

**Additional Information
November 14, 2017 Board Meeting**

The following additional information was provided regarding the November 14 Board meeting agenda:

Cypress College Annual Report:

1. Page 5: Student Success Scorecard – Could the titles "State" and "Cypress" be transposed? **We can, but in discussion with Marc Posner he reiterated that the middle column is the most pronounced and from a design standpoint, the eye will go to the middle column first. So we would argue the current placement is the best. But this can be discussed if the Board feels strongly about transposing the columns.**
2. Page 22: My copy has a blank section at the bottom of the page, as if something is missing. Was this a singular printing error? **You are correct- this was an error in the printing and new copies will be provided tonight.**
3. Page 10/11: Anna Rodriguez is the daughter of a very good friend of mine. May I get about 10 extra copies to give to her mom? Are the other students featured in the report provided with extra copies to share w/ their family/friends? **Yes! We will be providing extra copies to all students who are featured, as well as the faculty who nominated these students. We are happy to provide additional copies to the Board, as well.**
4. Overall excellent job. **Thank you!**

Item 4.a, Ratification of Purchase Orders and Checks:

1. P0120334: \$87,300 for "Continuous Commissioning Planning for SEM Bldg. and VRC@CC." How does this expenditure fit into the Board's evaluation of expenditures and possibility of a "cap" on SEM bldg. expenditures? **This is just one part of the overall cost of the SEM and will be included in the overall cost evaluation. The equipment and operations of these new state of the art facilities will require on going operational training and hands on troubleshooting that our maintenance staff will need in order to keep these complicated systems in optimum operational condition. The continuous commissioning team will work hand in hand with our maintenance staff for a period of one year after the building has been completed. The system includes state of the art computer software that provides clues and initial alarms that will prevent down time and disruption of educational programs.**
2. P0120387: What does CBJ LP stand for? **CBJ LP stands for County Business Journal, Limited Partnership, which is the owner of the Orange County Business Journal.**
3. P0120582 & P0120584: Are the costs for the same event? **Yes, the cost is for two different performers for the Day of the Dead Celebration through the Ethnic Studies Department.**

Item 4.c, Quarterly Financial Status Report Ended September 30, 2017:

1. Page 4.c.2: Please provide an explanation for the General Fund Balance increase to 29.3%. Is there general criteria that guides what a prudent percentage or ratio of Fund Balance to General Fund should be? **We have Board Policy 6250, which requires that we maintain an**

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unrestricted general fund reserve of no less than 5% of unrestricted expenditures. Our projected ending balance has increased primarily from the base increase for PERS/STRS and the one-time Summer Shift revenue. Remember, the \$38 million that was presented to the board when the budget was approved that was available for one-time expenditures is included in the \$62.5 million ending balance. When these dollars are expended the Ending Fund Balance will be reduced. With regards to guidelines on what a prudent percentage should be, the California Community Colleges Budget and Accounting Manual provides as guidance, Accounting Advisory: Monitoring and Assessment of Fiscal Condition (FS 05-05). This advisory identifies a minimum prudent unrestricted general fund balance of 5 percent.

Item 4.e, Resolution Declaring Surplus Property for Sale to Public Entities; Authorizing Public Sale of Property:

1. Can you provide a map of the parcels to be sold in relationship to the property at 429 E. Amerige? **Please see the Attached PDF titled Maps. (The last pages of this document.)**
2. What is the history of the District's acquisition of the property at 429 E. Amerige? **Available information regarding the District's acquisition of the properties at 429 E. Amerige is limited; however, the deed has specified that the properties were purchased in 1977 in the amount of \$95,000.00.**
3. Could the board be provided with a map to better understand where these lots are located? **Please see the Attached PDF titled Maps.**

Item 4.f, RFQ #1718-01, Request for Qualifications (RFQ) for Architectural Services for Districtwide Projects:

1. Why were the number of qualified firms reduced? Was there a change in criteria? **There were no changes in criteria. In fact, the requirement for financial information submission was reduced. The list of qualified firms is proportional to the quantity of proposals received. A possibility behind the reduction in the number of qualified firms who submitted is due to the increase availability of work industry-wide as compared to three years ago.**
2. What is the criteria that guides "architectural experience and capability" as it relates to specific projects?
 - A. **An evaluation matrix scoring each firm for experience with projects similar to the specific Project.**
 - B. **References for each firm with the best qualifying experience.**
 - C. **The evaluation matrix and reference records are distributed to the Selection Committee members for their information.**
 - D. **The top scoring firms are invited to interview.**
 - E. **The Selection Committee members review and rank the responses from the interview.**
 - F. **The Selection Committee members vote to select the Architect based on their leading score in the evaluation process.**

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3. Will additional competition be part of the process when specific projects are forwarded into the time to select an architectural firm? **Depending on the delivery method requirements, additional architectural firms may be considered through an RFP in addition to the existing pool. For smaller projects we will be shortlisting based upon RFP's received and select based on qualifications. For larger projects, we will have a secondary selection process for members of the existing pool.**

Item 4.g, Award RFP #2017-07, Fullerton College Bookstore Point of Sale (POS) and Inventory Management System (IMS):

1. Can I have a list by job title of those that were a part of the committee?

- Nick Karvia, Director Fullerton College Bookstore**
- Mary Frances Giacalone, Bookstore Operations Specialist**
- Teresa Perry-White, Bookstore Assistant**
- Lisa Corrigan, Textbook Buyer**
- Co Ho Manager, Systems Technology Services**
- Tim Nguyen, District IT Security Analyst/Sys Admin**

2. Can you provide any reasons for the big disparity in bid prices between TCS and the other two bidders? **In order to compare the two bid prices, please refer to the figures for the 5-year costs for each proposal instead of the initial acquisition cost for one year. The committee used the 5-year costs to compare the RFP responses. The cost for TCS submitted in the Board item is the initial cost to acquire the system and one year maintenance. The 5 year cost maintenance from TCS would be \$136,440. Nebraska Book Company included the 5 year cost in their initial cost. Please see the table below for the computed cost of 5 years maintenance and initial acquisition cost.**

	Initial Cost	Maintenance (5 Years)	Total
Total Computing Solutions	\$69,118	(27,288 x 5)	\$205,558 + \$4,000 (data conversation if needed)
Blackboard Campus Store Solutions	\$214,784	\$86,738+(38,034)+(39,175)+(40,350)+(41,560)	\$460,641*
Nebraska Book Company	\$249,880	Price includes 5 year maintenance	\$249,880

*** The higher 5yr cost for Blackboard is due to their much higher annual maintenance fees and the considerably higher cost of the software and hardware specified in their RFP response.**

Item 4.h, e-Signature Disclosure Process for Processing of Invoices and other Payments for Measure J Bond Projects:

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1. Is this only for gathering signatures from outside of NOCCCD (e.g., from consultants or vendors) or would the District internal work flow processes also use e-signatures? **No, all required signatures will be done electronically.**
2. If this includes internal signatures, what safeguards are there to ensure that the process obtains all required internal approvals for payments, change orders, etc.? **The approval system will replicate our current approval process with the same required signatures. This will be routed through the electronic workflow. The payment packets will not move forward without the required signatures and staff can track where any item is in the approval process.**
3. What does District IT say about the security of using such a system? Is meeting the legal requirements (Gov. Code 16.5) sufficient, or should there be safeguards or enhancements beyond what the law requires? **District Information Services agrees with the concept of using e-Signature and will partner with MAAS and other District departments to develop a safe and secure solution. We will make sure all payments are accurate prior to being made, and the larger payments will be subject to audit by our own internal auditor.**

Item 5.a, Cypress College Curriculum Matters:

1. Page 5.a.5: Are any of these courses upper division courses? **No. The upper division courses are designated as 300 courses. These 200 level courses have been revised to fit into the new Baccalaureate degree.**
2. Page 5.a.13: What does "TOPS" stand for in the ATC 212C course? **TOPS refers to the code given to each course designating it as part of a discipline.**
3. Page 5.a.24: Why were the lab hours lowered? **They were out of compliance for the unit value and needed to be adjusted.**
4. For the Mortuary Science B.A., is there a structural program bottleneck being established for students by 200-level courses (pp. 5-7) having 30 students but 300-level courses (HS 361, p. 3; ANTH 308, p. 9) having only 20 students? **Not all students will take each of these courses in the same semester, nor will all 200 level students migrate into the BA program, so we believe this will not pose a problem. We will need to evaluate this if this does result in a bottleneck.**

Item 5.c, North Orange Continuing Education Professional Development Opportunities:

1. No question, just a comment. This is an excellent agenda letter that spells out with clarity the goal of these "opportunities."
2. What does the S.T.A.R stand for regarding classified professional development? **S.T.A.R. stands for Sophisticated Trained Accomplished Ready.**

Item 7.b, New Board Policy and Administrative Procedure 7700, Whistleblower Protection:

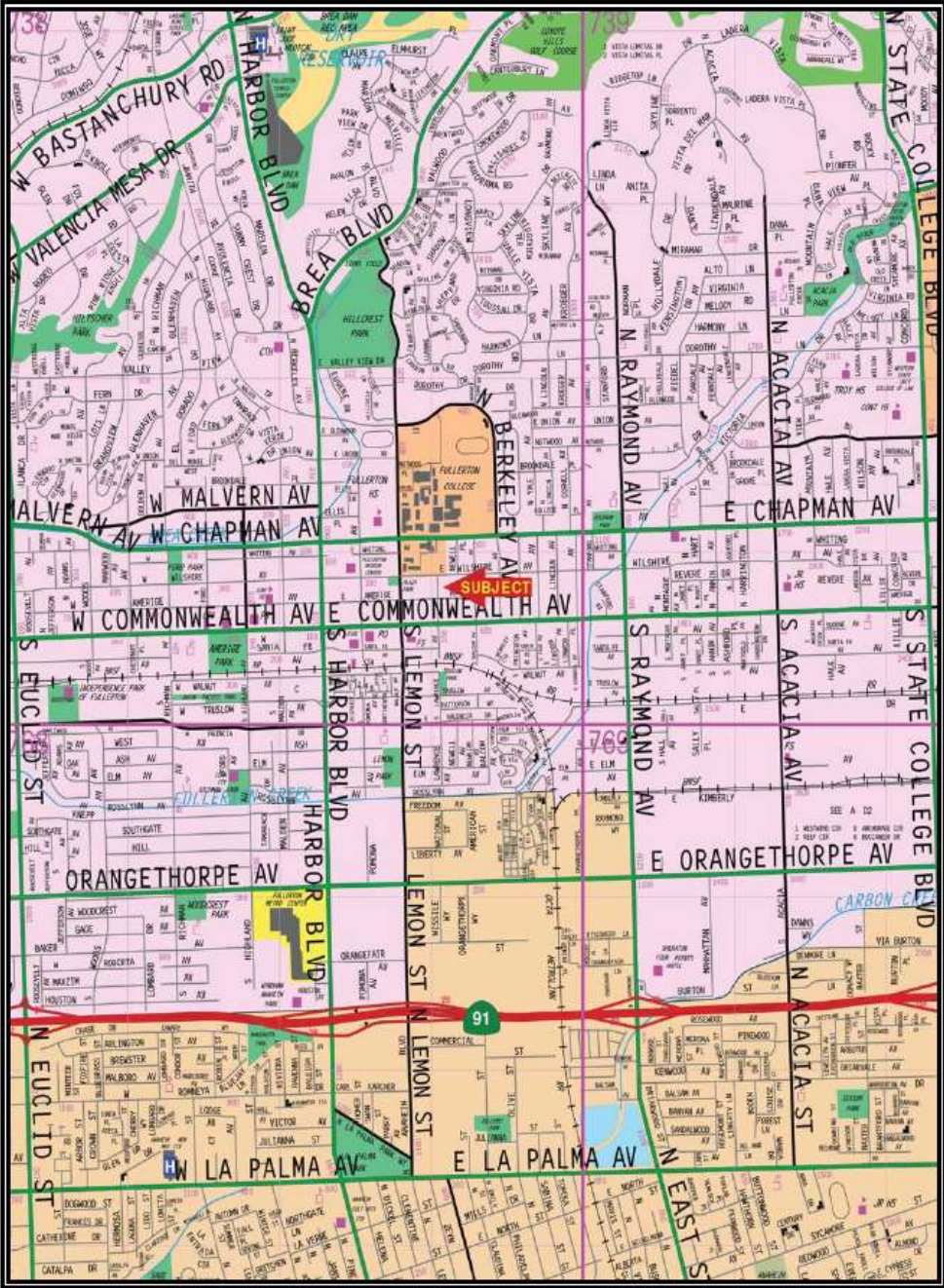
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1. Page 7.b.7: If any contact information changes, would we as a Board have to continuously approve this policy? **No. The contact information is part of the Administrative Procedure (AP) and can be modified as needed without Board approval.**

Minutes:

1. Page 234, Item 6.b: Did Trustee Lopez vote in favor of the Veterans' Resolution? **Yes.**

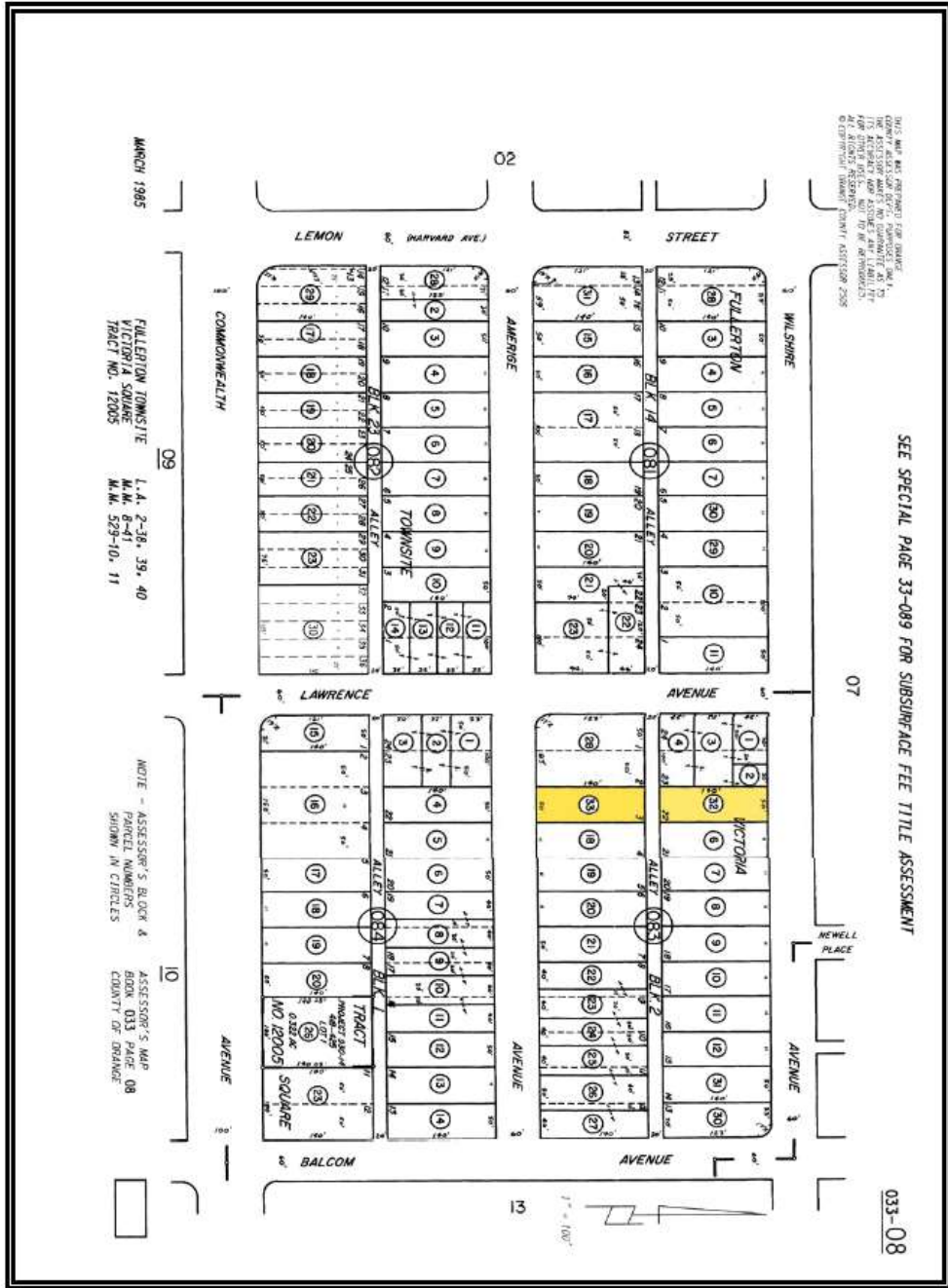
NEIGHBORHOOD MAP



AERIAL MAP



PLAT MAP



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SEE SPECIAL PAGE 33-089 FOR SURFACE FEE TITLE ASSESSMENT

033-08

MARCH 1985

FULLERTON TOWNSHIP
VICTORIA SQUARE
TRACT NO. 12005

NOTE - ASSESSOR'S BLOCK & TRACT NUMBERS SHOWN IN CIRCLES

ASSESSOR'S MAP BOOK 013 PAGE 08 COUNTY OF ORANGE

