



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

**MEETING:** Organizational and Only Regular Meeting in December 2014

**DATE:** Tuesday, December 9, 2014, at 5:30 p.m.

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

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

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

**AGENDA:**

1. a. Pledge of Allegiance to the Flag
- b. Board of Trustees Roll Call
- c. Presentations to 2014 Board Officers
- d. Certificate of Appointment in Lieu of Election for Jeffrey P. Brown, Barbara Dunsheath, and Donna Miller
- f. Administering Oaths of Office by Trustee M. Tony Ontiveros
- g. Election of President of Board of Trustees for one-year term
- h. Election of Vice President of Board of Trustees for one-year term
- i. Election of Secretary of Board of Trustees for one-year term
- j. Appointment of representative and alternate to County Committee on Election of Members of the County Committee on School District Organization  
(M. Tony Ontiveros and Jeff Brown are current appointees)
- k. Appointment of representative to Fullerton Museum Association of North Orange County  
(Molly McClanahan is current appointee)
- l. Appointment of representative to Cypress College Foundation  
(Barbara Dunsheath is current appointee)
- m. Appointment of representative to the Fullerton College Foundation  
(Leonard Lahtinen is current appointee)
- n. Appointment of representative to the Community College Foundation of North Orange County  
(Donna Miller is current appointee)
- o. Appointment of two Ad Hoc Representatives to the Community College Foundation of North Orange County  
(Fred Williams and Kai Stearns Moore are current appointees)

- p. Appointment of three representatives to the District Investment Committee (Jeff Brown, Molly McClanahan, and Donna Miller are current appointees)
- q. Appointment of three representatives to the District Audit Committee (Leonard Lahtinen, Molly McClanahan and M. Tony Ontiveros are current appointees)
- r. Appointment of Chancellor as Executive Secretary
- s. Appointment of Executive Administrative Aide to the Chancellor as Recording Secretary
- t. Adoption of Board Meeting Calendar: January 2015 through November 2015
- r. Any other organizational matters

### **End of Organizational Meeting**

## **2. CONVENE OPEN SESSION OF REGULAR MEETING**

- a. **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.
- b. **Consider Non-Personnel block-vote items indicated by [ ] in Sections 3 and 4**
- c. **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. Romney Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).

- d. **Reports:**

#### **Chancellor**

#### **College Presidents/Provost**

- e. **Comments:**  
  - Resource Table Personnel**
  - Members of the Board of Trustees**
- f. Approval of Minutes of the Regular Meeting of November 25, 2014.
- g. **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 Organization: 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 54956.9(a) - CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: One (1) Potential Case.**

**Per Section 54956.9(d)(2)- Significant Exposure to Litigation**

**Claimant: Shayla VanWormer &  
Graciela VanWormer  
Agency Claimed Against: NOCCCD**

**Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Chancellor**

**3. FINANCE AND FACILITIES**

- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- [b] Authorization is requested for the 2014-2015 General Fund and Capital Outlay Fund budget transfers and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307. **(The Resolutions are available for review in the District's Business Office.)**
- c. It is requested that the Board receive and review the annual audits of the District for fiscal year 2013-2014.
- d. It is recommended that the Board receive as an information item the process followed in seeking assistance to conduct the Chancellor search and the selection of the Community College Search Services.
- [e] Authorization is requested establish a pool of architectural firms to provide architectural and engineering services for Districtwide projects. The District intends to employ the pre-qualified Consultants, on an as-needed basis to serve various roles in support of the District's facilities construction program.

- [f] Authorization is requested to amend the agreement with Facilities Planning & Program Services, Inc. (FPPS) by increasing the contract amount and extending the contract from November 14, 2014, to June 30, 2015.
- [g] Authorization is requested to enter into an agreement with the Liquidation Company to conduct an auction for the sale of surplus and obsolete supplies and equipment.

**4. INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the Student Equity Plans from Cypress College, Fullerton College, and the School of Continuing Education.
- [b] It is recommended that the Board approve the Cypress College curriculum revisions, effective fall 2015.
- [c] It is recommended that the Board approve the Fullerton College curriculum revisions, effective fall 2015.
- [d] Authorization is requested to accept an increase to the Job Access Return Commute (JARC) Grant by the Orange County Transportation Authority.
- [e] Authorization is requested for Fullerton College to accept a variety of donations to numerous campus departments, student services, and the food bank.

**5. HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:
  - Retirement
  - New Personnel
  - Change in Salary Classification
  - Payment for Independent Learning Contracts
  - Leaves of Absence
  - Temporary Academic Hourly
- [b] Request approval of the following items concerning classified personnel:
  - Declination of Offer of Employment
  - 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 of the 2015-2016 Academic Calendar for credit and noncredit instructors.

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

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
2015 BOARD OF TRUSTEES MEETING CALENDAR**

**Board Room at the Anaheim Campus  
1830 W. Romneya Drive, Anaheim  
at 5:30 p.m. unless otherwise noted**

Only Regular Meeting in January	Fourth Tuesday, January 27, 2015
First Regular Meeting in February Second Regular Meeting in February	Second Tuesday, February 10, 2015 Fourth Tuesday, February 24, 2015
First Regular Meeting in March Second Regular Meeting in March	Second Tuesday, March 10, 2015 Fourth Tuesday, March 24, 2015
First Regular Meeting in April Second Regular Meeting in April	Second Tuesday, April 14, 2015 Fourth Tuesday, April 28, 2015
First Regular Meeting in May Second Regular Meeting in May	Second Tuesday, May 12, 2015 Fourth Tuesday, May 26, 2015
First Regular Meeting in June Second Regular Meeting in June	Second Tuesday, June 9, 2015 Fourth Tuesday, June 23, 2015
Only Regular Meeting in July	Fourth Tuesday, July 28, 2015
First Regular Meeting in August Second Regular Meeting in August	Second Tuesday, August 11, 2015 Fourth Tuesday, August 25, 2015
First Regular Meeting in September Second Regular Meeting in September	Second Tuesday, September 8, 2015 Fourth Tuesday, September 22, 2015
First Regular Meeting in October Second Regular Meeting in October	Second Tuesday, October 13, 2015 Fourth Tuesday, October 27, 2015
First Regular Meeting in November Second Regular Meeting in November	Second Tuesday, November 10, 2015 Fourth Tuesday, November 24, 2015

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	December 9, 2014	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Ratification of Purchase Orders and Checks	Enclosure(s)	<u>    X    </u>

**BACKGROUND:** Pursuant to the Purchasing Policy for the North Orange County Community College District, a summary of purchase orders and checks shall be submitted to the Board of Trustees for ratification at the first meeting of the Board following the issuance or prior to issuance where required.

The purchase order numbers P0098391-P0099198, check numbers C0041044-C0041175; F0184522-F0184982; Q0003883-Q0003920; 88432909-88433731; V0031257-V0031259; 70065921-70067158; disbursements E8564891-E8565776; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are SCE Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Higher One disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

**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:** Actual costs will be charged to applicable funds as goods and/or services are received.

**RECOMMENDATION:** It is recommended that the Board ratify purchase order numbers P0098391 - P0099198 through November 18, 2014, totaling \$2,355,279.70, and check numbers C0041044-C0041175, totaling \$65,703.07; check numbers F0184522-F0184982, totaling \$291,386.35; check numbers Q0003883-Q0003920, totaling \$6,956.78; check numbers 88432909-88433731, totaling \$4,298,513.43; check numbers V0031257-V0031259, totaling \$18,999.41; check numbers 70065921-70067158, totaling \$274,072.83; and disbursements E8564891-E8565776, totaling \$1,261,101.65, through November 30, 2014.

Fred Williams  

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Recommended by

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Approved for Submittal

3.a  

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Item No.

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0098391	JM & J Contractors	\$39,500.00	Capital Outlay	AC	Bid #2014-19 Anaheim Campus Power Plant Restoration (CUPCCAA)
P0098607	Gilbert & Stearns Inc	\$44,517.60	Capital Outlay	AC	Labor and Materials for FC Lighting Project
P0098746	Apple Computer Inc	\$500.00		CC	Computer Software
P0098756	OC Sewing & Vacuum	\$1,634.98		FC	Sewing Machine Software
P0098758	Snap-on Business Solutions	\$140.34		CC	Battery
P0098759	CDW Government Inc	\$356.66		FC	Printing Machine
P0098760	GST	\$516.47		CC	Printing Machine
P0098762	G/M Business Interiors	\$734.96		AC	Office Equipment
P0098763	Unisource Worldwide Inc	\$5,297.67		AC	Paper Supplies for Warehouse Stock
P0098764	Kelly Paper Co	\$966.55		AC	Paper Supplies
P0098765	Apple Computer Inc	\$1,857.50		FC	Computer
P0098768	GST	\$769.31		CC	Office Supplies
P0098769	Total Western Inc	\$1,000.00		AC	Onsite Boiler Repairs
P0098771	Computerland of Silicon Valley	\$69.00		CC	Software
P0098772	Dell Marketing LP	\$1,298.31		CC	Computer Equipment
P0098773	Clark Security Products	\$39.57		CC	Locks
P0098775	Flewelling & Moody	\$59,346.00	Capital Outlay	AC	Feasibility Study for the Construction of M&O @ FC B/A: 8/26/14
P0098776	GST	\$309.46		CC	Computer Supplies
P0098777	Scantron Corporation	\$288.53		FC	Classroom Supplies
P0098779	All Data LLC	\$975.00		CC	Annual Subscription
P0098780	Allsteel Inc	\$6,186.97		CC	Office Furniture
P0098781	Aardvark Clay & Supplies Inc	\$550.00		CC	Blanket Order for Instructional Supplies
P0098782	Airgas-West Inc	\$1,334.36		FC	Propane for Forklifts
P0098783	B & H Photo Video Inc	\$322.93		FC	Classroom Supplies
P0098784	Tomark Sports	\$1,667.16		FC	Athletic Equipment
P0098785	Vernier Software & Technology	\$3,414.85		FC	Instructional Supplies
P0098786	Apple Computer Inc	\$3,961.33		FC	Computer Equipment
P0098787	Controlled Key Systems	\$716.70		AC	Drywall Supplies
P0098788	Buddy's All Stars, Inc.	\$1,747.49		FC	Athletic Uniforms
P0098789	Z & Z Medical Inc	\$199.44		CC	Radiology Supplies
P0098790	OCLC Inc	\$4,000.00		CC	Library Subscriptions



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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0098791	Sasco Electric	\$34,286.01		FC	Wi-Fi Cabling Project
P0098792	GoAnimate Inc	\$322.93		FC	Computer Software
P0098793	Hufcor Airwall Inc	\$80.93		CC	Tools
P0098795	Camayak LTD	\$1,300.00		FC	Service Subscription
P0098796	Office Depot	\$4,500.00		SCE	Office Supplies
P0098797	Rossi Automotive Equipment Corp	\$500.00		FC	Blanket Order for Automotive Supplies
P0098800	Sodexo Inc and Affiliates	\$194.75		FC	Catering for New Faculty Staff Development
P0098801	Shred-It California	\$560.00		FC	Blanket Order for Document Shredding
P0098802	Adorama	\$258.56		FC	Journalism Supplies
P0098803	National Council on Black American Affairs	\$5,000.00		AC	Sponsorship for the WRCBAA Career Institute
P0098804	Compview	\$698.31		SCE	Computer Equipment
P0098805	National Council for Marketing and Public Relations	\$150.00		SCE	Webinar Fees
P0098806	Engine Components & Machine	\$1,000.00		FC	Blanket Order Automotive Supplies
P0098809	Amp'd Entertainment	\$5,940.00		FC	Theater Equipment
P0098811	Wheeler, Deborah	\$51.38		FC	Registration Reimbursement for Southern California Conferences
P0098814	Gall's	\$72.79		FC	Security Uniforms
P0098815	Lee, Sabrina	\$51.38		FC	Registration Reimbursement for Southern California Conferences
P0098816	Community College League of California	\$2,241.00		FC	Software Subscription
P0098817	Student Insurance	\$224,254.00		AC	Accident Insurance for Students and Athletes
P0098818	Ran Graphics Inc	\$4,743.36		CC	Printing Service
P0098819	Uribes Furniture & Upholstery	\$725.00		CC	Blanket Order for Upholstery Vehicles Seat
P0098820	EBSCO	\$2,089.87		FC	Publication Subscription
P0098821	Office Depot	\$485.99		CC	Office Supplies
P0098822	Prestige Golf Cars	\$671.13		CC	Golf Cart Parts
P0098823	Hillyard	\$61.61		CC	Cleaning Supplies
P0098824	National League for Nursing Inc	\$1,390.00		CC	Membership Renewal
P0098825	Spectrum Laboratory Products Inc	\$4,000.00		FC	Blanket Order for Chemistry Lab Supplies
P0098826	Amazon com	\$812.25		FC	Academic Computing Supplies
P0098828	Sodexo Inc and Affiliates	\$121.50		FC	Catering for DSPS Event
P0098829	Henry Schein Inc	\$171.93		CC	Art Lab Supplies
P0098830	Oxford University Press	\$371.79		SCE	Textbooks

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0098831	Hollier, David	\$205.50		FC	Reimbursement for Online Tests
P0098832	Vision Marking Devices	\$30.92		AC	Office Equipment
P0098833	E Sam Jones Distributor Inc	\$119,016.00	Capital Outlay	AC	Lighting Retrofit Kits for FC B/A: 3/11/14
P0098834	Montgomery Hardware	\$31,427.72	Capital Outlay	AC	Labor and Materials for FC 1300 Building Doors
P0098835	Rodriguez Engineering Inc	\$25,000.00	Capital Outlay	AC	FC Underground Utility Tunnel Structural Assessment
P0098836	GI Endurant LLC	\$147,600.00		AC	Maintenance/Service Agreement - CC Cogen Plant
P0098837	Sipple, Ruth	\$253.37		FC	Reimbursement for Custom Plaque
P0098838	Amazon com	\$395.32		FC	Computer Supplies
P0098839	CDW Government Inc	\$6,789.09		CC	Computer Equipment
P0098840	Computerland of Silicon Valley	\$138.00		CC	Software Licenses
P0098841	Scantron Corporation	\$9,397.20		CC	Instructional Equipment
P0098842	B & H Photo Video Inc	\$1,004.53		FC	Art Supplies
P0098842	B & H Photo Video Inc	\$1,004.53		FC	Photo Supplies
P0098843	Laguna Clay Co	\$513.84		FC	Art Supplies
P0098846	Apple Computer Inc	\$105.84		CC	Computer Supplies
P0098847	Howards TV & Appliance Inc	\$480.56		FC	Preschool Equipment
P0098848	Dick Blick Co	\$49.79		FC	Art Supplies
P0098849	CDW Government Inc	\$470.22		AC	Computer Supplies
P0098850	Markertek Video Supply	\$177.66		FC	Classroom Supplies
P0098851	School Outfitters LLC	\$334.80		FC	Classroom Supplies
P0098852	The CPR Hero Training Center	\$800.00		SCE	CPR Training Fees
P0098853	Refrigeration Supplies Distributor	\$10,000.00		CC	Instructional Supplies
P0098854	1st California Notary Services	\$652.50		SCE	Test Fees
P0098855	Design Science Inc	\$114.00		CC	Software
P0098856	Computerland of Silicon Valley	\$4,320.00		CC	Software
P0098857	Jimni System Inc	\$961.90		CC	Labor and Materials for Removal of Grease Waste
P0098858	Cell Business Equipment	\$6,509.71		CC	Cost per Copy Charges for CC Production Copier
P0098859	Bone Clones Inc	\$732.80		FC	Instructional Supplies
P0098860	The Giust Gallery	\$736.55		FC	Art Supplies
P0098861	AnatomyTools.com	\$866.52		FC	Art Supplies
P0098862	Takach Press Corp	\$285.09		FC	Art Supplies

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0098863	MSC Industrial Supply Co Inc	\$132.37		FC	Equipment for Art Department
P0098864	Rio Grande	\$617.46		FC	Art Equipment
P0098865	Aardvark Clay & Supplies Inc	\$1,250.07		FC	Art Supplies
P0098866	Dick Blick Co	\$191.60		FC	Art Supplies
P0098868	Division of the State Architect	\$58.80		FC	DSA Billing fee for Alterations to FC Commons Bldg
P0098869	Ratex Business Solutions Inc	\$49,176.00		FC	Software Upgrade & Maintenance for Bookstore System
P0098870	FileSource Inc.	\$85.87		CC	Office Supplies
P0098871	American College Health Association	\$375.00		CC	Membership Renewal
P0098872	Information Technology Partners, Inc.	\$6,840.00		AC	Software Upgrade
P0098873	H S Eckels & Company	\$695.01		CC	Embalming Lab Supplies
P0098874	DreamHost LLC	\$83.21		FC	Web Hosting Fee
P0098875	Amazon com	\$69.48		FC	Textbooks
P0098876	J W Pepper of Los Angeles	\$2,000.00		FC	Blanket Order for FC Music Department
P0098877	Amazon com	\$41.08		FC	Textbooks
P0098878	GST	\$1,393.80		CC	Office Supplies
P0098885	B & H Photo Video Inc	\$172.82		FC	Blue-Ray Player
P0098886	West Coast Promo Resource	\$5,194.25		AC	Service Pins
P0098887	Woodwind & Brasswind of South Bend LLC	\$500.00		FC	Blanket Order for FC Music Department
P0098888	Stage Accents & Performance Concepts	\$2,000.00		FC	Blanket Order for FC Music Department
P0098889	Wayfair LLC	\$170.77		FC	Tool Cart
P0098890	Lampline	\$161.46		FC	Lighting Supplies
P0098891	Computer Learning for You	\$2,700.00		AC	Computer Training
P0098892	M K Diamond Products Inc	\$385.98		FC	Construction Equipment
P0098893	Waxie Sanitary Supply Inc	\$500.00		FC	Blanket Order for FC Repairs
P0098894	BSN Sports Inc	\$3,499.16		CC	Athletic Uniforms
P0098895	BSN Sports Inc	\$210.60		FC	Athletic Supplies
P0098897	Medco Supply Co	\$1,252.35		FC	Medical Supplies
P0098902	Soccer Central Inc.	\$426.01		FC	Athletic Equipment
P0098908	Scantron Corporation	\$5,296.32		SCE	Computer Program
P0098909	ASCAP - American Society of Composers Authors & Publishers	\$6,000.25		FC	Student Enrollment Fees
P0098910	School Datebooks Inc	\$4,299.38		FC	Student Planners

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0098911	Office Depot	\$215.96		FC	Office Supplies
P0098912	Variable Speed Solutions Inc	\$6,026.41		CC	Onsite Motor Repairs
P0098913	Janus Corporation	\$2,534.00		CC	Onsite Air Handler Remediation
P0098914	Allsteel Inc	\$1,313.18		CC	Onsite Furniture Installation
P0098915	951 Designs	\$510.63		FC	Custom Shirts
P0098916	Office Depot	\$64.78		FC	Office Supplies
P0098917	Buddy's All Stars, Inc.	\$1,498.00		FC	Athletic Supplies
P0098918	Tritech Research Inc	\$2,819.00		FC	Biology Equipment
P0098919	3M Company	\$4,073.21		CC	Software Licenses
P0098920	Krueger International Inc	\$15,766.97		FC	Office Equipment
P0098921	Chromix Inc	\$948.24		FC	Software
P0098922	Infobase Publishing	\$229.89		FC	Instructional Videos
P0098923	La Habra Fence Co Inc	\$130.20		CC	Equipment Repair
P0098924	Broadcast Supply Worldwide	\$2,691.92		FC	Audio Equipment
P0098925	Cell Business Equipment	\$69.20		CC	Overage Charged on Maintenance Copier
P0098926	Amazon com	\$143.69		FC	Textbook
P0098927	Cell Business Equipment	\$16,200.00		CC	Maintenance Agreement for Copiers
P0098928	Hydroscape Products Inc	\$2,435.10		CC	Irrigation Supplies
P0098929	Amazon com	\$84.19		FC	Textbook
P0098930	Patt, Malinda	\$3,833.61		CC	CalWORKs Child Care Services
P0098931	Pioneer Christian Schools of Southern California	\$2,581.74		CC	CalWORKs Childcare Services
P0098932	OptimalResume.com	\$1,477.00		FC	Resume Services
P0098933	Office Depot	\$1,500.00		CC	Blanket Order for Office Supplies
P0098934	Office Depot	\$500.00		FC	Blanket Order for Office Supplies
P0098935	GIA Publications Inc	\$500.00		FC	Blanket Order for Instructional Supplies
P0098937	Cerritos Dodge	\$1,655.00		CC	District Vehicle Extended Warranty
P0098938	WMFY We Mail For You	\$442.81		AC	Reprographics Services
P0098939	Dell Marketing LP	\$191.74		CC	Office Supplies
P0098940	GST	\$463.33		CC	Office Supplies
P0098942	Kelly Paper Co	\$1,104.00		AC	Printing Supplies
P0098943	Dale Bunch Graphic Repair	\$1,464.45		AC	Printing Press Repair

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0098944	Grainger Inc	\$470.32		FC	Instructional Supplies
P0098945	VWR Funding Inc	\$1,142.13		CC	Science Supplies
P0098946	Amazon com	\$141.89		CC	Biology Lab Supplies
P0098948	Vermed Inc	\$231.10		CC	Biology Lab Supplies
P0098949	Sodexo Inc and Affiliates	\$1,414.71		FC	Catering for the Basic Skills Initiative Workshop
P0098950	Pyrolynx Inc	\$3,000.00		CC	Blanket Order for Servicing Fire Alarm Systems
P0098951	Division of the State Architect	\$303.80	Bond	AC	Review Cost for FC Construction Field House & Stadium
P0098952	Division of the State Architect	\$78.40	Bond	AC	Review Cost for Construction FC Swimming Pool
P0098953	Bremer's Plumbing & Boiler Services Inc	\$900.00		AC	Onsite Plumbing Repairs
P0098954	National League for Nursing Inc	\$1,369.00		CC	Comprehensive Nursing Achievement Tests
P0098955	Transportation Charter Services Inc	\$607.00		FC	Transportation Services
P0098956	Sasco Electric	\$570.00		CC	Data Cabling Services
P0098957	Tri-Dim Filter Corporation	\$2,000.00		FC	Blanket Order for HVAC Filters
P0098958	951 Designs	\$1,150.21		FC	Athletic Uniforms
P0098959	CDW Government Inc	\$1,263.48		FC	Office Supplies
P0098960	Cameron Welding Supply	\$309.95		FC	Art Supplies
P0098961	GST	\$11,586.24		CC	Office Equipment
P0098962	Pearson	\$1,500.00		CC	Online Examination Fees
P0098963	MTM Technologies, Inc.	\$19,015.11		FC	Computer Hardware Support
P0098965	NAFSA: Association of International Educators	\$278.00		CC	License Renewal
P0098970	Coast Arbor	\$4,900.00		AC	Onsite Tree Trimming Services
P0098971	Sprint Nextel	\$17.27		AC	Cellular Phone Accessory
P0098972	Office Depot	\$1,000.00		FC	Blanket Order for Office Supplies
P0098973	Northern Tool & Equipment	\$466.29		CC	Tow Trailer
P0098974	Garys Radiator	\$932.75		CC	Offsite Vehicle Repairs
P0098975	Hi Standard Automotive LLC	\$1,853.73		CC	Offsite Automobile Repairs
P0098976	Kurzweil and Intellitools	\$1,636.21		FC	Software
P0098977	Wesco Distribution Inc	\$1,271.43		CC	Electrical Supplies
P0098979	GST	\$309.46		CC	Printer
P0098980	Airgas-West Inc	\$203.20		CC	Instructional Supplies
P0098981	Dexter Industries	\$4,127.40		FC	Computer Software

**BOARD RECAP  
FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014  
BOARD MEETING 12/9/2014**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0098982	Orange County Fire Authority	\$1,000.00		CC	False Alarm Response
P0098983	Bremer's Plumbing & Boiler Services Inc	\$1,343.08		AC	Onsite Plumbing Services
P0098984	YBH Restaurants Inc	\$63.19		CC	Catering for Curriculum Committee Meeting
P0098985	Education To Go Inc	\$1,425.50		SCE	Online Class Registration
P0098986	Humanscale	\$398.26		SCE	Office Equipment
P0098987	Corporate Business Interiors Inc	\$486.00		SCE	On- Site Installation
P0098988	Joint Commission Resources	\$2,345.00		CC	Site License and Software
P0098989	Apple Computer Inc	\$5,144.61		CC	Instructional Equipment
P0098990	Dick Blick Co	\$666.22		FC	Art Materials
P0098992	YBH Restaurants Inc	\$1,018.71		CC	Catering for CTE Transitions HS Counselor
P0098993	B & H Photo Video Inc	\$585.47		FC	Photo Supplies
P0098994	PR Media	\$575.00		AC	Advertising and Publishing
P0098995	Nexus IS Inc	\$79,633.05		CC	Computer Equipment
P0098996	Division of the State Architect	\$39.20		CC	Review Cost for Alterations to CC Fuel Station
P0098997	Covoc Corp	\$1,665.00		CC	Onsite Window Shade Installation
P0098998	Lego Education	\$15,095.89		FC	Software
P0098999	GST	\$11,864.28		CC	Instructional Equipment
P0099000	Office Depot	\$92.08		FC	Office Supplies
P0099001	Riverside Publishing	\$334.37		FC	Textbooks
P0099002	Council of Chief Librarians	\$150.00		FC	Annual Membership
P0099003	Lee Lawnmower Corp	\$2,808.00		CC	Grounds Keeping Equipment
P0099004	Corporate Business Interiors Inc	\$297.01		CC	Office Furniture
P0099004	Corporate Business Interiors Inc	\$297.01		CC	Furniture Installation Materials
P0099020	Amazon com	\$48.17		SCE	Pharmacy Tech Lab Supplies
P0099021	Uribes Furniture & Upholstery	\$1,000.00		CC	Blanket Order for Upholstery Theatre Furniture
P0099022	Digital Tutors	\$7,900.20		FC	Software Licenses
P0099023	PSS Physician Sales and Services	\$4,308.88		SCE	Lab Supplies
P0099024	Gaylord Bros	\$197.39		FC	Library Supplies
P0099025	Sodexo Inc and Affiliates	\$249.75		SCE	Catering for College Pathways Meeting
P0099026	Coast Fitness Repair Shop Inc	\$246.26		FC	Fitness Equipment
P0099027	Livescribe Inc	\$42.53		FC	Computer Equipment

**BOARD RECAP  
FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014  
BOARD MEETING 12/9/2014**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0099028	Spark Media Inc	\$150.00		FC	Media License
P0099029	Fuller Truck Accessories	\$1,870.24		CC	Vehicle Equipment
P0099030	Provantage	\$1,996.63		FC	Classroom Supplies
P0099031	Cambridge Computer Services Inc	\$2,877.35		FC	Computer Equipment
P0099033	Pearson Education Inc	\$18,048.64		SCE	Media License
P0099034	Davino, Dennis	\$323.46		SCE	Catering for Collaborative Meeting
P0099035	World Wide Technology Inc	\$9,260.69		FC	Network Equipment
P0099036	CDW Government Inc	\$59,875.20		FC	Network Equipment
P0099037	WB Construction	\$12,125.00		CC	Onsite Classroom Walls Extension
P0099038	Legal Age Security Software Inc	\$75.00		SCE	Software License
P0099039	WMFY We Mail For You	\$4,606.20		AC	Reprographics Services
P0099041	Kehoe, John	\$125.00		FC	Reimbursement for Pesticide License Exam
P0099042	Instant Signs & Banners	\$1,107.84		CC	Onsite Sign Installation
P0099043	Yosemite Community College District	\$2,450.00		AC	Job Fair Fees
P0099044	Joint Review Committee on Educ in Diagnostic Med Sonography	\$1,200.00		CC	Annual Fee - Ultrasound (Accreditation)
P0099045	GST	\$6,876.34		FC	Computer Equipment
P0099047	World Wide Technology Inc	\$31,744.45		FC	Software Licenses
P0099048	CDW Government Inc	\$68.61		AC	Office Supplies
P0099049	Rinda Technologies Inc	\$1,096.67		CC	Computer Program
P0099050	McGinnis Custom Plastics	\$6,943.00		SCE	On- Site Installation
P0099051	Outdoor Dimensions	\$13,003.09		CC	Onsite Windscreen Installation
P0099052	Tomark Sports	\$1,017.76		CC	Athletic Supplies
P0099053	Scantron Corporation	\$3,000.00		FC	Blanket Order for Scantron Forms
P0099054	Strata Information Group	\$3,960.00		FC	IS Consultant Services
P0099055	Barnes & Noble Inc	\$1,000.00		CC	Blanket Order for Library Supplies
P0099056	Incotechnic Inc	\$350,000.00	Capital Outlay	AC	Bid 2014-20 CC new Main Entry Digital Sign Structure B/A: 10/14/14
P0099057	Toshiba America Information Systems Inc	\$8,633.13		SCE	Copier Equipment
P0099058	Knorr Systems Inc	\$19,999.92	Capital Outlay	AC	Swimming Pool Lighting Project @ FC
P0099059	RefPay.com	\$14,538.00		FC	Payment of Team Officials
P0099065	Eberhard Equipment	\$41,342.50		CC	Utility Tractor
P0099067	Pezeshki Engineering Inc	\$9,000.00	Capital Outlay	AC	Chiller Reconfiguration Project @FC

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0099068	P2S Engineering Inc	\$15,500.00	Capital Outlay	AC	Inventory of Existing HVAC Equipment @ FC
P0099071	Lions Gate Hotel and Conference Center	\$2,357.01		FC	Hotel Lodging for Women's Water Polo Team
P0099074	Alan's Lawnmower & Garden Center Inc	\$21,311.45		CC	Grounds Working Tools
P0099075	Metro Video Systems Inc	\$33,198.45		CC	Security Cameras
P0099076	Hertz Equipment Rental Corp	\$39,760.21		CC	Electric Boom Lift
P0099077	Toshiba America Information Systems Inc	\$16,317.38		AC	Copier Equipment
P0099078	Brea/Orange County Plumbing	\$4,000.00		FC	Blanket Order for Onsite HVAC Repairs
P0099079	Accent Flag & Sign Service	\$9,460.80		CC	Onsite Flagpole Installation
P0099080	Masco Sweepers Inc	\$58,006.00		CC	Parking Lot Sweeper
P0099082	Musson Theatrical Inc	\$19,548.68	Capital Outlay	AC	Theater Lighting Equipment @ FC
P0099083	Office Depot	\$172.80		FC	Office Supplies
P0099084	CDW Government Inc	\$176.07		SCE	Media Equipment
P0099085	Houghton Mifflin Harcourt Publishing Company	\$1,248.00		SCE	Textbooks
P0099086	California Municipal Statistics Inc	\$300.00		AC	Tax Disclosure 2013-14
P0099087	Sodexo Inc and Affiliates	\$360.69		FC	Catering for New Faculty Seminar
P0099088	National Council for Marketing and Public Relations	\$150.00		SCE	Annual Membership
P0099090	Dick Blick Co	\$1,151.17		FC	Art Supplies
P0099091	Baker & Taylor Inc	\$5,000.00		CC	Blanket Order for Library Supplies
P0099092	Office Depot	\$1,000.00		FC	Blanket Order for Office Supplies
P0099093	Office Depot	\$4,000.00		FC	Blanket Order for Office Supplies
P0099094	Office Depot	\$268.89		CC	Office Supplies
P0099095	South Bay Document Destruction	\$180.00		FC	Document Shredding
P0099096	SphereXV	\$8,500.00		CC	File Integration System
P0099099	Grainger Inc	\$551.03		AC	Folding Hand Truck
P0099100	Carmona's Collision Repair Inc	\$2,128.61		FC	Offsite Vehicle Repairs
P0099101	James Howard Company	\$1,279.98		FC	Art Equipment
P0099102	G/M Business Interiors	\$1,767.62		AC	Office Equipment
P0099103	Snap-on Business Solutions	\$5,000.00		CC	Blanket Order for Instructional Supplies
P0099104	English Talk Shop LLC	\$6,739.20		SCE	Instructional Software
P0099138	Hsieh, Betina	\$100.00		FC	Honorarium for Benita Hsieh for the Common Core Workshop @ FC
P0099139	K-12 Specialties Inc	\$2,184.07		FC	Onsite Carpet Cleaning



**BOARD RECAP  
FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014  
BOARD MEETING 12/9/2014**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0099140	WT Cox Information Services	\$1,600.00		CC	Blanket Order for Library Subscriptions
P0099141	Eberhard Equipment	\$34,365.26		CC	Industrial Lawn Mowers
P0099143	Office Depot	\$615.57		FC	Office Supplies
P0099144	ProQuest Information and Learning	\$1,830.00		CC	Computer Program
P0099145	PSS Physician Sales and Services	\$656.42		SCE	Instructional Supplies
P0099146	The Oak Co	\$3,166.75		CC	Layout for Spring Schedule 2015
P0099147	Broadcast Supply Worldwide	\$280.76		FC	Media Equipment
P0099148	Bay Actuarial Consultants	\$5,000.00		AC	Actuarial Study
P0099149	Arthur J Gallagher & Company	\$2,954.00		AC	13-14 WC Supplemental Premium
P0099150	SimplexGrinnell	\$6,405.00		FC	Onsite Smoke Detector Repairs
P0099153	Dallas Midwest	\$1,354.34		FC	Office Equipment
P0099154	Trend Offset Printing Services Inc	\$3,981.97		AC	Reprographics Services
P0099155	Alternative Energy Store	\$1,520.72		CC	Solar Panels
P0099156	Full Compass Systems Ltd	\$5,792.15		FC	Instructional Supplies
P0099157	Fullerton College	\$200.00		CC	Catering for Puente Program @ CC
P0099158	Grainger Inc	\$308.22		FC	Office Equipment
P0099159	Embi Tec	\$2,712.72		FC	BioTech Lab Supplies
P0099160	Scantron Corporation	\$38.72		CC	Classroom Instructional Supplies
P0099161	Dell Marketing LP	\$3,768.42		CC	Computer Equipment
P0099162	Case & Sons Construction Inc	\$8,140.00		CC	Softball Field Electrical Wireless Project
P0099163	Amazon com	\$128.61		CC	Physics Lab Supplies
P0099164	Grainger Inc	\$450.60		CC	Physics Lab Supplies
P0099165	Sasco Electric	\$1,000.00		FC	DSPS Structured Cabling System Installation
P0099166	Computerland of Silicon Valley	\$190.00		CC	Computer Program
P0099167	Apple Computer Inc	\$8,156.03		CC	Computer Equipment
P0099168	Corporate Business Interiors Inc	\$150.00		CC	Office Reorganization Cost
P0099172	League For Innovation	\$337.91		AC	Lodging Fee for Innovations 2014 Conference
P0099173	Guitar Center Inc	\$2,642.98		FC	Media Equipment
P0099175	Apex Audio Inc	\$615.71		FC	Media Equipment
P0099176	Hazelrigg Claims Management Services	\$42,750.00		AC	Claims Administration Fee
P0099177	CN School and Office Solutions Inc	\$733.97		AC	Office Furniture

**BOARD RECAP**  
**FOR THE PERIOD OCTOBER 21, 2014, THROUGH NOVEMBER 18, 2014**  
**BOARD MEETING 12/9/2014**

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0099178	CA Botana International Inc	\$2,000.00		FC	Blanket Order for Cosmetology Supplies
P0099179	CDW Government Inc	\$1,668.27		FC	Computer Equipment
P0099180	Dermalogica Inc	\$2,000.00		FC	Blanket Order for Instructional Supplies
P0099181	Bioexpress Corp	\$921.27		FC	BioTech Lab Supplies
P0099182	Burmax Co Inc	\$2,000.00		FC	Blanket Order for Instructional Supplies
P0099183	Dinair Airbrush Makeup Systems Inc	\$250.00		FC	Blanket Order for Instructional Supplies
P0099184	Priority Mailing Systems Inc	\$2,251.81		AC	Mailer Subscription
P0099185	American Association of Museums	\$321.29		FC	Textbooks
P0099186	Magdaleno, Yessika	\$172.25		CC	Child Care for CalWORKs Student
P0099187	Vision Communications Company	\$2,000.00		AC	Blanket Order for Radio Maintenance
P0099188	Office Depot	\$7,000.00		SCE	Blanket Order for Office Supplies
P0099189	Dell Marketing LP	\$2,597.00		CC	Computers
P0099190	Restaurant Depot	\$14,000.00		CC	Blanket Order for Instructional Supplies
P0099191	Cal Pro Specialties	\$270.46		SCE	Promotional Items
P0099192	Jimni System Inc	\$14,144.00	Capital Outlay	AC	Storm Station Project at AC
P0099193	Schindler Elevator Corporation	\$6,222.00	Capital Outlay	AC	Scavenger Pump Elevators for FC
P0099194	Beacon Medical Products	\$5,888.00	Capital Outlay	AC	Annual Maintenance Service for Medical Vacuum System
P0099195	Montgomery Hardware	\$6,743.44	Capital Outlay	AC	Labor and Materials for Doors @ FC Lockshop
P0099196	Pacific Parking Systems Inc	\$11,480.00		FC	Preventative Maintenance for Parking System Machines
P0099197	Schindler Elevator Corporation	\$6,781.00	Capital Outlay	AC	Installation of Elevators Door Protection @ FC Bldgs
P0099198	Alexander's Mobility Service	\$8,373.14	Capital Outlay	AC	Relocation & Storage Services for Power Plant @ AC

\$2,355,279.70

Approved by: \_\_\_\_\_

Fred Williams, Vice Chancellor

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	X
<b>DATE:</b>	December 9, 2014	Information	
		Enclosure(s)	X
<b>SUBJECT:</b>	2014-2015 Budget Transfers: General Fund and Capital Outlay Fund		

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

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

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

**How does this relate to Board Policy:** This agenda item is submitted in accordance with Board Policy 6250, Budget Management.

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

**RECOMMENDATION:** Authorization is requested for the 2014-2015 General Fund and Capital Outlay Fund budget transfers netting to the amount of \$515,747 and adoption of the resolutions showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams  


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Recommended by

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Approved for Submittal

3.b.1  


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Item No.

Budget Transfers  
12-09-14

- |    |       |   |     |  |         |
|----|-------|---|-----|--|---------|
| 1. | From: | 11100-xxxx-60000-6xxx   | CC  | Equipment – Prior Year Fund  | 81,330  |
|    | To:   | 11100-2180-23400-6750   | CC  | Noninstructional Professional Hourly – Prior Year Fund               | 4,000   |
|    |       | 11100-2180-30000-6750   | CC  | H&W Benefits – Prior Year Fund                                       | 400     |
|    |       | 11100-2180-40000-6750   | CC  | Supplies and Materials – Prior Year Fund                             | 1,000   |
|    |       | 11100-21xx-50000-6xxx   | CC  | Other Operating Expenses – Prior Year Fund                           | 75,930  |
|    |       | Transfer to re-allocate budgets to the appropriate accounts.  |     |  |         |
|    |       |   |     |  |         |
| 2. | From: | 11200-4165-60000-6150   | CC  | Equipment – Current Year Fund  | 65,000  |
|    | To:   | 11200-4165-50000-6150   | CC  | Other Operating Expenses – Current Year Fund                         | 65,000  |
|    |       | Transfer to cover the purchase of software/licensing for Cypress College Academic Computing Department.   |     |  |         |
|    |       |   |     |  |         |
| 3. | From: | 11100-9703-79430-6010   | SCE | Other Reserve for Contingencies – Prior Year Fund                    | 17,800  |
|    | To:   | 11100-8310-44110-6010   | SCE | Noninstructional Supplies – Prior Year Fund                          | 17,800  |
|    |       | Transfer to re-allocate budget to the appropriate account for innovation funding for the “District-wide Transitions Forum: Building Connections – Facilitating Student Transitions from Noncredit to Credit” project. |     |  |         |
|    |       |   |     |  |         |
| 4. | From: | 11200-4250-21110-6790   | CC  | Classified Monthly Salaries – Current Year Fund                      | 6,898   |
|    |       | 11200-4250-3xxxx-6790   | CC  | H&W Benefits – Current Year Fund                                     | 3,182   |
|    |       | 11100-4800-64000-6720   | CC  | Equipment – Prior Year Fund  | 14,520  |
|    | To:   | 11100-4250-51900-6790   | CC  | Personal & Consultant Services – Prior Year Fund                     | 14,520  |
|    |       | 11200-4250-51900-6790   | CC  | Personal & Consultant Services – Current Year Fund                   | 10,080  |
|    |       | Transfer to partially fund the planning and outcome services of consultant working on the Strategic Plan evaluation, Mission, Vision and Values Review and the Outcome Analysis.                                      |     |  |         |
|    |       |   |     |  |         |
| 5. | From: | 17714-3230-40000-6320   | CC  | Supplies and Materials – SSSP  | 15,000  |
|    | To:   | 17714-3230-60000-6320   | CC  | Equipment – SSSP   | 15,000  |
|    |       | Transfer to cover the purchase of computers, monitors, and scanners for Student Success & Support Program services at Cypress College.  |     |  |         |
|    |       |   |     |  |         |
| 6. | From: | 18154-6060-79200-6120   | FC  | Personnel Contingencies – Basic Skills                               | 168,578 |
|    | To:   | 18154-6060-12800-6010   | FC  | Reassigned Time - Noninstructional Salaries – Basic Skills           | 8,136   |
|    |       | 18154-6060-21110-6120   | FC  | Classified Monthly Salaries – Basic Skills                           | 4,360   |
|    |       | 18154-6060-23xxx-6120   | FC  | Noninstructional Salaries – Basic Skills                             | 43,792  |
|    |       | 18154-6060-24100-xxxx   | FC  | Hourly Instructional Aide Salaries/Direct Instruction – Basic Skills | 96,201  |
|    |       | 18154-6060-30000-6120   | FC  | H&W Benefits – Basic Skills  | 16,089  |
|    |       | Transfer to re-allocate budgets to the appropriate accounts.  |     |  |         |

Budget Transfers  
12-09-14

7.	From:	11200-74xx-44xxx-65xx	FC	Noninstructional Supplies– Current Year Fund	18,700
	To:	11200-7405-52220-6590	FC	Equipment Repairs – Current Year Fund	18,700
		Transfer to cover the cost of maintenance and repairs for fire alarm system and vehicles for the Fullerton College Facilities Department.			
8.	From:	17714-3230-40000-6320	CC	Supplies and Materials – SSSP	40,000
	To:	17714-3230-12300-6320	CC	Counselors Salaries – SSSP	40,000
		Transfer to cover the anticipated cost of salaries for counselors in support of program goals.			
9.	From:	17714-3230-40000-6320	CC	Supplies and Materials – SSSP	15,000
	To:	17714-3230-60000-6320	CC	Equipment – SSSP	15,000
		Transfer to cover the purchase of computers and printers for program staff.			
10.	From:	11200-1319-5xxxx-6590	AC	Other Operating Expenses– Current Year Fund	3,180
		11200-1319-6xxxx-6590	AC	Equipment – Current Year Fund	9,621
	To:	11200-1319-44110-6590	AC	Noninstructional Supplies – Current Year Fund	12,801
		Transfer to cover the purchase of building & landscaping supplies for the Anaheim Campus.			
11.	From:	15415-5275-40000-0700	FC	Supplies and Materials – VTEA	10,401
	To:	15415-5275-60000-0700	FC	Equipment – VTEA	10,401
		Transfer to cover the cost of educational robotics sets for the Computer Information Systems Gaming Program at Fullerton College.			
12.	From:	11100-4165-60000-6150	CC	Equipment – Prior Year Fund	10,200
	To:	11100-4165-40000-6150	CC	Supplies and Materials – Prior Year Fund	5,400
		11100-4165-50000-6150	CC	Other Operating Expenses – Prior Year Fund	4,800
		Transfer to cover costs associated with the campus wireless project at Cypress College.			
13.	From:	45xxx-1340-5xxxx-7100	AC	Other Operating Expenses – Capital Outlay Fund	197,781
	To:	45409-1340-4xxxx-7100	AC	Supplies and Materials – Capital Outlay Fund	9,038
		4xxxx-1340-6xxxx-7100	AC	Equipment – Capital Outlay Fund	188,743
		Transfer to cover costs associated with the lighting project and for replacing the compressor chiller starters for buildings 1100 and 500 at Fullerton College, costs for onsite testing & inspection of the Tech II, Tech III & Gym II buildings at Cypress College, and for carpeting repairs and wireless project at Anaheim Campus.			
14.	From:	41985-1340-6xxxx-7100	AC	Equipment – Capital Outlay Fund	159,421
	To:	41153-1340-51900-7100	AC	Personal & Consultant Services – Capital Outlay Fund	159,421
		Transfer to cover the cost of scheduled maintenance projects at Fullerton College.			

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 9, 2014

**SUBJECT:** Review of Annual Audits - FY 2013-2014

Action	_____
Resolution	_____
Information	X
Enclosure(s)	_____

**BACKGROUND:** Pursuant to §84040 of the Education Code and in accordance with §59104 of Title 5 of the California Code of Regulations, the Board of Trustees is required to provide for and review the annual audit of all funds, books, and accounts of the District in accordance with regulations of the Board of Governors.

The District followed the provisions of Governmental Accounting Standards Board Statement No. 34, Basic Financial Statements and Management Discussion and Analysis for State and Local Governments, and Statement No. 35, Basic Financial Statements and Management Discussion and Analysis of Public Colleges and Universities, following the Business Type Activity (BTA) model. This model provides a comprehensive view of the District, combining all funds of the District under the full accrual basis of accounting. In addition, the District has provided the required management discussion and analysis that outlines the financial highlights and explains, in narrative form, the financial information contained in the basic financial statements.

The audit also included an examination for compliance with laws and regulations as described in the California Community Colleges Contracted District Audit Manual.

Audit Standards: The financial and compliance audit was done in accordance with generally accepted auditing standards and standards applicable to Financial Audits contained in Government Auditing Standards issued by the Comptroller General of the United States; Office of Management and Budget Circular A-133, Audits of State and Local Governments and nonprofit organizations, issued by the U.S. Office of Management and Budget; and standards issued by the State Department of Finance. The District received an unmodified ("clean") opinion on the audit, which means that the financial data was fairly stated in accordance with generally accepted accounting principles.

Internal Control: In conjunction with each financial and compliance audit of a community college district, the auditor conducts a study and evaluation of the community college district's system of internal accounting control and the systems established to ensure compliance with laws and regulations affecting the receipt and expenditure of state, federal, and local funds.

The audit included such testing as needed to generate the auditor's report on the study and evaluation of internal accounting control (including a description of material weaknesses) and systems established to ensure compliance with applicable laws and regulations. The audit noted no material weaknesses over either financial reporting or major federal programs.

**Compliance:** In addition to the auditor's reports and fiscal information presented in basic financial reviews, annual audits are required to report compliance aspects of significant state and federal programs. The audit noted no incidents of material weaknesses or significant deficiencies for either financial reporting or major federal programs. The audit noted no incidents of material weaknesses for state programs, but did site one significant deficiency for a state program noted below.

**Findings:** The audit noted no findings.

**Other Audits**

Other audits were performed on organizations closely associated with the District. These reports are being submitted for review:

- Community College Foundation of North Orange County Audit
- Cypress College Foundation Audit
- Proposition 39 Financial and Performance Audits
- Fullerton College Foundation Audit

This agenda item was submitted by Rodrigo Garcia, District Director, Fiscal Affairs.

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 6400, Audits.

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

**RECOMMENDATION:** It is requested that the Board receive and review the annual audits of the District for fiscal year 2013-2014.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** December 9, 2014  
**SUBJECT:** Community College Search Services (CCSS)

Action	_____
Resolution	_____
Information	_____ X _____
Enclosure(s)	_____

**BACKGROUND:** The District was seeking proposals to assist the Board of Trustees in searching for a Chancellor for the District. Three proposals were received as follows:

Community College Search Services (CCSS) - \$25,000  
Education Leadership Search Group (The ELS Group) - \$23,500 plus \$2,200 reimbursable expense  
Association of Community College Trustees (ACCT) - \$35,000 plus travel reimbursement

The District would like to enter into an agreement with CCSS to provide search service. CCSS will select and assign the appropriate search consultant(s) and provide other in-house expertise as is needed to accomplish this mission.

The Fee of \$25,000 will include all of CCSS's expenses for the following:

- All visits to District meetings including all travel expenses;
- The national mailing;
- The target mailing of the position announcement to key candidates in the database;
- Telephone and mailing expenses for recruiting candidates;
- Communicating with the District designees;
- Development of search process materials for the search;
- Comprehensive reference reports for the finalists;
- Civil/criminal background reports for the finalists;
- Internet searches on all finalists.

**CCSS' Guarantee:** The District may re-start the search process at any time for any reason at no additional cost. If for any reason the District's Board of Trustees is not satisfied with the outcome of the completed search, CCSS will undertake the search again for direct expenses only. Also, if the new Chancellor does not succeed in the first year, CCSS will repeat the search for direct expenses only.

Expenses not included in the CCSS fee are as follows:

- Position announcement printing (if it is decided not to use an electronic position announcement);
- Candidate travel and expenses;
- All advertising for the position;
- Search committee incidentals;
- Any rental costs for interview sites.



**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 cost will be paid from General Fund Carryover dollars.

**RECOMMENDATION:** It is recommended that the Board receive as an information item the process followed in seeking assistance to conduct the Chancellor search and the selection of the Community College Search Services.

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

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

3.d.2  
\_\_\_\_\_  
Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** December 9, 2014

**SUBJECT:** Establish Pool of Architectural Firms to Provide Architectural and Engineering Services for Districtwide Projects

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

**BACKGROUND:** In September and October, 2014, Facilities staff sent Requests for Qualifications (RFQ) to 29 architectural firms. The RFQ's aim was to pre-qualify firms that demonstrate the highest level of experience and capability to provide architectural/engineering services. The selected firms (Consultants) will comprise the pool of architectural firms to provide architectural and engineering services for Districtwide projects. Of the 29 RFQs sent, the District received 25 responses, of which 22 were selected to be part of the architectural pool. The 22 firms selected were the following:

1. DLR Group, Riverside, CA
2. Dougherty + Dougherty Architects, Costa Mesa, CA
3. Ehrlich Architects, Culver City, CA
4. Flewelling & Moody, Los Angeles, CA
5. Gensler Architects, Newport Beach, CA
6. Gkkworks, Irvine, CA
7. Harley Ellis Devereaux, Los Angeles, CA
8. Hammel Green & Abrahamson, Inc. (dba HGA Architects), Santa Monica, CA
9. HMC Architects, Irvine, CA
10. HPI Architecture, Newport Beach, CA
11. LPA, Inc., Irvine, CA
12. Lionakis, Newport Beach, CA
13. NAC Architecture, Los Angeles, CA
14. PBWS Architects, Pasadena, CA
15. R2A Architecture, Irvine, CA
16. Rachlin Partners, Culver City, CA
17. Sillman Wright Architects, San Diego, CA
18. Smithgroup JJR, Los Angeles, CA
19. Steinberg, Los Angeles, CA
20. SVA Architects, Santa Ana, CA
21. Westberg + White, Inc., Tustin, CA
22. WLC Architects, Rancho Cucamonga, CA

The District intends to employ Consultants, on an as-needed basis, to serve various roles in support of the District's facilities construction program. Pre-qualified firms will remain in the architectural pool for a minimum of three (3) years with options to extend eligibility for additional one (1) year periods and will be eligible to provide scope and fee proposals for specific assignments ("Task Order"). After five (5) successive years of eligibility, qualified

firms must re-qualify for the pool. Additionally, the District reserves the right to add, delete, or otherwise modify the Consultant pool or these eligibility requirements at its sole discretion. The District may issue a Task Order, based on qualifications, performance on previous task orders, and an evaluation of the scope and fee proposal prepared for the specific task order. The terms and conditions of the employment of the Consultant selected for the Task Order will be set forth in an agreement. This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

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

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

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

**RECOMMENDATION:** Authorization is requested to establish a pool of architectural firms to provide architectural and engineering services for Districtwide projects. The District intends to employ the pre-qualified Consultants, on an as-needed basis to serve various roles in support of the District's facilities construction program. The terms and conditions of the employment of the Consultant selected for a specific task will be set forth in an agreement.

Fred Williams  
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Recommended by

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Approved for Submittal

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** December 9, 2014  
**SUBJECT:** Amend Agreement with Facilities Planning & Program Services, Inc. (FPPS)

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

**BACKGROUND:** On January 24, 2012, the Board of Trustees approved the NOCCCD's 2011 Comprehensive Master Plan. One component of that plan was facilities plans for the District, Cypress College, and Fullerton College. The facilities portion of that plan described numerous facilities projects that were needed to meet the educational requirements of the District/colleges.

While we have the list of projects as part of the plan, the Comprehensive Master Plan doesn't cover the details of the projects including sequencing, scheduling, scope/magnitude, cost estimates, delivery method, and cash flow analysis.

On August 26, 2014, the Board of Trustees approved the agreement with Facilities Planning Program Services, Inc. (FPPS) in the amount of \$177,000 for the period of August 27, 2014 through November 14, 2014. The hiring of FPPS as facilities consultants to come in and work with campus/District Facilities staff including meeting with the campus governance groups to develop planning documents necessary to carry out a potential bond program starting November 2014. FPPS staff will function as an extension of District staff and report to the District Facilities Director.

The services with FPPS are still required. It is, therefore, requested that the agreement with FPPS be amended for an additional amount of \$80,000, and the term be extended through June 30, 2014. 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 6340, Contracts.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding will be from the Capital Outlay Fund.

**RECOMMENDATION:** Authorization is requested to amend the agreement with Facilities Planning & Program Services, Inc. (FPPS). The contract amount will be increased by \$80,000, from \$177,000 to \$257,000. The contract will be extended from November 14, 2014, to June 30, 2015. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the amended agreement on behalf of the District.

Fred Williams  

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Recommended by

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Approved for Submittal

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	December 9, 2014	Information	_____
		Enclosure(s)	X
<b>SUBJECT:</b>	Surplus and Obsolete Supplies and Equipment		

**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 (IT) departments have taken various components from those systems to keep other systems functioning and available for students and staff. 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 the Unrestricted General Fund.

**RECOMMENDATION:** Authorization is requested to enter into an agreement with The Liquidation Company to conduct an auction for the sale of surplus and obsolete supplies and equipment. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the contract on behalf of the District.

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

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Approved for Submittal

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Item No.

## SURPLUS ITEMS

Qty.	Description	Location
2	AC Unit	AC
3	Bicycles	AC
8	Boxes of Misc. Computer Parts	AC
7	Cabinets	AC
1	Cart	AC
1	Cash Register	AC
46	Chairs	AC
3	Desks	AC
7	Diaper Holders	AC
1	Drill Press	AC
1	Electric Box	AC
2	Electric Motors	AC
1	Floor Washer	AC
1	Grinder	AC
1	H Press	AC
2	Large Pipes	AC
1	Marquee	AC
1	Metal Brochure Rack	AC
1	Notebook Key Pads	AC
13	Pallets of Office Furniture parts	AC
5	Partitions	AC
1	Projector	AC
1	Rails	AC
1	Sander	AC
14	Sanitary Dispenser	AC
1	Software Smart Board	AC
2	Stands	AC
5	Tables	AC
1	Transformer	AC
11	TVs	AC
1	Valve	AC
3	VCR	AC
1	White Board	AC
16	Computer Monitors	CC
2	Computer Server	CC
73	Computers	CC
9	Computer Accessories	CC
8	Copiers	CC
3	Fax	CC
40	Printers	CC
23	Chairs	CC
21	Projectors	CC
4	Video Recorder	CC
6	DVD Player	CC

## SURPLUS ITEMS

Qty.	Description	Location
29	Cabinets	CC
3	TVs	CC
2	Typewriter	CC
5	Tables	CC
3	Drawers	CC
16	Audio Equipment	CC
3	Video Equipment	CC
5	Atheletic Equipment	CC
3	Cassette Players	CC
3	CD Players	CC
1	Carpet Extractor	CC
1	Surgical Machine	CC
1	Digital Scanner	CC
2	Electric Punch	CC
1	Electric Stapler	CC
1	Overhead Light Metal	CC
2	Podium	CC
1	Power box	CC
1	Transation Board	CC
3	Copiers	SCE

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action  X   
Resolution \_\_\_\_\_  
**DATE:** December 9, 2014 Information \_\_\_\_\_  
Enclosure(s)  X   
**SUBJECT:** 2014 Cypress and Fullerton College  
Student Equity Plans and SCE Student  
Equity Reporting

**BACKGROUND:** Governor Jerry Brown and the California State Legislature provided \$70 million in the 2014-15 Budget Act to establish the Student Equity program “in order to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances.” While a requirement has been in place since 1996 that colleges adopt Student Equity Plans, this is the first time that dedicated state resources have been provided to support efforts to achieve the goals reflected in those plans. Together with the doubling of funds for the Student Success and Support Program, this is a valuable investment in the system’s Student Success Initiative to help colleges achieve student success goals for all students.

The two credit colleges in the District have had committees made up of faculty, staff, students and administration to compose a comprehensive student equity plan that includes innovative and promising practices, activities and resources to address disparity within population groups. Since 1996, the colleges have experienced pretty dramatic demographic changes within their student populations. The Student Equity Plans from the two credit colleges have identified trends in student achievement that necessitate modification and restructuring of services to meet student needs and to close achievement gaps in access and success in underrepresented student groups. The Student Equity Plans were coordinated with the development of the Student Success and Support Program (SSSP) Plans to ensure that the following *Student Equity Success Indicators as defined in title 5 sections 54220 and 51026*, are measured, monitored, and remediated where needed:

- ✓ Access
- ✓ Course Completion
- ✓ ESL and Basic Skills Completion
- ✓ Degree and Certificate Completion
- ✓ Transfer

The Student Equity Plans from both credit colleges and SCE have identified strategies to address and monitor these equity issues and it is therefore recommended that the Board act to approve these three plans.



**How does this relate to the five District Strategic Directions? *District Strategic Direction 1: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.*** The Student Equity Plan (SEP) includes data and suggested activities to address the disparity of rates of completion for degrees, certificates, and transfer.

***District Strategic Direction 2: The District will annually make progress toward eliminating the documented achievement gap among race/ethnicity groups.*** The SEP Committee interpreted the gaps of achievement within race/ethnic groups and developed strategies on how to address the gaps.

***District Strategic Direction 3: The District will annually improve the success rates for students moving into: credit basic skills courses in math, English, and ESL; college-level courses in math, English, and ESL; sequence of credit or noncredit basic skills courses in math, English, and ESL.*** The SEP includes basic skills completion data and resources/suggested activities for addressing the impact on student success/completion.

**How does this relate to Board Policy: *BP 5300 Student Equity:*** 1.0 The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall ensure that each campus establish and implement a student equity plan that meets the Title 5 standards for such a plan.

**FUNDING SOURCE AND FINANCIAL IMPACT:** In September 2014, the NOCCCD received its 2014-2015 budget allocation and funding guidelines for the new Student Equity categorical program. Based on the Student Equity funding formula factors (annual FTES, high-need students, educational attainment of residential zip code, participation rate, poverty rate, unemployment rate), NOCCCD was funded \$1,827,580. Fifty percent (50%) of the District's student equity allocation has been distributed to the two credit colleges on a FTES basis. The other fifty percent (50%) of the allocation will be distributed to the two credit colleges and SCE based on the performance of the planned activities. Both Cypress and Fullerton colleges and SCE are committed to integrating student equity planning into and with other planning processes; therefore, will commit additional institutional funds if necessary to fund all the activities within the Student Equity Plans.

**RECOMMENDATION:** It is recommended that the Board approve the 2014 Student Equity Plans for Cypress College, Fullerton College, and School of Continuing Education.

Cherry Li-Bugg

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Recommended by

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Approved for Submittal

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Item No.

# CYPRESS COLLEGE CURRICULUM

## Board Agenda

December 9, 2014

(DCCC approved November 14, 2014)

<b>DELETE COURSES/CERTIFICATES</b>		
COURSE ID	EFF DATE	JUSTIFICATION
CIS 108 C	2015 Fall	This course covers basics of Internet and will be covered as part of CIS 120 (under revision as the Internet & Social Media)
CIS 113 C	2015 Fall	The course is not being demanded by the students.
CIS 155 C	2015 Fall	The course is not being demanded by the students.
CIS 222 C	2015 Fall	The course is not being demanded by the students.
CIS 266 C	2015 Fall	The course is not being demanded by the students.
DANC 214 C	2014 Fall	Program Review
DANC 215 C	2014 Fall	Program Review
DANC 298DC	2014 Fall	Program Review
PHOT 055 C	2015 Fall	No longer offered
PHOT 207 C	2010 Fall	No longer offered
JAPN 125 C	2015 Fall	This course is no longer being offered.
JAPN 291 C	2015 Fall	The course is no longer being offered
JAPN 292 C	2015 Fall	This course is no longer being offered.
JAPN 293 C	2015 Fall	The course is no longer being offered
JAPN 294 C	2015 Fall	This course is no longer being offered.
LAR 010 C	2015 Fall	This course is no longer offered. It is not connected to anything
LAR 020 C	2015 Fall	This course is no longer offered. It is not connected to anything
MRN 060 C	2015 Fall	Not offered in over 10 years
MRN 061 C	2015 Fall	Not offered in over 10 years
MRN 062 C	2015 Fall	Not offered in over 10 years
MRN 064 C	2015 Fall	Not offered in over 10 years
MRN 298 C	2015 Fall	Not offered in over 10 years
MT 100 C	2015 Fall	Not offered in over 10 years
MT 101 C	2015 Fall	Not offered in over 10 years
MT 102 C	2015 Fall	Not offered in over 10 years
MT 110 C	2015 Fall	Not offered in over 10 years
MT 120 C	2015 Fall	Not offered in over 10 years
MT 130 C	2015 Fall	Not offered in over 10 years
MT 140 C	2015 Fall	Not offered in over 10 years
MT 150 C	2015 Fall	Not offered in over 10 years
MT 160 C	2015 Fall	Not offered in over 10 years

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ACCT 298 C Accounting Seminar Units:.5-4 Lecture:.5-4 Laboratory:1.5-12	* New Course * Prerequisite: None * Distance Education/Hybrid * UC/CSU Transfer	45	Class size may vary depending upon the type of seminar that is offered	2015 Fall	To explore new content, applications, programs, and professional standards in the Accounting profession and to comply with future curriculum requirements
ANTH 232 C Field Course in Archaeology II Units:3 Lecture:1 Laboratory:6	* New Course * Prerequisite: ANTH 231 C * Advisory: ANTH 103 C * CSU Transfer	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Due to changes in repeatability rules, we are splitting ANTH 231 C into two parts, this being the second or continuation course for advanced students.
CIS 257 C Storage Mgmt & Cloud Computing Units:3 Lecture:3 Laboratory:1	* New Course * Advisory: CIS 230 C * Materials Fee: \$3.00 * Distance Education/Hybrid * CSU Transfer	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2015 Fall	This course is recommended by our advisory and is already approved as a seminar (298AC) Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MORT 130 C Cemetery & Crematory Operation Units:3 Lecture:3 Laboratory:0	* New Course * Prerequisite: MORT 100 C * CSU Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	This new course is consolidating the cemetery and crematory information into a single class. It is also following the recommendation of the advisory committee
MORT 153 C Funeral Service Pathology I Units:3 Lecture:3 Laboratory:0	* New Course * Prerequisite: Admission to the Mortuary Science Program * CSU Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service	2015 Fall	This new course is designed to focus the pathological and microscopic content to embalming.

			program.		
NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 182 C Embalming Theory and Practice Units:1 Lecture:1 Laboratory:0	* New Course * Prerequisite: MORT 100 C, MORT 153 C * CSU Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	This course is part of the newly aligned Mortuary Science program as recommended by the Mortuary Science Advisory committee
MORT 242 C Embalming Application Units:4 Lecture:3 Laboratory:3	* New Course * Prerequisite: MORT 182 C, MORT 253 C * CSU Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	This course is part of the newly aligned mortuary science program at the recommendation of the mortuary science advisory committee
MORT 253 C Funeral Service Pathology II Units:3 Lecture:3 Laboratory:0	* New Course * Prerequisite: MORT 153 C * CSU Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	This new course is designed to focus the pathological and microscopic content to embalming.
MORT 264 C Funeral Service Psychology Units:4 Lecture:4 Laboratory:0	* New Course * Prerequisite: MORT 100 C * CSU Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review	2015 Fall	This course is part if the newly aligned mortuary science program and at the recommendation of the mortuary science advisory committee

			and must not exceed 30:1 overall in the funeral service program.		
NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 282 C Embalming Externship Units:1 Lecture:0 Laboratory:3	* New Course * Prerequisite: MORT 242 C * CSU Transfer	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	This course is part of the newly aligned mortuary science program and at the recommendation of the mortuary science advisory committee
PHOT 106 Advanced Wedding Photography Units:3 Lecture:2 Laboratory:4	* New Course * Advisory: PHOT 103 C, PHOT 104 * Material Fee \$35 * CSU Transfer	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	New advanced course to supplement our existing basic wedding photography course.
PHOT 110 C About Faces: Portraiture Units:3 Lecture:2 Laboratory:4	* New Course * Advisory: PHOT 103 C * Material Fee \$35 * CSU Transfer	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	New course to provide more in depth learning in the field of specialty portraits.
THEA 227 C Musical Theater Techniques IV Units:3 Lecture:2 Laboratory:4	* New Course * Prerequisite: THEA 226 C, audition * UC/CSU Transfer	25	Students in this class are engaged in learning the performance skills of musical theater and each student receives individual	2015 Fall	A new leveled course to meet the demands of repeatability

			instruction from the teacher as the class proceeds.		
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NEW SEMINAR COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ENGL 098EC Academic Rdg & Stdy Strategies Units: 1 Lecture: 1 Laboratory: 0	* New Seminar Course	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Spring	This course provides support in academic reading and study strategies for basic skills students enrolled in transfer-level courses which lack prerequisites. Innovation Grant Funding was awarded to research, develop, and pilot this course.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ANTH 102HC Honors Cultural Anthropology Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Advisory revalidated	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2015 Fall	Outline updated to better reflect course content. Minor revision (specifically the inclusion of the word "race" to the course outline and learning objectives) in order to completely align with the C-ID descriptors for the AA-T
ANTH 106 C World Prehistory Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Distance Ed /Hybrid added * Advisory revalidated * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Outline & textbooks updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ANTH 231 C Field Course in Archaeology I Units: 3 Lecture: 1 Laboratory: 6	* Outline Update * Catalog Description Update * Schedule Description Update * Title change	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each	2015 Fall	Outline, catalog, schedule, title & textbook updated to better reflect course content. Due to changes in

	* Advisory revalidated * Textbook Update		student individual instructions as the class proceeds.		repeatability of courses, we are splitting this class into two course levels so that students may repeat it.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 174 C Jewelry Design Units: 2 Lecture: 1 Laboratory: 3	* Outline Update * Schedule Description Update * Textbook Update * FSA A05 Acctg removed, added A20 – Art & P70 - Jewelry	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2015 Fall	Program Review Outline, schedule & textbooks updated to better reflect course content.
ART 175 C Metalsmithing Units: 2 Lecture: 1 Laboratory: 3	* Outline Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning.	2015 Fall	Program Review Outline updated to better reflect course content.
ART 216 C Latin American Art Units: 3 Lecture: 3 Laboratory: 0	* Catalog Description Update * Schedule Description Update * Textbook Update * Advisory revalidated	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. .	2015 Fall	Program Review Catalog, schedule & textbooks updated to better reflect course content.
ASTR 117 C Astronomy Lab Units: 1 Lecture: 0 Laboratory: 3	* Outline Update *Prerequisites revalidated * Textbook Update * Remove prereq verbiage on ASTR 116 C “minimum grade of C”	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
ASTR 117HC Honors Astronomy Lab Units: 1 Lecture: 0 Laboratory: 3	* Outline Update *Prerequisites revalidated * Textbook Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
ATC 118 C	* FSA N05	45	The primary mode	2015	FSA error in Curricunet,

Disaster Preparedness/Response Units: 3 Lecture: 3 Laboratory: 0	Administration of Justice added		of instruction is lecture and may include discussion and/or group learning.	Spring	listed A05 Accounting and should have been FSA N05
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
BIOL 160 C Integrated Medical Science Units: 3 Lecture: 3 Laboratory: 0	* Catalog Description Update * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams.	2015 Fall	Catalog & textbook updated to better reflect course content. Revising course to update catalog description and remove mortuary science from the description. As of Fall 2013, Biology 160 no longer counts as a prerequisite for the mortuary science program.
BIOL 210 C Anatomy and Physiology Units: 5 Lecture: 3 Laboratory: 6	* Outline Update * Catalog Description Update * Advisories revalidated * Textbook Update	25	Biology 210 contains both lecture and labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis.	2015 Fall	Outline, catalog & textbook updated to better reflect course content. Revising the catalog description to include mortuary science since Biology 210 is now a required prerequisite into this program.
BIOL 298 C Biology Seminar Units: .5-12 Lecture: 0-12 Laboratory: 0-36	* Outline Update * Catalog Description Update * Schedule Description Update * Repeatability removed	20	Seminar shells class sizes vary depending upon the subject matter	2015 Fall	Program Review Outline, catalog & schedule updated to better reflect course content.
CHEM 201 C Chem for Health Sci Majors II Units: 4 Lecture: 3 Laboratory: 3	* Add AA GE Area B	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2015 Fall	Class meets IGETC and CSU GE, hence it meets AA GE.



CHEM 298 C Chemistry Seminar Units: .5-12 Lecture: 0-12 Laboratory: 0-48	* Outline Update * Remove repeatability	28	Seminar shells class sizes vary depending upon the subject material	2015 Fall	Program Review Outline updated to better reflect course content.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CIS 101 C Intro MS Word/Doc Formatting Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Fee from \$2 to \$3	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2015 Fall	Outline, catalog, schedule & textbook updated to better reflect course content.
CIS 107 C Introduction to Windows Units: 2 Lecture: 2 Laboratory: 1	* Outline Update * Unit changed from 1 to 2 * Lecture hours from 1 to 2 * Lab hours from TBA to scheduled * Textbook Update * Fee from \$2 to \$3 * Class size from 30 to 35	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2015 Fall	Outline & textbook updated to better reflect course content.
CIS 120 C Internet and Social Media Units: 3 Lecture: 3 Laboratory: 1	* Outline Update * Catalog Description Update * Schedule Description Update * Title change	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal	2015 Fall	Outline, catalog, schedule, title & textbook updated to better reflect course content. The course is revised to

	* Fee from \$2 to \$3 * Textbook Update		student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure		include latest Internet technologies with more emphasis on social media and social networks
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
CIS 239 C CCNA Bootcamp Units: 3 Lecture: 3 Laboratory: 1	* Outline Update * Catalog Description Update * Schedule Description Update * Fee from \$2 to \$3 * Textbook Update * Advisory added CIS 230 C	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2015 Fall	Outline, catalog, schedule & textbook updated to better reflect course content.
CIS 240 C Wireless Networking Technology Units: 3 Lecture: 3 Laboratory: 1	* Outline Update * Catalog Description Update * Schedule Description Update * Title change * Fee from \$2 to \$3 * Textbook Update * Advisory added CIS 230 C * Class size from 30 to 35	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2015 Fall	Outline, catalog, schedule, title & textbook updated to better reflect course content. Revised this course according to the latest wireless technology
CSCI 123 C Intro-Programing Concepts in C++ Units: 4 Lecture: 4 Laboratory: 1	* Outline Update * Prerequisites revalidated * Textbook Update	25	The class includes a lab in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2015 Fall	Program Review Outline & textbook updated to better reflect course content.
DANC 130 C Afro-Caribbean	* Outline Update * Lab hours from	25	Most of the time students are engaged	2015 Fall	Outline & textbook updated to better reflect

Dance Units: 1 Lecture: 0 Laboratory: 3	2 to 3 * Textbook Update * Add CSU GE: Area E		in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.		course content. CSU GE Proposal
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
DH 212 C Head and Neck Anatomy Units: 2 Lecture: 2 Laboratory: 0	* Outline Update * Textbook Update * Prerequisite revalidated	20	Classes for the Dental Hygiene Department are set at 20 due to the accreditation requirements of one instructor for every 5 students in laboratory and clinical courses	2015 Fall	Outline & textbook updated to better reflect course content. Required by accreditation
ENGR 102 C Engineering Graphics Units: 3 Lecture: 2 Laboratory: 4	* Outline Update * Textbook Update * Distance Education/Hybrid added	25	Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2015 Fall	Outline & textbooks updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
ENGR 299 C Independent Study Units: .5-2 Lecture: 0-2 Laboratory: 0-6	* Outline Update * Remove repeatability	25	Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2015 Fall	Program Review Outline updated to better reflect course content.
FREN 101 C Elementary French	* Outline Update * Catalog	35	While the instructor does lecture, much of	2015 Fall	Program Review Outline, catalog,

I Units: 5 Lecture: 5 Laboratory: 0	Description Update * Schedule Description Update * Textbook Update		the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure		schedule & textbook updated to better reflect course content.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
FREN 203 C Intermediate French III Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Textbook Update * Prerequisites revalidated	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure	2015 Fall	Program Review Outline & textbook updated to better reflect course content.
HIST 110 C Western Civilizations I Units: 3 Lecture: 3 Laboratory: 0	* Textbook Update * Advisory revalidated	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2015 Fall	Program Review Textbooks updated to better reflect course content.
HIST 110HC Honors West. Civilizations I Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * Advisory revalidated	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2015 Fall	Program Review Outline and textbooks updated to better reflect course content.
HIST 111 C Western Civilizations II Units: 3 Lecture: 3 Laboratory: 0	* Catalog Description Update * Textbook Update * Advisory revalidated	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2015 Fall	Program Review Catalog and textbooks updated to better reflect course content.
HIST 111HC	* Outline Update	20	The Cypress	2015	Program Review

Honors West. Civilizations II Units: 3 Lecture: 3 Laboratory: 0	* Catalog Description Update * Textbook Update * Advisory revalidated		College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	Fall	Outline, catalog and textbooks updated to better reflect course content.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
HIST 112 C World Civilizations I Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Advisory revalidated * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
HIST 112HC Honors World Civilizations I Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Advisory revalidated * Textbook Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
HIST 113 C World Civilizations II Units: 3 Lecture: 3 Laboratory: 0	* Advisory revalidated * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams.	2015 Fall	Program Review Textbooks updated to better reflect course content.
HIST 113HC Honors World Civilizations II Units: 3 Lecture: 3 Laboratory: 0	* Advisory revalidated * Textbook Update * Distance Education/Hybrid added	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2015 Fall	Program Review Textbooks updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
HIST 163 C	* Advisory	45	The primary mode	2015	Program Review

History of Mexico Units: 3 Lecture: 3 Laboratory: 0	revalidated * Textbook Update		of instruction is lecture and may include discussion and/or group learning.	Fall	Textbooks updated to better reflect course content.
HIST 165 C History of the Middle East Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Advisory revalidated	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2015 Fall	Program Review Outline & catalog updated to better reflect course content.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
HIST 170 C History of the U.S. I Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Advisory revalidated * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
HIST 170HC Honors History of the U.S. I Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Advisory revalidated * Textbook Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a seminar-style honors course to allow for in-depth class discussion and student presentations.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
HIST 171 C History of the U.S. II Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Advisory revalidated * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
HIST 171HC Honors History of the U.S. II Units: 3	* Outline Update * Advisory revalidated * Textbook Update	20	The Cypress College Honors Advisory Group recommends a maximum of 20 students for a	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.

Lecture: 3 Laboratory: 0			seminar-style honors course to allow for in-depth class discussion and student presentations.		
HIST 275 C History of California Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Advisory revalidated * Textbook Update	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
HUSR 250 C Sociology of Aging Units: 3 Lecture: 3 Laboratory: 0	* Textbook Update * FSA B35 Gerontology added	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2015 Fall	Program Review Textbooks updated to better reflect course content.
HUSR 255 C Psychology of Aging Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * FSA B35 Gerontology added	45	The primary mode of instruction is lecture and may include discussion and/or group learning.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
MATH 098 C Mathematics Seminar Units: .5-4 Lecture: .5-4 Laboratory: 0	* Catalog Description Update * Repeatability removed	20	Seminar shells class sizes vary depending upon the subject matter	2015 Fall	Program Review Catalog description updated to remove repeatability statement
MATH 115 C Finite Mathematics Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Prerequisites revalidated	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams	2015 Fall	Outline updated to better reflect course content and adjusting description to match the CI-D descriptor

MATH 130 C Survey of Calculus Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Prerequisites revalidated * Distance Ed /Hybrid added	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams	2015 Fall	Outline updated to better reflect course content, adjusted to match C-ID descriptor Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MATH 150AC Calculus I Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Prerequisites revalidated * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2015 Fall	Outline & textbook updated to better reflect course content. Adjust list of content to match C-ID descriptor.
MATH 150BC Calculus II Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Catalog Description Update * Textbook Update * Prerequisites revalidated * Distance/Hybrid added	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Outline, catalog & textbook updated to better reflect course content. Adjusting content to match C-ID descriptor Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MATH 250AC Multivariable Calculus Units: 4	* Outline Update * Prerequisites revalidated * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group	2015 Fall	Outline & textbook updated to better reflect course content. Revising course to



Lecture: 4 Laboratory: 0			learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.		comply with the Title V, Board policy requirements, C-ID designation, and Program Review.
MATH 298 C Mathematics Seminar Units: .5-4 Lecture: .5-4 Laboratory: 0	* Outline Update * Catalog Description Update * Repeatability removed	20	Seminar shells class sizes vary depending upon the subject matter	2015 Fall	Outline & catalog updated to better reflect course content.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 100 C Orientation to Funeral Service Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Course number from MORT 160 C to MORT 100 C * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	Program Review Outline, catalog, schedule & textbook updated to better reflect course content. Changing Course number to reflect more appropriate program alignment. More field trips are being added to enhance the student exposure to the field of Mortuary Science.
MORT 165 C Funeral Service Management I Units: 3 Lecture: 2 Laboratory: 3	* Outline Update * Prerequisite revalidated * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	Program Review Outline & textbook updated to better reflect course content.

MORT 170 C Funeral Service Ceremonies Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite chg from MORT 160 C to MORT 100 C	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	Program Review Outline, catalog & schedule updated to better reflect course content. More field trips are being added to enhance the student exposure to the field of Mortuary Science.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 261 C Restorative Art I Units: 2 Lecture: 1 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Prerequisite chg from MORT 263 to MORT 253	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2015 Fall	Outline, catalog, schedule & textbooks updated to better reflect course content. Modifications to course content as per advisory council and licensing board requirements.
MORT 265 C Funeral Service Management II Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite chg from MORT 160 to MORT 100 * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	Program Review Outline & textbook updated to better reflect course content.
MORT 271 C	* Outline Update	30	Class time focuses	2015	Outline, catalog, &

Restorative Art II Units: 2 Lecture: 1 Laboratory: 3	* Catalog Description Update * Textbook Update * Prerequisite revalidated * FSA change – remove A60 Counseling & add Q60 Mortuary Science		on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	Fall	textbooks updated to better reflect course content. Modifications to course content as per advisory council and licensing board requirements.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 275 C Mortuary Law I Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite chg from MORT 160 to MORT 100 * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	Program Review Outline & textbook updated to better reflect course content.
MORT 285 C Mortuary Law II Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Prerequisite revalidated * Textbook Update * Distance Education/Hybrid added	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	Program Review Outline & textbook updated to better reflect course content. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
MORT 292 C	* Outline Update	30	Class time focuses	2015	Outline & textbooks

Funeral Service Science Units: 3 Lecture: 3 Laboratory: 0	* Textbook Update * Prerequisite chg from MORT 272 to MORT 282		on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	Fall	updated to better reflect course content. Modifications to course content as per advisory council and licensing board requirements.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MORT 294 C Funeral Service Counseling Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite chg from MORT 274 C to MORT 264 C * Textbook Update	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	Program Review Outline, catalog, schedule & textbook updated to better reflect course content. More field trips are being added to enhance the student exposure to the field of Mortuary Science.
MORT 297 C Mortuary Computer Applications Units: 2 Lecture: 1 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Prerequisite revalidated * Course number from MORT 293 to MORT 297 * Textbook Update * Distance Education/Hybrid added	30	Class time focuses on individualized instruction, student presentation time, and/or group learning Accreditation standard: Student-teacher ratios must be available for review and must not exceed 30:1 overall in the funeral service program.	2015 Fall	Program Review Outline, catalog, schedule, course number & textbook updated to better reflect course content. Course number change to better align with the full ASMS degree program since this course is the capstone class. Online component requested to increase the distance education offerings at Cypress College, to increase student access and meet student demands.
PHOT 101 C Introduction to	* Outline Update	25	Most of the time students are	2015 Fall	Outline updated to better reflect course content.

Photography Units: 3 Lecture: 2 Laboratory: 4			engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.		
PHOT 104 C Wedding and Event Photography Units: 3 Lecture: 2 Laboratory: 4	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Lab hrs from 3 TBA to 4 TBA * Advisory revalidated * Fee change from \$20 to \$35	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Outline, catalog, schedule & textbook updated to better reflect course content.  Revisions necessary to avoid overlap with the proposed Advanced Wedding Class.
<b>REVISED COURSES</b>					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHOT 118 C Available Light Photography Units: 3 Lecture: 2 Laboratory: 4	* Outline Update * Catalog Description Update * Textbook Update * Advisories revalidated * FSA C35 Photography removed	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Outline, catalog & textbook updated to better reflect course content.
PHOT 219 C Editorial Photography Units: 3 Lecture: 2 Laboratory: 4	* Outline Update * Textbook Update * Advisory revalidated * FSA A20 Art, C05 Mass Communications, C35 Photography, Q35 Media Production - removed	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Outline & textbook updated to better reflect course content.
PHSC 298 C Physical Science	* Outline Update * Catalog	25	Seminar shells class sizes vary	2015 Fall	Program Review Outline, catalog &

Seminar Units: .5-12 Lecture: 0-12 Laboratory: 0-36	Description Update * Schedule Description Update * Class size from 28 to 25 * Repeatability removed		depending upon the subject matter		schedule updated to better reflect course content.
PHYS 201 C College Physics I Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Textbook Update * Prerequisites revalidated	25	The class includes a lab in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2015 Fall	Outline & textbook updated to better reflect course content.
<b>REVISED COURSES</b>					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHYS 202 C College Physics II Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Textbook Update * Prerequisites revalidated	25	The class includes a lab in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2015 Fall	Outline & textbook updated to better reflect course content.
PHYS 210 C Physics for Life Sciences I Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Textbook Update * Prerequisites revalidated	25	The class includes a lab in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2015 Fall	Program Review Outline & textbook updated to better reflect course content.
PHYS 211 C Physics for Life Sciences II	* Outline Update * Prerequisite revalidated	25	The class includes a lab in which the instructor provides	2015 Fall	Program Review Outline & textbooks updated to better reflect

Units: 4 Lecture: 3 Laboratory: 3	* Textbook Update		extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)		course content.
PHYS 221 C General Physics I Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Prerequisite revalidated * Textbook Update	25	Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
PHYS 222 C General Physics II Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Prerequisite revalidated * Advisory revalidated * Textbook Update	25	Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
PHYS 223 C General Physics III Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Prerequisite revalidated * Advisory revalidated & removed MATH 250BC * Textbook Update	25	Labs in which the instructor evaluates written analyses completed by students after lab sessions and provides extensive individualized	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.

			feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports).		
PSY 255 C Psychology of Aging Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * FSA B35 Gerontology added	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
<b>REVISED COURSES</b>					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
RADT 142 C Radiologic Electronics Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Class size from 30 to 35	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Program Review Outline, catalog, schedule & textbooks updated to better reflect course content.
RADT 146 C Introduction to Radiography Units: 4 Lecture: 4 Laboratory: 0	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or	2015 Fall	Program Review Outline, catalog, schedule & textbooks updated to better reflect course content.



	* Class size from 30 to 35		formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.		
RADT 148 C Radiologic Technology Units: 4 Lecture: 3 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Program Review Outline, catalog, schedule & textbooks updated to better reflect course content.
<b>REVISED COURSES</b>					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
RADT 150 C Radiologic Positioning Units: 5 Lecture: 4 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Program Review Outline, catalog, schedule & textbooks updated to better reflect course content.
RADT 162 C Radiology Special Procedures Units: 3 Lecture: 2.5 Laboratory: 1.5	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Prerequisites added RADT 148,	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student	2015 Fall	Program Review Outline, catalog, schedule & textbooks updated to better reflect course content.

	RADT 150, RADT 153, HS 147 * Corequisites added RADT 247 & RADT 251		presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.		
RADT 247 C Radiographic Positioning Units: 5 Lecture: 4 Laboratory: 3	* Outline Update * Catalog Description Update * Schedule Description Update * Textbook Update * Prerequisites added RADT 148, RADT 150, RADT 153, HS 147 * Corequisites added RADT 162 & RADT 251	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation is primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Program Review Outline, catalog, schedule & textbooks updated to better reflect course content.
<b>REVISED COURSES</b>					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
SOC 102 C Social Problems Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * Advisories revalidated * Hybrid added	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
SOC 250 C Sociology of Aging Units: 3 Lecture: 3 Laboratory: 0	* Textbook Update * FSA B35 Gerontology added	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly	2015 Fall	Program Review Textbooks updated to better reflect course content.

			for concepts and structure.		
SOC 275 C Marriage and Family Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * Advisory revalidated	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
SOC 277 C Sociology of Religion Units: 3 Lecture: 3 Laboratory: 0	* Outline Update * Textbook Update * Advisory revalidated * AA GE: Area D	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.	2015 Fall	Program Review Outline & textbooks updated to better reflect course content.
<b>REVISED COURSES</b>					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
THEA 128 C Acting for the Camera Units: 2 Lecture: 1 Laboratory: 3	* Catalog Description Update * Schedule Description Update	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instructions as the class proceeds.	2015 Fall	Catalog & schedule updated to better reflect course content.
THEA 220 C Acting IV Units: 3 Lecture: 2 Laboratory: 4	* Outline Update * Catalog Description Update * Schedule Description Update * Title change * Textbook Update * Prerequisite	25	Most of the time students are engaged in practicing the skill(s) they are learning and the instructor gives each student	2015 Fall	Outline, catalog, schedule, title & textbook updated to better reflect course content.

	revalidated * Advisories revalidated		individual instructions as the class proceeds.		
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# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** December 9, 2014  
**SUBJECT:** Fullerton College Curriculum

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

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

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

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

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

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

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

**RECOMMENDATION:** It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective fall 2015. This curricula has been signed by the Campus Curriculum Chairperson and the College President, and it has been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

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Recommended by

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Approved for Submittal

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Item No.