

Additional Information
September 10, 2019 Board Meeting

The following additional information was provided regarding the September 10 Board meeting agenda:

Item 3.a, Public Hearing and Adoption of the 2019-20 Proposed Budget:

1. What percentage of the campus budgets are dedicated toward giving students the opportunity to attend conferences, implement student-led initiatives, etc.? **At Cypress College, there are multiple ways that students can access funding to attend conferences. There is funding through the Equity committee, Associated Students has funding to support student leadership conferences, and the College has budgeted funding for STEM(2) students to attend and conduct research, the Forensics Team has funding for tournaments, and EOPS has special funding that supports students for conference attendance. In addition, the campus has budgeted some travel funding through the instructional office this year in case there are other opportunities to send students to conferences that are sponsored or endorsed by faculty.**

Fullerton College has supported students in accessing conferences and student leadership and development opportunities with a variety of funding sources. Funding sources have included the general fund, Student Equity, EOPS, Associated Students, and campus one-time funds to name a few. Examples of activities or conferences that Fullerton College students have attended include the Statewide Umoja Conference, California Higher Education Sustainability Conference (CHESC), African American Male Education Network & Development (A2MEND) Conference, Real #114 Housing & Food Insecurities Conference, Puente Statewide Conference, Transfer Center University Tours, NASPA certification training for peer health educators, Student Senate for California Community Colleges Conference, Immigrants Rising Conference, Creating Change Conference with the Ethnic Studies program, annual National Collegiate Honors Council Conference with the Honors program, Guided Pathways Symposiums with the Guided Pathways Initiative team, and the American Chemical Society Western Regional Meeting with the STEM program.

NOCE's budget does not have a set percentage for student-led initiatives or conferences, but students are eligible to access, and have been using specific funds such as Student Equity, to attend conferences. Additionally, the carryover general fund is used to support the Student Leadership Team.

Item 4.a, Purchase Order Listing:

1. P0134217: How many charging stations will this order add to the existing number? **This will add 44 charging stations which will bring the total to 50 stations at Fullerton College.**
2. P0134424: Please refresh the Board on which property purchase this is specifically. Is this the full amount or a down payment? **This is for the 10% deposit for the purchase of the off-site parking lot on Chapman Avenue in Fullerton.**
3. P0134567: What's the cap/load management work that Cambridge West was asked to do? Is this work in progress or has it been completed, and if so, what did this work produce? **This work will assist with the District's Facilities department for the annual Space Inventory Report for 2019/2020 and for assistance updating the annual Five-Year Construction Plan and Final Project Proposals submitted in June 2020 to secure State financial**

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support in the Capital Projects Program. This year Cambridge West staff will physically walk campus sites and update space use to optimize cap/load ratio and optimize future project eligibility. This scope of work was Board approved July 23, 2019 (Item 3.c, Components A B and C).

4. P0134646: Please contextualize this institutional membership. **This is a Human Resources and Labor Relations training consortium and the membership allows District staff to participate in their training and conferences.**
5. Many of the purchase orders seem to be for work that should be performed by classified employees. [See the attached listing for specific concerns.] **The majority of the purchase orders listed for the Anaheim Campus were for repairs that could not be done by staff. The Anaheim Campus only has two facilities staff members dedicated to building maintenance. These positions provide for routine maintenance and repairs, but are not equipped to perform major or complex repairs. One of the two positions is vacant after two failed recruitments, but is currently in the interview phase of the hiring process. The purchase orders include repairs that are outside of maintenance agreements, repair of faulty or broken-down equipment, and replacing equipment that is beyond useful life. Two of the purchase orders are for necessary work on stairwells to bring them up to code, as well as integrating the two chillers into the Energy Management System. Most of the purchase orders include parts and labor when practical.**

All of the Cypress College items labeled “Blanket Order for...” are open POs to purchase equipment and supplies for classified staff to do the repair work necessary. The one exception is P0134469 with KT Industries to conduct high voltage work because none of the Cypress College classified employees are certified to work with high voltage electrical.

For Fullerton College, none of the attached purchase orders are for work that would supplant classified professionals.

The NOCE purchase orders are not duties that are currently being performed by classified staff. P01113410 is part of the lease contract with Anaheim Place Partners, because NOCE only occupies the 2nd floor and Anaheim Place Partners hires their own staff to maintain the common areas. For P0134458, it is not cost effective for NOCE/District to purchase a street sweeper to sweep the Anaheim Campus parking lot once a week when staff is not on campus. For the Pacwest purchase orders, NOCE contracts with Pacwest to patrol the Anaheim Campus two times daily when the campus is closed (between 12:00 – 6:00 a.m.) and use them for temporary coverage if needed. This coverage was needed during the NOCE commencement when all campus safety officers were needed to patrol the event.

Item 4.c, Anaheim Campus 7th and 10th Floor Change Orders:

1. What’s the description of Change Order #21? **The scope of work for Change Order #21 was to deduct work that was not completed from Board approved Change Order #11 “install convenience outlet for Lactation Counter top in Family Restroom.” Change Order #11 was eventually canceled by the District, and the work was completed by the**

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District's electrician at a reduced cost to the District. This description was inadvertently excluded when the document was formatted.

Item 4.e, Institutional Membership:

1. Who are the primary staff who will utilize these resources? Foundation Board members? Any utilization for professional development (staff and volunteers)? **Primarily anyone involved in fundraising activities, including the Foundation staff, campus and district leadership, and trustees, could attend. This membership will allow any staff member to attend if this conference and/or resources provided through NCCCF would benefit them.**
2. Which community colleges "come to the top" as examples to emulate? **Almost all CCs belong to this organization and Cypress College had a membership in the past (Raul Alvarez was even president of this organization). Some top Foundations in terms of funds raised include East Los Angeles, Santa Barbara, Santa Monica, Pasadena, College of the Desert, and Mira Costa colleges, among others.**

Item 6.c, Professional Experts:

1. Again, many of these positions appear to be classified jobs. What safeguards are in place to ensure that no Professional nor Technical Experts are being hired to perform classified work? **At Cypress College, the criteria for approving PEs are: 1) categorical (temporary) experts brought in to work on a specific grant; 2) temporary work accomplished by faculty or 3) subject matter experts on a short term basis. These positions do not supplant classified work. At Fullerton College, hiring managers and vice presidents review these requests prior to approval by the President to ensure that no professional experts or technical experts are supplanting the work of classified professionals. At NOCE, when requests to hire professional experts are submitted by department managers, their supervising deans and the Provost review the description of the proposed duties to ensure separation from the classified work.**
2. For those positions listed as "Project Manager", are these Professional Experts doing all of their own support work? **The professional experts hired under this category do not have classified support staff and are expected to be self-sufficient in the performance of their duties. If CSEA is aware of specific issues, the Chancellor needs to be informed so the situations can be addressed.**

Item 6.d, Hourly Personnel:

1. For short-term hourly, student hourly, and volunteers, what screening of duties takes place to confirm that none of these positions (with the exception of substitutes) are performing classified work? **The hiring managers, deans, vice presidents, and CEOs review position requests to ensure separation from the classified work. If CSEA is aware of specific issues, the Chancellor needs to be informed so the situations can be addressed.**

9/10/19 Board Meeting – Purchase Order Listing Excerpt

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|----------|--------------------------------|-----------|------|---|
| PO133410 | Anaheim Place Partners LLC | 4,248.00 | NOCE | Blanket Order for Common Area Maintenance Fees |
| PO133506 | Trane | 5,000.00 | AC | Blanket Order for Ventilation Repairs |
| PO133513 | Pacific Plumbing Company | 2,000.00 | AC | Blanket Order for Plumbing Repairs |
| PO133785 | KT Industries Inc | 1,100.00 | CC | Blanket Order for Electrical Services |
| PO133947 | Orange County Air Conditioning | 1,890.85 | AC | Air Conditioning Vents Repair |
| PO133994 | Orange County Air Conditioning | 27,840.00 | AC | Maintenance Agreement Energy Management System |
| PO133995 | Orange County Air Conditioning | 8,300.00 | AC | Maintenance Agreement for Exhaust Fans |
| PO133996 | Orange County Air Conditioning | 4,640.00 | AC | Maintenance Agreement for Data Air Units |
| PO133997 | Orange County Air Conditioning | 14,920.00 | AC | Maintenance Agreement for Air Conditioning System |
| PO133998 | Total Western Inc | 1,775.00 | AC | Maintenance Agreement for Universal Boiler |
| PO134080 | Variable Speed Solutions | 1,100.00 | CC | Blanket Order for Air Conditioner Repairs |
| PO134082 | Case & Sons Construction Inc | 6,870.00 | AC | Painting Darkroom at Wilshire |
| PO134083 | Vernes Plumbing Inc | 3,300.00 | CC | Blanket Order for Plumbing Repairs |
| PO134163 | Vortex Industries Inc | 1,100.00 | CC | Blanket Order for Door Repair Services |
| PO134171 | Orange County Air Conditioning | 15,000.00 | AC | Blanket Order for Ventilation Repairs |
| PO134173 | Orange County Air Conditioning | 5,000.00 | AC | Blanket Order for Air Conditioner Repairs |
| PO134203 | Orange County Air Conditioning | 4,650.00 | AC | Water Chiller Repair Services |
| PO134220 | Liberty Air | 5,500.00 | AC | Blanket Order for Ventilation Repairs |
| PO134229 | MB Painting | 5,500.00 | CC | Blanket Order for Painting Service |
| PO134236 | Sunbelt Control Inc | 1,100.00 | CC | Blanket Order for Ventilation Repair Services |
| PO134312 | Orange County Air Conditioning | 3,204.30 | AC | Ventilation Repair Services |
| PO134320 | Orange County Air Conditioning | 9,730.00 | AC | Cooling Tower Fan Replacement Bldg. 500 @ FC |
| PO134369 | Sasco Electric | 1,305.00 | CC | Electrical Cabling Installation |
| PO134458 | Ruevac Property Services Inc | 6,708.00 | NOCE | Parking Lot Sweeping Services |
| PO134469 | KT Industries Inc | 48,935.00 | CC | Electrical Testing Services |
| PO134516 | Pacwest Security Services | 480.00 | NOCE | Security Services |
| PO134535 | Pacwest Security Services | 14,785.60 | NOCE | Contracted Private Patrol Services |
| PO134560 | Orange County Air Conditioning | 803.78 | AC | Electrical Installation Services |
| PO134564 | Gilbert and Stearns Inc | 5,333.00 | FC | Electrical Connection Services |
| PO134568 | Controlled Key Systems | 6,653.80 | AC | Door Repair Services |
| PO134588 | NSWC Mechanical Service LLC | 15,000.00 | FC | Blanket Order for Ventilation Equipment Repairs |
| PO134615 | Orange County Air Conditioning | 660.00 | AC | Air Conditioning Repair Services |
| PO134655 | Pacific Tide Construction | 1775.00 | FC | Landscaping Services |