 2017
SUBJECT: Third Party Claims Administration Services
Workers Compensation Program

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

BACKGROUND: The North Orange County Community College District has been self-insured for its Workers' Compensation program since 1980, and York Risk Services had been the third party claims administrator (TPA) since 2000. For continuity of claims, changing the claims administration company should not occur often. However, it is prudent for the District to undertake a periodic formal process to ensure that it continues to receive the most cost effective services. In addition, new state regulations and mandates in claims administration and managed care services to injured workers continue to change. The increased complexity in managing and controlling these service costs further necessitates the need to exercise due diligence.

District issued a Request for Quotation in 2014, and along with the District's incumbent provider, three additional providers responded. Through careful analysis, Hazelrigg Claims Management Services was selected as the TPA starting July 1, 2014, and the change has been fruitful. For starters, the cost of claims administration was immediately lowered by \$18,000 and the managed care cost (bill review, nurse case management, physician review, utilization review, prescription drug review) dropped by \$30,000 the first year. As the cost of Managed Care depends upon the injuries and amount of treatment required, it is impossible to be exact in performance comparison with the prior TPA. However, the trend of savings look promising. The assigned claims administrator's performance is excellent from claims handling to recovering from excess carriers.

The agreement will be on file in the District Business Office. 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 #5: Effective leadership and decision-making are based on an inclusive process that uses data, standards, law policies, and procedures.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6540, Insurance and Board Policy 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will be made through the Self Insurance Fund and will be included in the Annual Proposed Budget.

RECOMMENDATION: Authorization is requested to enter into an agreement with Hazelrigg Claims Administration Services for the District's Self-insured Workers' Compensation program for FY 2017-18 at an annual fee of \$62,315 and ancillary services including Managed Care, with an option to renew for four additional years with a not to exceed 3% administration fee per year provision. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the agreement and any relevant documents on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.c

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	May 23, 2017	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Pre-Qualification of General Contractors Seeking to Bid on Construction Projects Valued at \$175,001 to \$2,000,000 Districtwide	Enclosure(s)	<u> X </u>

BACKGROUND: In 1998, the Legislature enacted Public Contract Code §20651.5 that allows community college districts to require contractors that wish to bid on public works jobs to “pre-qualify” to determine the size of the contracts each prospective bidder shall be deemed financially qualified to bid.

Although pre-qualification is not a requirement, District staff deems it appropriate to pre-qualify prospective contractors on this project. The intent of the pre-qualification process is to assist the District in determining bidder qualification prior to submission of a bid. Neither the fact of pre-qualification, nor the pre-qualification rating, will preclude the District from subsequent consideration and determination of a pre-qualified bidder’s responsibility on factors other than the prospective bidder’s financial qualifications.

The law requires every public agency that establishes a prequalification process to:

1. use a “standardized questionnaire and financial statement in a form specified by the District (Public Contract Code §20651.5[a]); and
2. adopt and apply a uniform system of rating bidders on the basis of the completed questionnaires and financial statements (Public Contract Code §20651.5[b]);

It is recommended that the Board adopt the attached proposed questionnaire, which was developed in accordance with Public Contract Code §20651.5[a], to prequalify a pool of general contractors that could bid on construction projects valued at \$175,001 to \$2,000,000 districtwide. It is further recommended that the Board adopt the attached proposed rating system that was developed pursuant to Public Contract Code §20651.5[b].

This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: This agenda item is to request approval for the Board to adopt a proposed pre-qualification questionnaire and the related rating system. There is no financial impact.

RECOMMENDATION: It is recommended that the Board adopt the proposed pre-qualification questionnaire and the related rating system to prequalify a pool of general contractors that could bid on construction projects valued at \$175,001 to \$2,000,000 districtwide.

Fred Williams

Recommended by

Approved for Submittal

3.d.2

Item No.



**North Orange County Community
College District**
Purchasing Department
1830 West Romneya Dr., 8th floor
Anaheim, CA 92801
Phone: (714) 808-4768
FAX: (714) 808-4762

**APPLICATION FOR PRE-QUALIFICATION OF
GENERAL CONTRACTORS**

for

**NORTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT**

**[CONSTRUCTION PROJECTS VALUED AT \$175,001-
\$2,000,000]**

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GENERAL INFORMATION

Public Contract Code §20651.5 permits the Governing Board of any community college district to require each prospective bidder for a contract, as described under §20651, to complete and submit to the community college district a standardized questionnaire and financial statement in a form specified by the community college district, including a complete statement of the prospective bidder's financial ability and experience in performing public works construction/improvement projects. In accordance with §20651.5, the North Orange County Community College District (District) has developed a Pre-qualification Application (Application), which must be completed in advance by all general contractors seeking to bid on District Projects ranging from \$175,001 to \$2,000,000. Special consideration must be given to the General Conditions page attached herein.

All firms interested in bidding as a General Contractor for the District's Projects must fully complete this Application, provide all materials requested herein, and be approved by the District. Three (3) copies of the Application are required to be submitted.

Answers to questions contained in the attached Standard Form of Questionnaire and Financial Statement are required, including a complete statement of prospective bidder's financial ability and experience in performing public works. These documents will be the basis of rating bidders with respect to the Projects. The District reserves the right to verify the information submitted by the applicant (Applicant) in any related documents, or by supplemental information or data as necessary. Omission of requested information can result in automatic disqualification.

In addition to prequalification by the District, all contractors must be registered with the Department of Industrial Relations (DIR) pursuant to Labor Code §1725.5 in order to be qualified, submit a bid on, or to perform work on a public project over \$1,000.00. At all times during performance of the Project, the bidder/contractor and all subcontractors, of any tier, must be registered with the DIR. Bids submitted by contractors not registered with the DIR will be rejected as non-responsive.

All costs associated with completion of the Application shall be borne by the Applicant. The District shall not, in any event, be liable for any expense incurred by the Applicant in connection with the preparation, completion or submission of the Application.

The questionnaire and financial statements are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. The District reserves the right to reject any and all prequalification questionnaires and to waive any irregularities in the information contained therein.

Each questionnaire must be signed by an individual who has the legal authority to bind the contractor on whose behalf that person is signing. If any information provided by a contractor becomes inaccurate, the contractor must immediately notify the District and provide updated accurate information in writing and under penalty of perjury.

PRE-QUALIFICATION PROCESS

The Application consists of three (3) primary review modules, which will be used to review the Applicants.

Module 1: The first module consists of a list of questions to which the Applicant must answer “Yes”. If the Applicant answers “No” to any of the questions, the Application will automatically be rejected. If the Applicant answers “Yes” to all of the questions, the Applicant will proceed to the Module 2.

Module 2: The second module consists of a list of “Rating Questions” all of which the Applicant must answer. If the Applicant’s score on Module 2 meets the minimum of at least 68 the applicant will proceed to Module 3. If not, the Application will be rejected.

Module 3: The third module consist of a list of reference interview questions, which will be asked of previous clients project contacts by Application Review Panel. If the Applicant’s score on Module 3 meets the minimum score of at least 120, the Application will be approved. If not, the Application will be rejected.

In summary, the Applicant must successfully pass all three modules in order for the Applicant to be pre-qualified. The following could result in denial of Pre-qualified status:

1. Failure to submit any material information required on the questionnaire.
2. Deliberate submission of false information.
3. Debarment or suspension by any public entity.
4. Conviction of a crime or public offense.
5. Failure to comply with SB854; register and qualify under the Department of Industrial Relations (<http://www.dir.ca.gov/Public-Works/PublicWorks.html>)
6. Any combination of substantive factors including, but not limited to, disregard of laws regulations, history of failure to perform in other contracts, unresolved tax liens, etc., consistent with this Prequalification Application, which in the sole discretion of the District, do not meet the standards of fitness or reliability expected from companies wishing to do business with the District.

Once the review and evaluation is complete, the applicant will be notified by letter whether the Pre-qualification has been approved or denied. Only Applicants for whom the Pre-qualification application has been approved will be permitted to submit a bid for the Project.

Prequalification is valid for a maximum of one year and expires on June 30 each year, at which time a prequalified contractor may fill out another application to extend their status through June 30 of the following year.

The District reserves the right to revoke the prequalified status of any contractor that is not performing appropriately on District projects or other projects. Any applicant denied has a right to appeal the decision. See page 26 for appeal process instructions.

NOTE: Prequalification pursuant to this Annual Prequalification of General Contractors for Projects Ranging Between \$175,001 - \$2,000,000 does not preclude a General Contractor and/or prospective bidder from any project specific prequalification required by the District, nor is it a prerequisite for the same.

Pre-qualification Process Schedule

Tentative Dates:

Release of Pre-Qualification Application	(Date)
Last day for all inquiries	(Date)
District responses to all inquiries	(Date)
Deadline to Submit Pre-Qualification Document	(Date)
Evaluation of Responses	(Date)
Notify Successful Respondents	

Late qualifications received after the deadline above shall not be accepted

Submission of Completed Statements

Mail completed application along with the following:

1. Reviewed or Audited Financial Statement
2. Letter of Bondability (identifying project by name, if applicable)
3. Certificate of Insurance issued to the awarding agency
4. Accountant's Release Letter
5. Letter of Credit (Line of Credits are not accepted)

To: Jenney Ho, District Director
Purchasing Department
North Orange County Community College District
1830 West Romneya Drive, 8th Floor
Anaheim, CA 92801

Please mark envelope:

Application for General Contractor Pre-Qualification
"Confidential"

Inquiries

Any inquiries related to this Pre-Qualification Application shall be submitted in written form via email to Jenney Ho at jho@nocccd.edu. The last day for inquiries to be submitted to the District is (Date and Time). Responses will be provided as an Addendum to this Pre-Qualification Application by (Date) via email.

Quick Check (Module 1)

The following are screening statements, which should be used to determine whether or not you should proceed to submit a pre-qualification application.

You must be able to answer “YES” to each question below.

1. I am pre-qualifying as a general contractor.
Yes: No:
2. I am appropriately licensed, insured, bondable, and in good standing.
Yes: No:
3. I am currently registered and qualify under the Department of Industrial Relations as per §1725.5 and §1771 of the Labor Code.
Yes: No:
4. I have a review or an audited financial statement, (as appropriate), that is less than 18 months old.
Yes: No:
5. I have completed at least two public works projects valued at \$175,001 or more, within the last seven years. (Public Works Construction Project defined as project that meets California Public Contract Code §1101, §7103.5, or §22200(a) as appropriate.)
Yes: No:
6. I am eligible to bid on a Public Works contract as per §1777.1 of the Labor Code.
Yes: No:

***If you answered “Yes” to all of the above statements,
please proceed with the application.***

SECTION 1:
CONTRACTOR'S STATEMENT OF
EXPERIENCE AND FINANCIAL CONDITION

Please Type or Print Clearly
SECTION 1 - GENERAL INFORMATION

Contractor: _____
(as name appears on license)

Check One: Corporation

Contact Person: _____

Partnership

Address: _____

Sole Proprietor

City, State, Zip: _____

Joint Venture

Phone: (____) _____ Fax: (____) _____ Email _____

Address: _____

License #: _____ Class: _____ Expiration Date: _____

Supplemental classification(s) held, if any, and license number(s): _____

Have you ever been licensed in California under a different name or different license number? No:

If yes, list all name(s) and license number(s) on a separate sheet.

Contractor is currently registered as a contractor with the Department of Industrial Relations (DIR) pursuant to Labor Code §1725.5 and §1771:

DIR Registration #:

DIR Expiration Date:

District Use Only:

Verified by District on _____ via CSLB _____ by speaking with: _____

License clear: Yes: No: DIR verified/clear: Yes: No:

Tax ID Number: _____ Date Business Formed: _____ Number of Employees: _____
Company-Wide: _____ Local-Orange County: _____

1. In the past 10 years, what other businesses has the principal/s been involved in?

2. Has there been any recent change in the control of the Company?

Yes: No: (**If yes**, explain on separate signed page)

3. Is the company or its owners connected with other companies as a subsidiary, parent, holding or affiliate?

Yes: No: (**If yes**, explain on separate signed page)

4. Corporate Officers – Partners – Proprietor – Owners – Key Personnel: (Attach separate sheet if needed.) Any references to owners, officer, principals or partners herein shall include any qualifying individuals including any Responsible Managing Employee (RME) or Responsible Managing Officer (RMO).

Name	Position	Years	% Share

5. List experience record of staff (Attach separate sheet if needed.)

Name	Position	Years with Organization	Experience

6. In what type of construction do you specialize? _____

7. What size projects do you feel your company can undertake?

Single job \$ _____ Total work in Progress: \$ _____

8. What was the largest amount of work completed in one year?

Dollar Amount	Number of Jobs	Year	Largest Job
\$ _____			\$ _____

9. List annual gross income for last three (3) years: Year: _____ \$ _____

Year: _____ \$ _____

Year: _____ \$ _____

10. Are you currently pre-qualified with any other community college district in Orange County?

Yes: No:

If yes, which one(s)?: _____

What is your dollar rating? \$ _____

Can we contact the district(s) above to discuss your rating/prequalification? Yes: No:

I hereby certify that all of the information submitted by Contractor in connection with this Pre-qualification Questionnaire and all of the representations made herein are true and correct.

Date

Signature

Print Name

SECTION 2: RATING QUESTIONS (Module 2)

Highest Possible Rate = 90 Points.

A score less than 68 points will disqualify you from the pre-qualification process.

“You” or “Your” refer to the Applicant listed in Section 1.

Question	Response	Points <small>(For District Use Only)</small>
1. How many years has your organization been in business in California as a contractor under your present business name and license number? (3 yrs. or less = 1 pt., 3-6 yrs. = 3 pt., >6 = 5 pts.)	____ Years	____ pts.
2. How many years' experience does the principal of the firm have as a contractor? (3 yrs. or less = 1 pt., 3-6 yrs. = 3 pt., >6 = 5 pts.)	____ Years	____ pts.
3. Are the owners or principals of the firm in good standing with the Contractors' State License Board, or have they ever had their contractor's licenses suspended, put on probation or revoked (including a stay of such revocation)? (Check One) (Good standing = 5 pts Probation = 3 pts Suspended = 2 pts Revoked = 0 pts.)	Good Standing <input type="checkbox"/> Probation <input type="checkbox"/> Suspended <input type="checkbox"/> Revoked <input type="checkbox"/>	____ pts.
4. How many years has your organization completed construction work as a Contractor under the California Division of State Architect (DSA) Rules and Regulations? (3 yrs. or less = 1 pt., 3-6 yrs. = 3 pt., 6+ = 5 pts.)	____ Years	____ pts.
5. How many stop notice actions have been filed in court and lost by your firm? (0 = 6 pts., 1-3 = 4 pts., >3 = 0 pts.)	____ Lost	____ pts.
6. How many claims against a project owner has your firm filed in court and lost? (0 = 4 pts., 1-3 = 2 pts., >3 = 0 pts.)	____ Lost	____ pts.
7. Has your firm ever failed to complete a project in the past 5 years? (Yes = 0 pts., No = 5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
8. In the three most current completed contracts, how many unresolved change orders resulted in claims? (0 = 5 pts., 1-3 = 3 pts., >3 = 0 pts.)	____ Claims	____ pts.
9. Has your organization been assessed liquidated damages in the past 5 years? (Yes = 0 pts., No = 5 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
10. Has your organization ever had insurance terminated by a carrier in the past 5 years? (Yes = 0 pts., No = 2 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
11. How many OSHA citations has your firm received on your three most current completed contracts? (0 = 5 pts., 1-3 = 3 pts., >3 = 0 pts.)	____ Citations	____ pts.
12. Does your firm currently have a safety plan, which complies with the current OSHA standards? (Yes = 2 pts., No = 0 pts.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	____ pts.
13. What is your current Workers' Compensation modification rate? (<1 = 5 pts., 1.1 – 1.5 = 3 pts., 1.6 – 2.0 = 2 pts., >2.1 = 0 pts.)	____ Rate	____ pts.

<p>14. How many <u>higher education projects over \$175,001</u> has your firm completed in the past 5 years? (>5 = 5 pts., 4 = 4 pts., 3 = 3 pts., 2 = 2 pts., 1 or less = 0 pts.)</p>	<p>_____ Projects</p>	<p>____ pts.</p>
<p>15. List your firm's Experience Modification Rate (EMR) for each of the past three premium years. (Note: An EMR is issued to your firm annually by your workers' compensation insurance carrier.) (3 years average under 1.0: Yes = 6 pts, No = 0 pts)</p>	<p>____ Year ____ Rate ____ Year ____ Rate ____ Year ____ Rate</p>	<p>____ pts.</p>
<p>16. Within the past 5 years, has any employee or entity filed a complaint against your organization with the California Contractors License Board? If yes, how many complaints were filed? (No = 5 pts., 1 = 4 pts., 2 = 3 pts., 3 = 2 pts., >3 = 0 pts.)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> _____ Complaints</p>	<p>____ pts.</p>
<p>17. Within the past 5 years, has any employee filed a complaint with the Labor Board? If yes, how many complaints were filed? (No = 5 pts., 1 = 4 pts., 2 = 3 pts., 3 = 2 pts., >3 = 0 pts.)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> _____ Complaints</p>	<p>____ pts.</p>
<p>18. Has your organization or any officer of your organization been found guilty of violating any federal, state, or local law, rule or regulation regarding a construction contract? If yes, please describe on separate sheet. (Yes = 0 pts., No = 5 pts.)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>____ pts.</p>
<p>19. Has your organization experience working near or within an active facility, which operations cannot be disturbed or shut down during construction? (Yes = 5 pts., No = 2 pts.)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>____ pts.</p>
<p style="text-align: right;">Total Score:</p>		<p>____ of 90</p>

***If you answered "Yes" to questions 7-11, and/or 16-18,
you must attach an explanation for each on a separate sheet.**

SECTION 3:INSURANCE

- Do you currently have comprehensive general and auto liability insurance with limits of not less than \$1,000,000 combined single limit per occurrence, \$3,000,000 for general aggregate?

Yes: No: Please provide a Certificate of Insurance as verification.

- Do you currently have Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California in an amount not less than One Million Dollars (\$1,000,000)?

Yes: No: Please provide a Certificate of Insurance as verification.

Amount of Insurance \$ _____ Years with Insurance Company: _____

Insurance Company Information

Name: _____

Address: _____

Phone: (____) _____

Contact: _____

District Use Only:

Certificate of Insurance attached? Yes: _____ Expiration date of insurance: _____

Verified by District: _____ on _____ by: _____

Comments: _____

Exchange this page for a current original certificate of insurance.

SECTION 4: SURETY INFORMATION

Provide a statement listing names of all surety companies, not agencies, utilized by your company in the **last five (5) years**. State whether the surety or sureties bonding your jobs have been required or requested to complete any part of bidders work during the last five (5) years. Please provide a letter stating bondability from your Surety Company.

Company	Contact & Phone #	Largest Bond	List Years Used

Has your company, any owner, or affiliated company ever:

- a. Been unable to obtain a bond or been denied a bond for a contract?
Yes: No:
- b. Defaulted on a contract forcing a Surety to suffer a loss?
Yes: No:
- c. Failed to complete a District contract within the authorized contract time?
Yes: No:
- d. Ever declared bankruptcy?
Yes: No:
- e. Been in receivership?
Yes: No:
- f. Had any arbitration (not litigation) on a contract?
Yes: No:
- g. Are there any outstanding liens/stop notices for labor and/or material filed against your company on any contracts that have been completed or are being completed by your company?
Yes: No:
- h. Is the company involved in any litigation related to construction?
Yes: No:
- i. How many projects is your company currently bonded for? _____ Total dollar value: \$ _____

If you answered YES to any of the above questions, please attach a brief explanation/description, with dates of occurrences, on a separate page.

Attach a letter of bondability to this package.

District Use Only:

Letter of Bondability attached? Yes: _____ Dated: _____ Amount: S: _____/C: _____

Verified by District: _____ on _____ by: _____

How long has contractor been a client? a) _____ b) _____ c) _____

Has the contractor ever defaulted on a contract that caused the surety to suffer a loss in the past two years? Yes: ___ No: ___

Comments: _____

Has the contractor ever failed to complete a contract? Yes: ___ No: ___

Comments: _____

Has contract ever been suspended, dismissed or declared in default from a project during past two years? Yes: ___ No: ___

Comments: _____

Has contractor ever declared bankruptcy or ever been placed in receivership within past five years?

Yes: ___ No: ___

Comments: _____

Are there any positive answers to the prior three questions?

If yes, contractor is disqualified.

Verified largest contract bonded through surety? \$ _____

Verified maximum size project surety would most likely bond for? \$ _____

Outstanding stop notices, liens currently unresolved on completed contracts? Yes: ___ No: ___

If yes, number: _____ Comments: _____

Exchange this page for a current original letter of bondability, from your surety company, which clearly shows the bonding agency's estimate of largest single bond amount most likely approvable.
Letter must be on the bonding agency's letterhead.

SECTION 5: Performance (MODULE 3)

Reference Interview Questions

Highest Possible Points = 140 Points.

A score less than 120 points will disqualify you from the pre-qualification process.

“You” or “Your” refer to the Applicant listed in Section 1

Owner references: Required to submit three (3) Owner references for past projects completed.
Provide all Information.

1. Have you performed work for the North Orange County Community College District (NOCCCD) in the past?

Yes: No:

*If you responded **Yes**, NOCCCD will automatically become one of the required three (3) references and you shall only be required to submit two (2) additional Owner references.*

Please identify all NOCCD projects. (Attach separate sheet if needed.)

1. Bid # _____ Project Name: _____
Contract Amount \$: _____ Year Completed: _____
2. Bid # _____ Project Name: _____
Contract Amount \$: _____ Year Completed: _____
3. Bid # _____ Project Name: _____
Contract Amount \$: _____ Year Completed: _____

2. List three (3) Owner references/projects completed for school districts, preferably community college districts, in the last seven (7) years not listed in item #1. (Attach separate sheet if needed.)

- a) Owner: _____
Contact Name & Phone #: _____ (____) _____
Job Description: _____
Contract Amount \$: _____ Year Completed: _____
- b) Owner: _____
Contact Name & Phone #: _____ (____) _____
Job Description: _____
Contract Amount \$: _____ Year Completed: _____

c) Owner: _____
Contact Name & Phone #: _____ (____) _____
Job Description: _____
Contract Amount \$: _____ Year Completed: _____

3. List two (2) of the largest contracts completed in the past seven (7) years not listed in #1 or #2 above:

a) Owner: _____
Contact Name & Phone #: _____ (____) _____
Job Description: _____
Contract Amount \$: _____ Year Completed: _____

b) Owner: _____
Contact Name & Phone #: _____ (____) _____
Job Description: _____
Contract Amount \$: _____ Year Completed: _____

Subcontractor/Supplier verification

4. List **2 current principal Suppliers** and **3 current principal Subcontractors**

Suppliers 1: Company Name: _____
Contact: _____ Phone: (____) _____
Material provided: _____

2: Company Name: _____
Contact: _____ Phone: (____) _____
Material provided: _____

Subcontract 1: Company Name: _____
Contact: _____ Phone: (____) _____
Services provided: _____

2: Company Name: _____

Contact: _____ Phone: (____) _____

Services provided: _____

3: Company Name: _____

Contact: _____ Phone: (____) _____

Services provided: _____

The following questions will be used by the District to interview randomly selected contacts from at least two (2) completed projects. The District will do this. ***No action on your part is necessary.*** These questions are shown for your information only. The highest possible score for these questions is 140 points. **A score less than 120 points disqualifies you from bidding on the Project proposed by North Orange County Community College District** electing to use this pre-qualification process as a condition of bidding.

1. Are there any outstanding stop notices or liens currently unresolved on contracts that have been completed? (Max. 10 points)
2. Did the contractor provide adequate personnel? (Max. 10 points)
3. Did the contractor provide adequate supervision? (Max. 10 points)
4. Was there adequate equipment provided on the job? (Max. 10 points)
5. Was the contractor timely in providing reports and other paperwork, including change order paperwork? (Max. 10 points)
6. Was the contractor timely in completing the project? (Max. 10 points)
7. Were there excessive change orders on the job that can be faulted to the contractor or subcontractors? (Max. 10 points)
8. How would you rate the quality of the installed work of the contractor / trade contractor? (Max. 10 points)
9. How has the contractor been performing in the area of taking care of warranty items? (Max. 10 points)
10. Did you have difficulty with claims? (Max. 10 points)
11. How would you rate the contractor's overall performance? (Max. 10 points)
12. Would you want to work with them again? (Max. 10 points)
13. Did the contractor provide timely and high quality submittals/shop drawings, including BIM coordination? (Max. 10 points)
14. Subcontractor / supplier questions: Does this contractor pay their bills on time? (Max. 10 points)

District Use Only:

Verification Supplier 1 & 2: Spoke with: _____ Annual Vol. \$ _____ Paid at terms Yes: No: Last usage date _____

Comments: _____

Verified by: _____ date: _____

Verification Supplier 2: Spoke with: _____ Annual Vol. \$ _____ Paid at terms Yes: No: Last usage date _____

Comments: _____

Verified by: _____ date: _____

SECTION 6: FINANCIAL INFORMATION

Reviewed or Audited statements will be required for the Project

Note: A compilation is not acceptable.

ACCOUNTANT'S RELEASE LETTER

By signing the form below, I authorize this pre-qualifying agency to contact our company's licensed accounting firm to verify our most recent audited or reviewed financial statement. I understand the financial statement is confidential information and is not open to public inspection.

Company Name

Signature

Print Name & Title

Date

District Use Only:

Financial Capacity

The maximum dollar rating is determined by the lesser of the following:

Ten times working capital (current assets less current liabilities) or

Ten times net worth (assets less liabilities)

In ability to meet this rating for a specific project will disqualify a contractor for that project.

Based on an Audit or Review

Dated: _____

Circle On: Based on Working Capital / Net Worth: \$ _____

Letter of Credit: \$ _____

Total: \$ _____

_____ current ratio (current assets divided by current liabilities)

The following form may be completed by your financial institution to augment your financial rating. If it prefers, your institution may issue a **Letter of Credit** on its own letterhead, provided the Letter of Credit contains substantially the same provisions, and is addressed to the District and bears an original signature. A letter of credit is optional, not mandatory. It may be used to increase your financial capacity by the value of the letter of credit.

General Lines of credit are not accepted.

A letter of credit must be issued specifically to the District as outlined below.

TO: North Orange County Community College District
Awarding Agency

ATTENTION: Purchasing Department – Prequalification
Department

SUBJECT: **GENERAL LETTER OF CREDIT**

Reference is made to the pre-qualification of _____
Name of Contractor

We certify that the above Contractor has been extended an unqualified letter of credit not to exceed \$ _____ and that such credit will not be withdrawn or reduced without 30 days written notice to the District.

Institution No. Code: _____

Name of Financial Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Print Name & Title:

Name: _____ Title: _____

FINANCIAL INSTITUTION RELEASE LETTER
(For use only when augmenting financial rating with a Letter of Credit)

By signing the form below, I authorize the pre-qualifying agency to contact our financial institution to verify our letter of credit information. I understand this information is confidential information and is not open to public inspection.

Company Name

Signature

Date

Print Name & Title:

Name: _____ Title: _____

SECTION 7: AFFIDAVITS

Sign one of the following Affidavits:

AFFIDAVIT OF AN INDIVIDUAL FOR A SOLE PROPRIETORSHIP

I, an individual, _____ doing business as _____
this _____ day of _____, 2017 in the City of _____, County of _____, State of _____ hereby certifies and declares under penalty of perjury that the foregoing is true and correct.

Signature of Applicant: _____ Date: _____

The submitter of the foregoing statement of experience and financial condition has read the same and it is true to the best of his/her knowledge. The statement is for the purpose of inducing the District to supply the submitter with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement.

Should the foregoing statement at any time cease to properly and truly represent the financial condition of the submitter in any substantial respect, the submitter will refrain from further bidding on District work until a revised and corrected statement is submitted.

The person whose signature appears above is the individual who has authority to bind Contractor.

PARTNERSHIP AFFIDAVIT

I, a partner of, _____, this _____ day of _____, 2017, in
in the City of _____, County of _____, State of _____,
hereby certifies and declares under penalty of perjury that the foregoing is true and correct.

Signature of Applicant: _____ Date: _____

Partnership, answer this:

1. Date of organization: _____
2. State whether partnership is general, limited or association: _____

Name, Title and address of each partner:

Name	Title	Address	City, State, and Zip

(Attach a separate page if needed.)

The submitter of the foregoing statement of experience and financial condition has read the same and it is true to the best of his/her knowledge. The statement is for the purpose of inducing the District to supply the submitter with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement.

Should the foregoing statement at any time cease to properly and truly represent the financial condition of the submitter in any substantial respect, the submitter will refrain from further bidding on District work until a revised and corrected statement is submitted.

Provide evidence in a form and substance acceptable to the District (such as a Power of Attorney) that the person whose signature appears above has authority to bind Contractor.

CORPORATION AFFIDAVIT

I, the _____ of _____, this _____ day of _____, 2017, in the City of _____, County of _____, State of _____, hereby certifies and declares under penalty of perjury that the foregoing is true and correct.

Signature of Applicant: _____

Date: _____

Corporation, answer this:

1. Capital paid in case, \$ _____
2. When incorporated: _____
3. In what state: _____

The submitter of the foregoing statement of experience and financial condition has read the same and it is true to the best of his/her knowledge. The statement is for the purpose of inducing the District to supply the submitter with plans and specifications and any depository, vendor, or other agency named therein is hereby authorized to supply the District with any information necessary to verify the statement.

Should the foregoing statement at any time cease to properly and truly represent the financial condition of the submitter in any substantial respect, the submitter will refrain from further bidding on District work until a revised and corrected statement is submitted.

Provide a certified copy of the minutes of the corporation indicating that the person whose signature appears above has authority to bind the corporation.

Exchange this page with the following documents:

- Provide copy of most recent certificate from the Secretary of State indicating the standing of the Corporation;***
- Provide copy of the certified minutes of corporation meeting which approved authorized signer to bind corporation;***
- Provide latest financial statement: Audit or Reviewed financials;***
- Include any additional information you wish to add.***

GENERAL CONDITIONS

1. The Applicant must provide current, accurate, and complete information. Incomplete or inaccurate documentation may result in denial of Pre-Qualification.
2. The District reserves the right to verify the information submitted by the Applicant, in any related documents, or by supplemental information or data as necessary. If it is determined that false information or data was submitted in conjunction with the Application, the District may deny Pre-Qualification, revoke previously granted approval, or, if an award has been made, terminate the contract.
3. All costs associated with completion of the Application shall be borne by the Applicant. The District shall not in any event be liable for any expense incurred by the Applicant in connection with the preparation, completion or submission of the Application.
4. The District reserves the right to extend the Application submission deadline if such action is determined to be in the best interest of the District.
5. The District's Purchasing Department has access to all information provided on the Application, related documents, and supplemental data. Should information or data provided in the Application indicate possible fraud, collusion, or intentional submission of false information, the matter may be referred to the District's Legal Counsel for further review and possible investigation independent of the Pre-Qualification process.
6. If the Applicant displays a significant lack of cooperation in facilitating verification of its information or providing data, the District, at its sole discretion, may deny the firm Pre-Qualification approval and declare the Applicant's bid or proposal to be non-responsive for the Project.
7. The financial information submitted in conjunction with the Applicant's Application is considered confidential business information and will be afforded protection by the District to the fullest extent permitted by law.
8. Any dispute arising out of this Application or relating to Pre-Qualification in general shall be heard and determined in the Superior Court of the State of California, County of Orange, or in the United States District Court for the Southern District of California. If an action is commenced against the District in jurisdictions other than the above courts, and the District is forced to compel compliance with this provision through court action, Applicant and its owners shall be liable for all expenses, including attorney's fees, incurred by the District in its effort to compel compliance.
9. The District reserves the right to revise the Application and instructions in whole or in part at any time.
10. The Pre-Qualification of a prospective Applicant shall neither limit nor preclude the District's subsequent consideration of a Pre-Qualified Applicant's responsibility on factors other than the prospective Applicant's financial qualifications. (See Public Contracts Code §20651.5)
11. A post-bid plan review will be carried out with the lowest responsible, responsive bidder and the Project Architect of Record. The District reserves the right to conduct a post-bid review with the second lowest responsible, responsive bidder if the first bidder's post-bid review results in the discovery of material clerical error(s).

PROCEDURE FOR APPEAL OF PRE-QUALIFICATION RESULTS

Any Applicant denied Pre-Qualification has a right to appeal the decision. The Applicant has five (5) business days from the date of the Denial Notification to file a written appeal with the District's Purchasing Department, at the Application submittal address shown above. The District will call to order a three-member Review Panel for appeals. None of the Review Panel members shall have participated in the prior review of the Application. Upon receipt of the written appeal, the Review Panel will meet to address the appeal. The Review Panel may consult with District counsel during its review. The Review Panel will examine the appeal and the facts surrounding the determination before making a decision. The Review Panel's decision is the final decision of the District. There are no further administrative appeals. The District's formal contract protest procedure is not applicable or available in this appeal process.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: May 23, 2017 Information _____
Enclosure(s) _____
SUBJECT: Renew Consulting Agreement with Cambridge
West LLC

BACKGROUND: On August 23, 2016, the Board approved to enter into a consulting agreement with Cambridge West LLC to provide the following services:

- Component A: Management of the Capacity/Load Ratios; and
- Component B: Provide technical support for the District's Building/Facilities Program

The agreement will terminate on August 25, 2017; however, the term of the approved agreement includes an option for the District and Cambridge West to renew the agreement for an additional year upon approval by the Board of Trustees. Therefore, it is requested that the Board approve the renewal of the consulting agreement with Cambridge West for an additional year, commencing August 25, 2017 through August 24, 2018. Cambridge West's fees shall remain at the rate of \$160 per hour, for total fees not to exceed \$121,000.

C.M. Brahmbhatt, Managing Director of Cambridge West, was Interim Vice Chancellor for the District during the period March 1, 2015 through June 30, 2015. This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse, and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: Cambridge West's not-to-exceed fees of \$121,000 will be charged to the Capital Outlay Fund.

RECOMMENDATION: Authorization is requested to renew the consulting agreement with Cambridge West LLC and extend the term of the agreement from August 25, 2017 through August 24, 2018. Cambridge West's fees shall remain at the rate of \$160 per hour, for total fees not to exceed \$121,000. This agreement may be terminated either by the District or Cambridge West upon thirty (30) days' written notice. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.e

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 23, 2017

SUBJECT: North Orange County Regional Consortium Adult Education Block Grant Office Space Expansion – Lease Amendment

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

BACKGROUND:

The School of Continuing Education (SCE), as the fiscal agent for the North Orange County Regional Consortium for Adult Education (NOCRC) is in continued need of office space for the Adult Education Block Grant (AEBG) consortium employees and the purpose of serving as the NOCRC regional hub. There is no available space at any of the District's campuses for the 12-20 staff members that need to be housed. In compliance with DSA use of space classifications, this space will only be used for administrative purposes. These offices will not be used as classroom space to educate students. Additionally, no faculty will be housed in this space.

On January 26, 2016, the Board approved the Standard Office Lease with Anaheim Place Partners, LP, for the North Orange County Regional Consortium for Adult Education (NOCRC) to occupy 5,400 square feet at 505 N. Euclid Avenue, Suite 200, Anaheim, CA 92801. The cost of the lease was \$110,905 for Year 1 (monthly base rent of \$8,802.00), \$114,307 for Year 2 (monthly base rent of \$9,066.06), and for Year 3 (monthly base rent of \$9,338.05) for a total lease amount of \$342,921 between February 1, 2016 and January 31, 2019.

Currently, NOCRC has already outgrown the space and is in need of expansion. The NOCRC Executive Committee voted to use the existing AEBG allocation to fund the NOCRC office expansion at their January 19, 2017 public meeting.

The existing and proposed expansion of the NOCRC office space is at 505 N Euclid, Suite 200 in Anaheim which provides convenient access to both the District offices as well as the consortium members. It is proposed that beginning July 1, 2017, SCE, on behalf of NOCRC, to amend the existing lease to expand to the rest of the 2nd floor (Suite 280), which would add 5,020 square feet of office space for a total of 10,420 square feet of rentable space. The square footage cost for the expansion as well as the terms of the existing lease remain the same. The current lease rate is \$1.68 per square foot, adjusted annually, plus 5% of shared operating expenses that exceeds owner's budget. The cost of the lease includes all utility costs and custodial services. The lease amendment will be added to the remaining term of the three (3) year lease, which expires on January 31, 2019, with an annual adjustment of five cents (\$.05) per square foot. The cost for leasing this facility will be as follows: Remainder of Year 2 – \$128,666.16 and Year 3 – \$227,135.16, total cost of \$355,801.32.

This item is submitted by Jesse Crete, SCE NOCRC Adult Education Block Grant Special Projects Director.

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 relates to BP 6500 – Property Management.

FUNDING SOURCE AND FINANCIAL IMPACT: The lease payment will be paid by the Adult Education Block Grant AEBG.

RECOMMENDATION: Authorization is requested to enter into a lease amendment with Anaheim Place Partners, LP, for the use of 10,420 sq. ft. at 505 N. Euclid Avenue, (2nd Floor), Anaheim CA 92801 for a total consideration of \$355,801.32 from July 1, 2017, through January 31, 2019, for office space for the Adult Education Block Grant (AEBG) personnel. 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.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	May 23, 2017	Information	_____
		Enclosure(s)	_____
SUBJECT:	Oracle Upgrade to Oracle Database Enterprise Edition-Named User Plus Perpetual-Campus Wide Program		

BACKGROUND: Since 1999, North Orange County Community College District has used the Oracle database software as the data repository for the Ellucian Banner and other related systems. The licensing acquired at that time was termed “Processor-based” and is limited to use on a select number of processors within the system. This licensing model has limitations, which the “Enterprise Edition-Named User Plus Perpetual-Campus Wide Program” licensing model does not. The new version allows for an unlimited number of databases throughout the District, including use for instructional purposes. This includes the ability to use the software in classes and reduce current textbooks costs for students who currently must pay for the software as part of the textbook purchase price. One example of the limitation of the current licensing is the current restriction that the District cannot replicate the database for backup purposes to our Disaster Recovery site located out of state except for a limited time of two weeks per year.

Pricing of the Enterprise Edition-Named User Plus Perpetual-Campus Wide Program edition has been cost prohibitive in the past. Recently, Oracle provided NOCCCD the opportunity to acquire the Enterprise licensing for a more reasonable cost that includes a one-time license acquisition cost to be paid over three years and ongoing maintenance costs paid annually based on Employee/Student FTE. The District will terminate current licenses. Costs for the first five years are in the table below:

Item	Year 1	Year 2	Year 3	Year 4	Year 5
One-time Licensing Fee	\$103,685.37	\$103,685.37	\$103,685.37	\$0	\$0
Annual Support Fees (projected)	\$145,918.44	\$150,295.99	\$154,804.87	\$159,449.02	\$164,232.49
Retired licensing cost reduction	-\$84,472.00	-\$97,538.29	-\$99,996.17	-\$102,527.78	-\$105,135.35
Net New Costs	\$165,131.81	\$156,443.07	\$158,494.07	\$56,921.24	\$59,097.14

In addition, there will be additional cost savings as other systems are migrated to the Oracle database.

This agenda item was submitted by Deborah Ludford, District Director, Information Services.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3720, Computer and Electronic Communication Systems.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will be provided from the General Fund for both one-time and ongoing costs.

RECOMMENDATION: Authorization is requested to expend \$311,056.11 for the upgrade to the Enterprise Edition-Named User Plus Perpetual-Campus Wide Program database software over three years. The implementation project is scheduled to begin June 1, 2017 and is expected to be completed by August 1, 2017. Authorization is also requested to incur maintenance costs in year one of \$145,918.44 with continued costs at a rate not to exceed 3% increase each year thereafter. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreements on behalf of the District.

Deborah Ludford

Recommended by

Approved for Submittal

3.g.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	May 23, 2017	Resolution	<u> </u>
SUBJECT:	Fullerton College Self Study for Reaffirmation of Accreditation	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND: Each institution affiliated with the Accrediting Commission for Community and Junior Colleges (ACCJC) accepts the obligation to undergo evaluation through institutional self study and professional peer review. The cycle of evaluation requires a comprehensive self study every six years following initial accreditation and a visit by a team of peers. Fullerton College faculty, administration, and classified professionals have written the Institutional Self Study for Reaffirmation of Accreditation (Self Study) and are preparing for a visiting team who will be on campus October 9 through 12, 2017.

The first draft of the Self Study was prepared by more than 100 faculty, administrators and classified professionals who worked in teams and with input from their constituent groups. Drafts were presented to the Board on March 14 and on May 9, 2017 for review. The college community has had the opportunity to provide feedback and information to the initial drafts. Updates, modifications, and enhancements to the initial draft of the Self Study have been completed and links to evidence have been added in response to the input received from the college community. The final draft of the Self Study is being presented to the Board of Trustees for their final review and comment prior to its publication and submission to the ACCJC. This agenda item was prepared by Dr. José Ramón Núñez, Vice President of Instruction and Accreditation Liaison Officer.

How does this relate to the District-wide Strategic Plan? Accreditation relates to each of the District Strategic Directions.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 3200 – Accreditation, which states, “The Chancellor shall ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges, the Accrediting Commission for Schools, and of the accrediting bodies of other District programs that seek special accreditation.”

FUNDING SOURCE AND FINANCIAL IMPACT: Expenses related to the publication and submittal of the Self Study will come from the general fund of Fullerton College.

RECOMMENDATION: RECOMMENDATION: It is recommended that the Board of Trustees approve Fullerton College’s final draft of the 2017 Institutional Self Study for Reaffirmation of Accreditation and further recommend that Board President Molly McClanahan sign the report on behalf of the Board.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	May 23, 2017	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	Amendment of NOCCCD-Fullerton College Dual Enrollment Partnership Agreement with AUHSD		

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

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

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

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

The Anaheim Union High School District has agreed with Fullerton College to participate in this opportunity for the 2016-2017 academic school year. The NOCCCD Board of Trustees approved the NOCCCD CCAP Dual Enrollment Partnership Agreement template that has been used for the agreement with AUHSD at their June 28, 2016 meeting. The AUHSD Board of Trustees approved this AB 288 CCAP Partnership Agreement with Fullerton College at their August 23, 2016 Board meeting. The AUHSD Board of Trustees approved this Amendment of the AB 288 CCAP Partnership Agreement at their May 9, 2017 Board meeting.

The 2016-2017 NOCCCD and AUHSD CCAP Dual Enrollment Partnership Agreement outlines in a comprehensive fashion the terms of partnership, from the institutions to the students to the faculty to the courses to facility. All the legally required components of a CCAP Partnership Agreement are included and addressed in this agreement.

As of May 23, 2017, the CCAP agreement between Fullerton College and AUHSD will be amended by the addition of one educational program. The only change is this addition of one educational program, the entire remainder of the original agreement remains in full force.

This agenda item was prepared by Dr. José Ramón Núñez, Vice President, Instruction.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: AB 288 makes it possible for community college districts to collect apportionment for CCAP Partnership Agreement classes offered at high schools provided attendance requirements for high schools are met. NOCCCD/Fullerton College are going to claim apportionment from the classes offered under this agreement.

RECOMMENDATION: It is recommended that the Board ratify the amendment of the 2016-2017 NOCCCD-Fullerton College and AUHSD CCAP Dual Enrollment Partnership Agreement.

Cherry Li-Bugg
Recommended by

Approved for Submittal

4.b.2
Item No.

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2016-2017**

As of April 3, 2017, 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 one educational program (ADDENDUM A).

This change is only the addition of one educational program; 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 April 3, 2017

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

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

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

ADDENDUM A

- 1. CCAP AGREEMENT PROGRAM YEAR 2016-2017** – The 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: 2016-2017

COLLEGE: Fullerton College

EDUCATIONAL PROGRAMS: Business Management SCHOOL DISTRICT: Anaheim Union High School District
HIGH SCHOOL: AUHSD

TOTAL NUMBER OF STUDENTS TO BE SERVED: 125 students	TOTAL PROJECTED FTES: 8.33 FTES
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
1. Business Skills Internship	BUS 295 F	Summer 2017	9:00am-12:00pm	6/2/17 to 7/7/17 Friday and TBA	Gwen Earle	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS AUHSD

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

College credit courses have been offered previously to college bound AUHSD students. The courses helped those students to access college and be successful as they begin their college career.

- 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
Business Skills Internship	<u>Get an Internship and Make the Most of It: Practical Information for High School and Community College Students</u> by Joan E. McLachlan (Author), Patricia F. Hess (Author)	\$21.00	N/A	

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	May 23, 2017	Resolution	<u>X</u>
SUBJECT:	Fullerton College Project RAISE Grant, Sub-Agreement #S-6386FC with Cal State Fullerton	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: California State University, Fullerton (CSUF), Orange County’s only four-year public comprehensive university that is also a Hispanic-Serving Institution (HSI) in partnership with eight of its feeder community colleges (Citrus, Cypress, Fullerton, Golden West, Mount San Antonio, Orange Coast, Santa Ana and Santiago Canyon), also HSIs—has created the Regional Alliance in STEM Education: Raising the Bar in Transfer, Retention and Graduation Rates (Project RAISE). Project RAISE has the overarching aim of constructing a replicable and scalable regional model to increase the number of Hispanic and low-income community college transfer students who complete bachelor’s degrees in science, technology, engineering and mathematics (STEM) and enter careers in STEM fields. Leveraging proven interventions and incorporating new and innovative opportunities that are supported by the research literature, it will target Hispanic and low-income community college students at the eight participating community colleges and CSUF who are interested in pursuing STEM bachelor’s degrees. In the process, it will create a regional consortium made up of CSUF and the participating community colleges and empower students to streamline their own transfer process.

The student program components include: Undergraduate Research Experience (URE); RAISE Transfer Program (RTP), a series of co-curricular interventions (including an orientation for families) to ease the transition to the university for STEM majors and support them in their first year after transferring; and a Summer Internship Program (SIP). In addition, Project RAISE will provide the community college students with a free web-based articulation resource called Transferology, while a Transfer Resource Center will assist the transferred students in the transition period to CSUF and give them a “home” on campus. CSUF peer advisors will conduct outreach workshops at the partner community colleges and be matched up with students in the URE and RTP to advise and mentor. At the institutional level, CSUF will host a STEM Articulation Conference for partner community college representatives to share up-to-date information on STEM transfer requirements and develop draft articulation agreements.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Fullerton College is a sub-recipient of a DOE-HSI Grant in the following amounts (direct costs):

Fullerton College:	
Year 1: \$20,000	2016-2017
Year 2: \$20,000	2017-2018
Year 3: \$20,000	2018-2019
Year 4: \$20,000	2019-2020
Year 5: <u>\$20,000</u>	2020-2021
Total: \$100,000	

RECOMMENDATION: In compliance with Project RAISE (Regional Alliance in STEM Education), authorization is requested to accept funding in the amount of \$100,000 for use beginning September 1, 2016 through August 30, 2021. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cherry Li-Bugg
Recommended by

Approved for Submittal

4.c.2
Item No.

**Fullerton College
 CSUF- Project RAISE
 DOE-HSI Subaward S-6386-FC
 Budget - New Funds for Year 1
 September 1, 2016 - August 30, 2017**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>	<u>PROPOSED BUDGET</u>
20000 Noninstructional Salaries		
Professional Expert	16620 5485 23400 6010	\$ 12,000.00
Adult Hourly	16620 5485 24100 6010	\$ 1,000.00
30000 Employee Benefits		
Employee Benefits	16620 5485 30000 6010	\$ 3,900.00
40000 Supplies and Materials		
Supplies and Materials	16620 5485 43000 6010	\$ 1,600.00
50000 Other Operating Expenses		
Advertising	16620 5485 52640 6010	\$ 500.00
Promotions	16620 5485 52650 6010	\$ 1,000.00
	Total Expenses	\$ 20,000.00
80000 Revenue		
Other Federal Revenues	16620 5485 81900 6010	\$ 20,000.00
	Total Revenues	\$ 20,000.00

RESOLUTION OF THE BOARD OF TRUSTEES
OF
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF
ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Fund, for fiscal year 2016-2017, pursuant to the California Code of Regulations Title 5, Section 58308;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

Fullerton College DOE-HSI Project RAISE Grant:

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8199	Other Federal Revenues	\$ <u>20,000</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
2300	Noninstructional Salaries, Other	\$ 12,000
2400	Instructional Aides, Other	\$ 1,000
3100	Employee Benefits	\$ 3,900
4000	Supplies & Materials	\$ 1,600
5000	Other Operating Expenses	\$ <u>1,500</u>
	TOTALS	\$ <u><u>20,000</u></u>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA))
) SS
COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on May 23, 2017, and passed by a _____ vote of said Board.

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____

Al Mijares, Ph.D., County Superintendent of Schools

by _____, Deputy

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 23, 2017
SUBJECT: Cypress College
Self-Evaluation Final Draft for Reaffirmation
of Accreditation

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

BACKGROUND: Each institution with the Accrediting Commission for Community and Junior Colleges (ACCJC) accepts the obligation to undergo evaluation through institutional self-evaluation and professional peer review. The cycle of evaluation requires a comprehensive self-evaluation every seven years and a visit by a team of peers.

Cypress College received its last accreditation site visit in March 2011. At that time, the College was placed on warning. After a subsequent visit in April 2012, the College was removed from warning and its accreditation status reaffirmed. The College is currently working towards the completion of our current accreditation cycle under the new standards. Over 100 Cypress College administrators, faculty, managers, confidential and classified professionals have participated and contributed to the preparation of an updated draft of the Institutional Self-Evaluation for Reaffirmation of Accreditation. The Cypress team is also preparing for the visiting team who will be on campus October 9-12, 2017.

Updates, modifications, and enhancements have been collected and added to this final draft of the self-evaluation report. A formal presentation of the final self-evaluation report will be presented to the Board tonight for approval prior to submission to the Commission.

This Board Agenda Item is being submitted by Philip Dykstra, Director of Institutional Research and Planning/Accreditation Liaison Officer at Cypress College.

How does this relate to the five District Strategic Directions? Accreditation falls within the general framework of the District Strategic Directions. It focuses on (1) Innovation and Relevancy for All Learners; (2) Intra-District & Community Collaboration; and (3) Effective & Efficient Use of Resources.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3200 Accreditation.

FUNDING SOURCE AND FINANCIAL IMPACT: Expenses related to the publication and submittal of the self-evaluation report will come from the Accreditation budget within the general fund of the Cypress College budget.

RECOMMENDATION: It is recommended that the Board of Trustees approve Cypress College's final draft of the 2017 Institutional Self Study for Reaffirmation of Accreditation and further recommend that Board President Molly McClanahan sign the report on behalf of the Board.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 23, 2017 Resolution
Information
SUBJECT: Cypress College 2016-2026 Enclosure(s)
Educational Master Plan

BACKGROUND: The Cypress College 2016-26 Educational Master Plan is one of two College documents, along with the College’s Strategic Plan, that serve as the primary planning documents for the College to carry out its mission.

This version of the Master Plan begins with a section on its development, provides an internal and external scan along with instructional and student services plans by area, and concludes with key findings and implications moving forward over the next ten years.

This document along with the District Educational Master Plan work together in tandem to lay out our vision for the next ten years to serve our students, help them be successful here at the College, and ultimately out in the workplace.

This document has gone through the shared governance process with approval by the Educational Master Plan Task Force, Academic Senate, Planning and Budget Committee (PBC), and the President’s Advisory Cabinet (PAC) with representatives from all constituencies on campus. The Plan came to the Board of Trustees for a first reading on May 9 and now the College seeks final approval.

This Board Agenda Item is being submitted by Philip Dykstra, Director of Institutional Research and Planning at Cypress College.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Expenses related to the publication of the report will come from within the general fund of the Cypress College budget.

RECOMMENDATION: It is recommended that the Board of Trustees approve the final report of the 2016-2026 Cypress College Educational Master Plan.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 23, 2017 Resolution _____
Information _____
SUBJECT: Academic Personnel Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

Academic Personnel
May 23, 2017

RETIREMENT

Stephens, Craig SCE Disability Support Services Non-Credit
Instructor
Eff. 08/20/2017
PN SCF983

CHANGE IN RETIREMENT DATE

Lopez, Connie FC Cosmetology Instructor
From: 05/30/2017
To: 05/28/2017
PN FCF830

RESIGNATION

Craner, Michelle FC Fashion Instructor
Eff. 05/27/2017
PN FCF894

TEMPORARY REASSIGNMENT

Gamboa, Jorge SCE Director, ESL/Citizenship

To: FC Interim Dean, Social Sciences
Range 32, Step C + PG&D
Management Salary Schedule
Eff. 07/01/2017-06/30/2018

NEW PERSONNEL

Coronado, Michael CC Journalism Instructor
First Year Probationary Contract
Class B, Step 1
Eff 08/24/2017
PN CCF863

Edwards, Arnette FC Counselor, EOPS/CARE
Temporary Contract (100%)
Specially-Funded Pursuant to E.C. 87470
Class B, Step 1
Eff. 07/01/2017-06/30/2018

Academic Personnel
May 23, 2017

Gonzalez, Juan Pablo	FC	Counselor, EOPS/CARE Temporary Contract (100%) Specially-Funded Pursuant to E.C. 87470 Class B, Step 1 Eff. 07/01/2017-06/30/2018
Pham, Thu	CC	Nursing Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/24/2017 PN CCF773
Stanojkovic, Alli	SCE	Disability Support Services Non-Credit Instructor First Year Probationary Contract Class B, Step 1 Eff. 09/07/2017 PN SCF983
Van Gelder, Matt	SCE	Disability Support Services Non-Credit Instructor First Year Probationary Contract Class B, Step 1 Eff. 09/07/2017 PN SCF995

ADDITIONAL DUTY DAYS @ PER DIEM

Babad, Bruce	FC	Director Jazz Ensemble	6 days
	FC	Director Jazz Band	11 days
Bertoni, Nicola	FC	Director Concert Choir	11 days
	FC	Director Collegiate Choral	6 days
Burger, Markus	FC	Director Jazz Ensemble	6 days
Clowes, Kevin	FC	Resident Designer	13 days
		Managing Dir. of Theatre Prog.	3 days
		Technical Director	15 days
		Coord. HS Theatre Festival	4 days
Espinosa, Tim	FC	Director Drama/Musical Prod.	12 days
		Artistic Director	5 days
		Managing Dir. of Theatre Prog.	2 days

Academic Personnel
May 23, 2017

Harless, Zachary	FC	Artistic Director	5 days
		Managing Dir. of Theatre Prog.	2 days
Hoyt-Heydon, Mela	FC	Resident Designer	13 days
		Managing Dir. of Theatre Prog.	5 days
Jewell, Joe	FC	Director Jazz Ensemble	12 days
Lopez, David	FC	Director Jazz Ensemble	6 days
Mazzaferro, Tony	FC	Director Concert Band	8 days
Mueller, Michael	FC	Director Drama/Musical Prod.	6 days
		Managing Dir. of Theatre Prog.	2 days
Pliska, Steve	FC	Resident Designer	13 days
		Managing Dir. of Theatre Prog.	6 days
		Coord. HS Theatre Festival	2 days
Scott, Mike	FC	Director Jazz Ensemble	12 days
Shew, Jamie	FC	Director Vocal Jazz Ensemble	16 days
Willis, Chad	FC	Director Jazz Ensemble	6 days
Woll, Greg	FC	Director Jazz Ensemble	6 days

PAYMENT FOR INDEPENDENT LEARNING CONTRACT-2017 SPRING SEMESTER

Assef, Celia	FC	\$30.00
Cadena, Maria	FC	\$10.00
Crooks, Brian	FC	\$20.00
Daniel, William	FC	\$20.00
Davidson, Deborah	FC	\$30.00
Howey, Dennis	FC	\$40.00
Henke, Carol	FC	\$10.00
Hoyt-Heydon, Pamela	FC	\$10.00
Klippenstein, Steven	FC	\$20.00
LaMontia, Melody	FC	\$20.00
Markley, Karen	FC	\$10.00
McGrew Patrick	FC	\$10.00
McGuthry, Katheryn	FC	\$10.00
Perez, Jaime	FC	\$10.00
Pliska, Seven	FC	\$10.00
Shiroma, Ryan	FC	\$90.00

Academic Personnel
May 23, 2017

LEAVE OF ABSENCE

Grossman, David	FC	Dean, Physical Education Family Medical leave (FMLA/CFRA) 100% Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/02/2017-06/25/2017
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2017 SUMMER
INTERSESSION

Rivera, Therese	FC	Column 2, Step 1
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2017 SPRING SEMESTER,
TRIMESTER

Fleming, Karen	FC	Column 1, Step 4
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 23, 2017 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
May 23, 2017

PROBATIONARY RELEASE

@01667567 FC 12-month position (100%)
Eff. 05/17/2017
PN FCC820

NEW PERSONNEL

Vo, Hai FC Skilled Maintenance Mechanic
12-month position (100%)
Range 41, Step A
Classified Salary Schedule
Eff. 06/14/2017
PN FCC612

REHIRES

Ayala, Jesus CC Special Project Coordinator/SSSP
Temporary Management Position (100%)
Range 1, Special Project Admin Daily Rate Schedule
Eff. 07/01/2017 – 12/31/2017
PN CCT984

Rodriguez, Cassandra CC Special Project Manager/Health Science Outreach
Temporary Management Position (100%)
Range 2, Special Project Admin Daily Rate Schedule
Eff. 07/01/2017 – 06/30/2018
PN CCT729

Stanojkovic, Ivan SCE Special Project Manager/AEBG ESL
Temporary Management Position (100%)
Range 2, Special Project Admin Daily Rate Schedule
Eff. 07/01/2017 – 06/30/2018
PN SCT972

Teer, Stephanie CC Special Project Director/Dual Enrollment Ed. Partnerships
Temporary Management Position (100%)
Range 3, Special Project Admin Daily Rate Schedule
Eff. 07/01/2017 – 06/30/2018
PN CCT730

Verduzco, Gisela CC Special Project Manager/Charger Experience Program
Temporary Management Position (100%)
Range 3, Special Project Admin Daily Rate Schedule
Eff. 07/01/2017 – 06/30/2018
PN CCT728

VOLUNTARY CHANGES IN ASSIGNMENT

Esquivel, Roland	AC	Campus Safety Officer Coordinator (100%) Temporary Change in Assignment To: CC Interim Director, Campus Public Safety 12-month position (100%) Range 11, Column A Management Salary Schedule Eff. 06/12/2017 – 12/31/2017
Hwee, Ivy	AC	Accounting Specialist (100%) Extension of Temporary Change in Assignment To: AC Interim District Manager, Fiscal Affairs 12-month position (100%) Range 19, Column A Management Salary Schedule Eff. 07/01/2017 – 9/30/2017
Luminarias, Thaddeus	FC	Administrative Assistant I (100%) Temporary Change in Assignment To: FC Administrative Assistant II 12-month position (100%) Range 36, Step C Classified Salary Schedule Eff. 05/30/2017 – 06/30/2017 Eff. 07/01/2017 – 06/30/2018
Salisbury, Chelsea	SCE	Campus Marketing/Outreach Assistant (100%) Temporary Change in Assignment To: SCE Executive Assistant III 12-month position (100%) Range 30C, Step A Confidential Salary Schedule Eff. 10/04/2017 – 10/13/2017

Classified Personnel
 May 23, 2017

Thomas, Jodie	CC	Administrative Assistant II 10-month position (100%) PN CCC793
		Permanent Lateral Transfer To: CC Administrative Assistant II 12-month position (100%) Eff. 06/01/2017 PN CCC918
Vyas, Kashmira	AC	District Manager, Fiscal Affairs (100%)

Extension of Temporary Change in Assignment
 To: AC Interim District Director, Fiscal Affairs
 12-month position (100%)
 Range 32, Column A + PG&D
 Management Salary Schedule
 Eff. 7/01/2017 – 9/30/2017

STIPEND FOR ADDITIONAL MANAGEMENT DUTIES

Ruelas, Ann Marie	CC	EOPS Program Coordinator (100%) 6% Stipend Eff. 04/20/2017 – 06/30/2017
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LEAVES OF ABSENCE

Miller, Jefferson	FC	Groundskeeper (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/29/2017 -- 09/29/2017 (Intermittent Leave)
Ramirez, Joseph	FC	Research Analyst (100%) Unpaid Personal Leave Eff. 05/31/2017 – 06/02/2017
Serrato, Melissa	FC	Campus Marketing/Outreach Assistant (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/17/2017 -- 06/18/2017 (Intermittent Leave)

NEW MANAGEMENT JOB DESCRIPTION

Director, Administrative Services
 Range 25

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 23, 2017

SUBJECT: Professional Experts

Action	X
Resolution	_____
Information	_____
Enclosure(s)	X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
May 23, 2017

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Aguirre, Dahlia	SCE	Technical Expert I	CTE Student Outreach – Career Fair	26	05/08/2017	06/30/2017
Bogan, Mary	FC	Project Manager	Summer Bridge 2016	20	07/01/2016	07/14/2016
Cadilli, Jolina	CC	Technical Expert I	Summer Boost 2017	25	06/07/2017	06/30/2017
Gulmesoff, Monika	AC	Project Coordinator	Mobility Coordinator	26	05/30/2017	06/14/2017
Fenter, Laurie	AC	Not-For-Credit Instr I	Assist HR Benefits	13	04/01/2017	06/30/2017
Fleming, Stephanie	CC	Technical Expert II	Accreditation Self Study Outside Consultant	26	05/30/2017	06/15/2017
Fox, Melodie	CC	Technical Expert I	Teacher Preparation Pipeline Grant	15	06/05/2017	06/30/2017
Grande, Jolena	CC	Project Manager	Baccalaureate Degree Pilot Program	20	06/01/2017	06/30/2017
Holmes, Ian	CC	Project Manager	Summer Career Academy – Video Production	16	06/12/2017	06/30/2017
Kemp, Darnell	FC	Project Coordinator	Summer Bridge 2016	8	07/01/2016	07/31/2016
Koeppel, Liana	CC	Project Manager	Chair, Accreditation Self Evaluation	24	05/30/2017	06/30/2017
Lam, Mymy	CC	Technical Expert I	Teacher Preparation Pipeline Grant	8	06/05/2017	06/30/2017
Mirascija, Jenna	SCE	Technical Expert I	CTE Student Outreach – Career Fair	26	05/05/2017	06/30/2017
Mundala, Kimberly	FC	Project Coordinator	Summer Bridge 2016	8	07/01/2016	07/31/2016
Nguyen, Duc	SCE	Project Expert	AEBG Data & Assessment Collection	26	05/08/2017	06/30/2017
Pelletier, Daniel	CC	Technical Expert I	Teacher Preparation Pipeline Grant	8	06/05/2017	06/30/2017
Shrout, Cynthia	CC	Technical Expert I	Summer Boost 2017	25	06/07/2017	06/30/2017
Snuggs, Catherine	SCE	Project Expert	AEBG data & Assessment Collection	26	05/08/2017	06/30/2017
Thompson, Alisia	CC	Technical Expert I	Teacher Preparation Pipeline Grant	15	06/05/2017	06/30/2017
Tuttle, Valerie	FC	Project Coordinator	Summer Bridge 2016	8	07/01/2016	07/31/2016
Vescial, Keith	CC	Technical Expert I	Student Success and Support Advising	10	06/01/2017	06/30/2017

Professional Experts
May 23, 2017

Vescial, Keith	CC	Technical Expert II	Teacher Preparation Pipeline Grant	15	06/05/2017	06/30/2017
Ward, Sheryl	CC	Technical Expert I	Teacher Preparation Pipeline Grant	20	06/05/2017	06/30/2017

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 23, 2017 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
May 23, 2017

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Anderson, Shyla	FC	Tech/Paraprof - Assist in ACT computer lab	08/28/17	11/25/17	TE A 1
Antaredjo, Alvin	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	09/29/17	TE A 2
Armenta, Elizabeth	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	09/29/17	TE A 2
Armenta, Jocelyn	FC	Clerical/Secretarial - Assist in campus Bookstore	05/24/17	06/30/17	TE A 1
Barraza, Gabriel	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 2
Battiest, Marcus	FC	Direct Instr Support - Assist in ACT computer lab	09/18/17	12/16/17	TE A 1
Battiest, Marcus	FC	Tech/Paraprof - Assist in ACT computer lab	09/18/17	12/16/17	TE B 1
Bhattarai, Aayush	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 1
Boctor, Nadine	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 1
Bowen, Brooke	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 2
Cao, Tina	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Castillo, Eric	FC	Direct Instr Support - Assist in ACT computer lab	08/28/17	12/16/17	TE A 1
Chan, Raksmy	FC	Clerical/Secretarial - Clerical assistance for the TAP Program	07/03/17	08/25/17	TE A 2
Chen, Justin	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Cortez, Brittany	CC	Clerical/Secretarial - Assist in Admissions and Records Office	05/10/17	06/30/17	TE A 1
Cruz-Karcher, Blanca	FC	Clerical/Secretarial - Clerical assistance for the Massage Program Clinic	08/07/17	11/13/17	TE A 4
Cruz-Karcher, Blanca	FC	Clerical/Secretarial - Clerical assistance for the Massage Program Clinic	01/15/18	04/16/18	TE A 4
Diaz Jimenez, Ernesto	FC	Clerical/Secretarial - Clerical assistance for the International Student Center	07/01/17	08/25/17	TE A 1
Dotterman, Desiree	FC	Student Ambassador for FC Honors Program	08/01/17	08/25/17	TE A 1
Dotterman, Sasha	FC	Student Ambassador for FC Honors Program	08/01/17	08/25/17	TE A 1
Dowdalls, Rie	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	09/30/17	TE A 2
Duarte, Heidi	FC	Clerical/Secretarial - Assist in the Humanities Division Office	07/01/17	08/18/17	TE A 4
Duarte, Rebecca	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	09/29/17	TE A 2
Duong, Johnny	FC	Direct Instr Support - Assist in ACT computer lab	08/28/17	12/16/17	TE A 1
Duong, Johnny	FC	Tech/Paraprof - Assist in ACT computer lab	08/28/17	12/16/17	TE B 2
Duong, Phuoc	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1

Hourly Personnel
May 23, 2017

El Masri, Hanan	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 1
Escobar Galvez, C.	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 2
Gonzalez, Jasim	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	09/29/17	TE A 2
Guadarrama, Angelica	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Guzman, DeAnna	FC	Clerical/Secretarial - Clerical assistance for Academic Computing	07/03/17	09/30/17	TE B 3
Guzman, Michelle	FC	Direct Instr Support - Assist in ACT computer lab	08/28/17	11/25/17	TE A 1
Hasan, Mahin	CC	Clerical/Secretarial - Assist in CalWORKs office	05/24/17	06/30/17	TE B 4
Hernandez, Diego	FC	Direct Instr Support - Assist in ACT computer lab	08/28/17	11/25/17	TE A 2
Hinojos, Kathryn	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	09/29/17	TE A 2
Holguin, Krystal	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Huynh, Huy	FC	Direct Instr Support - Assist in ACT computer lab	08/28/17	12/16/17	TE A 1
Jamorabon, Erin	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	09/29/17	TE A 2
Joya Ruiz, Diana V	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Kenny, Brandon	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	09/30/17	TE A 1
Kenny, Brandon	FC	Tech/Paraprof - Assist in ACT computer lab	07/03/17	09/30/17	TE B 1
King, Elliott	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	09/29/17	TE A 2
Kwon, Jung	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	09/30/17	TE A 1
Kwon, Jung	FC	Tech/Paraprof - Assist in ACT computer lab	07/03/17	09/30/17	TE B 1
Le, Brandon	FC	Tech/Paraprof - Assist ACT with various projects	05/24/17	6/30/17	TE A 2
Le, Brandon	FC	Tech/Paraprof - Assist ACT with various projects	07/03/17	9/30/17	TE A 2
Le, Thomas-James	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Le, Thomas-James	FC	Tech/Paraprof - Assist in ACT computer lab	07/03/17	11/01/17	TE A 2
Legaspi, Connie	CC	Clerical/Secretarial - Assist in Language Arts Division office	08/28/17	11/22/17	TE B 4
Li, Sa	FC	Clerical/Secretarial - Clerical assistance for the International Student Center	07/01/17	08/25/17	TE A 1
Lopez, Karine	CC	Clerical/Secretarial - Assist in dual enrollment program activities	05/24/17	06/30/17	TE A 1
Mann Patterson, K.	FC	Clerical/Secretarial - Clerical assistance for the Facilities Office	06/05/17	06/30/17	TE B 2
Marnell, Michael	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 1
Martinez Blanco, Diana I	FC	Direct Instr Support - Assist in ACT computer lab	08/28/17	12/16/17	TE A 1
Martinez Blanco, Diana I	FC	Tech/Paraprof - Assist in ACT computer lab	08/28/17	12/16/17	TE B 2

Hourly Personnel
May 23, 2017

Martinez, Cecilia	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Medina, Arlet-Christian	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Medina, Arlet-Christian	FC	Tech/Paraprof - Assist in ACT computer lab	07/03/17	11/01/17	TE A 2
Meredith, Miranda	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 1
Miranda, Vincent	FC	Tech/Paraprof - Assist ACT with various projects	07/03/17	09/30/17	TE A 2
Moscoso, Mary Margaret	SCE	Clerical/Secretarial - Assist in campus Admissions and Records Office	07/02/17	09/28/17	TE A 4
Munoz, Daniel	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Munoz, Miguel	FC	Tech/Paraprof - Swim staff for community summer swim program	07/01/17	08/01/17	TE B 3
Nelson, Hunter	FC	Hourly/Clerical/Secretarial Assistance for the FC Honors Program	07/03/17	08/25/17	TE A 1
Nguyen, Kyle	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Nguyen, Sabrina	FC	Clerical/Secretarial - Clerical assistance for Academic Computing	07/03/17	09/30/17	TE B 3
Nguyen, Thai-An	FC	Tech/Paraprof - Assist ACT with various projects	08/21/17	11/18/17	TE A 2
Oliva, Esli	CC	Non-Direct Instr Support - Model for Life Drawing art classes	08/28/17	06/30/18	TE A 1
Orozco, Tereza	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	09/29/17	TE A 1
Padilla, Samantha	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 1
Parikh, Bhavin	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Perez, Jire	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 1
Perez, Mayra	FC	Clerical/Secretarial - Assist in Admissions and Records Office	08/14/17	11/10/17	TE A 2
Perez, Mayra	FC	Clerical/Secretarial - Assist in Admissions and Records Office	06/16/17	06/30/17	TE A 2
Pham, Quynh	FC	Clerical/Secretarial - Clerical assistance for the International Student Center	07/01/17	08/25/17	TE A 1
Piao, Yingmin	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Pinault, Lindsey	FC	Clerical/Secretarial - Assist in the Disabled Student Services Office	06/12/17	06/30/17	TE B 4
Pinault, Lindsey	FC	Clerical/Secretarial - Assist in the Disabled Student Services Office	07/03/17	09/29/17	TE B 4
Ramirez, Angel	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Ramirez, Angel	FC	Tech/Paraprof - Assist in ACT computer lab	07/03/17	11/01/17	TE A 2
Ramirez, Gustavo	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Reyes, Elijah	FC	Clerical/Secretarial - Assist in campus Bookstore	05/24/17	06/30/17	TE A 1
Roa, Jessica	FC	Clerical/Secretarial - Assist in campus Bookstore	07/01/17	09/29/17	TE A 1
Sanabria, Hector	FC	Direct Instr Support - Assist in ACT computer lab	08/28/17	12/16/17	TE A 1

Hourly Personnel
May 23, 2017

Sanghvi, Ameer	FC	Direct Instr Support - Assist in ACT computer lab	08/28/17	11/25/17	TE A 1
Sanghvi, Ameer	FC	Tech/Paraprof - Assist in ACT computer lab	08/28/17	11/25/17	TE B 2
Schultz, Andrew	FC	Direct Instr Support - Assist in ACT computer lab	09/18/17	12/16/17	TE A 1
Schultz, Andrew	FC	Tech/Paraprof - Assist in ACT computer lab	09/18/17	12/16/17	TE B 1
Serrano, Camille	FC	Hourly/Clerical/Secretarial Assistance for the FC Honors Program	07/03/17	08/25/17	TE A 1
Sibley, Britta	FC	Clerical/Secretarial - Clerical assistance for the Biotechnology Program	06/05/17	06/30/17	TE A 3
Tan, Johan Aldric	FC	Tech/Paraprof - Assist ACT with various projects	07/03/17	11/01/17	TE A 2
Truong, Thanh	FC	Direct Instr Support - Assist in ACT computer lab	09/18/17	12/16/17	TE A 1
Villegas, Daisy	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	09/29/17	TE A 1
Vo, Thi Thanh	FC	Clerical/Secretarial - Assist in Admissions and Records Office	07/03/17	08/27/17	TE A 1
Wang, Yufangjue	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Wishart, Greg	FC	Direct Instr Support - Assist in ACT computer lab	08/28/17	11/25/17	TE A 1
Wishart, Greg	FC	Tech/Paraprof - Assist in ACT computer lab	08/28/17	11/25/17	TE B 1
Zahir, Fahim	FC	Direct Instr Support - Assist in ACT computer lab	07/03/17	11/01/17	TE A 1
Zhou, Yue	FC	Clerical/Secretarial - Clerical assistance for the International Student Center	07/01/17	08/25/17	TE A 1

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Araiza Sanchez, Issac	FC	Direct Instr Support - Tutor for the Transfer Achievement Program	05/26/17	06/30/17	TE B 1
Balin, Alex	CC	Direct Instr Support - Tutor for the Learning Resouce Center	06/12/17	06/30/17	TE A 4
Benitez, Angel	FC	Direct Instr Support - Tutor for the Transfer Achievement Program	05/26/17	06/30/17	TE B 1
Byrne, Haylee	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	07/03/17	08/02/17	TE B 2
Carreon de Castro, L.	FC	Direct Instr Support - Tutor for the Transfer Achievement Program	05/26/17	06/30/17	TE B 1
Dangerfield Candelaria	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	05/30/17	06/30/17	TE B 3
Dangerfield Candelaria	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	07/03/17	08/02/17	TE B 2
Galvez, Berenice	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	05/30/17	06/30/17	TE B 3
Galvez, Berenice	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	07/03/17	08/02/17	TE B 2
Gomez, Bruce	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	05/30/17	06/30/17	TE B 3

Hourly Personnel
May 23, 2017

Gomez, Bruce	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	07/03/17	08/02/17	TE B 2
Jabassini, Nour	FC	Direct Instr Support - Tutor for the Biotechnology Program	06/05/17	06/30/17	TE B 3
Lucero, Christian	FC	Direct Instr Support - Tutor for the Transfer Achievement Program	05/26/17	06/30/17	TE B 1
Maria, Curtis	FC	Direct Instr Support - Tutor for the Transfer Achievement Program	05/26/17	06/30/17	TE A 4
Moreno, Irene	FC	Direct Instr Support - Tutor for the Transfer Achievement Program	05/26/17	06/30/17	TE B 1
Paliani, Sarah	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	05/30/17	06/30/17	TE B 3
Paliani, Sarah	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	07/03/17	08/02/17	TE B 2
Reyna, Bryan	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	05/30/17	06/30/17	TE B 3
Reyna, Bryan	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	07/03/17	08/02/17	TE B 2
Rocha, Nina	CC	Direct Instr Support - Tutor for the Learning Resouce Center	06/12/17	06/30/17	TE B 4
Rodriguez, Gladys	FC	Direct Instr Support - Tutor for the Biotechnology Program	06/05/17	06/30/17	TE B 4
Sotelo, Sophia	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	05/30/17	06/30/17	TE B 3
Sotelo, Sophia	FC	Direct Instr Support - Summer Embedded Tutoring (SET) Program	07/03/17	08/02/17	TE B 2
Villagomez, Nicole	FC	Direct Instr Support - Tutor for the Biotechnology Program	06/05/17	06/30/17	TE B 3

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Cranz, Jon	FC	Service/Maint - Substitute for vacant Groundskeeper PN FCC601	05/09/17	06/30/17	TE B 2
Garcia, Edwin	FC	Service/Maint - Substitute for vacant Groundskeeper PN FCC601	05/08/17	06/30/17	TE B 2

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Hunter, Lauren	FC	Work Study Student - Assist in the campus Bookstore	04/16/17	06/30/17	TE A 1
Lee, Chyna	FC	Full-time Student - Assist in the Counseling Department	05/08/17	06/30/17	TE A 1
Nguyen, Le Khanh	CC	Full-time Student - Assist in the International Student Center	05/03/17	06/30/17	TE A 1
Quinonez, Edward	FC	Full-time Student - Assist in the Umoja Department	05/16/17	06/30/17	TE A 4
Redd, Danielle	CC	Work Study Student - Assist in the CalWORKs office	05/04/17	06/30/17	TE A 1
Serrano, Camille	FC	FT Student - Hourly/Clerical/Secretarial Assistance for FC Honors Prog	05/18/17	06/30/17	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 23, 2017 Resolution _____
Information _____
SUBJECT: Volunteers Enclosure(s) X

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
May 23, 2017

VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Aljibeh, Deema	CC	Fine Arts Division/Ceramics Department	06/12/2017	07/24/2017
Cottrell, Sonya	SCE	DSS - Personal Care Attendant	05/01/2017	06/30/2017
Evans, Kaley	FC	Internship - Physical Education/Athletics	08/28/2017	12/15/2017
Evans, Kaley	FC	Internship - Physical Education/Athletics	06/18/2017	08/25/2017
Suen, Rebecca	CC	Fine Arts Division/Ceramics Department	06/12/2017	07/24/2017

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: May 23, 2017 Information _____
Enclosure(s) X
SUBJECT: Equal Employment Opportunity (EEO)
Fund Multiple Method Allocation Model
Certification for 2016-17

BACKGROUND: In 2016 the State Chancellor's Office recently changed the EEO Fund allocation model to make the district receipt of EEO Funds contingent on the submission of a three-year EEO Plan and requiring annual certification. By tying the receipt of EEO Funds to the submission of an active EEO Plan, the Chancellor's Office dramatically increased district compliance with the EEO Plan requirement found in California Code of Regulations, title 5, section 53003. Historically, money from the EEO Fund was allocated proportionally to the full-time equivalent student of each district. The purpose of implementing the new model was to increase compliance with legal EEO requirements and provide students with the educational benefits of a diverse workforce. These funds are used for District-wide diversity activities including EEO training, full-time faculty applicant travel reimbursement, advertising and job fair activities to attract robust and diverse applicant pools.

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

How does this relate to Board Policy: This item is in compliance with Board Policy 7100 Commitment to Equal Employment Opportunity and Diversity.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board approve and certify the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2016-17.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

District Name: North Orange County Community College District (NOCCCD)

The district met **Multiple Method #1 (Mandatory for Funding):** District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Yes

No

The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)

Yes

- Method 2 (Board policies and adopted resolutions)
- Method 3 (Incentives for hard-to-hire areas/disciplines)
- Method 4 (Focused outreach and publications)
- Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- Method 6 (Consistent and ongoing training for hiring committees)
- Method 7 (Professional development focused on diversity)
- Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
- Method 9 (Grow-Your-Own programs)

No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Name: Arturo E. Ocampo

Title: District Director, Diversity and Compliance

Signature: 

Date: 5-17-17

Chief Human Resources Officer

Name: Irma Ramos

Title: Vice Chancellor, Human Resources

Signature: 

Date: 5-17-17

Chief Executive Officer (Chancellor or President/Superintendent)

Name: Cheryl Marsnall

Title: Chancellor

Signature: _____

Date: _____

President/Chair, District Board of Trustees
Date of governing board's approval/certification:

May 23, 2017

Name: Molly McClanahan

Title: President, Board of Trustees

Signature: _____

Date: _____

Date Due at the Chancellor's Office: June 1, 2017

Return to: Leslie LeBlanc lleblanc@ccccc.edu Chancellor's Office California Community Colleges
1102 Q Street, Ste. 4400, Sacramento, CA 95811

NOCCCD Equal Employment Opportunity Advisory Committee (EEOAC)

AGENDA

APRIL 27, 2017

1. Approve Minutes
2. Multiple Methods Certification
3. Approve Recruitment Process Survey
4. Announcements

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?

Yes

No

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

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Please provide an explanation and evidence of meeting this Multiple Method, #1.

- The revised Equal Employment Opportunity (EEO) Plan was approved by the District Board of Trustees on June 14, 2016. The plan was forwarded to the State Chancellor. (See *NOCCCD attachment #1, Equal Employment Opportunity Plan 2016-2019.*)
- The Plan is effective from 2016-2019.
- The North Orange County Community College District (NOCCCD) has an operational EEO Advisory Committee (EEOAC). The EEOAC has assisted in the development of the plan and will continue to assist in the implementation of the plan. The EEOAC meets monthly.
- The District's 2015-16 annual report on the use of Equal Employment Opportunity funds has been submitted. (See *NOCCCD attachment #2, Annual Report of EEO Funds.*)

To receive funding for this year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #2.

The NOCCCD Board Policy 7100, Commitment to Equal Employment Opportunity and Diversity was adopted March 13, 2012. Board Policy 7100 attests to the NOCCCD Board of Trustees commitment and support of Equal Employment Opportunity and diversity. The NOCCCD has a rich history of commitment and support of all diversity efforts including a robust, qualified, diverse employee population to ensure the highest quality education is provided to our diverse student body. The commitment to diversity is memorialized in the NOCCCD Annual Institutional Commitment to Diversity Report https://www.nocccd.edu/files/nocccd-diversity-report-bot-2016-final_62460.pdf. As noted in the most recent report, the NOCCCD total diverse employee demographic has increased from twenty-three (23) percent in 2010-2011 to forty-four (44) percent in 2014-2015, which is higher than the statewide average for community colleges of 37%. NOCCCD has also revised and adopted Board Policies demonstrating commitment and support to EEO and diversity as follows:

- BP 7100 Commitment to Equal Employment Opportunity and Diversity http://www.nocccd.edu/files/7100bpb03-13-12_90436.pdf
- BP/AP 2431 Chancellor Selection http://www.nocccd.edu/files/2431bpfinalrevisedcc-staff11-26-14referenceonly_20369.pdf http://www.nocccd.edu/files/2431apfinalreviseddcc-2016-04-25_06928.pdf
- BP/AP 3410 Unlawful Discrimination and BP 3430 Prohibition of Harassment

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http://www.nocccd.edu/files/3410bpfinalrevisedbot04-14-15_23504.pdf

http://www.nocccd.edu/files/3410apfinalrevisedformerlyap3430dcc02-23-15_23519.pdf

https://www.nocccd.edu/files/3430bpfinalrevisedbot04-14-15_23575.pdf

- BP/AP 3540 Sexual Assaults and Other Sexual Misconduct

https://www.nocccd.edu/files/3540bpfinalrevisedbot2015-11-10_24392.pdf

https://www.nocccd.edu/files/3540apfinalreviseddcc2015-10-26_24405.pdf

- AP 7120-3 Classified Employee Hiring http://www.nocccd.edu/files/7120bpfinalrevisedc-staff11-26-14referenceonly_90542.pdf http://www.nocccd.edu/files/7120-3apfinalrevisedc-staff11-26-14referenceandform_90656.pdf
- AP 7120-4 Management Employee Hiring http://www.nocccd.edu/files/7120-4apfinalreviseddcc02-23-15_90695.pdf
- BP 7130 Compensation http://www.nocccd.edu/files/7130bprevisedbot06-23-15_91088.pdf
- Tenure-Track Faculty Hiring Policy http://www.nocccd.edu/files/3004_93523.pdf
- Adjunct Faculty Hiring Policy http://www.nocccd.edu/files/3010_93563.pdf
Adjunct Faculty Hiring Procedures http://www.nocccd.edu/files/3010pro_93606.pdf

Updates are currently being made to several of the above policies and the District is in the process of developing a Whistleblower Policy.

On March 14, 2017 the Board approved Resolution 16/17-18, Support for Students and Privacy of Student Records, which affirms the District will not enter into agreements with law enforcement to enforce immigration laws and will protect student records. https://www.nocccd.edu/files/resolution-no-16-17-18-support-for-students-and-privacy-of-student-records-2017-03-14_30616.pdf

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #3.

Evidence demonstrating incentives for hard to hire disciplines is contained in the NOCCCD Administrative Procedure 7120-10 Applicant Reimbursement http://www.nocccd.edu/files/7120-10apreviseddcc08-24-15_90931.pdf. NOCCCD provides applicants with reimbursement for expenses related to travel in conjunction with the application process. Administrative Procedure 7120-10 was updated in August 2015 to include an increase in the amount of applicant reimbursement to \$800.00 per interview and a maximum reimbursement of \$1,500.00 per recruitment.

In July of 2015 NOCCCD implemented an online application process with the utilization of PeopleAdmin applicant tracking system. This online system allows NOCCCD to be globally competitive and has provided the District with robust, qualified and diverse applicant pools.

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In hard-to-hire disciplines, Human Resources works in conjunction with the hiring committee chairs to determine the nature and extent of outreach, recruitment and advertising necessary to ensure a qualified and diverse pool to meet the needs of our diverse student population to achieve student success. See *NOCCCD attachment #3* JobElephant.com advertising sources. The NOCCCD takes advantage of hundreds of recruitment opportunities such as focused online advertising, job fairs, "Hire Me" training, professional periodicals, and professional organizations. For example, in hard-to-hire disciplines such as Science, Technology, Engineering, and Math (STEM), the District conducts focused outreach to STEM professional groups and periodicals, including websites that are circulated to traditionally underrepresented groups, including but not limited to: AsiansinHigherEd.com, BlacksInHigherEd.com, Glassdoor.com, HACU.net, HispanicsInHigherEd.com, LGBTInHigherEd.com, MilitaryJobs.com, MilitaryVetJobs.com, and NativeAmericansInHigherEd.com.

In Spring 2017 NOCCCD created a pilot Diversity and Inclusion Faculty Fellows Program. One of the tasks for the Fellows will be to develop a list of affinity group professional networks, organizations, listserves, websites, associations, and committees (the primary focus will be on affinity groups that are underrepresented within the faculty ranks). Job announcements will be sent to these groups with a particular focus in hard-to-hire areas.

Does the District meet Method #4 (Focused outreach and publications)?

Yes
 No

Please provide an explanation and evidence of meeting this Multiple Method, #4.

The NOCCCD conducts focused outreach and advertising as follows:

Human Resources uses effective focused outreach and publications for the purposes of recruiting qualified applicants for all positions, including extensive advertisement in a wide array of publications with the assistance of JobElephant.com, (*See NOCCCD attachment #3*) a third party vendor. The District has the opportunity to advertise in over 250 plus publications. Focused outreach is employed to ensure the most robust qualified diverse applicant pools possible.

These measures are utilized to ensure the NOCCCD attracts and retains the most highly qualified diverse applicant pools. Focused outreach includes participation in specific advertising, job fairs, and providing NOCCCD "Hire Me" trainings.

The NOCCCD "Hire Me" trainings include a two-day training schedule developed and delivered by NOCCCD staff. The first session focuses on the academic application process and the second session focuses on the academic interview process. NOCCCD presenters include College Presidents, Provosts, Deans, Directors, Faculty, and Human Resources Staff. These training sessions provide attendees with insight into specific tips and techniques to become successful candidates, and the opportunity to have dialogue with NOCCCD staff. In Spring 2017 NOCCCD held "Hire Me" workshops with approximately 100 participants in attendance at each event. In 2017 NOCCCD held its first on-site Job Fair with close to 100 participants in attendance. In 2017 NOCCCD

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also held a workshop with NOCCCD adjunct faculty on applying for tenure-track faculty positions and how to respond to the diversity qualifications.

The NOCCCD has a proven track record of attracting a highly diverse and qualified applicant pool as noted in the Annual Institutional Commitment to Diversity Report <http://www.nocccd.edu/equity-and-diversity-265/1916/diversity-report> This report highlights the fact that since 2010-2011 NOCCCD has had an average of 56% diverse applicants District-wide. NOCCCD attributes these diverse applicant pools to its varied and unique focused outreach and the commitment to diversity at all levels of the District.

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #5.

The NOCCCD is committed to diversity throughout the recruitment process and at all levels as demonstrated in a variety of methods discussed below:

- All committee members are trained on the subject of Equal Employment Opportunity and District hiring procedures no less than every 24-month period, prior to serving on a hiring committee. (See NOCCCD Attachment #1 page 12.)
- In 2016 the hiring committee training was revised to increase the diversity focus of the training and a section on how to meaningfully apply the diversity qualifications/criteria was added.
- NOCCCD hiring policies require an EEO Representative to serve on each screening committee as described in each of the policies as follows:
http://www.nocccd.edu/files/2431apfinalreviseddccc-2016-04-25_06928.pdf
http://www.nocccd.edu/files/7120ppfinalreviseddc-staff11-26-14referenceonly_90542.pdf
http://www.nocccd.edu/files/7120-3apfinalreviseddc-staff11-26-14referenceandform_90656.pdf
http://www.nocccd.edu/files/7120-4apfinalreviseddccc02-23-15_90695.pdf
http://www.nocccd.edu/files/3004_93523.pdf
http://www.nocccd.edu/files/3010_93563.pdf
http://www.nocccd.edu/files/3010_93563.pdf
- As a listed minimum qualification for all positions at NOCCCD, applicants are required to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation and ethnic backgrounds of community college student, faculty and staff, see <https://nocccd.peopleadmin.com/>.

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- A supplemental question contained in applications for all positions at NOCCCD, requires the applicant to describe his/her experience, training and/or education that demonstrates their understanding and sensitivity to diversity.
- In 2017 a question will be added to all applicant reference check questions on the applicant's sensitivity and understanding of diversity and inclusion.
- All interviews require at least one question related to diversity, inclusion and equity.

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #6.

NOCCCD provides consistent and ongoing training that is mandatory for hiring committees as discussed below:

Hiring Committee Training

The adopted Board Policies, Administrative Procedures, and the EEO Plan require training for all hiring committee members. (See NOCCCD attachment #4, *EEO and Diversity Search Committee Training and NOCCCD Hiring Training Presentations*.) All NOCCCD hiring committee members are required to be trained prior to participating on any selection or hiring committee. The NOCCCD Board adopted Policies and Procedure can be found at the links included below:

http://www.nocccd.edu/files/2431apfinalreviseddcc-2016-04-25_06928.pdf

http://www.nocccd.edu/files/7120bpfinalrevisedcc-staff11-26-14referenceonly_90542.pdf

http://www.nocccd.edu/files/7120-3apfinalrevisedcc-staff11-26-14referenceandform_90656.pdf

http://www.nocccd.edu/files/7120-4apfinalreviseddcc02-23-15_90695.pdf

http://www.nocccd.edu/files/3004_93523.pdf

http://www.nocccd.edu/files/3010_93563.pdf

http://www.nocccd.edu/files/3010_93563.pdf

Additionally, the EEO Plan contains the requirement for all persons involved in the recruitment, screening, and selection process to receive EEO training as follows:

VIII. Training for Screening/Selection Committees [Title 5 5 § 53003 (c) (4)]

Any person, whether or not an employee of the District, who is involved in the recruitment, screening, selection or other hiring process for District personnel shall participate in interactive training within 24 months prior to performing these duties. The training shall cover all of the following:

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- The requirements of the Title 5 regulations regarding equal employment opportunity (Section 53000 et. seq.);
- Federal and state law regarding nondiscrimination in employment;
- The requirements of the District's EEO Plan;
- The District's policies on nondiscrimination, recruitment, and hiring;
- The educational benefits of workforce diversity;
- The elimination of bias in hiring decisions; and
- Best practices in serving on a selection or screening committee.

This training is mandatory; individuals who have not received this training within the last 24 months will not be allowed to serve on hiring committees. Any individual, whether an employee of the District, or an individual acting on behalf of the District, with regard to recruitment and hiring of employees is subject to the equal employment opportunity requirements of Title 5 § 53020(c) and the District's Plan. The training is provided by the District Office of Human Resources

EEO Representative Training

In Spring 2017 new training was introduced specifically for the EEO/Diversity Representatives on hiring committees. The EEO Rep training is in addition to the training required of all hiring committee members. The EEO/Diversity Rep training is designed to explain the role of the EEO/Diversity Representative and provide them with the tools needed to perform their duties. The training is four hours long and covers the following topics:

- The role of the EEO/Diversity Rep
- How to evaluate the diversity criteria
- Bias in the hiring process
- Conducting outreach and searches to attract a diverse pool
- State and District demographics
- Benefits of diversity
- Non-discrimination

(See NOCCCD attachment #5, EEO/Diversity Representative Training)

Does the District meet Method #7 (Professional development focused on diversity)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #7.

NOCCCD has and will continue to provide professional development opportunities focused on diversity. This is demonstrated in NOCCCD's EEO Plan and professional development activities at the campus level (See NOCCCD attachment #1, page 16), which states:

I. BUILDING AN INCLUSIVE WORKPLACE ENVIRONMENT

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Ongoing Activities:

- Professional development opportunities focused on diversity and equity.
- Director will present an Annual Institutional Commitment to Diversity Report to the Board of Trustees with the understanding that transparency promotes shared, institutional interest and inquiry.
- As a part of building an inclusive work environment, the Plan supports activities that promote an inclusive educational environment. Such an environment will be more attractive to employees who bring to their work a sensitivity to the diversity of community college students. The District believes that this can have a positive effect on its efforts to recruit diverse applicant pools and retain diverse employees.

Additionally, the campuses have extensive professional development opportunities focused on diversity. Some of the campus activities are included in the Annual Institutional Commitment to Diversity report on slides 32-39, located at https://www.nocccd.edu/files/nocccd-diversity-report-bot-2016-final_62460.pdf; some examples of events are noted below:

Cypress - AUGUST Opening Day Presentation of Diversity & Inclusiveness Award; Sponsor monthly displays in the Library/LRC honoring a variety of aspects of diversity; Allocated \$10,000 of Diversity funds in support of activities of the College that support Inclusiveness as a core value; KinderCaminata, Sponsored Holocaust Day of Remembrance (Yom HaShoah) Cypress.

Fullerton - Fall Programs at local universities that emphasize assistance for Latino/a students; Annual Latinx Students Forum; Tri-County Women's Empowerment Summit Quadchella – AS music festival 6th Annual LGBTQ+ Forum with keynote speaker Dr. Ronni Sanlo; Dia De Los Muertos; Justice Summit; Kwanzaa Celebration!; World AIDS Day; Adopt-an-Angel Holiday Party; ¡Bienvenidos! –Annual event; Spring 2016 Creating Safe Spaces in the Classroom for LGBTQ+ Students Training for new and adjunct faculty; Males Achieving Success (MAS) Conference 3rd Annual African American Forum; Tour of the California African American Museum; KinderCaminata; Sexual Assault Awareness Month Seminar: Intimate Partner Violence Prevention with Susan Leavy; Forum on Preventing Gun Violence; Take Back the Night Candlelight Vigil and Self Defense Training; WorldFest! – Celebrating People, Culture, & Earth; 6th Annual Asian & Pacific Islander Forum' UMOJA Program Annual Awards & Recognition; Tour of the Museum of Tolerance

SCE - "Embedding Equity in SCE Culture" Conference; Expand the Student Leadership Program as a way to promote involvement of the students from the underrepresented group; Harvesting Opportunities and Resource Fair; Equity, Excellence and Educational Opportunity for Young Men of Community College Campuses, Disparities in Education within Community Colleges, Creating Equity and Fairness for All Students, A Pathway to Success for 21st Century Community College Students: Use of Data and Inquiry, Universal Design for Classroom, ADA 508, Habits of the Mind, Creating a Space for Courageous Conversations, LGBTQ Safe Space Training for Campus Leaders, Cultural Competence and Equity for All Students, Generations Clash, Critical Pedagogy and Cultural Competency, How to Interpret Classroom Data with Equity Lens, Developing Effective Minority Male Transfer Pipelines, Building Support Services for African American Males that Dismantle Disparities in Education with Community Colleges, Creating a Culturally Intelligent Campus.

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Districtwide - Supporting Undocumented Students workshop, Unlearning Racism presentation, Ending the Cycle of Fear – learning about Muslim Americans, Equity v. Equality workshop, Student Equity Symposium, EEO Representative Training, Discrimination Preventions workshops, Title IX trainings, EEO Brown Bags. NOCCCD is sponsoring a team of 11 faculty and staff to attend the National Conference on Race and Ethnicity in June 2017, and all Title IX Coordinators and investigators to attend the ATIXA training in June 2017.

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

Yes

X No

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Does the District meet Method #9 (Grow-Your-Own programs)?

X Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

The NOCCCD is committed to a Grow-Your-Own program concept in its EEO plan by including participation in the Statewide “AA to MA” program as a strategy to ensure a robust Grow-Your-Own program, (See NOCCCD attachment #1, page 17) as below:
The NOCCCD Equal Employment Opportunity Plan at page 17 states:

- Development mentorship programs, skill building and other career pathways
- Participate in the statewide “AA to MA” program.

Currently NOCCCD offers two small Grow-Your-Own programs for potential faculty. One is within the School of Continuing Education in the ESL program and the second is in Basic Skills at Fullerton College. Both provide an internship experience co-teaching community college students for individuals receiving a degree in these areas.

In Spring 2017 NOCCCD funded two Diversity Faculty Fellows to work in the Office of the District Director of Diversity and Compliance. The fellows are tasked with developing a model faculty intern “Grow-Your-Own” program by May 2017 for NOCCCD. The goal is to have in place a Faculty Intern program by 2018 for the entire District that expands the current Intern programs described above.