



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

MEETING: Regular Meeting in April 2014

DATE: Tuesday, May 13, 2014, 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 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.

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 4 and 5**
- e. **Consider Personnel block-vote items indicated by [] in Section 6**
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

*** Innovations Grant Presentations:**

School of Continuing Education's (SCE) Building Connections Project

By: Matt Stivers, SCE High School Diploma Faculty
Jorge Gamboa, SCE ESL Program Manager

Raine Hambly, SCE CTE Program Manager
Michael Gieck, SCE Research Analyst
Valentina Purtell, SCE Dean of Instruction and Student Services

**Cypress College (CC) Innovations in Patient Care Simulation -
SimPad**

By: Darlene Fishman, CC Director of Nursing
Carol Harvey, CC Nursing Instructor/Assistant Director
Linda Azen Martin, CC Clinical Simulation Coordinator

g **Comments:**

**College Presidents/Provost
Resource Table Personnel
Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of April 22, 2014.**
 - 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 55957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.

Per Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CHANCELLOR.
3. **PUBLIC HEARINGS: 1) State Categorical Program Flexibility Transfer Resolution and 2) Use of the Education Protection Account Proceeds to Partially Fund Instructional Salaries and Benefits.**
 - a. It is recommended that after the public hearing the Board adopt the State Categorical Program Flexibility Transfer Resolution and authorize a transfer from the Equal Employment Opportunity (EEO) program to the Disabled Students Program & Services (DSP&S) program. **(The Resolution is available for review in the District's Business Office.)**
 - b. It is recommended that after the public hearing the Board approve the use of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.

4. FINANCE AND FACILITIES

- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- [b] Authorization is requested to recognize a transfer to the Capital Outlay Fund for various Anaheim Campus projects. It is further requested that a resolution be adopted to adjust budgets and authorize expenditures within the Capital Outlay Fund, pursuant to the California Code of Regulations Title 5, §58308. **(The Resolution is available for review in the District's Business Office.)**
- [c] Authorization is requested for the 2013-2014 General Fund, Child Development Fund, Bond Building Fund and Capital Outlay Fund budget 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.)**
- d. It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended March 31, 2014, as required by §58310 of Title 5.
- e. It is recommended that the Board receive the Quarterly Investment Report for the quarter ended March 31, 2014.
- [f] It is recommended that the Board approve Amendment 1 to the consulting agreement with Public Economics, Inc. for consulting services per ABX1 26 regarding former Redevelopment Agencies extending the contract from June 30, 2014, to June 30, 2015.
- [g] Authorization is requested to enter into an agreement with Hazelrigg Claims Administration Services for the District's Self-insured Workers' Compensation program for FY 2014-15, FY 2015-16, and FY 2016-17.
- [h] Authorization is requested to enter into a consultant agreement with Dudek for environmental planning and consulting services for the construction of the Maintenance & Operations facility at Fullerton College.
- [i] Authorization is requested to enter into a Right of Entry Agreement with Bonnani Development, Inc. commencing on May 15, 2014, to allow Bonnani access to the License Area at reasonable times for the limited purpose of connecting Bonnani's storm drain to the District's storm drain.
- [j] Authorization is requested to file the Notice of Completion for Equipment Moving and Anchoring at Fullerton College Technology & Engineering Complex with Lacy Construction and pay the final retention payment when due.
- [k] Authorization is requested to award Bid #2014-04, Cypress College Tech Ed II, III & Gym II HVAC Equipment Replacement, to Sea Pac Engineering, Inc. as the lowest overall responsive and responsible bidder.

5. INSTRUCTIONAL RESOURCES

- [a] Authorization is requested for the Cypress College summary of curriculum deactivations, additions, and revisions, effective fall 2014 and fall 2015.
- [b] Authorization is requested for the School of Continuing Education summary of curriculum additions, to be effective in the fall 2014 trimester.
- [c] Authorization is requested for the Fullerton College summary of curriculum changes, to be effective fall 2014.
- [d] Authorization is requested for Fullerton College to accept a variety of donations to the Library and six divisions/departments.

6. HUMAN RESOURCES

- [a] Request approval of the following items concerning academic personnel:
 - Retirements
 - New Personnel
 - Rehire
 - Additional Duty Days @ Per Diem
 - Leaves of Absence
 - Administrative Leave With Pay
 - Temporary Academic Hourly
 - New Management Job Description
- [b] Request approval of the following items concerning classified personnel:
 - Retirements
 - New Personnel
 - Voluntary Changes in Assignment
 - Leaves of Absence
 - Layoff Due to Lack of Funds
- [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. Approve appointment to the position of Vice Chancellor, Educational Services and Technology.

7. GENERAL

- a. It is recommended that the Board consider whether an increase to Board members' compensation is desirable at this time.
- b. It is recommended that the Board re-adopt Board Policy 6320, Investments.
- c. It is recommended that the Board adopt Resolutions No. 13/14-21 and 13/14-22, Order of Biennial trustee Election and Specifications of the Election Orders.

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 Violet Ayon, Recording Secretary of the Board, (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.

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



WHEREAS, the 2013-14 Budget Act provides categorical flexibility for specified programs;
and

WHEREAS, districts that elect to redirect categorical funds under this categorical flexibility provision are deemed to be in compliance with program and funding requirements contained in statutory, regulatory, and provisional language associated with the specified programs;

NOW, THEREFORE, BE IT RESOLVED that this Board does hereby authorize the transfer of one dollar (\$1) from the Equal Employment Opportunity (EEO) program to the Disabled Students Programs & Services (DSP&S) program.

I, Fredrick G. 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 May 13, 2014, and passed by a unanimous vote of said Board.

Vice Chancellor, Finance and Facilities

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	May 13, 2014	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Public Hearing and Adoption of Education Protection Account Funding and Expenditures	Enclosure(s)	<u>X</u>

BACKGROUND: Proposition 30, The Schools and Local Public Safety Protection Act of 2012 passed in November 2012. This proposition temporarily raised the sales and use tax by .25 cents and raised the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) to provide continuing funding for local school districts and community colleges.

Per Proposition 30, a community college district has the sole authority to determine how the moneys received from the Education Protection Account (EPA) are spent, provided that the governing board shall make these spending determinations in open session of a public meeting of the governing board and shall not use any of the funds from the EPA for administrative salaries and benefits or any other administrative costs. Furthermore, each entity receiving funds shall annually publish on its internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

The District received the State Apportionment report that provided an estimate of \$20,046,098 that the District may receive from EPA funds.

Since the District now has the information needed to make a spending determination, the District is submitting this agenda item to comply with the Proposition 30 provision requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA funds that the District will receive are \$20,046,098 and the entire amount will be spent on instructional salaries. The EPA funds are NOT additional funds but rather are components of the "computational revenue" calculation.

The attached form identifying this \$20,046,098 as proceeds from the EPA and the District's intent to use these funds to partially fund instructional salaries, will be posted to the District's internet web site to meet the web site posting requirements. This same form will be updated at year-end with actual figures and will be audited as part of the District's annual financial and compliance audit. This agenda item was submitted by Rodrigo Garcia, 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: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: None. The EPA funds are NOT additional funds but rather are components of the “computational revenue” calculation.

RECOMMENDATION: It is recommended that after the public hearing the Board approve the use of the estimated \$20,046,098 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits.

Fred Williams

Recommended by

Approved for Submittal

3.b.2

Item No.

**North Orange County CCD
Budget Augmentation**

**Budget Revision
May 13, 2014**

<u>OBJECT OF EXPENDITURE</u>	<u>BUDGET ACCOUNT NUMBER</u>	<u>CURRENT BUDGET</u>	<u>REVISED BUDGET</u>	<u>VARIANCE</u>
50000 Other Operating Expenses & Services				
Personal & Consultant Services	45155 1340 51900 7100	\$307,857	\$432,857	\$125,000
Personal & Consultant Services	45409 1340 51900 7100	-	275,000	275,000
				<u>\$400,000</u>
80000 Revenue				
Interfund Transfers In	45155 1340 89810 6600	\$200,000	\$325,000	\$125,000
Interfund Transfers In	45409 1340 89810 6600	-	275,000	275,000
				<u>\$400,000</u>

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
DATE:	May 13, 2014	Resolution	X
		Information	
SUBJECT:	2013-2014 Budget Transfers: General Fund, Child Development Fund, Bond Building Fund and Capital Outlay Fund	Enclosure(s)	X

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 Rodrigo Garcia, 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 2013-2014 General Fund, Child Development Fund, Bond Building Fund and Capital Outlay Fund budget transfers netting to the amount of \$2,851,906 and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams
Recommended by

Approved for Submittal

4.c.1
Item No.

Budget Transfers
05-13-14

1.	From:	17824-9140-44110-6320	SCE	Non-Credit SSSP – Noninstructional Supplies	18,100
	To:	17824-9140-64320-6320	SCE	Non-Credit SSSP – Computer Equipment	18,100
		Transfer to cover the purchase of a copier and computers for the Matriculation Department.			
2.	From:	11100-1405-79430-6730	AC	Other Reserve for Contingencies	50,000
	To:	11100-1405-52640-6730	AC	Advertising	50,000
		Transfer to cover the cost of additional job advertising for multiple job recruitments in Spring/Summer 2014.			
3.	From:	11100-4200-60000-6010	CC	Equipment	100,000
	To:	11100-4200-21110-6010	CC	Classified Monthly Salaries	27,000
		11100-4200-23400-6190	CC	Noninstructional Professional Hourly	20,000
		11100-4200-30000-6xxx	CC	H&W Benefits	15,000
		11100-4200-50000-6190	CC	Other Operating Expenses	38,000
		Transfer to cover the salaries and benefits of classified and professional expert and travel and other computer related expenses.			
4.	From:	17624-6120-44110-6420	FC	DSPS – Noninstructional Supplies	22,000
	To:	17624-6120-60000-6420	FC	DSPS – Equipment	22,000
		Transfer to cover the purchase of a surveillance system, copier/scanner/fax printer and laptops all of which will support students who are deaf and/or hard of hearing.			
5.	From:	11200-1210-79430-6710	AC	Other Reserve for Contingencies	2,500
	To:	11200-1210-51950-6710	AC	Contracted Services-Food/Hospitality	2,500
		Transfer to cover the food costs associated with the District's blue ribbon advisory committee meetings.			
6.	From:	17614-3220-40000-6420	CC	DSPS – Supplies and Materials	182,000
	To:	17614-3220-12510-6420	CC	DSPS – Academic Administrators Salaries	12,000
		17614-3220-14200-6420	CC	DSPS – Noninstructional Hourly Counselor Salaries	120,000
		17614-3220-24100-6420	CC	DSPS – Hourly Instructional Aide Salaries/Direct Instruction	50,000
		Transfer to cover the salary expenses for hourly interpreters and hourly counselors and academic administrator.			
7.	From:	11100-1340-64110-7100	AC	Equipment	15,425
	To:	11100-1340-44110-7100	AC	Noninstructional Supplies	1,425
		11100-1340-52210-7100	AC	Building Repairs	14,000
		Transfer to cover the cost of various building and equipment repairs and supplies at the Anaheim Campus.			

Budget Transfers
05-13-14

8.	From:	17424-6130-4xxxx-6430	FC	EOPS – Supplies and Materials	184,575
	To:	17424-6130-12300-6430	FC	EOPS – Counselors Salaries	8,050
		17424-6130-14200-6430	FC	EOPS – Noninstructional Hourly Counselor Salaries	27,000
		17424-6130-21110-6430	FC	EOPS – Classified Monthly Salaries	10,300
		17424-6130-23200-6430	FC	EOPS – Noninstructional Technical Hourly Salaries	7,000
		17424-6130-524xx-6430	FC	EOPS – Travel & Conference – Employees/Field Trips	3,225
		17424-6130-76xxx-6430	FC	EOPS – Student Maintenance Allowance & Book Grants	129,000
	Transfer to re-allocate budgets to the appropriate accounts.				
9.	From:	17624-6120-44110-6420	FC	DSPS – Noninstructional Supplies	123,252
	To:	17624-6120-51900-6420	FC	DSPS – Personal & Consultant Services	123,252
	Transfer to cover the expenses of required interpreting services for students who are deaf and/or hard of hearing.				
10.	From:	11100-2xxx-43000-xxxx	CC	Instructional Supplies & Materials	106,852
		11100-2xxx-5xxxx-xxxx	CC	Other Operating Expenses	21,838
	To:	11100-xxxx-64xxx-xxxx	CC	Equipment	128,690
	Transfer to re-allocate budgets to appropriate accounts.				
11.	From:	17724-5980-40000-6320	FC	SSSP – Supplies and Materials	34,965
	To:	17724-5980-60000-6320	FC	SSSP – Equipment	34,965
	Transfer to cover the expenses of demo station equipment which will assist incoming Fullerton College students and will be utilized by the Counseling faculty to complete student educational plan and access Degree Works in support of SSSP.				
12.	From:	18265-2770-641xx-0900	CC	CTE Workforce Innovation Partnership – Equipment	10,000
	To:	18265-2770-43000-0900	CC	CTE Workforce Innovation Partnership– Instructional Supplies & Materials	10,000
	Transfer to cover the cost of instructional supplies and materials.				
13.	From:	18524-6150-14200-6460	FC	BFAP – Noninstructional Hourly Counselor Salaries	9,800
		18524-6150-21110-6460	FC	BFAP – Classified Monthly Salaries	28,000
		18524-6150-3xxxx-6460	FC	BFAP – H&W Benefits	11,000
		18524-6150-40000-6460	FC	BFAP – Supplies and Materials	5,000
	To:	18524-6150-51200-6460	FC	BFAP – Contracted Services	53,800
	Transfer to cover the purchase of new verification software and to renew the phone line queuing system for the Financial Aid Department.				
14.	From:	11200-5415-40000-1500	FC	Supplies and Materials	18,300
	To:	11200-5415-60000-xxxx	FC	Equipment	18,300
	Transfer to cover the purchase of non-instructional and instructional computer related equipment.				

BFAP = Board Financial Assistance Program; CTE = Career and Technical Education; DSPS = Disabled Students Program Services; EOPS = Extended Opportunity Programs and Services; SSSP = Student Success & Support Program; VTEA = Vocational & Technical Education Act.

Budget Transfers
05-13-14

15.	From:	18265-2770-641xx-0900	CC	CTE Workforce Innovation Partnership – Equipment	10,000
	To:	18265-2770-43000-0900	CC	CTE Workforce Innovation Partnership – Instructional Supplies & Materials	10,000
		Transfer to cover the purchase of instructional supplies and materials.			
16.	From:	11200-1210-79430-6710	AC	Other Reserve for Contingencies	15,000
	To:	11200-1210-51900-6710	AC	Personal & Consultant Services	15,000
		Transfer to cover the cost of continuing initial strategic bond planning and assessment feasibility services.			
17.	From:	11100-9703-79430-6010	SCE	Other Reserve for Contingencies	119,762
	To:	11100-9703-43000-4900	SCE	Instructional Supplies & Materials	390
		11100-9703-64310-4900	SCE	Computer Equipment	119,372
		Transfer to cover the purchase of computer related equipment, such as notebooks, computers and LCD projectors for the use of SCE students, staff and instructors at the SCE sites.			
18.	From:	11200-2xxx-11100-xxxx	CC	Academic Instructor Salaries	14,363
		11200-5xxx-11100-xxxx	FC	Academic Instructor Salaries	95,804
		11200-8750-11200-4900	SCE	Instructor, Non-Credit	1,258
		11200-5975-12300-6310	FC	Counselors Salaries	10,400
	To:	11200-2xxx-13310-xxxx	CC	Extended Day Instructors Salaries	14,363
		11200-5xxx-13310-xxxx	FC	Extended Day Instructors Salaries	106,204
		11200-8750-13310-4900	SCE	Extended Day Instructors Salaries	1,258
		Transfer for 13/14 Load Banking Leave for Fall.			
19.	From:	11100-3100-40000-6200	CC	Supplies and Materials	32,910
	To:	11100-3100-50000-6200	CC	Other Operating Expenses	32,910
		Transfer funds to accommodate upcoming transfers to utilize prior year funds not used.			
20.	From:	11200-5965-23000-6310	FC	Noninstructional Salaries	17,352
	To:	11200-5965-40000-6310	FC	Supplies and Materials	12,000
		11200-5965-50000-6310	FC	Other Operating Expenses	500
		11200-5965-60000-6310	FC	Equipment	4,852
		Transfer to cover the purchase of office supplies, office chairs, copier, and the cost of shredding services.			
21.	From:	11100-1110-79430-6600	AC	Other Reserve for Contingencies	1,115
	To:	11100-1110-44110-6600	AC	Noninstructional Supplies	1,115
		Transfer to cover the purchase of 12 leather bound books for Board meeting minutes.			

Budget Transfers
05-13-14

22.	From:	15414-5765-50000-0600	FC	VTEA – Other Operating Expenses	16,300
	To:	15414-5765-40000-0600	FC	VTEA – Supplies and Materials	3,500
		15414-5765-60000-0600	FC	VTEA – Equipment	12,800
		Transfer to cover the purchase of media equipment and supplies to enhance student skills in the field of Journalism as part of the VTEA program.			
23.	From:	18260-5230-64310-6190	FC	CTE Workforce Innovation Partnership – Computer Equipment	15,600
	To:	18260-5230-43000-6190	FC	CTE Workforce Innovation Partnership – Instructional Supplies & Materials	15,600
		Transfer to cover the purchase of instructional supplies and materials.			
24.	From:	11100-1700-64310-6780	AC	Computer Equipment	40,000
	To:	11100-1700-51200-6780	AC	Contracted Services	40,000
		Transfer to cover the cost of the information and emergency communication subscription service agreement.			
25.	From:	11200-2xxx-11100-xxxx	CC	Academic Instructor Salaries	1,388,131
	To:	11200-xxxx-12xxx-6xxx	CC	Noninstructional Salaries	1,388,131
		Transfer for 13/14 Cypress College Reassigned Time.			
26.	From:	11200-2xxx-11100-1500	CC	Academic Instructor Salaries	91,533
		11200-1000-79420-7900	AC	Board Discretionary	32,984
	To:	11200-2xxx-133xx-xxxx	CC	Extended Day Instructors Salaries	113,400
		11200-3205-14200-6310	CC	Noninstructional Hourly Counselor Salaries	11,117
		Transfer for 13/14 Backfill for Cypress College Reassigned Time.			
27.	From:	11200-2xxx-11100-xxxx	CC	Academic Instructor Salaries	293,710
	To:	11200-xxxx-12800-6xxx	CC	Current Year Fund – Reassigned Time - Noninstructional Salaries	293,710
		Transfer for 13/14 Cypress College Reassigned Time.			
28.	From:	454xx-1340-62200-7100	AC	Building Improvements	30,000
	To:	454xx-1340-51900-7100	AC	Personal & Consultant Services	30,000
		Transfer to cover the cost of engineering design services for the exterior and interior lights projects at Fullerton College.			

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 13, 2014

SUBJECT: Quarterly Financial Status Report Ended
March 31, 2014

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: Pursuant to §58310 of Title 5 of the California Code of Regulations, the Chief Executive Officer of each community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis.

The Chief Executive Officer of each community college district shall also prepare a quarterly report based on measurements and standards as established by the Board of Governors of the California Community Colleges and certified on forms provided by the State Chancellor. It is further required that this report be reviewed by the district governing board and entered into the minutes of a regularly scheduled meeting.

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended March 31, 2014. This agenda item was submitted by Rodrigo Garcia, 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 item is submitted in accordance with Board Policy 6300, Fiscal Management.

FUNDING SOURCE AND FINANCIAL IMPACT: The State Chancellor's Office requires that the District file a quarterly financial status report known as the CCFS-311Q. This agenda item does not result in any financial impact to the District.

RECOMMENDATION: It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended March 31, 2014, as required by §58310 of Title 5.

Fred Williams

Recommended by

Approved for Submittal

4.d

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 13, 2014

SUBJECT: Quarterly Investment Report
as of March 31, 2014

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

BACKGROUND: The Quarterly Investment Report for the quarter ended March 31, 2014, is submitted in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of March 31, 2014, the District had **\$158,892,547.77** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$3,375,996,926** and the market value was **\$3,376,431,041**. This represents an unrealized gain for accounting purposes of approximately 0.013%, which equates to **\$20,432** for the District. This paper gain is the result of a decrease in interest rates, which caused the values to increase. The average net interest rate for the quarter ended March 31, 2014, was **0.28%**. Net interest earned for the quarter totaled **\$116,299.71**.
2. **Cypress College and Fullerton College Investments.** As of March 31, 2014, the colleges' investments total **\$1,985,215.02**. Of this amount, **\$1,881,355.52** was invested in certificates of deposit and **\$103,859.50** was invested in savings or money market accounts. The interest rates vary from **0.30%** to **1.59%**.

Investments in the Orange County Treasurer's Money Market Educational Investment Pool and the Cypress and Fullerton colleges' investments meet Board Policy 6320, Investments, adopted by the Board of Trustees on February 12, 2002, and revised on June 14, 2005. This agenda item was submitted by Rodrigo Garcia, 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 item is submitted in accordance with Board Policy 6320, Investments.

FUNDING SOURCE AND FINANCIAL IMPACT: Interest earnings can be used for purposes specified within the funds where they are earned.

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report for the quarter ended March 31, 2014.

Fred Williams

Recommended by

Approved for Submittal

4.e

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	May 13, 2014	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Extend Agreement with Public Economics, Inc., For Consulting Services on the District-wide Redevelopment Matters	Enclosure(s)	<u> </u>

BACKGROUND: The Board previously approved an agreement with Public Economics, Inc., for consulting services on District-wide Redevelopment matters for FY 2013-14 with a not-to-exceed budget of \$25,000. Amendment 1 will extend the agreement through FY 2014-15 with an additional not-to-exceed budget of \$15,000 (plus an optional \$2,500 for meetings with the Board and/or District staff).

While ABX1 26 dissolved former Redevelopment Agencies (RDAs) effective Feb. 1, 2012, pass-through payments to the District continue, with responsibility for calculating and distributing payments transferred from the former RDAs to the County Auditor-Controller (A-C). Consultant has prepared annual pass-through projections for 41 future years, for the District's 65 pass-through entitlements under multiple scenarios, including a baseline scenario (total payments of \$77.1 million with a present value of \$34.2 million) and an alternative scenario with premature termination of some pass-throughs per AB 1484 (total payments of \$41.2 million with a present value of \$24.3 million). The District may choose to leverage these projected future pass-throughs to cover current facilities funding gaps for State-approved projects on the Fullerton and Cypress campuses.

Per Amendment 1 Consultant will focus on correcting prior year payments, as well as monitor current and future payments for underpayments. Most work under Amendment 1 will be performed in conjunction with the Orange County Department of Education and local K-12 districts using reduced multi-client rates. While providing joint services to the District and Other Districts results in increased total billings, cost sharing among many districts greatly reduces the cost to each individual district. This agenda item was submitted by Rodrigo Garcia, 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: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source will be from the Unrestricted General Fund.

RECOMMENDATION: It is recommended that the Board approve Amendment 1 to the consulting agreement with Public Economics, Inc. for consulting services per ABX1 26 regarding former Redevelopment Agencies extending the contract from June 30, 2014, to June 30, 2015, at a cost not to exceed \$15,000 (plus an optional \$2,500 for meetings with the Board and/or District staff). 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

Recommended by

Approved for Submittal

4.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	May 13, 2014	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Third Party Claims Administration Services Workers Compensation Program	Enclosure(s)	<u>X</u>

BACKGROUND: The North Orange County Community College District has been self-insured for its Workers' Compensation program since 1980, and the self-insured retention amount has been \$500,000 per claim since July 1, 2002. The District contracted with Southern California Risk Management Associates (SCRMA) for Workers' Compensation claims administration services beginning July 1, 2000. SCRMA was sold to York Risk Services in 2009 and the District continued to utilize York's services to the present time. The current York contract will expire on June 30, 2014.

For continuity of claims, changing the claims administration company should not occur often. However, it is prudent for the District to undertake a periodic formal process to ensure that it continues to receive the most cost effective services. In addition, new state regulations and mandates in claims administration and managed care services to injured workers continue to change. The increased complexity in managing and controlling these service costs further necessitates the need to exercise due diligence.

The District issued a Request for Quotation (RFQ) with a deadline of March 28, 2014. Along with the District's incumbent provider, York Risk Services Group, three additional providers, Athens Administrators, CorVel, and Hazelrigg Claims Administration Services (HCMS) responded to the RFQ. All four firms have experience working with public education clients and have excellent reputations in the industry.

ANALYSIS

Section I - Claims Administration

HCMS proposed the lowest flat fee for claims administration services for the next three years. The costs savings as compared to the incumbent will be approximately \$42,000. Further, HCMS examiners carry an average caseload of 135 indemnity and medical only claims combined while other responders average 150 indemnity claims caseload. The lower caseload will allow the assigned examiner more time and attention to managing their cases and providing more responsive service to the injured workers.

Section II - Managed Care Services

Each respondent proposed a different methodology for charging for these services, making quotation comparisons more challenging. However, a careful analysis determined that HCMS's proposal is the most cost effective and easiest to track. In general, HCMS provides an across the board 15% "of savings" fee and there are less ancillary costs for other services in the program. Also, this method of fee calculations ensures that HCMS

only receive fees proportional to the savings they generate for the District. Other proposals charge a higher percentage of savings for a fee and also a fixed “per unit” fee for every bill reviewed regardless of savings.

The District’s incumbent provider (York) has proposed a flat fee of \$5,000 per month for the majority of their managed care services. This is in contrast to their current practice of charging a “per unit” fee plus a percentage of savings for services provided in this area. While at first glance the flat fee seems attractive in fixing the District’s ultimate expense for managed care services, this non-performance outcome based methodology creates less incentive to achieve savings for the District through the maximization of managed care utilization.

The agreement will be on file in the District Business Office. This agenda item was submitted by Tami A. Oh, District Director, Risk Management.

How does this relate to the five District Strategic Directions? This item responds to Direction #5: Effective leadership and decision-making are based on an inclusive process that uses data, standards, law policies, and procedures.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6540, Insurance and Board Policy 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will be made through the Self Insurance Fund and will be included in the Annual Proposed Budget.

RECOMMENDATION: Authorization is requested to enter into an agreement with Hazelrigg Claims Administration Services for the District’s Self-insured Workers’ Compensation program for FY 2014-15 at an annual fee of \$58,000, plus \$3,500 Data Conversion fee, and ancillary services including Managed Care; FY 2015-16 fee of \$59,710 plus ancillary services including Managed Care; and FY 2016-17 fee of \$61,500 plus ancillary services including Managed Care. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the agreement and any relevant documents on behalf of the District.

Fred Williams
Recommended by

Approved for Submittal

4.g.2
Item No.

CLAIMS ADMINISTRATION SERVICES

Claims Administration	YORK	ATHENS	CORVEL	HCMS
Indemnity Claims	\$75,000 – 14/15 \$75,000 – 15/16 \$77,000 – 16/17	\$66,088 - 14/15 \$67,989 - 15/16 \$70,028 - 16/17	\$79,620 - 14/15 \$82,000 - 15/16 \$84,460 - 15/17 Max 70; \$1450 above lmts	\$57,000 – 14/15 \$58,710 – 15/16 \$60,500 – 16/17
Medical Only	Included Above	Included Above	Included Above Max 40; \$150 above limits	Included Above
Tail claims services	Included Above	Included Above	Included Above	Included Above
IT Tail claims data conversion	Included Above	Included Above	Included Above	\$3,500 one time
On-line claims access	Included Above	Included Above	Included Above	\$1,000/year
On-line 5020 submission	Included Above	Included Above	Included Above	Included Above
Investigation/Sub-rosa	Provided by third party	Pass through from vendor	24% recovered	Allocated/Exp when needed
Medicare set-aside	\$2,750 to CMS \$75 settlement documents \$125/hr SSA SSDI \$50 Medicare check \$150 Conditional investigate \$125/hr Conditional resolve	MSA reporting by Gould & Lamb are included. The preparing and filing of MSA is a pass through cost and range between \$1,800-\$2,500.	\$200/hr	No charge for MSA reporting. The preparing and filing of MSA are a pass through costs and HCMS will charge no more than \$2,500 per claim.
Other service enhancements	Pharmacy Benefit (PBM) no charge	Predictive Modeling \$40/claim	24/7 nurse triage FNOL report Annual bank fee	
Percentage examiners	26% claims 1% future med	30-40%	1/3 time - will adjust as needed	33% time
Maximum Caseload	150 open indemnity 300 future med/mo	142 Average	150 open indemnity 300 medical only	135 Average
Examiner Qualification	9 years/11 years med only State Certified	5 year w/c exp; 3 yr SIP State Certified	10 year exp State Certified	10 years exp State Certified
Salary Range	Under \$70,000 med only \$70,000-\$80,000	\$70,000-\$80,000	\$70,000-\$80,000	\$80,000-\$90,000

MANAGED CARE SERVICES

Managed Care Services	YORK	ATHENS	CORVEL	HCMS
MPN network access	Inclusive in \$5,000/mo flat fee	\$1,500 one time set up fee \$1,800 annual \$65 per claim	\$1,000 one time set up fee \$.50 per bill MPN fee	N/A 14/15 \$55/per claim 15/16 \$60/per claim 16/17
Line review of medical bills	Inclusive in \$5,000/mo flat fee	\$600/hospital bill \$8.50 all others	\$12 per bill	N/A
Medical billing savings	Inclusive in \$5,000/mo flat fee	10% of hospital and \$22% of savings after fee schedule if flat fee not selected above	27% savings after fee schedule	15% of savings
Nurse case management	\$95/hr charged to file as ALAE	\$98/hr for telephonic \$110 field plus travel exp.	Phone/Field \$120/hour Catastrophic \$175/hour Physician \$300/hour	\$98/hour
Utilization review	Inclusive in \$5,000/mo flat fee accept IMR review	\$165/flat \$300/hr peer to peer	\$120 per hour (all specialties)	\$145/review up to 3 requests
Physician review	Inclusive in \$5,000/mo flat fee	\$300 per hour	\$280 per hour (all specialties)	\$245
Prescription drug review	Inclusive in \$5,000/mo flat fee	\$125 per hour	CA fee schedule+\$7.25 \$200/hr medication review	No costs at first level \$250/hr, if client choose comprehensive review
Nurse triage or similar service	\$95 per hour	Not an Athens service	Free of charge	\$150/if claim is filed
Other service enhancements		Annual administration fee of \$2,500 for overall program mgmt.	UR and MPN plan filing with State - free	MPN development \$3,500 pass through to Arrisa. Plan State filing is free. UR filing free if needed.
ID Companies and ownership disclosure	Well Comp wholly owned by York	Athens Manage Care wholly owned by Athens	Performs all services in-house.	MPN/Physician Review own by Arrisa All others own by HCMS
Identify which services are automatic and which are performed at district approval.	Bill review and MPN is automatic; Others where applicable/appropriate	Index and bill review automatic Others with client OK	Program bundled & implemented as set protocol	MPN and bill review automatic. Others with client OK
Describe electronic data interface with TPA claims sys.	Use Smart Bill Review, fully integrated w/ York software	Use Mitchell, Genex & Athens Manage Care Others \$7,000-\$12,000	Services are automated and fully integrated	Use Comp Star Medical Bill Review and integrated with claims system
Sample reports and describe how savings are charged	Sample report attached, but with flat fee, no calculation needed	Sample report provided and fee savings varied.	Average savings 76%. Per bill and after RVS for fee	Sample report provided and fee savings varied

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 13, 2014
SUBJECT: Consultant Agreement with Dudek for Environmental Planning & Consulting Services

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

BACKGROUND: The District is seeking a qualified consultant to prepare environmental documents for the construction of the Maintenance & Operations facility at Fullerton College in a manner that fully complies with the procedural and substantive requirements of California Environmental Quality Act (CEQA) and the CEQA guidelines.

On March 19, 2014, the District Facilities Planning & Construction Department disseminated Requests for Proposal for Environmental Planning & Consulting Services (RFP) to several companies. On April 4, 2014, the following proposals were received. The stated fees are based on the development of a full Environmental Impact Report.

Rincon Consultants, Inc.	\$74,825
Dudek	99,857
E I P I D Solutions, Inc.	113,675
UltraSystems, Inc.	163,700

On April 24, 2014, the Selection Committee interviewed representatives from all four firms. After the interviews, the Committee deliberated and, thereafter, unanimously agreed to select Dudek. Dudek's proposed services were the most comprehensive.

Dudek has 30 years of project experience. Their higher education practice leaders have prepared CEQA/National Environmental Policy Act (NEPA) documents involving campus growth, community relations, lighting and aesthetics, traffic and parking, population and housing, hazards, biological resources, cultural resources, air quality, noise, and water quality and hydrology. They have completed master plan updates and campus CEQA documentation for Coast Community College District, Mira Costa Community College District, Riverside Community College District, Santa Barbara City College, and Victor Valley Community College.

It is, therefore, requested that the Board approve to enter into a consulting agreement with Dudek in the amount of \$99,857, inclusive of direct expenses. However, since the scope of the project is not yet fully established, it is requested that the Board approve an additional \$10,000 as a contingency, in the event it becomes necessary to amend the agreement. The agreement will commence on May 14, 2014 and terminate on December 31, 2014.

Additionally, the campus is in the process of developing the construction scope of work for the new Newell Parking Lot (Gigliotti property). In the event that there will be a zoning change due to the planned construction, the campus may be required to comply with CEQA

requirements and guidelines. If this is required, we will request the Board for approval to amend the agreement with Dudek so that they can develop the required CEQA documents for this project. This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

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, and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: The consultant's fees in the amount of \$99,857, plus a \$10,000 contingency, will be charged to Capital Outlay funds.

RECOMMENDATION: Authorization is requested to enter into a consultant agreement with Dudek in the amount of \$99,857, plus a \$10,000 contingency, for environmental planning and consulting services for the construction of the Maintenance & Operations facility at Fullerton College. The term of the agreement shall commence on May 14, 2014, and terminate on June 30, 2015. Authorization is also requested for the Vice Chancellor, Finance & Facilities, to execute the consultant agreement on behalf of the District.

Fred Williams
Recommended by

Approved for Submittal

4.h.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	May 13, 2014	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Enter Into Right of Entry Agreement with Bonnani Development, Inc.	Enclosure(s)	<u> </u>

BACKGROUND: Bonnani Development, Inc. (Bonnani) is developing a condominium project on its property located at 6182 Lincoln Ave., Cypress, CA 90630 (Bonnani Property). As part of the approval process for the condominium project, the City of Cypress (City) has requested that the developer connect its storm drain system located along the northern edge of the District property. Bonnani, therefore, requested the use of a portion of the District Property located along the northern border of the District Property (License Area), for the purposes of, at Bonnani's sole expense, laydown, staging, support and construction of the connection between Bonnani's storm drain system and the District's storm drain system (Work).

In furtherance of good relations, the District grants Bonnani, including Bonnani's agents, employees, contractors, and consultants, a non-exclusive license (License) to enter upon the License Area at reasonable times for the limited purpose of performing the Work. The access granted in the License is on an "As-Is" basis and the District makes no representation or warranty of any kind regarding the condition of the District Property or License Area. Prior to utilizing the License or entering upon the License Area, Bonnani shall coordinate with the District, either telephonically or in writing, in order to ensure that District activities are not disrupted.

A Right of Entry Agreement (Agreement) has been drawn by District legal counsel, which was reviewed by Bonnani and the District. The terms of the agreement as written eliminate any District responsibility and place the burden on Bonnani. In addition, the District retained the services of a licensed civil engineer who reviewed the shop drawings and will inspect construction to ensure that it complies with all federal, state or local laws, ordinances, rules, and regulations applicable to the District Property. The Agreement shall commence on May 15, 2014, and shall remain in effect until the completion of the Work or six (6) months from the effective date, whichever occurs first. At the time of termination of the Agreement, Bonnani's storm drain will tie into the District's storm drain and the connection will continue indefinitely or until either party disconnects the drains. Language in the contract will protect the District for any loss that arises from Bonnani's connection to the District's storm drain.

This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

How does this relate to the District-wide Strategic Plan? This item responds to Goal #8: Marketing/Communications efforts are evaluated and refined on an ongoing basis to enhance effectiveness of outreach in business and industry partnerships.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6700, Civic Center and Other Facilities Use.

FUNDING SOURCE AND FINANCIAL IMPACT: There is no financial impact. Bonnani Development, Inc. shall bear all costs associated with the construction of the connection between Bonnani's storm drain system and the District's storm drain system.

RECOMMENDATION: Authorization is requested to enter into a Right of Entry Agreement with Bonnani Development, Inc. commencing on May 15, 2014, to allow Bonnani access to the License Area at reasonable times for the limited purpose of connecting Bonnani's storm drain to the District's storm drain. The agreement will remain in effect until the completion of work or six months from the effective date, whichever occurs first. Authorization is requested for the Vice Chancellor, Finance & Facilities, to execute the license agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

4.i.2

Item No.

BID SUMMARY

Bid #2014-04 - Cypress College Tech Ed II, Tech Ed III, Gym II HVAC

Bid Due: 5/1/14 @ 2:00 p.m.

COMPANY	BASE BID	AD. ALT. #1	AD. ALT. #2	TOTAL	ALLOWANCE	Allow+Total
Sea Pac Engineering Inc	\$ 950,000	\$ 508,000	\$ 477,000	\$ 1,935,000	\$ 80,000	\$ 2,015,000
NKS Mechanical Contracting	\$ 1,073,000	\$ 406,000	\$ 467,000	\$ 1,946,000	\$ 80,000	\$ 2,026,000
Anderson Air Conditioning LP	\$ 1,080,399	\$ 406,021	\$ 474,989	\$ 1,961,409	\$ 80,000	\$ 2,041,409
PPC Air Conditioning, Inc.	\$ 1,095,000	\$ 421,000	\$ 478,000	\$ 1,994,000	\$ 80,000	\$ 2,074,000
Air Ex Air Conditioning	\$ 1,195,950	\$ 429,000	\$ 503,000	\$ 2,127,950	\$ 80,000	\$ 2,207,950
Ran Enterprises, Inc.	\$ 1,240,000	\$ 465,000	\$ 520,000	\$ 2,225,000	\$ 80,000	\$ 2,305,000

CYPRESS COLLEGE CURRICULUM

Board Agenda

May 13, 2014

(DCCC approved April 11, 2014)

Revisions to the following courses will be effective fall 2015 instead of fall 2014 (previously DCCC approved on 1/31/14)

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PT 120 C Developmental Disabilities I Units: 7 Lecture: 4.5 Laboratory: 9	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Units from 7.5 to 7 * Prerequisite revalidated	24	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. Program and clinical site safety mandate.	2015 Fall	Program Review Outline, catalog, schedule and textbook updated to better reflect course content. Mandatory State Regulatory Board Curriculum Program review to update, include and or revise content to meet BVNPT educational requirements for licensing hours.
PT 125 C Developmental Disabilities II Units: 7 Lecture: 4 Laboratory: 9.5	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Units from 6.5 to 7 * Lecture hours from 3 to 4 * Lab hours from 10.5 to 9.5 * Instructor pay lecture hours from 4 to 5 * Instructor pay lab hours from 9.5 to 8.5 * Prerequisite revalidated * FSA Q80 Nursing Science-Clinical Practitioner added	24	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. Clinical site safety mandate	2015 Fall	Program Review Outline, catalog, schedule & textbook updated to better reflect course content. Mandatory State Regulatory Board Curriculum Program review to update, include and or revise content to meet BVNPT educational requirements for licensing hours and to be in compliance with title 5.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PT 130 C Mental Disabilities I Units: 7 Lecture: 4 Laboratory: 9.5	* Outline Update * Textbook Update * Prerequisite revalidated * Units from 6.5 to 7 * Lecture hours from 3 to 4 * Lab hours from 10.5 to 9.5 * Instructor pay lab hours from 9.5 to 8.5 * FSA Q80 Nursing Science-Clinical Practitioner added	24	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g., performing patient treatments, administering medication, giving injections, etc.) Clinical site safety mandate.	2015 Fall	Outline and textbook updated to better reflect course content. Mandatory State Regulatory Board Curriculum Program Review to update, include, and or revise content to meet BVNPT educational requirements for licensing hours.
PT 135 C Mental Disabilities II Units: 7 Lecture: 4 Laboratory: 9.5	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Units from 7.5 to 7 * Lecture hours from 4.5 to 4 * Lab hours from 9 to 9.5 * Instructor pay lecture hours from 5.5 to 5 * Instructor pay lab hours 8 to 8.5 * FSA Q80 Nursing Science-Clinical Practitioner added	24	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations along with labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. Clinical site safety mandate.	2015 Fall	Program Review Outline, catalog, schedule and textbook updated to better reflect course content. Mandatory State Regulatory Board Curriculum Program review to update, include and or revise content to meet BVNPT educational requirements for licensing hours.

The following degree deletion was approved at the DCCC meeting of 1/31/14 and Board approved 3/11/14 and the Division is now requesting that it not be deleted due to the state licensing and approval of the degree as validation of the Court Reporting Program.

RESCIND - DELETED DEGREES/CERTIFICATES			
DEGREE		EFF DATE	JUSTIFICATION
Court Reporting	ASSOCIATE IN SCIENCE DEGREE COURT REPORTING		The program is being de-activated as this has never been a viable alternative for court reporting students to pursue. The completion rate for AS Court Reporting is very low because of the number of units required for completion.
		Units	
	Total Units	72 - 112	

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
DATE:	May 13, 2014	Resolution	_____
SUBJECT:	School of Continuing Education Curriculum Matters	Information	_____
		Enclosure(s)	X _____

BACKGROUND: The School of Continuing Education Curriculum Committee and the District Curriculum Coordinating Committee have approved the attached summary of curriculum additions. All additions are within allocated budget for staff and facilities.

The Educational Master Plan has indicated that “instructional programs need to be continually reviewed as to viability and priority” and that the curriculum “needs to provide state-of-the-art training in vocational programs.” The assessment process, mandated by the state, provides several reasons for the proposed curricular changes:

1. To meet changing employment requirements, as per the recommendations of both the faculty and advisory committees.
2. To expand and streamline certificate programs in keeping with state mandates.
3. To modernize the curriculum as per recommendations determined through the School of Continuing Education Curriculum Committee.
4. To provide specific courses to meet student needs.

All curricula are submitted to the Provost’s Office for review prior to submission to the District Curriculum Coordinating Committee. This item is being submitted by Lynda Gunderson, Chair of the School of Continuing Education Curriculum Committee.

How does this relate to the five District Strategic Directions? Instructional programs provide the necessary basic skills training, current and relevant vocational skills, successful transfer preparation, and life-long learning option to meet the needs of our students and community.

How does this relate to Board Policy: This item is in compliance with BP4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Campus general fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum additions for the School of Continuing Education, to be effective in the fall 2014 trimester. The curricula have been signed by the Campus Curriculum Committee Chairperson and the Provost and it has been approved by the District Curriculum Coordinating Committee.

School of Continuing Education

2013 - 2014

Approved by District Curriculum Coordinating Committee on April 15, 2014
 Approved by School of Continuing Education Curriculum Committee on March 11, 2014

~~ New Courses ~~

Proposal	Total Hours	Course Justification	
Disabled Student Programs and Services (DSPS)			
DSPS 560	Independent Living Skills: Budgeting Skills	300	This course is necessary to provide students with disabilities the basic skills to live more independently in the community.
DSPS 562	Independent Living Skills: Money Skills	300	This course is necessary to provide students with disabilities the basic skills to live more independently in the community, and to successfully enter the workforce.
DSPS 564	Independent Living Skills: Consumer Skills	300	This course is necessary to provide students with disabilities the basic skills to live more independently in the community, and to successfully enter the workforce.
DSPS 570	Independent Living Skills: Health Skills	300	This course is necessary to provide students with disabilities the basic skills to live more independently in the community.
DSPS 572	Independent Living Skills: Safety Skills	300	This course is necessary to provide students with disabilities the basic skills to live more independently in the community.
DSPS 574	Independent Living Skills: Nutrition	300	This course is necessary to provide students with disabilities the basic skills to live more independently in the community.
DSPS 580	Independent Living Skills: Practical Living Skills	300	This course is necessary to provide students with disabilities the basic skills to live more independently in the community.
DSPS 582	Independent Living Skills: Mobility Skills	300	This course is necessary to provide students with disabilities the basic skills to live more independently in the community, and to successfully enter the workforce.

School of Continuing Education
2013 - 2014

Proposal		Total Hours	Course Justification
Disabled Student Programs and Services (DSPS)			
DSPS 584	Independent Living Skills: Kitchen Skills	300	This course is necessary to provide students with disabilities the basic skills to live more independently in the community.

Approved by District Curriculum Coordinating Committee on December 6, 2013
Approved by School of Continuing Education Curriculum Committee on November 13, 2013

~~ New Courses ~~

Proposal		Total Hours	Course Justification
Disabled Student Programs and Services (DSPS)			
DSPS 550	Independent Living Skills: Exploring Employment	300	This is the first of three sequential courses designed for adults with disabilities to succeed at a workplace. This course covers job-seeking skills.
DSPS 552	Independent Living Skills: Pre-Vocational Skills Practice	300	This is the second of three sequential courses designed for adults with disabilities to succeed at a workplace. This course will focus on practicing vocational skill in different job settings.
DSPS 554	Independent Living Skills: Social Skills on the Job	300	This is the third of three sequential courses designed for adults with disabilities to succeed at a workplace. This course will emphasize workplace soft skills.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X _____
		Resolution	_____
DATE:	May 13, 2014	Information	_____
		Enclosure(s)	X _____
SUBJECT:	Fullerton College Curriculum		

BACKGROUND: The Office of Instruction and the Curriculum Committee at Fullerton College and the District Curriculum Coordinating Committee have approved the attached summary of curriculum changes. All changes serve the mission of Fullerton College and are within the allocated budget for staff and facilities.

The Educational Master Plan has indicated that "instructional programs need to be continually reviewed as to viability and priority" and the curriculum "needs to provide state-of-the-art training in vocational programs." The assessment process, mandated by the state, provides several reasons for the proposed curricular changes: (1) to meet changing employment requirements, as per the recommendations of both the faculty and advisory committees; (2) to expand and streamline certificate programs in keeping with state mandates; (3) to provide meaningful categorization of Faculty Service Areas; (4) to provide specific courses to meet student needs; (5) to restructure programmatic curricula; and (6) to eliminate courses that either are no longer critical or that have been subsumed into other curricular offerings.

All curricula are submitted to the President's Office for review prior to submission to the District Curriculum Coordinating Committee. This item is submitted by Dr. Jennifer Combs, Fullerton College Curriculum Committee Chair, and Dr. Savannah Jones, Interim Vice President of Instructional Services.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.

How does this relate to Board Policy: The curricula are submitted to the Board for approval as outlined in Board Policy 4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for all curricula comes from the campus general fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective fall 2014. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and it has been approved by the District Curriculum Coordinating Committee.

Rajen Vurdien

Recommended by

Approved for Submittal

5.c.1

Item No.



**Fullerton College Curriculum
Board of Trustees
Proposal Agenda
May 13, 2014**

Approved by DCCC 4/11/2014

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 145 F Publication Design	<ul style="list-style-type: none"> Advisory Revision 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Extensive individualized instruction with each student is essential as they acquire the skill sets that are necessary for success.	Fall 2014	Advisory ACG 100 to DART 100 F.

REVISED PROGRAMS																																	
SUBJECT	PROGRAM DESCRIPTION	EFF DATE	JUSTIFICATION																														
PE	<p>Therapeutic and Sports Massage Therapist Level I Certificate The Therapeutic and Sports Massage Therapist Level I Certificate Program requires a total of 34 units (738 hours) of required courses. This program prepares students with the knowledge, skills, and abilities necessary for entry-level massage therapist positions. All classes must be completed with a "C" or better. Students must present current CPR and First Aid cards to receive certificate. Required Courses (34 Units)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">These courses must be taken at Fullerton College</th> <th style="text-align: right;">Units</th> </tr> </thead> <tbody> <tr><td>BIOL 102 F Human Biology</td><td style="text-align: right;">3</td></tr> <tr><td>BIOL 102LF Human Biology Laboratory</td><td style="text-align: right;">1</td></tr> <tr><td>WELL 110 F Pathology: The Massage Connection</td><td style="text-align: right;">3</td></tr> <tr><td>WELL 230 F The Body-Mind Connection</td><td style="text-align: right;">3</td></tr> <tr><td>WELL 232 F Basic Introduction to Massage</td><td style="text-align: right;">4</td></tr> <tr><td>WELL 233 F Intermediate Massage</td><td style="text-align: right;">3</td></tr> <tr><td>WELL 234 F Advanced Massage</td><td style="text-align: right;">3</td></tr> <tr><td>WELL 236 F Sports Massage</td><td style="text-align: right;">3</td></tr> <tr><td>WELL 240 F Massage and Bodywork Skills Lab</td><td style="text-align: right;">2</td></tr> <tr><td>WELL 250 F Clinical Massage and Bodywork</td><td style="text-align: right;">2</td></tr> <tr><td>WELL 265 F Kinesiology</td><td style="text-align: right;">3</td></tr> <tr><td>WELL 270 F Sports Internship</td><td style="text-align: right;">2</td></tr> <tr><td>WELL 290 F Adaptive Therapeutic Massage and Bodywork</td><td style="text-align: right;">2</td></tr> <tr><td>Total Units</td><td style="text-align: right;">34</td></tr> </tbody> </table>	These courses must be taken at Fullerton College	Units	BIOL 102 F Human Biology	3	BIOL 102LF Human Biology Laboratory	1	WELL 110 F Pathology: The Massage Connection	3	WELL 230 F The Body-Mind Connection	3	WELL 232 F Basic Introduction to Massage	4	WELL 233 F Intermediate Massage	3	WELL 234 F Advanced Massage	3	WELL 236 F Sports Massage	3	WELL 240 F Massage and Bodywork Skills Lab	2	WELL 250 F Clinical Massage and Bodywork	2	WELL 265 F Kinesiology	3	WELL 270 F Sports Internship	2	WELL 290 F Adaptive Therapeutic Massage and Bodywork	2	Total Units	34	Fall 2014	Add WELL 265 F to required courses, units revised from 31 to 34.
These courses must be taken at Fullerton College	Units																																
BIOL 102 F Human Biology	3																																
BIOL 102LF Human Biology Laboratory	1																																
WELL 110 F Pathology: The Massage Connection	3																																
WELL 230 F The Body-Mind Connection	3																																
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WELL 234 F Advanced Massage	3																																
WELL 236 F Sports Massage	3																																
WELL 240 F Massage and Bodywork Skills Lab	2																																
WELL 250 F Clinical Massage and Bodywork	2																																
WELL 265 F Kinesiology	3																																
WELL 270 F Sports Internship	2																																
WELL 290 F Adaptive Therapeutic Massage and Bodywork	2																																
Total Units	34																																

DELETED PROGRAMS		
PROGRAM	EFF DATE	JUSTIFICATION
Cabinetmaking & Millwork Technology Certificate	Fall 2014	Program no longer being offered
Wood Technology: Woodcarving Specialist Skills Certificate	Fall 2014	Program no longer being offered
Wood Technology: Cabinetmaking Specialist Certificate	Fall 2014	Program no longer being offered
Wood Technology: Furniture Making Specialist Certificate	Fall 2014	Program no longer being offered
Group Fitness Instructor Certificate	Fall 2014	Program no longer being offered
Spreadsheet Applications Skills Certificate	Fall 2014	Program no longer being offered

DELETED COURSES

COURSE ID	EFF DATE	JUSTIFICATION
CDES 123DF Early Childhood Music Education	2014 Fall	Shell Course replaced by CDES 119 F
MUSA 122 F Intermediate Rock Guitar	2014 Fall	Course no longer offered
WOOD 012 F Cabinetmaking/Millwork	2014 Fall	Wood Program no longer exists
WOOD 013 F Introduction to 32mm Cabinetmaking	2014 Fall	Wood Program no longer exists
WOOD 014 F Cabinetmaking/Millwork-House Project	2014 Fall	Wood program no longer exists
WOOD 015 F 32 mm Cabinetmaking/Millwork-House Project	2014 Fall	Wood program no longer exists
WOOD 016 F Machine Woodworking/Furniture	2014 Fall	Wood program no longer exists
WOOD 017 F Table Construction	2014 Fall	Wood program no longer exists
WOOD 018 F Advanced Machine Woodworking/Furniture	2014 Fall	Wood program no longer exists
WOOD 019 F Chair Construction	2014 Fall	Wood program no longer exists
WOOD 021 F Tool & Jig Production	2014 Fall	Wood program no longer exists
WOOD 025 F Cabinet Vision / Planit Solutions	2014 Fall	Wood program no longer exists
WOOD 026 F Cabinet Vision, Intermediate Programs	2014 Fall	Wood program no longer exists
WOOD 031 F Woodworking Skills Lab	2014 Fall	Wood program no longer exists
WOOD 032F Advanced Skills Lab	2014 Fall	Wood program no longer exists
WOOD 041 F Introduction to Woodcarving	2014 Fall	Wood program no longer exists
WOOD 042 F Intermediate Woodcarving	2014 Fall	Wood program no longer exists
WOOD 043 F Advanced Woodcarving	2014 Fall	Wood program no longer exists
WOOD 044 F In-the-Round Woodcarving	2014 Fall	Wood program no longer exists
WOOD 098AF Intro to Woodcarving	2014 Fall	Wood program no longer exists
WOOD 098BF Table and Chair Construction	2014 Fall	Wood program no longer exists

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 13, 2014
SUBJECT: Fullerton College
Donations

Action X
Resolution _____
Information _____
Enclosure(s) _____

BACKGROUND: Businesses and individuals frequently make monetary donations or donate supplies and equipment that are of value to Fullerton College and its instructional programs.

How does this relate to the five District Strategic Directions? This item responds 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 is in compliance with Board Policy 3820, Gifts and Donations.

FUNDING SOURCE AND FINANCIAL IMPACT: The monetary and supplies/equipment donations to Fullerton College will assist with expenses associated with the Fullerton College instructional programs and departments, which would otherwise be funded through the division budgets.

RECOMMENDATION: Authorization is requested for Fullerton College to accept the following donations:

To the Fullerton College Fine Arts Division/Art Department:

- Two ring mandrels, 11 assorted plier and cutters, one soldering tripod and mesh, one mallet, one lock tweezers, two ring gages, two screw drivers, one scissors, two metal template, five pounds of slab cut semi-precious stone, costume jewelry (rhinestone and chains), and two sheets of medium solder – Jean Hill Gentry

To the Fullerton College Fine Arts Division/Music Department:

- Large Box Bass Music (Symphony Materials) – Antionette Empringham
- 35 complete arrangements for Jazz Band and a vocalist. (Value of each chart \$55) – Jennifer Hart

To the Fullerton College Library:

- Three Books: The Italian renaissance Interior, 1400-1600; Federal Furniture and Decorative Arts at Boscobel; Southern Furniture 1680-1830: The Colonial Williamsburg Collection – Linda Kammerer
- Three Books: Dewey's Nine Lives; A Lion Called Christian; Harry Potter and the Sorcerer's Stone – Masumi Oberlin

- Two Boxes Miscellaneous Books – John Orr
- Four Books, 2 CDs – Nick Dovey
- One Book: Big Book of Garden Designs – Susan Mullen
- One Book: Concepts and Regions in Geography – Anonymous
- 18 Hardback Books and 51 Paperback Books – John Ayala
- Four Books and Three Periodicals – Bob Sherrill
- One Book: The Bedford Guide for College Readers – Amanda Brown
- One Book: Sarah's Key – Jane Ishibashi
- Four Psychology Books, One German Book and Two Statistics Textbooks - Anonymous
- Five Textbooks – Sally Gallegos

To the Fullerton College Physical Education Division:

- \$1500 Cash Donation as deposit for the Gene Murphy Golf Tournament, March 15, 2015 – D. P. Lian

To the Fullerton College Technology and Engineering Division/Automotive Technology Department

- Used Radiator (2002 Toyota 4Runner) – Gregory Galladi
- Two March P/N 10512 Dakota water pump pulley, 500 Plastic ratcheting hose clamps, Wire Leads (various), 15 Black rubber breather tubes, 1 Air intake tube 14" long by 3-1/2" in diameter, 20 Miscellaneous fittings (silver), 24 Pulleys (various sizes, 25 Black hose clamps, 1 piece 300 PSI hose 26" long by 1/2", 1 piece Cloth braided line with fittings (9"), 7 Plastic loom (5" long), 1 Accel wide band oxygen sensor, 20 Serpentine belts (various sizes), 1 Innovate digital air fuel ratio meter, 1 Innovate oxygen sensor, 1 Kowa seiki timing light, 1 Actron compression tester, 3 Stainless steel braided dip stick, 100 pk Tap scotch lock connectors, 12 Aluminum fuel rail, 68 Rubber hoses (8-1/2" long by 3/4" in diameter), 4 NGK spark plugs #TR6, 1 Accel fuel injector, 30 Rubber dome cape 2" long, 4 Cloth braided hose 1/2" diameter 300 PSI, 20 Neopreme intake hoses, various diameters, 40 lug nuts (long seat), 4 Napa 2-1/2" exhaust clamp, 10 Stainless exhaust clamp 3#, 33 Fragola straight ADA, 75 Bolts 2" x 1/4" silver, 50 Cap screws alloy zinc socket head 5/16"-18" x 3/4", 100 Sheet metal bolts 1" long, 36 Angled L brackets, 1 Delta shop fan, 75 white plastic clips, 14 Copper fittings, 40 Threaded brass fittings, 1 Auto meter 2 channel intake temperature, 1 Auto meter 2 channel pyrometer, 30 Black machine brackets, 2 Tyco 4 pull relay, Cable 9 pin female to 1/8" stereo, 1 Black puller tool (axle), 1 Painless relay kit, 20 ft Moroso battery cable kit, 1 Oil filter sandwich adaptor, 1 auto meter gauge set, 48 miscellaneous injectors, 1 mopar gasket kit, 2 exhaust hanger donut, 12 Clevite freeze plugs, 1 mopar sensor, 1 mopar wiring, 5 mopar valve cover gaskets, 20 mopar spark plug seals, 2 Raybestos brake pads, 1 fram oil filter, 1 Accel DFI engine management, miscellaneous wiring and relays, 1 K&N oil breather, 3 steel braided hoses, 6 motorcraft PCB valve, 4 Hella electric water pumps, 16 2 wire loom, 1 Paychex timecard terminal, 1 Manley pushrod set, 1 compression testing kit, 1 Amano timeclock, 1 Netgear VPN firewall, 1 Ethernet switch (Dynex), 1 Linksys wireless router, 2 spools of vacuum tubing, 1 spool of windshield washing tubing, 20 ft windshield washer and vacuum tubing, 1 Rotozip tool, 1 Chrysler differential, 2 APC battery backup, 1 Ethernet switch (DLink), 50 meters of cat 5 cable, 2 Dodge truck A pillar pod mounts, 2 spools of heat shrink tubing, various miscellaneous pieces of rubber hoses, 12 elbow fittings, 30 metal L brackets, 1 ATI damper, 7 3-hole collector gasket, 1 20 piece punch set, 1 Box of plastic wheel well shrouding, 1 pair of Dodge Dakota taillights, 1 box of plastic steering wheel covers, 1 rocket racing mag wheel, 1 engine stand, aluminum air intake tubes, various miscellaneous hoses, 1 Goodyear tire, 1 Space saver spare wheel, 1 Chrysler engine stand – Tim Quaranta

5.d.2
Item No.

To the Fullerton College Technology and Engineering Division/Police Academy Class #43:

- \$10 Cash Donation - Jeremy C Elgin
- \$20 Cash Donation - Brian McGuire
- \$25 Cash Donation - Paul and Cynthia Hoffman
- \$25 Cash Donation - David and Julia Matthey
- \$500 Cash Donation – SA Recycling

To the Fullerton College Technology and Engineering Division/Administration of Justice Police Academy Department:

- Eight (8) Academy Uniforms, Cap & Gloves (est. value \$403.83) - Valeria A. Garcia

To the Fullerton College Technology and Engineering Division/Communications Department

- Vintage Photo Stat Camera and Processor, Nearly-new Large Format Color Printer and Accessories for Color Printer – Brian M. Kaneko

Rajen Vurdien

Recommended by

Approved for Submittal

5.d.3

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 13, 2014 Resolution _____
Information _____
SUBJECT: Academic Personnel 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

6.a.1

Item No.

Academic Personnel
May 13, 2014

RETIREMENTS

Bjorklund, Nancy	FC	History Instructor Eff. 05/25/2014 PN FCF977
Duhme, Cheryl	FC	Mathematics Instructor Eff. 07/29/2014 PN FCF925
Johnson, Kathi	FC	ESL Instructor Eff. 05/25/2014 PN FCF866
Oliveira, Antonio	CC	Foreign Language Instructor Eff.05/25/2014 PN CCF842
Woelke, Debi	FC	Physical Education Instructor Eff. 05/31/2014 PN FCF698

NEW PERSONNEL

Alhadeff, Andrew	CC	Physical Education Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN CCF989
Cherney, Julia	CC	Dental Hygiene Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN CCF767
Dolbin, Ronald	FC	Mathematics Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN FCF851

Academic Personnel
May 13, 2014

Espinosa, Timothy	FC	Theatre Art Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN FCF846
Fernandez, Gabriela	FC	Computer Information Systems Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN FCF701
Loew, Valerie	FC	Horticulture Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN FCF900
McCarthy, Barry	FC	Business Management Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN FCF692
Montoya, Manuel	FC	Counselor First Year Probationary Contract Class B, Step 1 Eff. 07/01/2014 PN FCF872
Nunez, Jose	FC	Vice President, Instruction Range 37, Column A + Doc (100%) Management Salary Schedule Eff. 07/01/2014 PN FCM963
Robertson, Kelly	FC	Administration of Justice Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN FCF784

Academic Personnel
May 13, 2014

Smedley, Deanna	FC	Counselor First Year Probationary Contract Class B, Step 1 Eff. 07/01/2017 PN FCF984
Smith, Susan	CC	Nursing Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN CCF830
Wells, Julie	FC	Biology Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014
Wilson, Elizabeth	CC	Dental Hygiene Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN CCF735
Zepeda, Charles	FC	Automotive Technology Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/22/2014 PN FCF899

REHIRE

Aguirre, Yolanda	FC	Temporary Special Project Counselor Cal/WORKS Temporary Contract (100%) Specially-funded pursuant to E.C. 87470 Class B, Step 17 Eff. 07/01/2014-06/30/2015
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ADDITIONAL DUTY DAYS @ PER DIEM

Afra, Maha	CC	Artistic Director Director of Dance Productions	1 day 4 days
Landry, Erin	CC	Artistic Director Director of Dance Productions	1 day 4 days

Academic Personnel
May 13, 2014

Majarian, Mark	CC	Theater Technical Director Director of Drama/Musical	2.5 days 4 days
Mercer, Robert	CC	Student Newspaper Advisor	6 days
Meyer, Barbara	CC	Theater Technical Director Resident Designer	8 days 13 days

LEAVES OF ABSENCE

Chi, Hong	CC	ESL/Foreign Language Instructor Personal Leave Without Pay (100%) Eff. 2014/2015 Academic Year	
Danufsky, Joshua	FC	Mathematics Instructor Personal Leave Without Pay (100%) Eff. 2014/2015 Academic Year	
Stephens, Craig	SCE	NC Instructor, DSPS Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/21/2014-05/11/2014	

ADMINISTRATIVE LEAVE WITH PAY

Herrera, Edgar Alex	CC	Foreign Language Instructor Eff. 05/01/2014	
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2014 SUMMER
INTERSESSION

Downs, James	FC	Column 3, Step 0	
Law, Hin	FC	Column 2, Step 0	
Parda, Kriska	CC	Column 1, Step 0	
Stockstill, Marcella	FC	Column 2, Step 0	
Tchalian, Adriana	FC	Column 1, Step 0	

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2014 FALL SEMESTER,
TRIMESTER

Abdel Haq, Mohammad	FC	Column 1, Step 0	
Barnese, Kevin	CC	Column 3, Step 0	
Darnany, Lindsay	CC	Column 1, Step 0	
Gray, Victoria	CC	Column 1, Step 0	
Henson, Terry	CC	Column 1, Step 0	
Ibrahim, Sakina	CC	Column 1, Step 0	

Academic Personnel
May 13, 2014

Jacobsen, David	CC	Column 1, Step 0
Knight, Saleemah	CC	Column 2, Step 0
Pacheco, Manuel	FC	Column 1, Step 0
Rath, Carolyn	FC	Column 1, Step 0
Steidel, K. Lee	FC	Column 1, Step 0
Tran, Cindy	FC	Column 3, Step 0

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2014 SPRING SEMESTER,
TRIMESTER

Dunnam, Stephanie	SCE	Column 1, Step 0
Sakata, Diana	SCE	Column 2, Step 0
Tucker, Alli	SCE	Column 2, Step 0

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Rosas, Reyna	CC	Column 1, Step 1
Standerfer, Mary	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Calabrese, Jacqueline	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Cunningham, Katelyn	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Dillon, Joyce	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Dobsen, Jessica	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Hardesty, Catherine	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Heller, Carla	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014

Academic Personnel
May 13, 2014

Higgins, Lauren	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
McKennon, Anna	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Nave, Marquis	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Nikkohoo, Kristine	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
O'Rourke, Margaret	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Ortiz, Jennifer	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Pantano, Lynne	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Ramseyer, Diana	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Rho, Gina	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Richards, Heather	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Rosenberg, Stuart	CC	Hiring Committee Service Lab Rate, Regular, and Contract Faculty Overload Teaching Schedule Class D Not to exceed 12 hours Eff. 01/15/2014-01/23/2014

Academic Personnel
May 13, 2014

Scheys, Rene	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Shahisaman, Mohammad	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Shiroma, Ryan	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Stevenson, Kent	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Toffler, Betsy-Ann	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Vandervort, Kimberly	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014
Zager, Gary	CC	Hiring Committee Service Lab Rate, Regular, and Contract Faculty Overload Teaching Schedule Class D Not to exceed 12 hours Eff. 01/15/2014-01/23/2014
Zeledon, Selena	FC	Staff Development Workshop Stipend not to exceed \$100.00 Eff. 05/30/2014

NEW MANAGEMENT JOB DESCRIPTION

Director, EOPS, CARE, and CalWORKs
(6.a.9-6.a.11)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 13, 2014 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

6.b.1

Item No.

Classified Personnel
May 13, 2014

RETIREMENTS

Giermek, Kenneth CC Facilities Custodian I
12-month position (100%)
Eff. 06/01/2014
PN CCC754

Shocklee, Marion CC Administrative Assistant II
12-month position (100%)
Eff. 05/01/2014
PN CCC844

NEW PERSONNEL

Apollo, Odette SCE Instructional Aide/High School Lab
11-month position (40%)
Range 30, Step A + 5% Shift
Classified Salary Schedule
Eff. 05/14/2014
PN SCC980

Kanny, Mary CC Research Analyst
12-month position (100%)
Range 52, Step A
Classified Salary Schedule
Eff. 06/02/2014
PN CCC780

Pargett, Francis CC Manager, Custodial Services
12-month position (100%)
Range 6, Column A
Management Salary Schedule
Eff. 05/14/2014
PN CCM958

Rocha, Allyssa SCE Instructional Assistant/High School Lab
11-month position (40%)
Range 36, Step A + 5% Shift
Classified Salary Schedule
Eff. 06/02/2014
PN SCC992

Classified Personnel
May 13, 2014

Derakhshanian, Virginia	CC	Learning Center Coordinator (100%) Temporary Increase in Months Employed From: 11 months To: 12 months Eff. 07/01/2014 – 06/30/2015
Garcia, Ana Rosa	FC	Clerical Assistant I (100%) Temporary Change in Assignment To: FC Administrative Assistant I 12-month position (100%) Range 33, Step D + 5% Longevity Classified Salary Schedule Eff. 04/04/2014 – 06/30/2014
Luna, Berta	SCE	Administrative Assistant I (50%) Temporary Increase in Percent Employed From: 50% To: 80% (SCE 50% and AC 30%) Eff. 05/05/2014 – 06/30/2014
Megginson, Zoe	CC	Instructional Aide/Learning Resource Center (100%) Temporary Increase in Months Employed From: 10.5 months To: 11.5 months Eff. 07/01/2014 – 06/30/2015
Peery, Kevin	CC	Instructional Assistant/Learning Resource Center (100%) Temporary Increase in Months Employed From: 11 months To: 12 months Eff. 07/01/2014 – 06/30/2015
Sanchez, Patricia	CC	Executive Assistant (100%) Temporary Change in Assignment To: AC Executive Assistant III 12-month position (100%) Range 30C, Step D + 10% Longevity Confidential Salary Schedule Eff. 05/27/2014 – 07/31/2014

Classified Personnel
May 13, 2014

LEAVES OF ABSENCE

Brown, Peggy	AC	Payroll Specialist (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 05/01/2014 – 04/30/2015 (Intermittent Leave)
Bandak, Michelle	CC	Accounting Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 07/07/2014 – 07/18/2014 (Consecutive Leave)
Calderon-Teneza, Roselle	CC	Financial Aid Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/10/2014 – 04/22/2014 (Consecutive Leave) Eff. 04/23/2014 – 05/21/2014 (Consecutive Leave)
Ledezma, Elizabeth	FC	Evaluator (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 05/05/2014 – 06/01/2014 (Consecutive Leave)

LAYOFF DUE TO LACK OF FUNDS

Training & Development Program Manager, Orange County Digital Media Center
School of Continuing Education, 12-month position, 1.00 FTE
Eff. 07/01/2014

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: May 13, 2014

SUBJECT: Professional Experts

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

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

6.c.1

Item No.

Professional Experts
May 13, 2014

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Berry, Jason	SCE	Technical Expert I	Event and Classroom Photography	5	04/28/2014	06/22/2014
Chan, Ted	FC	Technical Expert I	Development and Implementation of Doceri software	25	05/14/2014	06/30/2014
Claassen, Mareike	FC	Project Coordinator	Training on Student Success Strategies	N/A	06/11/2014	06/11/2014
Crete, Jessica	SCE	Not-For-Credit-Instr I	Assessment Proctor	26	04/23/2014	06/30/2014
Deutsch, Nancy	CC	Technical Expert II	Dir. Title V Grant Comp, Training Coord.and revising handbook	40	05/25/2014	06/30/2014
Deutsch, Nancy	CC	Technical Expert II	Dir. Title V Grant Comp, Training Coord.and revising handbook	40	07/14/2014	08/21/2014
Dickey, Cherie	CC	Project Manager	Title V Grant Component One Coordination	40	05/27/2014	06/30/2014
Dickey, Cherie	CC	Project Manager	Title V Grant Component One Coordination	40	07/01/2014	08/21/2014
Edey, Travis	FC	Project Expert	Light and Audio Event Programmer	26	04/11/2014	06/30/2014
Farnham, Paul	FC	Project Coordinator	Training on Student Success Strategies	N/A	06/11/2014	06/11/2014
Gonzalez, Manuel	FC	Technical Expert I	Mural Installation	10	04/16/2014	05/16/2014
Graves, Gary	FC	Project Coordinator	Emerging Educational Technologies Defined Presenter	10	04/11/2014	05/23/2014
Gulmesoff, Monika	SCE	Project Coordinator	Project Coordinator (Mobility)	26	05/05/2014	06/27/2014
Ikeda, Nancy	FC	Technical Expert I	Training on Student Success Strategies	N/A	05/01/2014	06/30/2014
Jones, Sarah	CC	Technical Expert I	Title V Acceleration Faculty Inquiry Group	N/A	04/30/2014	05/30/2014
Kemp, Darnell	FC	Project Coordinator	Emerging Educational Technologies Defined Presenter	10	04/10/2014	05/23/2014
Kennedy, Taffia	SCE	Project Coordinator	LA/OC Environmental Center Program Manager	26	05/05/2014	06/30/2014
Kyle, Diana	FC	Technical Expert I	Kinder Caminata Coordinator	12	04/01/2014	05/09/2014
Langgle, Linda	SCE	Technical Expert I	ACCT Transitions Coordinator (Career & College)	26	04/28/2014	06/20/2014
Llanos, Kathleen	CC	Technical Expert II	Title V English Success Center Program Development	40	05/27/2014	06/20/2014
McPherson, Debra	CC	Technical Expert I	Title V English Success Center Program Development	40	05/27/2014	06/20/2014

Professional Experts
May 13, 2014

Mendoza, Marcela	SCE	Not-For-Credit Instr I	El Civics Goal Setting/Career Exploration	26	04/23/2014	06/30/2014
Miller, Jeanne	CC	Project Manager	Blackboard Migration Consultant	20	04/29/2014	06/30/2014
Mills, Amy	FC	Project Coordinator	Supplemental Instruction Project Coordinator	26	04/21/2014	06/10/2014
Mullens, Terrence	FC	Project Coordinator	STEM Event and Summer Camp Project Coordinator	17	04/21/2014	06/30/2014
Nabahani, Melanie	CC	Technical Expert I	Title V Acceleration Faculty Inquiry Group	N/A	04/30/2014	05/30/2014
Orozco, Luciano	CC	Technical Expert II	WIP Grant Coordinator	40	07/01/2014	08/21/2014
Orozco, Luciano	CC	Technical Expert II	WIP Grant Coordinator	6	08/25/2014	11/30/2014
Otter, Brian	SCE	Technical Expert II	LA/OC Environmental Training Center Program Manager	26	04/28/2014	06/30/2014
Price, Rene	FC	Project Coordinator	Training on Student Success Strategies	N/A	06/11/2014	06/11/2014
Robertson, Alison	CC	Technical Expert I	Title V English Success Center Program Development	40	05/27/2014	06/20/2014
Rosenberg, Stuart	CC	Technical Expert I	Title V Acceleration Faculty Inquiry Group	N/A	04/30/2014	05/30/2014
Rossi, Nicole	FC	Project Coordinator	Training on Student Success Strategies	N/A	06/11/2014	06/11/2014
Shrout, Cynthia	CC	Technical Expert I	Title V English Success Center Program Development	40	07/01/2014	07/31/2014
Simmons, Samantha	CC	Technical Expert I	Title V English Success Center Program Development	40	05/27/2014	06/20/2014
Sjoberg, Paul	FC	Technical Expert I	Math Boot Camps	N/A	04/01/2014	06/30/2014
Taguchi-Trieu, Tanomo	FC	Project Coordinator	Training on Student Success Strategies	N/A	06/11/2014	06/11/2014
Vescial, Keith	CC	Technical Expert I	Title V Acceleration Faculty Inquiry Group	N/A	04/30/2014	05/30/2014
Wada, Kathryn	CC	Technical Expert I	Title V Acceleration Faculty Inquiry Group	N/A	04/30/2014	05/30/2014
Wada, Kathryn	CC	Technical Expert I	Title V English Success Center Program Development	40	05/27/2014	06/13/2014
Wallace, Icilda	SCE	Technical Expert II	LA/OC Environmental Training Center Program Manager	26	04/28/2014	06/30/2014
Zarske, Cindy	FC	Project Coordinator	Training on Student Success Strategies	N/A	06/11/2014	06/11/2014

Professional Experts
May 13, 2014

SCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Spack, Alison	Tuition Rate	Spring Trimester	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: May 13, 2014
SUBJECT: Hourly Personnel

Action X
Resolution _____
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

6.d.1

Item No.

Hourly Personnel
May 13, 2014

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aguilar, Gabriela	FC	Clerical/Secretarial - Clerical assistance for CalWORKS Office	05/28/14	06/30/14	TE B 1
Arellano, Marilynn	FC	Clerical/Secretarial - Assist in campus Bookstore	05/14/14	06/30/14	TE A 1
Armenta, Elizabeth	FC	Clerical/Secretarial - Assist in Admissions & Records	06/20/14	06/30/14	TE A 3
Authier, Jacob	FC	Tech/Paraprof - Model for life drawing, sculpture and portrait classes	05/24/14	06/30/14	TE F 4
Dillard, Jason	FC	Tech/Paraprof - Assist volleyball coach with program	05/27/14	06/30/14	TE H 4
Esparza Newcomb, E	SCE	Clerical/Secretarial - General clerical assistance with ESL program	05/14/14	06/30/14	TE A 4
Franklin, Shanna	FC	Tech/Paraprof - Model for life drawing, sculpture and portrait classes	05/24/14	06/30/14	TE F 4
Hernandez, Paul	FC	Tech/Paraprof - Model for life drawing, sculpture and portrait classes	05/24/14	06/30/14	TE F 4
Herrera, Daniel	FC	Clerical/Secretarial - Clerical assistance for CTE program	05/28/14	06/30/14	TE B 4
Iwema, Marcus	FC	Clerical/Secretarial - Assist in campus Bookstore	05/14/14	06/30/14	TE A 1
Leatherman, Samantha	AC	Clerical/Secretarial - General clerical assistance with HR projects and duties	05/19/14	06/30/14	TE A 1
Mendoza, Anthony	FC	Clerical/Secretarial - Assist in the campus bookstore	05/28/14	06/30/14	TE A 1
Moore, Kimberly	FC	Clerical/Secretarial - Assist in Admissions & Records	06/20/14	06/30/14	TE A 3
Morales, Karina	CC	Clerical/Secretarial - Assist in Bursar fee station for student registration	05/14/14	06/30/14	TE A 4
Ortiz, Alma	FC	Clerical/Secretarial - Clerical assistance for CalWORKS Office	05/28/14	06/30/14	TE B 3
Ramirez, Bibiana	FC	Clerical/Secretarial - Assist in Admissions & Records	06/20/14	06/30/14	TE A 3
Revelle, Rebecca	FC	Tech/Paraprof - Model for life drawing, sculpture and portrait classes	05/24/14	06/30/14	TE F 4
Rivera, Rocio	FC	Clerical/Secretarial - Assist in Admissions & Records	06/20/14	06/30/14	TE A 3
Sanchez, Alicia	FC	Clerical/Secretarial - Assist in Admissions & Records	06/20/14	06/30/14	TE A 3
Soto, Luis	FC	Clerical/Secretarial - Clerical assistance for Students Affairs Office	05/14/14	06/30/14	TE A 1
Vilchis, Rosemary	FC	Clerical/Secretarial - Clerical assistance for Financial Aid Office	05/27/14	06/30/14	TE B 1
Zepeda, Paula	AC	Tech/Paraprof - Assist instructors with Culinary department	05/14/14	05/30/14	TE B 1

Hourly Personnel
May 13, 2014

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aispuro, Migel	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	05/01/14	06/30/14	TE A 3
Cogan, Kevin	SCE	Direct Instr Support - Tutor for DSPTS students	05/14/14	06/30/14	TE A 3
Delgado, Sara	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/14/14	06/30/14	TE A 4
Flores, Anthony	FC	Direct Instr Support - Tutor students in the campus Math Lab	06/23/14	06/30/14	TE B 1
Gonzalez, Analia	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/14/14	06/30/14	TE A 4
Kang, Jessica	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/14/14	06/30/14	TE A 4
Lopez, Felipe	FC	Direct Instr Support - Tutor for CTE Project	05/14/14	06/30/14	TE A 4
Muniz, Ashley	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/14/14	06/30/14	TE A 4
Nguyen, Henry	SCE	Direct Instr Support - Tutor in the Basic Skills and High School Program	04/23/14	06/27/14	TE A 4
Orozco, Aurora	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/14/14	06/30/14	TE A 4
Patrick, Michele	SCE	Direct Instr Support - Tutor for DSPTS students	05/14/14	06/30/14	TE B 4
Rodriguez, Juliana	FC	Direct Instr Support - Tutor for Transfer Achievement Program	05/14/14	06/30/14	TE A 4
Serigstad, Michelle	FC	Direct Instr Support - Tutor students in the campus Math Lab	06/23/14	06/30/14	TE B 1
Silenski, Michael	FC	Direct Instr Support - Tutor students in the campus Math Lab	06/23/14	06/30/14	TE B 2
Vega, Ronald	FC	Direct Instr Support - Tutor students in the campus Math Lab	06/23/14	06/30/14	TE B 1
Williams, Courtney	SCE	Direct Instr Support - Tutor for DSPTS students	01/06/14	06/30/14	TE A 3

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Bergen, Nicholette	FC	Clerical/Secretarial - Substitute for Classified employee on leave	04/22/14	06/30/14	TE B 4
Flores, Hugo	FC	Clerical/Secretarial - Substitute for Classified employee on leave	06/02/14	06/30/14	TE B 4
Plescher, Sarah	FC	Clerical/Secretarial - Substitute for Classified employee on leave	04/21/14	06/30/14	TE B 4

Hourly Personnel
May 13, 2014

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Bryant, Jalissa	FC	Work Study - Assist in Admissions and Records	05/12/14	06/30/14	TE A 3
Delgado, Isis	FC	Work Study - Assist in in Financial Aid office	04/21/14	06/30/14	TE A 3
Forcucci, Faith	FC	Full-time Student - STEM Event Coach	05/12/14	06/30/14	TE B 2
Ma, Kevin	CC	Work Study - Assist in EOPS office	04/21/14	06/12/14	TE A 1
Manahan, Marcus	FC	Full-time Student - STEM Event Coach	04/28/14	06/30/14	TE A 4
Nguyen, Raymond	FC	Full-time Student - Clerical assistance for TAP program	05/01/14	06/30/14	TE A 4
Phung, Frances	FC	Full-time Student - STEM Event Coach	04/28/14	06/30/14	TE A 4
Tran, Vinh	FC	Full-time Student - Clerical assistance for STEM program	05/08/14	06/30/14	TE A 4
Zambrano, Breezie	FC	Full-time Student - General clerical duties	04/28/14	06/30/14	TE A 4

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: May 13, 2014 Resolution _____
Information _____
SUBJECT: Volunteers Enclosure(s) X

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

6.e.1

Item No.

Volunteer Personnel
May 13, 2014

VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Baxter, Jaime	CC	Veterans Administration Work Study	05/01/2014	06/30/2014
Brown, Jermaine	CC	Veterans Administration Work Study	05/01/2014	06/30/2014
Garcia, Juan C.	CC	Internship - Student Support Services	05/13/2014	06/30/2014
Garcia, Juan	CC	Veterans Administration Work Study	05/14/2014	06/30/2014
Manzanares, Elisa	SCE	DSPTS - Personal Care Attendant	04/01/2014	06/27/2014
Phillips, Marcus	CC	Veterans Administration Work Study	05/01/2014	06/30/2014
Rhoads, Josue	SCE	DSPTS - Personal Care Attendant	03/25/2014	06/27/2014
Tafua, Randolph	CC	Veterans Administration Work Study	05/01/2014	06/30/2014

BP 6320 Investments

Reference:

Government Code Section 53600 et seq.

- 1.0 **Investment Philosophy:** It is the policy of the North Orange County Community College District ("District") to invest surplus monies not required for immediate necessities available in all District funds, in a manner which will provide the maximum security of principal invested with secondary emphasis on achieving the highest yield while meeting the daily cash flow needs of the District and conforming to all applicable State and County statutes governing the investment of public funds.
- 2.0 **Objectives:** The primary objectives, in priority order, of the District's investment activities shall be:
 - 2.1 **Safety of Principal:** Safety of principal is the foremost objective of the District. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
 - 2.2 **Liquidity:** Liquidity is the second most important objective of the District. The District's investments will be sufficiently liquid to enable it to meet all operating requirements that might be reasonably anticipated. "Liquidity" refers to the ability to sell at any given moment with a minimal chance of losing some portion of principal or interest.
 - 2.3 **Yield:** Yield is the third most important objective of the District. The District's investments shall be designed to attain a short-term current market rate of return throughout budgetary and economic cycles.
- 3.0 **Delegation Of Authority:**
 - 3.1 The Board of Trustees of the North Orange County Community College District ("the Board") is responsible for establishing the investment policy and ensuring investments are made in compliance with this policy. The Investment Committee is charged with the responsibility of renewing the investment policy and recommending modifications to the Board.
 - 3.2 The Board of Trustees delegates investment authority to the Vice Chancellor Finance and Facilities for a one-year term. Subject to review, this delegation may be renewed pursuant to this section each year. The Chancellor is ultimately responsible for compliance with this policy. The District may employ the services of a Registered Investment Advisor ("Advisor") for implementing the policy. This policy will be reviewed and approved at least annually by the Board.
- 4.0 **Prudence:**
 - 4.1 The standard of prudence to be used in the investment function shall be the "prudent investor" standard and shall be applied in the context of managing the overall portfolio. This standard states "investment shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as the expected income to be derived."

BP 6320 Investments

- 4.2 The Chancellor, Vice Chancellor Finance & Facilities, or the Advisor, acting in accordance with written procedure and this policy, shall not be held personally liable for a specific security's credit risk or market price change, provided that any unexpected deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.
- 5.0 **Ethics and Conflicts Of Interest:** Trustees, employees and investment officials involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Trustees, employees and investment officials shall disclose any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment position that could be related to the performance of the District's portfolio.
- 6.0 **Authorized Investments:** To the extent not inconsistent with the objectives stated above and Investment Restrictions outlined below, all monies shall be invested according to the following guidelines:
- 6.1 Fund Segmentation: Given the various natures of the Fund's obligations, a certain portion of the Fund should be allocated to a short duration/maturity fixed income portfolio while the remainder should be invested with an objective of higher, longer-term returns. The Fund's allocation to the short duration/maturity fixed income portfolio should be conservatively based on an actuarial assessment of the Fund's expected cash needs for withdrawals and benefits. The Chancellor, Vice Chancellor Finance and Facilities and the Board should review this allocation at least annually. Guidelines and restrictions for each approved investment portion are described below.
- 6.2 Maximum Maturity. Restrictions of the maximum maturity will vary on the different styles employed:
- 6.2.1 Short Duration/Maturity Fixed Income: Investments in the short duration/maturity portfolio are subject to a maximum stated term of three years. Term or tenure shall mean the remaining time to maturity when purchased.
- 6.2.2 Core Fixed Income: Investments in the core fixed income style are restricted to five year terms to maturity. Term or tenure shall mean the remaining time to maturity when purchased.
- 6.3 Permitted Investments:
- 6.3.1 State of California Local Agency Investment Fund (LAIF): LAIF is a pooled fund managed by the State Treasurer whose permitted investments are identified in the Government Code Section 16429.2.
- 6.3.2 Orange County Investment Pool (OCIP): Orange County Treasury Investment Pool is managed by the Orange County Treasurer whose permitted investments are identified in Government Code 53600, et.seq.
- 6.3.3 U.S. Treasuries: United States Treasury notes, bonds, bills, or certificates of indebtedness, for which the full faith and credit of the United States are pledged for the payment of principal and interest.

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- 6.3.4 Federal Agencies: Obligations, participations, or other instruments, including those issued by or guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- 6.3.5 Corporate Notes: Corporate and depository institution debt securities issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated “A” or better. The maximum remaining maturity shall be five years or less and shall not exceed 30% of the District’s investments. Furthermore, no more than 10% is to be invested in any one company.
- 6.3.6 Asset-Backed Securities: Any mortgage pass-through security, collateralized mortgage obligation, or other pay through bond, equipment lease-backed certificate, or consumer receivable pass-through certificate, consumer receivable back bond. Securities eligible for investment under this subdivision shall be issued by an issuer having an “A” or higher rating for the issuer’s debt as provided for by a nationally recognized rating service. For maturity purposes the average life of the securities return of principal will be used as the implied maturity and will not exceed five years. The investments shall not exceed 20% of the District’s investments.
- 6.3.7 Commercial Paper: Commercial paper of “prime” quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions: (1) Is organized and operating in the United States as a general corporation, (2) has total assets in excess of five hundred million dollars (\$500,000,000), and (3) has debt other than commercial paper, if any, that is rated “A” or higher by a nationally recognized statistical-rating organization; or (1) Is organized within the United States as a special purpose corporation, trust, or limited liability company, (2) has program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond, and (3) has commercial paper that is rated “A-1” or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO). Eligible paper shall have a maximum maturity of 270 days or less. The District shall not invest more than 25% of their money in eligible commercial paper. Furthermore, the District shall not purchase more than 10% of the outstanding commercial paper of any single issuer.
- 6.3.8 Negotiable Certificates of Deposit: Negotiable certificates of deposit issued by a nationally or state-chartered bank or state or federal association with total assets of at least one billion dollars or by a state-licensed branch of a foreign bank, provided such foreign bank is one of the 75 largest foreign banks in terms of total assets. The investments shall not exceed 30% of the District’s investments.
- 6.3.9 Repurchase Agreements: Investments in repurchase agreements (pursuant to section 53601(i) “repurchase agreement”) means a purchase of securities pursuant to an agreement by which the seller will repurchase the securities

BP 6320 Investments

on or before a specified date and for a specified amount and will deliver the underlying securities to the District by book entry, physical delivery, or by third party custodial agreement. The term of repurchase agreements shall be for one year or less. The term “securities” for the purposes of repurchase agreements shall mean securities issued or guaranteed by the U.S. Government and its agencies or instrumentalities. The Investment Restrictions enumerated below shall further limit such securities. With respect to any repurchase agreement the District will require the seller to maintain the market value of such securities that underlie the repurchase agreement at 102% of the repurchase price (including accrued interest). Furthermore, the investments provided should have certain standards of qualifications (i.e. the highest short-term rating or AA rating).

6.3.10 Bankers Acceptances: Known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers acceptances may not exceed 180 days maturity or 40 percent of the District’s money that may be invested pursuant to this section. However, no more than 10 percent of the District’s money may be invested in the bankers acceptances of any one commercial bank pursuant to this section.

6.3.11 Money Market Fund: Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940.

6.3.12 If additional types of securities are approved for investment by public funds by State Statute, they will not be eligible for investment by the District until this policy is amended and the amendment is passed by the Board. (Calif. Govt. Code Sect 53600, et.seq.)

6.4 Investment Restrictions And Prohibited Transactions. The following types of transactions are restricted or prohibited:

6.4.1 Borrowing for investment purposes (“Leverage”) is prohibited.

6.4.2 Reverse Repurchase Agreements, as defined by California Government Code Sections 53601(i) and 53636(i) or otherwise are prohibited.

6.4.3 The District shall not invest in instruments known as Structured Notes (e.g. inverse floaters, range notes, mortgage-derived, interest-only strips, leveraged floaters, structured certificate, or deposit, equity-linked securities) or any security that could result in zero interest accrual if held to maturity. Investment in any instrument which is commonly considered a “derivative” instrument (e.g. options, futures, swaps, caps, floors, collars) is prohibited.

6.4.4 No more than 10% of total assets may be invested in securities of any one issuer with the exception of LAIF, the OCIP or obligations of the U.S. Government and its agencies or instrumentalities.

6.4.5 All investments will be U.S. dollar denominated.

6.4.6 Securities that are downgraded below the minimum acceptable rating levels should be reviewed for possible sale within a reasonable amount of time following a downgrade.

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7.0 **Diversification:** It is the policy of the District to diversify its investment portfolio. Within each investment style, invested funds shall be diversified to minimize the risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

- | | | |
|------|--|------------------|
| 7.1 | State of California Local Agency Investment Fund (LAIF) | 100% |
| 7.2 | Orange County Investment Pool | 100% |
| 7.3 | U.S. Treasuries and securities having principal and interest guaranteed by the U.S. Government | 100% |
| 7.4 | U.S. Government agencies, instrumentalities and government sponsored enterprises | no more than 50% |
| 7.5 | Corporate notes | no more than 30% |
| 7.6 | Asset-backed securities | no more than 20% |
| 7.7 | Commercial Paper | no more than 25% |
| 7.8 | Fully insured or collateralized CD's | no more than 30% |
| 7.9 | Negotiable Certificates of Deposit | no more than 30% |
| 7.10 | Repurchase Agreements | no more than 50% |
| 7.11 | Bankers Acceptances | no more than 40% |
| 7.12 | Money Market Fund | no more than 10% |
| 7.13 | The Chancellor, Vice Chancellor Finance and Facilities, or the designated investment advisor shall also be required to diversify maturities, and to the extent possible, will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. | |

8.0 **Authorized Financial Dealers And Institutions:**

- 8.1 The Chancellor, Vice Chancellor Finance and Facilities, or Investment Advisor may place orders for the execution of transactions with or through such brokers, dealers, banks and repurchase agreement counterparties as may be selected from an approved list of broker/dealers.
- 8.2 The District or the Advisor shall maintain a list of broker/dealers that are authorized to provide investment services to the District. Institutions shall provide their most recent "Consolidated Report of Condition" (call report) at the request of the District. At a minimum, the District or the Advisor shall conduct an annual evaluation of each institution's creditworthiness to determine whether it should be on the "Qualified Institution" listing.

9.0 **Performance Evaluation:**

- 9.1 The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles commensurate with the investment risk constraints and the cash flow needs of the District.

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9.2 The District shall maintain an active investment strategy. Given this strategy, the basis used by the Vice Chancellor Finance and Facilities to determine whether market yields are being achieved shall be to identify a comparable benchmark upon establishing the structure of the portfolio.

10.0 Reporting:

10.1 The Chancellor, Vice Chancellor Finance and Facilities, and the Advisor shall submit a monthly list of transactions to the Board of Trustees and quarterly reports to the Investment Committee and the Board of Trustees. The quarterly report shall state compliance of the portfolio to the statement of investment policy or the manner in which the portfolio is not in compliance.

10.2 The monthly reports shall include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, market value as of the date of the report, and shall include the source of this same valuation.

11.0 **Safekeeping and Custody:** All funds managed by an investment advisor shall be held by a third party custodian. All security transactions, including collateral for repurchase agreements, entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. All securities will be held by a third-party custodian except for LAIF, OCIP and money market fund because these securities are not deliverable. The Treasurer shall maintain evidence of delivery. Securities shall be held by a third party custodian designated by and approved by the Investment Committee. The third party custodian shall be required to issue a safekeeping statement to the District listing the specific instrument, rate, maturity and other pertinent information.

12.0 **Collateralization:** In order to anticipate market changes and provide a level of additional security for all funds, collateralization shall be required on the following types of investments:

12.1 Repurchase Agreements: For repurchase agreements, the minimum collateralization level shall be 102% of the market value of principal and accrued interest.

13.0 **Bond Proceeds:** The investment of bond proceeds shall be governed by the bond documents relevant to each specific bond issuance and the County Investment Policy Statement. If the bond documents are silent as to permitted investments, then this policy shall govern the investment of bond proceeds. In such case, Guaranteed Investment Contracts (GICs) shall be deemed permitted investments, solely for the purpose of bond proceeds and shall be limited in the following manner (1) investment agreements with providers with claims-paying, financial strength, or whose obligations are fully guaranteed by a company, rated at least "AA-" and "Aa3" by S&P and Moody's, respectively or (2) collateralized investment agreements with providers with claims-paying, financial strength, or whose obligations are fully guaranteed by a company, rated at least "A-" and "A3" by S&P and Moody's, respectively.

Date of Adoption: May 14, 2013 Re-adopted
May 8, 2012 Re-adopted
April 26, 2011 Re-adopted
February 12, 2002

Date of Last Revision: June 14, 2005

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X

DATE: May 13, 2014

Resolution X

SUBJECT: Resolution
Biennial Trustee Election

Information _____

Enclosure(s) X

BACKGROUND: Three seats on the Board of Trustees are subject to the consolidated election to be held November 4, 2014. The Board of Trustees must adopt a resolution in the form suggested by the Office of the Orange County Superintendent of Schools to inform the Orange County Superintendent of Schools and the Los Angeles Registrar/Recorder County Clerk of the Specifications of the Election Order for the Biennial Governing Board Election to be held on Tuesday, November 4, 2014, and to order the consolidation of said election in accordance with Education Code Section 5340.

The seats subject to this election are the following:

<u>Trustee Area</u>	<u>Encumbent</u>
1	Barbara Dunsheath
3	Donna Miller
6	Jeffrey P. Brown

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

How does this relate to Board Policy: This item is in compliance with Board Policy 2100, Board Elections.

FUNDING SOURCE AND FINANCIAL IMPACT: This would be funded through the General Fund.

RECOMMENDATION: It is recommended that the Board adopt Resolutions No.13/14-21 and No. 13/14-22, Order of Biennial Trustee Election and Specifications of the Election Orders, and that the resolutions be submitted to the Orange County Superintendent of Schools and the Los Angeles Registrar/Recorder County Clerk.

Ned Doffoney
Recommended by

Approved for Submittal

7.c.1
Item No.

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



**RESOLUTION NO. 11/12-13 AND ORDER OF BIENNIAL TRUSTEE ELECTION
AND SPECIFICATIONS OF THE ELECTION ORDER**

WHEREAS, the election of governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on December 7, 2012, next succeeding the election,

NOW BE IT RESOLVED that pursuant to the authority of Education Code §5304 and 5322, the County Superintendent of Schools, Orange County, is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 6, 2012.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 5340 and 5342.

Dated this 8th day of May, 2012.

Secretary of Said Board

7.c.2
Item No.

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



**RESOLUTION 11/12-14 AND ORDER OF BIENNIAL TRUSTEE ELECTION
AND SPECIFICATIONS OF THE ELECTION ORDER**

WHEREAS, the election of governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on December 7, 2012, next succeeding the election,

NOW BE IT RESOLVED that pursuant to the authority of Education Code §5304 and 5322, the County Superintendent of Schools, Los Angeles County is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 6, 2012.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 5340 and 5342.

Dated this 8th day of May 2012.

Secretary of Said Board

7.c.3
Item No.

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



**RESOLUTION NO. 13/14-21 AND ORDER OF BIENNIAL TRUSTEE ELECTION
AND SPECIFICATIONS OF THE ELECTION ORDER**

WHEREAS, the election of governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on December 5, 2014, next succeeding the election,

NOW BE IT RESOLVED that pursuant to the authority of Education Code §5304 and 5322, the County Superintendent of Schools, Orange County, is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 4, 2014.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 5340 and 5342.

Dated this 13th day of May 2014.

Secretary of Said Board

7.c.2
Item No.

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



**RESOLUTION 13/14-22 AND ORDER OF BIENNIAL TRUSTEE ELECTION
AND SPECIFICATIONS OF THE ELECTION ORDER**

WHEREAS, the election of governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on December 5, 2014, next succeeding the election,

NOW BE IT RESOLVED that pursuant to the authority of Education Code §5304 and 5322, the County Superintendent of Schools, Los Angeles County is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 4, 2014.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 5340 and 5342.

Dated this 13th day of May 2014.

Secretary of Said Board

7.c.3
Item No.