

**Additional Information**  
November 12, 2019 Board Meeting

The following additional information was provided regarding the November 12 Board meeting agenda:

**Item 3.c, Sherbeck Field Improvements Project:**

1. Have we approved of a project that had significant and unavoidable impacts? **For Measure J projects: Yes. Two projects are in the design and planning stages that have significant and unavoidable impacts. The 300 and 500 Buildings at Fullerton College will have historical impact associated with renovating mid-century college buildings. The Final EIR adopted on December 12, 2017 found that expected growth at Fullerton College will impact the 57/Chapman off-ramp.**

**Item 3.d, United Faculty Successor Agreement Proposals to the District: This item was inadvertently listed as an action item, but is information only.**

**Item 3.f, Adjunct Faculty United Amended Reopeners to the District: This item was inadvertently listed as an action item, but is information only.**

**Item 4.a, Purchase Orders:**

1. P0135485: Cost is assigned to capital outlay, for district-wide license fee renewal. Please explain why the cost is assigned to capital outlay. **This is the annual FUSION fees paid by all 72 community college districts related to the capital outlay program. This is for the software, support, and information included for our District on our facilities. We do all reporting for our State approved capital projects including Initial Project Proposals, Final Project Proposals and schedule maintenance submittals. Also contained are the inspection reports on all of our facilities, including age and condition.**
2. P0135726: How many uses does the \$25,000 for the football stadium rental to PYLUSD cover? **This purchase order covers five "home games" at Yorba Linda High School.**
3. P0135820: McCoy Mills Ford \$72,527 for Police Interceptor Vehicles; please provide an explanation. **These are new vehicles for Cypress College Campus Safety, replacing older, outdated vehicles that have outlived their lifespan. This request came through the campus one-time funding prioritization process.**
4. P0135846: Bee Removers for Bee Removal Services. Please note: It is appreciated that this service was used, given this company's motto: "We keep them, not kill them." They do move them to an appropriate hive that maintains our diminishing bee population. Thank you.

**Item 4.b, 2019-20 Budget Transfers: General Fund and Capital Outlay Fund:**

1. #4, Parking – CC Transfer to provide budget to various departments for operating needs, from Capital Outlay to Supplies & Materials and "Other Operating Expenses & Services." Are these the fees collected from vehicle parking? Are these kept in a separate account designated for parking needs? Please explain the transfer. **Yes, these are restricted dollars which are accounted for in the Cypress College parking fund, and must be used for parking related expenditures. The initial budget was allocated in the Capital Outlay account; this transfer is to cover supplies, materials, the new license plate recognition software, and annual parking software fee.**

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November 12, 2019 Board Meeting

**Item 4.d, Quarter Financial Status Report:**

1. Given the increase from 2016-17 to the amount projected for 2019-20, please refresh our memories as to how these ending fund balances are allocated. Are these one-time funds? **Until recently we have only minimally allocated ending balances. Normally we have used extra funds for funding the Retiree Trust, scheduled maintenance, off-salary schedule increases, and other needed expenses. Usually these are presented in the budget assumptions.**

**In the last several years our Ending Balance has grown significantly with the influx of one-time funding and savings. The base increments that were allocated for Future PERS/STRS rate increases accumulated approximately \$22 million, and the summer shift has brought in another \$28 million. The major savings was the SERP for a one-year savings of approximately \$4.5 million. It is expected that the summer shift's hold harmless benefits will bring in about \$16 million this year and an estimated \$15 million for each of the next two years (barring any more changes to the Funding Formula).**

**For the 2019-20 Budget we allocated \$19.3 million, most of which was recommended by CBF and DCC with some being recommended by the Vice Chancellor. We are currently having discussions at CBF and DCC for additional allocations and will have dialog with the Board at the November 26 Board Study Session.**

**Item 4.g, Consulting Agreement with Cumulus Technology Services:**

1. The text indicates the current contract expired on September 15. The extension will go through December 31. Is Cumulus going to work through \$50,700 in services from November 12 through December 31? They haven't had any authorization to do any work since September 15, and since this extension isn't coming to the Board until November, evidently there hasn't been any need for them for the past two months. **Nick Wilkening returned from military leave in mid-September. We had to take a bit of time to assess the needs for the continuation of services provided by Cumulus; hence the extension of the agreement is being submitted for Board approval now. The amount is a not-to-exceed amount. Cumulus will only be paid the actual number of hours worked.**

**Item 4.k, Fullerton College Exclusive Beverage Services Contract with Coca-Cola:**

1. Was there any discussion with Health Services as to what this says about our commitment to the health of our students, including dental health and obesity? **Yes. Fullerton College communicated with Coca-Cola and Sodexo on the importance of providing healthy product options at Fullerton College. The consideration of an exclusivity agreement coincided with a campus conversation about entering into a collaboration with St. Jude Hospital as part of a Healthy Campus Initiative. Several components of the Healthy Campus Initiative establish minimum standards to provide students with healthier product options in the cafeteria, bookstore, and vending services.**
2. Have we ever had an exclusive beverage contract before? **No, not to our knowledge.**
3. Any consideration of other more healthful sponsors? **Fullerton College explored Pepsi-Cola and Coca-Cola when seeking an exclusivity agreement for beverage services. Both companies provide healthy products in addition to soda products to provide students with options.**

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**Item 5.a, Cypress College Curriculum:**

1. What triggers an update for Student Learning Outcomes? Program Review? **Student Learning Outcome (SLO) revisions can happen at any time, but the changes go through the curriculum process before they go live in eLumen, the SLO system. In addition, SLO summaries, including the mapping to Program SLOs and Institutional SLOs, are reviewed as part of the program review process.**
2. Distance education is added to many courses. Are these regular distance education or hybrid? **All courses designated as distance education can either be fully online or hybrid. The additional designation allows for the flexibility to offer courses fully online, fully on ground or as a hybrid course, as needed.**
3. Most of the air conditioning/refrigeration (AC/R) classes on pages 5.a.3 - 5.a.7 justify a class size of 20 based on "HVAC Excellence Standard 5.2," and they all reference the same justification that is shown for AC/R 100. The HVAC Excellence Standard is a trade group document, not an academic requirement or a program certification requirement. This group's desire for classes with no more than 20 students should not take precedence over the regular class size standards at Cypress College. In addition, the citations to safety concerns about handling hazardous materials or high voltage electrical circuits do not apply to every AC/R class, yet that justification is being offered for classes dealing with, for example, building codes or thermodynamic principles. These class changes should be pulled and have the class sizes reevaluated. **These courses were lowered from 25 to 20, 5 years ago in 2014. The department has not reduced any classes in this curriculum revision cycle. The HVAC Excellence Accreditation is an industry designation important to the program and Cypress College was just given an award of excellence from this organization. The organization does not allow for the class to go over 20 students unless there is a lab tech present (which there is not). However, this year, in response to the low class size of these courses, the class size for AC/R 036 was increased from 20 to 45, and the class size for AC/R 55 was increased from 30 to 45. Both classes are being offered in the Spring 2020 schedule. AC/R 137 Blueprints has a 25-seat count and ACR 265 Project Management has 35.**

**Item 6.f, Institutional Commitment to Diversity 5-Year Report:**

1. What's the feedback we've received from the graduate students? Is this a year-long program? Do they receive a stipend? **The program is one semester long and is conducted during the fall semester. The interns and mentors each receive an \$800 stipend. The student feedback has been very positive. We did conduct a survey at the end of the program last fall.**

**Item 7.a, Organizational Meeting and 2020 Calendar:**

1. Does staff prefer that we not have a meeting on the week of Thanksgiving or in early August? **Yes, staff would prefer to not meet during both of those times, however, the Thanksgiving week meeting is typically unavoidable due to the volume of necessary agenda items.**

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November 12, 2019 Board Meeting

**Item 7.b, Revised Administrative Procedures:**

1. In AP 3280, Grants: Is the concept paper an actual form? **Yes this is an actual form and it is available on the District website [https://www.nocccd.edu/files/nocccd-concept-paper-form-and-procedure-9-7-17\\_73114.pdf](https://www.nocccd.edu/files/nocccd-concept-paper-form-and-procedure-9-7-17_73114.pdf)**

**Item 7.c, Revised Board Policies:**

1. In AP 7400, Travel and Conference Attendance: Do we have a list of scenarios that entail/justify the necessity for staying the night before or the night the conference ends? **No, we do not have such a list. Lodging is addressed in Section 5.2.6.3 and is approved on a case-by-case basis. Multiple factors are involved including travel distance, availability of flights, and conference scheduling.**