

**Additional Information  
December 11, 2018 Board Meeting**

The following additional information was provided regarding the December 11 Board meeting agenda:

**Item 3.a, Purchase Order Listing:**

1. P0128647: What film did they watch? **UMOJA Program participants saw “BlaKkKlansman.”**
2. P0128905: Please provide context to this. Is Fullerton College getting a booth? **The Office of Campus Communications staff participate in numerous events throughout the year by hosting general information tables. The tables are often staffed by our student ambassadors. We participate in the Placentia Tamale Festival each year. The Tamale Festival draws hundreds of local residents from communities we serve and we find it worthwhile to carry information about Fullerton College into those communities.**
3. P0128906: Please provide context to this purchase. **The Office of Campus Communications staff participate in numerous events throughout the year by hosting general information tables. The tables are often staffed by our student ambassadors. We participate in the Fullerton Winter Market each year. The Fullerton Winter Market draws hundreds of local residents from communities we serve and we find it worthwhile to carry information about Fullerton College into those communities.**
4. In the past when the Board had approved an item it used to be noted. Why is it different this time? **The Board approval date is manually added to the description when staff identify the purchase order as one that might raise questions. The decision is generally based on the amount and type of purchase. For example, P0128568, we included the Board approval date.**
5. What is the threshold (dollar amount) for Board approval? **The threshold for Board approval (BP 6330, 6340) is currently \$90,200 for agreements. This dollar amount is usually revised at the beginning of each calendar year by the California Department of Education. Other approval levels include:**

	<u>PO Listing</u>	<u>Agenda Item</u>	<u>Threshold Limit</u>
<b>Formal Bid</b>	Yes	Yes	Over \$175,000 (increasing to \$200,000 1/1/2019)
<b>Informal Bid (CUPCCA)</b>	Yes	No	\$175,000 (Increasing to \$200,000 1/1/2019)
<b>Piggyback Contracts</b>	Yes	No, but we generally bring an item if it exceeds the threshold limit	None
<b>Agreements</b>	Yes	Yes	\$90,200 (adjusted annually)

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**Item 3.b, 2018-19 Budget Transfers:**

1. Page 3, # 9. Please explain "Fullerton College Campus Standards Development." **Fullerton College contracted separately with both Westberg and White Architecture and Guidepost Solutions to assist the College with developing campus standards in different areas for a total cost of services not to exceed \$119,596. Westberg and White Architecture will provide professional services to develop campus standards in the areas such as architectural design guidelines, wayfinding and signage standards, mechanical room layouts, exterior improvements, lighting controls and fixture selections, and landscape standards. Guidepost Solutions will provide professional services to develop Fire Alarm Standards, and assistance to develop a Campus Security Assessment and subsequent Security Standards. These standards will be used for new construction, major renovation projects, or other affected projects.**

**Item 3.c, Budget Adjustments:**

1. TANF: A small typo: "Needy" not "Needed" **Noted. Thank you.**
2. Page 3, under Financial Aid Fund - Revised Allocation Adjustment for both Cypress and Fullerton - Emergency Grant for Dreamers: Please explain the (116,286) - Correction to Carryover. Was it anticipated but unrealized, or some other explanation? **This grant was funded on an emergency basis by the State in the prior fiscal year. During preparation of the 18/19 budget, the prior year's budget was carried in to the current fiscal year by the campuses, anticipating the possibility of similar funding this year. However, we have confirmed with the Financial Aid Directors that no such funding is being received for 18/19. Therefore, we are zeroing out the amounts rolled over for this grant.**

**Item 3.d, Review of Annual Audits – FY 2017-18:**

1. Do the audit reports come before the Board of Trustees before going to their respective entities, e.g. Bond Oversight Committee, Fullerton College Foundation Board, and the Cypress College Foundation Board (when that audit is completed)? **The audit report for the Fullerton College Foundation is received by its Board prior to issuance of the final report. The remaining reports are prepared in conjunction with and reviewed by Campus or District fiscal personnel and are received by the District's Board of Trustees prior to distributing to the various oversight committees or boards.**

**Item 3.f, Resolution Authorizing Public Sale of Property (Amerige Site):**

1. Under Section 9 of the Resolution, is one of the terms that the homes be restored to be complementary to the adjacent College Park Preservation Zone a valid condition or is that a City condition? **No, since it would be difficult to hold the buyer accountable for restoration efforts once the sale is complete. However, the City may have restoration requirements for the new property owner.**

**Item 3.i, Change Orders: Anaheim Campus Bid #1718-07:**

1. Under the Potential Change Orders, please elaborate on No's 11, 13, 17, and 35 that are "in review."
  - **No. 11 – This change order is related to an error in the bid documents. Our architect included our old telecom standards into the bid documents. We have approved the work to proceed to comply with our current telecom standards. We are reviewing**

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how much we will bill the architect and if pricing for equipment and materials are at fair value.

- **No. 13 – This is a credit back to the District. We are reviewing the pricing to make sure we are getting value for the change. This is being reviewed by our electrical engineers.**
  - **No. 17 – This is to install shades on the 7<sup>th</sup> and 10<sup>th</sup> floor. Discussion is taking place to have the departments cover the cost of the shades out of their own funds for the change in scope.**
  - **No. 35 – This is another item that may be moved to the department budget. We are looking at signage, both inside and outside the Anaheim Campus, and consideration is being given to coordinating the sign with the new Wayfinding plan.**
2. For No's 22 and 29, what is the process for settling these disputes? **Both items are related to the 10<sup>th</sup> floor. It is our assertion that the unevenness of the floors were clearly identified in the bid documents, and as such the contractor owns the repairs. Staff believe that part of the excess damage is attributed to the equipment used to remove the existing flooring. We will go through the dispute resolution process including a meeting with the Vice Chancellor and/or mediation as needed.**

**Item 3.j, Cost Increase for Cypress College Relocatable Modular Building Purchase:**

1. Are we looking at a permanent modular building, hence purchase instead of a lease? **Yes. This will be a permanent facility in order to be in compliance with Title IX.**
2. Are the new DSA Code requirements related to the soil conditions that are unique to this site or other considerations, e.g. earthquake resistant? **The code requirements are not specific to the soil, but refer to ensuring the modular structure meets all the new DSA 2016 Standards. This includes all systemic standards of that year.**

**Item 3.k, Amend LPA Inc. Consultant Agreement for Cypress College Veterans' Resource Center (VRC) Project:**

1. Funding sources listed are Measure J bond, local capital outlay fund, and fundraising. Do we know the proportionate ratios of funding for this project from the listed revenue sources? Are they firm? **No, not at this time. The decision will ultimately be based on the amount of dollars that are fundraised. Next we will look at any amount of campus resources available followed by amounts that would qualify for bond funding.**

**Item 3.l, Amend LPA Inc. Consultant Agreement for Cypress College Science, Engineering, and Math (SEM) Project:**

1. Landscape reductive alternate. What are we envisioning from the original design to what might serve as an alternative landscape? **The proposed alternate design is one of a few financial relief mechanisms we have available should the Guaranteed Maximum Price come in above the current budget. If we need to consider enacting the alternate, the suggested revisions are: a less infrastructure heavy design to include the following revisions: reduction in hardscape finishes, reduction in plated shrubs/trees, simpler, more linear pathway layout, reduction in hardscape layout – increase in landscaped layout.**

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2. Noise and Vibration Control Plan. Is this during construction or after construction? **During construction, specifically when the piles are pounded into the ground.**

**Item 3.n, Fullerton College MAS Conference:**

1. Do you track to see from the students who attend the conference, end up enrolling at the college? **The names of students attending the MAS Conference are provided to the Student Equity Office for tracking. Currently, we are working on improving the institutional processes and technology to more effectively track students attending the MAS Conference and for students participating in outreach activities in general. We have greatly improved our ability to track students from AUHSD due to the Anaheim Pledge and data sharing MOUs in place. As onboarding efforts expand to more high school districts, our ability to track students will improve as well.**

**Items 4.a and 4.b, Cypress College and Fullerton College Curriculum:**

1. In addition to the traditional agenda cover letter, it would be helpful to add a general overview summary of what is covered in each: Program Review, 6-year review, new courses, etc. **We appreciate the feedback and will provide a quick summary in the future.**
2. What is the nature of DCCC discussion when it comes to reviewing and approving curriculum? **Everything from class size, unit changes, articulation, and uniformity between Cypress and Fullerton for similar classes is discussed.**
3. When new courses are being added, there is no mention of SLOs. Are they assumed to be automatically included? **Yes. All courses have SLOs attached, but are not required to be reviewed by the curriculum committee.**
4. With the new courses, what preparation and staff development is provided to counselors to properly guide students? **The Articulation Officer at each college reviews these changes with counselors and they have access to the new descriptions of the new courses in CurricUNET.**
5. Particularly with Fullerton College's new courses, what industry and business trade reports provide the basis and data for career and employment needs? **The need for new courses are determined by departments after evaluating feedback from business and industry advisory groups and based on their knowledge of the field and the skills required to meet the demands of the labor force.**
6. First, much thanks to the faculty who thoroughly reviewed the curriculum. I understand how time consuming this necessary task is. Of particular note of excellence is the strong statements at Fullerton for Degree Descriptions - including the careers associated w/ the degree. **Thank you!**
7. It is clear that much thought went into looking at class size. However, could someone provide some additional insight into how the class size is determined. I understand there is a template, but could someone enlighten me to better understand certain discrepancies. For example: Of all the listed classes only two (English 125 - Cypress, p. 20; Biology 102 - Fullerton p. 65) have a class size of 45. How are these two classes unique? **The Fullerton/Cypress Class Size Planning & Resource Document presents in detail how**

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teaching pedagogy and learning assessment dictates each course class size. In a few words, a lecture course with a class size of 45 implies that the instructor is going to be lecturing most of the time and one-to-one interaction between the instructor and students will be very limited; also, writing assignments will be limited and assessed for concept and structure. Lower class size courses increase interaction, discussion, and group learning activities.

8. Why are not other lecture classes with no lab at various other class sizes? **The Fullerton/Cypress Class Size Planning & Resource Document allows for two different lecture-only class sizes – 45 and 35. The courses set at 35 must have a discussion and activity component, more like a lab course.**
9. Why are some honors classes listed at class size of 25, while English 234HC Cypress is listed as 20? (p. 21)? **The usual honors course is 25; an exception was made for ENG 125 HC, because it was designed as a seminar/discussion course.**
10. Does this set of curriculum changes include the revision of the English courses at Cypress College to reflect AB 705? **No. The English 100 revision and its aligned co-requisite were just approved last week by the curriculum committee and will be on the January 22 board agenda.**