



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

MEETING: Regular Meeting in October 2017

DATE: Tuesday, October 24, 2017, at 5:30 p.m.

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

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

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

AGENDA:

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

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

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

- f. **Reports:**
 - Chancellor**
 - * **Honor Cypress College Diversity and Inclusiveness Award Recipient**
 - College Presidents/Provost**
- g. **Comments:**
 - Resource Table Personnel**
 - Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of October 24, 2017.**
- b. **CLOSED SESSION: Per the following sections of the Government Code:
Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.**
3. **FINANCE & FACILITIES**
 - a. It is recommended that the Board review the calendar for the 2018-19 budget.
 - [b] Authorization is requested to declare the attached list of items surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).
4. **INSTRUCTIONAL RESOURCES**
 - [a] It is recommended that the Board ratify the amended 2017-18 NOCCCD and Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.
5. **HUMAN RESOURCES**
 - [a] Request approval of the following items concerning academic personnel:

Change in Salary Classification
Leave of Absence
Temporary Academic Hourly
 - [b] Request approval of the following items concerning classified personnel:

New Personnel
Voluntary Changes in Assignment
Leaves of Absence
 - [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 offer the Supplemental Early Retirement Plan for eligible employees, have the contract administered by Keenan Financial Services effective July 1, 2018, and for the Board to adopt Resolution No. 17/18-04.

- g. Request approval to receive reopeners for 2017-2018 proposed by United Faculty (CCA/CTA/NEA) to the District and to set a public hearing.
- h. Request approval to receive reopeners for 2017-2018 proposed by the District to United Faculty (CCA/CTA/NEA) and to set a public hearing.

6. GENERAL

- a. It is recommended that the Board adopt Resolution No. 17/18-03, In Support of Preserving a Deferred Action Program for Childhood Arrivals.
- b. It is recommended that the Board adopt Resolution No. 17/18-06 to declare that the week of November 13-17, 2017 be observed as Veteran's Appreciation Week.
- c. It is recommended that the Board receive as a first reading the proposed, revised Board Policies in Chapters 1, 2, 3, 4, 5, 6, and 7.

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
DATE: October 24, 2017
SUBJECT: Calendar for the 2018-2019 Budget

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: Pursuant to Board Policy 6200, Budget Preparation, a schedule must be provided to the Board that includes dates for presentation of the tentative budget, required public hearings, Board study sessions, and approval of the final budget. Accordingly, the attached budget calendar highlights significant dates for the 2018-2019 budgeting cycle. Based on this calendar, each Budget Center will build their schedule to adhere to the timelines. This agenda item was submitted by Kashmira Vyas, Interim District Director, Fiscal Affairs.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6200, Budget Preparation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board review the Calendar for the 2018-2019 Budget.

Fred Williams

Recommended by

Approved for Submittal

3.a

Item No.

Calendar for FY 2018-19 Budget

January 15, 2018	P-1 Apportionment Attendance Report Due
January 23, 2018	Board review of Governor's January Budget and discussion on Priorities
February 26, 2018*	First Principal Apportionment Report
March 12, 2018	CBF review of Tentative Budget Assumptions and Board Priorities
March 26, 2018	DCC review of Tentative Budget Assumptions and Board Priorities
April 19, 2018	CBF review of Tentative Budget Assumptions and Board Priorities
April 20, 2018	P-2 Apportionment Attendance Report Due
April 23, 2018	DCC review of Tentative Budget Assumptions and Board Priorities
May 08, 2018	Personnel Change Forms due to Human Resources
May 14, 2018	CBF review of Tentative Budget Assumptions and Board Priorities
May 18, 2018	HR to complete Personnel Changes related to Tentative Budget
May 22, 2018	Report to Board on Governor's May Budget Revisions
May 23, 2018	District Fiscal Affairs to finalize Personnel Budget related to Tentative Budget
June 05, 2018	Budget input for NONPOS phase complete
June 07, 2018	Prepare GASB 54 Agenda item to be taken to the Board (if needed)
June 11, 2018	CBF review of Governor's May Budget Revisions and Proposed Budget Assumptions (if needed)
June 12, 2018	Final changes for Position Control due to HR for Proposed Budget
June 12, 2018	Completion of the Tentative Budget
June 16, 2018*	Second Principal Apportionment Report
June 18, 2018	HR to complete Personnel Changes related to Proposed Budget
June 20, 2018	District Fiscal Affairs to finalize Personnel Budget related to Proposed Budget
June 25, 2018	DCC review of Proposed Budget Assumptions (if needed)
June 26, 2018	Board approval of the Tentative Budget
June 27, 2018	Feed Tentative Budget (TENTAT) to Operating Ledger
July 16, 2018	Annual Apportionment Attendance Report Due
July 31, 2018	Year-end closing completed for District and Campus accounts
August 7, 2018	Carryover balances completed and distributed
Aug. 14 or 28, 2018	Board review of the Proposed Budget Assumptions
August 17, 2018	Budget input for NONPOS phase complete
August 24, 2018	Public Notice published in the Orange County Register
August 27, 2018	Completion of Proposed Budget and close FINAL phase in Banner
Sept. 7-11, 2018	Proposed Budget available for public inspection
September 11, 2018	Public Hearing on the Proposed Budget
September 12, 2018	Feed Proposed Budget (FINADJ) to the Operating Ledger
September 25, 2018	Campus designee presentation of Strategic Directions results to the Board

*Estimated Date

(as of 10/11/17)

SURPLUS ITEMS

Qty.	Description	Location
8	Small Wooden Plan Hanger	AC
4	Big Wooden Plan Hanger	AC
1	HP Printer	AC
1	Computer Monitor	AC
1	Computer Keyboard	AC
2	Desk	AC
3	Tables	AC
2	2 Drawer File Cabinet	AC
7	4 Drawer File Cabinet	AC
1	5 Drawer File Cabinet	AC
1	Rolling Stand Table	AC
7	Flat File Tables	AC
1	Ford Electric Golf Car	AC
1	Clock	AC
2	Phlebotomy Chairs	AC
2	Shredder Machine	AC
1	Scale	AC
1	Printer	NOCE
4	Toner Cartridge	NOCE
1	Chair	NOCE
1	Karaoke System	NOCE
1	Rolladex	NOCE
150	Monitors	NOCE
1	Label Maker	NOCE
5	Television Sets with Carts	NOCE
1	Printer	NOCE
3	Pull Down Screens	NOCE
6	Whiteboard	NOCE
1	Coffee Machine	NOCE
3	Tranparency Film Projector	NOCE
1	Floppy Diskettes	NOCE
1	Large Heavy Duty Stapler	NOCE
171	Computers	NOCE
7	Projectors	NOCE
4	Smart Board	NOCE
4	Copier	NOCE
1	Commercial Dryer	FC
34	Light Pole Lights	FC
1	Bench Brake	FC
1	Scantron Machine	FC
1	Tool Cart	FC
1	Utility Cart	FC
1	Tool Box	FC
1	Engine Analyzer Machine	FC
3	File Cabinet	FC
1	Roll Paper Dispenser	FC
1	Winch	FC
3	Copier	FC

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	October 24, 2017	Resolution	<u> </u>
SUBJECT:	NOCCCD CCAP Dual Enrollment Partnership Agreement with AUHSD	Information	<u> </u>
		Enclosure(s)	<u> X </u>

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 Anaheim Union High School District has agreed with Cypress College to participate in this opportunity for the 2017-2018 academic school year. The NOCCCD Board of Trustees approved the NOCCCD CCAP Dual Enrollment Partnership Agreement template that has been used for the agreement with AUHSD at their June 28, 2016 meeting. The AUHSD Board of Trustees approved the AB 288 CCAP Partnership Agreement with Cypress College for the 2017-2018 academic school year at their July 13, 2017 meeting and the NOCCCD Board of Trustees approved the agreement at their August 22, 2017 meeting.

The 2017-2018 NOCCCD and AUHSD 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.

As of October 24, 2017, the CCAP agreement between Cypress College and AUHSD will be amended by the addition of four (4) courses. This change is only the addition of four (4) courses, the entire remainder of the original agreement remains in full force.

This agenda item was prepared by Dr. Santanu Bandyopadhyay, Executive Vice President.

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/Cypress College are going to claim apportionment from the classes offered under this agreement.

RECOMMENDATION: It is recommended that the Board ratify the amended 2017-2018 NOCCCD and AUHSD CCAP Dual Enrollment Partnership Agreement.

**AMENDMENT TO
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
2017-2018**

As of October 24, 2017, the agreement entitled "College and Career Access Pathways Partnership Agreement (CCAP Agreement)" between Cypress College ("COLLEGE") a college of the North Orange County Community College District, (NOCCCD) and Anaheim Union High School District ("SCHOOL DISTRICT") will be amended by adding one educational program (ADDENDUM A).

This change is only the addition of four courses, and additional terms to courses included in the original agreement. The entire remainder of the original agreement remains in full force.

This Amendment 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 24, 2017

By:



Anaheim Union High School District
Dr. Jaron Fried
Assistant Superintendent, Education Services

By:



Cypress College
Santanu Bandyopadhyay, Ph.D.
Executive Vice President, Educational
Programs & Support Services

By:

North Orange County Community College District
Cherry Li-Bugg, Ph.D.
Vice Chancellor, Educational Services and Technology

ADDENDUM A - Pg. 1 of 2

1. CCAP AGREEMENT PROGRAM YEAR 2017-2018 – The 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: 2017-2018

COLLEGE: Cypress College

EDUCATIONAL PROGRAMS: Management, CIS, Kinesiology SCHOOL DISTRICT: Anaheim Union High School District
 HIGH SCHOOL: Magnolia, Cypress, Oxford, Western, Savanna, Kennedy

TOTAL NUMBER OF STUDENTS TO BE SERVED: 120 students	TOTAL PROJECTED FTES: 7 FTES
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COURSE NAME	COURSE NUMBER	Number of Sections	TERM	TIME	DAYS/ DATE	INSTRUCTOR	EMPLOYER OF RECORD	LOCATION
CISCO Networking 1	CIS-230C	4	Summer 2017 & Fall 2017 & Spring 2018 & Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Magnolia
CISCO Networking 2	CIS-231C	4	Summer 2017 & Fall 2017 & Spring 2018 & Summer 2018	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS Magnolia
PC Hardware Configurations	CIS 162	3	Fall 2017 & Spring 2018 & Summer 2018	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS AUHSD
Writing for Business	MGT 211	2	Spring 2018 & Summer 2018	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS AUHSD
Legal Environment of Business	MGT 240	2	Spring 2018 & Summer 2018	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input checked="" type="checkbox"/> HS AUHSD
First Aid, CPR and Emergencies	KIN 235	2	Spring 2018 & Summer 2018	TBD	TBD	TBD	<input type="checkbox"/> CC <input type="checkbox"/> HS	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS AUHSD

ADDENDUM A – Pg. 2 of 2

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)).
 College credit courses have been offered previously to college bound AUHSD students. The courses helped those students to access college and be successful as they begin their college career.

2. BOOKS AND INSTRUCTIONAL MATERIALS - The total estimated 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
First Aid, CPR and Emergencies	a. Pocket Mask ARC b. Responding to Emergencies ISBN: 9781584805540	\$20.00 \$66.75		
Career Explorations	a. N/A		Career Assessment Package	\$25.00
Writing for Business	a. Business Communication Edition: 9th ISBN: 9781305957961	\$250.00		
Asian Pacific American History	a. Strangers from a Different Shore: A History of Asian Americans b. Unbound Feet: A Social History of Chinese American in San Francisco c. The Accidental Asian: Notes of a Native Speaker a. CompTIA A+ Guide to Managing & Maintaining Your PC, 8th Edition ISBN 978-1-133-13508-1	\$10.96 \$29.47 \$9.92		
PC Hardware Configurations		\$139.95	Materials Fee	\$3.00

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 24, 2017 Resolution _____
Information _____
SUBJECT: Academic Personnel Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

CHANGE IN SALARY CLASSIFICATION

Vechayiem, Justin	CC	Nursing Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 6/15/2017
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LEAVE OF ABSENCE

Manjra, Samreen	CC	Accounting Instructor Family Medical Leave (FMLA/CFRA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 10/16/2017-12/16/2017
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2017 FALL SEMESTER,
TRIMESTER

Proppe, Jean	NOCE	Column 2, Step 1
Schumann, Sonya	FC	Column 3, Step 1
Wade, Norma	NOCE	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

De La Cruz, Gabriela	CC	Column 1, Step 1
Vizcarra, Vince	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Davis, Anna	CC	Column 1, Step 1
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: October 24, 2017

SUBJECT: Classified Personnel

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

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
October 24, 2017

NEW PERSONNEL

Pham, Katherine	NOCE	Administrative Assistant II 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 11/06/2017 PN SCC871
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VOLUNTARY CHANGES IN ASSIGNMENT

Revelo-Torres, Monica	NOCE	Admissions & Records Technician 12-month position (100%) PN SCC928 Permanent Lateral Transfer To: NOCE Administrative Assistant I 12-month position (100%) Eff. 10/16/2017 PN SCC974
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Teh, Edwin	NOCE	Instructional Aide (100%) Temporary Change in Assignment To: NOCE Instructional Assistant 11-month position (100%) Range 36, Step D Classified Salary Schedule Eff. 10/09/2017 – 12/01/2017
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LEAVES OF ABSENCE

Aguirre, Maria	FC	Student Services Technician (100%) Classified Staff Development Leave with Pay Eff. 11/07/2017 – 12/15/2017 (Intermittent)
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Hoang, Christine	AC	Administrative Assistant (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 10/19/2017 -- 10/29/2018 (Consecutive Leave)
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Classified Personnel
October 24, 2017

Hoang, Elizabeth	FC	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 09/09/2017 – 12/11/2017 (Consecutive Leave)
Hong, Ray	AC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 09/07/2017 – 12/10/2017 (Consecutive Leave)
Quiroz Hernandez, Alexis	AC	Facilities Custodian I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick Leave and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 08/31/2017 – 10/23/2017 (Consecutive Leave)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: October 24, 2017 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
October 24, 2017

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Barajas, Adrian	NOCE	Project Expert	AEBG and Refresh Projects	26	10/02/2017	01/31/2018
Chavez, Araceli	NOCE	Technical Expert I	Love and Logic Curriculum Facilitator	26	10/16/2017	12/22/2017
Graves, Gary	FC	Technical Expert II	Curriculum Technical Development and Processing	10	08/30/2017	12/16/2017
Griffo, Ann	CC	Technical Expert II	Perkins Pathways/CTE Transitions	22	10/16/2017	06/08//2018
Guerra, Catherine	NOCE	Technical Expert I	Supporting Adults for Student Success Workshop Facilitator & Trainer	26	10/06/2017	12/22/2017
Hernandez-Castellanos, Karina	FC	Project Expert	Student Leadership Development Program	24	10/10/2017	12/22/2017
Hernandez-Castellanos, Karina	FC	Project Expert	Student Leadership Development Program	24	01/02/2018	06/29/2018
Kominek, Bridget	FC	Project Coordinator	Basic Skills Program Coordination	10	01/02/2018	06/08/2018
Lozinsky, Richard	FC	Technical Expert II	Earth Science Boot Camp	6	08/01/2017	06/30/2018
McNay, Sally	CC	Technical Expert I	Nursing Proficiency Testing	5	10/17/2017	05/25/2018
Nieto, Samuel	FC	Project Expert	Cadena Cultural Center Equity Project	26	10/16/2017	12/08/2017
Sprayberry, Brad	CC	Project Expert	Tourism Perkins	5	10/16/2017	05/17/2018
Terrazas, Cassandra	CC	Project Expert	High School Outreach Project Expert	26	10/09/2017	11/15/2017
Terrazas, Cassandra	CC	Project Expert	High School Outreach Project Expert	26	11/27/2017	12/08/2017
Terrazas, Cassandra	CC	Project Expert	High School Outreach Project Expert	26	01/08/2018	02/15/2018
Terrazas, Cassandra	CC	Project Expert	High School Outreach Project Expert	26	02/26/2018	03/23/2018
Terrazas, Cassandra	CC	Project Expert	High School Outreach Project Expert	26	04/02/2018	06/30/2018
To, Thang	CC	Technical Expert II	Student Success and Support Program Budget Advisor	15	10/12/2017	12/31/2017
Williams, Marredda	CC	Technical Expert I	Nursing Proficiency Testing	5	10/17/2017	05/25/2018

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: October 24, 2017
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
October 24, 2017

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Armenta, Elizabeth	FC	Clerical/Secretarial - Assist in the Admissions & Records Office	12/04/17	03/02/18	TE A 2
Barrios, Juvenal	FC	Clerical/Secretarial - Assist in campus Bookstore	12/04/17	03/02/18	TE A 1
Cardenas, Adely	CC	Clerical/Secretarial - Assist in the Counseling Division Office	10/25/17	01/25/18	TE A 1
Checkcinco, Francisco	CC	Clerical/Secretarial - Assist in the Admissions and Records Office	12/04/17	03/12/18	TE A 3
Cole, John	FC	Technical/Paraprofessional - Art Model for Art Department classes	10/25/17	06/30/18	TE F 3
Duarte, Rebecca	FC	Clerical/Secretarial - Assist in the Admissions and Records Office	01/15/18	04/13/18	TE A 2
Hinojos, Kathryn	FC	Clerical/Secretarial - Assist in the Admissions & Records Office	12/04/17	03/02/18	TE A 2
Lopez Gaspar, Gabriela	FC	Clerical/Secretarial - Assist in the Admissions and Records Office	12/18/17	03/16/18	TE A 1
Loska, Pierson	CC	Tech/Paraprof - Assist with game management duties and atheletic events	10/25/17	05/26/18	TE H 1
Mencias, Raymund	FC	Service/Maint - Assist Campus Safety Dept with various duties	10/25/17	12/16/17	TE B 4
Mencias, Raymund	FC	Service/Maint - Assist Campus Safety Dept with various duties	02/26/18	05/26/18	TE B 4
Park, Nicholas	FC	Direct Instr Support - Assist in ACT computer lab	10/25/17	12/16/17	TE A 1
Pettibone, Kenneth	CC	Tech/Paraprof - Assist with game management duties and atheletic events	10/25/17	05/26/18	TE H 1
Sibley, Britta	FC	Clerical/Secretarial - Clerical assistance for the Biotechnology Program	10/25/17	12/15/17	TE A 3
Sibley, Britta	FC	Clerical/Secretarial - Clerical assistance for the Biotechnology Program	02/19/18	05/31/18	TE A 3
Sisay, Ruth	CC	Clerical/Secretarial - Assist in the Assessment Office	10/25/17	12/20/17	TE A 1
Tran, Tu	CC	Clerical/Secretarial - Assist in the Admissions and Records Office	12/04/17	03/15/17	TE A 1
Trinh, Annie	CC	Clerical/Secretarial - Assist in the Admissions and Records Office	12/04/17	03/12/17	TE A 1
Woelke, Aaron	FC	Clerical/Secretarial - Assist EOPS Office with various projects	12/04/17	03/02/18	TE A 3
Woelke, Aaron	FC	Clerical/Secretarial - Assist EOPS Office with various projects	05/04/17	06/30/18	TE A 3

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Bloom, Krystle	NOCE	Direct Instr Support - Tutor student with disabilities	10/24/17	06/30/18	TE A 1
Voet, Courtnie	NOCE	Direct Instr Support - Tutor student with disabilities	10/24/17	06/30/18	TE A 4

Hourly Personnel
 October 24, 2017

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Chavira, Celeste	FC	Clerical/Secretarial - Substitute for Classified employee on leave	10/16/17	02/05/18	TE B 2

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Brown, Diederich	FC	Work Study Student - Assist in the Wellness Center	10/02/17	06/30/18	TE A 2
Choe, Seohyeon	FC	Work Study Student - Tutor for the Math Lab	09/27/17	06/30/18	TE A 2
Espino, Sabrina	FC	Work Study Student - Assist trainer in Physical Education Department	09/16/17	06/30/18	TE A 1
Flores, Lesley	FC	Work Study Student - Assist in the campus Art Gallery	09/21/17	06/30/18	TE A 1
Gonzalez, Rebecca	CC	Full-time Student - Assist in the Counseling Office	10/19/17	08/30/18	TE A 1
Kim, Jin	FC	Work Study Student - Assist in the Math Lab	10/05/17	06/30/18	TE A 2
Moreno, Daniel	NOCE	Full-time Student - Assist in the Anaheim Campus Learning Center	10/02/17	06/30/18	TE A 3
Moreno, Lillian	NOCE	Full-time Student - Assist in the Anaheim Campus Learning Center	10/02/17	06/30/18	TE A 1
Navarro, Adrian	NOCE	Full-time Student - Assist in the Anaheim Campus Learning Center	10/02/17	06/30/18	TE A 4
Rivera, Kevin I.	FC	Full-time Student - Tutor for Dual Enrollment Program	10/16/17	12/12/17	TE A 2
Sun, Roger	FC	Full-time Student - Tutor students in the campus Tutoring Center	10/03/17	06/30/18	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: October 24, 2017

SUBJECT: Volunteers

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

BACKGROUND: The District recognizes the value of volunteer services in conjunction with certain programs, projects, and activities and may use the services of volunteers from time to time, when it serves the interests of the District. Volunteers are individuals who freely offer to perform services for the District without promise, expectation, or receipt of any compensation for the services provided.

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
October 24, 2017

Name	Site	Program	Begin	End
Acevedo, Elena	NOCE	Internship - ESL Program	10/25/2017	12/30/2017
Alvarez, Melissa	CC	Physical Education - Athletic Trainer	10/25/2017	12/29/2017
Bray, Damote	CC	Physical Education - Women's Basketball	10/25/2017	12/29/2017
Buenrostro, Hector	NOCE	Internship - ESL Program	10/25/2017	11/30/2017
Cedillos, Katherine	NOCE	Internship - ESL Program	10/25/2017	11/30/2017
Dingman, Matt	FC	Technology & Engineering - Welding Dept	09/15/2017	06/01/2018
Dyak, Joanna	CC	SEM - Physical Science Department	09/29/2017	12/16/2017
Fakhreddine, Fatima	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Flores, Stephanie	FC	Internship - Counseling	10/11/2017	12/18/2017
Frye, Josh	CC	Physical Education - Baseball	10/25/2017	12/29/2017
Gonzales, Carlos	CC	Physical Education - Baseball	10/25/2017	12/29/2017
Gonzalez, Pauline	NOCE	DSS - Personal Care Attendant	09/27/2017	06/29/2018
Gray, Richard	NOCE	Internship - ESL Program	10/25/2017	11/30/2017
Heitman, Jesse	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Lino, Diana	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Magana, Jeana	CC	Physical Education - Women's Basketball	10/25/2017	12/29/2017
Nguy, Jenny	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Nguyen, Kristy	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Pozgay, Spencer	CC	Physical Education - Athletic Trainer	10/25/2017	12/29/2017
Ramirez, David	FC	DSS - Personal Services Assistant	10/03/2017	12/16/2017
Rendon, Stephanie	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Soske, Tara-Jo	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Wells, Bryson	NOCE	Internship - ESL Program	10/25/2017	12/01/2017
Wooding, Jessica	NOCE	DSS - Personal Care Attendant	10/02/2017	06/29/2018
Yang, Ming-Suey	NOCE	Internship - ESL Program	10/25/2017	11/30/2017

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: October 24, 2017 Information _____
Enclosure(s) X
SUBJECT: Supplemental Early Retirement Plan

BACKGROUND: The District will offer a Supplemental Early Retirement Plan (SERP) as an incentive for eligible employees to retire from the District between May 1, 2018 and August 17, 2018. Eligibility is defined as:

- Must be a Certificated or Classified Manager, Regular Faculty, Classified or Confidential employee,
- Must be at least 55 years of age and have five years of service with the District as of August 17, 2018,
- Meet the years of service credit to be eligible for retirement under applicable CalSTRS or CalPERS requirements,
- Must retire from the District between May 1, 2018 and August 17, 2018,
- Submission of required SERP Enrollment Package and a letter of retirement by February 5, 2018.

How does this relate to the five District Strategic Directions? District Strategic Direction 4 states that 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 compliance with Board Policy 7130 Compensation and Administrative Procedure 7130-3 Retirement Systems.

FUNDING SOURCE AND FINANCIAL IMPACT: Financial savings will be determined in February 2018. In order for the SERP to be implemented, there must be a minimum number of participants and a net savings must be achieved.

RECOMMENDATION: Approval is requested for the District to offer a Supplemental Early Retirement Plan (SERP), administered by Keenan Financial Services, for eligible employees, effective July 1, 2018. It is further requested that the Board adopt Resolution 17-18-04 in support of the SERP.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.

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



Resolution 17/18-04, Supplemental Early Retirement Plan

WHEREAS, Education Code Section 53224 authorizes school districts to make contributions to retirement plans; and

WHEREAS, the North Orange County Community College District desires to provide retirement benefits to its employees under such a plan; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the North Orange County Community College District hereby establishes a retirement plan for certain eligible employees of the District effective July 1, 2018.

RESOLVED FURTHER that the eligibility requirements for employees to participate in such plan shall be as follows:

- Must be a Certificated or Classified Manager, Regular Faculty, Classified or Confidential employee,
- Must be at least 55 years of age and have five years of service with the District as of August 17, 2018,
- Meet the years of service credit to be eligible for retirement under applicable CalSTRS or CalPERS requirements,
- Must retire from the District between May 1, 2018 and August 17, 2018,
- Submission of required SERP Enrollment Package and a letter of retirement by February 5, 2018.

RESOLVED FURTHER that the Board hereby adopt that certain plan known as the North Orange County Community College District Supplemental Employee Retirement Plan (SERP), effective July 1, 2018.

RESOLVED FURTHER that the employer contribution required to fund each participant's benefit shall be based on the contribution of 75% of the employee's salary (2017-18 salary schedule). It includes longevity but does not include overtime, stipends, PG&D, overload or additional duty days.

RESOLVED FURTHER that the North Orange County Community College District shall make all contributions to the Plan to fund the annuities purchased pursuant to the Plan.

RESOLVED FURTHER that, for purposes of the limitations on contributions under the Plan, as prescribed by Section 415 of the Internal Revenue Code of 1986, as amended, the "limitation year" shall be the Plan Year, as defined under the terms and provisions of the Plan.

RESOLVED FURTHER that, for purposes of clarification of administration of the Plan but not for purposes of making said Plan subject to Title I of ERISA, the Board hereby designates the District as the Plan Administrator.

RESOLVED FURTHER that the Board hereby appoints the following individuals to comprise the Plan Committee:

Name Fred Williams
Position Vice Chancellor, Finance and Facilities

Name Irma Ramos
Position Vice Chancellor, Human Resources

RESOLVED FURTHER that the Board hereby authorizes any member of the Plan Committee to execute on behalf of the District, the Form 1848, Power of Attorney and Declaration of Representative.

RESOLVED FURTHER that the Board hereby appoints Keenan Financial Services as the contract administrator to assist the District in the implementation and administration of the Plan.

RESOLVED FURTHER that the Board hereby authorizes and directs staff to take the following actions:

- Execute the Plan and any and all other documents necessary or proper to implement the Plan.
- Contract with Keenan Financial Services as contract administrator to provide all services described in the contract.
- Execute any and all documents, including any amendment to the Plan, necessary or proper to obtain and maintain IRS approval of the form of the Plan if the IRS makes available a procedure for approval.
- Enter into any other contract or agreement which he/she deems necessary or proper to administer and/or fund the Plan and to attain and maintain the income tax qualification of the Plan under the Internal Revenue Code of 1986, as amended.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

Molly McClanahan
Board President

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: October 24, 2017
SUBJECT: United Faculty (CCA/CTA/NEA)
Reopeners for 2017-2018

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: The collective bargaining agreement between United Faculty (CCA/CTA/NEA) and the District provides that during a multiple-year agreement, either party shall have the right to reopen the agreement each fiscal year regarding the academic calendar, salaries and benefits, and two other articles of the agreement. United Faculty has submitted the attached reopeners.

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

How does this relate to Board Policy: This item relates to Board Policy and Administrative Procedure 2610, Presentation of Initial Collective Bargaining Proposals.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the attached reopener proposal from United Faculty (CCA/CTA/NEA) to the District be received, and that a public hearing on this proposal be set for November 14, 2017, at or about 6:00 p.m.

Irma Ramos

Recommended by

Approved for Submittal

5.g.1

Item No.

United Faculty

October 15, 2017

Irma Ramos
Vice Chancellor, Human Resources
North Orange County Community College District

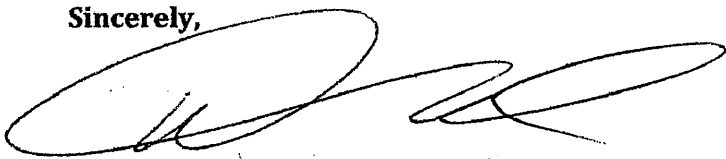
Dear Irma Ramos:

As per the United Faculty/NOCCCD contract section 1.3.1.2 this letter serves as official notification of contract reopeners. United Faculty confirms that the following agreed-to items are presently being negotiated or open for negotiation:

- Salary and Benefits
- Lecture/Lab compensation parity
- Management's access to student evaluations for tenure and peer evaluations (the two year pilot)
- Article 7 Librarian workload

At this time United Faculty does not wish to open any additional articles for negotiation but reserving the right under article 1.3.1.1 to open any article with mutual consent and to engage in Memorandum of Understandings regarding issues such as AB119.

Sincerely,



Dale Craig
United Faculty Chief Negotiator

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	October 10, 2017	Information	<u>X</u>
		Enclosure(s)	<u>X</u>
SUBJECT:	District Reopeners to United Faculty (CCA/CTA/NEA) for 2017-2018		

BACKGROUND: The collective bargaining agreement between United Faculty (CCA/CTA/NEA) and the District provides that during a multiple-year agreement, either party shall have the right to reopen the agreement each fiscal year regarding the academic calendar, salaries and benefits, and two other articles of the agreement. The District has submitted the attached reopeners.

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

How does this relate to Board Policy: This item relates to Board Policy and Administrative Procedure 2610, Presentation of Initial Collective Bargaining Proposals.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the attached reopener proposal from the District to United Faculty (CCA/CTA/NEA) be received, and that a public hearing on this proposal be set for November 14, 2017, at or about 6:00 p.m.

Irma Ramos

Recommended by

Approved for Submittal

5.h.1

Item No.

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

INTRADISTRICT CORRESPONDENCE

To: Dale Craig, Chief Negotiator, United Faculty

From: Irma Ramos, Vice Chancellor, Human Resources *IRamos*

Date: October 16, 2017

Subject: Contract Reopeners for 2017-2018

Pursuant to the provisions of Article 1 of the Agreement between United Faculty and the District, this will serve as notice of the District's proposed contract reopeners on matters pertaining to wages, health and welfare benefits, and two other articles of the agreement. The District proposes the following:

Salary and Benefits

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

Academic Calendars

Academic Calendars for 2018-2019 and 2019-2020

Article 11 – Class Size/Multiple Sections

Modify criteria for minimum class size and multiple sections

Article 12 – Class Cancellation

Modify language to change timeline and criteria

Continued Negotiations

- 1) Evaluation Pilot Program for Tenured Unit Members
- 2) Lecture/Lab Ratio

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).