



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

**MEETING:** Only Regular Meeting in August 2017

**DATE:** Tuesday, August 22, 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**  
    **College Presidents/Provost**
- g. **Comments:**  
    **Resource Table Personnel**  
    **Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of July 25, 2017, and the Special Closed Session Meeting of August 11, 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] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- [b] It is recommended that the Board adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Educational Code §58311 of Title 5 of the California Code of Regulations. **(The Resolution is available for review in the District's Business Office.)**
- [c] It is recommended that the Board adopt a resolution establishing the named persons be authorized to sign Payroll Notices of employment/change status, time sheets, vendor order payment, and warrant registers as indicated, and that all previous authorization of signatures be rescinded, as authorized by §85232 of the Education Code. **(The Resolution is available for review in the District's Business Office.)**
- d. It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended June 30, 2017, as required by §58310 of Title 5.
- e. It is recommended that the Board receive the Quarterly Investment Report for the quarter ended June 30, 2017.
- f. It is recommended that the Board review the Public Self-Insurer's Annual Report for Fiscal Year 2016-17, and acknowledge the Estimated Future Liability of \$1,910,687 as reported to the State.
- [g] 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%).

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

- [a] It is recommended that the Board ratify the 2017-18 NOCCCD and Anaheim Union High School District (AUHSD) College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- [b] It is recommended that the Board ratify the 2017-18 NOCCCD and Brea Olinda Unified School District (BOUSD) College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- [c] It is recommended that the Board ratify the 2017-18 NOCCCD and Fullerton Joint Union High School District (FJUHSD) College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- [d] It is recommended that the Board receive as information the Fullerton College 2017-18 Staff Development Program.
- [e] It is recommended that Valentina Purtell, SCE Provost, continue in her role as the appointed North Orange County Community College District (NOCCCD) Designee for the North Orange County Regional Consortium (NOCRC) effective July 1, 2017, and that Joyce Carrigan, District Director, Workforce & Economic Development, be appointed as the NOCCCD Designee Alternate.

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

- [a] Request approval of the following items concerning academic personnel:
  - Resignation
  - New Personnel
  - Change in Salary Classification
  - Additional Duty Days @ Per Diem
  - Payment for Independent Learning Contracts
  - Leaves of Absence
  - Temporary Academic Hourly
- [b] Request approval of the following items concerning classified personnel:
  - Resignation
  - Change in Hire Date
  - New Personnel
  - Rehire
  - Promotion
  - Reclassification Due to Administrative Structure Reorganization
  - Voluntary Changes in Assignment
  - Professional Growth & Development
  - Stipend for Additional Management Duties
  - Leaves of Absence
- [c] Request approval of Professional Experts.

- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.
- f. Request approval of a salary increase for the Chancellor.

## 6. **GENERAL**

- a. It is recommended that the Board receive the initial results of the Board Assessment Subcommittee's review of the 2017 Board Assessment summaries.

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.



**BOARD RECAP**  
**FOR THE PERIOD JULY 4, 2017, THROUGH AUGUST 3, 2017**  
**BOARD MEETING 8/22/17**

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0117286	Sign A Rama	\$5,284.85	Capital Outlay		AC	Campus Signage for Fullerton College
P0117380	Toshiba Business Solutions	\$637.88			FC	Maintenance Agreement for Copier
P0117594	Toshiba Business Solutions	\$3,573.77			FC	Maintenance Agreement for Copiers
P0117799	Reinbold Gallery Photography Inc	\$4,000.00			AC	Blanket Order for Photography Services
P0118023	Crown Lift Trucks	\$500.00			AC	Quarterly Maintenance for Fork Lift
P0118024	Crown Lift Trucks	\$500.00			AC	Maintenance Agreement for Pallet Jack
P0118030	Puretec Industrial Water	\$840.72			FC	Maintenance Agreement for Laboratory Equipment
P0118035	McMaster Carr Supply Co	\$2,000.00			FC	Blanket Order for Ventilation Supplies
P0118183	The Circle Inc	\$9,500.00			SCE	Blanket Order for Printing Management Services
P0118221	The Circle Inc	\$50,000.00			FC	Blanket Order for Printing Management Services
P0118222	The Circle Inc	\$8,000.00			AC	Blanket Order for Printing Management Services
P0118408	Orvac Electronics	\$100.00			FC	Blanket Order for Instructional Supplies
P0118409	VWR Funding Inc	\$1,000.00			FC	Blanket Order for Instructional Supplies
P0118410	Spectrum Laboratory Products Inc	\$1,000.00			FC	Blanket Order for Instructional Supplies
P0118411	Stater Bros Markets - A CA Corp	\$150.00			FC	Blanket Order for Instructional Supplies
P0118415	Paper Depot Document Destruction LLC	\$400.00			AC	Blanket Order for Shredding Services
P0118433	Puretec Industrial Water	\$260.04			FC	Blanket Order for Water Filtration System
P0118456	Home Depot	\$1,000.00			SCE	Blanket Order for Facilities Supplies
P0118457	Office Depot	\$1,000.00			SCE	Blanket Order for Office Supplies
P0118488	Pyramed Health Systems	\$8,910.44			CC	Maintenance Support for Health Systems
P0118489	Health Services Association California Community College	\$150.00			CC	Institutional Membership
P0118491	Verizon Wireless LA	\$2,640.00			AC	Monthly Cell Phones Charges
P0118520	Pacwest Security Services	\$14,085.30			AC	Contracted Private Patrol Services
P0118522	Pitney Bowes Inc	\$2,753.46			AC	Maintenance Agreement for Mailing Equipment
P0118540	Pacific Plumbing Company of Santa ana	\$4,020.00			AC	Maintenance Agreement for Sewage Lift Station
P0118541	Smoke Guard California Inc	\$7,300.00			AC	Maintenance Agreement for Smoke Guard Curtains
P0118543	Karcher Insulation Inc	\$10,000.00			FC	Blanket Order for Ventilation Insulation
P0118546	Therese Mosqueda-Ponce	\$113.37			CC	Reimbursement for Field Trip Catering
P0118547	Fire Safety First	\$5,000.00			AC	Blanket Order for Fire Sprinkler Repair
P0118548	Philips Electronics North America Corporation	\$2,500.00			CC	Blanket Order for Radiology Machine Repairs
P0118551	Ollivier Corporation	\$5,000.00			FC	Blanket Order for Security Access Services
P0118552	Anaheim Glass Inc	\$1,500.00			FC	Blanket Order for Window Repairs
P0118553	United Site Services of CA Inc	\$8,000.00			FC	Blanket Order for Portable Toilet Service
P0118554	Trane	\$14,998.00			AC	Maintenance Agreement for Trane Chillers
P0118555	SimplexGrinnell	\$42,828.00			AC	Inspection, Testing & Maintenance of Fire Systems
P0118556	Fire Safety First	\$18,775.00			AC	Maintenance Agreement for Fire Sprinkler
P0118557	Quinn Power System Associates	\$7,875.00			AC	Maintenance Agreement for Emergency Generator
P0118558	Total Western Inc	\$1,475.00			AC	Maintenance Agreement for Universal Boiler

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0118559	SimplexGrinnell	\$875.00			AC	Fire Alarm System Monitoring Services
P0118560	Sports Facilities Group Inc	\$6,850.00			CC	Maintenance Agreement for Bleachers
P0118561	Southern California Fitness Service	\$1,500.00			CC	Maintenance and Inspections of Fitness Lab Equipment
P0118562	Sodexo Inc and Affiliates	\$86.47			FC	Catering for Science Summer Camp
P0118563	Stephanie Kendall	\$716.40			FC	CARE Auto Repair Reimbursement
P0118564	Stephanie Tejada	\$473.93			FC	CARE Auto Repair Reimbursement
P0118565	Corey Lamb	\$35.00			FC	CARE Auto Repair Reimbursement
P0118566	BSN Sports LLC	\$1,399.28			FC	Physical Education Supplies
P0118567	Acey Decy Equipment Co	\$6,367.77			FC	Lamps for the Theatre Department
P0118568	Alexander's Mobility Service	\$1,500.00			SCE	Blanket Order for Storage Supplies
P0118569	WMFY We Mail For You	\$2,730.00			SCE	Fall Class Schedule Mail & Services
P0118570	3 Day Blinds Corporation	\$1,954.07	Capital Outlay		FC	Installation of Window Shades
P0118571	Toshiba Business Solutions	\$105.60			FC	Maintenance Agreement for Copier
P0118572	Orange County Air Conditioning	\$20,000.00			FC	Blanket Order for Heating and Ventilation Repairs
P0118573	Orange County Air Conditioning	\$4,000.00			FC	Blanket Order for Heating and Ventilation Repairs
P0118574	BSN Sports LLC	\$7,170.48			FC	Athletic Uniforms for the Physical Education Department
P0118575	Mighty Bug Exterminators	\$2,400.00			CC	Blanket Order for Extermination Services
P0118576	Toshiba Business Solutions	\$369.59			SCE	Maintenance Agreement for Copier
P0118577	Real Synergism Inc	\$158,000.00	Capital Outlay		AC	Managing Services of District Public Works Projects - BA 5/12/15
P0118578	Redrock Security & Cabling Inc	\$9,779.14	Capital Outlay		FC	Security Cabling Installation
P0118579	Orange Empire Athletic Conference	\$5,500.00			FC	Institutional Membership
P0118580	Embi Tec	\$3,775.56			FC	Supplies for the Special Programs Department
P0118583	Orange County Business Journal	\$158.00			FC	Publication Subscription
P0118584	ACCO Engineered Systems	\$16,800.00			FC	Maintenance Agreement for Water Chiller
P0118585	Economic Alternatives Inc	\$9,235.80			FC	Water Treatment for Boiler System
P0118586	Economic Alternatives Inc	\$19,500.00			FC	Water Treatment Service for Condenser Treatment
P0118588	Eaton Corporation	\$6,291.29			AC	Computer Network Systems Consultation
P0118589	Brea/Orange County Plumbing	\$20,000.00			FC	Blanket Order for Plumbing Services
P0118590	Office Depot	\$1,400.00			FC	Blanket Order for Office Supplies
P0118591	Office Depot	\$600.00			CC	Blanket Order for Office Supplies
P0118592	Data Ticket Inc	\$3,616.38			AC	Parking Citation Ticket Cards for Facilities Dept.
P0118593	Lowe's Companies Inc	\$6,000.00			FC	Blanket Order for Material and Supplies
P0118594	Lowe's Companies Inc	\$500.00			FC	Blanket Order for Heating Parts and Supplies
P0118595	Walters Wholesale Electric Co	\$9,000.00			FC	Blanket Order for Electrical Supplies
P0118596	Vision Communications Company	\$1,000.00			FC	Blanket Order for Radio Supplies
P0118597	South Bay Document Destruction	\$1,500.00			AC	Blanket Order for Shredding Services
P0118598	Tri-Star Gases LLC	\$5,000.00			FC	Blanket Order for Welding Supplies
P0118599	Vision Communications Company	\$1,000.00			FC	Blanket Order for Radio Repairs
P0118600	Shiffler Equipment Sales Inc	\$900.00			FC	Blanket Order for Furniture Supplies
P0118602	Air Treatment Corporation	\$5,000.00			FC	Blanket Order for Heating and Ventilation Repairs
P0118603	Frys Electronics	\$1,000.00			SCE	Blanket Order for Classroom Supplies

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0118604	Plumbing & Industrial Supply	\$10,000.00			FC	Blanket Order for Plumbing Supplies
P0118606	Fire Safety First	\$500.00			AC	Backflow Testing Services
P0118607	SimplexGrinnell	\$10,000.00			FC	Blanket Order for Safety Supplies
P0118608	Burmax Co Inc	\$3,000.00			FC	Blanket Order for Classroom Supplies
P0118609	Cash Register Systems	\$100.00			FC	Blanket Order for Cash Register Supplies
P0118610	Marx Bros Fire Extinguisher Co Inc	\$24,000.00			FC	Blanket Order for Fire Extinguisher Maintenance
P0118611	Sasco Electric	\$7,040.92			CC	Electrical Wiring Installation at Bldg. 13 Tech Ed
P0118612	Dermalogica Inc	\$2,000.00			FC	Blanket Order for Classroom Supplies
P0118613	Dinair Airbrush Makeup Systems Inc	\$250.00			FC	Blanket Order for Classroom Supplies
P0118614	Office Depot	\$3,500.00			SCE	Blanket Order for Office Supplies
P0118615	Office Depot	\$1,000.00			SCE	Blanket Order for Office Supplies
P0118616	Stater Bros Markets - A CA Corp	\$300.00			CC	Blanket Order for Classroom Supplies
P0118617	RJ Electric	\$2,820.00			SCE	Electrical Wiring Services
P0118618	VitalSmarts LC	\$657.59			AC	Textbooks
P0118619	Hi Standard Automotive LLC	\$10,000.00			CC	Blanket Order for Vehicle Supplies
P0118620	Controlled Key Systems	\$5,000.00			AC	Blanket order for Building Access Repairs
P0118621	Daktronics Inc	\$4,500.00			CC	Blanket Order for Equipment Repairs
P0118622	Mediaworks Pro Group	\$1,000.00			SCE	Blanket Order for Electronic Supplies
P0118623	Office Depot	\$450.00			SCE	Blanket Order for Office Supplies
P0118624	Office Depot	\$400.00			SCE	Blanket Order for Lab Supplies
P0118625	Refrigeration Supplies Distributor	\$20,000.00			FC	Blanket Order for Heating & Ventilation Supplies
P0118626	Amazon Business	\$285.52			FC	Instructional Supplies
P0118627	Amazon Business	\$10.21			FC	Office Supplies
P0118628	Sunny Hills Car Wash	\$2,000.00			FC	Blanket Order for Vehicle Maintenance
P0118629	Phoenix Group Information Systems	\$10,500.00			FC	Blanket Order for Parking Supplies
P0118630	California College & University Police Chiefs Association	\$299.00			FC	Annual Membership
P0118631	Digitron Electronics Inc	\$500.00			CC	Blanket Order for Audio Equipment Repair
P0118632	Action Door Controls Inc.	\$20,000.00			FC	Blanket Order for Onsite Door Service/Repairs
P0118633	McKinley Equipment Corp	\$38,750.00	Capital Outlay		AC	Wheelchair Lift for Theater Art Bldg. Orchestra Pit @ CC
P0118634	Total Environmental Management Inc	\$23,590.00	Capital Outlay		AC	Emergency Ventilation Services @ FC
P0118635	R2A Architecture	\$69,672.00	Bond		AC	Architecture Fee for Technical Ed Lab @ SCE
P0118636	KT Industries Inc	\$41,178.25	Capital Outlay		AC	Ground Repairs & Testing Bldg. 700 Welding Shop @ FC
P0118637	Home Depot	\$350.00			FC	Blanket Order for Hardware Supplies and Materials
P0118638	JM & J Contractors	\$9,500.00	Capital Outlay		AC	Concrete Floor Leveling Project @ FC
P0118639	Statewide California Electronic Library Consortium Inc	\$14.50			FC	State Library Service Fee
P0118640	Community College League of California	\$196.40			AC	Reference Materials
P0118641	Scrip-safe Security Products Inc	\$300.00			FC	Maintenance Agreement for Printing Services
P0118642	ACCCA	\$612.00			AC	Institutional Membership
P0118643	LA Business Journal	\$74.95			FC	Journal Subscription for Special Programs Dept.
P0118644	Riddell	\$4,986.18			FC	Football Helmets for the Physical Education Department
P0118645	Advanced Equipment Corporation	\$2,500.00			FC	Blanket Order for Doors and Locks Repairs



PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0118646	Controlled Key Systems	\$15,156.00			SCE	Maintenance Agreement for Velocity Server for AC
P0118647	William Chamberlin	\$226.00			FC	Reimbursement for Conference Fees for Natural Science Division
P0118648	Hay's Uniforms Clothing & Supply Ctr LLC	\$2,464.95			FC	Athletic Uniforms
P0118649	BSN Sports LLC	\$1,948.79			FC	Physical Education Supplies
P0118650	Brianda Rodriguez	\$241.74			FC	CARE Student Auto Repair Reimbursement
P0118651	Laurice De Villa	\$117.01			FC	CARE Student Honor Society Fee Reimbursement
P0118652	Sodexo Inc and Affiliates	\$187.48			FC	Breakfast Catering for CalWORKs Staff Development
P0118653	Stephanie Paramore	\$661.72			SCE	Reimbursement for Student Success and Support Program Supplies
P0118661	Cal Pro Specialties	\$2,146.70			AC	Promotional Materials
P0118662	Cal Pro Specialties	\$2,080.59			AC	Promotional Materials
P0118663	Montgomery Hardware	\$25,000.00			FC	Blanket Order for Door Repair and Replacement
P0118664	Jostens	\$70.95			FC	Degree Certificates for Graduates
P0118665	Jaylie Bumpurs	\$907.34			FC	CARE Student Auto Repair Reimbursement
P0118666	Glendale Fence Co	\$3,000.00			AC	Blanket Order for Fencing Repairs
P0118667	Carmona's Collision Repair Inc	\$10,000.00			FC	Blanket Order for Automotive Services
P0118668	A Garcia Piano Movers	\$1,000.00			FC	Blanket Order for Moving Services
P0118673	One Stop Office Solution	\$1,000.00			CC	Blanket Order for Fax Machine Repairs
P0118677	Cal Pro Specialties	\$2,211.19			AC	Promotional Materials
P0118678	Duff & Phelps LLC	\$25,000.00			AC	Inventory Services
P0118682	International Graphics Solutions Inc	\$5,000.00			AC	Blanket Order for Equipment Repairs
P0118684	Sodexo Inc and Affiliates	\$801.39			AC	Catering for Human Resources New Hire Orientation
P0118685	Mercury Disposal System Inc	\$3,000.00			FC	Blanket Order for Recycling Services
P0118686	Mercury Disposal System Inc	\$1,000.00			AC	Blanket Order for Recycling Services
P0118687	Amazon Business	\$971.48			AC	Textbooks
P0118688	Bibliotheca LLC	\$8,988.71			CC	Maintenance Agreement for Library Detection System
P0118689	Ran Graphics Inc	\$39,463.44			SCE	2017 Fall Class Schedule Printing
P0118690	Liebert Cassidy Whitmore	\$3,400.00			AC	Institutional Membership
P0118691	Haye's Handpiece Co	\$2,000.00			CC	Blanket Order for Dental Equipment Repairs
P0118694	Sprint Nextel	\$13,000.00			FC	Blanket Order for Cell Phone Services
P0118700	Total Western Inc	\$15,000.00			FC	Blanket Order for Ventilation Services and Repair
P0118701	Weidemann Water Conditioners	\$8,000.00			FC	Blanket Order for Water Conditioning Services
P0118702	Getinge USA Inc	\$2,500.00			CC	Blanket Order for Science Equipment Repairs
P0118703	Economic Alternatives Inc	\$6,000.00			FC	Blanket Order for Ventilation Supplies & Onsite Repairs
P0118704	Mesa Energy Systems Inc	\$20,000.00			FC	Blanket Order for Chiller and Ventilation Repairs
P0118705	Gartner Inc	\$47,100.00			AC	Software License and Services
P0118706	Allround Automations	\$400.00			AC	Software License
P0118707	Xap Corporation	\$4,704.19			SCE	Software Maintenance Renewal
P0118708	GoverNET	\$21,500.00			SCE	Annual Maintenance and Support Fee
P0118709	Qualtrics LLC	\$4,500.15			AC	Software License
P0118710	Norm's Refrigeration	\$1,000.00			CC	Blanket Order for Ice Machine Repairs
P0118711	Eberhard Equipment	\$5,400.00			FC	Blanket Order for Heavy Equipment Supplies

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0118712	Otis Elevator Co	\$5,000.00			AC	Blanket Order for Elevator Repairs
P0118713	Quinn Power System Associates	\$5,000.00			AC	Blanket Order for Electrical System Repairs
P0118714	Hyland Software Inc	\$42,367.50			AC	Software Maintenance Renewal
P0118715	Office Depot	\$5,000.00			FC	Blanket Order for Office Supplies
P0118716	Tennis Warehouse	\$455.24			CC	Tennis Court Supplies
P0118717	Midwest Library Service	\$1,600.00			FC	Blanket Order for Library Books
P0118718	BC Wire Rope & Rigging	\$1,750.00			FC	Blanket Order for Theater Supplies
P0118719	Office Depot	\$1,500.00			CC	Blanket Order for Instructional Supplies
P0118720	Office Depot	\$5,000.00			SCE	Blanket Order for Office Supplies
P0118721	Office Depot	\$700.00			CC	Blanket Order for Office Supplies
P0118722	Rollings Automotive	\$2,500.00			AC	Blanket Order for Automotive Repairs
P0118723	Office Depot	\$5,000.00			CC	Blanket Order for Office Supplies
P0118724	Office Depot	\$1,600.00			CC	Blanket Order for Office Supplies
P0118725	Sign A Rama	\$5,000.00			AC	Blanket Order for Campus Signage
P0118726	Gail Materials	\$3,000.00			CC	Blanket Order for Grounds Supplies
P0118727	Office Depot	\$1,200.00			CC	Blanket Order for Office Supplies
P0118729	Office Depot	\$800.00			FC	Blanket Order for Office Supplies
P0118731	CI Solutions	\$2,366.20			CC	Printer
P0118732	Riddell	\$4,124.47			FC	Football Helmet Repairs
P0118733	AAA Electric Motor Sales & Service Inc	\$5,000.00			FC	Blanket Order for Ventilation Supplies
P0118734	Ixplore Universities LLC	\$8,500.00			CC	Electronic Publication
P0118735	Alix Plum	\$639.45			FC	Lab Supplies
P0118736	Buddy's All Stars, Inc.	\$30,385.64			FC	Athletic Uniforms
P0118737	Boman Forklift	\$2,500.00			FC	Blanket Order for Forklift Maintenance
P0118738	Buddy's All Stars, Inc.	\$9,760.02			FC	Athletic Equipment
P0118739	CASE Systems Inc	\$2,200.00			CC	Maintenance Agreement for Emergency Call Boxes
P0118740	Weidemann Water Conditioners	\$420.00			FC	Blanket Order for Soft Water Service
P0118741	Toshiba Business Solutions	\$511.38			SCE	Maintenance Agreement for Copier
P0118742	Toshiba Business Solutions	\$475.18			SCE	Maintenance Agreement for Copier
P0118743	Toshiba Business Solutions	\$369.59			SCE	Maintenance Agreement for Copier
P0118744	Toshiba Business Solutions	\$369.59			SCE	Maintenance Agreement for Copier
P0118745	Toshiba Business Solutions	\$1,249.36			SCE	Maintenance Agreement for Copier
P0118746	Toshiba Business Solutions	\$1,085.69			FC	Maintenance Agreement for Copier
P0118747	Toshiba Business Solutions	\$12,493.02			AC	Copy Machine
P0118748	Toshiba Business Solutions	\$1,053.94			CC	Lease Payments for Copier
P0118749	Electric Car Sales Service	\$10,000.00			FC	Blanket Order for Club Cart Repairs
P0118750	City of Anaheim	\$739.00			AC	Fire Safety Services
P0118751	Case & Sons Construction Inc	\$10,000.00			FC	Blanket Order for General Contracting Services
P0118752	California Assoc of Comm College Registrars & Adm Officers	\$300.00			FC	Institutional Membership
P0118753	Equipment Direct	\$362.49			CC	Medical Supplies
P0118756	Konica Minolta Business Solutions USA Inc	\$700.00			CC	Maintenance Agreement for Copier

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0118757	Morrow Meadows Corp	\$3,000.00			CC	Blanket Order for Data Cabling
P0118758	Computerland of Silicon Valley	\$36,708.00			CC	Software Subscription Renewal
P0118759	Foundation for California Community Colleges	\$28,487.00			CC	Blackboard License Renewal - BA 03/22/2016
P0118760	Covoc Corp	\$610.09			CC	Shade Curtain Replacement Project
P0118761	MKH Electronics Inc	\$500.00			CC	Blanket Order for Fitness Equipment Repairs
P0118762	A Alvarado Painting	\$24,736.20	Capital Outlay		AC	Painting for Child Development Lab
P0118763	Otis Elevator Co	\$15,873.96			AC	Maintenance Agreement for Elevators
P0118764	Quality Copying, Inc	\$2,800.00			FC	Annual Support Contract for Printing Software
P0118765	ADT Security Services Inc	\$979.92			FC	Security Monitoring for Art Gallery
P0118766	Action Duct Cleaning Co Inc	\$2,100.00			CC	Cleaning Culinary Grease Exhaust
P0118767	Jimni System Inc	\$1,260.00			CC	Maintenance Agreement for Grease Interceptor
P0118768	Bligh Roof Company Inc	\$15,770.00			AC	Roof Repairs
P0118769	SimplexGrinnell	\$40,000.00			FC	Blanket Order for Fire Alarm System Repairs
P0118770	VWR Funding Inc	\$1,800.00			CC	Blanket Order for Lab Supplies
P0118771	Hardy Diagnostics	\$500.00			CC	Blanket Order for Lab Supplies
P0118772	Carolina Biological Supply Co	\$600.00			CC	Blanket Order for Lab Supplies
P0118773	Fisher Scientific Co LLC	\$600.00			CC	Blanket Order for Lab Supplies
P0118774	Stater Bros Markets - A CA Corp	\$500.00			CC	Blanket Order for Lab Supplies
P0118775	Home Depot	\$700.00			CC	Blanket Order for Lab Supplies
P0118776	Office Depot	\$1,000.00			CC	Blanket Order for Office Supplies
P0118777	B & M Lawn & Garden Center	\$500.00			SCE	Blanket Order for Lawn Supplies
P0118778	Office Depot	\$1,000.00			CC	Blanket Order for Math Supplies
P0118779	Aeromark	\$100.00			AC	Blanket Order for Office Supplies
P0118780	Office Depot	\$5,000.00			AC	Blanket Order for Office Supplies
P0118781	Office Depot	\$1,000.00			AC	Blanket Order for Office Supplies
P0118782	Delta Biologicals	\$3,688.77			FC	Blanket Order for Lab Supplies
P0118783	Nasco Modesto	\$1,590.41			FC	Blanket Order for Lab Supplies
P0118784	Toshiba Business Solutions	\$74.35			CC	Blanket Order for Office Supplies
P0118785	Toshiba Business Solutions	\$1,055.95			FC	Maintenance Agreement for Copier
P0118786	Toshiba Business Solutions	\$527.98			FC	Maintenance Agreement for Copier
P0118787	Tops Auto Supply	\$500.00			CC	Blanket Order for Automotive Parts
P0118788	JT Print It	\$2,304.67			FC	Custom Shirts for Student Services Office
P0118789	O'Reilly Automotive Inc	\$500.00			CC	Blanket Order for Automotive Parts
P0118790	New Pig Corporation	\$3,000.00			CC	Blanket Order for Automotive Parts
P0118791	Acey Decy Equipment Co	\$58,256.11			FC	Lighting Equipment for the Theatre Department
P0118792	Worthington Direct, Inc.	\$2,534.87			FC	Chairs for the Music Department
P0118793	Tops Auto Supply	\$4,000.00			CC	Blanket Order for Automotive Parts
P0118794	O'Reilly Automotive Inc	\$15,000.00			CC	Blanket Order for Automotive Supplies
P0118795	California State Polytechnic University Pomona	\$616.00			CC	Parking Permits for Summer Research Program
P0118796	Tops Auto Supply	\$600.00			CC	Blanket Order for Auto Parts and Supplies
P0118797	Mayer Educational Products	\$7,542.50			FC	Classroom Supplies for Disabled Student Services

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0118798	Sedexo Inc and Affiliates	\$150.04			FC	Catering for SI Program End of Semester Event
P0118799	AutoNation SSC	\$1,000.00			CC	Blanket Order for Automotive Supplies
P0118800	O'Reilly Automotive Inc	\$500.00			CC	Blanket Order for Automotive Supplies
P0118801	Grainger Inc	\$300.00			CC	Blanket Order for Automotive Supplies
P0118802	Allsteel Inc	\$9,574.99			CC	Classroom Chairs for Auto Technology Dept.
P0118803	Harbor Freight Tools	\$500.00			CC	Blanket Order for Automotive Supplies
P0118804	Home Depot	\$350.00			CC	Blanket Order for Hardware and Materials
P0118805	Wilbert Funeral Services Inc	\$1,987.38			CC	Plastic Models for the Mortuary Science Department
P0118806	Cameron Welding Supply	\$1,000.00			CC	Blanket Order for Welding Supplies
P0118807	Cameron Welding Supply	\$1,000.00			CC	Blanket Order for Welding Supplies
P0118808	Linda Ochoa	\$50.00			FC	CARE Honor Society Fee Reimbursement
P0118809	Turf Star Inc	\$1,500.00			CC	Blanket Order for Lawnmower Equipment Services
P0118810	Marissa Davisson	\$360.73			FC	CARE Auto Repair Reimbursement
P0118811	KT Industries Inc	\$4,600.00			AC	Electrical Circuit Breaker Maintenance
P0118813	Office Depot	\$2,500.00			FC	Blanket Order for Office Supplies
P0118814	EBSCO	\$21,000.00			FC	Blanket Order for Physical Education Program Subscriptions
P0118815	Florence Filter Corp	\$5,000.00			AC	Blanket Order for Ventilation Supplies
P0118816	Action Duct Cleaning Co Inc	\$2,600.00			CC	Cleaning Heating and Ductwork
P0118817	Culligan of Santa Ana	\$525.00			CC	Blanket Order for Water Softening Service
P0118818	Cypress S B Car Spa Inc	\$4,000.00			CC	Blanket Order for Car Wash Services
P0118819	Ware Disposal Company Inc.	\$81,312.00			AC	Trash Disposal Services B/A: 6/25/2015
P0118820	Verizon Wireless Messaging Services	\$960.00			SCE	Monthly Wireless Services
P0118821	McWil Sports Surfaces Inc	\$9,175.00	Capital Outlay		AC	Gym Floor Reconditioning and Painting @ FC
P0118823	George Yardley Co Inc	\$3,000.00			FC	Blanket Order for Laboratory Diagnostic Services
P0118824	CA Organization of Associate Degree Nursing Program South	\$100.00			CC	Institutional Membership
P0118825	Anaheim Chamber of Commerce	\$690.00			AC	Institutional Membership
P0118826	Embi Tec	\$9,249.27			FC	Lab Supplies
P0118827	Foundation for California Community Colleges	\$31,836.00			FC	Blackboard License Renewal - BA: 08/23/2016
P0118828	Weidemann Water Conditioners	\$1,539.94			AC	Water Softener Salt for Facilities Dept.
P0118829	Scantron Corporation	\$1,176.00			SCE	Maintenance Agreement for Scantron Equipment @ Wilshire
P0118830	Scantron Corporation	\$1,176.00			SCE	Maintenance Agreement for Scantron Equipment @ AC
P0118831	Tutela Inc	\$493.05			CC	Security Card Reader
P0118832	Florence Filter Corp	\$5,000.00			AC	Air Filters for Facility Maintenance
P0118833	Pocket Nurse Enterprises Inc	\$81.14			CC	Health Science Lab Supplies
P0118834	Safety Kleen Corp	\$2,000.00			CC	Blanket Order for Disposal of Used Automotive Part
P0118835	SiteOne Landscape Supply LLC	\$2,000.00	Capital Outlay		AC	Blanket Order for Irrigation Parts & Supplies @ CC
P0118836	Transportation Charter Services Inc	\$65,000.00			FC	Blanket Order for Transportation for the Physical Education Dept.
P0118837	Comevo Inc	\$30,240.00			SCE	Software Subscription Renewal for CC, FC, and SCE
P0118838	Amazon Business	\$87.64			FC	Books
P0118839	Amazon Business	\$10.21			FC	Office Supplies
P0118841	BSN Sports LLC	\$3,776.45			CC	Baseball Equipment

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0118842	Campus Logic Inc	\$59,000.00			CC	Student Verification Software for Financial Aid
P0118843	Community College League of California	\$2,000.00			AC	Subscription
P0118844	Office Depot	\$1,000.00			SCE	Blanket Order for Office Supplies
P0118845	Stater Bros Markets - A CA Corp	\$300.00			SCE	Blanket Order for Lab Supplies
P0118846	Stater Bros Markets - A CA Corp	\$450.00			SCE	Blanket Order for Lab Supplies
P0118847	Stater Bros Markets - A CA Corp	\$200.00			SCE	Blanket Order for Lab Supplies
P0118848	Office Depot	\$2,000.00			SCE	Blanket Order for Instructional Supplies
P0118849	Office Depot	\$1,500.00			SCE	Blanket Order for Instructional Supplies
P0118850	Office Depot	\$500.00			SCE	Blanket Order for Office Supplies
P0118851	PRR Systems Division	\$700.00			CC	Blanket Order for Waste Removal
P0118852	PRR Systems Division	\$160.00			CC	Blanket Order for Waste Removal
P0118853	Association of Community College Trustees	\$8,103.00			AC	Institutional Membership
P0118854	League For Innovation	\$2,025.00			AC	Institutional Membership
P0118855	ServiceFirst	\$5,000.00			CC	Blanket Order for Refrigerator Repairs
P0118857	Scantron Corporation	\$2,000.00			CC	Blanket Order for Repairs/Services of Scantron Machine
P0118858	Tiffanys Glass & Mirror Inc	\$1,500.00			CC	Blanket Order for Repair/Replacement of Broken Windows
P0118859	Ellucian Company LP	\$17,022.00			AC	Software Maintenance Renewal
P0118860	Diamedical USA Equipment LLC	\$274.31			CC	Nursing Lab Supplies
P0118862	Computerland of Silicon Valley	\$52,497.00			FC	Software Subscription Renewal
P0118863	Accent Medical Systems, Inc.	\$5,000.00			CC	Blanket Order for Laboratory Equipment Repairs
P0118864	Sit On It	\$865.80			FC	Side Chairs for Student Faculty Offices
P0118865	Umstot Project & Facilities Solutions LLC	\$50,000.00	Bond		AC	Design Build Consultant Services @ FC
P0118866	1st California Notary Services	\$1,196.02			SCE	Classroom Supplies
P0118867	National Council for Marketing and Public Relations	\$500.00			SCE	Institutional Membership
P0118868	Midwest Medical Supply Co LLC	\$1,265.97			CC	Instructional Supplies
P0118869	Community College League of California	\$33,622.50			CC	Subscription License Renewal
P0118870	Roto-Rooter	\$2,068.93			CC	Drainage System Installation for Culinary Arts Dept.
P0118873	Office Depot	\$5,000.00			SCE	Blanket Order for Office Supplies
P0118874	West Coast Bar Supplies	\$1,000.00			SCE	Blanket Order for Class Supplies
P0118900	CPP Inc	\$195.00			FC	Site License Renewal for the Matriculation Dept.
P0118901	Office Depot	\$1,000.00			CC	Blanket Order for Office Supplies
P0118902	Amazon Business	\$80.55			AC	Blanket Order for Office Supplies
P0118903	Alonti Cafe & Catering	\$257.79			SCE	Catering Training and Development Regional Meeting
P0118905	ServiceFirst	\$10,000.00			AC	Blanket Order for Plumbing Repair Services
P0118906	Showmark Media LLC	\$147.11			FC	Department Signage
P0118907	Royden Hobbs	\$351.00			AC	Sabbatical Bond Reimbursement
P0118908	Hunter Parts & Service	\$2,500.00			CC	Blanket Order for Automotive Equipment Repairs
P0118909	Morrow Meadows Corp	\$1,500.00			AC	Blanket Order for Emergency Phone Repairs
P0118910	Hobart	\$500.00			CC	Blanket Order for Culinary Arts Equipment Repairs
P0118911	Southern California Fitness Service	\$1,500.00			CC	Blanket Order for Fitness Machine Repairs
P0118912	Diamond Sharp Cutlery, Inc	\$500.00			CC	Blanket Order for Equipment Repairs

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0118913	Clarus Corporation	\$15,000.00			SCE	Campus Advertisement and Marketing Services
P0118914	Orange County School Boards Association	\$125.00			AC	Institutional Membership
P0118915	California Community College Athletic Association	\$21,250.00			AC	Institutional Membership
P0118916	North Orange County Chamber	\$550.00			FC	Institutional Membership
P0118917	Battery Systems Inc	\$3,000.00			CC	Blanket Order for Batteries
P0118918	Alford Steel Fabrication and Welding	\$2,500.00			FC	Blanket Order for Equipment Repairs
P0118919	Office Depot	\$1,000.00			AC	Blanket Order for Office Supplies
P0118921	Barnes & Noble Inc	\$341.40			FC	Textbooks
P0118922	Scantron Corporation	\$782.00			SCE	Maintenance Agreement for Scantron Machine
P0118923	Toshiba Business Solutions	\$915.88			SCE	Maintenance Agreement for Copier
P0118924	Joanne Armstrong	\$213.33			SCE	Office Supplies
P0118925	Access Hardward Supply	\$500.00			CC	Blanket Order for Hardware Supplies
P0118926	DB Sales & Service	\$15,950.00			FC	Water Boiler Tune Up and Repair
P0118938	Cypress College Foundation	\$9,754.60			CC	Campus Promotional Materials
P0118939	Smart & Final	\$3,000.00			SCE	Blanket Order for Lab Materials
P0118940	Office Depot	\$332.73			FC	Office Chair for the Counseling Department
P0118942	GST	\$383.08			CC	Office Supplies
P0118944	Office Depot	\$1,000.00			SCE	Blanket Order for Instructional Supplies
P0118945	Office Depot	\$1,000.00			SCE	Blanket Order for Supplies
P0118946	Office Depot	\$500.00			SCE	Blanket Order for Supplies
P0118947	Stater Bros Markets - A CA Corp	\$300.00			SCE	Blanket Order for Supplies
P0118948	Stater Bros Markets - A CA Corp	\$650.00			SCE	Blanket Order for Supplies
P0118949	Stater Bros Markets - A CA Corp	\$800.00			SCE	Blanket Order for Lab Supplies
P0118951	Hazelrigg Claims Management Services	\$62,315.00			AC	Claims Management Administration Fee for Risk Department - Board Approval 5/23/17
P0118952	Vision Marking Devices	\$66.34			AC	Office Supplies
P0118953	Flaghouse, Inc.	\$506.44			SCE	Instructional Supplies
P0118954	Toshiba Business Solutions	\$1,401.84			SCE	Maintenance Agreement for Copier
P0118955	Ascend Partners Group	\$16,500.00			CC	Consulting Services for Veterans Resource Center
P0118960	Stephanie Paramore	\$354.00			SCE	Software License
P0118962	Maxi Aids Inc	\$97.33			SCE	Instructional Supplies
P0118964	Anaheim Union High School District	\$3,146.81			SCE	Custodial Services
P0118965	Midwest Medical Supply Co LLC	\$5,212.82			CC	Nursing Lab Supplies
P0118966	Scantron Corporation	\$660.00			SCE	Maintenance Agreement for Scantron Equipment
P0118967	Scantron Corporation	\$1,320.00			SCE	Maintenance Agreement for Scantron Equipment
P0118968	Stater Bros Markets - A CA Corp	\$2,000.00			SCE	Blanket Order for Supplies
P0118969	Schindler Elevator Corporation	\$24,238.20			FC	Preventative Maintenance Agreement for Elevator
P0118970	Christie Diep	\$207.48			CC	Publication Supplies
P0118971	Amazon Business	\$144.12			SCE	Office Supplies
P0118972	Bloomerang LLC	\$7,526.00			AC	Donor Management Software
P0118973	Jaywill Software Development Inc	\$273.94			SCE	Classroom Supplies

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0118982	Mark Groh	\$3,000.00			FC	Independent Contractor for Administrative Hearings
P0118985	Pacwest Security Services	\$15,480.00			AC	Blanket Order for Security Guard Services
P0118986	PJ of Southern California LP	\$2,996.46			CC	Catering for Dual Enrollment Summer Connect Program
P0118987	South Coast Air Quality Management District	\$127.46			CC	Annual Air Quality Emissions Fee
P0118992	South Coast Air Quality Management District	\$6,492.50			CC	Annual Air Quality Emissions Fee
P0118994	Julian Jefferies	\$400.00			AC	Guest Speaker for District Diversity
P0118996	Verizon Wireless LA	\$4,270.02			SCE	Blanket Order for Wireless Service
P0118997	Academic Cap & Gown	\$7,852.82			CC	Cypress Commencement Supplies
P0118998	Office Depot	\$1,500.00			FC	Blanket Order for Office Supplies
P0118999	Innovative Performance Solutions Inc	\$80,000.00			AC	Consultant Human Resources Technology Projects
P0119000	Ludlow Kingsley	\$6,000.00			AC	Blanket Order for Website Maintenance
P0119003	Educause	\$40.00			AC	Annual Domain License Renewal
P0119004	SARS Software Products Inc	\$2,400.00			SCE	Software Support License Renewals
P0119005	Stater Bros Markets - A CA Corp	\$6,700.00			FC	Blanket Order for Supplies
P0119006	Office Depot	\$1,000.00			SCE	Blanket Order for Instructional Supplies
P0119007	Lynde-Ordway Co Inc	\$1,000.00			CC	Blanket Order for Shredder Repairs
P0119008	Office Depot	\$5,000.00			FC	Blanket Order for Office Supplies
P0119009	Awards By Kay Inc	\$324.12			AC	Achievement Award Trophy
P0119010	Amazon Business	\$301.74			CC	Academic Computing Supplies
P0119011	Office Depot	\$3,000.00			FC	Blanket Order for Office Supplies
P0119012	Office Depot	\$3,000.00			FC	Blanket Order for Office Supplies
P0119013	Competitive Aquatic Supply Inc	\$2,349.11			CC	Classroom Supplies
P0119014	Waterline Technologies Inc	\$3,645.17			CC	Replacement Water Pump
P0119015	Office Depot	\$300.00			SCE	Blanket Order for Supplies
P0119017	GST	\$231.98			CC	Printer
P0119018	ASCIP	\$1,007,671.00			AC	Property & Liability Insurance Premium 17/18 - BA: 6/27/17
P0119019	BSN Sports LLC	\$1,127.00			CC	Athletic Supplies
P0119020	TruWest Inc	\$1,717.45			CC	Athletic Supplies
P0119021	National Council for Marketing and Public Relations	\$650.00			FC	Annual Membership Dues
P0119022	JT Print It	\$370.58			FC	Custom Polo Shirts for Campus Marketing
P0119023	Cal Poly Pomona Foundation Inc	\$13,500.00			CC	Student Meal Vouchers
P0119024	Hardy Diagnostics	\$2,800.00			FC	Blanket Order for Supplies
P0119025	Orvac Electronics	\$1,000.00			FC	Blanket Order for Supplies
P0119026	Patricia Kaiwi	\$2,008.55			CC	Blanket Order for CalWORKs Child Care Services
P0119027	Ganahl Lumber Co	\$3,000.00			FC	Blanket Order for Lumber Supplies
P0119028	Lowe's Companies Inc	\$5,000.00			FC	Blanket Order for Hardware Supplies
P0119029	Sunset Signs and Printing Inc	\$2,954.50	Capital Outlay		AC	Installation of Pole Signage
P0119030	Dept of Toxic Substances Control	\$930.00			AC	Emissions Annual Fees
P0119031	Mauricio Hernandez	\$6,735.91			CC	Blanket Order for CalWORKs Child Care Services
P0119032	Toshiba Business Solutions	\$1,043.45			FC	Maintenance Agreement for Copier
P0119033	BSN Sports LLC	\$590.84			CC	Athletic Supplies

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0119034	Allsteel Inc	\$6,890.00			FC	Office Furniture for the Humanities Department
P0119035	General Computer Engineering Inc	\$1,750.00			FC	Blanket Order for Computer Supplies
P0119036	DS Waters of America Inc	\$323.60			AC	Blanket Order for Drinking Water
P0119037	VMI Inc	\$1,000.00			FC	Blanket Order for Broadcast Supplies
P0119038	Global Equipment Co	\$1,727.36			CC	Enclosure for Heating and Ventilation System
P0119039	Office Depot	\$500.00			CC	Blanket Order for Office Supplies
P0119040	Riddell	\$518.42			FC	Physical Education Supplies
P0119041	B & H Photo Video Inc	\$3,000.00			FC	Blanket Order for Media Equipment
P0119042	Fullerton Ace Hardware	\$350.00			FC	Blanket Order for Hardware Supplies
P0119043	Cynmar Corporation	\$941.15			CC	Lab Supplies
P0119044	AT&T Mobility	\$900.00			AC	Blanket Order for Mobile Telephone Service
P0119045	Office Depot	\$500.00			AC	Blanket Order for Office Supplies
P0119046	Ontario Winnelson Company	\$5,512.68			CC	Emergency Replacement Water Heater
P0119047	California Funeral Directors Association	\$1,350.00			CC	Convention Fees for Mortuary Sciences Dept.
P0119048	Robert Moshi	\$134.16			FC	Textbooks
P0119049	Markertek Video Supply	\$1,000.00			FC	Blanket Order for Media Supplies
P0119050	Office Depot	\$4,000.00			FC	Blanket Order for Office Supplies
P0119051	Fisk Automotive	\$600.00			FC	Blanket Order for Automotive Repairs
P0119052	Carmen Molina	\$96.16			FC	Textbooks
P0119053	Joint Commission Resources	\$3,200.00			CC	Software License Renewal
P0119054	Crystal Factory	\$650.00			FC	Blanket Order for Award Plaques
P0119055	Ian Kolaja	\$1,211.20			FC	Independent Contractor for Video Shooting on Accreditation
P0119056	Anali Yslas	\$133.07			FC	Textbooks
P0119057	Nancy Prim	\$142.23			FC	Textbooks
P0119058	Technopro CS Inc	\$600.00			FC	Database Report Fees for the Disabled Students Department
P0119081	New Relic Inc	\$3,600.00			AC	Subscription Services Renewal
P0119082	Buddy's All Stars, Inc.	\$423.90			FC	Physical Education Supplies
P0119084	Corporate Business Interiors Inc	\$1,637.67			FC	Furniture Installation for the Humanities Office
P0119085	Home Run Park Inc.	\$6,349.09			CC	Physical Education Supplies
P0119086	Office Depot	\$450.00			SCE	Blanket Order for Office Supplies
P0119087	The School Planner Company	\$1,016.62			SCE	Lab Supplies
P0119088	Office Depot	\$4,500.00			FC	Blanket Order for Office Supplies
P0119089	Action Wholesale Products Inc	\$550.00			FC	Blanket Order for Industrial Shelving & Supplies
P0119090	Angelus Pacific Co	\$2,672.15			FC	Parking Permits for the Campus Safety Department
P0119091	Terra Hurdle	\$380.58			CC	Reimbursement for Summer Jazz Camp Supplies
P0119092	Soccer Central Inc.	\$1,818.62			CC	Soccer Supplies
P0119093	Westwood One	\$900.00			FC	Blanket Order for Music Service
P0119094	Riddell	\$3,978.32			FC	Physical Education Supplies
P0119095	Henry Schein Inc	\$5,000.00			CC	Blanket Order for Dental Equipment Repairs
P0119096	Corporate Business Interiors Inc	\$589.53			CC	Labor to Install Office Chairs
P0119097	Full Compass Systems Ltd	\$4,000.00			FC	Blanket Order for Theater Equipment and Supplies



PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0119098	Jacquest Talley	\$5,031.20			CC	Blanket Order for CalWORKs Child Care Services
P0119099	Pearson	\$640.03			FC	Testing Forms for the Disabled Students Department
P0119100	Computerized Assessment & Placement Programs Inc	\$4,383.25			FC	Software for the Counseling Department
P0119101	WLC Architects Inc	\$71,300.00			SCE	Architectural Services for Tenant Improvement NOC Regional Consortium
P0119102	Press Association	\$5,372.01			FC	Radio Station Service Fees
P0119103	Holt Print Services	\$233.28			AC	Printing Services
P0119104	Educational Credit Management Corporation	\$25,000.00			FC	Blanket Order for Credit Management Services
P0119105	Allied Trade Group Inc	\$1,376.56			FC	Computer
P0119106	Bio Corporation	\$3,927.10			CC	Biology Lab Supplies
P0119107	Daikin Applied	\$32,508.00	Capital Outlay		AC	Maintenance Agreement for Central Plant at Cypress College
P0119108	iT1 Source LLC	\$1,951.32			SCE	Sound System Upgrade
P0119109	Dudek	\$181,190.00	Capital Outlay		AC	Consultant for Sherbeck Field Improvement Project - Board Approval 6/3/17
P0119110	Toshiba Business Solutions	\$950.36			SCE	Maintenance Agreement for Copier
P0119111	Toshiba Business Solutions	\$264.61			CC	Maintenance Agreement for Copier
P0119112	Toshiba Business Solutions	\$269.27			CC	Maintenance Agreement for Copier
P0119113	Toshiba Business Solutions	\$448.78			SCE	Maintenance Agreement for Copier
P0119114	Toshiba Business Solutions	\$536.60			SCE	Maintenance Agreement for Copier
P0119115	Toshiba Business Solutions	\$730.80			FC	Maintenance Agreement for Copier
P0119116	Southern California Fitness Service	\$1,194.00			FC	Preventative Maintenance for Fitness Equipment
P0119117	Home Depot	\$5,000.00	Capital Outlay		AC	Blanket Order to Purchase Salt for Central Plant
P0119118	Air Conditioning Control System Inc	\$5,000.00	Capital Outlay		AC	Blanket Order to Ventilation Supplies
P0119119	Air Conditioning Control System Inc	\$5,000.00	Capital Outlay		AC	Blanket Order for Services of Central Cogen Plant
P0119130	MSC Industrial Supply Co Inc	\$2,000.00			FC	Blanket Order for Industrial Supplies
P0119131	DS Waters of America Inc	\$200.00			FC	Blanket Order for Drinking Water
P0119132	Office Depot	\$1,000.00			CC	Blanket Order for Office Supplies
P0119133	Office Depot	\$1,000.00			CC	Blanket Order for Office Supplies
P0119134	Office Depot	\$1,000.00			CC	Blanket Order for Office Supplies
P0119135	Office Depot	\$500.00			CC	Blanket Order for Office Supplies
P0119136	Acey Decy Equipment Co	\$4,794.88			FC	Lighting Supplies for the Theatre Department
P0119137	Office Depot	\$500.00			CC	Blanket Order for Office Supplies
P0119138	3M Company	\$4,321.27			CC	Software Subscription Renewal
P0119139	O'Reilly Automotive Inc	\$500.00			CC	Blanket Order for Automotive Parts and Supplies
P0119140	Eastbay	\$467.10			CC	Athletic Uniforms
P0119141	Office Depot	\$1,500.00			FC	Blanket Order for Office Supplies
P0119142	Study in the USA, Inc.	\$11,200.00			FC	Advertising for International Student Program
P0119143	Penn-Jersey X-Ray	\$732.70			CC	Radiology Lab Supplies
P0119144	Jeffers Handbell Supply Inc	\$487.55			SCE	Instructional Supplies
P0119145	Pelco by Schneider Electric	\$2,000.00			CC	Blanket Order for Security Camera Repairs
P0119146	Computer Sports Medicine Inc	\$600.00			FC	Software License
P0119148	Charter Communications Holdings LLC	\$10,000.00			FC	Blanket Order for Data System Repair

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0119149	Carls Laundry Repair Inc	\$9,010.65			FC	Commercial Dryer for the Physical Education Department
P0119150	Charter Communications Holdings LLC	\$5,000.00			CC	Blanket Order for Cable Services
P0119152	Sodexo Inc and Affiliates	\$281.14			FC	Catering for Academic Orientation
P0119153	Environmental Management Technologies	\$700.00			FC	Blanket Order for Printing Services
P0119154	Sodexo Inc and Affiliates	\$646.50			FC	Catering for Counseling Adjunct Training Sessions
P0119155	Digital Art Supplies	\$5,000.00			CC	Blanket Order for Art Supplies
P0119156	Patricia Madrigal	\$44.88			FC	CARE Auto Repair Reimbursement
P0119157	Stephanie Teer	\$118.58			CC	Reimbursement for Catering Services
P0119158	Bio Rad Laboratories	\$341.70			CC	Biology Lab Supplies
P0119159	Academic Senate for CA Community Colleges	\$1,221.99			AC	Academic Senate Reimbursement
P0119160	Grey House Publishing	\$502.10			FC	Publication Subscriptions
P0119161	Fullerton College	\$89.00			FC	Associated Students Benefit Fees
P0119162	Fullerton College	\$360.00			FC	Student Parking Permit Fees
P0119163	Fullerton College	\$784.00			FC	Health Fee for Educational Opportunity Program Students
P0119164	CDW Government Inc	\$564.38			FC	Printer
P0119165	Southern California Fitness Service	\$1,785.13			FC	Fitness Equipment Repairs for the Physical Education Department
P0119166	CDW Government Inc	\$564.38			FC	Printer
P0119167	CDW Government Inc	\$305.29			FC	Computer Monitor
P0119168	SARS Software Products Inc	\$3,435.00			CC	Software Support Renewal
P0119169	Pilar Ellis	\$100.00			FC	Reimbursement for Field Trip Ticket Deposit
P0119170	GST	\$326.88			CC	Computer Monitor
P0119171	GST	\$760.34			CC	Printer
P0119172	Fisher Scientific Co LLC	\$763.89			CC	Chemistry Lab Supplies
P0119173	Dimension Data	\$5,847.12			CC	Computer Network Server
P0119174	GST	\$237.32			CC	Computer Camera
P0119175	Heart Smart Technology	\$323.25			FC	Physical Education Supplies
P0119176	VS Athletics	\$2,234.85			FC	Pole Vault Cover for the Physical Education Department
P0119177	Ellucian Company LP	\$46,750.00			AC	Software and Cloud Subscription
P0119179	Nasco Modesto	\$1,683.59			CC	Biology Lab Supplies
P0119180	Community College League of California	\$57,697.50			FC	Software License Fee
P0119181	Andrea Franquez	\$58.92			FC	CARE Auto Repair Reimbursement
P0119183	Realvolleyball	\$532.84			CC	Physical Education Supplies
P0119184	Office Depot	\$1,000.00			CC	Blanket Order for Office Supplies
P0119185	Creative Resources Consulting	\$6,337.50			FC	Computer Server Repairs
P0119186	4imprint Inc	\$338.76			FC	Promotional Supplies for the Marketing Department
P0119187	Orange County Department of Education	\$4,000.00			AC	2017-18 Courier Services
P0119188	City of Anaheim	\$32.00			AC	City Business Tax Renewal
P0119189	WMFY We Mail For You	\$2,025.70			AC	Catalog Printing
P0119190	Flor Aguilar	\$174.34			FC	CARE Auto Repair Reimbursement
P0119191	Office Depot	\$500.00			FC	Blanket Order for Office Supplies
P0119192	Dunn Edwards Corp	\$1,000.00			AC	Blanket Order for Paint Supplies

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0119193	Printer's Parts Store	\$1,500.00			AC	Blanket Order for Equipment Repairs
P0119197	The Oak Co	\$6,000.00			CC	Blanket Order for Type Setting Services
P0119205	Entenmann-Rovin Co	\$2,879.31			CC	Badges for the Public Safety Department
P0119206	Toshiba Business Solutions	\$3,092.85			FC	Office Supplies
P0119207	Joshua Sack	\$175.00			FC	Honorarium for Pacific Summer Open Math Seminar
P0119208	Cerritos Dodge	\$75.99			CC	Campus Vehicle Electrical Diagnosis
P0119209	Carl Merindino	\$185.00			CC	Reimbursement for Broken Windshield
P0119210	Kollege Town Sports	\$1,845.34			FC	Athletic Uniforms
P0119211	Eureka The California Career Information System	\$1,179.86			FC	Annual Subscription
P0119212	Scrip Inc	\$121.47			FC	Cleaning Supplies
P0119213	Transportation Charter Services Inc	\$470.00			CC	Transportation Services for the Counseling Dept.
P0119214	TruWest Inc	\$1,930.88			FC	Athletic Uniforms
P0119215	Easy English Times	\$64.00			FC	Software Subscription Renewal
P0119216	New Readers Press	\$175.94			FC	Software Subscription Renewal
P0119217	Wayfair LLC	\$273.66			FC	Book Display for the Library
P0119218	Heart Smart Technology	\$3,435.08			FC	Defibrillator's for Administrative Services
P0119219	Fire Safety First	\$12,300.00			AC	Cooling Tower Valve and Pipe Repair
P0119220	Toshiba Business Solutions	\$1,077.07			SCE	Maintenance Agreement for Copier
P0119221	Toshiba Business Solutions	\$269.27			FC	Maintenance Agreement for Copier
P0119222	Toshiba Business Solutions	\$60.72			FC	Maintenance Agreement for Copier
P0119223	Toshiba Business Solutions	\$829.68			SCE	Maintenance Agreement for Copier
P0119224	Toshiba Business Solutions	\$2,418.99			FC	Maintenance Agreement for Copier
P0119225	ACTT	\$533.37			CC	Site License Renewal
P0119226	Hispanic Ass of Colleges & Univ	\$4,062.60			CC	Registration Fees for Annual Conference
P0119227	Computer Protection Technology, Inc.	\$832.05			FC	Telephone Components
P0119228	Buddy's All Stars, Inc.	\$4,364.83			FC	Athletic Uniforms
P0119230	VMI Inc	\$3,292.81			FC	Monitor for the Radio and Television Department
P0119231	Toshiba Business Solutions	\$1,077.07			SCE	Maintenance Agreement for Copier
P0119232	Medco Supply Co	\$16,077.49			FC	Medical Supplies for the Physical Education Department
P0119236	The Oak Co	\$6,484.50			FC	Fullerton College Catalogs
P0119237	Cell Business Equipment	\$317.86			CC	Maintenance Agreement for Copier
P0119238	Brine Solutions Inc	\$12,000.00	Capital Outlay		AC	Monthly Water Treatment for CC Cogen Plant
P0119239	R2A Architecture	\$20,600.00	Bond		AC	Architectural Services for Projects @ SCE
P0119240	NAFSA: Association of International Educators	\$459.00			CC	Institutional Membership
P0119241	Medco Supply Co	\$1,570.59			CC	Medical Supplies
P0119242	Coast Fitness Repair Shop Inc	\$2,658.00			FC	Fitness Equipment Repairs
P0119243	Computer Sports Medicine Inc	\$600.00			CC	Software License
P0119244	Corporate Business Interiors Inc	\$1,644.00	Bond		AC	Interior Design Consultation
P0119245	Rodriguez Engineering Inc	\$15,000.00	Bond		AC	Structural Engineering Services for FC Bldgs.
P0119247	GI Energy	\$10,000.00	Capital Outlay		AC	Troubleshoot and Repair Cogen Plant @ CC
P0119249	Edmars Entrance Solution Inc	\$1,500.00			AC	Automatic Doors Maintenance

PO	VENDOR NAME	AMOUNT	FUND	STRATEGIC PLANNING	SITE	DESCRIPTION
P0119250	Integrated Security Holdings Group LLC	\$3,000.00			CC	Blanket Order for Security Camera Repairs
P0119251	BSN Sports LLC	\$1,637.80			CC	Baseballs
P0119252	Diversified Business Services	\$3,250.95			FC	Marketing Materials for the Educational Opportunity Services Dept.
P0119254	Benner Metals Corp	\$1,000.00			FC	Blanket Order for Welding Supplies
P0119256	Placentia Yorba Linda USD	\$450.00			CC	Baseball Field Rental Fees
P0119257	Rodriguez Engineering Inc	\$27,000.00	Bond		AC	Structural Engineering Services FC Bldgs. 300 & 500
P0119259	Toshiba Business Solutions	\$385.32			FC	Maintenance Agreement for Copier
P0119261	Geotechnical Solutions Inc	\$5,000.00	Bond		AC	Geotechnical Engineering Services for FC Bldgs. 300/500
P0119262	Integrity Electric	\$6,215.00	Capital Outlay		FC	Installation of Conduit and Circuit Breakers
P0119263	R2A Architecture	\$11,000.00	Capital Outlay		FC	Architectural Services for Miscellaneous Projects
P0119264	Toshiba Business Solutions	\$410,565.64			FC	Maintenance Agreement for Copiers
P0119265	Toshiba Business Solutions	\$1,043.45			FC	Maintenance Agreement for Copier
P0119266	Toshiba Business Solutions	\$374.86			FC	Maintenance Agreement for Copier
P0119268	Toshiba Business Solutions	\$269.27			FC	Maintenance Agreement for Copier
P0119269	Toshiba Business Solutions	\$15.84			FC	Maintenance Agreement for Copier
P0119267	Jimni System Inc	\$7,787.20			AC	Storm Station Maintenance Cost

**\$4,964,670.60**

Approved by: \_\_\_\_\_  
Fred Williams, Vice Chancellor

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** August 22, 2017  
**SUBJECT:** Separate Bank and Investment Accounts

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

**BACKGROUND:** Pursuant to §84030 of the Education Code and in accordance with §58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business service transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to §81457 or §81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be paid into the appropriate county treasury within a reasonable time period. However, cashier's checks, certified checks, and money placed in the custody of the community college district as security that a bidder will faithfully perform a contract may be deposited in a bank account, but shall not be paid into the county treasury unless forfeited or not claimed by the bidder for a period of 12 months. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls. This agenda item was submitted by Kashu Vyas, Interim District Director, Fiscal Affairs.

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 6150, Designation of Authorized Signatures.

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

**RECOMMENDATION:** It is recommended that the Board adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations.

It is further requested that previous resolutions be rescinded and that any accounts not listed on this resolution and still open be closed immediately. It is further requested that in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account. It is further requested that account signers, banks, and credit unions not be authorized to issue counter checks or cashier's checks on any of the accounts.

Fred Williams  
\_\_\_\_\_  
Recommended by

\_\_\_\_\_  
Approved for Submittal

3.b  
\_\_\_\_\_  
Item No.

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 separate bank, saving, clearing and revolving accounts and;

**WHEREAS**, pursuant to the California Community College Budget and Accounting Manual as authorized by **§84030 of the Education Code**, and in accordance with **§58311 of Title 5 of the California Code of Regulations**, the Board of Trustees is authorized to establish such accounts;

**NOW, THEREFORE, BE IT RESOLVED** that the accounts and custodians/account signers listed are duly authorized and approved.

EXISTING ACCOUNTS:

**Bank of America**

**401 N. Harbor Blvd., Fullerton, CA 92832**

Account Name: NOCCCD Clearing Fund

Account #: 02070-02727

Type: Checking Account

Purpose: Clearing account for the deposit and withdrawal of miscellaneous receipts. This account is maintained at the County Department of Education's request. Due to the large volume of checks received by NOCCCD each month, those checks received which are under \$1,000 are deposited into this account which is cleared out every month with a single check sent to the County.

This account is also used to accept any monies via wire transfer that cannot be received as a check since some organizations only make payments via wire transfers. The County does not currently permit ongoing, regular receipt of wire transfers in lieu of checks for deposit. These payments are cleared out as they are received and sent to the County.

Authorized (two signatures required)

Signatures: Fred Williams, Jenney Ho, Irma Ramos, Julie Kossick, Cheryl Marshall, Kashmira Vyas

Account Name: NOCCCD Workers' Compensation Account

Account #: To be established

Type: Checking Account

Purpose: This revolving cash account of \$50,000 is maintained for payment of Workers' Compensation claims.

Hazelrigg Claims Management Services Inc. (HCMS)

Authorized (two signatures required)

Signatures: (Checks greater than \$2,000 must also have a third signature.)

Fred Williams, Kashmira Vyas, Tami A. Oh, Arlene Hazelrigg, Dan Madrigal

**CapitalOne 360****P.O. Box 160, St. Cloud, MN 56302**

Account Name: NOCCCD dba Fullerton College  
Account #: 137217133  
Type: Savings Account  
Purpose: Investment/Interest Income  
Authorized: (two signatures required)  
Signatures: Cynthia Grein, Linh Quan, Terry Cox

**Local Agency Investment Fund (LAIF)****P. O. Box 942809, Sacramento, CA 94209-0001**

Account Name: LAIF  
Account #: 75-30-009  
Type: Investment Account  
Authorized: Password required; transfers only to and from the District's Clearing  
Signatures: Account or directly with the Orange County Treasurer's Office.  
Fred Williams, Kashmira Vyas, Ivy Hwee, Cheryl Marshall

**NuVision Federal Credit Union****7812 Edinger Ave, Huntington Beach, CA 92647**

Account Name: Cypress College Bursar's Office  
Account #: 920880751-293841 (Numbers change with renewal)  
Type: CD  
Purpose: Investment/Interest Income  
Authorized: (two signatures required)  
Signatures: Joanna Schilling, Dao Do, Santanu Bandyopadhyay

**SchoolsFirst Federal Credit Union****P. O. Box 11547, Santa Ana, CA 92711-1547**

Account Name: Community College Foundation of North Orange County  
Account #: 230626  
Type: Savings Account  
Purpose: This is a holding account for revenue generated from contributions to special scholarship funds and general unrestricted foundation funds.  
Authorized: (two signatures required)  
Signatures: Kai Stearns Moore, Terry Cox, Kashmira Vyas

Account Name: Cypress College Bursar (ASB)  
Account #: 911593-40  
Type: CD  
Purpose: CDs are rolled over usually on alternating three year terms to be used for A.S. approved expenditures if needed. These numbers change with renewal.

Authorized: (two signatures required)  
Signatures: Dao Do, Joanna Schilling, Santanu Bandyopadhyay

Account Name: Cypress College Bursar's Office  
Account #: 911593-41 (Numbers change with renewal)  
Type: CD  
Purpose: Investment/Interest Income  
Authorized: (two signatures required)  
Signatures: Joanna Schilling, Dao Do, Santanu Bandyopadhyay

**SchoolsFirst Federal Credit Union (continued)**  
**P. O. Box 11547, Santa Ana, CA 92711-1547**

Account Name: Cypress College Foundation  
Account #: 134605  
Type: CD  
Purpose: Investment/Interest Income  
Authorized (two signatures required)  
Signatures: Joanna Schilling, Dao Do, Raul Alvarez

Account Name: North Orange County Community College District - Fullerton College  
Account #: 802554  
Type: CD  
Purpose: CDs are rolled over usually on alternating three year terms to be used for A.S. approved expenditures if needed. Numbers change with renewal.  
Authorized (two signatures required)  
Signatures: Cyndi Grein, Linh Quan, Terry Cox

**Union Bank**  
**445 S. Figueroa Street, 8th floor, Los Angeles, CA 90071**

Account Name: North Orange County CCD (NOCCCD) School of Continuing Education (SCE) Clearing Account  
Account #: 705006063  
Type: Checking Account  
Purpose: All tuition and lab fees are deposited in this account.  
Authorized (two signatures required)  
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Vaniethia Hubbard, Karen Bautista

Account Name: North Orange County CCD (NOCCCD) School of Continuing Education (SCE) Savings Account  
Account #: 7050006071  
Type: Savings Account  
Purpose: Holding funds from previously issued student refund checks which have expired.  
Authorized (two signatures required)  
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Vaniethia Hubbard, Karen Bautista

**Union Bank**  
**1980 Saturn Street, Monterey Park, CA 91755-7417**

Account Name: NOCCCD Fullerton College  
Account #: 7050006098  
Type: Checking Account  
Purpose: This is the general checking account used for Bursar, Bookstore, Food Services, and Campus Services.  
Authorized (two signatures required)  
Signatures: Cyndi Grein, Linh Quan, Terry Cox, Rodrigo Garcia



**Union Bank (continued)****1980 Saturn Street, Monterey Park, CA 91755-7417**

Account Name: Cypress College General  
Account #: 7050006101  
Type: Checking Account  
Purpose: General checking account used for Associated Students account, club accounts, Bookstore, Food Services, Bursar's Office, and Bursar holding accounts, CRPA, and Financial Aid Loan Fund.  
Authorized Signatures: (two signatures required)  
Dao Do, Joanna Schilling, Santanu Bandyopadhyay

Account Name: Cypress College Credit Card Depository  
Account #: 7050006128  
Type: Checking Account  
Purpose: Clearing account for all credit card activities  
Authorized Signatures: (two signatures required)  
Dao Do, Joanna Schilling, Santanu Bandyopadhyay

Account Name: Cypress College Bursar's Office  
Account #: 7059004668 (Numbers change with renewal)  
Type: CD  
Purpose: Investment/Interest Income  
Authorized Signatures: (two signatures required)  
Dao Do, Joanna Schilling, Santanu Bandyopadhyay

Account Name: Cypress College Foundation  
Account #: 7050006136  
Type: Checking Account  
Purpose: General checking account for the Foundation Office including scholarship funds and other Foundation holding accounts.  
Authorized Signatures: (two signatures required)  
Dao Do, Raul Alvarez, Joanna Schilling, Santanu Bandyopadhyay

**Wells Fargo Bank****1300 SW Fifth Avenue, Ste 2500, Portland, OR 97201**

Account Name: North Orange County Community College District, Corvel Corporation as Agent  
Account #: 4126185354  
Type: Commercial Checking Account Public Funds  
Purpose: This revolving cash account of \$25,000 is maintained for payment of self insurance claims.  
Authorized Signatures: (two signatures required) Checks over \$5,000 require District approval prior to issuance.  
Fred Williams, Kashmira Vyas, Tami A. Oh, Fritz Heirich, Russell O'Donnell, Lynn Tuong, Jo Ann Sprague

**Wells Fargo Bank****2131 N. Harbor Blvd, Fullerton, CA 92835**

Account Name: NOCCCD Revolving Fund  
Account #: 0909-002859  
Type: Checking Account  
Purpose: Revolving cash fund for securing or purchasing services, materials, and payment of supplemental salary due to payroll errors.  
Authorized Signatures: (two signatures required)  
Cheryl Marshall, Fred Williams, Jenney Ho, Kashmira Vyas, Irma Ramos, Julie Kossick

**Wells Fargo Bank, N.A. (through the Treasurer's Office)  
3440 Flair Drive, 5th Floor, El Monte, CA 91731**

Account Name: County of Orange, Department of Education, Accounts Payable  
Account #: 9600058619  
Internal Account Name: Cash in County Treasury  
County Designation For District: 88  
Type: Checking/Depository Account  
Purpose: Checking account used for operations including disbursement to vendors, payroll and financial aid.  
Authorized (two signatures required)  
Signatures for Checks: Fred Williams, Chery Marshall  
Authorized (two signatures required)  
Signatures for Wire Transfers: Fred Williams, Jenney Ho, Irma Ramos, Julie Kossick, Cheryl Marshall, Kashmira Vyas

Account Name: County Superintendent of Schools  
Account #: 4950025122  
Internal Account Name: Cash in County Treasury  
County Designation For District: 88  
Type: Investment/Depository Account  
Purpose: Cash concentration account used for the Orange County Education Investment Pool, which earns interest on these funds.

Authorized Signatures: Transactions are managed by the Department of Education.

AYES:  
NOES:  
ABSENT:

STATE OF CALIFORNIA )  
                                  ) SS  
COUNTY OF ORANGE )

I, Molly McClanahan, President of the Board of Trustees of the North Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a Regular Meeting thereof held on August 22, 2017, and passed by a \_\_\_\_\_ vote of said Board.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 22<sup>nd</sup> day of August, 2017.

\_\_\_\_\_  
President of the Board of Trustees

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** August 22, 2017

**SUBJECT:** 2017-18 Designation of Authorized Signatures  
for Orange County Department of Education  
Activity

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

**BACKGROUND:** The District processes payroll and vendor payment activity through the Orange County Department of Education (OCDE), which requires a completed Authorization of Signatures resolution form for our most recent approved signers for each type of activity processed. For vendor payments, this list corresponds to the authorized signers on the bank account maintained at OCDE, last approved by the Board on 8/22/2017. For payroll activity, the personnel correspond to those noted in Administrative Procedure 6150, Designation of Authorized Signatures, Section 1.3, authorized signers for tax forms and county transactions excluding checks. This agenda item was submitted by Kashmira Vyas, Interim District Director, Fiscal Affairs.

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

**How does this relate to Board Policy:** This agenda item is submitted in accordance with Board Policy 6150, Designation of Authorized Signatures.

**FUNDING SOURCE AND FINANCIAL IMPACT:** N/A.

**RECOMMENDATION:** It is recommended that the Board adopt a resolution establishing the named persons be authorized to sign Payroll Notices of employment/change of status, time sheets, vendor orders for payment, and warrant registers as indicated, and that all previous authorization of signatures be rescinded, as authorized by §85232 of the Education Code.

Fred Williams  

---

Recommended by

---

Approved for Submittal

3.c  

---

Item No.

## 2017-18 AUTHORIZATION OF SIGNATURES

**North Orange County Community College District**

DATE: August 22, 2017

I, Jeffrey P. Brown, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular meeting, held on the 22<sup>nd</sup> day of August, 2017, adopted by a unanimous vote of said Board, a board resolution that the following named persons be authorized to sign Payroll Notices of employment/changes of status, time sheets, and Vendor Orders for Payment (i.e., checks and wire transfers) as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZED TO SIGN		
		One Signature Only	Two Signatures Required	
		PAYROLL DOCUMENTS All types (Including Payroll Notices of Employment/Change of Status, Time Sheets)	VENDOR PAYMENT ORDERS AND REGISTERS All types (Including Wire Transfers)	VENDOR PAYMENT ORDERS Wire Transfers Only
Beatrice Bates		X		
Ivy Hwee		X		
Kashmira Vyas		X	X	
Cheryl Marshall		X	X	
Fredrick G. Williams Jr.			X	
Irma Ramos				X
Julie Kossick				X
Jenney Ho				X

Pursuant to provisions of Education Code sections 42630-34/85230-34.

IN WITNESS WHEREOF, I have hereunto set my hand this 22<sup>nd</sup> day of August, 2017.

\_\_\_\_\_  
Secretary of the Board of Trustees

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** August 22, 2017

**SUBJECT:** Quarterly Financial Status Report Ended  
June 30, 2017

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

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

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

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended June 30, 2017. This agenda item was submitted by Kashmira Vyas, Interim District Director, Fiscal Affairs.

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

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

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

**RECOMMENDATION:** It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended June 30, 2017, as required by §58310 of Title 5.

Fred Williams  
\_\_\_\_\_  
Recommended by

\_\_\_\_\_  
Approved for Submittal

3.d  
\_\_\_\_\_  
Item No.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

CHANGE THE PERIOD

Fiscal Year: 2016-2017

Quarter Ended: (Q4) Jun 30, 2017

District: (860) NORTH ORANGE

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	171,384,348	180,429,355	222,624,900	221,215,270
A.2	Other Financing Sources (Object 8900)	14,225	41,568	36,363	61,734,006
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	171,398,573	180,470,923	222,661,263	282,949,276
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	160,353,104	170,774,281	194,864,258	266,941,934
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,538,770	11,337,715	23,726,429	2,971,484
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	169,891,874	182,111,996	218,590,687	269,913,418
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	1,506,699	-1,641,073	4,070,576	13,035,858
D.	<b>Fund Balance, Beginning</b>	42,192,158	43,698,857	42,057,784	48,373,784
D.1	Prior Year Adjustments + (-)	0	0	0	-2,245,424
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	42,192,158	43,698,857	42,057,784	46,128,360
E.	<b>Fund Balance, Ending (C. + D.2)</b>	43,698,857	42,057,784	46,128,360	59,164,218
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25.7%	23.1%	21.1%	21.9%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	35,593	36,036	35,686	36,941
-----	---	--------	--------	--------	--------

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

As of the specified quarter ended for each fiscal year					
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		62,609,078	64,186,411	81,948,412
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1 + H.2)	41,780,041	62,609,078	64,186,411	81,948,412

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	207,584,872	207,584,872	221,215,270	106.6%
I.2	Other Financing Sources (Object 8900)	1,479,359	2,974,114	61,734,006	2075.7%
I.3	Total Unrestricted Revenue (I.1 + I.2)	209,064,231	210,558,986	282,949,276	134.4%
<b>Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	205,478,619	214,071,837	266,941,934	124.7%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	5,617,023	7,085,278	2,971,484	41.9%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	211,095,642	221,157,115	269,913,418	122%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-2,031,411	-10,598,129	13,035,858	
L.	Adjusted Fund Balance, Beginning	46,128,360	46,128,360	46,128,360	
L.1	Fund Balance, Ending (C. + L.2)	44,096,949	35,530,231	59,164,218	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	20.9%	16.1%		

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

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

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

\* As specified in Collective Bargaining Agreement or other Employment Contract

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

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

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

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

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

The District has experienced a decline of FTES for fiscal year 2016-17 and expects the decline to increase in the 2017-18 fiscal year. With the declining enrollment, the District will need to either find ways to increase FTES, decrease expenses, or a combination of both. Stability funding will carry the District in 2017-18, with a major fiscal impact anticipated for the 2018-19 fiscal year.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** August 22, 2017  
**SUBJECT:** Quarterly Investment Report  
as of June 30, 2017

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

**BACKGROUND:** The Quarterly Investment Report for the quarter ended June 30, 2017, is submitted in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of June 30, 2017, the District had **\$275,639,122.80** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$4,827,332,429** and the market value was **\$4,819,614,124**. This represents an unrealized loss for accounting purposes of approximately 0.16%, which equates to **\$440,713** for the District. This paper loss is the result of an increase in interest rates, which caused the values to decrease. The average net interest rate for the quarter ended June 30, 2017, was **0.98%**. Net interest earned for the quarter totaled **\$641,482.40**.
2. **Cypress College and Fullerton College Investments.** As of June 30, 2017, the colleges' investments total **\$2,089,548.81**. Of this amount, **\$1,984,333.22** was invested in certificates of deposit and **\$105,215.59** was invested in savings or money market accounts. The interest rates vary from **0.40%** to **1.98%**.

Investments in the Orange County Treasurer's Money Market Educational Investment Pool and the Cypress and Fullerton Colleges' investments meet Board Policy 6320, Investments, adopted by the Board of Trustees on February 12, 2002, and revised on May 10, 2016.

## **Irrevocable Retiree Benefits Trust**

Starting in fiscal year 2017, the District began moving funds to its Irrevocable Retiree Benefits Trust ("Trust"). As of June 30, 2017, the market value of the Trust was \$86,578,239.40, with \$80,893,605.78 in funds having been transferred to date. This represents a net unrealized gain of \$5,684,633.62 or approximately 7.03% of contributions. The establishment of the Trust was approved at the May 12, 2015, meeting of the Board of Trustees. Additionally, the transfer of funds from the District's Retiree Benefit Fund to the Trust was approved at the September 27, 2016, meeting of the Board of Trustees.

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

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

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

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

**RECOMMENDATION:** It is recommended that the Board receive the Quarterly Investment Report for the quarter ended June 30, 2017.

Fred Williams  
\_\_\_\_\_  
Recommended by

\_\_\_\_\_  
Approved for Submittal

3.e.2  
\_\_\_\_\_  
Item No.

## Cash in County Treasury

As of June 30, 2017

General Fund	81,948,412.35
Child Development Fund	49,863.69
FC Bursar Fund	3,128,717.63
CC Bursar Fund	1,038,122.75
Capital Outlay Fund	54,981,698.34
Self Insurance Fund	26,694,066.74
Retiree Benefit Fund	6,025.43
Student Financial Aid Fund	6,568,811.49
Bond Fund	<u>101,223,404.38</u>
Total	<u><u>275,639,122.80</u></u>

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**INVESTMENT POOL STATISTICS**  
**FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2017**

INVESTMENT STATISTICS - By Investment Pool*							
DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 6/30/17	MONTHLY Gross Yield	QUARTER Average Yield	ANNUAL Average Yield	Current NAV
<b>COMBINED POOL BALANCES (Includes the Extended Fund)</b>							
Orange County Investment Pool (OCIP)	MARKET Value \$	4,005,851,068	367	1.07%	1.06%	1.00%	0.87%
	COST (Capital) \$	4,019,990,397					
	MONTHLY AVG Balance \$	4,269,834,453					
	QUARTERLY AVG Balance \$	4,736,809,245					
	ANNUAL AVG Balance \$	4,197,658,090					
	BOOK Value \$	4,013,386,551					1.00
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$	4,819,614,124	325	1.07%	1.06%	1.02%	0.88%
	COST (Capital) \$	4,834,528,909					
	MONTHLY AVG Balance \$	4,610,616,338					
	QUARTERLY AVG Balance \$	4,596,654,837					
	ANNUAL AVG Balance \$	4,149,284,454					
	BOOK Value \$	4,827,332,429					1.00

INVESTMENT STATISTICS - Non Pooled Investments **			
DESCRIPTION	CURRENT BALANCE	BOOK BALANCE BY INVESTMENT TYPE	
<b>Specific Investment Funds:</b>	MARKET Value \$	153,931,586	General Fund - Non AMT Restricted \$ 67,556,587
100, 283, 505, 650 FVSD	COST (Capital) \$	153,964,448	John Wayne Airport Investment Pool 50,461,504
	MONTHLY AVG Balance \$	153,911,630	Repurchase Agreement 1,081,500
	QUARTERLY AVG Balance \$	153,806,246	Fountain Valley School District Fund 40 34,864,857
	ANNUAL AVG Balance \$	176,837,946	
	BOOK Value \$	153,966,208	
			<b>\$ 153,964,448</b>

MONTH END TOTALS			
INVESTMENTS & CASH		INVESTMENTS & CASH	
<b>COUNTY MONEY MARKET FUND (OCMMF)</b>			
County Money Market Fund	\$	1,127,402,457	OCIP \$4,036,334,288
County Cash		16,343,891	OCEIP 4,882,051,156
<b>EXTENDED FUND</b>		5,906,127,940	Specific Investment Funds 153,964,448
<b>EDUCATIONAL MONEY MARKET FUND (OCEMMF)</b>			
Educational Money Market Fund		1,820,988,909	Non Pooled Cash 19,918,174
Educational Cash		47,522,247	
<b>NON POOLED INVESTMENTS &amp; CASH</b>			
Non Pooled Investments		153,964,448	
Non Pooled Cash		19,918,174	
	<b>\$</b>	<b>9,092,268,066</b>	<b>\$ 9,092,268,066</b>

KEY POOL STATISTICS			
INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCMMF - MONTHLY GROSS YIELD	0.90%	OCMMF	60
OCEMMF - MONTHLY GROSS YIELD	0.91%	OCEMMF	58
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	0.87%	JOHN WAYNE AIRPORT WAM	80
OCIP - YTD NET YIELD***	0.81%	LGIP WAM (Standard & Poors)	39
OCEIP - YTD NET YIELD***	0.82%		
90-DAY T-BILL YIELD - MONTHLY AVERAGE	0.99%		

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**INVESTMENT POOL STATISTICS**  
**FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2017**

**INVESTMENT STATISTICS - By Investment Fund\*\*\*\***

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 6/30/17	MONTHLY Gross Yield	QUARTER Average Yield	ANNUAL Average Yield	Current NAV
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$	1,127,901,842	60	0.92%	0.90%	0.81%	0.56%
	COST (Capital) \$	1,127,402,457					
	MONTHLY AVG Balance \$	1,377,246,513					
	QUARTERLY AVG Balance \$	1,836,629,039					
	ANNUAL AVG Balance \$	1,331,297,958					
	BOOK Value \$	1,127,986,846					
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$	1,821,324,948	58	0.94%	0.91%	0.83%	0.61%
	COST (Capital) \$	1,820,988,909					
	MONTHLY AVG Balance \$	1,597,076,338					
	QUARTERLY AVG Balance \$	1,583,114,837					
	ANNUAL AVG Balance \$	1,335,628,648					
	BOOK Value \$	1,821,281,237					
<u>Extended Fund</u>	MARKET Value \$	5,876,238,402	487	1.14%	1.14%	1.12%	1.01%
	COST (Capital) \$	5,906,127,940					
	MONTHLY AVG Balance \$	5,906,127,940					
	QUARTERLY AVG Balance \$	5,913,720,206					
	ANNUAL AVG Balance \$	5,680,015,938					
	BOOK Value \$	5,891,450,897					
<b>ALLOCATION OF EXTENDED FUND</b>							
<u>Extended Fund</u> <u>OCIP Share</u>	MARKET Value \$	2,877,949,226	487	1.14%	1.14%	1.12%	1.01%
	COST (Capital) \$	2,892,587,940					
	MONTHLY AVG Balance \$	2,892,587,940					
	QUARTERLY AVG Balance \$	2,900,180,206					
	ANNUAL AVG Balance \$	2,866,360,132					
	BOOK Value \$	2,885,399,705					
<u>OCEIP Share</u>	MARKET Value \$	2,998,289,176	487	1.14%	1.14%	1.12%	1.01%
	COST (Capital) \$	3,013,540,000					
	MONTHLY AVG Balance \$	3,013,540,000					
	QUARTERLY AVG Balance \$	3,013,540,000					
	ANNUAL AVG Balance \$	2,813,655,806					
	BOOK Value \$	3,006,051,192					
<u>Modified Duration</u>		1.32					

\* The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund.

\*\* Specific non pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report

\*\*\* The Net Yield differs from the monthly average yield as it includes the Treasury administrative fees.

\*\*\*\* Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.

**CYPRESS COLLEGE INVESTMENTS**  
**MONTH ENDING June 30, 2017**

<i>FUND</i>	<i>TYPE</i>	<i>ISSUER</i>	<i>MATURITY DATE</i>	<i>DOLLAR VALUE</i>	<i>INTEREST RATE</i>	
<i>Bursar's Office</i>	(6 mos - 1	CD # OBP-774145	Union Banc	7/31/2018	\$ 800,000.00	0.50%-1.35%
	(3 years)	CD # 911593-41	School 1st FCU	1/22/2020	\$ 104,699.43	1.640%
	(3 years)	CD # 0092620172-1000	OC's Credit Union	1/21/2020	\$ 250,000.00	1.250%
	(3 years)	CD # 920880751-293841	NuVision FCU	1/22/2020	\$ 261,579.11	1.492%
<i>Total Bursar Investments</i>				\$ 1,416,278.54		
<i>Associated Students</i>	CD # 911593-40 (3 Years CD)	School 1st FCU	10/8/2019	\$ 157,136.42	1.49%	
<i>Total Associated Students</i>				\$ 157,136.42		
<i>Total Investments</i>				\$ 1,573,414.96		

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

**Fullerton College  
Investment Report  
For Period Ended 6/30/17**

<b>Fund</b>	<b>Investment Type</b>	<b>Issuer</b>	<b>Interest Rate</b>	<b>Maturity Date</b>	<b>Estimated Value</b>
Assoc. Students	Savings	CapitalOne 360	0.400	N/A	1,932.51
Bursar	Savings	CapitalOne 360	0.400	N/A	103,283.08
Assoc. Students	CD	Orange County's Credit Union	1.000	7/29/2017	202,704.72
Assoc. Students	CD	Schools First Credit Union	1.980	8/13/2019	208,213.54
					<b>\$ 516,133.85</b>

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
<b>DATE:</b>	August 22, 2017	Information	X
		Enclosure(s)	X
<b>SUBJECT:</b>	Public Self-Insurer's Annual Report for Fiscal Year 2016-17		

**BACKGROUND:** As the District is self-insured for its Workers' Compensation program, it is a requirement to submit a Public Self-Insurer's Annual Report to the State of California, Department of Industrial Relations, Division of Self-Insurance Plans. This report contains workers' compensation financial information such as the amount incurred (total reserve amount), paid to date, and future liability. According to Labor Code Section 3702.6(b), the Board must be informed of the total liabilities reported in the Public Self-Insurer's Annual Report for Fiscal Year 2016-17. The funding of these liabilities is in compliance with the requirements of the Government Accounting Standards Board Publication 10.

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

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

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

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

**RECOMMENDATION:** It is recommended that the Board review the Public Self-Insurer's Annual Report for Fiscal Year 2016-17, and acknowledge the Estimated Future Liability of \$1,910,687 as reported to the State.

Fred Williams  
\_\_\_\_\_  
Recommended by

\_\_\_\_\_  
Approved for Submittal

3.f  
\_\_\_\_\_  
Item No.





# Public Self Insurers ER Annual Report

---

For Fiscal Year 2016-17

July 31, 2017  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
1830 W ROMNEYA AVE  
ANAHEIM, CA 92801 1819

Form AR-2 (1-2016)

State of California

**Employer**

General Information:

<b>Certificate Number</b>	7561	<b>Period Of Report</b>	Annual
<b>(Period) From</b>	07/01/2016	<b>(Period) To</b>	06/30/2017

Master Certificate Holder:

<b>Name</b>	NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT		
<b>Address 1</b>	1830 W ROMNEYA AVE		
<b>Address 2</b>		<b>FTIN</b>	95-2394131
<b>City</b>	ANAHEIM	<b>State</b>	CA <b>Zip</b> 92801 1819
<b>State of Incorporation</b>			

State of California

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

None

Any additions to the Self Insurance Program?

None

Employment and wages paid in current fiscal year:

**Number of Employees** 3,763

**Total Wages and Salaries Paid** \$157,292,494

Addressed Correspondence For Related Self-Insurance Matters:

<b>Company Name</b>	NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT		
<b>Name</b>	TAMI OH	<b>Title</b>	DISTRICT DIRECTOR OF RISK MANAGEMENT
<b>Phone</b>	(714) 808-4779	<b>Fax</b>	(714) 808-4779
<b>Email Address</b>	TOH@NOCCCD.EDU		
<b>Address 1</b>	1830 W. ROMNEYA DRIVE		
<b>Address 2</b>			
<b>City</b>	ANAHEIM	<b>State</b>	CA <b>Zip</b> 92801
<b>Web Site</b>			

TPA Adjusting Locations:

Has there been a change in TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Have you added any new TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Record Storage:

Are there open and closed claims stored at a location other than the adjusting location? No

Insurance Coverage:

1) During this reporting period, does your company maintain a standard workers' compensation insurance policy to cover any of your California liabilities? No

2) During this reporting period, does your company have a specific excess workers' compensation policy in force to cover any of your California liabilities? Yes

	<b>Insurance Company Name</b>	<b>Policy Number</b>	<b>Policy Issue Date</b>
1)	New York Marine and General Insurance Company	WC2016EPP00066	07/01/2016
	<b>Attachment</b> 16-17 XS WC Policy Declarartion.pdf		

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

Certification By Company Officer:

<b>Company Name</b>	NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT		
<b>Name</b>	TAMI OH	<b>Title</b>	DISTRICT DIRECTOR OF RISK MANAGEMENT
<b>Phone</b>	(714) 808-4779	<b>Fax</b>	(714) 808-4744
<b>Email Address</b>	TOH@NOCCCD.EDU		
<b>Address 1</b>	1830 W. ROMNEYA DRIVE		
<b>Address 2</b>			
<b>City</b>	ANAHEIM	<b>State</b>	CA
		<b>Zip</b>	92801

**Name of Person Legally Responsible for this Electronic Signature:**

Tami A Oh ( Date/Time of Signature ) - 07/31/2017 10:33

State of California

**Report Location Number:** 7561-01-347      **Identification of Location:** HAZELRIGG CLAIMS MANAGEMENT SERVICES at CHINO HILLS      **Certificate Holder:** NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CASES AND BENEFITS (to the nearest dollar)				From Date-	07/01/2016	To Date-	06/30/2017
Date	#	Incurred Liability		Paid To Date		Future Liability	
		Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2017 reported prior to 2012/13	15	\$1,553,638	\$2,533,866	\$1,270,199	\$1,538,146	\$283,439	\$995,720
2) Open and closed Liabilities							
A) All Cases reported in 2012/13	35	\$183,826	\$490,072	\$65,684	\$182,262	\$118,142	\$307,810
2012/13 Cases open	3	\$149,410	\$450,640	\$31,268	\$142,830	\$118,142	\$307,810
B) All Cases reported in 2013/14	34	\$90,018	\$120,881	\$86,568	\$108,381	\$3,450	\$12,500
2013/14 Cases open	2	\$33,135	\$35,823	\$29,685	\$23,323	\$3,450	\$12,500
C) All Cases reported in 2014/15	25	\$85,967	\$83,464	\$76,046	\$45,547	\$9,921	\$37,917
2014/15 Cases open	2	\$48,264	\$62,645	\$38,343	\$24,728	\$9,921	\$37,917
D) All Cases reported in 2015/16	33	\$15,223	\$122,587	\$15,223	\$61,286	\$0	\$61,301
2015/16 Cases open	4	\$0	\$89,195	\$0	\$27,894	\$0	\$61,301
E) All Cases reported in 2016/17	23	\$20,211	\$90,508	\$3,584	\$26,648	\$16,627	\$63,860
2016/17 Cases open	12	\$19,083	\$83,634	\$2,456	\$19,774	\$16,627	\$63,860

	\$ Indemnity	\$ Medical
SUBTOTAL	\$431,579	\$1,479,108
TOTAL		\$1,910,687

3) Estimate Future Liability (Indemnity Plus Medical)

4) Total Benefits Paid During 2016/17 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

	\$ Indemnity	\$ Medical
	\$443,387	\$149,609

5) Number of MEDICAL-ONLY Cases Reported in 2016/17

12

6) Number of INDEMNITY Cases Reported in 2016/17

11

7) Total of 5 and 6 (Also entered in 2E above)

23

8) Total Number of open Indemnity Cases (All Years)

34

9) Number of Fatality Cases Reported In 2016/17

0

10) (a) Number of FY 2016/17 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2016/17

2

10) (a) Number of non-FY 2016/17 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2016/17

3

11) Amount from salary continuation payments made pursuant to LC § 4800/4850 that is in excess of the applicable temporary disability rate for the period paid.

\$0

12) Amount from salary continuation payments made pursuant to LC § 4800/4850 capped at the temporary disability rate for the period paid.

\$0

Files Uploaded

ALL Open Indemnity Claims (by reporting and by year) reported and with claims: NOCCCD Open Indemnity 06302017.pdf

**Dual Jurisdiction Claims**

Please note that California Labor Code Section 3702.2(b) requires that "... the annual report of a self-insured employer who has self-insured both state and federal workers' compensation liability shall also be set forth (1) amount of all compensation liability incurred, paid-to-date, the estimated future liability under both this chapter and under the federal longshore and Harbor Worker's Compensation Act (33 U.S.C Sec. 901 et seq.), and (2) the identity and the amount of the security deposit securing the employer's liability under state and federal self-insured programs."

Accordingly, please indicate all California exposure on your Self Insurer's Annual Report, and, in addition identify each Claim with dual jurisdiction on Separate List of Open Indemnity Claims. For those claims, indicate the incurred, paid-to-date, and estimated future liabilities for federal exposure. Please also indicate the amount and the type of security deposit securing those claims.

**Instructions To Claims Administrator For Specific Excess Insurance**

The TPA should provide a sum of the unpaid excess carrier excess liability under "Calculation of Specific Excess Coverage Entry for the Annual Reports". In addition, provide a list of claims for which specific excess credit is being claimed. This may be provided as a spreadsheet. Indicate in the list of claims the following information:

The list shall include the name of the claimant, claim number, date of injury, description of injury, carrier name and policy number, policy coverage period, retention level of policy and paid to date in indemnity or medical benefits, and the estimated future liability of the claim minus the total unpaid employer retention, which equals the total unpaid carrier liability, whether the claim has been reported to a carrier, if the claim has been accepted by the carrier, if the carrier has denied any part of the liability of the claim.

Refer to OSIP website for sample format of the Excess Credit Calculation form.

**Calculation Of Specific Excess Coverage Entry For Annual Reports:**

Enter the sum of the total unpaid carrier excess liability claimed from the "Specific Excess Insurance Policy Coverage". If none enter "0". \$

**Files Uploaded**

Specific Excess Insurance Policy pages: NOCCCD Open Indmenity 06302017.pdf

**Certification**

**Administrating Agency's Certificate Number** 347

**Or Self Administered**

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

**Agency Name** HAZELRIGG CLAIMS MANAGEMENT SERVICES

**Name** DAN MADRIGAL

**Phone** (909) 606-6373 **Fax**

**Email Address** DAN@HAZELRIGGCLAIMS.COM

**Address 1** 15345 FAIRFIELD RANCH RD #250

**Address 2**

**City** CHINO HILLS **State** CA **Zip** 91709

**Name of Person Legally Responsible for this Electronic Signature:**

Sherry Marie Edwards ( Date/Time of Signature ) - 07/18/2017 07:48





## SURPLUS ITEMS

Qty.	Description	Location
5	Computers	AC
7	Monitors	AC
2	Scanner	AC
1	Air Purifier	AC
10	Wall Partitions	AC
9	Cubicle Shelves	AC
3	Cabinet Shelves	AC
4	Table Top Corner Pieces	AC
7	Table Top Multiple Sizes	AC
13	Table Top Brackets	AC
1	Partition Brackets	AC
1	Keyboard	AC
2	Printer	AC
1	Wall Clock	AC
24	Radio Batteries	AC
91	Radio Chargers	AC
13	Radio Motorola	AC
10	Motorola Cellphone	AC
1	Book Case	AC
1	Wooden desk	AC
9	Set of shelving	AC
15	Light fixtures	AC
3	Desk light fixtures	AC
1	Corner desk furniture	AC
3	Desk cabinet furniture	AC
1	Keyboard tray	AC
34	5 drawer file cabinet	AC
6	3 drawer file cabinet	AC
19	4 drawer file cabinet	AC
1	Leather chair	AC
1	Calculator	AC
1	Toaster	AC
1	Auto battery charger	AC
2	Speakers	AC
1	Flash light	AC
1	Radio	AC
36	Chairs	AC
11	Tables	AC
11	Large Lights	AC
8	Small Lights	AC
2	Black podiums w/small storage	AC
1	Rotisserie Machine	AC
1	Gelato Machine	AC
1	Floor Scrubber	AC
1	Mini Refrigerator	AC
1	Cash register	AC
1	Phone stand	AC
1	Pencil sharpener	AC

## SURPLUS ITEMS

Qty.	Description	Location
7	Movable Wall Panels	AC
1	Vacuum	AC
219	Desktop Computers	CC
51	Printer	CC
46	Projectors	CC
36	Monitors	CC
19	Laptop Computers	CC
5	Document Projector	CC
9	DVD Player	CC
2	Digital Scanner	CC
4	Television	CC
3	Video Equipment	CC
64	Computer Server Switch Board	CC
62	Wireless Access Point	CC
1	Binder	CC
1	Cassette	CC
1	VCR	CC
2	Heart Monitor	CC
1	Podium	CC
2	Projector Display Link	CC
14	Cabinet	CC
4	Medical Scope	CC
4	Power Supply	CC
2	Digital Multimeter	CC
1	Scale	CC
1	Fax Machine	CC
3	Telescope	CC
1	Electrometer	CC
3	Microscope Stand	CC
10	Audio Equipment	CC
4	Scantron Machine	CC
2	Scanner	CC
1	Digital Camera	CC
1	External Hard Drive	CC
103	Microscope	CC
2	Box of Transformers	CC
1	Ford Explorer Vehicle	CC
249	Computers	FC
1	Printer	FC
1	Cart	FC
2	Laptop Computers	FC
15	Projector Lamp	FC
8	Printer	FC
22	Projector	FC
1	Scanner	FC
2	TV	FC
2	VCR	FC
4	Storage Cabinet	FC

## SURPLUS ITEMS

Qty.	Description	Location
8	Drawer Files	FC
2	Water Fountain	FC
1	Smoke Converter	FC
8	Arm Chairs	FC
3	Spine File	FC
2	Wood Storage Cabinet	FC
3	Copier	FC
1	Shredder	FC
1	Letter Folder	FC
1	Sled Chair	FC
1	Wall Shelf	FC
2	Book Shelf	FC
2	Microscope	FC
1	Audio Mixer	FC
1	Scale	FC
2	Propane Tank	FC
1	Credenza	FC
1	Tape Sign Machine	FC
6	Desk	FC
13	Desk Chair	FC
3	Table	FC
1	Gas Trimmer	FC
1	Gas Mower	FC
2	Tiller	FC
1	TV Cart	FC

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	August 22, 2017	Resolution	<u>          </u>
<b>SUBJECT:</b>	NOCCCD CCAP Dual Enrollment Partnership Agreement with AUHSD	Information	<u>          </u>
		Enclosure(s)	<u>    X    </u>

**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 Cypress College to participate in this opportunity for the 2017-2018 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 May 9, 2017 meeting. The AUHSD Board of Trustees approved the AB 288 CCAP Partnership Agreement with Cypress College at their July 13, 2017 meeting.

The 2017-2018 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.

This agenda item was prepared by Dr. Santanu Bandyopadhyay, Executive Vice President.

**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/Cypress College are going to claim apportionment from the classes offered under this agreement.

**RECOMMENDATION:** It is recommended that the Board ratify the 2017-2018 NOCCCD and AUHSD CCAP Dual Enrollment Partnership Agreement.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

**2017-18**

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

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

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

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

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

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

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

**1. TERM OF AGREEMENT**

1.1 The term of this CCAP Agreement shall be for one year beginning on July 14, 2017 and ending on June 30, 2018, and requires annual renewal each year by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.

1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total

---

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

number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of NOCCCD and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pursuant to AB 2364, effective January 1, 2017, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the AB 2364 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high schools in California.

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

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary

education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and NOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and NOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.



#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

#### **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The NOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Participating students must meet all NOCCCD prerequisite requirements as established by NOCCCD and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the

---

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

COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.

- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.8 A course dropped within the NOCCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## **6. CCAP AGREEMENT COURSES**

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the NOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with NOCCCD academic standards.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the NOCCCD Board of Trustees and the state Chancellor’s Office.

- 6.8 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by NOCCCD Administrative Procedure 4610.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to NOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between NOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the NOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail. Specifically, class cancelation procedure will follow the provisions in the NOCCCD collective bargaining agreements with faculty.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or NOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with NOCCCD academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with NOCCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with NOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the NOCCCD.

- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.6 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.7 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of NOCCCD.
- 7.9 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of NOCCCD specifically with regard to their duties as instructors under this CCAP Agreement.
- 7.10 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by NOCCCD.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with NOCCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with NOCCCD policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE,

specifically with regard to their duties pertaining to the COLLEGE courses offered under this CCAP Agreement.

- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
  - The total number of full-time equivalent students generated by CCAP partnership participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

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

## 11. CERTIFICATIONS

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

## **12. PROGRAM IMPROVEMENT**

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

## **13. RECORDS**

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **14. REIMBURSEMENT**

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

## **15. FACILITIES**

15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to NOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

15.3 The COLLEGE facilities may be used subject to mutual agreement by the parties as expressed in the Appendix to this Agreement.



## **16. INDEMNIFICATION**

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

## **17. INSURANCE**

- 17.1 The SCHOOL DISTRICT, in order to protect the NOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and NOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to NOCCCD.
- 17.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing

services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and NOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

## **18. NON-DISCRIMINATION**

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

## **19. TERMINATION**

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

## **20. NOTICES**

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

COLLEGE  
Cypress College  
9200 Valley View Street  
Cypress, CA 90630  
Attn: Dr. Santanu Bandyopadhyay

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

SCHOOL DISTRICT  
Anaheim Union High School District  
501 N. Crescent Way  
Anaheim, CA 92801  
Attn: Dr. Jaron Fried, Assistant Superintendent, Educational Services

**21. INTEGRATION**

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

**22. MODIFICATION AND AMENDMENT**

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

**23. GOVERNING LAWS**

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

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

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

**25. SEVERABILITY**

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

**26. COUNTERPARTS**

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

Executed on July 14, 2017

By: Dr. Jaron Fried By: Dr. Santanu Bandyopadhyay  
SCHOOL DISTRICT COLLEGE

By: Dr. Cherry Li-Bugg  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

---

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

## APPENDIX

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

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Cypress College (“COLLEGE”) a college of the North Orange County Community College District (NOCCCD), 1830 W. Romneya Dr., Anaheim, CA 92801 and Anaheim Union High School District (SCHOOL DISTRICT.”) and

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

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

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

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

#### 1. CCAP AGREEMENT

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before 06/30/2018 and follow the protocols set forth in (a) and (b) of this section.
- d. NOCCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
NOCCCD:	W. Cherry Li-Bugg, PhD	714-808-4787	clibugg@nocccd.edu
College:	Santanu Bandyopadhaya, PhD	714-484-7330	sbandyopadhay@cypresscollege.edu
School District:	Dr. Jaron Fried	714-999-3557	fried_ja@auhsd.us

## 2. STUDENT SELECTION

- a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of this CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in this CCAP Agreement community college courses.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15-unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p) (1-3)*

## 3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

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

4. **CCAP AGREEMENT PROGRAM YEAR 2017-18** - 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: 2017-18

COLLEGE: Cypress College

EDUCATIONAL PROGRAM: Art, CIS, Counseling, Court Reporting, Ethnic Studies, Library, Management, Music, and Theatre

SCHOOL DISTRICT: Anaheim Union High School District

HIGH SCHOOL: Cypress HS, Kennedy HS, Magnolia HS, Oxford HS, Western HS

TOTAL NUMBER OF STUDENTS TO BE SERVED: 2060 Duplicated Headcount	TOTAL PROJECTED FTES: 137.3
---	-----------------------------

COURSE NAME	COURSE NUMBER	Number of Sections	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
1. Fundamentals of Art	ART-100C	1	Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
2. Network Security	CIS-195C	2	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Magnolia
3. Anti-Hacking Network Security	CIS-196C	2	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Magnolia
4. CISCO Networking 1	CIS-230C	2	Fall 2017 & Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Magnolia
5. CISCO Networking 2	CIS-231C	1	Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Magnolia
6. CISCO Networking 3	CIS-231C	2	Fall 2017 & Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
7. CISCO Networking 4	CIS-232C	2	Fall 2017 & Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
8. Stress & Anxiety Management	COUN-105C	3	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Oxford, Cypress, Kennedy
9. Leadership	COUN-135C	8	Fall 2017 & Spring 2018 & Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Oxford, Cypress, Kennedy, Western

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

10. Educational Planning	COUN-140C	8	Summer 2017 & Fall 2017 & Spring 2018 & Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Oxford, Cypress, Kennedy, Western
11. Career Explorations	COUN-141C	8	Summer 2017 & Fall 2017 & Spring 2018 & Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Oxford, Cypress, Kennedy, Western
12. Spelling for Modern Business	CTRP-073AC	2	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Cypress, Western
13. Punctuation – Court Reporting	CTRP-073BC	2	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Cypress, Western
14. Introduction to Chicano Studies	ETHS-150C	2	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Western
15. Asian Pacific American History	ETHS-171C	2	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Kennedy
16. Introduction to Research	LIB-100C	2	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Kennedy – Entirely ONLINE
17. Introduction to Business	MGT-161C	2	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Kennedy, Oxford
18. History of Rock Music	MUS-119C	4	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Kennedy, Oxford
19. Acting 1	THEA-120C	1	Fall 2017	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
20. Musical Theatre Performance	THEA-132C	1	Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS
21. Stage Crew 1	THEA-149C	1	Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS

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

The courses have been offered previously to college bound AUHSD students. The courses are offered to help students participating in the coursework to start successfully in college. Ethnic studies, Business, Theatre, Court Reporting and Computer Information Systems (Cyber Security) are courses that help engage students in General Education or CTE Pathways and pursue higher education.

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

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. History of Rock Music	Rock and Roll: It's History and Stylistic Development ISBN: 9780205246977	\$134.00	N/A	
2. Introduction to Chicano Studies	The Chicano Studies Reader ISBN: 9780895511232	\$21.95	N/A	
3. Spelling for Modern Business	Programmed Spelling Demons ISBN: 9780132556217	\$131.25	N/A	
4. Spelling for Modern Business	Gregg Reference Manual ISBN: 9780072936537	\$66.50	N/A	
5. Punctuation – Court Reporting	Punctuation (Cypress Col)	\$11.00	N/A	
6. Punctuation – Court Reporting	Applied Punctuation ISBN: 9780882941219	\$12.96	N/A	
7. Punctuation – Court Reporting	Punctuation, Capitalization, & Spelling ISBN: 9780070194878	\$22.00	N/A	
8. Introduction to Business	BUSN 10 (w/Access Card) ISBN: 9781337116695	\$37.49	N/A	
9. Asian Pacific American History	TBD	TBD	N/A	

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



## **6. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before 07/01/2018 and shall be reported annually in compliance with all applicable state and federal privacy laws. The NOCCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A)*
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in under this CCAP Agreement. *Sec. 2 (t) (1)(B)*
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **7. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **8. PRIVACY OF STUDENT RECORDS**

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

---

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

49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

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

**9. FACILITIES USE**

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

<b>BUILDING</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>
N/A			

---

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	August 22, 2017	Resolution	<u>          </u>
<b>SUBJECT:</b>	NOCCCD CCAP Dual Enrollment Partnership Agreement with BOUSD	Information	<u>          </u>
		Enclosure(s)	<u>    X    </u>

**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 in achieving 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 Brea Olinda Unified School District has agreed with Fullerton College to participate in this opportunity for the 2017-2018 school year. The NOCCCD Board of Trustees approved the NOCCCD CCAP Dual Enrollment Partnership Agreement template that has been used for the agreement with BOUSD on their May 9, 2017 meeting. The BOUSD Board of Trustees approved this AB 288 CCAP Partnership Agreement on their July 24, 2017 Board meeting.

The 2017-2018 NOCCCD and BOUSD 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.

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

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** AB 288 makes it possible for community college districts to collect apportionment for CCAP Partnership Agreement classes offered at high schools provided 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 2017-2018 NOCCCD and BOUSD CCAP Dual Enrollment Partnership Agreement.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2017-2018**

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

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

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

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

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

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

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

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for one year beginning on August 14, 2017 and ending on June 30, 2018, and requires annual renewal each year by July 15, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total

---

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

number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

- 1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)
- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of NOCCCD and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 2.3 Pursuant to AB 2364, effective January 1, 2017, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the AB 2364 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high schools in California.

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

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary

education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and NOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and NOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

---

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

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

#### **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The NOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Participating students must meet all NOCCCD prerequisite requirements as established by NOCCCD and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the

---

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



COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.

- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.8 A course dropped within the NOCCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## **6. CCAP AGREEMENT COURSES**

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the NOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with NOCCCD academic standards.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the NOCCCD Board of Trustees and the state Chancellor’s Office.

- 6.8 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by NOCCCD Administrative Procedure 4610.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to NOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between NOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the NOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail. Specifically, class cancelation procedure will follow the provisions in the NOCCCD collective bargaining agreements with faculty.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or NOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with NOCCCD academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with NOCCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with NOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the NOCCCD.

- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.6 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.7 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of NOCCCD.
- 7.9 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of NOCCCD specifically with regard to their duties as instructors under this CCAP Agreement.
- 7.10 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by NOCCCD.

---

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

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with NOCCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with NOCCCD policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE,

---

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

specifically with regard to their duties pertaining to the COLLEGE courses offered under this CCAP Agreement.

- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(1)(C)
  - The total number of full-time equivalent students generated by CCAP partnership participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

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

## 11. CERTIFICATIONS

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

---

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

## **12. PROGRAM IMPROVEMENT**

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

## **13. RECORDS**

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **14. REIMBURSEMENT**

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

## **15. FACILITIES**

15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to NOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.

15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

15.3 The COLLEGE facilities may be used subject to mutual agreement by the parties as expressed in the Appendix to this Agreement.

## **16. INDEMNIFICATION**

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

## **17. INSURANCE**

- 17.1 The SCHOOL DISTRICT, in order to protect the NOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and NOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to NOCCCD.
- 17.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing



services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and NOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

## **18. NON-DISCRIMINATION**

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

## **19. TERMINATION**

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

## **20. NOTICES**

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

Fullerton College  
321 E. Chapman Avenue  
Fullerton, CA 92832  
Attn: José Ramón Núñez, Ph.D. Vice President, Instruction

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

Brea Olinda Unified School District  
1 Civic Center Circle, Level 2  
Brea, CA 92821  
Attn: Dr. Brad Mason, Superintendent of Schools

**21. INTEGRATION**

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

**22. MODIFICATION AND AMENDMENT**

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

**23. GOVERNING LAWS**

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

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

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

**25. SEVERABILITY**

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

**26. COUNTERPARTS**

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

Executed on August 14, 2017

By: \_\_\_\_\_  
BOUSD  
Dr. Brad Mason  
Superintendent of Schools

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

## APPENDIX

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

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Fullerton College (“COLLEGE”) a college of the North Orange County Community College District (NOCCCD), 1830 W. Romneya Dr., Anaheim, CA 92801 and Brea Olinda Unified School District (SCHOOL DISTRICT.”), 1 Civic Center Circle, Level 2, Brea, CA 92821 and

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

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

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

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

#### 1. CCAP AGREEMENT

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before August 15th and follow the protocols set forth in (a) and (b) of this section.
- d. NOCCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

<b>LOCATION</b>	<b>NAME</b>	<b>TELEPHONE</b>	<b>EMAIL</b>
NOCCCD:	W. Cherry Li-Bugg, Ph.D.	714-808-4787	clibugg@nocccd.edu
College:	José Ramón Núñez, Ph.D.	714-992-7031	jnunez@fullcoll.edu
School District:	Dr. Brad Mason	714-990-7800	bmason@bousd.us

## 2. STUDENT SELECTION

- a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of this CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in this CCAP Agreement community college courses.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15-unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p) (1-3)*

## 3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

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

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

**4.b.19**  
Item No.

4. **CCAP AGREEMENT PROGRAM YEAR 2017-2018** – 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: 2017-2018

COLLEGE: Fullerton College

EDUCATIONAL PROGRAMS: Counseling and Business.

SCHOOL DISTRICT: Brea Olinda Unified School District

HIGH SCHOOL: Brea Olinda HS

TOTAL NUMBER OF STUDENTS TO BE SERVED: 90 students	TOTAL PROJECTED FTES: 3 FTES
--	------------------------------

COURSE NAME	COURSE NUMBER	Number of Sections	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
1. College Orientation	COUN 100 F	3	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Olinda HS
2. Introduction to Business	BUS 100 F	2	Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Brea Olinda HS

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

4.b.20  
Item No.

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

This course has been offered previously to college bound high school students. It helped those students to start successfully college.

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. College Orientation	N/A			
2. Introduction to Business	<i>M: Business.</i> O. C. Ferrel, G. Hirt, L. Ferrel. McGraw Hill Education. 5 <sup>th</sup> Ed. 2017 ISBN 978-1-259-57814-4	\$71.00	N/A	

---

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

## **6. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before July 1, 2018 and shall be reported annually in compliance with all applicable state and federal privacy laws. The NOCCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t)(1)(A)*
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in under this CCAP Agreement. *Sec. 2 (t)(1)(B)*
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **7. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **8. PRIVACY OF STUDENT RECORDS**

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

---

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



49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

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

**9. FACILITIES USE**

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

<b>BUILDING</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>
N/A			

---

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	August 22, 2017	Resolution	<u>          </u>
<b>SUBJECT:</b>	NOCCCD CCAP Dual Enrollment Partnership Agreement with FJUHSD	Information	<u>          </u>
		Enclosure(s)	<u>    X    </u>

**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 in achieving 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 Fullerton Joint Union High School District has agreed with Fullerton College to participate in this opportunity for the 2017-2018 school year. The NOCCCD Board of Trustees approved the NOCCCD CCAP Dual Enrollment Partnership Agreement template that has been used for the agreement with BOUSD on their May 9, 2017 meeting. The FJUHSD Board of Trustees approved this AB 288 CCAP Partnership Agreement on their August 8, 2017 Board meeting.

The 2017-2018 NOCCCD and FJUHSD 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.

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

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** AB 288 makes it possible for community college districts to collect apportionment for CCAP Partnership Agreement classes offered at high schools provided 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 2017-2018 NOCCCD and FJUHS D CCAP Dual Enrollment Partnership Agreement.

---

Cherry Li-Bugg  
Recommended by

---

Approved for Submittal

---

4.c.2  
Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2017-2018**

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

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

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

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

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

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

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

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for one year beginning on August 9, 2017 and ending on June 30, 2018, and requires annual renewal each year by July 15, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time

---

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

equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)

1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of NOCCCD and applicable law. Sec. 2 (a)

2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

2.3 Pursuant to AB 2364, effective January 1, 2017, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the AB 2364 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high schools in California.

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

3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and NOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and NOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.

---

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

- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

## **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The NOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Participating students must meet all NOCCCD prerequisite requirements as established by NOCCCD and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including

counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.

- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.8 A course dropped within the NOCCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## **6. CCAP AGREEMENT COURSES**

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the NOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with NOCCCD academic standards.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the NOCCCD Board of Trustees and the state Chancellor’s Office.
- 6.8 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by NOCCCD Administrative Procedure 4610.



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

## **7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the NOCCCD.
- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)

- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.6 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.7 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.8 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of NOCCCD.
- 7.9 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of NOCCCD specifically with regard to their duties as instructors under this CCAP Agreement.
- 7.10 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by NOCCCD.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

---

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

- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with NOCCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with NOCCCD policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.
- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses offered under this CCAP Agreement.
- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)

- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
- The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
- The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
- The total number of full-time equivalent students generated by CCAP partnership participants. Sec. 2 (t)(1)(D)

## **10. APPORTIONMENT**

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

## **11. CERTIFICATIONS**

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 NOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.

- 11.3 The SCHOOL DISTRICT agrees and acknowledges that NOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this CCAP Agreement. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

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

### **13. RECORDS**

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

### **14. REIMBURSEMENT**

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

### **15. FACILITIES**

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

### **16. INDEMNIFICATION**

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

DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

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

## **17. INSURANCE**

- 17.1 The SCHOOL DISTRICT, in order to protect the NOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and NOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to NOCCCD.
- 17.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and NOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

**18. NON-DISCRIMINATION**

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

**19. TERMINATION**

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

**20. NOTICES**

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

Fullerton College  
321 E. Chapman Avenue  
Fullerton, CA 92832  
Attn: José Ramón Núñez, Ph.D. Vice President, Instruction

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

Fullerton Joint Union High School District  
1051 West Bastanchury Road  
Fullerton, CA 92833  
Attn: Sylvia Kaufman, Ed.D., Assistant Superintendent, Education and Assessment Services

**21. INTEGRATION**

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

**22. MODIFICATION AND AMENDMENT**

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

---

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



**23. GOVERNING LAWS**

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

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

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

**25. SEVERABILITY**

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

**26. COUNTERPARTS**

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

Executed on August 8, 2017

By: \_\_\_\_\_ By: \_\_\_\_\_  
Fullerton Joint Union HSD Fullerton College  
Joan Velasco, Assistant Superintendent José Ramón Núñez, Ph.D.  
Business Services Vice president, Instruction

By: \_\_\_\_\_  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
Cherry Li-Bugg, Ph.D.  
Vice Chancellor, Educational Services and Technology

**APPENDIX**

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

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Fullerton College (“COLLEGE”) a college of the North Orange County Community College District (NOCCCD), 1830 W. Romneya Dr., Anaheim, CA 92801 and Fullerton Joint Union High School District (SCHOOL DISTRICT.”) and

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

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

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

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

**1. CCAP AGREEMENT**

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before August 15th and follow the protocols set forth in (a) and (b) of this section.
- d. NOCCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
----------	------	-----------	-------

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

NOCCCD:	W. Cherry Li-Bugg, PhD	714-808-4787	clibugg@nocccd.edu
College:	José Ramón Núñez, Ph.D.	714-992-7031	jnunez@fullcoll.edu
School District:	Sylvia Kaufman, Ed.D.	714-870-2840	skaufman@fjuhsd.us

## 2. STUDENT SELECTION

- a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of this CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in this CCAP Agreement community college courses.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15-unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p) (1-3)*

## 3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

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

4. **CCAP AGREEMENT PROGRAM YEAR 2017-2018** – 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: 2017-2018

COLLEGE: Fullerton College

EDUCATIONAL PROGRAMS: Counseling, Sociology, Communication Studies, and Technology.

SCHOOL DISTRICT: Fullerton Joint Union High School District

HIGH SCHOOL: La Vista HS, Sunny Hills HS, Sonora HS, Troy HS, Fullerton UHS, La Habra HS, and Buena Park HS

TOTAL NUMBER OF STUDENTS TO BE SERVED: 750 students	TOTAL PROJECTED FTES: 29 FTES
---	-------------------------------

COURSE NAME	COURSE NUMBER	Number of Sections	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
1. Introduction to Sociology	SOC 101 F	1	Fall 2017	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton UHS
2. College Orientation	COUN 100 F	1	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Vista HS
3. Public Speaking	COMM 100 F	2	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Buena Park HS
4. College Orientation	COUN 100 F	4	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sunny Hills HS
5. College Orientation	COUN 100 F	4	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sonora HS

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

6. Technical Mathematics I	TECH 081 F	1	Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Habra HS
7. College Orientation	COUN 100 F	5	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Habra HS
8. College Orientation	COUN 100 F	3	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Troy HS
9. College Orientation	COUN 100 F	6	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton UHS
10. College Orientation	COUN 100 F	3	Fall 2017 & Spring 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Buena Park HS
11. Introduction to Research	LIB 100	1	Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Buena Park HS

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

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

Some of these courses have been offered previously to college bound high school students. They helped those students to start successfully college.

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

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Technical Mathematics I	<i>Mathematics for the trades: a guided approach.</i> 10 <sup>th</sup> edition. Robert Carman & Hal Saunders. Pearson Education, Inc. (2015) ISBN: 978-0-13-334777-7	\$216.45	N/A	
2. College Orientation	N/A		N/A	
3. Introduction to Sociology	<i>Sociology: A Brief Introduction.</i> Richard Schaefer. McGraw-Hill Higher Education (2014). 11ed. ISBN 978-0-07-802710-9	\$128.70	N/A	
4. Introduction to Research	N/A		N/A	
5. Public Speaking	<i>A pocket Guide to Public Speaking.</i> Dan O’Hair & Rob Steward. , 5 <sup>th</sup> ed. Bedford/St. Martins. 2015 ISBN: 1457670402	\$40.99	N/A	

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

## **6. MANDATED ANNUAL STATE REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before July 1, 2018 and shall be reported annually in compliance with all applicable state and federal privacy laws. The NOCCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t)(1)(A)*
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in under this CCAP Agreement. *Sec. 2 (t)(1)(B)*
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## **7. CCAP AGREEMENT DATA MATCH AND REPORTING**

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

## **8. PRIVACY OF STUDENT RECORDS**

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

---

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



49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

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

**9. FACILITIES USE**

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

<b>BUILDING</b>	<b>CLASSROOM</b>	<b>DAYS</b>	<b>HOURS</b>
N/A			

---

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
<b>DATE:</b>	August 22, 2017	Resolution	_____
<b>SUBJECT:</b>	Fullerton College 2017-2018 Staff Development Program	Information	X
		Enclosure(s)	_____

**BACKGROUND:** The Staff Development Committee at Fullerton College supports the campus vision to “transform lives” and “inspire positive change” by providing powerful learning for our educators, so they can transform and help support our students’ success. The committee believes that the college can best realize this vision and optimize student success when it supports professional development for all members of the campus community to create a genuine learning institution of committed educators.

The Office of Staff Development in collaboration with the Staff Development Committee has planned events and activities for the 2017-2018 academic year that are consistent with statewide staff development guidelines, the District-wide Strategic Directions, Fullerton College goals, and accreditation standards. The planned offerings are designed to be opportunities for sustained and ongoing learning, with an emphasis on collaborative learning, rather than simply a collection of “once and done” workshops. These include:

## Flex Day Program

- Staff Development-planned breakout sessions
- SD Committee-approved department and division activities

## Ongoing Academies

- Online Teaching Certificate (OTC)
- Adjunct Academy Parts I & II
- New Faculty Seminar
- Teaching and Learning Certificate (TLC)

## Workshop Series

- Cultural Responsiveness/Equity
- Habits of Mind – Mindful Growth
- Instructional Technology

## Orientations/Trainings

- Canvas
- Teaching/Supporting Men of Color online certificate
- UDL and ADA Access and compliance

## Conference Attendance

- Interdisciplinary teams attend when possible
- Implement campus-wide dissemination plans that might include
  - designing and conducting workshops for professional learning academies
  - collaborating to create professional learning events or contribute
  - contributing to existing student success initiatives on campus

This item was prepared by Dani Wilson, Dean of the Library/Learning Resources, Instructional Support Programs and Services Division and Jeanne Costello, Staff Development Coordinator.

**How does this relate to the five District Strategic Directions?** This item relates to District-wide Strategic Direction 1: *The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.* When educators are provided with meaningful and sustained opportunities for professional learning, they transform their practice and identities as educators which contributes to a more powerful learning environment across campus, in classrooms, support centers, and the offices that support the work of the college. Clearly the goals of the Staff Development program directly relate to District Objective 1.1: *NOCCCD will provide professional development and training on factors that impact student success.* If we provide transformational learning experiences focused on best practices for educators and encourage everyone at the college to consider the ways in which professional improvement contributes to the development of a true learning institution, then we will all be aware of the factors that impact student success and empowered to incorporate them into our everyday interactions with each other and the students we serve.

**How does this relate to Board Policy:** Staff Development at Fullerton College directly relates to Board Policy 1002, Philosophy, Section 2.5: *Resources and programs will be provided to support staff and professional development through special learning opportunities, sabbatical leaves, conferences and workshops.* Certainly, this is the primary purpose of Staff Development at Fullerton College, but rather than thinking about professional development as simply “special opportunities,” we would like to support educators on campus to put professional learning at the center of their practice in order to foster a culture of reflection and improvement that informs everything we do.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The funding source is \$125,000 from college funds.

**RECOMMENDATION:** It is recommended that the Board receive as information Fullerton College’s 2017-2018 Staff Development Program. The program’s expenditures are estimated to include, but are not limited to:

- \$35,000 for campus speakers/presenters and academy coordinators
- \$ 7,000 for books, supplies, and memberships (4C/SD)
- \$15,000 for supporting professional development activities and events (e.g. consultants, contracted services, refreshments)
- \$65,000 for conference attendance (which supports staffing for our academies/workshops)
- \$ 3,000 for software and equipment updates/repairs in the Teaching Effectiveness Center

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

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

**DATE:** August 22, 2017

**SUBJECT:** North Orange County Regional Consortium  
Adult Education Block Grant  
Appointment of Designee

**BACKGROUND:** Since 2015/16 the State Budget has included an annual and ongoing \$500 million specifically for the Adult Education Block Grant (AEBG) to be allocated among the 71 regional consortia. The AEBG consortia are governed by the State AEBG Office through AB 104, which identifies the program areas of adult education that can be funded through this allocation and the necessary decision-making structure. AB 104, Article 9, Section 84905(a) authorizes a community college district, school district, county office of education, or any joint powers authority to join the local adult education consortium as a member; Section 84905(c) states that a member of the consortium shall be represented only by an official designated by the governing board of the member; and Section 84905(d)(1) describes the decision-making procedures including a requirement that all members of the consortium shall participate in any decision made by the consortium, Section 84905(d)(1)(A).

The North Orange County Regional Consortium for Adult Education (NOCRC) is comprised of eight equal members, the North Orange County Community College District with its three entities: the School of Continuing Education, Fullerton College, Cypress College; Anaheim Union High School District; Fullerton Joint Union School District; Garden Grove Unified School District; Los Alamitos Unified School District; Placentia-Yorba Linda Unified School District; North Orange County ROP; and the Orange County Department of Education, all of whom also have appointed one Board-approved designee and in some cases, a Board-approved alternate who acts as a substitute when the Board-approved designee is unable to attend an Executive Committee meeting.

In order for NOCRC to continue its mission, “to rethink and redesign adult education... together”, all consortium members must have a Board-approved designee that participates in the monthly NOCRC Executive Committee. This governing body votes on consortium strategies and budgets as well as makes decisions for all matters pertaining to the consortium. It is recommended that Valentina Purtell, SCE Provost, continue in her role as the appointed North Orange County Community College District Designee for NOCRC effective July 1, 2017. It is further recommended that Joyce Carrigan, District Director, Workforce & Economic Development be appointed as the North Orange County Community College District Designee Alternate ensuring that the District always has a vote at the NOCRC Executive Committee Meetings.

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

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

**How does this relate to Board Policy:** This item relates to Board Policy 4027, Philosophy and Criteria for Continuing Education.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Adult Education Block Grant (AEBG) funding. The regional consortia cannot receive implementation funding until each consortium member has a Board-approved designee.

**RECOMMENDATION:** It is recommended that Valentina Purtell, SCE Provost, continue in her role as the appointed North Orange County Community College District Designee for the North Orange County Regional Consortium (NOCRC) effective July 1, 2017. It is further recommended that Joyce Carrigan, District Director, Workforce & Economic Development be appointed as the North Orange County Community College District Designee Alternate.

---

Cherry Li-Bugg  
Recommended by

---

Approved for Submittal

---

4.e.2  
Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** August 22, 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  
August 22, 2017

RESIGNATION

Shotwell, Brian	FC	Physics Instructor Eff. 01/02/2018 PN FCF741
-----------------	----	--

NEW PERSONNEL

Sheehan, Michael	FC	Digital Art Foundation Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/24/2017 PN FCF594
------------------	----	--

CHANGE IN SALARY CLASSIFICATION

Alhadeff, Andrew	CC	Physical Education Instructor From: Class D To: Class E Eff. 08/24/2017
------------------	----	--

Cadilli, Jolina	CC	Mathematics Instructor From: Class D To: Class E Eff. 08/24/2017
-----------------	----	---

Campbell, Garret	FC	Physical Education Instructor From: Class B To: Class C Eff. 08/24/2017
------------------	----	--

Clasby, Candace	FC	Theater Arts/Acting Instructor From: Class B, Step 1 To: Class B, Step 5 Eff. 08/24/2017
-----------------	----	---

Coburn, Sarah	CC	Counselor From: Class B To: Class C Eff. 07/01/2017
---------------	----	--

Dunsmore, Pamela	FC	English Instructor From: Class B, Step 1 To: Class B, Step 5 Eff. 08/24/2017
------------------	----	---

Academic Personnel  
August 22, 2017

Duron, Yolanda	FC	Physical Education Instructor From: Class D To: Class F Eff. 08/24/2017
Falb, Carla	FC	Art Drawing Instructor From: Class B, Step 1 To: Class E, Step 10 Eff. 08/24/2017
Floyd, Becky	CC	Anthropology Instructor From: Class D To: Class E Eff. 08/24/2017
Foster, Marcia	FC	Physical Education Instructor From: Class C To: Class D Eff. 08/24/2017
Gargano, Amanda	CC	Culinary Arts Instructor From: Class C To: Class D Eff. 08/24/2017
Hutting, Anthony	CC	Physical Education/Baseball Instructor From: Class B To: Class C Eff. 08/24/2017
Kelley, Pau	CC	Automotive Technology Instructor From: Class C To: Class D Eff. 08/24/2017
Kimura, Stewart	FC	Counselor From: Class C To: Class D Eff. 07/01/2017
King, Kathryn	FC	English Instructor From: Class B, Step 1 To: Class D, Step 8 Eff. 08/24/2017



Academic Personnel  
August 22, 2017

Lam, Mymy	CC	Counselor From: Class B To: Class C Eff. 07/01/2017
Lehmeier, Marisa	CC	Counselor From: Class B To: Class C Eff. 07/01/2017
McAllister, G. Alan	FC	Business Instructor From: Class D To: Class E Eff. 08/24/2017
Mueller, Kathryn	FC	Theater Arts Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 08/28/2017
Nobles, Stephanie	FC	Chemistry Instructor From: Class B, Step 1 To: Class C, Step 9 Eff. 08/24/2017
Palomares, Eva	CC	Counselor From: Class C To: Class D Eff. 07/01/2017
Park, Moses	SCE	Older Adults Program Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 09/11/2017
Ream, Timothy	FC	Librarian From: Class B, Step 1 To: Class C, Step 8 Eff. 08/24/2017
Roby, Scott	CC	Mathematics Instructor From: Class B, Step 1 To: Class F, Step 1 Eff. 08/24/2017

Academic Personnel  
August 22, 2017

Scarpa, Daniel	FC	English Instructor From: Class B, Step 1 To: Class B, Step 6 Eff. 08/24/2017
Shafer, Julie	CC	Photography Instructor From: Class B, Step 1 To: Class B, Step 10 Eff. 08/24/2017
Siskind, Jeremy	FC	Music Instructor From: Class B, Step 1 To: Class B, Step 9 Eff. 08/24/2017
Stanojkovic, Alli	SCE	DSS NonCredit Instructor From: Class B, Step 1 To: Class E, Step 6 Eff. 09/07/2017
Starkey, Monique	FC	Librarian From: Class D To: Class E Eff. 08/24/2017
Stiemke, Kimberley	SCE	Basic Skills/Learning Centers Non-Credit Instructor From: Class B, Step 1 To: Class F, Step 10 Eff. 09/07/2017
Tira, Diana	CC	Dental Hygiene Instructor From: Class D To: Class E Eff. 08/24/2017
Trujillo, Tamara	FC	English Instructor From: Class C To: Class D Eff. 08/24/2017
Vo, Dao	FC	Mathematics Instructor From: Class B, Step 1 To: Class B, Step 7 Eff. 08/24/2017



Academic Personnel  
August 22, 2017

Soto, Maria	CC	Column 1, Step 1
Stanfield, Alexa	CC	Column 1, Step 1
Tarango, Courtney	SCE	Column 2, Step 1
Tatarian, Rhea	FC	Column 1, Step 1
Truong, Phat	CC	Column 1, Step 1
Uberoi, Niharika	CC	Column 1, Step 1
Van, Jennifer	CC	Column 1, Step 1
West, Sherry	FC	Column 2, Step 1
Wetrick, Amanda	CC	Column 1, Step 1
Wilson, Natalie	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Ho, Anh	CC	Column 1, Step 1
Lam, Tina	SCE	Column 1, Step 1
Morrow, Mareena	CC	Column 1, Step 1
Sheppard, Danielle	CC	Column 1, Step 1
Yi, Robin	SCE	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Acosta, Cynthia	CC	Column 2, Step 1
-----------------	----	------------------

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Base, Melissa	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/17/2017
Chapman, Joanne	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/10/2017
		Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/17/2017
Chung, Lynn	FC	Librarian Training Stipend not to exceed \$240.00 Eff. 08/22/2017-08/23/2017
Dalgoff, Mary	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/17/2017

Academic Personnel  
August 22, 2017

Doeding, Wendy	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/10/2017
		Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/17/2017
Goto, David	FC	Librarian Training Stipend not to exceed \$240.00 Eff. 08/22/2017-08/23/2017
Gruel, Jamie	FC	Basic Skills Acceleration Training Stipend not to exceed \$520.00 Eff. 08/07/2017-08/10/2017
Lee, Christine	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/10/2017
	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/17/2017
Rodriguez, Jasmine	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/10/2017
	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/17/2017
Rucker, Nancy	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/17/2017
Shah, Ekta	FC	Reading Faculty Training Stipend not to exceed \$200.00 Eff. 08/17/2017
Westerbeek, Amanda	FC	Librarian Training Stipend not to exceed \$240.00 Eff. 08/22/2017-08/23/2017

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** August 22, 2017 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
**SUBJECT:** Classified Personnel 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  
August 22, 2017

RESIGNATIONS

Grosvenor, Marianne      SCE    Senior Research and Planning Analyst  
12-month position (100%)  
Eff. 07/21/2017  
PN SCC856

Sebo, Gloria                FC     Clerical Assistant I  
12-month position (100%)  
Eff. 09/02/2017  
PN FCC733

CHANGES IN HIRE DATE

Minakha, Wachiraya      CC     Evaluator (100%)  
From: 07/26/2017  
To: 07/31/2017  
PN CCC719

Simmons, Shaneika      CC     Library Assistant III (100%)  
From: 08/01/2017  
To: 08/09/2017  
PN CCC945

NEW PERSONNEL

Nguyen, Sabrina          FC     Administrative Assistant II  
12-month position (100%)  
Range 36, Step E  
Classified Salary Schedule  
Eff. 08/14/2017  
PN FCC723

Rofman, Lara              SCE    Job Developer  
10-month position (100%)  
Range 44, Step A  
Classified Salary Schedule  
Eff. 08/07/2017  
PN SCC852

Classified Personnel  
August 22, 2017

REHIRES

Crete, Jessica	SCE	Special Project Director/Adult Education Block Grant Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2017 - 06/30/2018 PN SCT973
Guy, Lorri	SCE	Special Project Manager/DSS Temporary Management Position (100%) Range 2, Special Project Admin Daily Rate Schedule Eff. 07/01/2017 - 06/30/2018 PN SCT975
Landin, Esther	SCE	Special Project Manager/AEBG Workforce Development Temporary Management Position (100%) Range 3, Special Project Admin Daily Rate Schedule Eff. 07/01/2017 – 06/30/2018 PN SCT971
Rivera, Hilda	SCE	Special Project Manager/AEBG and ESL Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2017-06/30/2018 PN SCT968

PROMOTION

Bates, Beatrice	AC	Payroll Lead 12-month position (100%) PN DEC931
	To:	AC District Manager, Payroll 12-month position (100%) Range 17, Step A + PG&D Management Salary Schedule Eff. 08/01/2017 PN DEM992



RECLASSIFICATION DUE TO ADMINISTRATIVE STRUCTURE REORGANIZATION

Carrigan, Ti-Ping Joyce    AC    Dean, Baccalaureate Degree Program  
12-month position (100%)  
Range 32, Column G + Doctorate  
PN CCM955

To:    AC District Director, Workforce & Economic Development  
12-month position (100%)  
Range 32, Column G + Doctorate  
Management Salary Schedule  
Eff. 08/01/2017  
PN DEM978

VOLUNTARY CHANGES IN ASSIGNMENT

Davy, Danielle                    SCE    Administrative Assistant III (100%)

Temporary Change in Assignment  
To:    AC Executive Assistant III  
12-month position (100%)  
Range 30C, Step C + 5% Longevity  
Confidential Salary Schedule  
Eff. 07/31/2017 - 06/30/2018

Delgadillo, Dulce                SCE    Research Analyst (100%)

Temporary Change in Assignment  
To:    SCE Senior Research Analyst  
12-month position (100%)  
Range 57, Step A  
Classified Salary Schedule  
Eff. 07/28/2017 - 06/30/2018

Fajardo, Karla                    CC    Clerical Assistant II (100%)

Extension of Temporary Change in Assignment  
To:    CC Admissions and Records Technician  
12-month position (100%)  
Range 33, Step E + 10% Longevity + PG&D  
Classified Salary Schedule  
Eff. 07/01/2017 - 09/30/2017

Classified Personnel  
August 22, 2017

Mesich, Scott	FC	Laboratory Clerk (50%)  Temporary Increase in Months and Percent Employed From: 10 months, 50% To: 12 months, 75% Eff. 09/01/2017 – 06/30/2018
Wong, Jessica	SCE	Administrative Assistant I (100%)  Temporary Increase in Months Employed From: 11 months To: 12 months Eff. 07/01/2017 - 06/30/2018
Young, Lynette	CC	Administrative Assistant II (80%)  Temporary Increase in Months and Percent Employed From: 10 months, 80% To: 12 months, 100% Eff. 08/01/2017 – 12/21/2017

PROFESSIONAL GROWTH & DEVELOPMENT

Aikin, Carmen	AC	Executive Assistant II (100%) 1 <sup>st</sup> increment (\$400) Eff. 07/01/2018
Miranda Romero, Miguel	CC	Facilities Assistant (100%) 4 <sup>th</sup> increment (\$350) Eff. 07/01/2017

STIPEND FOR ADDITIONAL MANAGEMENT DUTIES

Guardado, Jose	FC	IT Technician (100%) 6% Stipend Eff. 08/23/2017 – 06/30/2018
----------------	----	--

LEAVES OF ABSENCE

Cruz, Carrie	FC	Clerical Assistant I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/24/2017 – 08/06/2017 (Consecutive Leave)
--------------	----	--

Classified Personnel  
August 22, 2017

Gonzales, Daniel	CC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 07/12/2017 – 08/17/2017 (Consecutive Leave)
Moore-Farmer, Shelia	SCE	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 07/05/2017 – 08/16/2017 (Consecutive Leave)
Nguyen, Sabrina	FC	Administrative Assistant II (100%) Unpaid Personal Leave Eff. 09/11/2017 – 09/19/2017 (Consecutive Leave)
Sloan, Crystal	FC	Bookstore Assistant (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 07/25/2017 – 10/02/2017 (Consecutive Leave)
Wallace, Nadia	CC	Administrative Assistant II (67.5%) Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 09/18/2017 – 04/12/2018 (Intermittent Leave)
Williams-Collins, Adrienne	CC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 06/29/2017 – 07/28/2017 (Consecutive Leave)

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** August 22, 2017 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
**SUBJECT:** Professional Experts 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  
August 22, 2017

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Alexander, John	CC	Technical Expert II	Technical Expert II IDRC Grant	8	07/27/2017	08/31/2017
Alexander, John	CC	Technical Expert II	Perkins Grant-Automotive Technology	5	08/01/2017	06/29/2018
Bacarella, Russ	CC	Technical Expert II	Perkins Grant	20	07/27/2017	08/11/2017
Base, Melissa	FC	Project Coordinator	Reading Faculty Training Program	20	08/01/2017	08/18/2017
Berry, Jason	SCE	Technical Expert I	Event and Classroom Photography	26	07/03/2017	11/22/2017
Bhari, Sony	SCE	Project Expert	Career Pathways Specialist	26	08/28/2017	09/08/2017
Bhari, Sony	SCE	Project Expert	Career Pathways Specialist	26	09/18/2017	09/22/2017
Bhari, Sony	SCE	Project Expert	Career Pathways Specialist	26	10/02/2017	10/20/2017
Bhari, Sony	SCE	Project Expert	Career Pathways Specialist	26	10/30/2017	11/17/2017
Bhari, Sony	SCE	Project Expert	Career Pathways Specialist	26	11/27/2017	12/21/2017
Bhari, Sony	SCE	Project Expert	Career Pathways Specialist	26	01/08/2018	01/12/2018
Bhari, Sony	SCE	Project Expert	Career Pathways Specialist	26	01/22/2018	02/15/2018
Bhari, Sony	SCE	Project Expert	Career Pathways Specialist	26	02/26/2018	03/23/2018
Bhari, Sony	SCE	Project Expert	Career Pathways Specialist	26	04/02/2018	04/20/2018
Bhari, Sony	SCE	Project Expert	Career Pathways Specialist	26	04/30/2018	05/04/2018
Bianchino, Annie	FC	Technical Expert II	Chemistry Summer Boot Camps, administrative duties & scheduling	15	07/26/2017	09/01/2017
Blake, Marlon	FC	Project Coordinator	Incite-Academic Support for Student Athletes	26	08/07/2018	12/22/2018
Blake, Marlon	FC	Project Coordinator	Incite-Academic Support for Student Athletes	26	01/23/2018	06/01/2018
Bogan, Mary	FC	Project Coordinator	ESP-Entering Scholars Program (BSI project #4)	10	08/21/2017	05/26/2018
Bogan, Mary	FC	Technical Expert I	Student Equity Faculty Co-Chair Summer Planning	26	08/07/2017	08/18/2017
Borla, Linda	CC	Technical Expert I	Summer Boost 2017 (2 <sup>nd</sup> session)	30	07/31/2017	08/11/2017

Professional Experts  
August 22, 2017

Bringman, Michelle	SCE	Project Expert	Career Pathways Specialist	26	09/05/2017	10/13/2017
Bringman, Michelle	SCE	Project Expert	Career Pathways Specialist	26	10/23/2017	11/17/2017
Bringman, Michelle	SCE	Project Expert	Career Pathways Specialist	26	11/27/2017	12/15/2017
Bringman, Michelle	SCE	Project Expert	Career Pathways Specialist	26	01/08/2018	02/15/2018
Bringman, Michelle	SCE	Project Expert	Career Pathways Specialist	26	02/26/2018	03/23/2018
Bringman, Michelle	SCE	Project Expert	Career Pathways Specialist	26	04/02/2018	04/13/2018
Bringman, Michelle	SCE	Project Expert	Career Pathways Specialist	26	04/23/2018	05/25/2018
Bringman, Michelle	SCE	Project Expert	Career Pathways Specialist	26	06/04/2018	06/30/2018
Calahan, Lina	FC	Technical Expert I	Coordinate New Online Teaching Certificate Program	15	08/01/2017	05/31/2018
Campa, Dyeneka	SCE	Technical Expert I	I-Best Technical Expert	26	08/14/2017	09/09/2017
Carlisle, Teresa	SCE	Project Expert	Career Pathways Specialist	26	08/01/2017	08/11/2017
Carlisle, Teresa	SCE	Project Expert	Career Pathways Specialist	26	09/05/2017	10/13/2017
Carlisle, Teresa	SCE	Project Expert	Career Pathways Specialist	26	10/23/2017	11/17/2017
Carlisle, Teresa	SCE	Project Expert	Career Pathways Specialist	26	11/27/2017	12/21/2017
Carlisle, Teresa	SCE	Project Expert	Career Pathways Specialist	26	01/16/2018	02/15/2018
Carlisle, Teresa	SCE	Project Expert	Career Pathways Specialist	26	02/26/2018	03/23/2018
Carlisle, Teresa	SCE	Project Expert	Career Pathways Specialist	26	04/02/2018	04/13/2018
Carlisle, Teresa	SCE	Project Expert	Career Pathways Specialist	26	04/23/2018	06/15/2018
Carrasco Cabrera, Jonathan	SCE	Project Expert	DSN SB1070 Client Services Expert	24	07/17/2017	08/04/2017
Chan, Theodore	FC	Technical Expert II	Chemistry Summer Boot Camp	7	08/23/2017	09/30/2017
Cherney, Julia	CC	Technical Expert I	Perkins Grant	40	07/25/2017	08/23/2017
Clark, Lisa	CC	Technical Expert I	Perkin 2017-2018	4	08/01/2017	06/15/2018
Cobler, Tim	FC	Technical Expert II	Math 151 Boot Camp	15	08/09/2017	09/30/2017
Costello, Jeanne	FC	Project Coordinator	Basic Skills Accelerated Developmental & Enhanced Instr. Training	40	07/16/2017	08/16/2017
DeBase II, Vincent	SCE	Technical Expert I	Entry/ReEntry BIW Curriculum Development (AEBG-Funded)	26	08/14/2017	09/10/2017

Professional Experts  
August 22, 2017

Diep, Christie	CC	Technical Expert I	Summer boost 2017 (2 <sup>nd</sup> session)	30	07/31/2017	08/11/2017
Doherty, Doreen	SCE	Technical Expert I	I-Best Technical Expert	26	08/14/2017	09/09/2017
Dunne, Cathy	SCE	Technical Expert I	I-BEST/CTE Program Technical Expert	26	08/14/2017	09/09/2017
Eisner, Doug	FC	Project Coordinator	Basic Skills Accelerated Developmental & Enhanced Instr. Training	5	07/16/2017	08/16/2017
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	09/18/2017	10/13/2017
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	10/23/2017	11/17/2017
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/15/2017
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	01/02/2018	01/12/2018
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	01/22/2018	02/09/2018
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	02/20/2018	03/09/2018
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	03/19/2018	03/23/2018
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	04/02/2018	04/13/2018
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	04/23/2018	05/11/2018
Flores, Carolina	FC	Project Expert	High School Outreach Project Expert	26	05/21/2018	06/22/2018
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	09/18/2017	10/13/2017
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	10/23/2017	11/17/2017
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/08/2017
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	01/08/2018	02/15/2018
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	02/26/2018	03/16/2018
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	04/02/2018	05/25/2018
Flores, Jose	FC	Project Expert	High School Outreach Project Expert	26	06/11/2018	06/29/2018
Flores, Nancy	SCE	Project Expert	Professional Expert	26	07/03/2017	12/08/2017
Flores, Nancy	SCE	Project Expert	Professional Expert	26	01/09/2018	04/20/2018
Foster, Sam	FC	Technical Expert II	Chemistry Summer Boot Camps	20	08/15/2017	09/01/2017
Galaviz, Graciela	FC	Project Expert	Student Support Services Health & Safety Project	26	08/07/2017	12/15/2017

Professional Experts  
August 22, 2017

Galaviz, Graciela	FC	Project Expert	Student Support Services Health & Safety Project	26	01/15/2018	06/01/2018
Garcia, Cindy	CC	Project Expert	Database Development/Alumni Project Coordinator	26	07/05/2017	03/14/2018
Gargano, Amanda	CC	Technical Expert I	Perkins 2017-2018 Hotel, Restaurant, Culinary	2	08/01/2017	06/15/2018
Gifford, Charles	CC	Technical Expert I	Perkins Grant-Tourism	1	08/28/2017	12/16/2017
Gifford, Charles	CC	Technical Expert I	Perkins Grant-Tourism	1	02/05/2018	05/18/2018
Gomez, Tanya	FC	Project Expert	High School Outreach Project Expert	26	08/28/2017	09/08/2017
Gomez, Tanya	FC	Project Expert	High School Outreach Project Expert	26	09/18/2017	09/22/2017
Gomez, Tanya	FC	Project Expert	High School Outreach Project Expert	26	10/02/2017	11/17/2017
Gomez, Tanya	FC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/08/2017
Gomez, Tanya	FC	Project Expert	High School Outreach Project Expert	26	01/08/2018	03/16/2018
Gomez, Tanya	FC	Project Expert	High School Outreach Project Expert	26	04/02/2018	06/08/2018
Gomez, Tanya	FC	Project Expert	High School Outreach Project Expert	26	06/18/2018	06/29/2018
Gopar, Gary	CC	Not-For-Credit Instr. II	Teach and Perform with Summer Jazz Camp 2017	8	07/26/2017	08/22/2017
Gottdank, Adam	SCE	Project Manager	Accreditation, Program Review	26	08/01/2017	08/31/2017
Guardado, Cynthia	FC	Project Coordinator	ESP-Entering Scholars Program (BSI project #4)	10	08/14/2017	05/26/2018
Halverson, Heather	FC	Technical Expert I	Transfer Achievement Program (TAP)	10	09/28/2017	06/30/2018
Haptonstall, Joelle	SCE	Project Manager	AEBG DSS Workgroup Project Manager	26	08/21/2017	11/17/2017
Harris, Remy	SCE	Project Expert	Career Pathways Specialist	26	09/05/2017	11/17/2017
Harris, Renna	SCE	Project Coordinator	AEBG Data and Assessment Collection	26	07/03/2017	08/02/2017
Henderson, Angela	FC	Project Manager	Manage New Online Teaching Certificate Program	15	07/01/2017	05/31/2018
Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	08/28/2017	09/29/2017
Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	10/09/2017	11/03/2017
Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	11/13/2017	11/17/2017
Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/15/2017
Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	01/02/2018	01/19/2018



Professional Experts  
August 22, 2017

Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	01/29/2018	02/15/2018
Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	02/26/2018	03/23/2018
Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	04/02/2018	04/20/2018
Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	04/30/2018	05/25/2018
Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	06/04/2018	06/15/2018
Herrera, Daniel	FC	Project Expert	High School Outreach Project Expert	26	06/25/2018	06/29/2018
Hill-West, Jami	SCE	Technical Expert I	I-Best Technical Expert	26	08/14/2017	09/09/2017
Holmes, Ian	CC	Project Manager	Perkins IV-Digital Cinema Program	4	08/07/2017	06/29/2018
Huerta, Liliana	FC	Project Expert	High School Outreach Project Expert	26	08/21/2017	09/08/2017
Huerta, Liliana	FC	Project Expert	High School Outreach Project Expert	26	09/18/2017	10/13/2017
Huerta, Liliana	FC	Project Expert	High School Outreach Project Expert	26	10/23/2017	11/17/2017
Huerta, Liliana	FC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/15/2017
Huerta, Liliana	FC	Project Expert	High School Outreach Project Expert	26	01/02/2018	01/19/2018
Huerta, Liliana	FC	Project Expert	High School Outreach Project Expert	26	01/29/2018	03/23/2018
Huerta, Liliana	FC	Project Expert	High School Outreach Project Expert	26	04/02/2018	05/11/2018
Huerta, Liliana	FC	Project Expert	High School Outreach Project Expert	26	05/21/2018	05/25/2018
Huerta, Liliana	FC	Project Expert	High School Outreach Project Expert	26	06/04/2018	06/22/2018
Hughes, Deidre	FC	Project Coordinator	TAP Program Coordinating and Implementation	22	08/21/2017	08/23/2017
Hughes, Deidre	FC	Project Coordinator	Project Coordinator	10	08/17/2017	05/30/2018
Hurdle, Terra	CC	Project Manager	Organizer for Summer Jazz Camp 2017	12	07/26/2017	08/22/2017
Jew, Kathryn	FC	Project Coordinator	TAP Program Planning and Implementation	22	08/21/2017	08/23/2017
Kelley, Paul	CC	Technical Expert II	Technical Expert II IDRC Grant	8	07/27/2017	08/31/2017
Kelley, Paul	CC	Technical Expert II	Electrical Vehicle Professional Developer	20	08/01/2017	08/03/2017
Kemp, Darnell	FC	Project Manager	New Faculty Teaching & Learning Workshops & Online Teaching Certificate Program	15	07/01/2017	05/30/2018
Kiesselbach, Kenneth	SCE	Project Expert	Career Pathways Specialist	26	09/05/2017	10/27/2017

Professional Experts  
August 22, 2017

Kiesselbach, Kenneth	SCE	Project Expert	Career Pathways Specialist	26	11/06/2017	11/17/2017
Kiesselbach, Kenneth	SCE	Project Expert	Career Pathways Specialist	26	11/27/2017	12/21/2017
Kiesselbach, Kenneth	SCE	Project Expert	Career Pathways Specialist	26	01/08/2018	01/12/2018
Kiesselbach, Kenneth	SCE	Project Expert	Career Pathways Specialist	26	01/22/2018	02/09/2018
Kiesselbach, Kenneth	SCE	Project Expert	Career Pathways Specialist	26	02/26/2018	03/23/2018
Kiesselbach, Kenneth	SCE	Project Expert	Career Pathways Specialist	26	04/02/2018	04/27/2018
Kiesselbach, Kenneth	SCE	Project Expert	Career Pathways Specialist	26	05/07/2018	05/25/2018
Kiesselbach, Kenneth	SCE	Project Expert	Career Pathways Specialist	26	06/04/2018	06/22/2018
Klyde, Michael	CC	Technical Expert II	IDRC Grant	8	07/27/2017	08/31/2017
Klyde, Michael	CC	Technical Expert II	Electrical Vehicle Professional Developer	20	08/01/2017	08/03/2017
LaMontia, Melody	FC	Technical Expert II	SWI Professional Photography Program/CTE Quality & Enrollment Increase Program	30	07/01/2017	06/30/2018
Langgle, Linda	SCE	Project Manager	ACCT Transitions Coordinator (Career and College)	26	08/29/2017	12/08/2017
Lau, Philip	SCE	Project Coordinator	Distance Education Support	26	07/03/2017	07/16/2017
Lawrence, Roberta	CC	Technical Expert I	Perkins Grant	40	07/01/2017	08/23/2017
Lazarus, Laura	FC	Technical Expert II	Chemistry Summer Boot Camp	13	08/10/2017	09/01/2017
Lepe Diaz, Carolina	SCE	Project Expert	Research Analyst-Adult Education Block Grant (AEBG)	26	07/03/2017	12/15/2017
Lester, Clifford	CC	Project Manager	Perkins Grant Imaging and Digital Media	5	08/07/2017	06/22/2018
Levesque, Richard	FC	Project Coordinator	TAP Program Coordinating and Implementation	22	08/21/2017	08/23/2017
Liu, Annie	FC	Project Coordinator	Project Coordinator Habits of Mind/FIG	10	08/01/2017	12/23/2017
Loney, Laura	FC	Project Coordinator	Supplemental Instruction Project Coordinator	22	08/21/2017	08/23/2017
Lopez, Jazmin	SCE	Project Expert	Professional Expert	26	07/11/2017	10/27/2017
Lopez, Jazmin	SCE	Project Expert	Professional Expert	26	01/08/2018	06/15/2018

Professional Experts  
August 22, 2017

Lozinsky, Richard	FC	Project Manager	Earth Science Boot Camp	6	08/01/2017	06/30/2018
Lynch, Candace	SCE	Project Coordinator	Curriculum Development	26	08/14/2017	09/08/2017
Makabali, Jason	SCE	Project Expert	Research Analyst – Student Equity	26	07/03/2017	12/14/2017
McCloskey, Daphne	FC	Project Expert	Web Design	7	07/01/2017	10/20/2017
McClurkin, Tina	SCE	Technical Expert I	I-BEST/CTE Program Technical Expert	26	08/14/2017	09/09/2017
McCormick, Steve	CC	Technical Expert I	Perkins Grant-Tourism	9	08/01/2017	12/16/2017
McCormick, Steve	CC	Technical Expert I	Perkins Grant-Tourism	9	02/05/2018	05/18/2018
McLeod, Jasmine	FC	Technical Expert I	Fullerton College Umoja Program	26	08/15/2017	12/31/2017
McMillan, Marcus	CC	Not-For-Credit Instr. II	Teach and Perform with Summer Jazz Camp 2017	11	08/07/2017	08/23/2017
McMullin, Erika	FC	Project Expert	#H.O.R.N.E.T.S. L.A.B. (Innovation Grant Project )	5	08/28/2017	12/16/2017
Mejia, Jovannys	FC	Project Coordinator	Student Diversity Success Initiative	26	08/21/2017	12/21/2017
Mejia, Rosa	CC	Project Coordinator	STEM Project Coordinator	26	08/14/2017	12/18/2017
Melella, Laura	FC	Technical Expert I	Coordinate New Online Teaching Certificate Program	15	07/01/2017	05/31/2018
Mills, Amy	FC	Project Coordinator	Entering Scholars Program Project Coordinator	26	08/16/2017	12/20/2017
Minahan, Kristin	FC	Technical Expert I	CCPT Technical Expert I-California Career Pathways Trust	26	08/14/2017	12/02/2017
Minahan, Kristin	FC	Technical Expert I	CCPT Technical Expert I-California Career Pathways Trust	26	01/08/2018	06/13/2018
Monroy Villafuerte, Yamileth	FC	Project Expert	High School Outreach Project Expert	26	10/02/2017	10/27/2017
Monroy Villafuerte, Yamileth	FC	Project Expert	High School Outreach Project Expert	26	11/06/2017	11/17/2017
Monroy Villafuerte, Yamileth	FC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/15/2017
Monroy Villafuerte, Yamileth	FC	Project Expert	High School Outreach Project Expert	26	01/02/2018	01/12/2018
Monroy Villafuerte, Yamileth	FC	Project Expert	High School Outreach Project Expert	26	01/22/2018	02/09/2018
Monroy Villafuerte, Yamileth	FC	Project Expert	High School Outreach Project Expert	26	02/20/2018	03/09/2018
Monroy Villafuerte, Y	FC	Project Expert	High School Outreach Project Expert	26	03/19/2018	03/23/2018

Professional Experts  
August 22, 2017

Monroy Villafuerte, Yamileth	FC	Project Expert	High School Outreach Project Expert	26	04/02/2018	04/13/2018
Monroy Villafuerte, Yamileth	FC	Project Expert	High School Outreach Project Expert	26	04/23/2018	05/18/2018
Monroy Villafuerte, Yamileth	FC	Project Expert	High School Outreach Project Expert	26	05/29/2018	06/22/2018
Montero, Vanessa	FC	Project Expert	High School Outreach Project Expert	26	08/21/2017	09/08/2017
Montero, Vanessa	FC	Project Expert	High School Outreach Project Expert	26	09/18/2017	10/13/2017
Montero, Vanessa	FC	Project Expert	High School Outreach Project Expert	26	10/23/2017	11/17/2017
Montero, Vanessa	FC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/15/2017
Montero, Vanessa	FC	Project Expert	High School Outreach Project Expert	26	01/02/2018	01/19/2018
Montero, Vanessa	FC	Project Expert	High School Outreach Project Expert	26	01/29/2018	03/23/2018
Montero, Vanessa	FC	Project Expert	High School Outreach Project Expert	26	04/02/2018	05/11/2018
Montero, Vanessa	FC	Project Expert	High School Outreach Project Expert	26	05/21/2018	05/25/2018
Montero, Vanessa	FC	Project Expert	High School Outreach Project Expert	26	06/04/2018	06/22/2018
Morfin, Mayra	SCE	Project Expert	Job Coach	26	09/11/2017	12/08/2017
Moto-Mireles, Jonathan	SCE	Project Coordinator	Job Development Employer-Student Network Coordinator	26	08/02/2017	11/17/2017
Mueller, Michael	FC	Project Expert	Director's Festival 2017 Adjudication	6	07/14/2017	07/22/2017
Nguyen, Amanda	FC	Project Expert	SSSP Related Data and Research Project	26	08/21/2017	11/17/2017
Nguyen, Duc	SCE	Project Expert	AEBG Data and Assessment Collection	26	08/03/2017	12/08/2017
Nguyen, Jeannie	FC	Project Expert	High School Outreach Project Expert	26	08/07/2017	09/01/2017
Nguyen, Jeannie	FC	Project Expert	High School Outreach Project Expert	26	09/05/2017	10/06/2017
Nguyen, Jeannie	FC	Project Expert	High School Outreach Project Expert	26	10/16/2017	11/17/2017
Nguyen, Jeannie	FC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/15/2017
Nguyen, Jeannie	FC	Project Expert	High School Outreach Project Expert	26	01/02/2018	02/15/2018
Nguyen, Jeannie	FC	Project Expert	High School Outreach Project Expert	26	02/26/2018	03/23/2018
Nguyen, Jeannie	FC	Project Expert	High School Outreach Project Expert	26	04/02/2018	04/13/2018

Professional Experts  
August 22, 2017

Nguyen, Jeannie	FC	Project Expert	High School Outreach Project Expert	26	04/23/2018	05/25/2018
Nguyen, Jeannie	FC	Project Expert	High School Outreach Project Expert	26	06/04/2018	06/22/2018
Nguyen, John T.	FC	Project Expert	Student Diversity Success Initiative	26	08/21/2017	12/21/2017
Nguyen, Sharon	SCE	Project Coordinator	I.V.E.S. Project Coordinator	26	08/07/2017	08/18/2017
Nguyen, Sharon	SCE	Project Coordinator	I.V.E.S. Project Coordinator	26	09/05/2017	12/08/2017
Niyondagara, Alice	SCE	Project Coordinator	Curriculum Development	26	08/14/2017	09/08/2017
Norzagaray Spillers, Cesar	SCE	Project Expert	AEBG Data and Assessment Collection	26	07/03/2017	12/01/2017
Okonyan, Stefani	FC	Project Coordinator	Project Coordinator	22	08/21/2017	08/23/2017
Oo, Jennifer	SCE	Technical Expert I	I-BEST/CTE Program Technical Expert	26	08/14/2017	09/09/2017
Orlijan, Kim	FC	Project Coordinator	Basic Skills Accelerated Developmental & Enhanced Instr. Training	40	07/16/2017	08/16/2017
O'Rourke, Margaret	FC	Project Coordinator	Basic Skills Accelerated Developmental & Enhanced Instruction Training – ENGL 99 & 100 EI.	9	07/16/2017	08/16/2017
Orozco, Luciano	CC	Technical Expert II	Electrical Vehicle Professional Developer	40	07/17/2017	07/31/2017
Orozco, Luciano	CC	Technical Expert II	Electrical Vehicle Professional Developer	40	08/01/2017	08/23/2017
Padilla, Debra	SCE	Project Expert	DSN/CACT Advanced Manufacturing Center	26	07/21/2017	09/01/2017
Palos, Jose	FC	Project Expert	Incite-Academic Support for Student Athletes	26	08/16/2017	12/22/2017
Palos, Jose	FC	Project Expert	Incite-Academic Support for Student Athletes	26	01/23/2018	06/01/2018
Parikh, Jalpa	FC	Project Coordinator	H.O.R.N.E.T.S. L.A.B.: Innovation Fund Grant Recipient	20	08/01/2017	08/20/2017
Parikh, Jalpa	FC	Project Coordinator	H.O.R.N.E.T.S. L.A.B.: Innovation Fund Grant Recipient	20	12/16/2017	06/01/2018
Perez, Roger	FC	Project Coordinator	Basic Skills Accelerated Developmental & Enhanced Instr. Training	40	07/16/2017	08/16/2017
Peters, Jeremy	CC	Technical Expert I	Perkins 2017-2018 – Hotel, Restaurant, Culinary	4	08/01/2017	06/15/2018
Petrie, Caleb	FC	Project Coordinator	TAP Program Coordinating and Implementation	22	08/21/2017	08/23/2017
Powers, Miguel	FC	Project Coordinator	Project Coordinator	10	07/01/2017	12/23/2017
Rauda, Iris	FC	Technical Expert II	Chemistry Boot Camp	8	08/01/2017	09/30/2017
Reeves, Megan	SCE	Project Coordinator	C2C Coordinator	26	07/01/2017	09/09/2017
Reeves, Megan	SCE	Technical Expert I	I-Best Technical Expert	26	08/14/2017	09/09/2017

Professional Experts  
August 22, 2017

Rodine, Jeff	FC	Project Coordinator	TAP Program Coordinating and Implementation	22	08/21/2017	08/23/2017
Rodriguez, Cristina	FC	Project Expert	Cadena Cultural & Transfer Center Reports	26	07/10/2017	12/08/2017
Rosati, Stephanie	CC	Project Manager	Perkins Grant – Hotel, Restaurant, Culinary	4	08/01/2017	06/15/2018
Rucker, Nancy	FC	Project Coordinator	Reading Faculty Training Program #1	20	08/01/2017	08/18/2017
Ruiz, Rosalinda	FC	Project Coordinator	Basic Skills Accelerated Developmental & Enhanced Instr. Training	30	07/16/2017	08/16/2017
Salzameda, Bridget	FC	Technical Expert II	Chemistry Summer Boot Camp	8	08/21/2017	09/01/2017
Satterwhite, Micaiah	FC	Project Coordinator	Fullerton College Umoja Program	26	08/15/2017	12/31/2017
Saunders, Mary Ann	CC	Project Coordinator	CTE Transitions Grant	13	08/01/2017	12/17/2017
Saunders, Mary Ann	CC	Project Coordinator	CTE Transitions Grant	13	01/13/2018	05/23/2018
Saunders, Mary Ann	CC	Project Coordinator	Perkins Grant-Tourism	10	08/28/2017	12/16/2017
Saunders, Mary Ann	CC	Project Coordinator	Perkins Grant-Tourism	10	02/05/2018	05/18/2018
Shah, Ekta	FC	Project Coordinator	Reading Faculty Training Program #1	20	08/01/2017	08/18/2017
Shah, Ketan	FC	Technical Expert II	Math Summer Camp	12	08/09/2017	08/23/2017
Shiroma, Ryan	FC	Project Coordinator	TAP Program Coordinating and Implementation	22	08/21/2017	08/23/2017
Shotwell, Brian	FC	Technical Expert II	Physics Boot Camps	9	08/09/2017	09/30/2017
Silva, Joel	CC	Technical Expert I	Perkins Grant	40	07/01/2017	08/23/2017
Smith, Susan	CC	Technical Expert I	Strategic Plan Funding	6	07/17/2017	12/15/2017
Stanojkovic, Alli	SCE	Technical Expert I	I-Best Technical Expert	26	08/14/2017	09/09/2017
Sutfin, Thomas	CC	Technical Expert I	Perkins Grant-Tourism	2	08/01/2017	08/25/2017
Sylvestro, Carmina	FC	Technical Expert I	CCPT Technical Expert I California Career Pathways Trust	26	08/14/2017	12/02/2017
Sylvestro, Carmina	FC	Technical Expert I	CCPT Technical Expert I California Career Pathways Trust	26	01/08/2018	06/13/2018
Terrazas, Cassandra	FC	Project Expert	High School Outreach Project Expert	26	10/02/2017	10/13/2017
Terrazas, Cassandra	FC	Project Expert	High School Outreach Project Expert	26	10/23/2017	11/17/2017
Terrazas, Cassandra	FC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/15/2017
Terrazas, Cassandra	FC	Project Expert	High School Outreach Project Expert	26	01/02/2018	01/12/2018

Professional Experts  
August 22, 2017

Terrazas, Cassandra	FC	Project Expert	High School Outreach Project Expert	26	01/22/2018	02/16/2018
Terrazas, Cassandra	FC	Project Expert	High School Outreach Project Expert	26	02/26/2018	03/23/2018
Terrazas, Cassandra	FC	Project Expert	High School Outreach Project Expert	26	04/02/2018	04/13/2018
Terrazas, Cassandra	FC	Project Expert	High School Outreach Project Expert	26	04/23/2018	05/18/2018
Terrazas, Cassandra	FC	Project Expert	High School Outreach Project Expert	26	05/29/2018	06/01/2018
Terrazas, Cassandra	FC	Project Expert	High School Outreach Project Expert	26	06/11/2018	06/22/2018
Timmermans, Dana	FC	Technical Expert II	BIT Counselor/Case Manager	26	08/21/2017	12/21/2017
Timmermans, Dana	FC	Technical Expert II	BIT Counselor/Case Manager	26	01/22/2018	06/15/2018
Tira, Diana	CC	Technical Expert I	Perkins Grant	40	07/25/2017	08/23/2017
Valdez, Ediberto	CC	Project Manager	Perkins Grant-Tourism	4	08/14/2017	06/08/2018
Velasco, Kendra	CC	Technical Expert I	Perkins Grant	40	07/01/2017	08/23/2017
Velasco, Kendra	CC	Technical Expert II	Perkins Grant	4	08/24/2017	06/30/2018
Vo, Dao	FC	Project Coordinator	ESP-Entering Scholars Program (BSI project #4)	10	08/14/2017	12/22/2017
Walker, Julia	FC	Project Expert	Student Diversity Success Initiative	26	07/17/2017	12/15/2017
Young, Gilene	FC	Technical Expert II	Biology Summer Boot Camp	11	08/09/2017	09/01/2017

SCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Clark-Booth, Keisha	Tuition Rate	Summer	26
Jones, Brooke	Tuition Rate	Summer	26
Landry, Erin	Tuition Rate	Spring	26

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** August 22, 2017 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
**SUBJECT:** Hourly Personnel 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  
August 22, 2017

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aburto, Catherine	CC	Tech/Paraprof - Assist with STEM program	09/22/17	12/15/17	TE B 3
Adem, Maryam	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Aguinaga, Zachary	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Alatorre, Abraham	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Argumedo, Mercy	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Arias, Celeste	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Baniago, Romel	CC	Tech/Paraprof - Assist with STEM program	09/22/17	12/15/17	TE A 2
Barragan, Alexander	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Bautista, Miguel	FC	Tech/Paraprof - Athletic Program Assistant - Men's Soccer	07/26/17	02/21/18	TE H 4
Bayon, Melissa	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Boam, William	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Boone, Tailier	CC	Clerical/Secretarial - Assist in the Transfer Center	08/23/17	11/21/17	TE A 1
Breckenridge, Brett	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Brennan, Ashley	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Buda, Michael	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Bui, Ha My	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Burks, Brian	FC	Tech/Paraprof - Athletic Program Assistant - Football	07/26/17	02/21/18	TE H 4
Camacho Parra, Kitzia	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Cannon, Nichole	CC	Tech/Paraprof - Athletic program assistant for Volleyball 2017	07/26/17	08/10/17	TE H 3
Cannon, Nichole	CC	Tech/Paraprof - Athletic program assistant for Volleyball 2017	01/15/18	05/26/18	TE H 3
Cano, Erica	FC	Service/Maint - Assist Campus Safety Dept with various duties	08/28/17	11/25/17	TE B 4
Cano, Erica	FC	Service/Maint - Assist Campus Safety Dept with various duties	01/29/18	04/28/18	TE B 4
Cepeda, Brisa	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Chatman, Rosanna	CC	Tech/Paraprof - Athletic Program Assistant for Tennis	08/28/17	05/26/17	TE H 4
Chicas Gallardo, E.	FC	Clerical/Secretarial - Assist in the Career and Life Planning Center	08/23/17	11/21/17	TE A 4
Clarke, Edward	FC	Clerical/Secretarial - Assist in the Student Activities Office	09/06/17	12/13/17	TE A 2

Hourly Personnel  
August 22, 2017

Contreras, Jesse	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Contreras, Roy	FC	Tech/Paraprof - Athletic Program Assistant - Women's Water Polo	08/14/17	02/21/18	TE H 4
Coronado, Emily	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Correa, Sophia	FC	Clerical/Secretarial - Clerical assistance for the Communications Dept	07/26/17	10/24/17	TE A 1
Cortez, Denisse	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Czechorosky, Tonia	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Dabu, Joseph Patrick	FC	Clerical/Secretarial - PTI Student Ambassador	08/28/17	09/30/17	TE B 1
Day, Neal	FC	Tech/Paraprof - Athletic Program Assistant - Women's Basketball	07/26/17	02/21/18	TE H 4
Desoucy, Mark	CC	Tech/Paraprof - Assist with Photography Lab	08/28/17	11/24/17	TE B 1
Detterich-Steele, C.	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Duran, Pedro	SCE	Clerical/Secretarial - Assist in the AEBG ESL Department	07/26/17	12/15/17	TE A 2
Eckhart, Sherry	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Ellis, Isabelle	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Ermac, Rafael	CC	Tech/Paraprof - Athletic Program Assistant for Tennis	08/28/17	05/26/17	TE H 2
Escobedo, Clarrisa	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Esquivel, Jade	FC	Tech/Paraprof - Athletic Program Assistant - Women's Volleyball	08/28/17	12/05/17	TE H 4
Farjardo, Deshields	CC	Tech/Paraprof - Athletic Program Assistant for Women's Basketball	08/28/17	05/26/17	TE H 1
Fipps, Cole	CC	Tech/Paraprof - Athletic Program Assistant for Men's Soccer	08/28/17	12/16/17	TE H 2
Flores, Cynthia	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Gardner, Keenan	FC	Tech/Paraprof - Athletic Program Assistant - Football	07/26/17	02/21/18	TE H 4
Gavarini, Nathalie	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Glassman, Ifat	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Gobatie, Jordan	CC	Tech/Paraprof - Athletic Program Assistant for Tennis	08/28/17	12/29/17	TE H 4
Gobatie, Jordan	CC	Tech/Paraprof - Athletic Program Assistant for Tennis	01/02/18	05/26/18	TE H 4
Gomez, Christopher	CC	Tech/Paraprof - Athletic Program Assistant - Women's Volleyball	08/28/17	05/26/18	TE H 1
Gonzales Solis, V.	CC	Clerical/Secretarial - Assist in Admissions and Records office	07/26/17	10/24/17	TE A 1
Gorrell, Thomas	FC	Tech/Paraprof - Athletic Program Assistant - Men's Basketball	07/26/17	04/13/18	TE H 4
Gulmesoff, Dimiter	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Gutierrez, Dorothy	FC	Clerical/Secretarial - Clerical assistance for the Financial Aid Office	07/26/17	10/24/17	TE B 4

Hourly Personnel  
August 22, 2017

Gutierrez, Kimberly	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Hagmaier, Maite	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Hall, Jacob	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Hammock, Caroleena	CC	Clerical/Secretarial - Assist in the Counseling Center	08/01/17	10/31/17	TE A 1
Harris, Samantha	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Hebert, Eli	FC	Clerical/Secretarial - Assist in the Veterans Resource Center	09/13/17	12/12/17	TE B 2
Heida, Joseph	CC	Tech/Paraprof - Assist with photography for Communications Office	07/26/17	10/27/17	TE B 1
Heng, Benjamin	CC	Direct Instr Support - Assist with CyberPatriot mentorship program	08/23/17	11/21/17	TE A 3
Hernandez, Paul	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Hernandez, Yicel	FC	Clerical/Secretarial - Assist EOPS Office with student outreach	08/28/17	11/24/17	TE B 1
Hernandez, Yicel	FC	Clerical/Secretarial - Assist EOPS Office with student outreach	01/29/18	04/27/18	TE B 1
Hernandez-Pablo, A.	CC	Clerical/Secretarial - Assist in Culinary Arts	09/11/17	12/07/17	TE B 2
Hernandez-Pablo, A.	CC	Clerical/Secretarial - Assist in Culinary Arts	02/12/18	05/26/18	TE B 2
Holt, Ryan	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Howard, Nicole	FC	Clerical/Secretarial - Assist EOPS Office with various duties	08/17/17	11/06/17	TE A 3
Howard, Nicole	FC	Clerical/Secretarial - Assist EOPS Office with various duties	01/08/18	04/09/18	TE A 3
Hucks, Brandon	CC	Tech/Paraprof - Athletic Program Assistant for Men's Basketball	08/28/17	05/26/18	TE H 2
Hugh, Christopher	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Imaku, Brittany	CC	Clerical/Secretarial - Assist in for Basketball Camp	07/28/17	10/07/17	TE A 1
Iwashima, Kumiko	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Jones, Doreen	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/26/17	06/30/18	TE B 4
Jow, Makenna	FC	Clerical/Secretarial - Clerical assistance for the M&O Staff	07/01/17	09/29/17	TE B 1
Jumaa, Hiba	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Kahlon, Sarah	CC	Clerical/Secretarial- Assist in Bursar Fee station	09/13/17	12/12/17	TE A 1
Kahlon, Sarah	CC	Clerical/Secretarial- Assist in Bursar Fee station	02/13/18	05/15/18	TE A 1
Kaufman, Jade	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Kavanaugh, Nicole	FC	Clerical/Secretarial - Assist in the Art Department	09/05/17	11/30/17	TE B 3
Khan, Urooj	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Kuhl, William	FC	Tech/Paraprof - Athletic Program Assistant - Baseball	08/21/17	12/15/17	TE H 4

Hourly Personnel  
August 22, 2017

Kuhl, William	FC	Tech/Paraprof - Athletic Program Assistant - Baseball	01/02/18	05/25/18	TE H 4
Lackey, Patricia	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Lagazo, Mario	FC	Clerical/Secretarial - Assist in campus Bookstore	07/05/17	10/03/17	TE A 1
Lawson, Christina	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/26/17	06/30/18	TE B 4
Lemus, Candelaria	FC	Clerical/Secretarial - Assist in the Paralegal Studies Department	09/18/17	12/15/17	TE B 3
LeVier, Mitchell	FC	Tech/Paraprof - Athletic Program Assistant - Baseball	08/21/17	12/15/17	TE H 4
LeVier, Mitchell	FC	Tech/Paraprof - Athletic Program Assistant - Baseball	01/02/18	05/25/18	TE H 4
Lopez, Mayra	FC	Clerical/Secretarial - Assist EOPS Office with various duties	08/28/17	11/27/17	TE B 3
Lopez, Mayra	FC	Clerical/Secretarial - Assist EOPS Office with various duties	01/29/18	04/30/18	TE B 3
Lubrano-Dalmau, Sophie	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Lubyano, Nikita	CC	Direct Instr Support - Assist with CyberPatriot mentorship program	08/23/17	11/21/17	TE A 3
Luc, Timmie	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Luna, Miranda	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Luo, Leon	CC	Direct Instr Support - Assist with CyberPatriot mentorship program	08/23/17	11/21/17	TE A 3
Lutz, Kenneth	FC	Tech/Paraprof - Athletic Program Assistant - Football	07/26/17	02/21/18	TE H 4
Mackessy, Mattie	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Makuch, Vincent	FC	Tech/Paraprof - Athletic Program Assistant	08/15/17	02/21/18	TE H 1
Mancilla, Yesenia	SCE	Clerical/Secretarial - Assist with registration for Anaheim SCE	08/07/17	11/03/17	TE A 4
March, Kathy	CC	Non-Direct Instr Support - Assist with Perkins IV core indicators	08/28/17	11/12/17	TE B 3
March, Kathy	CC	Non-Direct Instr Support - Assist with Perkins IV core indicators	01/29/18	05/18/18	TE B 3
Martin, Amanda	FC	Service/Maint - Assist Campus Safety Dept with various duties	08/28/17	11/25/17	TE B 4
Martin, Amanda	FC	Service/Maint - Assist Campus Safety Dept with various duties	01/29/18	04/28/18	TE B 4
Martinez, Randi	CC	Clerical/Secretarial - Program assistant Women's Soccer	08/09/17	12/16/17	TE H 3
Mays, Kathryn	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Milhan, Gloria	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Miller, Neely	FC	Clerical/Secretarial - Clerical assistance for Academic Computing	09/18/17	12/16/17	TE B 3
Miller, Sherol	CC	Tech/Paraprof - On-call theater crew for campus productions	08/23/17	06/30/18	TE B 2
Miranda, Robert	FC	Tech/Paraprof - Athletic Program Assistant - Football	07/26/17	02/21/18	TE H 4
Mojica, Zimmo	CC	Clerical/Sec - Assist in Digital Graphics in Campus Communications	09/13/17	12/12/17	TE B 3

Hourly Personnel  
August 22, 2017

Montez, Margarita	CC	Non-Direct Instr Support - Assist with Dental Clinic Translations	09/11/17	12/15/17	TE B 4
Montez, Margarita	CC	Non-Direct Instr Support - Assist with Dental Clinic Translations	02/12/18	05/18/18	TE B 4
Montgomery, Tanya	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Morse, Barry	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Mueller, Eric	FC	Service/Maint - Technical services for Student Activities and KFCR	09/06/17	12/06/17	TE A 4
Murakami, Brittani	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Nguyen, Thu	FC	Clerical/Secretarial - PTI Student Ambassador	08/21/17	09/30/17	TE B 1
Nguyen, Thu	FC	Clerical/Secretarial - Clerical assistance for the Business & CIS Div	07/26/17	09/08/17	TE A 4
Nichols, Jasmine	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Nunez, Alysha	CC	Clerical/Secretarial - Assist with STEM program	07/26/17	08/25/17	TE A 2
Paca, Kristoffer	CC	Direct Instr Support - Assist with CyberPatriot mentorship program	08/23/17	11/21/17	TE A 3
Palencia, Louis	CC	Clerical/Secretarial - Assist in campus Library	08/28/17	11/24/17	TE A 2
Pantoja, David	FC	Service/Maint - Assist Campus Safety Dept with various duties	09/01/17	12/01/17	TE B 4
Pantoja, David	FC	Service/Maint - Assist Campus Safety Dept with various duties	04/01/18	06/30/18	TE B 4
Patterson, Jill	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	07/26/17	06/30/18	TE B 4
Perez, Zachary	CC	Tech/Paraprof - Athletic Program Assistant for Men's Basketball	08/28/17	05/26/18	TE H 2
Perez-Escamilla, Leticia	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Poostpasand, Mehmaz	CC	Direct Instr Support - Assist with CyberPatriot mentorship program	08/23/17	11/21/17	TE A 3
Porter, Damion	FC	Tech/Paraprof - Athletic Program Assistant - Football	07/26/17	02/21/18	TE H 4
Pulido, Carmen	SCE	Clerical/Secretarial - Assist in the AEBG ESL Department	08/03/17	11/08/17	TE A 2
Pulido, Carmen	SCE	Clerical/Secretarial - Assist in the AEBG ESL Department	01/16/18	04/20/18	TE A 2
Racinelli, Angela	FC	Tech/Paraprof - Athletic Program Assistant - Dance	08/28/17	12/15/17	TE H 4
Ramey, Anthony	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Ramirez Garcia, Jessica	FC	Clerical/Secretarial - Assist EOPS Office with various duties	07/26/17	08/25/17	TE A 2
Rangel, Iris	FC	Clerical/Secretarial - Clerical assistance for the CARE Program	07/27/17	10/24/17	TE B 2
Rangel, Iris	FC	Clerical/Secretarial - Clerical assistance for the CARE Program	01/02/18	03/30/18	TE B 2
Rentie, Trey	CC	Clerical/Secretarial - Assist with Legacy Program	07/26/17	09/05/17	TE A 2
Rodriguez, Angel	CC	Clerical/Secretarial - Assist in the Counseling Center	07/26/17	10/24/17	TE A 2
Rodriguez, Junnior	CC	Tech/Paraprof - Assist with STEM program	09/18/17	10/30/17	TE B 3

Hourly Personnel  
August 22, 2017

Rogers, Kalal	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Rudies, Patricia	AC	Clerical/Secretarial - Clerical assistance for Finance & Facilities	08/23/17	11/21/17	TE A 2
Rueda, Wilma	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Salazer, Jesus	FC	Service/Maint - Assist Campus Safety Dept with various duties	08/01/17	11/01/17	TE B 4
Salazer, Jesus	FC	Service/Maint - Assist Campus Safety Dept with various duties	01/29/18	03/29/18	TE B 4
Saldivar, Digna	CC	Clerical/Secretarial - Assist in Admissions and Records office	07/26/17	10/24/17	TE A 1
Salgado, Melissa	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Sanchez Martinez, L.	FC	Clerical/Secretarial - Assist EOPS Office with various duties	08/17/17	11/06/17	TE A 3
Sanchez Martinez, L.	FC	Clerical/Secretarial - Assist EOPS Office with various duties	01/08/18	04/09/18	TE A 3
Sanchez, Alejandro	FC	Direct Instr Support - Assist in ACT computer lab	08/23/17	12/16/17	TE A 1
Santos, Sarah	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Sanz, Julian	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Savalia, Shivani	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Sheladia, Nikita	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Silva, Leslie	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Silva, Matthew	FC	Tech/Paraprof - Athletic Program Assistant - Men's Volleyball	09/11/17	12/12/17	TE H 4
Silva, Matthew	FC	Tech/Paraprof - Athletic Program Assistant - Men's Volleyball	02/02/18	05/06/18	TE H 4
Silver, Nathan	FC	Tech/Paraprof - Athletic Program Assistant - Football	07/26/17	02/21/18	TE H 4
Sinohui-Mead, Katrina	CC	Clerical/Secretarial - Assist in Bursar Fee Station	08/23/17	11/21/17	TE A 1
Sinohui-Mead, Katrina	CC	Clerical/Secretarial - Assist in Bursar Fee Station	01/23/17	04/17/17	TE A 1
Sinohui-Mead, Katrina	CC	Clerical/Secretarial - Assist in campus Busar's Office	08/23/17	11/21/17	TE A 1
Sinohui-Mead, Katrina	CC	Clerical/Secretarial - Assist in campus Busar's Office	01/23/18	04/17/18	TE A 1
Solorio, Zelida	CC	Clerical/Secretarial - Assist in Campus Safety Office	08/09/17	11/07/17	TE B 4
Solorio, Zelida	CC	Clerical/Secretarial - Assist in Campus Safety Office	01/16/18	04/17/18	TE B 4
Soria, Samantha	CC	Tech/Paraprof - Athletic Program Assistant for Women's Basketball	08/28/17	05/26/18	TE H 2
Sosa-Roman, Jonathan	CC	Tech/Paraprof - Assist with STEM program	09/22/17	12/15/17	TE A 2
Soto, Diana	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Taylor, Charmain	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Taylor-Parker, Kelan	FC	Clerical/Secretarial - Assist in M&O/Facilities Office	07/26/17	10/23/17	TE A 2

Hourly Personnel  
August 22, 2017

Teo, Choon Jee	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Thurman, Joshua	FC	Service/Maint - Assist Campus Safety Dept with various duties	08/27/17	09/30/17	TE B 2
Torres, Anina	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Torres, Marissa	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Umetsu, Siena	FC	Tech/Paraprof - Artist Model for Art Department classes	07/01/17	06/30/18	TE F 3
Vaccher, Nicole	FC	Clerical/Secretarial - Assist in the Career and Life Planning Center	08/23/17	11/21/17	TE A 4
Vaccher, Nicole	FC	Clerical/Secretarial - Assist in the Career and Life Planning Center	02/14/18	05/15/18	TE A 4
Valenzuela, Vladimir	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Valladares, Calvin	FC	Tech/Paraprof - Athletic Program Assistant - Tennis	09/11/17	12/15/17	TE H 4
Valladares, Calvin	FC	Tech/Paraprof - Athletic Program Assistant - Tennis	01/22/18	05/25/18	TE H 4
Vasquez, Alicia	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1
Vasquez, Michael	CC	Tech/Paraprof - Athletic Program Assistant for Women's Basketball	08/28/17	05/26/18	TE H 1
Vernola, Julia	FC	Clerical/Secretarial - Clerical assistance for the Honors Program	08/07/17	08/27/17	TE A 1
Villasenor, Rafeal	FC	Service/Maint - Assist Campus Safety Dept with various duties	08/01/17	09/15/17	TE B 4
Villasenor, Rafeal	FC	Service/Maint - Assist Campus Safety Dept with various duties	11/19/17	02/17/18	TE B 4
Ware, Jared	FC	Tech/Paraprof - Athletic Program Assistant - Track & Field	08/15/17	12/15/17	TE H 1
Ware, Jared	FC	Tech/Paraprof - Athletic Program Assistant - Track & Field	01/22/18	05/25/18	TE H 1
Wix, Dakota	FC	Tech/Paraprof - Athletic Program Assistant - Baseball	08/28/17	12/15/17	TE H 4
Wix, Dakota	FC	Tech/Paraprof - Athletic Program Assistant - Baseball	01/02/18	05/25/18	TE H 4
Wix, Dakota	CC	Tech/Paraprof - Athletic Program Assistant - Intercollegiate Baseball	08/28/17	05/26/18	TE H 3
Yrineo, Kaitlyn	FC	Clerical/Secretarial - Assist EOPS Office with student outreach	08/01/17	10/31/17	TE A 2
Zatarain, Jazmin	FC	Clerical/Secretarial - Assist in campus Bookstore	08/16/17	11/14/17	TE A 1

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Ahi, George	CC	Direct Instr Support - Tutor for Supplemental Instruction	08/21/17	06/30/18	TE B 1
Anguiano, Aaron	FC	Direct Instr Support - Tutor for the Incite Program	08/09/17	06/30/18	TE B 3
Ascencio, Diana	FC	Direct Instr Support - Tutor for the Student Diversity Success Initiative	08/09/17	06/30/18	TE A 3

Hourly Personnel  
August 22, 2017

Baker, Christopher	CC	Direct Instr Support - Tutor for Supplemental Instruction	08/21/17	06/30/18	TE B 1
Carrillo, Andrew	CC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE B 1
Cendejas, Krystal	FC	Direct Instr Support - Tutor for the Incite Program	08/09/17	06/30/18	TE B 3
Cruz, Edward	SCE	Direct Instr Support - Tutor student the campus High School Diploma Lab	09/11/17	06/30/18	TE A 3
DePaz, Nathalei	FC	Direct Instr Support - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 2
Doan, Johnny	CC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE B 1
Garcia, Bryan	FC	Direct Instr Support - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 2
Garcia, Cassandra	FC	Direct Instr Support - Tutor for the Incite Program	08/23/17	06/30/18	TE A 3
Gorman, Stephanie	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE A 2
Gutierrez Estrada, A.	FC	Direct Instr Support - Tutor for the Student Diversity Success Initiative	08/09/17	06/30/18	TE A 3
Hyun, Jun Seo	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/28/17	06/30/18	TE A 3
Jamshidi Araghi, Tina	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE A 1
Kim, Ki Wan	CC	Direct Instr Support - Tutor for Supplemental Instruction	08/21/17	06/30/18	TE B 1
Lai, Aaron	CC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE B 3
Lim, Arthur	FC	Direct Instr Support - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 2
Linares, Mayra	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/28/17	06/30/18	TE A 3
Martinez, Ariel	SCE	Direct Instr Support - Tutor studies with disabilities	09/13/17	06/30/18	TE A 3
Masoud, Youstina	CC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE B 3
Medina, Hector	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE A 2
Morales, Sarai	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/28/17	06/30/18	TE A 3
Nguyen, Michael	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/28/17	06/30/18	TE A 3
Patel, Kevin	CC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE B 1
Plascencia, Alejandro	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE A 2
Ponce, Megan	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/28/17	06/30/18	TE A 3
Richardson, Nicole	FC	Direct Instr Support - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 2
Roberts, Kaitlin	CC	Direct Instr Support - Tutor student in the Learning Resource Center	08/23/17	06/30/18	TE B 3
Sanchez, Elizabeth	FC	Direct Instr Support - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 3
Scott, Aaron	FC	Direct Instr Support - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 2
Scott, Aaron	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/28/17	06/30/18	TE A 3



Hourly Personnel  
August 22, 2017

Serrano, Jennifer	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE A 2
Shabafroozan, S.	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE A 2
Shaw, Jessica	FC	Direct Instr Support - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 4
Silveyra, Diana	CC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE B 2
Soto, Jonathan	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/28/17	06/30/18	TE A 3
Thompson, Austin	CC	Direct Instr Support - Tutor students in the Legacy Program	08/23/17	06/30/18	TE B 1
To, Michael	FC	Direct Instr Support - Tutor for the campus Tutoring Center	07/13/17	06/30/18	TE A 3
Velasco, Cassandra	CC	Direct Instr Support - Tutor students in the campus Tutoring Center	08/23/17	06/30/18	TE B 2
Ventulan, Jan Kevin	FC	Direct Instr Support - Tutor students in the campus Writing Center	08/28/17	06/30/18	TE A 3
Walker, Nicholas	CC	Direct Instr Support - Tutor students in the campus Tutoring Center	07/23/17	06/30/18	TE B 3
Willig, Abbee	FC	Direct Instr Support - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 2
Worley, Glen	FC	Direct Instr Support - Tutor for the Incite Program	08/09/17	06/30/18	TE B 3

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aguilar, Hector	CC	Work Study Student - Assist in the PE Department	08/28/17	06/30/18	TE A 1
Alam, Tasmia	CC	Full-time Student - Student Ambassador to promote programs & services	09/01/17	06/30/18	TE A 1
Alhosari, Bayan	CC	Work Study Student - Assist in CalWORKs Office	08/28/17	06/30/18	TE A 1
Alhosari, Bayan	CC	Work Study Student - Assist in the EOPS Office	08/28/17	06/30/18	TE A 1
Almagsoosi, Sarah	CC	Work Study Student - Assist in SSSP	08/28/17	06/30/18	TE A 1
Arata, Maycoll	CC	Work Study Student - Assist in Admissions Office	08/28/17	06/30/18	TE A 1
Baltazar Bedolla, N.	CC	Work Study Student - Assist in the PE Department	08/28/17	06/30/18	TE A 1
Barraza, Gabriel	FC	Full-time Student - Assist in the Admissions & Records Office	08/28/17	06/30/18	TE A 2
Bhattarai, Aayush	FC	Full-time Student - Assist in the Admissions & Records Office	08/28/17	06/30/18	TE A 1
Boctor, Nadine	FC	Full-time Student - Assist in the Admissions & Records Office	08/28/17	06/30/18	TE A 1
Bonnin, Eric	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Brantley, Robert	FC	Full-time Student - Ambassador for Pathway Transformation Initiative	08/21/17	06/30/18	TE B 2
Burnell, Ashley	CC	Work Study Student - Assist in the Student Activities Center	08/28/17	06/30/18	TE A 1

Hourly Personnel  
August 22, 2017

Cao, Tam Ngocbang	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/18	TE A 2
Castaneda, Melissa	FC	Full-time Student - Ambassador for Pathway Transformation Initiative	08/28/17	06/30/18	TE B 1
Castrejon, Genesis	CC	Work Study Student - Assist in DSS Department	08/28/17	06/30/18	TE A 1
Chan, Raksmy	FC	Full-time Student - Clerical support for the TAP Program	08/28/17	06/30/18	TE A 2
Chaulagain, Abhiruchi	CC	Full-time Student - Student Ambassador to promote programs & services	09/01/17	06/30/18	TE A 1
Chiu, Hung Kuang	FC	Full-time Student - Tutor students in the campus Math Lab	08/28/17	06/30/18	TE A 2
Choi, KunJin	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/18	TE A 2
Cortez, Brittany	CC	Full-time Student - Clerical assistance for the Admissions & Records Office	10/01/17	06/30/18	TE A 1
Cota, Kaytlin	CC	Full-time Student - Assist in EOPS Office	08/28/17	06/30/18	TE A 1
Crump, Craig	CC	Work Study Student - Assist in DSS Department	08/28/17	06/30/18	TE A 1
Cruz, Kimberly	CC	Full-time Student - Student Ambassador to promote programs & services	09/01/17	06/30/18	TE A 1
Diaz Jimenez, Ernesto	FC	Full-time Student - Assist in the International Student Center	08/28/17	06/30/18	TE A 1
Diaz, Yzabelle	FC	Full-time Student - Assist in the Student Activities Center	08/28/17	06/30/18	TE A 3
Dotterman, Desiree	FC	Full-Time Student - Honors Student Ambassador	08/28/17	06/30/17	TE A 1
Dotterman, Sasha	FC	Full-Time Student - Honors Student Ambassador	08/28/17	06/30/17	TE A 1
Eckert, Sara	CC	Full-time Student - Assist in Campus Library	08/28/17	06/30/18	TE A 1
El Soufi, Hadil	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/23/17	06/30/17	TE A 1
Faircloth, Richard	CC	Work Study Student - Assist in Airline, Travel and Careers Office	08/28/17	06/30/18	TE A 1
Franco, Daniel	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/18	TE A 2
Freeman, Elijah	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Galang, Aldwin	FC	Full-time Student - Ambassador for Pathway Transformation Initiative	08/28/17	06/30/18	TE B 1
Ganzon, Brenna	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/23/17	06/30/17	TE A 1
Garcia, Robert	FC	Full-time Student - Student Ambassador to promote programs & services	08/28/17	06/30/18	TE A 1
Gatpandan, Y.	FC	Full-time Student - Ambassador for Pathway Transformation Initiative	08/28/17	06/30/18	TE B 1
Gilbert, Melissa	CC	Work Study Student - Assist in the Career Planning Center	08/28/17	06/30/18	TE A 1
Gonzales Vela, A.	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Gonzalez Solis, V.	CC	Full-time Student - Assist in Dual Enrollment Program	08/28/17	06/30/18	TE A 1
Gonzalez, Diana	FC	Full-time Student - Clerical assistance for the Counseling Center	08/28/17	06/30/18	TE A 1
Gonzalez, Elizabeth	CC	Full-time Student - Student Ambassador to promote programs & services	08/23/17	06/30/18	TE A 1

Hourly Personnel  
August 22, 2017

Gonzalez, Luis	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 3
Graf, Bryan	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Grande, Antonio	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Gutierrez, Nicole	CC	Work Study Student - Assist in CalWORKs Office	08/28/17	06/30/18	TE A 1
Hall, Summer	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Han, Alexandria	FC	Full-time Student - Assist in ACT computer lab	08/14/17	06/30/18	TE A 1
Hernandez, Bryant	CC	Full-time Student - Assist the CyberPatroit Mentorship Program	08/23/17	06/30/18	TE A 3
Herrera, Jasmin	FC	CalWORKS Student - Assist in the EOPS Office/FYSI Programs	07/31/17	06/30/18	TE A 3
Hirao, Brenton	CC	Full-time Student - Assist in Campus Library	08/28/17	06/30/18	TE A 1
Ivezaj, Thomas	CC	Work Study Student - Assist in the Career Planning Center	08/28/17	06/30/18	TE A 1
Jaimes Davila, Selina	CC	Full-time Student - Assist in STEM program	08/21/17	06/30/18	TE A 2
Jefferson, Sun	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/17	TE A 2
Juarez, Alicia	CC	Work Study Student - Assist in the EOPS Department	08/28/17	06/30/18	TE A 1
Kaiwi, Nicole	CC	Work Study Student - Assist in CalWORKs Office	08/28/17	06/30/18	TE A 1
Kanaan, Hend	CC	Work Study Student - Assist in CalWORKs Office	08/28/17	06/30/18	TE A 1
Katsumata, Jake	CC	Work Study Student - Assist in the Admissions and Records Office	08/28/17	06/30/18	TE A 1
Khan, Fabbuha	FC	Full-time Student - Student Ambassador to promote programs & services	08/28/17	06/30/18	TE A 1
Kim, Angel	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Kim, Doyoung	FC	Full-time Student - Tutor students in the campus Math Lab	08/28/17	06/30/18	TE A 2
Kingsbury, Heather	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/17	TE A 2
Krieg, Brandon	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Le, Jamie	FC	Full-time Student - Correspondent for the Study Abroad Program	08/28/17	06/30/18	TE A 1
Lee, Chenglin	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/18	TE A 2
Lee, Olivia	FC	Full-time Student - Assist in the Admissions & Records Office	08/16/17	06/30/18	TE A 1
Lee, Roy	CC	Work Study Student - Assist in the Admissions & Records Office	08/28/17	06/30/18	TE A 1
Leon, Jackline	FC	Full-time Student - Clerical Assistance for the EOPS Office	08/28/17	06/30/18	TE A 1
Lewis, Ryan	CC	Full-time Student - Assist with Cypress Bistro	09/11/17	06/30/18	TE A 2
Li, Sa	FC	Full-time Student - Assist in the International Student Center	08/28/17	06/30/18	TE A 1
Libut, Jonathan	CC	Work Study Student - Assist in the Career Planning Center	08/28/17	06/30/18	TE A 1

Hourly Personnel  
August 22, 2017

Lopez, Katrina	CC	Full-time Student - Assist in Dual Enrollment Program	08/28/17	06/30/18	TE A 2
Mallari, Renz	CC	Work Study Student - Assist in the Financial Aid Office	08/28/17	06/30/18	TE A 1
Marquez, Jonathan	FC	Full-time Student - Student Ambassador to promote programs & services	08/28/17	06/30/18	TE A 1
Martinez Hernandez, C.	FC	Full-time Student - Clerical assistance for the Counseling Center	08/28/17	06/30/18	TE A 3
Martinez, Evelyn	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/18	TE A 2
Mendoza, Andrea	CC	Work Study Student - Assist in CalWORKs Office	08/28/17	06/30/18	TE A 1
Meredith, Miranda	FC	Full-time Student - Assist in the Admissions & Records Office	08/28/17	06/30/18	TE A 1
Meza, Anthony	FC	Full-time Student - Assist in the Admissions & Records Office	08/16/17	06/30/18	TE A 1
Minero Jimenez, H.	FC	Full-time Student - Clerical assistance for the Counseling Center	08/28/17	06/30/18	TE A 1
Mirza, Sara	FC	Full-time Student - Tutor students in the campus Math Lab	08/28/17	06/30/18	TE A 2
Moe Acosta, Briana	CC	Work Study Student - Assist in Career Center	08/28/17	06/30/18	TE A 1
Moreno, Peter	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Munoz, Savannah	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/18	TE A 3
Munoz, Vanessa	CC	Work Study Student - Assist in the Financial Aid Office	08/28/17	06/30/18	TE A 1
Murillo, Aide	FC	Full-time Student - Student Ambassador to promote programs & services	08/28/17	06/30/18	TE A 1
Navarette, Dayana	CC	Work Study Student - Assist in the Career Planning Center	08/28/17	06/30/18	TE A 1
Nelson, Hunter	FC	Full-time Student - Assistance for FC Honors Program	08/28/17	06/30/17	TE A 1
Nguyen, Anh	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/23/17	06/30/17	TE A 1
Nguyen, Chi	CC	Full-time Student - Clerical assistance for the International Student Center	08/28/17	06/30/18	TE A 1
Nunez, Alysha	CC	Full-time Student - Assist in STEM program	08/21/17	06/30/18	TE A 2
O'Campo, Kimberly	FC	Full-time Student - Student Ambassador to promote programs & services	08/28/17	06/30/18	TE A 1
Olivarria, Joshua	FC	Full-time Student - Clerical assistance for the Counseling Center	08/28/17	06/30/18	TE A 1
Panning, Cole	FC	Full-time Student - Tutor for the Teacher Pathway Partnership Program	08/25/17	06/30/18	TE B 4
Penelozza, Engie	CC	Full-time Student - Assist the campus Culinary Arts Department	08/21/17	06/30/18	TE A 2
Perez, Bryan	CC	Work Study Student - Assist in the Financial Aid Office	08/28/17	06/30/18	TE A 1
Perez, Jire	FC	Full-time Student - Assist in the Admissions & Records Office	08/28/17	06/30/18	TE A 1
Pham, Quynh	FC	Full-time Student - Assist in the International Student Center	08/28/17	06/30/18	TE A 1
Phan, Anh	CC	Full-time Student - Assist in the International Student Center	08/28/17	06/30/18	TE A 1
Pleasant, Moriah	CC	Full-time Student - Student Ambassador to promote programs & services	09/01/17	06/30/18	TE A 1

Hourly Personnel  
August 22, 2017

Poloa, Corina	CC	Work Study Student - Assist in DSS Department	08/28/17	06/30/18	TE A 1
Portillo, Ana	FC	Full-time Student - Tutor for the Incite Program	08/23/17	06/30/18	TE A 1
Ramirez Garcia, J.	FC	Full-time Student - Assist in the EOPS Office with outreach	08/28/17	06/30/18	TE A 2
Ramirez, Alyssia	FC	CalWORKS Student - Assist in the campus Skills Center	07/03/17	06/30/18	TE A 2
Ramirez, Christina	CC	Work Study Student - Assist in CalWORKs Office	08/28/17	06/30/18	TE A 2
Ramirez, Priscila	CC	Work Study Student - Assist in Career Center	08/28/17	06/30/18	TE A 1
Ramirez-Ruiz, S.	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/17	TE A 2
Ramos, Claudia	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Redd, Danielle	CC	Work Study Student - Assist in CalWORKs Office	08/28/17	06/30/18	TE A 1
Richardson, Nicole	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 2
Ritchie, Lauren	FC	Full-time Student - Student Ambassador to promote programs & services	08/28/17	06/30/18	TE A 1
Rodriguez, Lizet	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Rojas, John	CC	Full-time Student - Student Ambassador to promote programs & services	08/23/17	06/30/18	TE A 1
Romero, Lianna	FC	Full-time Student - Clerical assistance for the Counseling Center	08/28/17	06/30/18	TE A 1
Roxas, Kim	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Sanchez, Elizabeth	CC	Full-time Student - Assist in Bursar Fee station	10/02/17	06/30/18	TE A 2
Santana, Monica	CC	Full-time Student - Associated Students Executive Secretary	08/28/17	06/30/18	TE A 1
Sarafian, Vahe	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/18	TE A 2
Serrano, Camille	FC	Full-time Student - Assistance for FC Honors Program	08/28/17	06/30/17	TE A 1
Sou, Eunice	FC	Full-time Student - Assist in the Student Activities Center	08/28/17	06/30/18	TE A 2
Tabban, Amer	CC	Full-time Student - Assist in STEM program	08/21/17	06/30/18	TE A 2
Taylor, Pierce	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/18	TE A 4
Tercero, Vincent	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Ticsay, Jannina	FC	Full-time Student - Correspondent for the Study Abroad Program	08/28/17	06/30/18	TE A 1
To, Michael	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Trinh, Bao	CC	Work Study Student - Assist in the Business Department	08/28/17	06/30/18	TE A 1
Truong, Quynh	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/23/17	06/30/17	TE A 1
Tucker, Jaclyn	FC	Full-time Student - Assist in the Admissions & Records Office	08/16/17	06/30/18	TE A 1
Turner, Denesha	CC	Work Study Student - Assist in CalWORKs Office	08/28/17	06/30/18	TE A 1

Hourly Personnel  
August 22, 2017

Tusken, Annaliese	FC	Full-time Student - Student Ambassador to promote programs & services	08/28/17	06/30/18	TE A 1
Valdivia, Samuel	CC	Work Study Student - Assist in CalWORKs Office	08/28/17	06/30/18	TE A 1
Vallejo, Jennifer	CC	Full-time Student - Clerical assistance for the Business & CIS Division	08/28/17	06/30/18	TE A 1
Vaughan, Shanae	CC	Work Study Student - Assist in the Student Activities Center	08/28/17	06/30/18	TE A 1
Vega, Jaime	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	06/30/18	TE A 3
Vela, Isaiah	FC	Full-time Student - Assist in campus Music Lab	08/24/17	06/30/18	TE A 1
Vernola, Julia	FC	Full-time Student - Clerical assistance for the Honors Program	08/28/17	06/30/18	TE A 1
Villegas, Isabel	FC	Full-time Student - Assist in the Admissions & Records Office	08/16/17	06/30/18	TE A 1
Viray, Jene	CC	Full-time Student - Assist in the International Student Center	08/28/17	06/30/18	TE A 1
Vo, Thi Thanh	FC	Full-time Student - Assist in the Admissions & Records Office	08/28/17	06/30/18	TE A 1
Vu, Zoey	CC	Work Study Student - Assist in the Financial Aid Office	08/28/17	06/30/18	TE A 1
Wagner, Leslie	FC	Full-time Student - Tutor students in the campus Tutoring Center	08/28/17	06/30/18	TE A 3
Warren, Makayla	FC	Full-time Student - Ambassador for Pathway Transformation Initiative	08/28/17	06/30/18	TE B 1
White, Darek	FC	Full-time Student - Tutor for the Supplemental Instruction Program	08/21/17	05/25/18	TE A 2
Wiafe, Yaw	FC	Full-time Student - Assist in the Umoja Office	08/14/17	06/30/18	TE A 2
Winoto, Jacintha	FC	Full-time Student - Assist in the Career and Life Planning Center	08/21/17	06/30/18	TE A 4
Yoon, Yeh-Jee	FC	Full-time Student - Correspondent for the Study Abroad Program	08/28/17	06/30/18	TE A 1
Zamorano, Rodolfo	CC	Work Study Student - Assist in the Transfer Center	08/28/17	06/30/18	TE A 1

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** August 22, 2017

**SUBJECT:** Volunteers

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

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

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

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

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

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

Irma Ramos

\_\_\_\_\_  
Recommended by

\_\_\_\_\_  
Approved for Submittal

5.e.1

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

Volunteer Personnel  
August 22, 2017

Name	Site	Program	Begin	End
Alvarez, Mitchell	CC	Physical Education - Women's Soccer	08/23/2017	12/29/2017
Aquino, Christopher	CC	Physical Education - Softball	08/23/2017	12/29/2017
Bray, Damonte	CC	Physical Education - Women's Basketball	08/23/2017	12/29/2017
Buchanan, Paige	CC	Physical Education - Volleyball	08/23/2017	12/29/2017
Castillo, Victoria	CC	Physical Education - Softball	08/23/2017	12/29/2017
Cho, Eric	FC	Veterans Administration Work Study	08/23/2017	12/22/2017
Dee, Derek	CC	Physical Education - Team Physician	08/09/2017	06/30/2018
Doane, David	SCE	DSS - Personal Care Attendant	06/01/2017	06/30/2018
Eteaki, Elisepa	CC	Physical Education - Women's Basketball	08/23/2017	12/29/2017
Fierro, Richard	CC	Physical Education - Aquatics	08/23/2017	12/29/2017
Grigsby, James	FC	Veterans Resource Center	08/23/2017	12/16/2017
Gutierrez, Alyssa	CC	Physical Education - Softball	08/23/2017	12/29/2017
Hanson, Megan	CC	Physical Education - Women's Basketball	08/23/2017	12/29/2017
Iwashita, Tom	CC	Physical Education - Team Physician	08/09/2017	06/30/2018
Jordan, Daniel	CC	Physical Education - Aquatics	08/23/2017	12/29/2017
Kwak, Jason	CC	Physical Education - Volleyball	08/23/2017	12/29/2017
Lai, Jeffrey	CC	Physical Education - Team Physician	08/09/2017	06/30/2018
Lien, John	FC	Academic Support Center - SDSI	08/21/2017	12/15/2017
Luna, Julie	CC	Physical Education - Women's Water Polo	08/23/2017	12/29/2017
Massengale, Kellynn	FC	Internship - Student Services/EOPS	08/28/2017	12/16/2017
Matsumoto, Roni	CC	Physical Education - Team Physician	08/09/2017	06/30/2018
Mintz, Casey	FC	Physical Education - Football	08/23/2017	06/30/2018
Mitchell, Shakeyla	FC	Academic Support Center - SDSI	08/21/2017	12/15/2017
Nguyen, Sam	CC	Physical Education - Women's Basketball	08/23/2017	12/29/2017
Nicholas, Glenn	CC	Physical Education - Women's Basketball	08/23/2017	12/29/2017
Ochoa, Stephanie	FC	Academic Support Center - SDSI	08/21/2017	12/15/2017
Pahed, Brian	SCE	DSS - Personal Care Attendant	07/01/2017	06/30/2018
Recillas, Gabriella	SCE	DSS - Personal Care Attendant	08/01/2017	06/30/2018
Remme, Raney	CC	Physical Education - Women's Water Polo	08/23/2017	12/29/2017
Richards, Tim	CC	Physical Education - Baseball	08/23/2017	12/29/2017
Sagiao, Malofou	FC	Veterans Resource Center	08/23/2017	12/16/2017
Salhus, Tera	CC	Physical Education - Women's Basketball	08/23/2017	12/29/2017
Sarmiento, David	FC	Internship - Veterans Resource Center	08/23/2017	12/16/2017
Tai, Andrew	CC	Physical Education - Training Room	08/23/2017	12/29/2017
Taylor-Brown, Christopher	CC	Physical Education - Softball	08/23/2017	12/29/2017
Thomas, Steven	CC	Physical Education - Volleyball	08/23/2017	12/29/2017
Umana, Katherine	FC	DSS - Personal Services Attendant	08/28/2017	05/26/2018
Upstill, Allison	FC	Internship - Student Services/EOPS	08/28/2017	12/15/2017
Wade, Matthew	CC	Physical Education - Training Room	08/23/2017	12/29/2017
Ward, Catherine	FC	Veterans Resource Center	08/23/2017	12/16/2017
Weeks, Joel	CC	Physical Education - Baseball	08/23/2017	12/29/2017
Worley, Glen	FC	Physical Education - Men's Basketball	07/26/2017	06/30/2018



Volunteer Personnel  
August 22, 2017

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** August 22, 2017 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Salary Adjustment for Chancellor

**BACKGROUND:** Effective January 1, 2017, the Brown Act, at California Government Code section 54953(c)(3), as amended, requires that the local governing body shall, before taking final action, orally report a summary of the recommendation for final action on the salary, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken.

The Board has recommended a salary adjustment for Chancellor Marshall for the 2017-2018 fiscal year, as per her employment contract approved on February 26, 2016. Effective September 1, 2017, the Chancellor's base annual salary will be increased to TWO HUNDRED NINETY TWO THOUSAND, FOUR HUNDRED TWENTY SIX DOLLARS (\$292,426).

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Implementation of the salary adjustment is within budget.

**RECOMMENDATION:** It is recommended that the Board approve a salary adjustment for Chancellor Cheryl Marshall per her employment contract approved on February 26, 2016. Effective September 1, 2017, Chancellor Marshall's base annual salary will be increased to TWO HUNDRED NINETY TWO THOUSAND, FOUR HUNDRED TWENTY SIX DOLLARS (\$292,426). In addition, Dr. Marshall's employment contract is extended through June 30, 2021.

The yearly optional fringe benefit dollar allowance shall be the same as that which is provided for the District's twelve-month management employees, plus two percent (2%) of Dr. Marshall's annual contract salary. The above amount is in addition to the standard medical benefits available to District employees.

Irma Ramos

Recommended by

Approved for Submittal

5.f

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
<b>DATE:</b>	August 22, 2017	Information	X
		Enclosure(s)	X
<b>SUBJECT:</b>	Board Assessment Subcommittee Results		

**BACKGROUND:** At its meeting of May 9, 2017, the Board of Trustees received the results of the 2017 Board Assessment summaries. The Board agree to reconvene the 2015 Board Assessment Subcommittee to analyze the ratings and comments, and use the results to recommend any improvements. The Subcommittee is composed of Trustees Ryan Bent, Barbara Dunsheath, and Molly McClanahan.

The Subcommittee presented its initial findings and recommendations at the Board of Trustees retreat on August 11, 2017, where it was agreed that the Subcommittee would continue its work.

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

**How does this relate to Board Policy:** This item is in accordance with Board Policy 2745, Board Self-Evaluation.

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

**RECOMMENDATION:** It is recommended that the Board receive the initial results of the Board Assessment Subcommittee's review of the 2017 Board Assessment summaries.

Cheryl Marshall  
Recommended by

Approved for Submittal

6.a.1  
Item No.

## **Board Assessment Subcommittee 2017 Board Assessment**

Subcommittee Members: Molly McClanahan, Barbara Dunsheath, Ryan Bent

### Documents Consulted

- Results of Board Evaluation: Comments from BOT, Resource Table (RT), and Audience Members (publicized May 9, 2017 – Agenda item #6.a)
- 2015 Results of Board Evaluation
- ACCJC Accreditation Standards IV.C
- CCLC Trustee Handbook
- Board Protocol (Adopted November 8, 2016)
- Summary of Status of Actions Regarding Streamlining Board Meetings 2/22/05,

### Goal of the Meeting

It was agreed that the main focus of the meeting should be to comply with accreditation standards requiring the BOT to review their evaluation results and use the results for improvement. Closely connected with the desire to fulfill accreditation standards is the desire for continuous improvement by the BOT to better perform its function and help the District (NOCCCD) succeed in its mission.

On a secondary note the goal of the sub-committee was to compare the evaluation results from 2017 with those from 2015 and ascertain, when applicable, why there were differences and strive for improvement. It was noted that in several examples the 2017 evaluation was lower than the previous one. Perhaps this was caused by the timing of the survey, after a rather contentious discussion regarding the Resolution for DACA Students.

**All members of the sub-committee agreed that the BOT evaluation is an essential task for members to complete** and would have preferred that 100% of trustees and student trustees had participated.

### Analysis of Results

The Sub-committee initially looked at Questions #23B “Board members are knowledgeable and take an appropriate role in the accreditation process.”

- BOT results: 29% Excellent; 71% Acceptable
- RT results: 33% Excellent; 40% Acceptable; 27% Needs Improvement

It is recommended that since both Fullerton College and Cypress College will be undergoing an accreditation visit this Fall 2017 that the BOT educate themselves about the accreditation process so that the District will be most effective in meeting accreditation standards.

Specifically, the BOT should receive and review ACCJC Standards contained in 4C and Section 21 from the Trustee Handbook on accreditation.

In addition, **all board members should complete the online ACCJC Basics Training** (<http://www.accjc-accreditationcourse.org/>) by October 1 and provide Alba with their Certificate of Completion. (This online course takes approximately 1 hour to complete.)

The rest of the BOT evaluation results were reviewed for strengths and weaknesses via sections.

1. The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning program. ((Questions 1-8)
  - a. Strength #2: The Board's highest priority is student learning and success (however one Resource Table, RT, rated this as a "needs to improve.")
  - b. Strength #4: The Chancellor's goals, as set by the Board, establish priorities that are both strategic and manageable and provide Board direction for the administration. **It should be noted that the Board and Chancellor's goals are one and the same.** These are set at the BOT retreat.
  - c. Weaknesses: There were several comments throughout the evaluation that cited "dynamics of the board are somewhat in flux due to newer Board members," and "I do not expect everyone to agree nor rubberstamp, however, I do expect professionalism, civility and respect."
  - d. Suggestions for improvement:
    - i. As part of the BOT retreat on August 11, 2017, the District has contracted Donna Miller from the CCLC to conduct a workshop on parliamentary procedures and the Role of Trustees.
    - ii. While the BOT generally follows Roberts Rules of Order, the BOT should consider:
      1. Officially adopting parliamentary procedures
      2. If there is a need to designate time limits for discussions. The objective is to balance the ability for all members to voice their concerns and ensure that no BOT member is "cut-off" and that all BOT members have ample time to discuss an issue while still being respectful of the time required by all attendees of board meetings
      3. A staff member be designated as parliamentarian.
    - iii. It was agreed that the goal for the Board should be to foster collegial discussions. While differences of opinion among board members is healthy, differences should be voiced civilly and respectfully and that once a decision is made the BOT must act as a whole.
2. As an independent policy-making body that reflects the public interest, the Board acts as a whole. (Questions 9-14)
  - a. As a whole this section had several areas of concern that are connected to the similar concerns from the first section. There was a significant change on Q#10 (Board members respect each other's opinions.) In 2015 all BOT rated it excellent, whereas in 2017 29% rated excellent, 57% acceptable and 14% Needs improvement.
  - b. Suggestions for improvement:
    - i. Training related to parliamentary procedures
    - ii. Acknowledgement that it is the Board President's role to determine if there is consensus to move ahead on an issue brought forward by an individual BOT member if the issue requires considerable time or resources of staff.

3. Board Meetings Run Effectively (Questions 15-22)
  - a. Strengths: Generally the BOT received high ratings with Q # 16 (The Board reviews agenda materials and is prepared for Board meetings) with BOT rated 100% Excellent and RT 87% excellent.
  - b. Only two questions (# 21, 22) had one BOT member rank it “Needs to Improve” with all other falling in the Excellent or Acceptable ratings. Similarly, the RT overall rated the Board favorably with only one “Needs to Improve” for Q #22 (Board meetings provide adequate time for discussion.) There was a comment about allowing too much time for resource table and/or Board members to provide comments.
  - c. Suggestions for improvement:
    - i. Clarification should be made regarding Board procedure to request via email information about agenda items prior to Board meetings, especially in regards to reaffirm compliance with the Brown Act.
    - ii. Clarification should be obtained regarding the process and procedure regarding bringing an agenda item forward (See Board Policy 2340 [https://www.nocccd.edu/files/2340bpfinalrevisedbot-11-23-04\\_33703.pdf](https://www.nocccd.edu/files/2340bpfinalrevisedbot-11-23-04_33703.pdf) ).
    - iii. Time for educational items should be increased along the lines of the Budget Study Session.
    - iv. Research to see if a Board President Handbook exists and if so, review and update it and ensure that it contains a calendar of key Board duties and tasks as well as a rotation of educational information.
    - v. **A Friendly reminder for all BOT members and Resource members to comply with Board President’s request to limit comments to at the most three minutes and keep comments germane to District business.** If a written report is prepared, perhaps one could summarize two-three important events during their comments.
  
4. Board members are actively knowledgeable about and engaged in the district community. (Questions 23a-36)
  - a. Strength: Q#34 (The Board has a procedure for the annual evaluation of the Chancellor.) 100% of BOT rated this excellent.
  - b. Weaknesses Q#23a, 27, 28, 29 all had one trustee rate the board “Needs Improvement.” The RT rated the Board lower with several questions receiving one or more “Needs Improvement.”
  - c. Suggestions for improvement:
    - i. The Board should hold a study session on the Bond.
    - ii. Board members should each attend at least one of the Bond Oversight Committee meetings. (Perhaps one or the other)

It was agreed that the sub-committee bring these suggestions to the August 11 Board Retreat and appropriately agendize items.

It is also suggested that the minutes of this subcommittee be available district-wide as evidence for Accreditation.