



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

**MEETING:** Regular Meeting in February 2017

**DATE:** Tuesday, February 28, 2017, 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 Sections 3 & 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. **Reports:**
  - Chancellor**
  - \* **Honor Retirees**
  - \* **Citizens' Oversight Committee Community Report**  
**By: Chris Meyer, Citizens' Oversight Committee Chair**
  - \* **Preliminary Budget Assumptions and Affirmation of Strategic Directions**

**By: Fred Williams, Vice Chancellor of Finance & Facilities and  
Kashu Vyas, Interim District Director, Fiscal Affairs**

**College Presidents/Provost**

- g. **Comments:**  
**Resource Table Personnel**  
**Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of February 14, 2017.**

- 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.**

**Per Section 54957: PUBLIC EMPLOYEE APPOINTMENTS: Cypress College President**

**Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case**

**Claimant: Martha Lopez**  
**Agency Claimed Against: NOCCCD**

3. **FINANCE & FACILITIES**

- [a] Authorization is requested for the 2016-2017 General Fund and Capital Outlay Fund transfers and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307. **(The Resolutions are available for review in the District's Business Office.)**
- [b] Authorization is requested to allow the Fullerton College Physical Education Division to host the Athletic Hall of Fame on the College campus Friday, April 7, 2017, and allow them to serve alcoholic beverages to attendees.
- [c] Authorization is requested to continue the consulting agreement with Cambridge West Partnership. The term of the agreement shall end on June 30, 2017.
- [d] Authorization is requested to declare the attached list of items surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

#### 4. **INSTRUCTIONAL RESOURCES**

- [a] Authorization is requested to make adjustments to General Fund revenue and expenditure budgets in accordance with the revised fiscal year 2016-2017 allocations.
- [b] Authorization is requested to accept new revenue from the NEA foundation Student Achievement Grant in the amount of \$5,000.
- [c] Authorization is requested to accept funding via the USDA/NIFA Urban Agriculture Community-based Research Experience (U-ACRE3.0): Partnerships across HSIs to Enhance the Student Research Experience in the amount of \$16,500.
- d. It is recommended that the Board approve the Fullerton College Distance Education Substantive Change Report.

#### 5. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:
  - Retirements
  - Resignation
  - Extension of Temporary Management Contract
  - Change in Salary Classification
  - Additional Duty Days @ Per Diem
  - Leaves of Absence
  - Temporary Academic Hourly
- [b] Request approval of the following items concerning classified personnel:
  - Retirements
  - Resignation
  - New Personnel
  - Rehires
  - Change in Salary & Step
  - Professional Growth & Development
  - Stipend for Additional Administrative Duties
  - Leaves of Absence
  - Administrative Leave With Pay
- [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] Recommend approval of the revised Nonclassified Short-Term Hourly Employee Rate Schedule, effective July 1, 2017.
- [g] Recommend approval of the revised Regular and Contract Faculty Summer Intersession Teaching Salary Schedule, effective for the 2017 Summer Intersession.
- [h] Recommend approval of the revised 2017-2018 Academic Calendar with the addition of the Cesar Chavez Holiday, effective the 2017-2018 academic year.

## 6. **GENERAL**

- a. It is recommended that the Board receive for a first reading Resolution No. 16/17-18, Support for Students and Privacy of Student Records.
- b. It is recommended that the Board receive the School of Continuing Education request for an institutional name change and authorization to conduct a name/brand launch campaign, as an information item, and direct that it be placed on the March 14, 2017 Board meeting agenda for action.
- c. It is recommended that the Board review the Board of Trustees Assessment instrument and make appropriate changes to the instrument for re-adoption at the March 28, 2017 Board meeting.

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

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	February 28, 2017	Resolution	<u>X</u>
		Information	<u>          </u>
<b>SUBJECT:</b>	2016-2017 Budget Transfers: General Fund and Capital Outlay Fund	Enclosure(s)	<u>X</u>

**BACKGROUND:** While all areas attempt to project their expenditures accurately, situations occur which require transfers to be made. Many times an amount is budgeted for a project but the specific areas of expenditures are not determined until a later date. In this case, the funds are then transferred to the specific accounts.

The attached transfers have been requested and only represent those that affect a contingency account, exceed \$10,000 and/or establish new revenue and expense budgets. In each case, a brief explanation is stated. Additional information will be provided upon request. Pursuant to the California Code of Regulations Title 5, §58307, transfers of funds may be made from reserve for contingencies to any expenditure classification or between expenditure classifications at any time by written resolution of the Board of Trustees. In addition, a resolution providing for the transfer from reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board of Trustees. This agenda item was submitted by Kashmira Vyas, Interim District Director, Fiscal Affairs.

**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 agenda item is submitted in accordance with Board Policy 6250, Budget Management.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Budget transfers will be made to the various funds and accounts, as listed.

**RECOMMENDATION:** Authorization is requested for the 2016-2017 General Fund and Capital Outlay Fund transfers netting to the amount of \$892,916 and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams  

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Recommended by

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Approved for Submittal

3.a.1  

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Item No.

Budget Transfers  
02-28-2017

**1. 11100: Prior Year Funds - FC**

Transfer to cover the Behavioral Intervention Team travel expenses.

From:	6000 Capital Outlay	(27,600)
To:	5000 Other Operating Expenses	27,600

**2. 11100: Prior Year Funds & 17050: Lottery - CC**

Transfer to allocate funds for unanticipated departmental operational needs across the campus.

From:	4000 Supplies & Materials	(35,536)
	6000 Capital Outlay	(33,010)
To:	5000 Other Operating Expenses & Services	68,546

**3. 11100: Prior Year Funds - AC**

Transfer to cover BearCom radios and repeater.

From:	4000 Supplies & Materials	(10,745)
To:	5000 Other Operating Expenses & Services	362
	6000 Capital Outlay	10,383

**4. 15417: VTEA - CC**

Transfer to cover anticipated expenditures in support of program goals.

From:	2300 Noninstructional Salaries, Other	(22,620)
To:	1400 Noninstructional Salaries, Other	22,620

**5. 17347: Deputy Sector Navigator CACT EWD - SCE**

Transfer to align budget with approved program plan.

From:	2100 Noninstructional Salaries, Regular	(32,574)
	3000 Benefits	(14,098)
To:	2300 Noninstructional Salaries, Other	6,160
	4000 Supplies & Materials	28,667
	5000 Other Operating Expenses	10,845
	6000 Capital Outlay	1,000

**6. 17527: CARE - FC**

Transfer to cover purchases of gas cards and meal cards for CARE students per program plan.

From:	5000 Other Operating Expenses	(57,535)
To:	7600 Other Payments to Students	57,535

Budget Transfers  
02-28-2017

**7. 17716: Student Success & Support Program - CC**

Transfer to align budget with approved program plan.

From:	2300 Noninstructional Salaries, Other	(21,724)
	5000 Other Operating Expenses	(178,821)
To:	1200 Noninstructional Salaries, Cont/Reg	83,134
	1400 Noninstructional Salaries, Other	104,686
	3000 Benefits	10,536
	4000 Supplies & Materials	2,189

**8. 17746: Student Equity Program - CC**

Transfer to align budget with approved program plan.

From:	4000 Supplies & Materials	(16,927)
To:	2200 Instructional Aides, Regular Status	12,806
	2300 Noninstructional Salaries, Other	141
	3000 Benefits	3,980

**9. 17746: Student Equity Program - SCE**

Transfer to align budget with approved program plan.

From:	2300 Noninstructional Salaries, Other	(48,000)
	5000 Other Operating Expenses	(3,165)
To:	4000 Supplies & Materials	51,165

**10. 17747: Student Equity Program - FC**

Transfer to allocate budget to various departments in support of program goals.

From:	4000 Supplies & Materials	(487,413)
To:	1400 Noninstructional Salaries, Other	40,000
	2100 Noninstructional Salaries, Regular	410,613
	2300 Noninstructional Salaries, Other	36,800

**11. 17747: Student Equity Program - CC**

Transfer to cover anticipated expenditures in support of program goals.

From:	4000 Supplies & Materials	(16,000)
To:	5000 Other Operating Expenses	16,000

**12. 18337: Teacher Preparation Pipeline Grant**

Transfer to realign budget with current program plan.

From:	2300 Noninstructional Salaries, Other	(12,990)
To:	1200 Noninstructional Salaries, Cont/Reg	12,990

Budget Transfers  
02-28-2017

**13. 19210: Health Services - CC**

Transfer to cover anticipated expenditures to educate students and to serve their health needs.

From:	6000 Capital Outlay	(112,000)
To:	2300 Noninstructional Salaries, Other	47,000
	4000 Supplies & Materials	30,000
	5000 Other Operating Expenses & Services	35,000

**14. 19220: Health Services - FC**

Transfer to cover payroll expenses for a Behavioral Intervention Team counselor/case manager.

From:	7900 Reserve for Contingency	(56,000)
To:	2300 Noninstructional Salaries, Other	56,000

**15. 45490: Capital Outlay Projects Fund - FC**

Transfer to cover software, licensing, and maintenance for campus network & computer-related systems as part of the campus technology upgrade for infrastructure.

From:	6000 Capital Outlay	(130,000)
To:	5000 Other Operating Expenses & Services	130,000



RESOLUTION OF THE BOARD OF TRUSTEES  
OF  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
OF  
ORANGE COUNTY, CALIFORNIA  
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WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the General Fund (0101), pursuant to the California Code of Regulations Title 5, §58307;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

<b>FROM</b>		<b>TO</b>	
Budget Classification	Amount	Budget Classification	Amount
4000	496,252	1200	\$ 96,124
5000	25,934	1400	168,597
6000	184,730	2100	381,388
7900	56,000	2200	7,806
		2300	25,459
		2400	25,430
		3900	2,747
		7600	55,365
<b>TOTAL</b>	<b>\$ 762,916</b>	<b>TOTAL</b>	<b>\$ 762,916</b>

AYES:  
NOES:  
ABSENT:

STATE OF CALIFORNIA)  
  ) SS  
COUNTY OF ORANGE )

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 28, 2017, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

Al Mijares, Ph.D., County Superintendent of Schools  
by \_\_\_\_\_, Deputy

RESOLUTION OF THE BOARD OF TRUSTEES  
OF  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
OF  
ORANGE COUNTY, CALIFORNIA  
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WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the Capital Outlay Projects Fund (4040), pursuant to the California Code of Regulations Title 5, §58307;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

<b>FROM</b>		<b>TO</b>	
Budget Classification	Amount	Budget Classification	Amount
6000	130,000	5000	\$ 130,000
<b>TOTAL</b>	<b>\$ 130,000</b>	<b>TOTAL</b>	<b>\$ 130,000</b>

AYES:  
NOES:  
ABSENT:

STATE OF CALIFORNIA)  
  ) SS  
COUNTY OF ORANGE )

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 28, 2017, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

Al Mijares, Ph.D., County Superintendent of Schools  
by \_\_\_\_\_, Deputy

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action  X   
Resolution \_\_\_\_\_  
**DATE:** February 28, 2017 Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Fullerton College Physical Education Division  
Request to Host Athletic Hall of Fame and  
Serve Alcoholic Beverages

**BACKGROUND:** The Fullerton College Physical Education Division proposes to host the Athletic Hall of Fame on the Fullerton College campus Friday, April 7, 2017, 5:00 – 11:00 P.M. The Fullerton College Athletic Hall of Fame, established in 2005, celebrates, recognizes, and honors accomplishments of individuals who have made significant contributions as a student-athlete, coach, or friend to the rich tradition of the Fullerton College Athletic Program. The members of the Fullerton College Athletic Hall of Fame have distinguished themselves among the thousands and hundreds of coaches, staff members, and student-athletes who have excelled at Fullerton College and epitomize the college's great athletic history.

The Physical Education Division is requesting permission to serve alcoholic beverages, including beer and wine, to the guests. The Division will obtain all required permits including the City of Fullerton and the State of California Alcoholic Beverage Control approval. The Division will be responsible for all costs associated with the event, including insurance and permits.

**How does this relate to the five District Strategic Directions?** This relates to District Strategic Direction 5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

**How does this relate to Board Policy:** This item relates to Board Policy 3560 Alcoholic Beverages.

**FUNDING SOURCE AND FINANCIAL IMPACT:** None.

**RECOMMENDATION:** Authorization is requested to allow Fullerton College Physical Education Division to host the Athletic Hall of Fame on the college campus Friday, April 7, 2017, and allow them to serve alcoholic beverages to attendees.

Fred Williams  
\_\_\_\_\_  
Recommended by

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

3.b  
\_\_\_\_\_  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** February 28, 2017

**SUBJECT:** Agreement with Cambridge West Partnership, LLC, for Financial Consultant Support for the District Finance & Facilities

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

**BACKGROUND:** On July 1, 2016, the District entered into an agreement with Cambridge West Partnership to provide consulting expertise to the District for a variety of projects during fiscal year 2016-17 in the amount of \$50,400. This support was essential due to the departure from the District of key personnel to backfill for positions at Fullerton College. A major project that has been undertaken was assisting in the report writing and compilation of documents related to the finance section for accreditation at Fullerton College, Cypress College and SCE. The total is not to exceed \$100,000. This agenda item is submitted by Fred Williams, Vice Chancellor, Finance & Facilities.

**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 not to exceed amount of \$100,000 will be charged to the Finance and Facilities Carryover budget.

**RECOMMENDATION:** Authorization is requested to continue the consulting agreement with Cambridge West Partnership for a fee not to exceed \$100,000. The term of the agreement shall end on December 31, 2017. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams  

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Recommended by

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Approved for Submittal

3.c  

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	
<b>DATE:</b>	February 28, 2017	Information	
<b>SUBJECT:</b>	Surplus and Obsolete Supplies and Equipment	Enclosure(s)	X

**BACKGROUND:** Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes; is deemed to be unsatisfactory or not suitable for school use; or if it is being disposed of for the purposes of replacement. The attached list of surplus items has exceeded their useful life and is no longer suitable for the District and may be disposed through public auction sales or private sales. The surplus computers are no longer functional or usable as the Information Technology departments have taken various components from those systems to keep other systems functioning and available for students and staff. The departments on each campus had been made aware of the surplus items and have had an opportunity to view and request various surplus equipment prior to Board approval.

The Liquidation Company will conduct an auction for the sale of the attached list of surplus items. Proceeds collected by the auction company will be split between the District (65%) and the auction company (35%). This agenda item was submitted by 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 6550, Disposal of District Personal Property.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Proceed from the sale of surplus items will be deposited in General Fund.

**RECOMMENDATION:** Authorization is requested to declare the attached list of items surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

Fred Williams  


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Recommended by

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Approved for Submittal

3.d.1  


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Item No.

## SURPLUS ITEMS

Qty.	Description	Location
236	Computers	FC
2	Laptop	FC
4	Printer	FC
10	Chairs	SCE
2	Printer	SCE
3	Projector	SCE
1	Typewriter	SCE

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** February 28, 2017

**SUBJECT:** Budget Adjustments

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

**BACKGROUND:** Revised 2016-2017 fiscal year allocations and amendments have been received for various federal- and state-funded programs. Based on these revised amounts, adjustments are needed to various General Fund revenue and expenditure budgets that were previously approved by the Board.

The General Fund programs requiring an adjustment are:

- Basic Skills
- Disable Students Program & Services (DSPS)
- Temporary Assistance for Needy Families (TANF)
- Cooperative Agencies Resources for Education (CARE)
- Extended Opportunity Program Services (EOPS)
- Center for Applied Competitive Technologies – Career Technical Education (CACT-CTE)

This agenda item was submitted by Kashmira Vyas, Interim District Director, Fiscal Affairs.

**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; and Direction #5: The District will develop and sustain collaborative projects and partnerships with the community’s educational institutions, civic organizations, and businesses.

**How does this relate to Board Policy:** This agenda item is submitted in accordance with Board Policy 3280, Grants.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Various programs have received revised 2016-2017 allocations and amendments since the adoption of the District Proposed Budget on September 13, 2016 or subsequent adoption of new agreements by the Board. Budget adjustments are being submitted to revise revenue and expenditure budgets accordingly for the 2016-2017 fiscal year.

**RECOMMENDATION:** Authorization is requested to make adjustments to General Fund revenue and expenditure budgets in accordance with the revised fiscal year 2016-2017 allocations. It is further requested that a resolution be adopted to adjust budgets and authorize expenditures within the General Fund pursuant to the California Code of Regulations Title 5, Section 58308. Authorization is further requested for the Vice Chancellor, Finance and

Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

SITE	PROGRAM NAME	ADJUSTMENT	BUDGET AFTER ADJUSTMENTS	SOURCE OF ADJUSTMENT
	<b><u>General Fund</u></b>			
CC	Basic Skills	\$ 168,978	\$ 168,978	Correction for Allocation
CC	DSPS	22,431	864,883	Updated Allocation
CC	TANF	6,917	74,749	Updated Allocation
FC	CARE	8,152	59,983	Updated Allocation
FC	EOPS	107,480	1,619,059	Updated Allocation
FC	TANF	87,375	96,842	Updated Allocation
SCE	CACT-CTE	<u>100,000</u>	100,000	Additional Award
	<b>Total – General Fund</b>	<b><u>\$ 501,333</u></b>		

Cherry Li-Bugg  
Recommended by

Approved for Submittal

4.a.2  
Item No.



## Budget Adjustments (Board Date February 28, 2017) July 1, 2016 - June 30, 2017

Note: All expenditure adjustments are being placed in one account for each program. Separate budget transfers will be processed to reallocate the adjustment amount to align with program plans.

<u>Campus Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Program</u>	<u>Acty</u>	<u>Locn</u>	<u>Adjustment</u>
<b><u>General Fund (0101)</u></b>								
CC	Basic Skills	Other Operating Expenses	18157	4800	50000	6720		\$ 168,978.00
		State Revenues	18157	4800	86133	6720		\$ 168,978.00
CC	DSPS	Other Operating Expenses	17617	3220	50000	6420		\$ 22,431.00
		State Revenues	17617	3220	86230	6420		\$ 22,431.00
CC	TANF	Other Operating Expenses	15617	3430	50000	6490		\$ 6,917.00
		Federal Revenues	15617	3430	81400	6490		\$ 6,917.00
FC	CARE	Other Operating Expenses	17527	6115	50000	6490		\$ 8,152.00
		State Revenues	17527	6115	86276	6490		\$ 8,152.00
FC	EOPS	Other Operating Expenses	17427	6130	50000	6430		\$ 107,480.00
		State Revenues	17427	6130	86220	6430		\$ 107,480.00
FC	TANF	Other Operating Expenses	15627	5975	50000	6470		\$ 87,375.00
		Federal Revenues	15627	5975	81400	6470		\$ 87,375.00
SCE	CACT-CTE	Other Operating Expenses	17357	9320	50000	6840		\$ 100,000.00
		State Revenues	17357	9320	86541	6840		\$ 100,000.00

RESOLUTION OF THE BOARD OF TRUSTEES  
 OF  
 NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
 OF  
 ORANGE COUNTY, CALIFORNIA  
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WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Fund (0101), for fiscal year 2015-2016, pursuant to the California Code of Regulations Title 5, Section 58308;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8199	Other Federal Revenues	\$ 94,292
8619	Other General Apportionment	168,978
8622	EOPS	107,480
8623	DSPS	22,431
8629	CalWORKs, TTIP, Other	8,152
8659	Other Reimbursable Categorical	100,000
	TOTALS	<u>\$ 501,333</u>

  

<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
5000	Other Operating Expenses	501,333
	TOTALS	<u>\$ 501,333</u>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA )  
 ) SS  
 COUNTY OF ORANGE )

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 28, 2017, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
 Interim Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_.

Al Mijares, Ph.D., County Superintendent of Schools

by \_\_\_\_\_, Deputy

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	X
<b>DATE:</b>	February 28, 2017	Information	_____
		Enclosure(s)	_____
<b>SUBJECT:</b>	Fullerton College Natural Sciences Division National Education Association Student Achievement Grant		

**BACKGROUND:** The Aquaponics Skills for an Evolving Horticulture Industry (ASEHI) project directly involves students in an aquaponics system consisting of easy to grow vegetables and a highly productive, freshwater fish, tilapia. The ASEHI project incorporates high impact teaching practices to improve the success rates and certificate/degree completion rates of vocational students in horticulture, and to provide undergraduate research opportunities for science students, especially biology and earth science majors. It also serves as a unit of hands on instruction for general education courses in the biological sciences that can increase the success and retention rates of non-majors in these courses, and provide the kind of differentiated instruction that has been shown to be effective in reducing the achievement gap. This agenda item was submitted by Richard Hartmann, Dean of Natural Sciences.

**How does this relate to the five District Strategic Directions?** The project specifically supports the District's Strategic Directions 1, 2, and 5: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses; the District will annually make progress toward eliminating the documented achievement gap among race/ethnicity groups; and the District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

**How does this relate to Board Policy:** Board Policy 3280 (1.0) The Board will be informed about all grants received by the District; and, (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.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Fullerton College will be the recipient of a one-time \$5,000 Student Achievement Grant from the National Education Association (NEA) Foundation. All funding will be received following Board approval and must be spent on supplies and materials by January 17, 2018.

**RECOMMENDATION:** Authorization is requested to accept new revenue from the NEA foundation Student Achievement Grant in the amount of \$5,000. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

**Fullerton College Horticulture  
 National Education Association  
 Student Achievement Grant  
 New Budget  
 February 28, 2017 - January 31,2018**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>	<u>PROPOSED BUDGET</u>
<b>40000 Supplies and Materials</b>		
Supplies and Materials	19441 5485 43000 6010	\$ 5,000
	<b>Total Expenses</b>	<b>\$ 5,000</b>
<b>80000 Revenue</b>		
Miscellaneous Revenue	19441 5485 88970 6010	\$ 5,000
	<b>Total Revenue</b>	<b>\$ 5,000</b>

RESOLUTION OF THE BOARD OF TRUSTEES  
OF  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
OF  
ORANGE COUNTY, CALIFORNIA  
\*\*\*

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Fund, for fiscal year 2016-2017, pursuant to the California Code of Regulations Title 5, Section 58308;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

**Fullerton College:**

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8890	Other Local Revenue	\$ <u>5,000</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
4000	Supplies & Materials	\$ <u>5,000</u>
	TOTALS	\$ <u>5,000</u>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA) )  
  ) SS  
COUNTY OF ORANGE )

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 28, 2017, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_

Al Mijares, Ph.D., County Superintendent of Schools

by \_\_\_\_\_, Deputy

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** February 14, 2017  
**SUBJECT:** Fullerton College: U-ACRE 3.0,  
Subaward S-6286-FC; USDA/NIFA

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

**BACKGROUND:** Urban Agriculture Community-based Research Experience (U-ACRE3.0): Partnerships across HSIs to Enhance the Student Research Experience is a joint effort of California State University, Fullerton (CSUF), two community colleges—Santa Ana College, and Fullerton College—and community partners to engage students in experiential learning that addresses sustainability issues.

Subawards are included in the proposal budget to North Orange County Community College District (Cypress College and Fullerton College) and Rancho Santiago Community College District (Santa Ana College). These funds will support five (5) undergraduate students, a principal investigator (faculty person) and funds for supplies and travel.

The project will be an expansion of a research experience for undergraduates in food security and agricultural ecosystems that CSUF established with USDA funding in 2011 and expanded in 2013 as U-ACRE 2.0. Encompassing the natural, social, and economic environments, U-ACRE includes partnerships with a junior high school, elementary school, aquaponic farm, social enterprise restaurant, service provider for homeless families with transitional living and food distribution centers, the American Heart Association Teaching Gardens program, and the Fullerton Arboretum. U-ACRE 3.0 will build on that foundation to expand opportunities for CSUF and community college students, broaden community partnerships, and conduct more research in urban agriculture, nutrition and food security.

**How does this relate to the five District Strategic Directions?** The project specifically supports the District's Strategic Directions #1, #2, and #5: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements and courses; the District will annually make progress toward eliminating the documented achievement gap among race/ethnicity groups; and the District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 3280, Grants.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Fullerton College is a sub-recipient of a USDA/NIFA Grant in the following amounts (direct costs):

**Fullerton College:**  
Year 1: \$16,500 2016-2017  
Year 2: \$16,500 2017-2018  
Year 3: \$16,500 2018-2019  
Year 4: \$16,500 2019-2020  
Total: \$66,000

Total funding to be received over the course of this grant by all three entities (CSUF, Fullerton College, and Santa Ana College) is \$997,215.

**RECOMMENDATION:** In compliance with the USDA/NIFA Urban Agriculture Community-based Research Experience (U-ACRE 3.0): Partnerships across HSIs to Enhance the Student Research Experience, authorization is requested to accept funding in the amount of \$16,500 for use beginning September 1, 2016 through August 30, 2019. It is also requested that a resolution be adopted to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cherry Li-Bugg  
Recommended by

Approved for Submittal

4.c.2  
Item No.

**Fullerton College**  
**Urban Agriculture Community-Based Research Experience**  
**(U-ACRE 3.0)**  
**USDA/NIFA Subaward S-6286-FC**  
**Budget - New Funds for Year 1**  
**Sept 1, 2016 - August 31, 2017**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>						<u>PROPOSED BUDGET</u>
<b>20000 Noninstructional Salaries</b>							
Professional Expert	16325	5485	23400	6010	N		\$ 5,000.00
Student Hourly	16325	5485	24100	6010	N		\$ 7,500.00
<b>30000 Employee Benefits</b>							
Employee Benefits	16325	5485	30000	6010	N		\$ -
<b>40000 Supplies and Materials</b>							
Supplies and Materials	16325	5485	43000	6010			\$ 2,000.00
<b>50000 Other Operating Expenses</b>							
Travel & Conference - Employees	16325	5485	52415	6010			\$ 2,000.00
Indirect Costs	16325	5485	59000	6010			\$ -
<b>Grand Total</b>							<b>\$ 16,500.00</b>
<b>80000 Revenue</b>							
Other Federal Revenues	16325	5485	81900	6010			\$ 16,500.00



RESOLUTION OF THE BOARD OF TRUSTEES  
OF  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
OF  
ORANGE COUNTY, CALIFORNIA  
\*\*\*

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Fund, for fiscal year 2016-2017, pursuant to the California Code of Regulations Title 5, Section 58308;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

**Fullerton College:**

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8199	Other Federal Revenues	\$ <u>16,500</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
2300	Noninstructional Salaries, Other	\$ 5,000
2400	Instructional Aides, Other	\$ 7,500
4000	Supplies & Materials	\$ 2,000
5000	Other Operating Expenses	\$ <u>2,000</u>
	<b>TOTALS</b>	<b>\$ <u>16,500</u></b>

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA) )  
                              ) SS  
COUNTY OF ORANGE  )

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 28, 2017, and passed by a \_\_\_\_\_ vote of said Board.

\_\_\_\_\_  
Vice Chancellor, Finance and Facilities

The above transfer approved on the \_\_\_\_\_ day of \_\_\_\_\_

Al Mijares, Ph.D., County Superintendent of Schools  
by \_\_\_\_\_, Deputy

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** February 28, 2017 Resolution \_\_\_\_\_  
**SUBJECT:** 2017 Fullerton College Distance Education Information \_\_\_\_\_  
Substantive Change Report Enclosure(s) X

**BACKGROUND:** Fullerton College makes a conscious effort to support student learning and make changes as needed to improve that learning. As part of that effort, Fullerton College has approved additional courses to be offered in a Distance Education modality. When curriculum changes result in degrees and certificates having more than half of the program units in courses approved for Distance Education, a college is required to submit a Substantive Change Proposal to the Accrediting Commission for Community and Junior Colleges (ACCJC). Over the past few years, curriculum approvals have resulted in several certificates and degrees with more than half of the program units in courses approved for Distance Education. All required elements of the ACCJC “Policy on Distance Education and Correspondence Education” are followed.

This agenda item was prepared by Dr. José Ramón Núñez, Vice President, Instruction.

**How does this relate to the five District Strategic Directions?** This item responds to District Strategic Direction #1 (improving student completion), District Strategic Direction #2 (progress in eliminating the achievement gap), District Strategic Direction #3 (improving student success in basic-skills courses), District Strategic Direction #4 (implementation of best practices in planning), and District Strategic Direction #5 (serving the needs of local communities).

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 3200: Accreditation

**FUNDING SOURCE AND FINANCIAL IMPACT:** Expenses related to the publication and submittal of the Substantive Change Report will come from the Accreditation budget within the general fund of Fullerton College.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the Fullerton College’s Distance Education Substantive Change Report.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** February 28, 2017 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

Couron, Brian	FC	Counselor Eff. 03/30/2017 PN FCF942
Kyle, Diana	FC	Psychology Instructor Eff. 05/28/2017 PN FCF845

RESIGNATION

Krahn, Graham	FC	Physics Instructor Eff. 05/30/2017 PN FCF604
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EXTENSION OF TEMPORARY MANAGEMENT CONTRACT

Carrigan, Joyce	AC	Dean, Baccalaureate Degree Pilot Program Eff. 07/01/2017-07/31/2017
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CHANGE IN SALARY CLASSIFICATION

Boone, Edward	CC	Nursing Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 01/30/2017
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ADDITIONAL DUTY DAYS @ PER DIEM

Bevec, Gina	FC	Head Coach, W. Track & Field	15 days
Byrnes, Tim	FC	Asst. Coach, M&W Track & Field	11 days
Crooks, Brian	FC	Asst. Coach, Beach Volleyball	8 days
Duron, Yolanda	FC	Head Coach, Women's Tennis	13 days
Foster, Marcia	FC	Head Coach, W. Basketball	15 days
Fuscardo, Nicholas	FC	Head Coach, Baseball	15 days
Plum, Alix	FC	Director, Dance	4 days
Price, Rhett	FC	Asst. Coach, Men's Swim/Dive	8 days
Rapp, Eddie	FC	Head Coach, Beach Volleyball	13 days
		Head Coach, Men's Volleyball	13 days
Rosa, Melanie	FC	Director, Dance	4 days
See, Roger	FC	Asst. Coach, Men's Basketball	11 days
		Head Coach, Men's Tennis	13 days
Sheil, Sean	FC	Head Coach, M. Track and Field	15 days
Webster, Perry	FC	Head Coach, Men's Basketball	15 days
		Assistant Coach, Baseball	8 days

LEAVE OF ABSENCE

Garcia, Amy	FC	Reading Instructor Family Medical Leave (FMAL)/CFRA (100%) Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/27/2017-04/21/2017
Grabel, Susan	FC	Geography Instructor Load Banking Leave With Pay From: 23.33% To: 53.33% Eff. 2017 Spring Semester
Wilson, Marcus	FC	Business Instructor Load Banking Leave With Pay (3.33%) Eff. 2017 Spring Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2017 SPRING SEMESTER,  
TRIMESTER

Bucholtz, Cheryl	SCE	Column 2, Step 1
Carter, Martha	CC	Column 1, Step 1
Curcuruto, Jordan	FC	Column 1, Step 1
Draskovich-Long, Lisa	FC	Column 1, Step 1
Haro, Maria	CC	Column 1, Step 1
Troesh, Joshua	FC	Column 1, Step 2

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** February 28, 2017 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  
February 28, 2017

RETIREMENTS

Alvarez, Raul	CC	Executive Director, College Foundation and Community Relations 12-month position (100%) Eff. 06/30/2017 PN CCM967
Chambers, Teresa	AC	Benefits Coordinator 12-month position (100%) Eff. 03/31/2017 PN DEC994
Ruscheinsky, Christopher	FC	Facilities Custodian I 12-month position (100%) Eff. 02/14/2017 PN FCC985

RESIGNATION

Anguiano, Eileen	FC	Administrative Assistant II 12-month position (100%) Eff. 05/04/2017 PN FCC925
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NEW PERSONNEL

Brown, Anthony	AC	Accounting Specialist 12-month position (100%) Range 40, Step A Eff. 03/13/2017 PN DEC967
Fimbres, Ralph	SCE	Special Projects Coordinator, Student Equity Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 03/01/2017 - 6/30/2017 PN SCT964
Le, Lynn	AC	Accounting Specialist 12-month position (100%) Range 40, Step E Eff. 03/13/2017 PN DEC927

Classified Personnel  
February 28, 2017

Llamas, Jimmy                      FC      Groundskeeper  
12-month position (100%)  
Range 29, Step A  
Classified Salary Schedule  
Eff. 03/01/2017  
PN FCC995

REHIRES

Banks, Antonio                      FC      Special Project Manager, Student Services/UMOJA  
Temporary Management Position (100%)  
Range 2, Special Project Admin Daily Rate Schedule  
Eff. 07/01/2017 - 06/30/2018  
PN FCT976

Fimbres, Ralph                      SCE    Special Projects Coordinator, Student Equity  
Temporary Management Position (100%)  
Range 1, Special Project Admin Daily Rate Schedule  
Eff. 07/01/2017 - 6/30/2018  
PN SCT964

Verduzco, Gisela                      CC      Special Project Director, Charger Experience Program  
Temporary Management Position (100%)  
Range 3, Special Project Admin Daily Rate Schedule  
Eff. 07/01/2017 - 06/30/2018  
PN CCT728

CHANGE IN SALARY STEP

Luthi, Christopher                      FC      Piano Accompanist (100%)  
From: Range 44, Step A  
To:     Range 44, Step E  
Eff. 02/15/2017

PROFESSIONAL GROWTH & DEVELOPMENT

Booze, David                          CC      Registrar (100%)  
1<sup>st</sup> Increment (\$400)  
Eff. 07/01/2017

STIPEND FOR ADDITIONAL ADMINSTRATIVE DUTIES

Perez Stroud, Liliann                      CC      EOPS Coordinator (100%)  
6% Stipend (Performing Management Duties)  
Eff. 02/08/2017 – 06/30/2017



LEAVES OF ABSENCE

Avila, Brandi	FC	Student Services Specialist (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/02/2017 – 04/10/2017 (Intermittent Leave)
Brown, Peggy	AC	Payroll Specialist (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 11/28/2016 – 11/27/2017 (Intermittent Leave)
Cortez, Margaret	CC	Administrative Assistant (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 01/01/2017 – 06/30/2017 (Intermittent Leave)
Crumpler, Lark	CC	Special Project Manager/Outreach (100%) Unpaid Personal Leave Eff. 02/09/2017 – 06/30/2017
Gutierrez, David	FC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/27/2017 – 07/27/2017 (Intermittent Leave)
Taylor, Melinda	FC	Executive Assistant III (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/05/2016 – 12/09/2016 (Consecutive Leave)
Tran, Luu	CC	Special Project Coordinator/ Assessment (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Vacation Until Exhausted; Unpaid Thereafter Eff. 01/13/2017 – 02/12/2017 (Consecutive Leave)

Classified Personnel  
February 28, 2017

Truong, Chelsea	CC	Financial Aid Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 02/17/2017 – 05/11/2017 (Intermittent Leave)
Wilkening, Nicholas	AC	District Manager, IT Technical Support (100%) Military Leave with Pay Eff. 02/09/2017; 02/23/2017 – 03/30/2017 Military Leave Without Pay Eff. 04/01/2017 – 05/18/2017

ADMINISTRATIVE LEAVE WITH PAY

@00288956	FC	12-month position (100%) Eff. 02/23/2017 - 05/03/2017 PN FCC925
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**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** February 28, 2017 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  
February 28, 2017

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Amundson, Stephen	CC	Technical Expert I	Piano Accompanist for Musical Theater Class	15	02/22/2017	05/26/2017
Bechara, David	CC	Technical Expert I	PERKINS IV – Enhancing Students Success	15	02/03/2017	06/20/2017
Crane, Michael	AC	Project Expert	Writer and Event Coordinator	26	02/13/2017	06/30/2017
England, Elli	FC	Project Coordinator	ESP-Entering Scholars Program (BSI project #4)	10	02/13/2017	05/26/2017
Ha, Vi	CC	Technical Expert I	Nursing Enrollment Growth Grant	10	02/27/2017	05/27/2017
Harris, Renna	SCE	Project Expert	AEBG Data & Assessment Collection	26	02/13/2017	05/05/2017
Hill, Garet	CC	Technical Expert I	Math Anxiety Workshops	15	02/16/2017	06/30/2017
Lising, Dexter	CC	Project Expert	Certified Assistant Athletic Therapist	26	02/15/2017	05/27/2017
Swytak, Judith	CC	Technical Expert I	Strategic Plan Funding	6	02/15/2017	06/20/2017
Timmermans, Dana	FC	Technical Expert II	BIT Counselor/Case Manager	26	02/09/2017	06/30/2017
Tran, Hoa	CC	Technical Expert I	Math Anxiety Workshops	15	02/16/2017	06/30/2017
Williams, Denise	AC	Not-For-Credit Instr I	Human Resources – Analyze, Review Applicants	26	03/01/2017	06/30/2017

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action   X    
**DATE:** February 28, 2017 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  
February 28, 2017

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Contreras, Alicia	FC	Clerical/Secretarial - Assist Student Activities with special projects	02/27/17	05/27/17	TE B 3
Hagmaier, Maite	FC	Clerical/Secretarial - Office support for the Cosmetology Department	01/31/17	03/21/17	TE B 1
Herbert, Eli	FC	Clerical/Secretarial - Office support and graphic design for the VRC	03/01/17	05/31/17	TE B 2
Leon, Stefhany	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	03/01/17	06/30/17	TE A 1
Looney, Ryan	FC	Tech/Paraprof - On-call theater crew for campus/rental productions	03/01/17	06/30/17	TE B 4
Mencias, Raymund	FC	Service/Maint - Assist Campus Safety Dept with various duties	03/01/17	05/30/17	TE B 4
Nguyen, Sabrina	FC	Clerical/Secretarial - Clerical assistance for ACT	03/31/17	06/30/17	TE B 4
Nunez, Yadira	FC	Clerical/Secretarial - Assist in Admissions & Records	01/30/17	04/07/17	TE A 2
Nunez, Yadira	FC	Clerical/Secretarial - Assist in Admissions & Records	06/12/17	06/30/17	TE A 2
Padilla, Robert	CC	Tech/Paraprof - On-call theater crew for campus productions	03/01/17	06/30/17	TE A 1
Racinelli, Angela	FC	Tech/Paraprof - Athletic Program Assistant - Dance Squad	02/09/17	06/07/17	TE H 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Flores, Christopher	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	03/01/17	06/30/17	TE A 4
Gutaskus, Mary	FC	Direct Instr Support - Tutor for DSS students	03/01/17	05/27/17	TE B 4
Swenson, Daniel	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	03/01/17	06/30/17	TE A 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Armenta, Jocelyn	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1
Barrios Jr., Juvenal	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1
Channaoui, Mira	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1

Hourly Personnel  
February 28, 2017

Garcia, Nerelda	CC	Work Study Student - Assist in CalWORKS/CARE Office	01/30/17	06/30/17	TE A 1
Gregorio Catalan, E.	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1
Hinojosa, Alex	CC	Work Study Student - Assist in Student Activities	02/13/17	06/30/17	TE A 1
Larson, Caitlynn J.	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1
Lewis, Ryan	CC	Full-time Student - Technical support for Bistro operations	01/30/17	06/30/17	TE A 2
Mitra, Ross	CC	Full-time Student - Tutor in the Learning Resource Center	02/06/17	06/30/17	TE A 2
Monreal, Alyssa	FC	Work Study Student - Assist in Student Activities	02/09/17	06/30/17	TE A 2
Montijo, Bryan	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1
Pham, Huy	CC	Full-time Student - Assist in Assessment Center	02/15/17	06/30/17	TE A 1
Phan, Tu	CC	Full-time Student - Assist in Admissions and Records Office	02/09/17	06/30/17	TE A 1
Ramirez, Alexis	AC	Full-time Student - Clerical assistance for District Payroll Office	03/01/17	06/30/17	TE A 2
Ramirez, Amy D.	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1
Reyes, Elijah	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1
Ricchio, Samuel	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1
Rodriguez, Lillian	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1
Rudies, Alex	SCE	Full-time Student - Technical support for SCE academic programs	02/01/17	06/30/17	TE B 1
Sharma, Arielle	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1
Trinh, Annie	CC	Full-time Student - Assist in Assessment Center	02/10/17	06/30/17	TE A 1
Trinh, Bao	CC	Work Study Student - Assist in the Business Department	02/09/17	06/30/17	TE A 1
Van, Minh	CC	Full-time Student - Assist in Assessment Center	02/15/17	06/30/17	TE A 1
Vicuna, Elijah	FC	Full-time Student - Assist in campus Bookstore	02/16/17	06/30/17	TE A 1

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** February 28, 2017

**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  
February 28, 2017

VOLUNTEER PERSONNEL WITHOUT PAY

<b>Name</b>	<b>Site</b>	<b>Program</b>	<b>Begin</b>	<b>End</b>
Antunez, Arlin	SCE	Internship - ESL Program	02/27/2017	05/29/2017
Baek, Jueun	SCE	Internship - ESL Program	02/28/2017	05/30/2017
Cavazzi, Bentley	SCE	Internship - ESL Program	02/01/2017	05/31/2017
Chavez, Gabriela	SCE	Internship - ESL Program	02/28/2017	05/30/2017
Davies, Virginia	SCE	Internship - ESL Program	02/28/2017	05/29/2017
Davisson, Marissa	FC	Humanities - Online Literary Journal	01/30/2017	05/27/2017
Gonzalez, Blanca	SCE	Internship - ESL Program	02/28/2017	05/30/2017
Joo, Minsang	CC	SEM - Biology Department	02/14/2017	05/25/2017
Khateeb, Sultan	SCE	Internship - ESL Program	02/09/2017	05/12/2017
Kim, Da Enn	SCE	Internship - ESL Program	03/01/2017	05/29/2017
Lara, Yesenia	SCE	Internship - ESL Program	02/28/2017	05/29/2017
Lirungan, Grandy	SCE	Internship - ESL Program	02/28/2017	05/29/2017
Marquez, Martin	SCE	Internship - ESL Program	02/28/2017	05/29/2017
McMullen, Rebecca	FC	DSS - Personal Assistant	01/30/2017	05/27/2017
Mohamad, Buthaina	SCE	ESL Department - SHINE Program	02/01/2017	03/30/2017
Nguyen, Olivia	SCE	Internship - ESL Program	02/28/2017	05/29/2017
Perez, Evelyn	SCE	Internship - ESL Program	02/28/2017	05/29/2017
Ramsey-Islam, Jeanette	SCE	Internship - ESL Program	01/24/2017	05/30/2017
Rhine, Leah	SCE	Internship - ESL Program	02/28/2017	05/29/2017
Salgado-Reyna, Erik	SCE	Internship - ESL Program	02/28/2017	05/29/2017
Silver, Nathan	FC	Physical Education - Football	02/28/2017	06/30/2017
Sweidan, Nuha	SCE	Internship - ESL Program	02/01/2017	05/30/2017
To, Hung	SCE	Internship - ESL Program	02/28/2017	05/30/2017
Wu, Kejun	SCE	Internship - ESL Program	02/28/2017	05/29/2017
Zavala, Valery	SCE	Internship - ESL Program	02/28/2017	05/30/2017

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** February 28, 2017  
**SUBJECT:** Nonclassified Short-Term Hourly Employee Salary Schedule

Action X  
Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s) X

**BACKGROUND:** Effective January 1, 2018, the California minimum wage will be increased from \$10.50 to \$11.00 per hour. The attached salary schedule shows that adjustment as well as some additional adjustments to other rates that will allow retention of skilled temporary employees, particularly in the medical employee categories.

**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 Board approve the revised Nonclassified Short-Term Hourly Employee Rate Schedule, effective July 1, 2017, which reflects an increase in the minimum wage and selected other employment categories.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**NONCLASSIFIED SHORT-TERM HOURLY EMPLOYEE RATE SCHEDULE**

Effective July 1, 2017

CODE	EMPLOYMENT CATEGORY	RATE 1 Entry	RATE 2 Semi-Skilled	RATE 3 Skilled	RATE 4 Highly Skilled
TE A	Clerical and Technical Positions	<del>\$ 10.50</del> \$ 11.00	<del>\$ 11.00</del> \$ 12.00	<del>\$ 12.00</del> \$ 13.00	<del>\$ 13.00</del> \$ 14.00
TE B	Para-professional Positions	<del>\$ 12.00</del> \$ 13.00	<del>\$ 13.00</del> \$ 14.00	<del>\$ 14.00</del> \$ 15.00	<del>\$ 15.00</del> \$ 16.00
TE D	Interpreter for Deaf - Base Rate	<del>\$ 20.00</del> \$ 22.00	<del>\$ 26.00</del> \$ 28.00	<del>\$ 34.00</del> \$ 36.00	<del>\$ 40.00</del> \$ 42.00
TE E	Interpreter for Deaf - Differential Rate *	<del>\$ 30.00</del> \$ 32.00	<del>\$ 36.00</del> \$ 38.00	<del>\$ 42.00</del> \$ 44.00	<del>\$ 48.00</del> \$ 50.00
TE F	Model	<del>\$ 14.00</del> \$ 20.00	<del>\$ 16.00</del> \$ 22.00	<del>\$ 18.00</del> \$ 26.00	<del>\$ 20.00</del> \$ 28.00
TE G	Performance Accompanist	\$ 17.00	\$ 19.00	\$ 21.00	\$ 23.00
TE H	Athletic Program Assistant	<del>\$ 10.50</del> \$ 11.00	<del>\$ 12.00</del> \$ 13.00	<del>\$ 14.00</del> \$ 15.00	<del>\$ 16.00</del> \$ 17.00
TE I	Advanced Theater Technician	\$ 17.50	\$ 20.00	\$ 22.50	\$ 25.00
ME A	Certified Therapist	\$ 11.00	\$ 13.00	\$ 15.00	\$ 17.00
ME B	Health Services Specialist (RN)	<del>\$ 24.80</del> \$ 25.00	<del>\$ 27.76</del> \$ 28.00	<del>\$ 31.11</del> \$ 33.00	<del>\$ 34.84</del> \$ 36.00
ME C	Nurse Practitioner	<del>\$ 35.40</del> \$ 40.00	<del>\$ 39.96</del> \$ 45.00	<del>\$ 43.62</del> \$ 50.00	<del>\$ 48.11</del> \$ 55.00
ME D	Clinical Psychologist	<del>\$ 36.00</del> \$ 35.00	<del>\$ 39.96</del> \$ 40.00	<del>\$ 44.36</del> \$ 45.00	<del>\$ 49.23</del> \$ 50.00
ME E	Physician/Psychiatrist	<del>\$ 46.20</del> \$ 50.00	<del>\$ 51.28</del> \$ 55.00	<del>\$ 56.92</del> \$ 60.00	<del>\$ 63.18</del> \$ 65.00
ME F	Medical Director	<del>\$ 52.20</del> \$ 65.00	<del>\$ 57.94</del> \$ 70.00	<del>\$ 64.32</del> \$ 75.00	<del>\$ 71.39</del> \$ 80.00

Rate placement is based on the requirements of the temporary job, and determined by the administrator.

\* Interpreter for Deaf Differential Rate may be approved when an individual interpreting assignment exceeds one and one-half hours and the assignment is not "teamed."

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action X  
Resolution \_\_\_\_\_  
**DATE:** February 28, 2017 Information \_\_\_\_\_  
Enclosure(s) X  
**SUBJECT:** Regular and Contract Summer Intersession  
Teaching Salary Schedule

**BACKGROUND:** On June 28, 2016, the Board approved the negotiated agreement between United Faculty CCA/CTA/NEA and the District that included an on-schedule salary adjustment for fiscal years 2016-17 and 2017-18. As part of that agreement the Regular and Contract Faculty Summer Intersession Teaching Salary Schedule was to be increased by three (3.0) percent across the schedule, effective with the 2017 Summer Intersession.

**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 Board approve the revised Regular and Contract Faculty Summer Intersession Teaching Salary Schedule, which reflects an increase of three (3.0) percent, effective for the 2017 Summer Intersession,

Irma Ramos

Recommended by

Approved for Submittal

5.g.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**REGULAR AND CONTRACT SUMMER INTERSESSION TEACHING SCHEDULE**  
**Effective 2017 Summer Intersession**

**LECTURE RATE**

Step	Class B		Class C		Class D		Class E		Class F		Step
	Unit	Hrly	Unit	Hrly	Unit	Hrly	Unit	Hrly	Unit	Hrly	
	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	
01	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	01
02	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	02
03	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	03
04	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	04
05	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	05
06	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	06
07	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	07
08	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	08
09	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	09
10	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	10
11	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	11
12	1,079.97	61.712	1,079.97	61.712	1,131.43	64.653	1,131.43	64.653	1,185.05	67.716	12
13	1,079.97	61.712	1,087.78	62.159	1,131.43	64.653	1,153.76	65.929	1,200.88	68.621	13
17			1,120.10	64.005	1,153.76	65.929	1,187.42	67.852	1,234.53	70.544	17
22					1,202.21	68.697	1,235.87	70.621	1,280.29	73.159	22
27	1,087.78	62.159	1,153.76	65.929	1,235.87	70.621	1,269.53	72.544	1,315.30	75.160	27

**LABORATORY RATE**

Step	Class B		Class C		Class D		Class E		Class F		Step
	Unit	Hrly	Unit	Hrly	Unit	Hrly	Unit	Hrly	Unit	Hrly	
	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	Rate	
01	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	01
02	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	02
03	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	03
04	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	04
05	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	05
06	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	06
07	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	07
08	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	08
09	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	09
10	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	10
11	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	11
12	863.99	49.370	863.99	49.370	905.08	51.718	905.08	51.718	948.04	54.173	12
13	863.99	49.370	869.70	49.697	905.08	51.718	923.55	52.774	961.24	54.927	13
17			895.26	51.157	923.55	52.774	951.82	54.389	989.52	56.544	17
22					962.58	55.004	990.85	56.619	1,020.48	58.313	22
27	869.70	49.697	923.55	52.774	990.85	56.619	1,019.13	58.236	1,046.06	59.774	27

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	February 28, 2017	Resolution	_____
<b>SUBJECT:</b>	Revised 2017-2018 Academic Calendar with Additional Classified Holiday	Information	_____
		Enclosure(s)	<u>X</u>

**BACKGROUND:** As part of CSEA and its Chapter #167 and the District's negotiated agreement which was approved by the Board on June 14, 2016, Article 13 Holidays of the Collective Bargaining Agreement was revised to include an additional paid holiday effective with the 2017-2018 academic year (day/method to be determined by the District). Cesar Chavez Day will be observed the Thursday before the annual Spring Holiday.

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

**How does this relate to Board Policy:** This item relates to Board Policy and Administrative Procedure 4010, Academic Calendar.

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

**RECOMMENDATION:** It is recommended that the Board approve the revised 2017-2018 Academic Calendar with the addition of the Cesar Chavez Holiday (Observed) effective with the 2017-2018 academic year.

Irma Ramos

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

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

5.h.1

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

## 2017-2018 ACADEMIC CALENDAR FOR CREDIT AND CONTINUING EDUCATION (NON-CREDIT) INSTRUCTORS

		<u>CREDIT</u>	<u>NON-CREDIT</u>		<u>CLASSIFIED</u>
July	4, 2017	Independence Day Holiday . . . . .	Independence Day Holiday . . . . .		Independence Day Holiday . . . . .
August	24	Mandatory Flex Day . . . . .	. . . . .		. . . . .
August	25	Non-Student Duty Day . . . . .	. . . . .		. . . . .
August	28	Fall Semester Begins . . . . .	. . . . .		. . . . .
September	4	Labor Day Holiday . . . . .	Labor Day Holiday . . . . .		Labor Day Holiday . . . . .
September	7	. . . . .	Optional Flex Day . . . . .		. . . . .
September	8	. . . . .	Mandatory Flex Day . . . . .		. . . . .
September	11	. . . . .	Fall Trimester Begins . . . . .		. . . . .
November	10	Veterans' Day Holiday . . . . .	Veterans' Day Holiday . . . . .		Veterans' Day Holiday . . . . .
November	23-24	Thanksgiving Holidays <sup>1</sup> . . . . .	Thanksgiving Holidays <sup>1</sup> . . . . .		Thanksgiving Holidays . . . . .
December	1	. . . . .	Fall Trimester Ends . . . . .		. . . . .
December	16	Fall Semester Ends . . . . .	. . . . .		. . . . .
December 22 - January 1, 2018		Winter Holidays . . . . .	Winter Holidays . . . . .		Winter Holidays . . . . .
January	3	. . . . .	Optional Flex Day . . . . .		. . . . .
January	4	. . . . .	Mandatory Flex Day . . . . .		. . . . .
January	8	. . . . .	Winter Trimester Begins . . . . .		. . . . .
January	15	Martin L. King Holiday . . . . .	Martin L. King Holiday . . . . .		Martin L. King Holiday . . . . .
January	25	Mandatory Flex Day . . . . .	. . . . .		. . . . .
January	26	Non-Student Duty Day . . . . .	. . . . .		. . . . .
January	29	Spring Semester Begins . . . . .	. . . . .		. . . . .
February	16	Lincoln's Birthday Holiday <sup>2</sup> . . . . .	Lincoln's Birthday Holiday <sup>2</sup> . . . . .		Lincoln's Birthday Holiday . . . . .
February	19	Presidents' Day Holiday . . . . .	Presidents' Day Holiday . . . . .		Presidents' Day Holiday . . . . .
March	26-28	Spring Recess <sup>3</sup> . . . . .	Spring Recess <sup>3</sup> . . . . .		. . . . .
March	29	. . . . .	. . . . .		Cesar Chavez Holiday (Observed) . .
March	30	. . . . .	. . . . .		Spring Holiday . . . . .
April	6	. . . . .	Winter Trimester Ends . . . . .		. . . . .
April	9	. . . . .	Spring Trimester Begins . . . . .		. . . . .
May	26	Spring Semester Ends . . . . .	. . . . .		. . . . .
May	28	Memorial Day Holiday . . . . .	Memorial Day Holiday . . . . .		Memorial Day Holiday . . . . .
June	29	. . . . .	Spring Trimester Ends . . . . .		. . . . .

<sup>1</sup> Includes Saturday and Sunday, November 25 and 26, which are non-instructional days

<sup>2</sup> Includes Saturday and Sunday, February 17 and 18, which are non-instructional days

<sup>3</sup> Includes Saturday and Sunday, March 31 and April 1, which are non-instructional days

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
<b>DATE:</b>	February 28, 2017	Resolution	_____ X
<b>SUBJECT:</b>	Resolution No. 16/17-18, Support for Students and Privacy of Student Records	Information	_____ X
		Enclosure(s)	_____ X

**BACKGROUND:** At its February 14, 2017 meeting, the Governing Board directed staff to draft a resolution, for placement on the February 28, 2017 meeting agenda, reaffirming the District's support of students and the privacy of student records.

This agenda item was prepared and submitted by Trustee Ed Lopez.

**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:** Not applicable.

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

**RECOMMENDATION:** It is recommended that the Board receive for a first reading Resolution No. 16/17-18, Support for Students and Privacy of Student Records, reaffirming the North Orange County Community College District's full support for all students.

Cheryl Marshall  
Recommended by

Approved for Submittal

6.a.1  
Item No.



**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**



**Resolution No. 16/17-18, Support for Students and Privacy of Student Records**

**WHEREAS**, California community colleges were founded with the goal of fostering excellence and guaranteeing educational access for all; and

**WHEREAS**, the North Orange County Community College District (the District) is committed to serving all students who can benefit from a post-secondary education, without regard to race, ethnicity, religion, national origin, immigration status, age, gender, language, socio-economic status, gender identity or expression, medical condition or disability; and

**WHEREAS**, California's diversity is a great source of innovation and industry, making California one of the largest economies in the world and an economic engine for the United States; and

**WHEREAS**, approximately one tenth of California's workforce is undocumented and contributes \$130 billion annually to our state's gross domestic product, according to the California Assembly; and

**WHEREAS**, the District seeks to reassure students and our community that our campuses will remain safe, welcoming places for students of all backgrounds to learn; that no changes have been made with regard to admissions or financial aid; and that financial aid for certain undocumented students is protected by state law; now

**THEREFORE, BE IT RESOLVED**, that the District declares that its campuses shall remain open, safe, and welcoming to all students who meet the minimum requirements for admission, regardless of immigration status, and that financial aid remains available to certain undocumented students; and be it further

**RESOLVED**, that the District will not enter into any agreements with law enforcement agencies to assist in the enforcement of federal immigration law; and be it further

**RESOLVED**, that the District will not release any personally identifiable student information related to immigration status without a judicial warrant, subpoena or court order, unless authorized by the student or required by law; and be it further

**RESOLVED**, that the District urges the new presidential administration to continue the Deferred Action for Childhood Arrivals program, which grants "Dreamers" – people brought to this country as children by their parents – reprieve from deportation because California and the United States are both stronger due to their contributions to our economy and to our communities; and be it further

**RESOLVED**, that the District will join the California Community Colleges Board of Governors and Chancellor's Office to vigorously advocate to protect our students and our values.

**PASSED AND ADOPTED** by the Governing Board of the North Orange County Community College District on \_\_\_\_\_, 2017, by the following vote of the Board:

AYES:

NOES:

ABSENT:

ABSTAINING:

---

Molly McClanahan  
Board President

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** February 28, 2017  
**SUBJECT:** School of Continuing Education  
Institution Name Change

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

**BACKGROUND:** Over the last year, the School of Continuing Education (SCE) has been engaged in research to re-brand its marketing and re-design the website. Upon further analysis of focus group and survey results conducted with students, partners, community members, staff, and faculty, the name of School of Continuing Education consistently presented itself as a barrier. While the respondents recognized the value of individual programs and services, they did not associate their instructional program with the overall school, often misnaming the organization by the specific campus location, off-site partner, or even as part of the credit colleges. SCE embarked on additional research to determine whether a new name would better represent the institution's brand promise to its target audiences. Multiple surveys of both external and internal stakeholders were followed by focus groups. The findings were consistent – the current name of School of Continuing Education is confusing, too generic, and does not reflect the school's tie to the North Orange County Community College District.

In October 2016, the representative School of Continuing Education Name Analysis Workgroup concluded that many marketing benefits, including appeal to the student audience, will be evident if the name is changed to North Orange Continuing Education. By far, this option was considered more popular than any other alternatives and was the clear choice among students, former students, and parents of students who are the primary target audiences. North Orange Continuing Education (NOCE) was chosen as the new recommended name by the workgroup for several reasons:

- North Orange Continuing Education has a natural alignment with the District
- North Orange Continuing Education claims a geographic location
- North Orange Continuing Education has a descriptive quality through the term "continuing education," which the survey showed is the clearest descriptive term
- North Orange Continuing Education, and acronym NOCE, are considerably shorter than North Orange County Community College District's School of Continuing Education
- North Orange Continuing Education acronym NOCE will eliminate brand confusion with Southern California Edison, also SCE.
- North Orange Continuing Education has a similarity to the current name for easier transitional reference
- When searching the Internet for "North Orange Continuing Education," NOCCCD SCE is listed as the first choice
- SCE is currently listed as North Orange Adult Education in the California Community College Chancellor's Office MIS database, so the change to NOCE would maintain familiarity with our institution

**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 priorities.

**How does this relate to Board Policy:** Not applicable.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The School of Continuing Education will utilize a one-time, carry-over allocation from the General Fund in the amount of \$88,800 to cover expenses associated with changing the name to North Orange Continuing Education. These expenses would include purchase of a new website domain, e-mail migration, signage, printing of school supplies and forms, one-time marketing expenditures such as banners and tablecloths as well as a name/brand launch campaign. The implementation of the proposed new name would occur in incremental phases. This investment will provide an increased brand presence for our institution and the District in the community, which will lead to increased enrollment and partnerships.

**RECOMMENDATION:** It is recommended that the Board receive the School of Continuing Education request for an institutional name change and authorization to conduct a name/brand launch campaign, as an information item, and direct that it be placed on the March 14, 2017 Board meeting agenda for action.

## School of Continuing Education

Name and Brand Launch Campaign Scope – February 28, 2017

*Proposed Name: North Orange Continuing Education (NOCE)*

Item	Cost	Timeline
Rollout plan, timeline and estimate	N/A	December 2016-February 2017
Board agenda/presentation	N/A	February 28, 2017
Board agenda action	N/A	March 14, 2017
Substantive change submission to WASC	N/A	March
Notification to CCCCCO	N/A	March
Purchase of noce.edu and noce.com domains	\$3,000	March
Logo, tagline, style guide by VisionPoint	N/A (covered under current contract)	March – June
Name/Brand Launch Strategies by VisionPoint including <ul style="list-style-type: none"> <li>- Brand story and video</li> <li>- Brand messaging handout</li> <li>- New color palette/typography recommendations to complement new logo and comprehensive brand style guide</li> <li>- External and internal signage recommendations and design</li> </ul>	\$40,000	March – September
E-mail migration	\$22,000	March – September
Exterior signage <ul style="list-style-type: none"> <li>- AC, Wilshire, Cypress</li> </ul> Interior signage <ul style="list-style-type: none"> <li>- Signs at off-site locations</li> <li>- Hallway banners</li> <li>- Wall signage</li> </ul>	TBD	March – September
School supplies: <ul style="list-style-type: none"> <li>- Letterhead</li> <li>- Pins</li> <li>- Badges</li> <li>- Envelopes</li> <li>- Business cards</li> </ul>	Approx. \$6,000	April - September
Forms: AFA / Registration / Refund / Transcript Request / Grad Check etc. (annual costs)	Approx. \$ 3,000	July – Ongoing
Graduation jacket folders (750 quantity)	Approx. \$ 4,800	July
One-time marketing materials <ul style="list-style-type: none"> <li>- Banners</li> <li>- Tablecloths</li> <li>- Vinyl banners</li> <li>- EZ Up tent</li> </ul>	Approx. \$10,000 (*funded through general fund and grant funding)	July – September
Social media channels updated	N/A	September
<b>TOTAL ONE-TIME FUNDS</b>	<b>\$88,800 (+ signage)</b>	

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
<b>DATE:</b>	February 28, 2017	Information	X
		Enclosure(s)	X
<b>SUBJECT:</b>	Board of Trustees Assessment Instrument		

**BACKGROUND:** On November 25, 2003, the Board adopted revised Board Policy 2745, Board Self-Evaluation, with the Board of Trustees Assessment Instrument to be distributed the first meeting in April of odd-numbered years. The Instrument was last revised in 2015. The Board of Trustees Assessment Instrument is scheduled to be distributed at the April 11, 2017 Board meeting, thus, there is a need for the Board to review and consider making changes by March 28, 2017.

**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 2745, Board Self-Evaluation.

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

**RECOMMENDATION:** It is recommended that the Board review the Board of Trustees Assessment Instrument, adopted August 26, 1997, and last revised March 26, 2015, and make appropriate changes to the instrument for re-adoption at the March 28, 2017 Board meeting.

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

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

6.c.1  
\_\_\_\_\_  
Item No.

## North Orange County Community College District

### BOARD OF TRUSTEES ASSESSMENT

Accrediting Commission for Community and Junior Colleges Standard IV.b.1.g **C.10:**  
~~“The Governing Board’s self-evaluation processes for assessing Board performance are clearly defined, implemented, and published in its policies or bylaws. Board policies and/or bylaws clearly establish a process for Board evaluation. The evaluation assesses the Board’s effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.”~~

The Board assessment is very different from the political evaluation, which takes place at the ballot box. The purpose of the Board assessment is to identify those areas of Board functioning which are working well and those which may need improvement.

The Board assessment speaks to the Board as a whole, not to individual trustees. It is the evaluation process of the overall effectiveness of the Board as a group making decisions.

#### PROCESS

An assessment form will be distributed to all Board members and members of the District staff who regularly participate at Board meetings at the first meeting in April of each odd-numbered year.

The completed assessment forms shall be submitted to the Chancellor’s Office on or before the second meeting in April of odd-numbered years.

The Chancellor’s Office shall complete results of the assessment for distribution at the first meeting in May of odd-numbered years.

The assessment results shall be included as an agenda item for review and appropriate action at the second meeting in May.

## BOARD OF TRUSTEES ASSESSMENT

**Rating Scale:**  
**4 = Excellent**  
**3 = Acceptable**  
**2 = Need Improvement**  
**1 = Unsatisfactory**  
**0 = Unknown**

Question	Rating	Comments/Suggestions
<b>The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning program.</b>		
1. The Board has clearly defined institutional goals with desired outcomes both short and long-term.		
2. The Board's highest priority is student learning and student success.		
3a. The Board has established mission and vision statements, and a strategic plan that looks to the future, anticipating what the institution and its colleges will be like in 10 years.		
3b. The Board periodically reviews the mission and vision statements.		
4. The Chancellor's goals, as set by the Board, establish priorities that are both strategic and manageable and provide Board direction for the administration.		
5. The Board upholds a code of ethics and conflict of interest policy, and individual Board members adhere to the code.		
6. To ensure the institution is accomplishing its goals for student success, the Board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.		



7. The Board approves appropriate resources (human, physical, technology, and financial) to support an effective student learning program.		
8. The Board regularly evaluates its processes to support continuous improvement.		
<p><b>Overall rating for “The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning program.”</b></p>		

Question	Rating	Comments/Suggestions
<p><b>As an independent policy-making body that reflects the public interest, the Board acts as a whole:</b></p>		
9. Directions to staff are based on a consensus of a majority of the Board. Individual Board members do not assume authority.		
10. Board members respect each other’s opinions.		
11. Discussions are structured so that all have an opportunity to contribute to the decision.		
12. Board members have adequate information upon which to base decisions.		

13. The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the Chancellor.		
14. The Board's delegation of administrative authority is clear to all parties.		
<b>Overall rating for "The Board acts as a whole."</b>		

Question	Rating	Comments/Suggestions
<b>Board meetings run effectively:</b>		
15. Board members are punctual to and attend all Board meetings to conclusion.		
16. The Board reviews agenda materials and is prepared for Board meetings.		
17a. New Board members, including student trustees, receive an orientation to rules and responsibilities and District mission and policies.		
17b. The Board members engage in ongoing professional development.		

18.	The Board agendas focus on policy issues that related to Board responsibilities.		
19.	The Board conducts its meetings in compliance with state laws, including the Brown Act.		
20.	Agendas include legislative and state policy issues that impact the District.		
21.	Board meetings include some education or information time.		
22.	Board meetings provide adequate time for discussion.		
<b>Overall rating for “Board meetings run effectively.”</b>			

Question	Rating	Comments/Suggestions
<b>Board members are actively knowledgeable about and engaged in the District community:</b>		
23a. Board members are knowledgeable about community college and state related issues.		

23b.	Board members are knowledgeable and take an appropriate role in the accreditation process.		
24.	The Board acts as an advocate for community colleges.		
25.	Board members are available to District employees for comments and suggestions.		
26.	The Board shows its support for the District through members attending various events.		
27.	The Board is knowledgeable about the District's history, values, strengths, and weaknesses.		
28.	The Board understands, appreciates, and is responsive to the diverse community which it serves.		
29.	The Board has processes in place for appropriately involving the community in relevant decisions.		
30.	The Board helps promote the image of the District in the community.		
31.	The Board understands the collective bargaining process and its role in the process.		
32.	The Board is involved in and understands the budget process and how adopted priorities are addressed within the budget.		
33.	The Board gives adequate attention to the mission and goals of the District.		
34.	The Board has a procedure for annual evaluations of the Chancellor.		

35. The Board demonstrates a good understanding of collegial consultation and related processes.		
36. In general, what rating does the Board as a whole deserve?		
<b>Overall rating for “Board members are actively knowledgeable about and engaged in the District community.”</b>		

37. General Comments/Suggestions:

**Date of Adoption:** August 1997

**Date of Last Revision:** March 2015  
March 2013  
March 2009  
March 2007  
March 2005  
August 2001