

Additional Information
October 24, 2017 Board Meeting

The following additional information was provided regarding the October 24 Board meeting agenda:

Item 3.a, Calendar for the 2018-19 Budget:

1. March 12 – May 14: Are the Board priorities the adopted five strategic directions? **Yes. For accreditation purposes we are putting this in front of the Board to have documentation in the Board minutes. It can also be an opportunity for Board Members to bring up other priorities.**
2. What does “NONPOS” stand for? **NONPOS stands for non-position, and it describes the phase of budget development when the budget centers enter non-personnel items. POS is the phase where the personnel budgets are rolled from the Human Resource system.**

Item 4.a, CCAP Dual Enrollment Partnership Agreement with AUHSD:

1. Regarding the goals for dual enrollment listed on page 1, how will these be evaluated and by whom? Will they be developed into measureable objectives? **The goal of dual enrollment program is to develop seamless pathways from high school to community college for CTE or transfer programs, improving high school graduation rates, or helping high school pupils achieve college and career readiness. Cypress College will evaluate the development of seamless pathways and career readiness. The high school partners will focus on measuring improvement in high school graduation rates. The measurable objectives are an increase in number of students transferring from partner high schools into CTE or transfer programs.**
2. Please list/distinguish the four courses that are being added. **The four courses that are being added are CIS 162, PC Hardware Configurations; MGT 211, Writing for Business; MGT 240, Legal Environment of Business; and KIN 235, First Aid, CPR, and Emergencies.**

Item 5.f, Supplemental Early Retirement Plan:

1. Please give an example of "years of service credit" under the CalSTRS or CalPERS requirement. **Both retirement systems require a minimum of 5 years of regular full-time/100% service credit for an employee to be considered 'vested' or eligible for retirement. CalPERS employees who work less than 100% are vested when they have accumulated a full 5 years of creditable service.**
2. What is the length of the appointment for Keenan Financial Services as contract administrator? **Through the initial offering and implementation of the SERP.**
3. The February timeline seems tight between February 5 and February 13 for current information coming to the Board. Any comment? **Keenan has the employee data already, so once the application window closes and there is a definite list of employee applications they will be able to provide a very accurate savings projection.**

Item 6.c, Revised Board Policies:

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1. Page 5, BP1001, District Mission: Are we missing the last sentence: "We are unequivocally committed to student success and life long learning"? **Yes. An incorrect version of BP1001 was inadvertently included in the agenda. Please see the attached copy for the correct draft.**

2. Page 12, BP3740, Web Sites: Does the District and its colleges have newsletters? **Yes. Each month, NOCCCD publishes a newsletter for employees called inside/NOCCCD. It highlights the latest District-wide events, people, news, and initiatives. The goal of the newsletter is to keep employees well-informed about the great things happening at Cypress College, Fullerton College, North Orange Continuing Education and District Services. Cypress College has a newsletter called @Cypress that goes out weekly to all campus constituents. Fullerton College publishes and shares the "President's Weekly" electronic newsletter during the fall and spring semesters, the Fullerton College Honors Program publishes a weekly electronic newsletter titled "This Week in Honors," and the Cadena Transfer Center also publishes a "Cadena Cultural Transfer Center Newsletter". NOCE publishes the monthly employee newsletter, "Get Connected" and quarterly "School Scoop" for students which are both distributed electronically.**

3. Page 32, BP6700, Civic Center and Other Facilities Use: Is there information available for the public to inquire about use of facilities? **Yes. Cypress College has a link to "Facilities Rental Usage" on their website which leads to the Facilities Scheduler's office phone for all inquiries. At Fullerton College, information on facility rentals and instructions on how to use the Master Calendar reservation system can also be accessed online. NOCE also information on facility rental reservations online.**

4. Page 35, BP7240-7, Management Employees – Evaluation: Describe "under construction." **HR is in the design and implementation phase for the Performance Management System module of Cornerstone on Demand, and anticipates having it in place by the end of spring 2018. Each employee group's evaluation process and instrument will then be assessed and revised to work within the constraints of the software program, Board Policies, Administrative Procedures, and Collective Bargaining Agreements.**

5. Page 38, BP7400, Travel and Conference Attendance: Rationale for removing 3.0 regarding travel outside the United States. **The District has two BPs regarding travel: BP7400, Travel and Conference Attendance and BP6360, Travel (attached). BP7400 currently contains language for board approval for travel outside of the United States, but BP6360, Section 5.1 delegates authority to the Chancellor or her designee to approve all travel. Past practice has primarily followed BP6360 with travel approved by the Chancellor and CEOs. The removal of the language in BP7400 creates consistency between the two policies and aligns with past practice. Template language provided by CCLC (also attached) states that requiring advanced board approval for international travel is optional. The item brought forward on October 10 for ratification was necessary to comply with the existing language in BP7400.**