



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

MEETING: Regular Meeting in November 2016

DATE: Tuesday, November 22, 2016, at 5:30 p.m.

PLACE: Anaheim Campus Board Room
1830 W. Romneya Drive, Anaheim, CA 92801

Welcome to this meeting of the North Orange County Community College District Board of Trustees. If you wish to address the Board, please complete a yellow card entitled, "Request to Address Board of Trustees" and submit it to the Board's Recording Secretary. These cards are available at the podium outside the Board Room.

Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board, according to the rules of the Board. Members of the public wishing to address matters not on the agenda will be invited to do so under "Comments: Members of the Audience" at the beginning of the meeting. The Board reserves the right to change the order of the agenda items as the need arises.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Sections 3 & 4**
- e. **Consider Personnel block-vote items indicated by [] in Section 5**
Agenda items designated as block-vote items with [] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion.

An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote. Members of the public completing a card entitled, "Request to Address Board of Trustees" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item.

Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public at the Chancellor's Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).

f. **Reports:**

Chancellor

- * Honor Retirees
 - * Honor Cypress College Employees of the Year
 - * Certificate of Commendation
 - * Honor Retiring Board Members
 - * Fullerton College Annual Report and Institutional Effectiveness Report
- By: Greg Schulz, Fullerton College President

College Presidents/Provost

- g. **Comments:**
Resource Table Personnel
Members of the Board of Trustees
2. a. **Approval of Minutes of the Regular Meeting of November 8, 2016.**
- b. **CLOSED SESSION: Per the following sections of the Government Code:**
- Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.**
- Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**
- Per Section 54957: PUBLIC EMPLOYEE APPOINTMENTS: Provost, School of Continuing Education and Cypress College President**
3. **FINANCE & FACILITIES**
- [a] Authorization is requested to declare the list of items surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items.
- [b] Authorization is requested to amend the agreement with R²A Architecture to provide design development, construction documents, DSA submittal and plan approval, bid support, construction support, and close-out services for the build out of the 7th and 10th floors of the Anaheim Campus and extend the term from December 30, 2016 through June 30, 2018.
- [c] Authorization is requested to amend the contract with McMurray Stern and increase the contract amount.
- [d] Authorization is requested to correct the Board approval for the service contract with ARC Document Solutions to increase the initial annual fee amount. All other terms of the service contract previously approved October 11, 2016, shall remain the same.
- [e] It is recommended that the Board adopt Resolution No. 16/17-05 to approve the purchase of a Custom Computer Numerical Control (CNC) Automotive Equipment Manufactured by T&S Machine and Tools, Inc. (T&S). **(The Resolution is available for review in the District's Business Office.)**
- [f] It is recommended that the Board adopt Resolution No. 16/17-06 to Approve the Contract to Rehabilitate, Remediate and Restore the Sergio O'Cadiz Façade Sculpture at Cypress College Without Competitive Bids and enter into a contract with EverGreene Architectural Arts, Inc. **(The Resolution is available for review in the District's Business Office.)**

- [g] Authorization is requested that the Board of Trustees approve the Desktop Computer Equipment purchase for Fullerton College using the State of California, WSCA-NASPO Cooperative Purchasing Program Contract #7-15-70-34-001, to Golden Star Technology, Inc. (GST), an authorized Hewlett-Packard Dealer.
- [h] Authorization is requested that the Board of Trustees approve the acquisition of the necessary hardware, software, licensing, implementation and relocation services, and support to complete the implementation of the Business Continuity/Disaster Recovery system using the State of California, WSCA-NASPO Cooperative Purchasing Program Contract #7-15-70-34-002 ending March 31, 2017, to Nth Generation Computing, Inc., an authorized Hewlett-Packard Dealer.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board ratify the 2016-17 NOCCCD and Placentia Yorba Linda Unified School District (PYLUSD) College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
- b. It is recommended that the Board receive as information the draft of the School of Continuing Education 2017 Institutional Self-Study for Reaffirmation of Accreditation.

5. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:
 - Retirement
 - Leave of Absence
 - Temporary Academic Hourly
- [b] Request approval of the following items concerning classified personnel:
 - Retirement
 - New Personnel
 - Voluntary Change in Assignment
 - Professional Growth and Development
 - Leaves of Absence
 - New Classified Job Descriptions
- [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] Request approval to receive an initial proposal to the Adjunct Faculty United Successor Agreement as proposed by Adjunct Faculty United and to set a public hearing.
- [g] Request approval to receive an initial proposal to the Adjunct Faculty United Successor Agreement as proposed by the District and to set a public hearing.

6. **GENERAL**

- a. It is recommended that the Board establish Tuesday, December 13, 2016 as the date of the Board's Organizational Meeting and to so inform the County Superintendent.
- b. It is recommended that the Board adopt Resolution No. 16/17-04, Trustee Absence, verifying that Trustee M. Tony Ontiveros was absent on November 8, 2016 due to hardship.
- c. It is recommended that the Board honor Trustee Leonard Lahtinen and adopt Resolution No. 16/17-07, Honoring Retiring Trustee Leonard Lahtinen as North Orange County Community College District Board Member Emeritus.
- d. It is recommended that the Board honor Trustee M. Tony Ontiveros and adopt Resolution No. 16/17-08, Honoring Retiring Trustee M. Tony Ontiveros as North Orange County Community College District Board Member Emeritus.

It is the intention of the North Orange County Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the North Orange County Community College District will attempt to accommodate you in every reasonable manner. Please contact the Chancellor's Office, at (714) 808-4797, at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	November 22, 2016	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Surplus and Obsolete Supplies and Equipment	Enclosure(s)	<u>X</u>

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

The Liquidation Company will conduct an auction for the sale of the attached list of surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%). This agenda item was submitted by Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6550; Disposal of District Personal Property.

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

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

Fred Williams

Recommended by

Approved for Submittal

3.a.1

Item No.

SURPLUS ITEMS

Qty.	Description	Location
1	Box of Breakers	AC
2	Calculator	AC
2	Desk Table	AC
2	Double Oven	AC
1	Fax Machine	AC
7	File Cabinets	AC
2	Ink Cartridge	AC
2	Kitchen Carts	AC
3	Metal Shelves	AC
1	Oven	AC
1	Pallet Jack	AC
2	Pallets of Shelves	AC
1	Platform Lift	AC
1	Print Machine	AC
1	Printer	AC
1	Roller Ladder	AC
1	Scale	AC
1	Screen Matt White	AC
1	Storage Cage	AC
4	Storage Desk	AC
1	TV Stand	AC
1	Video Tape/Remote Control	AC
1	Washer/Dryer	AC
2	White Board	AC
1	Wooden Round Table	AC
1	Camera	CC
1	Carpet Extractor	CC
6	Cassette Player	CC
1	Cassette Recorder	CC
22	Computer Monitors	CC
56	Computers	CC
5	Copier	CC
3	Dental Cleaner	CC
5	Dental Equipment	CC
8	DVD Player	CC
1	Fax / Copy Machine	CC
3	Fax Machine	CC
1	Fluid Balance Machine	CC
1	Handle Wood Saw	CC
1	Heavy Duty Saw	CC
1	Integrated Heath Care System	CC
1	Lamp	CC
12	Laptops	CC
1	Laser Radiation Machine	CC
1	Light Wave Machine	CC
9	Media Service Equipment	CC
3	Network Switch	CC
1	Powershred Machine	CC

SURPLUS ITEMS

Qty.	Description	Location
34	Printers	CC
1	Projection Table	CC
11	Projectors	CC
1	Racks	CC
2	Remote Control	CC
1	Saw Machine	CC
8	Scale	CC
5	Scanner	CC
4	Server	CC
1	Spectrum Machine	CC
2	Stage Head Lights	CC
2	Stirring Hot Plate	CC
2	Storage Controller	CC
1	Table	CC
8	Tube TV	CC
2	Typewriter	CC
2	VCR	CC
1	Video Tape Recorder	CC
2	Aerator	FC
1	Air Compressor	FC
6	Bookshelf	FC
1	Brochure Display Rack	FC
1	Bush Trimmer	FC
18	Cabinet	FC
1	Cargo Van	FC
1	Chimes	FC
1	Cleaner	FC
2	Club Car - Golf Cart	FC
1	Compressed Air Dryer	FC
33	Computers	FC
1	Concrete Grinder	FC
2	Copier	FC
17	Desk	FC
1	Digital Piano	FC
2	Drawer	FC
1	Dress Mannequins	FC
16	Folding Stage	FC
1	Incubator	FC
1	John Deer Tractor	FC
1	Metal Cutter	FC
31	Microscope	FC
1	Pedestal Grinder	FC
2	Pressure Washer	FC
9	Printer	FC
2	Projector	FC
1	Projector Cart	FC
2	Propane Stove	FC
1	Pump	FC

SURPLUS ITEMS

Qty.	Description	Location
1	Safe	FC
21	Server Switch	FC
1	Small Trailer	FC
3	Speakers	FC
1	Sprayer	FC
10	Table	FC
1	Table Projector	FC
1	Taylor Dunn Utility Cart/Car	FC
1	Tiger Truck Trailer	FC
2	Vacuum	FC
4	Vending Machine	FC
1	Water Bed	FC
2	Welder	FC
1	Winch	FC
1	Wooden Piano	FC

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 22, 2016

SUBJECT: Amend Agreement with R²A Architecture for Design and Construction Services for the 7th and 10th Floors of the Anaheim Campus

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

BACKGROUND: On October 27, 2015, the Board authorized an agreement with R²A Architecture (R²A) to provide design development, construction documents, Division of State Architect (DSA) submittal and plan approval, bid support, construction support, and close-out services for the build out of the 7th and 10th floors of the Anaheim Campus. It took several months to complete design development and construction documents and the term of this agreement is set to expire on December 30, 2016. It is, therefore, requested to amend the agreement with R²A and extend the term from December 30, 2016 through June 30, 2018. This period will cover DSA submittal and plan approval, bidding, construction and close out. 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 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: There is no financial impact.

RECOMMENDATION: Authorization is requested to amend the agreement with R²A Architecture to provide design development, construction documents, DSA submittal and plan approval, bid support, construction support, and close-out services for the build out of the 7th and 10th floors of the Anaheim Campus and extend the term from December 30, 2016 through June 30, 2018. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the amendment to the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.b

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 22, 2016

SUBJECT: Change #2 to Increase Contract with McMurray Stern for the Purchase of Spacesaver Eclipse Powered Single-Entry System and Furniture for the Anaheim Campus First Floor Warehouse Area through California Multiple Award Schedules (CMAS) Contracts #4-14-71-0021F & #4-09-71-0021E

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

BACKGROUND: On September 22, 2015, the Board authorized use of CMAS Contract #4-14-71-0021F for the purchase and installation of Spacesaver Eclipse Powered Single-Entry System and CMAS Contract #4-09-71-0021E for the purchase of furniture with McMurray Stern (“MS”) for the Anaheim Campus 1st floor Storage/File Room. On September 27, 2016, the Board authorized amending the contract with MS and increase their contract amount to \$354,265, plus taxes.

The Interlake Mecalux high pile storage racks, which will be re-installed at the Storage/File Room, was submitted by the manufacturer’s structural engineer to the Division of the State Architect (DSA) for review and approval of the racks’ seismic stability. On October 20, 2016, the racks were approved for installation by DSA. However, as part of the approval, the DSA required that MS, the installer, provide a licensed welder to weld the existing pallet rack beams to the existing frames. MS will provide the required welding services (one welder, one material prepper, and two installers), materials and equipment for a fixed amount of \$7,843.73.

It is, therefore, requested to amend the contract with McMurray Stern and increase the contract amount by \$7,843.73 from \$354,265 to \$362,108.73, plus taxes, if any. This agenda item is submitted by Richard Williams, District Director, Facilities Planning & Construction, and Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: The additional cost will come from the Anaheim Campus Build-Out – Measure X Fund.

RECOMMENDATION: Authorization is requested to amend the contract with McMurray Stern and increase the contract amount by \$7,843.73 from \$354,265 to \$362,108.73, plus taxes, if any. Authorization is further requested for the District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.c.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: November 22, 2016 Information _____
Enclosure(s) _____
SUBJECT: Correction to Service Agreement with ARC
Document Solutions

BACKGROUND: On October 11, 2016, the Board approved to enter into a service agreement with ARC Document Solutions (ARC) to provide document information management services for an initial annual fee not to exceed \$150,000, with the annual fee for the succeeding years reduced to an amount not to exceed \$50,000 per year for three (3) years. However, a detailed review of ARC's account for the digitizing and archiving of the project drawings and files located in the Plan Rooms at the Anaheim Campus showed that the District has issued two purchase orders to ARC totaling \$135,761.50, which included four change orders totaling \$44,763.79, and expended a total of \$129,644.01. The change orders were due to requested additional services and increase in the actual number of scans. ARC had no way of providing an actual count of the number of sheets to scan in order to provide a proposal. The change orders were submitted once actual sheet counts became available. For example, ARC's proposal included 10,000 plan sheets to scan; however, the actual number of scans totaled 30,000. Staff also requested the addition of pdf bookmarking per discipline level, e.g. mechanical, architectural, etc., as well as the barcoding and reassembly of the plan sets once the new Storage/File Room on the first floor of the Anaheim Campus is completed.

Cypress College and Fullerton College have commenced with the digitization of the plans sets and project files at their respective locations. The campuses will be able to piggyback on the same rate and fees ARC proposed for the Anaheim Campus. As with their proposal for the Anaheim Campus, ARC's proposals for the digitization of the campuses' plans sheets and project files were based on estimated number of sheets only. Thus, we anticipate ARC will request a change order once the digitized sheet counts are finalized.

Staff is, therefore, requesting to correct the Board approval for the service contract with ARC Document Solutions to increase the initial annual fee amount not to exceed \$150,000 to \$300,000. All other terms of the service contract previously approved October 11, 2016, shall remain the same. 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 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: The not to exceed annual fees of \$300,000 for the initial year; and the not to exceed amount of \$50,000 per year for the succeeding years up to three years shall be charged to Capital Outlay funds.

RECOMMENDATION: Authorization is requested to correct the Board approval for the service contract with ARC Document Solutions to increase the initial annual fee amount not to exceed \$150,000 to \$300,000. All other terms of the service contract previously approved October 11, 2016, shall remain the same. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the amendment to the agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.d.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 22, 2016

SUBJECT: Resolution to Approve the Purchase of a Custom Computer Numerical Control (CNC) Automotive Equipment Manufactured by T&S Machine and Tools, Inc.

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

BACKGROUND: Cypress College is requesting to purchase a custom Computer Numerical Control (CNC) automotive equipment manufactured by T&S Machine and Tools, Inc. (T&S equipment) for the Automotive Technology (AT) Program. The custom equipment will replace the existing engine overhaul system that is out of service and for which new parts are no longer available. The new equipment will also address the new automotive technologies and the lifting capabilities of students in the AT program. The equipment cost including training, maintenance, shipping and tax is \$117,680.

T&S Machines and Tools, Inc. is the only vendor that Cypress College can purchase the custom equipment. Attempts to obtain multi-quotes for the customized equipment has failed as other vendors have equipment similar, but well beyond the capability and cost appropriate for student use. The T&S equipment is compatible with the existing equipment previously purchased from T&S.

This agenda item was submitted by Steve Donley, Dean, Career Technical Education & Economic Development, and Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this purchase will come from Perkins IV Grant.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 16/17-05 to approve the purchase of a Custom Computer Numerical Control (CNC) Automotive Equipment Manufactured by T&S Machine and Tools, Inc. (T&S) in the amount of \$117,680.

Fred Williams

Recommended by

Approved for Submittal

3.e.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 22, 2016

SUBJECT: Resolution to Approve Contract To Rehabilitate, Remediate and Restore (Restoration Service) the Sergio O’Cadiz Façade Sculpture at Cypress College

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

BACKGROUND: In 1967, the architect who designed the buildings at Cypress College commissioned Sergio O’Cadiz to incorporate a cast concrete relief (“Façade Sculpture”) into the exterior walls of a lecture hall located at the College Complex Building (formerly the Library/Administration Building).

Due to the unique nature of the Façade Sculpture, in February 2016, Cypress College retained EverGreene Architectural Arts, Inc. to conduct a condition assessment and treatment testing on the Façade Sculpture and to prepare an evaluation report and recommendations for restoration work. The assessment and evaluation had been completed, and the report has shown that the Façade Sculpture needs extensive restoration work to be done. The objective of the Restoration Service is to protect the materials of the façade, and to restore as much of the original visual properties as possible, including legibility of the sculpted forms as well as color saturation and the stained concrete.

Due to the technical and specialized nature of the required Restoration Service, only a few companies in the United States are qualified and/or certified to perform this work, and that it would work an incongruity and not produce any advantage to the District to competitively bid the work for the following reasons:

- It would be too difficult and time consuming to prepare specifications and other bid documents to provide enough information to bidders who are not familiar with or qualified to perform the Restoration Services to avoid compromising, damaging or even destroying the original design and visual integrity of the Façade Sculpture.
- Even if the District could prepare documents to competitively bid the work, it would not produce any advantage to the District because only few companies in the United States are qualified and/or certified to perform the Restoration Services and that the District is not aware of any qualified companies in the state of California.
- Based on EverGreene performing condition assessment and treatment testing on the Façade Sculpture, EverGreene is intimately familiar with what must be done to properly restore the Façade Sculpture and is qualified, ready, and willing to perform the required Restoration Services.

The cost of performing the total Restoration Service by EverGreene Architectural Arts, Inc. is

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\$140,000 plus taxes, if any, and bond where applicable. All work will be performed by qualified architectural conservators to the standards of the code of ethics of the American Institute for the Conservation of Historic and Artistic Works (AIC) and the Secretary of the Interior's Standards of Historic Preservation. This agenda item is prepared by Albert Miranda, Director of Physical Plant/Facilities, and Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this service will come from Cypress College Carryover Funds.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 16/17-06 to Approve the Contract to Rehabilitate, Remediate and Restore the Sergio O'Cadiz Façade Sculpture at Cypress College Without Competitive Bids and enter into a contract with EverGreene Architectural Arts, Inc. in the amount of \$140,000 plus taxes, if any, payment and performance bond where applicable for the Restoration Service to the Façade Sculpture at Cypress. The term of the agreement shall be for 45 days starting from the date of Notice to Proceed. 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

3.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	November 22, 2016	Information	
		Enclosure(s)	
SUBJECT:	Approval of Computer Equipment and Services for the Business Continuity/Disaster Recovery using the State of California WSCA-NASPO Cooperative Purchasing Program		

BACKGROUND: In June, 2014, District Consultation Council approved funding for an offsite Business Continuity/Disaster Recovery plan. The scope of the project was to backup key system data to an out-of-state location with the ability to resume operations should the need arise. Information Services has since investigated numerous location and equipment options to complete this project.

In the search for an out-of-state backup site, the District located a facility in Chandler, Arizona. This site is provided to the District by the Orange County Department of Education and is directly connected to the District internet provider CENIC, allowing fast, efficient and secure backup.

Equipment options for this system were also investigated with the most cost effective solutions provided by our current hardware vendors. After a thorough analysis, the most cost effective, least impactful to business operations and most secure alternative was provided by Nth Generation Computing, Inc. (Nth Generation). A summary of Nth Generation first year costs is as follows:

Item	Estimated Cost
Hardware	\$251,347.87
Software/Licensing	\$48,944.35
Implementation and Relocation Services	\$35,022.16
Support-3 years	\$80,198.08
Tax	\$18,212.74
Less Incentive	-\$66,000.00
TOTAL	\$367,752.20

This solution not only provides what was in the original scope of the project, but also includes the added ability to minimize system maintenance downtime.

To make the purchase of the required equipment, the piggyback contracting method has been selected. Public Contract Code Section 20652 authorizes the use of this method when it is in the best interest of the District.

The Western States Contracting Alliance (WSCA) has formed a cooperative purchasing organization, the National Association of State Procurement Officials (NASPO), to manage a cooperative purchasing program approved by the California's State Chief Procurement Official and make contracts available to authorized governmental entities such as public schools and institutions of higher education. The WSCA-NASPO contract planned for this use is the computer contract (7-15-70-34-002) with Hewlett Packard. This piggyback contract utilizes a previously conducted bidding process and contract award to WSCA members.

This agenda item was submitted by Deborah Ludford, District Director, Information Services.

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 3720, Computer and Electronic Communication Systems, and Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding will be provided from Information Services carryover funds.

RECOMMENDATION: Authorization is requested that the Board of Trustees approve the acquisition of the necessary hardware, software, licensing, implementation and relocation services, and support to complete the implementation of the Business Continuity/Disaster Recovery system in the amount of \$367,752.20 using the State of California, **WSCA-NASPO Cooperative Purchasing Program Contract #7-15-70-34-002 ending March 31, 2017, to Nth Generation Computing, Inc., an authorized Hewlett-Packard Dealer.** The project is scheduled to begin November 30, 2016, and is expected to be completed by February 1, 2017. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreements on behalf of the District.

Deborah Ludford
Recommended by

Approved for Submittal

3.h.2
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	November 22, 2016	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	NOCCCD CCAP Dual Enrollment Partnership Agreement with PYLUSD		

BACKGROUND: On November 5, 2015, the Governor signed into legislation AB288, that establishes the College and Career Access Pathways (CCAP) Act to authorize California Community College districts to enter into formal partnership agreements with local school districts to expand access to dual enrollment opportunities for high school students. The goals of offering or expanding dual enrollment opportunities are to:

- Increase exposure to college coursework and environments for students who may not already be college bound or who are underrepresented in higher education,
- Develop seamless pathways from high school to community college for career technical education or preparation for transfer
- Improve high school graduation rates
- Assist high school pupils achieve college and career readiness.

The community college is prohibited from providing physical education course opportunities to high school pupils participating in the AB 288 CCAP Partnership Agreement or any other course opportunities that do not assist in the attainment of at least one of these goals.

In addition to college exposure and becoming more college and career ready, high school pupils enrolled in the CCAP Partnership Agreement courses will not incur a fee; potentially reducing the cost of their college degree by a wide margin.

The Placentia-Yorba Linda Unified School District has agreed with Fullerton College to participate in this opportunity for the 2016-2017 school year. The NOCCCD Board of Trustees approved the NOCCCD CCAP Dual Enrollment Partnership Agreement template that has been used for the agreement with PYLUSD. The PYLUSD Board of Trustees approved this AB 288 CCAP Partnership Agreement at their November 8, 2016 Board meeting.

The 2016-2017 NOCCCD and PYLUSD CCAP Dual Enrollment Partnership Agreement outlines in a comprehensive fashion the terms of partnership, from the institutions to the students to the faculty to the courses to facility. All the legally required components of a CCAP Partnership Agreement are included and addressed in this agreement.

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

How does this relate to the five District Strategic Directions? This item responds to all five District Strategic Directions from student completion to reducing the achievement gap to student success in pathways to planning best practices to community partnerships.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3250: Institutional Planning

FUNDING SOURCE AND FINANCIAL IMPACT: AB 288 makes it possible for community college districts to collect apportionment for CCAP Partnership Agreement classes offered at high schools provided attendance requirements for high schools are met. NOCCCD/Fullerton College are going to claim apportionment from the classes offered under this agreement.

RECOMMENDATION: It is recommended that the Board ratify the 2016-2017 NOCCCD and PYLUSD CCAP Dual Enrollment Partnership Agreement.

Cherry Li-Bugg
Recommended by

Approved for Submittal

4.a.2
Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2016-2017**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Fullerton College (“COLLEGE”) a college of the North Orange County Community College District, (NOCCCD), 1830 W. Romneya Drive, Anaheim, CA 92801, and Placentia-Yorba Linda Unified School District (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the North Orange County Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in North Orange County and within the regional service area of NOCCCD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, NOCCCD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, NOCCCD and COLLEGE;

NOW THEREFORE, NOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be for one year beginning on July 1, 2016 and ending on June 30, 2017, and requires annual renewal each year by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria

Note: All referenced Sections from AB 288 (Education Code § 76004)

to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c)(2)

1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)

2. DEFINITIONS

2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of NOCCCD and applicable law. Sec. 2 (a)

2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the

Note: All referenced Sections from AB 288 (Education Code § 76004)

CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and NOCCCD standards and policies.

- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and NOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.

Note: All referenced Sections from AB 288 (Education Code § 76004)

- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The NOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Participating students must meet all NOCCCD prerequisite requirements as established by NOCCCD and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 5.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.8 A course dropped within the NOCCCD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

6. CCAP AGREEMENT COURSES

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o)(1)

Note: All referenced Sections from AB 288 (Education Code § 76004)

- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the NOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 6.5 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with NOCCCD academic standards.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the NOCCCD Board of Trustees and the state Chancellor's Office.
- 6.8 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by NOCCCD Administrative Procedure 4610.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to NOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between NOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the NOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or NOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with NOCCCD academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with NOCCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with NOCCCD guidelines, policies, pertinent statutes, and regulations.

Note: All referenced Sections from AB 288 (Education Code § 76004)

- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the NOCCCD.
- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.6 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.7 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.

Note: All referenced Sections from AB 288 (Education Code § 76004)

- 7.8 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of NOCCCD.
- 7.9 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of NOCCCD specifically with regard to their duties as instructors under this CCAP Agreement.
- 7.10 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by NOCCCD.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with NOCCCD policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with NOCCCD policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment

Note: All referenced Sections from AB 288 (Education Code § 76004)

and college applications, the enrollment of eligible students and other related services as deemed necessary.

- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses offered under this CCAP Agreement.
- 9.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
 - The total number of full-time equivalent students generated by CCAP partnership participants. Sec. 2 (t)(1)(D)

10. APPORTIONMENT

- 10.1 NOCCCD shall include all eligible students enrolled in this CCAP Agreement courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments.
- 10.2 For purposes of allowances and apportionment from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 NOCCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

Note: All referenced Sections from AB 288 (Education Code § 76004)

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 NOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that NOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
 - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this CCAP Agreement. Sec. 2 (k)(2)
 - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

12. PROGRAM IMPROVEMENT

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

Note: All referenced Sections from AB 288 (Education Code § 76004)

13. RECORDS

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. REIMBURSEMENT

- 14.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

15. FACILITIES

- 15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to NOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3 The COLLEGE facilities may be used subject to mutual agreement by the parties as expressed in the Appendix to this Agreement.

16. INDEMNIFICATION

- 16.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and NOCCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The NOCCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of NOCCCD and COLLEGE'S performance of this Agreement. The

Note: All referenced Sections from AB 288 (Education Code § 76004)

obligation to indemnify shall extend to all claims and losses that arise from the negligence of the NOCCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

17. INSURANCE

- 17.1 The SCHOOL DISTRICT, in order to protect the NOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and NOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to NOCCCD.
- 17.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and NOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

18. NON-DISCRIMINATION

- 18.1 Neither the SCHOOL DISTRICT nor the COLLEGE and NOCCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

19. TERMINATION

- 19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by April 15 for the following fall semester and by December 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

Note: All referenced Sections from AB 288 (Education Code § 76004)

20. NOTICES

- 20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

Fullerton College
321 E. Chapman Avenue
Fullerton, CA 92832
Attn: José Ramón Núñez, Ph.D. Vice President, Instruction

NOCCCD
North Orange County Community College District
1830 W. Romneya Dr., Anaheim, CA 92801
Attn: Cherry Li-Bugg, PhD. Vice Chancellor, Educational Services and
Technology

Placentia-Yorba Linda Unified School District
1301 East Orangethorpe Ave.
Placentia, CA 92870
Attn: Cary Johnson, Director, Secondary Education/Alternative Programs

21. INTEGRATION

- 21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

22. MODIFICATION AND AMENDMENT

- 22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

23. GOVERNING LAWS

- 23.1 This agreement shall be interpreted according to the laws of the State of California.

24. COMMUNITY COLLEGE DISTRICT BOUNDARIES

- 24.1 For locations outside the geographical boundaries of NOCCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

25. SEVERABILITY

- 25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

Note: All referenced Sections from AB 288 (Education Code § 76004)

26. COUNTERPARTS

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on October 3, 2016

By: _____
PYLUSD
Cary Johnson
Director, Secondary Education/
/Alternative Programs

By: _____
Fullerton College
José Ramón Núñez, Ph.D.
Vice President, Instruction

By: _____
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Cherry Li-Bugg, PhD.
Vice Chancellor, Educational Services and Technology

APPENDIX

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Fullerton College (“COLLEGE”) a college of the North Orange County Community College District (NOCCCD), 1830 W. Romneya Dr., Anaheim, CA 92801 and Placentia-Yorba Linda Unified School District, 1301 East Orangethorpe Ave. Placentia, CA 92870 and

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, NOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. CCAP AGREEMENT

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before July 1, and follow the protocols set forth in (a) and (b) of this section.
- d. NOCCCD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
NOCCCD:	W. Cherry Li-Bugg, Ph.D.	714-808-4787	clibugg@nocccd.edu
College:	José Ramón Núñez, Ph.D.	714-992-7031	jnunez@fullcoll.edu
School District:	Cary Johnson	714-985-8669	carjohnson@pylusrd.org

Note: All referenced Sections from AB 288 (Education Code § 76004)

2. STUDENT SELECTION

- a. Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of this CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in this CCAP Agreement community college courses.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15-unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p) (1-3)*

3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

4. **CCAP AGREEMENT PROGRAM YEAR FALL 2016** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor; and employer of record.

PROGRAM YEAR: 2016-2017

COLLEGE: Fullerton College

EDUCATIONAL PROGRAM: Counseling
HIGH SCHOOL:

SCHOOL DISTRICT: Placentia-Yorba Linda Unified School District

TOTAL NUMBER OF STUDENTS TO BE SERVED: 150				TOTAL PROJECTED FTES: 5 FTES			
COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
1. College Orientation	COUN 100 F	Spring 2017	3:00pm-6:20pm	4/17/17 to 5/15/17 M (18 hrs.)	Ilinca Filimon	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS El Dorado HS
2. College Orientation	COUN 100 F	Spring 2017	3:00pm-6:20pm	4/18/17 to 5/16/17 T (18 hrs.)	Marianne Wolf	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS Esperanza HS
3. College Orientation	COUN 100 F	Spring 2017	3:00pm-6:20pm	4/18/17 to 5/16/17 T (18 hrs.)	Stephanie Arroyo	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS Valencia HS
4. College Orientation	COUN 100 F	Spring 2017	3:00pm-6:20pm	4/19/17 to 5/17/17 W (18 hrs.)	TBD	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS Valencia HS
5. College Orientation	COUN 100 F	Spring 2017	3:00pm-6:20pm	4/20/17 to 5/18/17 R (18 hrs.)	Breann Dedic	X CC <input type="checkbox"/> HS	<input type="checkbox"/> CC X HS Yorba Linda HS

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

These Counseling courses have been offered previously to college bound PYLUSD students. The courses helped those students to access college and be successful as they begin their college career.

Note: All referenced Sections from AB 288 (Education Code 76004)

5. **BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
College Orientation	N/A			

Note: All referenced Sections from AB 288 (Education Code 76004)

6. MANDATED ANNUAL STATE REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before July 1st, 2017 and shall be reported annually in compliance with all applicable state and federal privacy laws. The NOCCCD shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A)*
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in under this CCAP Agreement. *Sec. 2 (t) (1)(B)*
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

7. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

8. PRIVACY OF STUDENT RECORDS

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§

Note: All referenced Sections from AB 288 (Education Code 76004)

49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- b. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent.

9. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- b. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

BUILDING	CLASSROOM	DAYS	HOURS
N/A			

Note: All referenced Sections from AB 288 (Education Code 76004)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	November 22, 2016	Information	X
		Enclosure(s)	X
SUBJECT:	School of Continuing Education (SCE) Self-Study Draft for Reaffirmation of Accreditation		

BACKGROUND: Each institution affiliated with the Accrediting Commission for Schools Western Association of Schools & Colleges (WASC) accepts the obligation to undergo evaluation through institutional self-study and professional peer review. The cycle of evaluation requires a comprehensive self-study every six years and a visit by a team of peers.

The School of Continuing Education received its first 6-year accreditation with no mid-term review and no warnings in 2011. We are now working toward the completion of our second accreditation cycle. Over 100 SCE administrators, faculty, managers, confidential, and classified professionals have participated and contributed to the preparation of an updated draft of the Institutional Self-Study for Reaffirmation of Accreditation. The SCE team is also preparing for the visiting team who will be on campus March 19-22, 2017.

Updates, modifications, and enhancements will continue to be collected and added to this draft of the self-study report and links to evidence will be added in the final stages. The final self-study report will be presented to the Board on January 24, 2017, for approval prior to submission to the Commission.

This item is submitted by Adam Gottdank, WASC Accreditation Chair.

How does this relate to the five District Strategic Directions? Accreditation falls within the general framework of the District Strategic Directions. It focuses on (1) Innovation and Relevancy for All Learners; (2) Intra-District & Community Collaboration; and (3) Effective & Efficient Use of Resources.

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

FUNDING SOURCE AND FINANCIAL IMPACT: Expenses related to the publication and submittal of the self-study report will come from the Accreditation budget within the general fund of the School of Continuing Education.

RECOMMENDATION: It is recommended that the Board of Trustees receive as information the School of Continuing Education's draft of the 2017 Institutional Self-Study for Reaffirmation of Accreditation.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.b

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 22, 2016 Resolution _____
SUBJECT: Academic Personnel Information _____
Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

Academic Personnel
November 22, 2016

RETIREMENT

Day, Dean C.	SCE	Non-Credit Instructor, DSPS Eff. 07/01/2017 PN SCF995
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LEAVE OF ABSENCE

Franks, Joseph	CC	Psychiatric Technology Instructor Family Medical Leave (FMAL)/CFRA (100%) Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/19/2016-11/14/2016
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2016 FALL SEMESTER,
TRIMESTER

Simpliciano, Leland	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2017 SPRING SEMESTER,
WINTER/SPRING TRIMESTER

Annin, Scott	FC	Column 3, Step 1
Nesheiwat, Abraham	CC	Column 1, Step 1
Rokni, Sara	FC	Column 1, Step 1
Takayama, Mariko	CC	Column 1, Step 1
Wilson, Demetrius	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Kaur, Manpreet	SCE	Column 1, Step 1
Simpliciano, Leland	CC	Column 1, Step 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 22, 2016 Resolution _____
SUBJECT: Classified Personnel Information _____
Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
November 22, 2016

RETIREMENT

Gibson, David	CC	Facilities Custodian II 12-month position (100%) Eff. 12/01/2016 PN CCC938
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NEW PERSONNEL

Cervantes, Guadalupe	FC	Admissions & Records Technician 12-month position (100%) Range 33, Step C Classified Salary Schedule Eff. 11/28/2016 PN FCC775
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Jorgensen, Cari	CC	Web Content Specialist 12-month position (100%) Range 38, Step A Classified Salary Schedule Eff. 11/23/2016 PN CCC723
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Lopez, Amanda	FC	Administrative Assistant II 10-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 12/05/2016 PN FCC779
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Willie, Gemena	FC	Admissions & Records Technician 12-month position (100%) Range 33, Step A Classified Salary Schedule Eff. 01/23/2017 PN FCC771
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VOLUNTARY CHANGES IN ASSIGNMENT

Baxter, Linda	AC	Accounting Technician (100%) Extension of Temporary Change in Assignment To: AC Accounting Specialist 12-month position (100%) Range 40, Step D + PG&D + 5% Longevity Classified Salary Schedule Eff. 01/01/2017 – 03/31/2017
Bates, Beatrice	AC	Payroll Lead (100%) Temporary Change in Assignment To: AC Interim District Manager, Payroll 12-month position (100%) Range 17, Step A + PG&D Management Salary Schedule Eff. 12/03/2016 – 3/31/2017
Brown, Nicholette	SCE	High School Records Technician (50%) Extension of Temporary Change in Assignment To: SCE High School Records Technician 12-month position (50%) Range 36, Step A Classified Salary Schedule SCE Admissions and Records Technician 12-month position (50%) Range 33, Step B Classified Salary Schedule Eff. 01/01/2017 – 06/30/2017
Hwee, Ivy Shen	AC	Accounting Specialist (100%) Extension of Temporary Change in Assignment To: AC Interim District Manager, Fiscal Affairs 12-month position (100%) Range 19, Column A Management Salary Schedule Eff. 01/13/2017 – 03/31/2017

Classified Personnel
November 22, 2016

Olmedo, Catalina	AC	Accounting Specialist (100%) Extension of Temporary Change in Assignment To: FC Business Office Specialist 12-month position (100%) Range 40, Step E + 5% Longevity Classified Salary Schedule Eff. 01/01/2017 – 06/30/2017
Vasquez, Joseph	CC	Facilities Custodian I (100%) Temporary Change in Assignment To: Facilities Custodian Coordinator II 12-month position (100%) Range 34, Step C + 10% Shift + 20% Long.+ PG&D Classified Salary Schedule Eff. 11/07/2016 – 02/28/2017
Vyas, Kashmira	AC	District Manager, Fiscal Affairs (100%) Extension of Temporary Change in Assignment To: AC Interim District Director, Fiscal Affairs 12-month position (100%) Range 32, Column A + PG&D Management Salary Schedule Eff. 01/13/2017 – 03/31/2017

PROFESSIONAL GROWTH & DEVELOPMENT

Sanchez, Alicia	FC	Administrative Assistant I (100%) 2 nd Increment (\$350) Eff. 07/01/2017
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LEAVES OF ABSENCE

Boss, Brian	FC	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Personal Necessity Leave and Vacation Until Exhausted; Unpaid Thereafter Eff. 10/26/2016 – 11/04/2016 (Consecutive Leave)
Gesri, Farid	CC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/24/2016 – 11/07/2016 (Consecutive Leave)

Classified Personnel
November 22, 2016

Holmes, Roy	CC	Facilities Custodian II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/10/2016 – 01/10/2017 (Consecutive Leave)
Johnson, Jessica	FC	Special Projects Coordinator (100%) Family Medical Leave (FMLA/PDL/CFRA) Paid Leave Using Sick Leave and Vacation Until Exhausted; Unpaid Thereafter Eff. 10/31/2016 – 12/26/2017 (Consecutive Leave)
Santana, Layna	FC	Production Center Coordinator (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/26/2016 – 11/03/2016 (Consecutive Leave)
Truong, Chelsea	CC	Financial Aid Technician (100%) Family Medical Leave (FMLA/PDL/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/19/2016 – 01/27/2017 (Consecutive Leave)

NEW CLASSIFIED JOB DESCRIPTIONS

Driver/Vehicle & Equipment Mechanic Assistant
Range 34 – Classified Salary Schedule

Financial Aid Coordinator
Range 40 – Classified Salary Schedule

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Driver/Vehicle & Equipment Mechanic Assistant	Range: 34	Classified Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under the general supervision of the Director, Physical Plant & Facilities, drives a multi-passenger van, shuttle, or bus, or its general equivalent, to transport students, faculty, staff and/or other customers to events, locations, and other campuses. Assists the Vehicle and Equipment Mechanic with performing routine vehicle maintenance, and reports non-routine problems as detected. Works flexible hours as appropriate and required.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Operates a multi-passenger van, bus or its equivalent in size and/or load capacity to transport persons to and from specified destinations, such as field trips or athletic competitions using safety precautions and driving principles of vehicle operation at all times and as directed.
2.	Performs routine vehicle maintenance, such as fueling, checking oil, water, and tires; keeps vehicle clean and washed; reports any non-routine problems or malfunctioning equipment to supervisor. Assists the Vehicle & Equipment Mechanic with repairs and replacement to vehicle parts as necessary.
3.	Follows specified instructions, procedures, and standards for the efficient and safe operation of the vehicle, and for the care and safety of passengers. Recommends planned routes and alternate routes as needed due to obstructions, construction, or detours and reports to supervisor.
4.	Maintains daily logs of transportation runs, maintenance, and mileage.
5.	Conforms to all federal, state, and local traffic laws and regulations governing the operation of a commercial van or bus for passenger use.
6.	Operates a variety of tools and power equipment used to assist the Vehicle and Equipment Mechanic with the repair, servicing and testing of vehicles and equipment.
7.	Inspect vehicle prior to operation for safety purposes.
8.	Maintains a professional relationship with supervisor and departmental employees, other District employees and the public.
9.	Adhere to policies and procedures regarding student behavior management and public contact concerning transportation problems and concerns.
10.	Ensure the safety of all passengers under the care of the District and maintain order among passengers on transport vehicle.
11.	Operate all equipment in a legal, safe manner, free of impairment due to drug and/or alcohol use. Will submit to drug/alcohol testing per the District policy.
12.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
13.	Perform related duties as assigned.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

OTHER FUNCTIONS

WORKING RELATIONS

The Driver/Vehicle & Equipment Mechanic Assistant maintains frequent contact with students, faculty, staff of various departments and personnel and the public.

EDUCATION AND EXPERIENCE

High school diploma or the equivalent (GED).

Two years of experience driving a shuttle, van or bus to transport students, staff, faculty or the public.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of safe driving practices and techniques.

Knowledge of safety and maintenance requirements of van, bus or shuttle.

Knowledge of CA Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of students.

Knowledge of equipment and materials used in vehicle and equipment repair and maintenance.

Knowledge of state emission and safety regulations.

Knowledge of basic record keeping techniques.

Ability to perform general maintenance and up keep of fleet.

Ability to maintain order among students on the transport van, shuttle or bus.

Ability to maintain vehicles in a clean and safe condition.

Ability to diagnose mechanical and electrical defects.

Ability to lift or carry a minimum of 50 pounds.

Ability to work a variable schedule, including evenings and weekends.

Ability to maintain accurate records.

Ability to understand and carry out oral and written instructions.

Ability to learn designated routes.

Ability to read and understand maps.

Ability to deal with people effectively and produce positive results.

Ability to operate a vehicle observing legal and defensive driving practices.

SPECIAL REQUIREMENTS

Possession of a valid, unrestricted School Bus Driver Certificate issued by the State of California, Department of Motor Vehicles.

Must have a good driving record and be able to be insured and continue to be insurable by the District's liability insurance carrier.

Valid B Class license with a passenger endorsement.

Valid first aid certificate.

Valid Medical Examiners certificate, must meet eligibility for certificate every two years.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to stand, walk and sit, use hands to steer and drive or handle materials and tools, fuel and oil, and wash and dry vehicles. The employee is occasionally exposed to moving mechanical parts. The employee is regularly required to lift, carry, push or pull a minimum of 50 pounds, and assist passengers into vehicles.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Financial Aid Coordinator	Range: 40	Classified Schedule
Date Revised:		Date Approved:	

PRIMARY PURPOSE

Under general direction of the Financial Aid Director, manage, coordinate, organize, develop and direct a variety of complex technical tasks involved in the implementation of student financial aid programs and procedures in accordance with federal and state regulations. Coordinates office activities, assists in the delegation of responsibilities and training of office staff. Implements office policies and procedures and performs a variety of complex administrative duties including accounting functions.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Coordinates office activities which includes accounting functions; trains and provides work direction to assigned staff; discusses and reviews daily events with the Director to ensure timely and appropriate coordination of office activities; ensures that work is performed in a competent and timely manner.
2.	Monitors federal and state accounts in accordance with regulations to ensure financial aid funds are accurately reported. Monitors program fund accounts to ensure students are not awarded more than their allocation.
3.	Reconciles direct loan accounts and various federal and state grant award accounts; reconciles various account ledgers; balances fund accounts with internal ledgers and other appropriate sources.
4.	Prepares financial statements and reports as directed; ensures compliance with applicable rules, regulations, policies and procedures.
5.	Assists in the preparation and monitoring of Financial Aid Office budget; processes budget transfers and prepares journal entries; monitors accounting activities of assigned BFAP-SFAA categorically-funded programs.
6.	Provides technical expertise to assist District personnel and department personnel regarding various records, budgets, accounts and programs. Coordinates communication and accounting activities with other District departments and personnel, governmental agencies, private agencies and vendors.
7.	Establishes procedures for intake and processing of student applications; guides and advises students and prospective students concerning the financial aid programs; explains complex policies and procedures.
8.	Sets up financial aid packaging parameters that other staff members can follow to establish award levels. Packages and determines award levels within established guidelines. Communicates award levels with students, sets up accounts along with disbursement and payments dates, and receives and allocates award funds from grantors
9.	Audits staff work by reviewing student records to assure continued eligibility; verify student enrollment status and adjudicates student appeal relating to academic process; conduct the appeal process for students who have been denied financial aid.
10.	Ensures implementation and maintenance of established District policies and procedures; ensures compliance with federal and state policies and procedures related to accounting.

<p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
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11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized and timely manner; serves as the lead financial aid technical liaison with the Director concerning District wide financial aid technical coordination.
12.	May develop, implement and evaluate default aversion strategies on assigned specialty area. Works with loan services, guarantors, and other auxiliary service providers to remedy delinquent accounts and promotes default management awareness.
13.	Develops and conducts financial aid training and information workshops regarding continuously changing regulations and procedures.
14.	Participates in annual training and professional organizations to keep abreast of new federal and state regulations and program changes.
15.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONS

The Financial Aid Coordinator maintains frequent contact with various departments and personnel, and outside vendors, agencies and financial institutions.

EDUCATION AND EXPERIENCE

An associate degree, or the completion of at least sixty (60) college-level semester units.
Three years of increasingly responsible lead experience in a financial aid office in a college or university setting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of state and federal guidelines and regulations for financial aid.
- Knowledge of financial aid packaging and awarding policy.
- Knowledge of financial and statistical record-keeping techniques.
- Knowledge of preparation, maintenance, verification and processing of financial aid records.
- Knowledge of accounting and auditing principles, practices and procedures.
- Knowledge of applicable sections of State Education Code and other applicable laws.
- Knowledge of computer-based accounting systems.
- Knowledge of office policies, procedures, and equipment, including the use of personal computers to access student information databases, word processing and spreadsheet applications.
- Ability to interpret, apply, and explain rules, regulations, policies and procedures.
- Ability to apply financial needs analysis methodology.
- Ability to train and provide work direction to others.
- Ability to make arithmetic calculations quickly and accurately.
- Ability to analyze technical and complex information and documents and make assessments according to complex policies, procedures, and mandated regulations.
- Ability to prepare complete and concise statistics, records, reports and files.
- Ability to meet schedules and deadlines.
- Ability to establish and maintain effective work direction to others.
- Ability to plan, organize and prioritize work.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

SPECIAL REQUIREMENTS

WORKING CONDITIONS

College or District indoor office environment; subject to constant interruptions and frequent interaction with administrators, management, faculty, and staff; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; seeing to read a variety of printed materials and information on a computer screen for extended periods of time. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 22, 2016 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

How does this relate to Board Policy: These items are in compliance with Chapter 7, Human Resources, Board Policies and Administrative Procedures relating to personnel administration.

FUNDING SOURCE AND FINANCIAL IMPACT: All personnel matters are within budget. The supervising manager is authorized by the Board to assign budget numbers in the employment of Professional Experts.

RECOMMENDATION: It is recommended that the following items be approved as submitted.

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
November 22, 2016

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Galaviz, Graciela	FC	Project Expert	Student Services Health & Safety Project	26	11/28/2016	06/30/2017
Harms, Ross	CC	Technical Expert I	Theater and Dance Departments' Designer of Print Media	24	11/10/2016	12/15/2016
Harms, Ross	CC	Technical Expert I	Theater and Dance Departments' Designer of Print Media	24	02/01/2017	06/01/2017
Keery, Emily	CC	Project Manager	ESC Co-Coordinator	26	01/17/2017	04/07/2017
Keery, Emily	CC	Project Manager	ESC Co-Coordinator	26	04/17/2017	05/27/2017
McCormack, James	CC	Technical Expert I	Photographer (archives, publicity)	10	03/01/2017	05/31/2017
Primm, John	CC	Technical Expert I	Photographer (archives, publicity)	10	11/10/2016	12/22/2016
Primm, John	CC	Technical Expert I	Photographer (archives, publicity)	10	03/06/2017	06/12/2017
Trujillo Sanchez, Lizbeth	FC	Project Expert	CA Dreamers/Student Equity	26	11/07/2016	11/18/2016
Trujillo Sanchez, Lizbeth	FC	Project Expert	CA Dreamers/Student Equity	26	11/28/2016	12/22/2016
Trujillo Sanchez, Lizbeth	FC	Project Expert	CA Dreamers/Student Equity	26	01/03/2017	04/07/2017
Trujillo Sanchez, Lizbeth	FC	Project Expert	CA Dreamers/Student Equity	26	04/17/2017	06/30/2017
Williams, Denise	AC	Not-For-Credit Instr I	Human Resources – Analyze, Review Applicants	26	11/08/2016	02/28/2016

SCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Stahl, Jolynn	Tuition rate	Fall, Winter, Spring	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 22, 2016
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

5.d.1

Item No.

Hourly Personnel
November 22, 2016

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Acuna, Nathan	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Apen, Ruby	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Barrales, Nancy	FC	Clerical/Secretarial - Assist in Admissions & Records	11/28/16	02/24/17	TE A 1
Bell, Elizabeth	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Booher, Dolly	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Bravo, Michelle	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Contreras, Alicia	FC	Clerical/Secretarial - Assist in Student Activities Office	11/28/16	12/16/16	TE B 3
Contreras, Alicia	FC	Clerical/Secretarial - Assist in Student Activities Office	03/13/17	06/09/17	TE B 3
Crocker, Jakeob	FC	Clerical/Secretarial - Assist in campus Bookstore	12/05/16	02/24/17	TE A 1
Dejesus Jennings, C.	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
DelaRosa, Sherryl	FC	Clerical/Secretarial - Assist in campus Bookstore	12/14/16	03/03/17	TE A 1
Dowdalls, Rie	FC	Direct Instr Support - Assist in ACT computer lab	01/30/17	04/29/17	TE A 2
Escobedo, Clarissa	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Goodbeau, Jacqueline	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Gorrell, Thomas	FC	Tech/Paraprof - Athletic Program Assistant for Basketball	11/23/16	06/21/17	TE H 4
Guadarrama, Angelica	FC	Direct Instr Support - Assist in ACT computer lab	11/23/16	02/18/17	TE A 1
Hernandez Guerrero, J.	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Hernandez, Diego	FC	Direct Instr Support - Assist in ACT computer lab	01/30/17	04/29/17	TE A 2
Herrera, Anthony	FC	Clerical/Secretarial - Assist in campus Bookstore	12/05/16	02/24/17	TE A 1
Holguin, Krystal	FC	Direct Instr Support - Assist in ACT computer lab	11/23/16	02/18/17	TE A 1
Huynh, Huy	FC	Direct Instr Support - Assist in ACT computer lab	01/30/17	05/27/17	TE A 1
Lagazso, Mario	FC	Clerical/Secretarial - Assist in campus Bookstore	01/09/17	03/20/17	TE A 1
Larson, Caitlynn	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Le, Thomas James	FC	Direct Instr Support - Assist in ACT computer lab	11/23/16	02/18/17	TE A 1
Lemus Dias, Candelaria	FC	Clerical/Secretarial - Assist in Paralegal Department	11/23/16	02/19/17	TE B 3
Lopez Gaspar, Gabriela	FC	Clerical/Secretarial - Assist in Admissions & Records	11/28/16	02/24/17	TE A 2

Hourly Personnel
November 22, 2016

Luc, Timmie	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Luthi, Christopher	FC	Direct Instr Support - Performance Accompanist for campus Music Dept	11/16/16	02/16/17	TE G 4
Macedo, Araceli	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Marinez, Marcus	FC	Clerical/Secretarial - Assist in campus Bookstore	11/23/16	02/10/17	TE A 1
Martinez, Cecilia	FC	Direct Instr Support - Assist in ACT computer lab	01/30/17	05/27/17	TE A 1
Montijo, Bryan	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Mukasa-Wilson, Leyah	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Murano, Anthony	CC	Tech/Paraprof - On-call theater crew for rental productions	11/23/16	06/30/17	TE I 2
Murano, Anthony	CC	Tech/Paraprof - On-call theater crew for campus productions	11/23/16	06/30/17	TE A 4
Nunez, Yadira	FC	Clerical/Secretarial - Assist in Admissions & Records	11/28/16	02/24/17	TE A 2
O'Daniel, Amy	FC	Clerical/Secretarial - Assist in the EOPS Office	12/07/16	03/08/17	TE A 2
Olivarria, Joshua	FC	Clerical/Secretarial - Assist in the Counseling Department	11/23/16	02/15/17	TE A 1
Paradis-Sorensen, M.	CC	Clerical/Secretarial - Assist in Social Sciences Division office	01/30/17	02/10/17	TE B 4
Pham, Jennie	FC	Clerical/Secretarial - Assist in the Counseling Department	11/23/16	02/15/17	TE A 2
Ramirez, Amy	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Ricchio, Samuel	FC	Clerical/Secretarial - Assist in campus Bookstore	12/05/16	03/17/17	TE A 1
Rodriguez, Lillian	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Rodriguez, Vanessa	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Rosales, Estefanie	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Sebo, Grace	FC	Clerical/Secretarial - Assist in the EOPS Office	12/07/16	03/08/17	TE A 3
Sharma, Arielle	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Talag, Kailani	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Tapia Ceballos, Karla	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Truong, Thanh	FC	Direct Instr Support - Assist in ACT computer lab	02/27/17	05/27/17	TE A 1
Vicuna, Elijah	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Wagner, Leslie	FC	Clerical/Secretarial - Assist in campus Bookstore	01/16/17	04/14/17	TE A 1
Washington, Richard	FC	Clerical/Secretarial - Assist in campus Bookstore	12/12/16	03/01/17	TE A 1
Williams, Terah	CC	Non-Direct Instr Support - Perkins Grant Student Outreach	02/27/17	05/26/17	TE B 3
Withers, Andrew	FC	Clerical/Secretarial - Assist in Technology & Engineering Division	11/28/16	02/27/17	TE A 2

Hourly Personnel
November 22, 2016

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Anderson, Juanda	SCE	Direct Instr Support - Tutor for the ESL, FI, and Citizenship preparation	11/28/16	06/30/17	TE A 4
Nguon, Melody	CC	Direct Instr Support - Tutor for the Learning Resource Center	01/25/17	06/30/17	TE B 3
Schwenke, Karen	CC	Direct Instr Support - Tutor for the Learning Resource Center	01/25/17	06/30/17	TE B 4

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Scott, Andre	SCE	Service/Maintenance - Substitute for Classified employee on leave	11/14/16	11/23/16	TE B 3
Scott, Andre	SCE	Service/Maintenance - Substitute for Classified employee on leave	01/03/17	02/03/17	TE B 3

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Carmona, Celeste	CC	Full time Student - Assist in DSS front office	10/16/16	06/30/17	TE A 4
Estrada, Geraldine	FC	Work Study Student - Assist in the campus Writing Center	11/09/16	06/30/17	TE A 2
Fernandez, Rayner	FC	Work Study Student - Assist in the campus Skills Center	11/07/16	06/30/17	TE A 2
Harris, Rashad	FC	Work Study Student - Assist in Physical Education Department	10/31/16	06/30/17	TE A 1
Jefferson, M.	FC	Work Study Student - Assist in Physical Education Department	10/27/16	06/30/17	TE A 2
Rentie, Trey	SCE	Work Study Student - Assist in the campus Math Lab	11/09/16	06/30/16	TE A 4
Roudybush, Kaitlyn	FC	Work Study Student - Assist in Physical Education Department	10/28/16	06/30/17	TE A 2

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 22, 2016
SUBJECT: Volunteers

Action X
Resolution _____
Information _____
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

5.e.1

Item No.

Volunteer Personnel
November 22, 2016

VOLUNTEER PERSONNEL WITHOUT PAY

Name	Site	Program	Begin	End
Chatman, Rosanna	CC	Physical Education - Tennis	11/28/16	12/30/17
Mendoza, Judy	FC	DSS - Personal Assistant	11/03/16	05/26/17
Nichols, Glenn	CC	Physical Education - Women's Basketball	11/28/16	05/31/17
Perez, Brian	SCE	DSS - Personal Care Attendant	10/26/16	06/30/17

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 22, 2016
SUBJECT: Adjunct Faculty United Proposal for a
Successor Agreement to the Adjunct
Faculty United Contract

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: The collective bargaining agreement between Adjunct Faculty United/AFT/AFL-CIO Local 6106 and the District expires on June 30, 2017. The initial proposal for a successor agreement is submitted by Adjunct Faculty United.

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 and Administrative Policies 2610, Presentation of Initial Collective Bargaining Proposals.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the initial proposal for a successor agreement between Adjunct Faculty United and the District, as submitted by Adjunct Faculty United, be received and that a public hearing on this proposal be set for December 10, 2016, at or about 6:30 p.m.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.



ADJUNCT FACULTY UNITED AFT/CFT

305 N. Harbor Blvd., Suite 313, Fullerton, CA 92832
(714) 526-5759 fax (714) 526-5337 union@adfaced.org

MEMORANDUM

TO: Ms. Irma Ramos
Vice Chancellor, Human Resources
North Orange County Community College District

FROM: Kent Stevenson, President

DATE: November 15, 2016

RE: Negotiations for Successor Agreement

Pursuant to the provisions of Article 1, Section 1.2.3 of the collective bargaining agreement between Adjunct Faculty United and the District, Adjunct Faculty United desires to negotiate a successor Agreement to the one negotiated between us that expires June 30, 2017.

While the union reserves the right to re-negotiate all articles of the contract, Adjunct Faculty United proposes the following articles to negotiate for the successor agreement:

Article 1	Agreement dates and update
Article 2	Recognition inclusion of intern (potential position) definition
Article 3	Union Rights compensation; information access
Article 6	Assignment and Scheduling work to fit with new state mandates
Article 7	Working Conditions extra-curricular pay; parking
Article 9	Evaluation evaluation timelines
Article 10	Class Size include full-time, part-time, credit, and non-credit classes. Make sure it fits with current policy.

- Article 11 Salary
Automatic step increases; holiday pay for SCE, steps and raises, parity
- Article 12 Benefits
Access to more benefits. Options to be covered under Health Care.
- Article 13 Office Hours
real office space to meet with students
- Article 14 Leaves of Absence
define/clarify hours and terms; accumulation and distribution of leave;
catastrophic leave
- Article 15 Distance Education
update to current policy
- Article 16 Grievance Procedure
timeline and time extensions
- Article 18 Nondiscrimination
Update wording
- Article 20 STRS
update wording to current policy
- Appendices Update and modify per article to which they connect;
include request forms and parity (and other MOUs) into the contract.

We look forward to meeting with you to negotiate changes for a better environment that promotes student success.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 22, 2016
SUBJECT: District's Proposal for a Successor Agreement to the Adjunct Faculty United Contract

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: The collective bargaining agreement between the District and Adjunct Faculty United/AFT/AFL-CIO Local 6106 expires on June 30, 2017. The initial proposal for a successor agreement is submitted by the District.

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 and Administrative Policies 2610, Presentation of Initial Collective Bargaining Proposals.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the initial proposal for a successor agreement between the District and Adjunct Faculty United, as submitted by the District, be received by the Board and that a public hearing on this proposal be set for December 10, 2016, at or about 6:30 p.m.

Irma Ramos

Recommended by

Approved for Submittal


5.g.1

Item No.

**North Orange County Community College District
Office of Human Resources**

INTRADISTRICT CORRESPONDENCE

To: Kent Stevenson, Adjunct Faculty United President

From: Irma Ramos, Vice Chancellor, Human Resources 

Date: November 14, 2016

Subject: Negotiations for Successor Agreement

The current collective bargaining agreement between Adjunct Faculty United and the District, will expire June 30, 2107. In accordance with Section 1.2 of the Agreement this will serve as notice of the District's intent to negotiate a successor agreement.

The District proposes the following for successor negotiations:

Article 7 – Working Conditions

Modify language to address flex activities

Article 9 – Evaluation

Modify language to address performance standards and Student Learning Outcomes.

Article 11 – Salary

Achieve a salary agreement that is fair and reasonable within the context of the District's current budget environment.

Modify language regarding salary step advancement.

Article 13 – Office Hours

Modify language regarding office hours

The District reserves the right to make proposals concerning other articles and issues as it deems necessary and appropriate. Additional subjects of meeting and negotiating arising after the presentation of this initial proposal shall be made public within 24 hours pursuant to Government Code section 3547(d).

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 22, 2016	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Organizational Meeting and 2017 Board Calendar	Enclosure(s)	<u> X </u>

BACKGROUND: The yearly Organizational Meeting of the Board must be held between December 2 and December 16, 2016. The County Superintendent of Schools must be informed of the date and time immediately after the meeting date has been established.

The Board is asked to establish Tuesday, December 13, 2016, as the date of its Organizational Meeting. At the Organizational Meeting, the Board must establish its meeting calendar for 2017. The second and fourth Tuesdays of each month in 2017 have been listed as the tentative dates for the meetings. At its November 8, 2016, meeting, the Board directed that the first meeting in the months of January and July be canceled, and the first meeting in August be listed as tentative. A probable calendar is now presented so the Board may review all dates. Where known, the dates of national or state conventions or conferences have been listed so that the Board can determine possible scheduling conflicts.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is in accordance with Board Policy 2305, Annual Organizational Meeting.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: Authorization is requested to establish Tuesday, December 13, 2016 as the date of the Board's Organizational Meeting and to so inform the County Superintendent. It is further recommended that the Board amend the suggested 2017 meeting calendar if any additional adjustment is needed.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
2017 BOARD MEETING CALENDAR**

**Board Room at the Anaheim Campus
1830 W. Romneya Drive, Anaheim, CA 92801**

~~First Regular Meeting in January~~
~~Second Only Regular Meeting in January~~

~~Second Tuesday, January 10, 2017~~
~~Fourth Tuesday, January 24, 2017~~

**CCLC Effective Trustee Workshop in
Sacramento, January 27-29, 2017**

**CCLC Annual Legislative Conference
in Sacramento, January 29-30, 2017**

First Regular Meeting in February

Second Tuesday, February 14, 2017

**ACCT National Legislative Summit in
Washington, DC, February 13-16, 2017**

**ACCCA Annual Conference in
Orange County, February 22-24, 2017**

Second Regular Meeting in February

Fourth Tuesday, February 28, 2017

First Regular Meeting in March
Second Regular Meeting in March

Second Tuesday, March 14, 2017
Fourth Tuesday, March 28, 2017

Spring Recess, April 10-14, 2017

First Regular Meeting in April
Second Regular Meeting in April

Second Tuesday, April 11, 2017
Fourth Tuesday, April 25, 2017

**CCCT Annual Trustees Conference in
Lake Tahoe, May 4-7, 2017**

First Regular Meeting in May
Second Regular Meeting in May

Second Tuesday, May 9, 2017
Fourth Tuesday, May 23, 2017

First Regular Meeting in June
Second Regular Meeting in June

Second Tuesday, June 13, 2017
Fourth Tuesday, June 27, 2017

~~First Regular Meeting in July~~
~~Second~~ Only Regular Meeting in July

~~Second Tuesday, July 11, 2017~~
Fourth Tuesday, July 25, 2017

First Regular Meeting in August

Second Tuesday, August 8, 2017*
** Tentative Meeting – Only if deemed necessary*

Second Regular Meeting in August

Fourth Tuesday, August 22, 2017

First Regular Meeting in September

Second Tuesday, September 12, 2017

ACCT Leadership Congress in Las Vegas, September 25-28, 2017

Second Regular Meeting in September

Fourth Tuesday, September 26, 2017

First Regular Meeting in October
Second Regular Meeting in October

Second Tuesday, October 10, 2017
Fourth Tuesday, October 24, 2017

First Regular Meeting in November

Second Tuesday, November 14, 2017

CCLC Annual Convention in San Jose, November 16-18, 2017

Second Regular Meeting in November

Fourth Tuesday, November 28, 2017

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	November 22, 2016	Resolution	<u>X</u>
SUBJECT:	Resolution No. 16/17-04 Board of Trustees Excused Absence	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: Pursuant to Board Policy 2725, Board Member Compensation, Board members may be paid for meetings when they are absent, if the Board adopts a Resolution verifying that the absence is excused.

Education Code Section 7425, Subdivision (c) reads as follows:

A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes, finds that at that time of the meeting he or she is performing services outside of the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities

How does this relate to Board Policy: This item is in accordance with Board Policy 2725, Board Member Compensation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board of Trustees adopt Resolution No. 16/17-04, Trustee Absence, verifying that Trustee M. Tony Ontiveros was absent on November 8, 2016 due to hardship and, therefore, eligible to receive compensation for the Board meeting held on that date. A signed Affidavit from Mr. Ontiveros verifying his absence due to hardship will be on file in the Chancellor's Office.

Cheryl Marshall
Recommended by

Approved for Submittal

6.b.1
Item No.

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



Resolution 16/17-04, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Regular Board meeting of November 8, 2016, due to hardship, and therefore, eligible to receive compensation for the meeting held on that date.

TRUSTEE

M. Tony Ontiveros

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: November 22, 2016

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 22, 2016

SUBJECT: Resolution No. 16/17-07
Honoring Trustee Leonard Lahtinen

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

BACKGROUND: Inasmuch as Board Member Leonard Lahtinen has announced his retirement effective December 1, 2016, the Board of Trustees wishes to recognize his contributions to the District during his 26-year tenure, present him with a resolution honoring his years of service and bestowing upon him the distinction of North Orange County Community College District Board Member Emeritus.

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board of Trustees adopt Resolution No. 16/17-07, honoring Trustee Leonard Lahtinen, for his 26 years of service and contributions to the District, and bestow upon him the distinction of North Orange County Community College District Board Member Emeritus.

Barbara Dunsheath

Recommended by

Approved for Submittal

6.c.1

Item No.

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



**Resolution No. 16/17-07, Honoring Retiring Trustee Leonard Lahtinen
as North Orange County Community College District Board Member Emeritus**

WHEREAS, Leonard Lahtinen has provided exemplary leadership as a Trustee for the North Orange County Community College District for 26 years; and

WHEREAS, Mr. Latinen has served the Board in many capacities: as a member on both the Cypress College and Fullerton College Foundations; as a representative to the District Audit Committee, the Anaheim One-Stop Advisory Task Force and the Anaheim Collaborative; and as a forceful spokesperson for the organization; and

WHEREAS, Mr. Latinen has led the District in expanding programs and facilities, including passage of the Measure J local bond measure to improve the Anaheim Campus and School of Continuing Education, and to update the facilities at Cypress College and Fullerton College, in order to prepare a 21st century workforce; and

WHEREAS, Mr. Latinen's leadership and commitment to education have been demonstrated by his teaching Government, History, and Economics to Anaheim Union High School District junior high and high school students for over 30 years; and

WHEREAS, Mr. Latinen has set a high standard of community involvement with his active participation in organizations and events, including serving on the Anaheim Boys and Girls Club Board of Directors, the Anaheim Museum Board of Trustees, and as a Team Captain with Paint Your Heart Out Anaheim; and

WHEREAS, Mr. Latinen has proved a strong supporter of public safety by serving as Foreman Pro Tem of the Orange County Grand Jury assisting the Orange County Superior Court, District Attorney's office, and County Counsel with a wide variety of issues regarding local criminal indictments and civil investigations.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees joins the students, faculty, and staff of the North Orange County Community College District in extending its deepest appreciation to Leonard Latinen upon his retirement and bestows upon him the distinction of North Orange County Community College District Board Member Emeritus.

Date Adopted: November 22, 2016

Dr. Barbara Dunsheath, President

Jeffrey P. Brown, Member

Molly McClanahan, Vice President

Stephen T. Blount, Member

Jaqueline Rodarte, Secretary

Tanya Washington, Student Member

M. Tony Ontiveros, Member

Scott Begneski, Student Member

6.c.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	November 22, 2016	Resolution	<u>X</u>
SUBJECT:	Resolution No. 16/17-08 Honoring Trustee M. Tony Ontiveros	Information	<u> </u>
		Enclosure(s)	<u> </u>

BACKGROUND: Inasmuch as Board Member M. Tony Ontiveros has announced his retirement effective December 1, 2016, the Board of Trustees wishes to recognize his contributions to the District during his 17-year tenure, present him with a resolution honoring his years of service and bestowing upon him the distinction of North Orange County Community College District Board Member Emeritus.

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board of Trustees adopt Resolution No. 16/17-08, honoring Trustee M. Tony Ontiveros, for his 17 years of service and contributions to the District, and bestow upon him the distinction of North Orange County Community College District Board Member Emeritus.

Barbara Dunsheath

Recommended by

Approved for Submittal

6.d.1

Item No.

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



**Resolution No. 16/17-08, Honoring Retiring Trustee M. Tony Ontiveros
as North Orange County Community College District Board Member Emeritus**

WHEREAS, M. Tony Ontiveros has provided exemplary leadership as a Trustee for the North Orange County Community College District for 17 years; and

WHEREAS, Mr. Ontiveros has served the Board in many capacities: including as a representative to the District Audit Committee and the Committee on Election of Members of the County Committee on School District Organization; and as a forceful spokesperson for the organization; and

WHEREAS, Mr. Ontiveros has led the District in expanding programs and facilities, including passage of the Measure J local bond measure to improve the Anaheim Campus and School of Continuing Education, and to update the facilities at Cypress College and Fullerton College, in order to prepare a 21st century workforce; and

WHEREAS, Mr. Ontiveros' leadership and commitment to education have been demonstrated by his teaching as an adjunct professor of Political Science at Golden West College; and by his service to the California Community Colleges Trustees Board, including acting as the organization's President; and

WHEREAS, Mr. Ontiveros was instrumental in advancing several District innovations and equity priorities, including identifying the former Martin Luther King Hospital as the site of NOCCCD and SCE headquarters; and advocating at the California Community College's Chancellor's Office for equalization of the Faculty Obligation Number Formula; and

WHEREAS, Mr. Ontiveros has set a high standard of community involvement with his active participation in organizations and events, including serving as Commissioner for the Orange County Human Relations Commission and Anaheim Parks and Recreation; being a member of the Anaheim Arts Council and the Anaheim Sister Cities Association; and serving as a Board Member of the Anaheim Independencia Community Center.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees joins the students, faculty, and staff of the North Orange County Community College District in extending its deepest appreciation to M. Tony Ontiveros upon his retirement and bestows upon him the distinction of North Orange County Community College District Board Member Emeritus.

Date Adopted: November 22, 2016

Dr. Barbara Dunsheath, President

Jeffrey P. Brown, Member

Molly McClanahan, Vice President

Stephen T. Blount, Member

Jaqueline Rodarte, Secretary

Tanya Washington, Student Member

Leonard Lahtinen, Member

Scott Begneski, Student Member

6.d.2

Item No.