



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

**MEETING: Regular Meeting in November 2019**

**DATE: Tuesday, November 26, 2019, 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 Section 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. **Chancellor's Report**
  - g. **Comments:**  
**Chancellor's Staff**  
**Resource Table Personnel**  
**Members of the Board of Trustees**
2. a. **Approval of Minutes of the Regular Meeting of November 12, 2019.**
- 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. PUBLIC HEARING

- a. Authorization is requested to adopt Resolution No. 19/20-14 to rescind Resolution No. 19/20-12, to approve and adopt the Sherbeck Field Improvements Project Alternative Mitigation Monitoring and Reporting Program and Related Findings, and to approve and adopt the Sherbeck Field Improvements Reduced Project Alternative.

### 4. FINANCE & FACILITIES

- [a] Authorization is requested to approve Change Order No. 24 for Bid#1718-07, Anaheim Campus 7<sup>th</sup> & 10<sup>th</sup> Floors Tenant Improvements, with Miller Construction, in the total amount of \$12,541.00, increasing the revised contract from \$3,716,556.28 to \$3,729,097.28.
- [b] Authorization is requested to pre-approve out-of-country travel for Kaitlin Kroupa to Belize on December 28, 2019 through January 11, 2020.
- [c] Authorization is requested to award Bid# 1920-05, Fullerton College Building 3100 Data Room HVAC Replacement Project, to NKS Mechanical Contracting, Inc. as the lowest overall responsive and responsible bidder in the amount of \$248,000 plus \$50,000 Allowance.
- [d] Authorization is requested to award RFP #1920-04, Food Service Operations at Cypress College, to S&B Foods. The agreement will be for a five-year period beginning on or about January 6, 2020, with an option for an additional five-year period upon board approval. Commissions will be calculated as a percentage of gross sales.

### 5. HUMAN RESOURCES

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

Retirements  
 Additional Duty Days @ Per Diem  
 Leaves of Absence  
 Temporary Academic Hourly

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

Resignation  
 New Personnel  
 Promotion  
 Voluntary Changes in Assignment

Professional Growth & Development  
Stipend for Additional Administrative 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 to receive the additional reopener for 2019-2020 proposed by CSEA Chapter #167 to the District and to set a public hearing.

## 6. **GENERAL**

- a. It is recommended that the Board conduct a study session to review and discuss one-time funds, the resource allocation model, and staffing standards and targets.
- b. It is recommended that the Board establish Tuesday, December 10, 2019 as the date of its Organizational Meeting and amend, if necessary, the suggested 2020 meeting calendar.
- c. It is recommended that the Board adopt the proposed, revised Board Policies in Chapters 3, 6, and 7.
- d. It is recommended that the Board discuss any potential future agenda items.

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** November 26, 2019

**SUBJECT:** Adopt Resolution No. 19/20-14 to Rescind Resolution No. 19/20-12, and to Approve and Adopt the Sherbeck Field Improvements Reduced Project Alternative Mitigation Monitoring and Reporting Program and CEQA Findings, and to Approve and Adopt the Sherbeck Field Improvements Reduced Project Alternative

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

**BACKGROUND:** On November 12, 2019, the Board of Trustees adopted Resolution No. 19/20-12 to Approve and Adopt the Sherbeck Field Improvements Project Mitigation Monitoring and Reporting Program (MMRP) and CEQA Findings, and to Approve and Adopt the Sherbeck Field Improvements Project (Approved Project). The Approved Project was identified as the Proposed Project in the Sherbeck Field Improvements Project Final EIR (Final EIR), which also was certified by the Board of Trustees on November 12, 2019. The Approved Project consists of permanent bleachers to accommodate 4,417 spectators, field lighting, a public address sound system, a press box, and a storage building, as described in further detail in the Final EIR.

During the regular meeting of the Board of Trustees on November 12, 2019, and following adoption of Resolution No. 19/20-12, the Board of Trustees also directed that an item be placed on the agenda for the next regular meeting of the Board of Trustees on November 26, 2019, to allow for the consideration of a resolution to approve and adopt the Reduced Project Alternative, as described in the Alternatives Chapter of the Final EIR, in lieu of the Approved Project. As further described in the Final EIR, the Reduced Project Alternative consists of permanent bleachers to accommodate 2,000 spectators, field lighting, a public address sound system, a press box, and a storage building. In accordance with the direction of the Board of Trustees, this Resolution, if approved, would serve to rescind Resolution No. 19/20-12, and the approvals provided for therein, and to Approve and Adopt the Sherbeck Field Improvements Reduced Project Alternative Mitigation Monitoring and Reporting Program and CEQA Findings, and to Approve and Adopt the Sherbeck Field Improvements Reduced Project Alternative.

An MMRP for the Reduced Project Alternative has been prepared and designed to ensure compliance with the changes in the Reduced Project Alternative and mitigation measures imposed on the Reduced Project Alternative during project implementation to mitigate or avoid significant effects on the environment in accordance with Section 15097 of the CEQA Guidelines. Section 21081.6 of the California Public Resources Code requires the District to adopt a monitoring or compliance program regarding the changes in the project and mitigation measures imposed to lessen or avoid significant effects on the environment.

In accordance with California Public Resources Code, Section 21081, 21081.5, and 21081.6, and CEQA Guidelines Sections 15091 and 15093, the District prepared written findings (Findings) for the Reduced Project Alternative, which provide findings for identified significant effects, accompanied by a brief explanation of the rationale for each finding. In addition, the Findings include a statement of overriding considerations for significant effects that cannot be mitigated to below a level of significance, in which the District has balanced, as applicable, the benefits of the Reduced Project Alternative against its unavoidable environmental risks when determining whether to approve the project. The statement of overriding considerations concludes the benefits of the Reduced Project Alternative outweigh the unavoidable adverse environmental effects. The Findings identify the following benefits associated with the Reduced Project Alternative:

- The Reduced Project Alternative would allow Fullerton College to provide a facility for the Fullerton College football program to meet the college field and goalpost sizing requirements of the California Community College Athletic Association Regulations, Bylaw 4.6A, and so that Fullerton College does not have to request a waiver from Southern California Football association for full-season play.
- The Reduced Project Alternative would provide an on-campus facility with field lighting to allow for more evening class options for the physical education program, and to allow for evening soccer games, athletic team practices, and occasional evening football games.
- The Reduced Project Alternative would provide a facility with permanent bleachers so that Fullerton College can host regular season and playoff football games at Fullerton College, and can reduce costs associated with renting bleachers for the annual Fullerton College commencement ceremony.
- The Reduced Project Alternative would provide a facility for the Fullerton College football program that includes a press box, which is required for football games in order to house football coaching staff, media, and statisticians.
- The Reduced Project Alternative would provide a facility to address the inadequacy of the current storage of football equipment and track and field equipment at the field house.

**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 fun planning priorities.

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

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

**RECOMMENDATION:** Authorization is requested to adopt Resolution No. 19/20-14 to rescind Resolution No. 19/20-12, to approve and adopt the Sherbeck Field Improvements Reduced Project Alternative Mitigation Monitoring and Reporting Program and Related CEQA Findings, and to approve and adopt the Sherbeck Field Improvements Reduced Project Alternative.

Fred Williams

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Recommended by

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Approved for Submittal

3.a.3

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Item No.



**RESOLUTION OF THE GOVERNING BOARD OF TRUSTEES OF THE  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TO APPROVE AND ADOPT THE SHERBECK FIELD IMPROVEMENTS  
REDUCED PROJECT ALTERNATIVE MITIGATION MONITORING  
AND REPORTING PROGRAM AND RELATED CEQA FINDINGS,  
AND TO APPROVE AND ADOPT THE SHERBECK FIELD IMPROVEMENTS  
REDUCED PROJECT ALTERNATIVE**

**RESOLUTION NO. 19/20-14**

**WHEREAS**, the Board of Trustees of the North Orange County Community College District (“Board”) convened in a regular meeting of the Board on November 12, 2019 and, at that time, the Board adopted the Resolution No. 19/20-10 concerning approval and certification of the Final EIR (FEIR) for the Sherbeck Field Improvements Project.

**WHEREAS**, at its regular meeting of the Board on November 12, 2019, the Board also adopted Resolution No. 19/20-12 concerning the approval and adoption of Sherbeck Field Improvements Project Mitigation Monitoring and Reporting Program (MMRP) and CEQA Findings, and the Approval and Adoption of the Sherbeck Field Improvements Project (Approved Project).

**WHEREAS**, at its regular meeting of the Board on November 12, 2019, subsequent to the approval of Resolution No. 19/20-10 and Resolution No. 19/20-12, the Board directed that an item be placed on the agenda for the Board’s next regularly scheduled meeting of November 26, 2019, for the consideration of a resolution to adopt and approve the Sherbeck Field Improvements Reduced Project Alternative in lieu of the Approved Project.

**WHEREAS**, the Sherbeck Field Improvements Reduced Project Alternative is identified and analyzed as a project alternative in the Alternatives Chapter of the Final EIR certified by the Board on November 12, 2019.

**WHEREAS**, Section 21081 of the Public Resources Code and Section 15091 of the CEQA Guidelines requires that the North Orange County Community College District (“District”) make one or more of the following findings prior to approving or carrying out a project for which an EIR has been prepared identifying one or more significant effects of the project, together with a statement of facts in support of each finding:

- (1) Changes or alterations have been required in, or incorporated into, the project, which mitigate or avoid the significant effects on the environment.
- (2) Changes or alterations are within the responsibility and jurisdiction of another public agency and have been, or can and should be, adopted by that other agency.
- (3) Specific economic, legal, social, technological, or other considerations, including considerations for the provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or alternatives identified in the environmental impact report.

**WHEREAS**, with respect to significant effects which were subject to a finding under paragraph (3) above, the District must find that specific overriding economic, legal, social, technological, or other benefits of the project outweigh the significant effects on the environment.

**WHEREAS**, Section 15093(a) of the CEQA Guidelines requires the District to balance the benefits of a proposed project against its unavoidable environmental risk in determining whether to approve the project.

**WHEREAS**, Section 15093(b) of the CEQA Guidelines requires that, where the decision of the District allows the occurrence of significant effects which are identified in the EIR, but are not avoided or substantially lessened, the District must state in writing the reasons to support its action on the Final EIR or other information in the record.

**WHEREAS**, Section 15097 of the CEQA Guidelines requires preparation and adoption of a mitigation monitoring and reporting program (“MMRP”) to ensure compliance with mitigation measures imposed to avoid or substantially lessen the significant effects identified in the Final EIR

**WHEREAS**, the Board of Trustees of the North Orange County Community College District convened in a regular meeting of the Board on November 26, 2019 and, at that time, the Board adopted the following resolution concerning: (1) the rescission of Resolution No. 19/20-12 concerning the approval and adoption of Sherbeck Field Improvements Project Mitigation Monitoring and Reporting Program (MMRP) and CEQA Findings, and the Approval and Adoption the Sherbeck Field Improvements Project; (2) approval and adoption of the MMRP and CEQA Findings of Fact and statement of overriding considerations for the Sherbeck Field Improvements Reduced Project Alternative; and (3) approval of the Sherbeck Field Improvements Reduced Project Alternative.

**NOW, THEREFORE, BE IT RESOLVED**, that effective November 26, 2019, the Board of Trustees of the North Orange County Community College District hereby rescinds Resolution No. 19/20-12 concerning the approval and adoption of Sherbeck Field Improvements Project Mitigation Monitoring and Reporting Program (MMRP) and CEQA Findings, and the Approval and Adoption the Sherbeck Field Improvements Project.

**BE IT FURTHER RESOLVED**, that effective November 26, 2019, the Board of Trustees of the North Orange County Community College District hereby adopts the Findings of Fact for the Sherbeck Field Improvements Reduced Project Alternative (“Findings”), which includes a statement of overriding considerations in compliance with Public Resources Code Section 21081 and Section 15093 of the CEQA Guidelines, and which Findings are incorporated by reference, made an express part of this Resolution as Exhibit “A,” which is available at <https://www.fullcoll.edu/campusprojects/projects/>.

**BE IT FURTHER RESOLVED**, that effective November 26, 2019, in accordance with the provisions of Public Resources Code Section 21081.6 and Section 15097 of the CEQA Guidelines, the Board of Trustees of the North Orange County Community College District hereby approves and adopts the MMRP for the Reduced Project Alternative, which is



incorporated by reference, made an express part of this Resolution as Exhibit "B," which is available at <https://www.fullcoll.edu/campusprojects/projects/>.

**BE IT FURTHER RESOLVED**, that effective November 26, 2019, in accordance with the provisions of Section 15092 of the CEQA Guidelines, after previously considering and certifying the Final EIR for the Sherbeck Field Improvement Project, which includes and analyzes the Reduced Project Alternative, and adopting the MMRP and Findings for the Reduced Project Alternative, the Board of Trustees of the North Orange County Community College District approved the Sherbeck Field Improvements Reduced Project Alternative as set forth in the Alternatives Chapter of the Final EIR (SCH No. 2018041025).

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the North Orange County Community College District this 26<sup>th</sup> day of November, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Jeffrey P. Brown, President of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

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President of the Board of Trustees  
North Orange County Community College District

I, Barbara Dunsheath, Secretary of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board at a regular meeting thereof held on the 26th day of November, 2019, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the North Orange County Community College District Governing Board this 26th day of November, 2019.

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Secretary of Governing Board  
North Orange County Community College District

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	November 26, 2019	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Change Order No. 24 for Bid #1718-07, Anaheim Campus 7 <sup>th</sup> & 10 <sup>th</sup> Floors Tenant Improvements	Enclosure(s)	<u>    X    </u>

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

The District and/or the Campus staff have recommended changes to the construction scope of work. The attached Change Order Request requires Board approval pursuant to Public Contract Code §20659. The attached Change Order Request, in the total amount of \$12,541.47, is in conformance with Public Contract Code §20659. This change order, originally for \$23,905.81, was disputed by the District. The contractor later agreed with the reduced amount. The original contract amount was \$3,574,000.00. The revised contract amount is \$3,729,097.28, as broken down below:

\$3,574,000.00 – Original Contract Amount  
    7,093.28 – Change Order Nos. 1-4 (approved by the Board December 11, 2018)  
    162,994.11 – Change Order Nos. 5-8 (approved by the Board January 22, 2019)  
    16,629.96 – Change Order Nos. 9-18 (approved by the Board February 12, 2019)  
    ( 44,161.07 ) - Change Order Nos. 19-23 (approved by the Board September 10, 2019)  
\$3,716,556.28  
    12,541.00 – Change Order No. 24  
\$3,729,097.28 - Revised Contract Amount

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

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** The change order totaling \$12,541.00 will be applied against Measure J bond funds.

**RECOMMENDATION:** Authorization is requested for the Board to approve Change Order No. 24 for Bid #1718-07, Anaheim Campus 7<sup>th</sup> & 10<sup>th</sup> Floors Tenant Improvements, with Miller Construction, in the total amount of \$12,541.00, increasing the revised contract amount from \$3,716,556.28 to \$3,729,097.28. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the change order on behalf of the District.

Fred Williams

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Recommended by

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Approved for Submittal

4.a.2

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Item No.

**Measure J Projects Change Order Request (COR)**

CONTRACTOR	CHANGE ORDERS					BOT APPROVAL DATE	CO REQ. BY/REASON	CONTRACT AMOUNT				
	BID	CO NO.	PREVIOUS	CURRENT	CUMULATIVE			% CUMULATIVE	DESCRIPTION OF CHANGE ORDER	REVISED	% OF ORIGINAL	
<b>7th and 10th Floors Tenant Improvements</b>												
						Original Contract Amount \$	3,574,000.00					
Paul C. Miller Construction		1	(\$2,220.00)			\$ (2,220.00)	-0.06%	Deductive CO - Reimburse District for cost to replace broken outside stem and yoke valve located on the 7th Floor, Stair #2.	DC	12/11/18	\$ 3,571,780.00	-0.06%
		2	(\$980.00)			\$ (3,200.00)	-0.09%	Credit to eliminate two (2) tack boards from contract.	DC	12/11/18	\$ 3,570,800.00	-0.09%
		3	\$8,357.98			\$ 5,157.98	0.14%	CCD-09 - Install eight new CO2 sensors and eight new thermostats on the 10th floor, also new network wiring communicating to VAV controllers. Existing CO2 sensors and thermostats are outdated.	D	12/11/18	\$ 3,579,157.98	0.14%
		4	\$114.60			\$ 5,272.58	0.15%	RFI #60 - Change baby changing table to lactation counter.	D	12/11/18	\$ 3,579,272.58	0.15%
		5	\$1,820.70			\$ 7,093.28	0.20%	RFI #117 - Provide additional weather-stripping on existing operable windows that are warped.	D	12/11/18	\$ 3,581,093.28	0.20%
		6	\$114,825.00			\$ 121,918.28	3.41%	Additional cost to install telecom and low voltage cabling to meet District Telecom Standards.	DC	1/22/19	\$ 3,695,918.28	3.30%
		7	\$35,461.88			\$ 121,918.28	3.41%	RFI #72 - install MechoShades in various rooms on the 7th and 10th floors for privacy and safety.	CR	1/22/19	\$ 3,731,380.16	4.22%
		8	\$12,707.23			\$ 134,625.51	3.77%	RFI #129 - furnish and install aluminum curved room signage. The District has been slowly replacing the existing signage with this aluminum signage. The Print Shop can change the description of the room without having to purchase a new signage when the room description changes.	CR	1/22/19	\$ 3,744,087.39	4.54%
		9	(\$264.05)			\$ 134,361.46	3.76%	RF #33 - credit to delete two receptacles that conflict with glass windows	DC	2/12/19	\$ 3,743,823.34	4.54%
		10	(\$4,424.00)			\$ 129,937.46	3.64%	RFI #35 - credit to eliminate nine floor combo boxes	DC	2/12/19	\$ 3,739,399.34	4.42%
		11	\$3,362.00			\$ 133,299.46	3.73%	RFI #138 - install convenience outlet for Lactation Counter top in Family Restroom.	CR	2/12/19	\$ 3,742,761.34	4.51%
		12	\$4,365.54			\$ 137,665.00	3.85%	RFI #98 - changes to electrical outlet dimensions and number due to furniture plan changes.	CR	2/12/19	\$ 3,747,126.88	4.62%
		13	(\$13,112.30)			\$ 124,552.70	3.48%	RFI #98 - credit for cord reels that were removed from contractor's scope.	DC	2/12/19	\$ 3,734,014.58	4.29%
		14	\$13,769.85			\$ 138,322.55	3.87%	RFI #141 - one of the existing variable frequency drive (VFD) on the 10th Floor cannot operate with the new BACnet and, therefore, needs to be removed and replaced.	CR	2/12/19	\$ 3,747,784.43	4.64%
		15	\$937.13			\$ 139,259.68	3.90%	Cost to install casework that was removed from the 7th Floor Waiting Room in the 10th Floor Storage Room.	CR	2/12/19	\$ 3,748,721.56	4.66%

\*Change Order Requested By and/or Reasons: C - Code Compliance; D - District Request; CR-Campus Request; DC-Document Coordination; O - Other Reasons (Changed Conditions); U - Unforeseen Condition; V - Value Engineering

**Measure J Projects Change Order Request (COR)**

11/26/2019

CONTRACTOR	CHANGE ORDERS							BOT APPROVAL DATE	CO REQ. BY/REASON	CONTRACT AMOUNT	
	BID	CO NO.	PREVIOUS	CURRENT	CUMULATIVE	% CUMULATIVE	DESCRIPTION OF CHANGE ORDER			REVISED	% OF ORIGINAL
	16		(\$120.75)		\$ 139,138.93	3.89%	Credit for stain not used on 10th Floor cabinets that were switched to clear coat.	2/12/19	DC	\$ 3,748,600.81	4.66%
	17		\$11,119.07		\$ 150,258.00	4.20%	RFI #78 - add receptacle for refrigerator on 7th Floor; RFI #79 - electrical modifications due to furniture change in 7th Floor Library; RFI #91 - electrical modifications for 7th Floor computer stations; RFI #107 - added smoke detectors on 7th Floor per CCD 19. All work completed on time and material basis.	2/12/19	CR	\$ 3,759,719.88	4.94%
	18		\$997.47		\$ 151,255.47	4.23%	RFI #118 - add power to recessed lighting in the display cases on the 10th Floor	2/12/19	CR	\$ 3,760,717.35	4.96%
	19		(\$2,645.27)		\$ 148,610.20	4.16%	Credit for projectors deleted from contract	9/10/19		\$ 3,758,072.08	4.90%
	20		(\$5,118.20)		\$ 143,492.00	4.01%	Adjustment to COR #6, which was Board approved 1/22/19.	9/10/19		\$ 3,752,953.88	4.77%
	21		(\$3,362.00)		\$ 140,130.00	3.92%	Change order#11, which was previously submitted to and approved by the Board, was eventually canceled by the District. The work was completed by the District's electrician at reduced cost to the District.	9/10/19		\$ 3,749,591.88	4.68%
	22		(\$837.13)		\$ 139,192.87	3.89%	Change order#15, which was previously submitted to and approved by the Board, was eventually canceled by the District. The work was completed by the District's contractor.	9/10/19		\$ 3,748,654.75	4.66%
	23		(\$32,098.47)		\$ 107,094.40	3.00%	Unused Allowance	9/10/19		\$ 3,716,556.28	3.84%
	24			\$12,541.00	\$ 119,635.40	3.35%	Cost for contractor working night shift to avoid disruption to the normal operation of the District.			\$ 3,729,097.28	4.16%
<b>NET TOTAL CHANGES TO CONTRACT</b>				<b>\$12,541.00</b>	<b>\$155,097.28</b>					<b>\$ 3,729,097.28</b>	

\*Change Order Requested By and/or Reasons: C - Code Compliance; D - District Request; CR-Campus Request; DC-Document Coordination; O - Other Reasons (Changed Conditions); U - Unforeseen Condition; V - Value Engineering

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
**DATE:** November 26, 2019 Resolution             
**SUBJECT:** Fullerton College Information             
Division of Natural Sciences - Faculty Enclosure(s)             
Out-of-Country Travel

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

The following trip involves out-of-country travel:

- Kaitlin Kroupa, Fullerton College Anatomy, Microbiology, Physiology instructor, Center of Engaged Learning Abroad, Belize, December 28, 2019 to January 11, 2020

The Global Health course offered at Sacred Heart College by C.E.L.A. (Center of Engaged Learning Abroad) in Belize explores the intersections of health, medicine, economics, and social development in the Tropics. The class will emphasize tropical diseases and review the strategies used to respond to these diseases in resource-limited settings. It will explore health in the wider social, economic, and political context, revealing the interdependent relationship between health and development processes. Material from this course will be incorporated into current biology class offerings at Fullerton College to broaden contextual knowledge of global health. In addition, C.E.L.A. has expressed interest in offering this course to Fullerton College students in future semesters. Enrolling as an “auditing faculty member” in the Winter 2020 semester will allow an introduction to the administrative side of the program in addition to the course content and academic material.

This agenda item was submitted by Richard Hartmann, Dean of Natural Sciences, Fullerton College.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Travel, lodging and related charges will be funded by the Fullerton College Staff Development Committee and the Division of Natural Sciences through the General Fund.

**RECOMMENDATION:** Authorization is requested to pre-approve out-of-country travel for Kaitlin Kroupa to Belize on December 28, 2019 through January 11, 2020.

Fred Williams

4.b

Recommended by

Approved for Submittal

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	November 26, 2019	Information	_____
		Enclosure(s)	_____
<b>SUBJECT:</b>	Award Bid #1920-05, Fullerton College Building 3100 Data Room HVAC Replacement		

**BACKGROUND:** The existing HVAC equipment serving the data room in Building 3100 has reached the end of its useful life. Fullerton College installed a temporary air handler as backup to ensure required cooling set points are maintained due to the fact that the existing equipment fails so frequently. Any substantial loss in cooling in the data room could result in data equipment failure. The college could be without network services if such a failure were to occur.

On November 8, 2019, the Purchasing Department received nine (9) bids for the Fullerton College Building 3100 Data Room HVAC Replacement Project. The lowest responsive and responsible bidder was NKS Mechanical Contracting, Inc. in the amount of \$248,000. Below is the bid summary.

COMPANY	BASE BID	ALLOWANCE	TOTAL
NKS Mechanical Contracting, Inc.	\$248,000.00	\$50,000.00	\$298,000.00
Mesa Energy Systems, Inc.	\$262,607.00	\$50,000.00	\$312,607.00
Pardess Air, Inc.	\$272,000.00	\$50,000.00	\$322,000.00
Indoor Environmental Services	\$274,850.00	\$50,000.00	\$324,850.00
FM Thomas Air Conditioning, Inc.	\$293,976.00	\$50,000.00	\$343,976.00
Orange County Air Conditioning, Inc.	\$297,943.00	\$50,000.00	\$347,943.00
Simco Mechanical, Inc.	\$334,500.00	\$50,000.00	\$384,500.00
Los Angeles Air Conditioning, Inc.	\$341,700.00	\$50,000.00	\$391,700.00
RT Contractor, Corp.	\$388,000.00	\$50,000.00	\$438,000.00

This agenda item was submitted by Larry Lara, Director, Physical Plant/Facilities and Jenney Ho, District Director, Purchasing.

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

activities at campus and District levels, and the allocation of resources to fund planning priorities.

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

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

**RECOMMENDATION:** Authorization is requested to award Bid #1920-05, Fullerton College Building 3100 Data Room HVAC Replacement Project, to NKS Mechanical Contracting, Inc. as the lowest overall responsive and responsible bidder in the amount of \$248,000 plus \$50,000 Allowance. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the contract on behalf of the District.

Fred Williams

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Recommended by

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Approved for Submittal

4.c.2

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Item No.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action  X   
Resolution \_\_\_\_\_  
**DATE:** November 26, 2019 Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Award RFP #1920-04, Request for  
Proposal for Food Service Operations at  
Cypress College

**BACKGROUND:** On October 14, 2019, the District Purchasing Department advertised and invited food vendors to bid on managing and operating the food service facilities at Cypress College. The District sent RFPs directly to thirteen different vendors. Three (3) companies attended the mandatory job walk and one (1) proposal was received from S&B Foods.

The agreement will be for a five-year period with an option of an additional five-year extension upon board approval. S&B Food has been serving the following local community colleges:

Irvine Valley College	10 years
Saddleback College	7 years
Long Beach City College	6 years

The agreement will include 8% of all sales with a \$50,000 minimum yearly guarantee and free catering services to the Office of the President in an amount not to exceed \$5,000 total per year.

This agenda item was submitted by Jenney Ho, District Director of Purchasing and Alex Porter, Cypress College Vice-President, Administrative Services.

**How does this relate to the five District Strategic Directions?** This item responds to the District 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 and/or Board Policy 6340, Bids and Contracts.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The vendor will be paying a commission as per the proposal at no cost to the campus.

**RECOMMENDATION:** Authorization is requested to award RFP #1920-04, Food Service Operations at Cypress College, to S&B Foods. The agreement will be for a five-year period beginning on or about January 6, 2020, with an option for an additional five-year period upon board approval. Commissions will be calculated as a percentage of gross sales. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the contract on behalf of the District.

Fred Williams

4.d

Recommended by

Approved for Submittal

Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** November 26, 2019 Resolution \_\_\_\_\_  
**SUBJECT:** Academic Personnel Information \_\_\_\_\_  
Enclosure(s) X

**BACKGROUND:** Academic personnel matters within budget.

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

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

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

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

Irma Ramos

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

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

5.a.1

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

RETIREMENTS

McQueen, Deborah                      FC            Mathematics Instructor  
Eff. 01/01/2020  
PN FCF809

ADDITIONAL DUTY DAYS @ PER DIEM

Austin, Phil	FC	Assistant Coach, Football	11 days
		Assistant Coach, Men's Basketball	11 days
Aviles, Greg	FC	Head Coach, Men's Soccer	13 days
Bevec, Gina	FC	Head Coach, M&W's Cross Country	13 days
Campbell, Garrett	FC	Head Coach, Football	15 days
Crooks, Brian	FC	Assistant Coach, Football	11 days
Foster, Marcia	FC	Head Coach, Women's Basketball	15 days
Lewin, Pamela	FC	Head Coach, Women's Soccer	13 days
Plum, Alix	FC	Director of Dance Productions	4 days
Price, Rhet	FC	Head Coach, Men's Water Polo	13 days
Rosa, Melanie	FC	Director of Dance Productions	4 days
Sheil, Sean	FC	Assistant Coach, M&W's Cross Country	8 days
Webster, Perry	FC	Head Coach, Men's Basketball	15 days

LEAVES OF ABSENCE

Callahan, Lina	FC	Foreign Language Instructor Load Banking Leave With Pay (100%) Eff. 2020 Spring Semester
Eisner, Douglas	FC	English Instructor Load Banking Leave With Pay (41.67%) Eff. 2020 Spring Semester
Henderson, Angela	FC	Reading Instructor Load Banking Leave With Pay (6.67%) Eff. 2020 Spring Semester
LaBounty, Jennifer	FC	Dean, Counseling/Student Development Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 11/04/2019-11/17/2019

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2019 FALL SEMESTER,  
TRIMESTER

Cavicchio, Gary                      FC            Column 1, Step 1

Academic Personnel  
November 26, 2019

Nisbet, Jeffrey                      FC              Column 1, Step 1

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

Aguilar, Hugo	CC	Column 1, Step 1
Coons, Jennifer	FC	Column 3, Step 1
Geragotelis, Andrew	CC	Column 3, Step 1
Huang, Weixiong	FC	Column 3, Step 1
Luo, Jin	FC	Column 3, Step 1
Marquez-Alarcon, Estela	CC	Column 1, Step 1
Pickard, Matthew	FC	Column 1, Step 1
Thompson, Jeremiah	CC	Column 2, Step 1
Whisler, Jacquelyn	FC	Column 1, Step 1
Wiideman, Steven	FC	Column 1, Step 1
Zarembor, Andrea	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Arana, Jose                      FC              Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Bonnand, George	FC	Strong Workforce Program Regional OC Sector Analysis Project Stipend not to exceed \$250.00 Eff. 07/01/2019-08/31/2019
Carlin, Anna	FC	Strong Workforce Program Regional OC Sector Analysis Project Stipend not to exceed \$250.00 Eff. 07/01/2019-08/31/2019
Clark, Lisa	CC	Strong Workforce Program Regional OC Sector Analysis Project Stipend not to exceed \$250.00 Eff. 07/01/2019-08/31/2019
Curtin, Brian	CC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Daniels, Brittany	NOCE	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019

Academic Personnel  
November 26, 2019

Graves, Gary	FC	Strong Workforce Program Regional OC Sector Analysis Project Stipend not to exceed \$500.00 Eff. 07/01/2019-08/31/2019
Hunt, Courtney	FC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Jameson, Melissa	CC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Maine, Robert	FC	Strong Workforce Program Regional OC Sector Analysis Project Stipend not to exceed \$250.00 Eff. 07/01/2019-08/31/2019
McCain, Toni	CC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Mishra, Sucharita	CC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Muller, Nicole	CC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Nguyen, Bien	CC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Oo, Jennifer	NOCE	Strong Workforce Program Regional OC Sector Analysis Project Stipend not to exceed \$250.00 Eff. 07/01/2019-08/31/2019
Sabet, Sarah	FC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019

Academic Personnel  
November 26, 2019

Saleh, Massoud	CC	Strong Workforce Program Regional OC Sector Analysis Project Stipend not to exceed \$250.00 Eff. 07/01/2019-08/31/2019
Smith, Susan	CC	Strong Workforce Program Regional OC Sector Analysis Project Stipend not to exceed \$250.00 Eff. 07/01/2019-08/31/2019
Son, Mike	FC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Sosa, Raylene	FC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Tran, Thi	CC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Vechayiem, Justin	CC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019
Young, Renee	FC	Strong Workforce Program Regional OC Sector Analysis Project Stipend not to exceed \$250.00 Eff. 07/01/2019-08/31/2019
Weitzel, John	CC	One-Time Payment Per MOU With AdFac Payment not to exceed \$1000.00 Eff. 11/15/2019

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** November 26, 2019 Resolution \_\_\_\_\_  
**SUBJECT:** Classified Personnel Information \_\_\_\_\_  
Enclosure(s) X

**BACKGROUND:** Classified personnel matters within budget.

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

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

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

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

Irma Ramos

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

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

5.b.1

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

Classified Personnel  
November 26, 2019

RESIGNATION

Gomez, Tanya	FC	Student Services Technician (45%) 12-month position Eff. 01/15/2020 PN FCC959
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NEW PERSONNEL

Diaz, Christina	FC	Student Services Technician, Edu. Partnerships 12-month position (45%) Range 33, Step A Classified Salary Schedule Eff. 12/01/2019 PN FCC594
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Gorrie, Susan	FC	Textbook Buyer 12-month position (100%) Range 36, Step E Classified Salary Schedule Eff. 12/01/2019 PN FCC953
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Hinojos, Kathryn	FC	Student Services Technician, Edu. Partnerships 12-month position (45%) Range 33, Step C Classified Salary Schedule Eff. 12/01/2019 PN FCC593
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Mool, Pragyee	NOCE	Administrative Assistant II 12-month position (100%) Range 36, Step B Classified Salary Schedule Eff. 11/27/2019 PN SCC850
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Park, Erin	NOCE	IT Technician I (Substitute – 100%) Range 41, Step C Eff. 11/27/2019 – 06/30/2020 PN SCC840
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Classified Personnel  
November 26, 2019

Salazar, Valerie                      FC                      Student Services Technician, Edu. Partnerships  
12-month position (45%)  
Range 33, Step D  
Classified Salary Schedule  
Eff. 12/01/2019  
PN FCC756

Stowers, Deon                      CC                      Facilities Custodian Coordinator II (100%)  
12-month position (100%)  
Range 34, Step E + 10% Shift  
Classified Salary Schedule  
Eff. 11/27/2019  
PN CCC979

Yanez, Julie                      FC                      Student Services Technician, Edu. Partnerships  
12-month position (45%)  
Range 33, Step A  
Classified Salary Schedule  
Eff. 12/01/2019  
PN FCC997

PROMOTION

Cornell, Kerrie                      NOCE                      Administrative Assistant I  
12-month position (100%)  
PN SCC987

To:    Administrative Assistant II  
12-month position (100%)  
Range 36, Step D  
Classified Salary Schedule  
Eff. 12/02/2019  
PN SCC951

Patterson, Ryan                      FC                      Administrative Assistant I  
12-month position (100%)  
PN FCC815

To:    Theater Production Coordinator  
12-month position (100%)  
Range 45, Step A + 20% Longevity + PG&D  
Classified Salary Schedule  
Eff. 11/27/2019  
PN FCC573

VOLUNTARY CHANGES IN ASSIGNMENT

De Santiago, Luisa	AC	Human Resources Technician (100%)  Temporary Change in Assignment To: Human Resources Technician 12-month position (50%)  Human Resources Coordinator 12-month position (50%) Range 37C, Step A Confidential Salary Schedule Eff. 11/14/2019 – 05/14/2020
Hesson, Melissa	AC	Human Resources Specialist (100%)  Temporary Change in Assignment To: Human Resources Specialist 12-month position (50%)  Human Resources Coordinator 12-month position (50%) Range 37C, Step A Confidential Salary Schedule Eff. 11/14/2019 – 05/14/2020
Santos, Martin	CC	Facilities Custodian I 12-month position (100%) PN CCC990  Permanent Lateral Transfer To: Facilities Custodian I 12-month position (100%) Eff. 11/27/2019 PN CCC840
West, Deborah	FC	Campus Safety Officer (100%)  Return to Regular Assignment Eff. 12/09/2019

PROFESSIONAL GROWTH & DEVELOPMENT

Coggi, Anita	FC	Administrative Assistant II – 11mo (100%) 6 <sup>th</sup> Increment (\$400) Eff. 07/01/2020
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STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Booze, David	CC	Registrar (100%) 10% Stipend Eff. 11/01/2019 – 06/30/2020
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LEAVES OF ABSENCE

Acosta, Stephanie	CC	Administrative Assistant III (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/12/2019 – 12/16/2019 (Consecutive Leave)
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Anaya, Richard	CC	Campus Safety Officer (100%) Military Leave with Pay Eff. 11/15/2019 – 11/17/2019; 12/14/2019 – 12/15/2019; 01/10/2020 – 01/12/2020; 02/08/2020 – 02/09/2020; 03/20/2020 – 03/22/2020; 04/18/2020 – 04/19/2020; 05/15/2020 – 05/17/2020; 06/13/2020 – 06/14/2020; 07/11/2020 – 07/13/2020; 07/17/2020 – 07/20/2020; 07/24/2020 – 07/25/2020; 08/15/2020 – 08/16/2020
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Anzures, Remedios	CC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/16/2019 – 10/23/2019 (Consecutive Leave)
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Crisostomo Urza, Jessica	FC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/08/2020 – 01/22/2020 (Consecutive Leave)
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Classified Personnel  
November 26, 2019

Sanchez, Lizeth	AC	Human Resources Coordinator (100%) Family Medical Leave (FMLA/CFRA/CAPDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/12/2019 – 01/23/2020 (Consecutive Leave)
Toral, Celena	CC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/12/2019 – 11/22/2019 (Consecutive Leave)

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** November 26, 2019 Resolution \_\_\_\_\_  
**SUBJECT:** Professional Experts Information \_\_\_\_\_  
Enclosure(s) X

**BACKGROUND:** Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts  
November 26, 2019

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Azevedo, Cody	CC	Technical Expert II	CCAP STEM Cybersecurity Pathway Outreach	26	11/04/2019	06/30/2020
Clifton, Andrew	FC	Technical Expert I	Computer Science Project	3	11/01/2019	06/30/2020
Derbish, Michael	CC	Technical Expert II	CCAP STEM Cybersecurity Pathway Outreach	26	11/04/2019	06/30/2020
Edwards, Scott	FC	Technical Expert I	Computer Science Project	3	11/01/2019	06/30/2020
Gulmesoff, Monika	AC	Project Coordinator	Mobility Coordinator	26	11/04/2019	12/20/2019
Hoeger, Jennifer	NOCE	Project Manager	ESL Instructional Technology Integration Support	16	11/04/2019	12/06/2019
Lloren, Jamie	CC	Technical Expert II	CCAP STEM Cybersecurity Pathway Outreach	24	11/04/2019	06/30/2020
Macias, Valentin	FC	Project Coordinator	New Faculty Seminar Workshop Leader	4.5	11/08/2019	11/18/2019
Molina, Jessica	CC	Technical Expert I	Mortuary Science Embalming Lab Support	12	11/07/2019	05/22/2020
Ojeda, Gary	CC	Technical Expert I	Mortuary Science Embalming Lab Support	12	11/07/2019	05/22/2020
Rodriguez, Luciano	FC	Technical Expert I	Computer Science Project	3	11/01/2019	06/30/2020
Samano, Jeff	FC	Technical Expert II	Professional Learning Day Presenter/Leader	4.5	10/16/2019	11/17/2019
Torres, Denise	CC	Project Expert	Maxient Professional Expert	22	11/07/2019	12/20/2019
Villa, Christina	CC	Technical Expert	Mortuary Science Embalming Lab Support	12	11/13/2019	12/13/2019
Yu, Yvonne	CC	Technical Expert I	Mortuary Science Embalming Lab Support	12	11/07/2019	12/13/2019

NOCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Chavez, Sandra	Tuition Rate	Fall	26
Cowley, Virginia	Tuition Rate	Winter, Spring	26
Eggan, Meredith	Tuition Rate	Fall, Winter, Spring	26
Leonard, Robert	Tuition Rate	Fall, Winter, Spring	26

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** November 26, 2019 Resolution \_\_\_\_\_  
**SUBJECT:** Hourly Personnel Information \_\_\_\_\_  
Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel  
November 26, 2019

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Arias Carbajal, Maria	FC	Service/Maint - General assistance to the campus custodial staff	11/27/19	02/22/20	TE B 1
Castrejon, Genesis	CC	Technical - Assist in DSS office	01/21/20	04/19/20	TE A 2
Chang, Ryan	FC	Direct Instr Support - Assist in ACT computer lab	11/27/19	02/22/20	TE A 1
Garcia, Vivyann	FC	Technical - Assist the campus Bookstore	12/10/19	03/06/20	TE A 1
Hurtado, Brianna	FC	Technical - Assist the campus Bookstore	12/10/19	03/06/20	TE A 1
Lagazo, Mario	FC	Technical - Assist the campus Bookstore	12/10/19	03/06/20	TE A 1
Larson, Caitlynn	FC	Technical - Assist the campus Bookstore	12/10/19	03/08/20	TE A 1
Mancilla, Yesenia	NOCE	Technical - Assist for Student Services	01/02/20	03/27/20	TE A 4
Mancilla, Yesenia	NOCE	Technical - Assist for Student Services	06/01/20	06/30/20	TE A 4
Morales, Margarita	FC	Technical - Assist the campus Bookstore	12/10/19	03/06/20	TE A 1
Smith, Nathan	FC	Technical - Assist the campus Bookstore	12/16/19	03/13/20	TE A 1
So, Aaron	FC	Technial - Assist in Academic Computing	12/02/19	02/29/20	TE B 2
Solorio, Zelida	CC	Technical - Assist in Campus Safety	11/27/19	02/14/20	TE B 4
Solorio, Zelida	CC	Technical - Assist in Campus Safety	04/20/20	06/30/20	TE B 4
Ton, Ethan	FC	Technical - Assist the campus Bookstore	12/10/19	03/06/20	TE A 1
Ureiro, Cesar	FC	Technical - Assist the campus Bookstore	12/16/19	03/13/20	TE A 1
Villanueva, Juan	CC	Technical - Assist in Campus Safety	11/27/19	02/29/20	TE B 4
Villanueva, Juan	CC	Technical - Assist in Campus Safety	05/03/20	06/30/20	TE B 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Gentry, Alyssa	NOCE	Direct Instr Support - Tutor DSS students	11/13/09	06/30/20	TE A 2
Vaucher, Heidi	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	11/27/19	06/30/20	TE A 2



Hourly Personnel  
November 26, 2019

Hourly Substitutes

<b>Name</b>	<b>Site</b>	<b>Title and Description of Service</b>	<b>Begin</b>	<b>End</b>	<b>Grade/Step</b>
Sanchez, Fernando	CC	Technical - Substitute for Classified employee on leave	01/02/20	06/30/20	TE A 2
Sanchez, Elizabeth	CC	Technical - Substitute for Classified employee on leave	01/02/20	06/30/20	TE A 3

Full Time Students and Work Study

<b>Name</b>	<b>Site</b>	<b>Title and Description of Service</b>	<b>Begin</b>	<b>End</b>	<b>Grade/Step</b>
David, Rei Jarius	FC	Full-time Student - Tutor students in the campus Tutoring Center	11/27/19	06/30/20	TE A 2
Honstain, Jack	CC	Work Study Student - Assist in Career Planning Center	11/27/19	06/30/20	TE A 1
Nguyen, Anh Nhat	FC	Full-time Student - Assist in the International Student Center	11/29/19	06/30/20	TE A 1
Pham, Joann	CC	Work Study Student - Assist in Pledge Program	11/27/19	06/30/20	TE A 1
Pham, Joann	CC	Work Study Student - Assist with Pledge Program	11/27/19	06/30/20	TE A 1
Rivera, Cindy	NOCE	Full-time Student – Assist in AEBG Office	11/18/19	06/30/20	TE A 1

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** November 26, 2019

**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  
November 26, 2019

Name	Site	Program	Begin	End
Carey-Oliver, Ali	CC	Physical Education - Volleyball Program	11/13/2019	06/03/2020
Castaneda, Gilberto	CC	Physical Education - Men's Soccer	07/24/2019	06/30/2020
Crouse, Gregory	CC	Physical Education - Athletics Program	11/13/2019	06/29/2020
Eyman, Casey	FC	Internship - Counseling & Student Dev	11/13/2019	12/16/2019
Eyman, Casey	FC	Internship - Counseling & Student Dev	01/06/2020	01/26/2020
Fakreddine, Fatema	NOCE	DSS - Personal Care Attendant	10/22/2019	12/06/2019
Franchino, Brett	CC	Physical Education - Athletic Program	11/26/2019	06/30/2020
Fuentes, Michelle	FC	Veterans Resource Center	09/25/2019	06/30/2020
Glassman, Lora	NOCE	DSS - Personal Care Attendant	10/24/2019	06/26/2020
Huynh, Chuong	NOCE	DSS - Personal Care Attendant	10/15/2019	11/16/2019
Kraft, Laura	FC	Internship - Social Sciences	01/27/2020	05/23/2020
Livelo, Leslie	FC	Internship - Counseling & Student Dev	12/11/2019	05/31/2020
Martinez, Connie	NOCE	DSS – Personal Service Attendant	10/17/2019	06/26/2019
Melendrez, Caroline	FC	DSS - Personal Services Assistant	10/14/2019	12/13/2019
Movchan, Alyssa	CC	Physical Education - Women's Basketball	10/22/2019	05/15/2020
Rios, Melanie	CC	Physical Education - Athletic Program	11/26/2019	06/30/2020
Romero, Julio	NOCE	DSS - Personal Care Attendant	10/31/2019	06/26/2020
Rubinfeld, Vanessa	CC	Internship - Counseling & Student Dev	10/23/2019	12/31/2019
Timmons, Lakeshia	NOCE	DSS – Personal Service Attendant	10/24/2019	06/26/2020
Zavaleta, Yesenia	NOCE	DSS - Personal Care Attendant	10/17/2019	06/26/2019

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action _____
<b>DATE:</b>	November 26, 2019	Resolution _____
<b>SUBJECT:</b>	CSEA Chapter #167 Request to an Additional Article for 2019/2020	Information <u>X</u>
		Enclosure(s) <u>X</u>

**BACKGROUND:** The collective bargaining agreement between CSEA Chapter #167 and the District provides that during a multiple-year agreement, either party shall have the right to reopen the agreement each fiscal year on one article of the agreement. For the 2019-2020 fiscal year, reopener exclude wages, health and welfare benefits and fringe benefits. CSEA Chapter #167 has submitted the attached reopener. The CBA includes the right to negotiate additional articles by mutual written agreement.

**How does this relate to the five District Strategic Directions?** 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 compliance with Board and Administrative Policies 2610, Presentation of Initial Collective Bargaining Proposals.

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

**RECOMMENDATION:** It is recommended that the attached additional reopener proposal by CSEA Chapter #167 to the District be received by the Board and that a public hearing on this proposal be set for December 10, 2019.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

Additional Contract Reopener Proposal of  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
And Its  
North Orange County Community College District Chapter 167  
2019-2020

The California School Employees Association (CSEA) and its North Orange County Community College District Chapter 167, in accordance with Article 26 Negotiations of the Collective Bargaining Agreement (CBA) notifies the North Orange County Community College District (District) of CSEA's intent to modify or amend the CBA per Article 26.5 and CSEA's Initial Contract Reopener dated March 20, 2019. Therefore, CSEA is presenting our proposal for public discussion in accordance with Government Code § 3547:

Article 3 – Check Off and Organizational Security

Post-Janus, CSEA has an interest in amending language referring to Service Fee Payers and clarifying language to reflect current CSEA practices.

CSEA reserves the right to open additional articles mutually agreed upon by CSEA and the District.

Respectfully,



Dawnmarie Neate  
President, CSEA Chapter 167

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** November 26, 2019  
**SUBJECT:** Study Session: One-Time Funds,  
Resource Allocation Model, and Staffing  
Standards and Targets

Action	_____
Resolution	_____
Information	X
Enclosure(s)	_____

**BACKGROUND:** At the June 2018 Board and Chancellor planning retreat, there was strong interest in providing more opportunities for in-depth discussions on specific topics before action items are placed on the agenda. In addition, the Board wants to provide evidence of its growth to Accrediting Commission for Community and Junior Colleges (ACCJC). During the 2018-19 year, the Board agreed to move to a Board meeting format where the first meeting of the month would be a business meeting, followed by a second discussion/study session meeting later in the month, in order to allow for effective meetings with meaningful dialogue and provide educational opportunities. For the 2019-20 year, it was determined that the Board study sessions would take place on an as needed basis.

This item is presented to allow for discussion on the District's one-time funds, the resource allocation model, and staffing standards and targets.

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

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

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

**RECOMMENDATION:** It is recommended that the Board conduct a study session to review and discuss one-time funds, the resource allocation model, and staffing standards and targets.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

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

**DATE:** November 26, 2019

**SUBJECT:** Organizational Meeting and  
2020 Board Calendar

**BACKGROUND:** The Board is asked to establish Tuesday, December 10, 2019, as the date of its Organizational Meeting. At the Organizational Meeting, the Board must establish its meeting calendar for 2020. The second and fourth Tuesdays of each month in 2020 have been listed as the tentative dates for the meetings. At its November 12, 2019, meeting, the Board directed that the first meeting in the months of January and July be canceled, and the first meeting in August be listed as tentative. A probable calendar is now presented so the Board may review all dates. Where known, the dates of national or state conventions or conferences have been listed so that the Board can determine possible scheduling conflicts.

**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 2305, Annual Organizational Meeting.

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

**RECOMMENDATION:** It is recommended that the Board establish Tuesday, December 10, 2019 as the date of its Organizational Meeting and to so inform the County Superintendent. It is further recommended that the Board amend, if necessary, the suggested 2020 meeting calendar.

Cheryl Marshall  
\_\_\_\_\_  
Recommended by

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

6.b.1  
\_\_\_\_\_  
Item No.



## North Orange County Community College District 2020 Board Meeting Calendar

Board Room at the Anaheim Campus  
1830 W. Romneya Drive, Anaheim, CA 92801

January 2020	
<del>First Regular Meeting in January</del>	<del>Second Tuesday, January 14, 2020</del>
	<i>CCLC Effective Trustee Workshop</i> Sacramento, January 24-26, 2020
	<i>CCLC Annual Legislative Conference</i> Sacramento, January 26-27, 2020
<del>Second Only Regular Meeting in January</del>	Fourth Tuesday, January 28, 2020
February 2020	
	<i>ACCT National Legislative Summit</i> Washington, DC, February 9-12, 2020
First Regular Meeting in February	Second Tuesday, February 11, 2020
Second Regular Meeting in February	Fourth Tuesday, February 25, 2020
	<i>ACCCA Annual Conference</i> Riverside, February 26-28, 2020
March 2020	
First Regular Meeting in March	Second Tuesday, March 10, 2020
Second Regular Meeting in March	Fourth Tuesday, March 24, 2020
April 2020	
	<i>NOCCCD Spring Recess</i> April 6-10, 2020
First Regular Meeting in April	Second Tuesday, April 14, 2020
	<i>ACCT Governance Leadership Institute</i> Tucson, April 15-17, 2020
Second Regular Meeting in April	Fourth Tuesday, April 28, 2020
May 2020	
	<i>CCCT Annual Trustees Conference</i> Torrey Pines, May 1-3, 2020
First Regular Meeting in May	Second Tuesday, May 12, 2020
Second Regular Meeting in May	Fourth Tuesday, May 26, 2020



June 2020	
First Regular Meeting in June	Second Tuesday, June 9, 2020
Second Regular Meeting in June	Fourth Tuesday, June 23, 2020
July 2020	
<del>First Regular Meeting in July</del>	<del>Second Tuesday, July 14, 2020</del>
<del>Second Only Regular Meeting in July</del>	Fourth Tuesday, July 28, 2020
August 2020	
First Regular Meeting in August ( <i>Tentative</i> )	Second Tuesday, August 11, 2020*
Second Regular Meeting in August	Fourth Tuesday, August 25, 2020
September 2020	
First Regular Meeting in September	Second Tuesday, September 8, 2020
Second Regular Meeting in September	Fourth Tuesday, September 22, 2020
October 2020	
	<b>ACCT Leadership Congress</b> Chicago, September 30-October 3, 2020
First Regular Meeting in October	Second Tuesday, October 13, 2020
Second Regular Meeting in October	Fourth Tuesday, October 27, 2020
November 2020	
First Regular Meeting in November	Second Tuesday, November 10, 2020
	<b>CCLC Annual Convention</b> San Francisco, November 21-23, 2020
Second Regular Meeting in November	Fourth Tuesday, November 24, 2020
December 2020	
Only Regular Meeting in December	Second Tuesday, December 8, 2020

\* *Tentative Meeting – will only take place if deemed necessary.*

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	November 26, 2019	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Revised Board Policies	Enclosure(s)	<u>X</u>

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

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on October 28, 2019:

## **Chapter 3, General Institution**

**BP 3280, Grants:** This procedure was reviewed as part of the 6-year review cycle and revised to make a minor edit in Section 1.0 and update the corresponding administrative procedure.

**BP 3300, Public Records:** This procedure was reviewed as part of the 6-year review cycle and revised to update the corresponding board policy and administrative procedures.

**BP 3310, Records Retention and Destruction:** This procedure was reviewed as part of the 6-year review cycle and revised to update the “Reference” section; edit language to include electronic information requirements; and cite the corresponding board policy and administrative procedures.

## **Chapter 6, Business Services**

~~BP 6360~~ **AP 7400, Travel and Conference Attendance:** This policy was revised to rename and renumber – from BP 6360, Travel to AP 7400, Travel and Conference Attendance – to correspond to the existing BP 7400. Additional revisions include updating the “Reference” section, minor edits to Sections 5.1 and 5.2.3, and updating the corresponding board policies and administrative procedures.

## **Chapter 7, Human Resources**

**BP 7400, Travel and Conference Attendance:** This policy was revised to update the “Reference” section, include a minor edit to Section 3.0, and update the corresponding board policies and administrative procedures.

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

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

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

**RECOMMENDATION:** It is recommended that the Board adopt the following proposed, revised Board Policies:

- **BP 3280, Grants**
- **BP 3300, Public Records**
- **BP 3310, Records Retention and Destruction**
- ~~BP 6360~~ **AP 7400**, Travel **and Conference Attendance**
- **BP 7400, Travel and Conference Attendance**

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

## **BP 3280 Grants**

Reference:

**Education Code Section 70902**

- 1.0 The Board [of Trustees](#) will be informed about all grants received by the District.
- 2.0 The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

See Administrative Procedures 3280, [Grants](#).

**Date of Adoption:** March 23, 2004

North Orange County Community College District  
**BOARD POLICY**  
Chapter 3  
General Institution

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**BP 3300 Public Records**

Reference:

**Government Code Sections 6250, et seq.**

- 1.0 The Chancellor shall establish procedures for records management, including access by the public that comply with the requirements of the California Public Records Act.

See Administrative Procedure 3300, [Public Records; Board Policy 3310, Records Retention and Destruction; and Administrative Procedure 3310, Records Retention and Destruction.](#)

**Date of Adoption:** March 23, 2004

North Orange County Community College District  
**BOARD POLICY**  
Chapter 3  
General Institution

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## **BP 3310 Records Retention and Destruction**

Reference:

**Title 5, Sections 59020, et seq.**

**[Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45](#)**

- 1.0 The Chancellor shall establish administrative procedures to assure the retention and appropriate destruction of all District records, ~~including electronically stored information as defined by the Federal Rules of Civil Procedure in compliance with Title 5. Such records shall include,~~ including but not limited to student records, employment records, and financial records, ~~that comply with Title 5.~~

See Administrative Procedure 3310, **[Records Retention and Destruction; Board Policy 3300, Public Records; and Administrative Procedure 3300, Public Records.](#)**

**Date of Adoption:** March 23, 2004

**AP 7400 ~~BP 6360~~ **Travel and Conference Attendance****

Reference:

**Education Code Section 87032 ~~84040(b)~~;**  
**2 Code of Federal Regulations Part 200.474**

- 1.0 This is a general policy of the North Orange County Community College District for the conveyance of employees on District business and authorized activities. Travel and transportation expenses will be reimbursed only up to approved amounts and are subject to limitations established by staff development or other funding sources.
  - 1.1 For purposes of this policy, off-campus travel shall be defined as including international, national, regional, state, or sectional meetings whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the individual normally teaches or works or studies. Reimbursement shall be for actual, necessary and reasonable expenses. This also includes business mileage incurred by the individual using a personal vehicle in the performance of duties which require travel away from the individual's regular work location. Not included in the above definition are:
    - 1.1.1 Meetings where participants receive college credit, except for those individuals receiving continuing education credit for maintaining their professional licenses.
    - 1.1.2 Meetings that pay a salary or honorarium to participants.
    - 1.1.3 Meetings of professional organizations with interests outside the scope of the employee's normal work assignment.
    - 1.1.4 Special interest meetings outside the scope of the definition.
- 2.0 Trustees' travel expenses are discussed in BP/AP2735, Board Member Travel.
- 3.0 Student travel expenses and employee expenses incurred while travelling with students are discussed BP/AP4300, Field Trips and Excursions.
- 4.0 General principles are as follows:
  - 4.1 All employees driving either their own, leased, or District-owned vehicles for District related activities must certify that they possess a valid California Drivers License.
  - 4.2 All uses of College transportation must be for official District related activities.
  - 4.3 Privately owned vehicles of authorized District employees may be used for District transportation purposes with reimbursements within Board policy. Employees must certify that their vehicle is covered by automobile insurance as required by California law.

AP 7400 ~~BP 6360~~ Travel and Conference Attendance

- 4.4 Transportation provided by the College/District is limited by the availability of vehicles and prior approval of the trip.
  - 4.5 District-owned/leased vehicles are available at each campus for the use of authorized personnel for approved District business.
  - 4.6 Privately owned/leased vehicles may be used when District-owned vehicles are not available. Any employee who is authorized to use his/her privately owned or leased vehicle to travel off-campus for approved District related activities may receive reimbursement for business mileage incurred through each use. Reimbursement of business mileage includes all maintenance, fuel, oil, and related costs including the cost of insurance. All persons driving on District business shall take the most direct route possible. Reimbursement for such business mileage shall be at the prevailing IRS standard rate.
    - 4.6.1 Mileage shall be calculated as the distance from the employee's regular work location to his/her off-campus business destination and return to regular work location.
    - 4.6.2 If the employee does not both leave and return to his/her regular work location, the total miles driven less regular commute miles shall be reimbursed.
    - 4.6.3 Miles to and from an airport/train station in excess of regular commute miles shall be reimbursed.
    - 4.6.4 If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense at the established rate.
    - 4.6.5 Transportation-related expenses which are directly associated with business mileage and are reasonable and necessary shall be reimbursed. Allowable expenses include parking fees, bridge, highway and tunnel tolls. All claimed transportation related expenses shall be authenticated by submission of original itemized valid receipts.
  - 4.7 If an employee is assigned to perform work outside his/her regular hours of employment, or on an emergency or non-scheduled basis, the employee shall receive reimbursement for the total mileage traveled in connection with the assignment.
- 5.0 Travel/conference expenses are allowed as follows:
- 5.1 Authorization to approve travel/conference requests, within budget, has been delegated by the Board of Trustees to the Chancellor or their ~~his~~ designee.
  - 5.2 Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, private vehicles and other usual means of



AP 7400 ~~BP 6360~~ Travel and Conference Attendance

conveyance. Claims for reimbursement must be supported by original itemized ticket stubs or original itemized receipts provided by the commercial carrier.

- 5.2.1 The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All accumulated airline mileage benefits earned while on District business and paid by the District shall be used for the benefit of the District. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District.
- 5.2.2 When attending a conference to which the employee has traveled by common carrier, the employee may rent an automobile for local transportation. The cost of the car rental shall be the most economical available.
- 5.2.3 Reimbursement for travel by private vehicle shall not exceed the lowest commercial airfare. Other transportation-related expenses which are directly associated with conference or meeting attendance and reasonably incurred shall be reimbursed. Allowable expenses include parking fees, bridge, highway and tunnel tolls, fare for streetcars, rental cars, shuttles, ferries, ~~water~~ taxis, ~~helicopters~~, buses, ~~limousines~~ and subways. All transportation-related expenses claimed shall be authenticated by original itemized receipts.
- 5.2.4 College/District staff shall not pilot or charter personal or private aircraft when traveling within the scope of their employment, unless this method of travel is covered by District liability insurance and the pilots are approved by the District and the District's liability carrier.
  - 5.2.4.1 Reimbursement for travel by privately owned or leased aircraft shall be the prevailing STATE RATE or the commercial carrier cost, whichever is less, not to exceed actual and necessary rental/lease costs.
- 5.2.5 Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable at actual cost. Actual charges must be verified by original itemized registration receipt or bona fide itemized registration application form. Registration expense may be reimbursed to the employee or, alternatively, may be paid directly to the vendor.
- 5.2.6 Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed. An original itemized receipt for lodging expense must be submitted with the reimbursement claim to be allowable. No other receipt will be accepted--i.e., credit card receipt.
  - 5.2.6.1 If lodging is shared with another employee, each will be reimbursed only for his/her share of the charges.

**AP 7400** ~~BP 6360~~ **Travel and Conference Attendance**

- 5.2.6.2 When an employee shares lodging facilities with a non-district person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims for such instances must show the rate for single occupancy.
  - 5.2.6.3 Normally, lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be reimbursed if supported by a written statement explaining the necessity. Special circumstances which result in significant monetary savings, such as a Saturday night stay, may be reimbursed if supported by a written statement.
  - 5.2.7 All meals for which expenses are actually incurred shall be paid. For fractional parts of a day which do not require overnight travel, the appropriate meal expense shall be reimbursed using the current IRS rates for the high-low method.
    - 5.2.7.1 When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is not allowed.
  - 5.2.8 Miscellaneous travel expenses essential to the transaction of official District business are reimbursable to the employee when reasonably incurred and evidenced by submission of valid receipts.
    - 5.2.8.1 Allowable expenses incurred in conducting District business are: minor supplies, postage, reproduction costs, telephone and electronic communication expenses.
  - 5.2.9 Certain travel expenses are considered personal expenses and not essential to District business. Such non-reimbursable expenditures include: entertainment expense, leisure tours or personal side trips, personal telephone calls, traffic or parking citations except for those related to malfunctioning equipment on District owned/leased vehicles, individual membership dues or fees, and alcoholic beverages.
- 6.0 The Chancellor will provide annual reports to the Board of Trustees on all professional conference travel with the exception of employee expenses incurred while traveling with students.

**See Board Policy 2735, Board Member Travel; Administrative Procedure 2735, Board Member Travel; Board Policy 4300, Field Trips and Excursions; Administrative Procedure 4300, Field Trips and Excursions; and Board Policy 7400, Travel and Conference Attendance.**

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

**Date of Last Revision:** November 22, 2011

North Orange County Community College District  
**BOARD POLICY**  
Chapter 7  
Human Resources

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## **BP 7400 Travel and Conference Attendance**

Reference:

Education Code Section [87032](#) ~~87032~~

- 1.0 The Chancellor is authorized to attend conferences, meetings, and other activities that are appropriate to the functions of the District.
- 2.0 The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.
- 3.0 All travel outside the United States must be approved in advance by the Board [of Trustees](#).

[See Board Policy 2735, Board Member Travel; Administrative Procedure 2735, Board Member Travel; Board Policy 4300, Field Trips and Excursions; Administrative Procedure 4300, Field Trips and Excursions; and Administrative Procedure 7400](#) ~~Board Policy 6360,~~  
Travel [and Conference Attendance](#)

**Date of Adoption:** October 9, 2007

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
<b>DATE:</b>	November 26, 2019	Resolution	_____
<b>SUBJECT:</b>	Future Board Agenda Items	Information	_____ X _____
		Enclosure(s)	_____

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

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

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

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

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

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

Cheryl Marshall  
\_\_\_\_\_  
Recommended by

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

6.d  
\_\_\_\_\_  
Item No.