

**Additional Information**  
January 28, 2020 Board Meeting

The following additional information was provided regarding the January 28 Board meeting agenda:

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

1. P0136818: Please provide an explanation for the UCLA Regents Equity Symposium fees. **Cypress College will be conducting a “Leading with Equity” retreat at the UCLA Conference Center on March 26-27. This will be an overnight retreat with 70 campus employees focused on developing an equity-mindset on campus. In order to reserve the date, a pre-payment for all expenses (food, rooms, lodging) was required.**
2. There are some PO for legal fees for immigration services (P0136874, P0136894, P0136968) Are these paid for by the Governor's budget that provides funding for this service? **P0136874, P0136894, and P0136968 are for activities that are funded by the Catalyst Grant. These funds are for providing legal aid and mental health services, and to support academic, vocational, and career development services to undocumented college students and their families. This grant was received in fiscal year 18/19 with the remaining funds being carried over and used in the current fiscal year.**

**Item 3.b, Sole Source Service for the Anaheim Campus Energy Management System: This item will be pulled from this evening’s agenda for further review.**

**Item 3.e, Budget Transfers:**

1. Why are a couple transfers listed twice (different amounts) and not combined - for example #7 & 8 Basic Skills for Cypress? **These represent different grant years. We try to keep each award separate for accounting and reporting purposes.**

**Item 3.i, NOCE Enrollment Services Contract:**

1. Was NOCE’s Academic Senate informed of this? If so, what is there view or feedback on this endeavor? **The idea of enrollment services was presented at the December Provost’s Cabinet meeting and an overview of the CBT proposal was shared at the January Provost’s Cabinet meeting. The NOCE Academic Senate President and Vice President are members of the Provost’s Cabinet.**
2. CBT has worked with other colleges to accomplish enrollment increases as NOCE wants. What concrete results has CBT achieved in these other instances? **CBT representatives noted that every college receiving adult learner enrollment services saw an increase in enrollment of new students. We are hopeful that NOCE will benefit from the same results.**
3. What services will the Collaborative Brain Trust perform that is not already happening at NOCE? **Due to the lack of funds and staffing, NOCE’s outreach mostly consisted of mailing schedule books and word of mouth. In the time of declining enrollment, we need a more structured and high-touch approach. CBT will develop and implement a comprehensive recruitment and enrollment management plan which, if found effective, will be adopted by NOCE moving forward. The recruitment plan will consist of enrollment trend data analysis, review of current onboarding processes, person-level modeling to identify specific individuals who are most likely to enroll in NOCE**

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programs, and building a pipeline for prospective students to NOCE and colleges. CBT services will cover both apportionment and community service offerings.

**Item 4.a, Cypress College Curriculum:**

1. Page 4.a.9: How does the Administration of Justice Certificate compare with the Administration of Justice coursework/certificate at Fullerton College? Are they similar? **Both Cypress and Fullerton have Administration of Justice AST degrees (60 units) that use the model transfer curriculum and C-ID equivalency. The Cypress College certificate aligns with the degree.**
2. Page 4.a.10: Is the Global Citizenship Studies Certificate transferable to 4-year universities? Is it a new certificate? Any tie to careers in diplomacy? **This is a new certificate and the courses articulate to the 4-year colleges, but to transfer fully, the general education requirements must be completed. At the certificate level, the focus is more on global cultural initiatives that influence all of us (specifically biodiversity, world cultures, and sustainability), and because it has an interdisciplinary approach, a student could transfer in multiple majors. So although the focus is not so much on diplomatic policies, which requires language skills, public policy, and other political skills, this certificate certainly may lead a student towards that future career choice.**

**Item 5.f, Elimination of Classified Management Position and Layoff:**

1. How much time are we legally required to notify an employee on the elimination of their position? **A 60-day notice is required.**

**Item 6.a, Trustee Vacancy: The attachment includes prior inquires received that were in addition to those included below. A copy of the attachment will be available for everyone on the dais this evening.**

1. Will the Board have access to a Department of Education attorney during our Board meeting should anything technical about be questioned about the special election or appointment process? **An attorney is not available for tonight's Board meeting, but District legal counsel is available to attend on February 11 should the need arise.**
2. Can you provide the history of special elections and appointments for the District that includes how much remaining time was left on the term at the time of the decision to move to a special election or appointment and if a special election was selected, the date it took place thereafter? **The history of current Board members is as follows:**
  - **Area 1 – Appointed in September 2005 to fill a vacated seat and serve the remaining 14-month term until the November 2006 election.**
  - **Area 2 – Elected to a four-year term in November 2016 when the incumbent did not seek re-election.**
  - **Area 3 – Elected to a 33-month term via a special vote-by-mail election on February 9, 2016 due to a vacated seat (after the Board's provisional appointment in August 2015 was contested).**
  - **Area 4 – Appointed in November 1995 to fill a vacated seat and serve the remaining 12-month term until the November 1996 election.**

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- **Area 5 – Appointed in March 2015 to fill a vacated seat and serve the remaining 20-month term until the November 2016 election.**
  - **Area 6 – Appointed in March 2002 to fill a vacated seat and serve the remaining 8-month term until the November 2002 election.**
  - **Area 7 – Elected to a four-year term in November 2016 when the incumbent did not seek re-election.**
3. Can you explain what happened with Trustee Area 3 once an appointee was originally selected in 2015? **On August 25, 2015 the Board made a provisional appointment to the vacancy in Area 3. The provisional appointment was challenged by a petition signed by 1.5% of the registered voters in Area 3 that was filed with the County Superintendent of Schools. The petition was found to be valid and the provisional appointment was terminated. The Superintendent then called for a special election to take place to elect a trustee to serve the remaining 33-month term of the vacated seat. The special election occurred on February 9, 2016 as a vote-by-mail election with ballots mailed to registered voters in Area 3 and due by February 9, 2016.**
4. For information purposes could staff provide an outline of the process the District used during the last board vacancies –the one that was filled by appointment and the one filled by election– not what the OC Register did, but internally, the steps taken to secure strong candidates. **The most recent provisional appointment process occurred June – August 2015 and included the following:**
- **June 28, 2015 – The Trustee in Area 3 tendered her resignation effective June 30, 2015**
  - **June 30, 2015 – During a special meeting the Board took action to begin the provisional appointment process**
  - **July 18-19, 2015 – A notice of the resignation and vacancy was published in the Orange County Register outlining the application process**
  - **July 2015 – The notice was posted on the District website and distributed to all District employees**
  - **July 2015 – Notice letters were mailed to community and service organizations that included the Hispanic Bar Association of Orange County, Los Amigos of Orange County, Latino Advocates for Education, Orange County LULAC, 100 Black Men of Orange County, Orange County Asian and Pacific Islander Community Alliance, La Palma Chamber of Commerce, West Orange County Regional Chamber of Commerce, Rotary Club of Buena Park, and The Loyal Order of the Moose.**
  - **July 20 – August 5, 2015 – Three week application period**
  - **August 25, 2015 – Board interviewed candidates during open session and made a provisional appointment**
  - **August 31, 2015 – Deadline to fill the vacancy**

**The Board’s provisional appointment was later challenged (as outlined above) and a special election was called. The District did not solicit candidates for the special election or endorse any candidate running. Cypress College did provide a campus facility for the candidate open forum that was sponsored by the League of Women Voters of North Orange County.**

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**Item 6.b, Revised Board Policies:**

1. Page 6.b.6: With regard to Section 3.2, how often do we provide training sessions for our staff? **The National Incident Management System (NIMS) training is continuously available online through MyGateway. The District is currently reviewing and updating the existing campus activation guides and emergency response plans. All staff will be trained or re-trained regarding their designated roles during 2020. Thereafter, periodic table top exercises will be conducted at each site.**

## Trustee Vacancy Process – Prior Inquiries

- 1. Why is the deadline March 14 instead of March 31?** When there is a “deferred resignation” date, the timeline for filling the vacancy begins when the County Superintendent of Schools officially receives notification of the planned resignation. In this case, the letter was sent on January 10, the Orange County Department of Education (OCDE) officially received notification on January 14, and March 14 is the date they have determined for the 60-day window to begin.
- 2. What if the Board takes no action by March 14?** The County Superintendent must call an election to fill the vacancy. (Ed Code Section 5091(a)(2))
- 3. What are the boundaries for Area 4?** Starting at the intersection of Orangethorpe Avenue and Dale Street, the boundary line travels:
  - East along Orangethorpe Avenue to Harbor Boulevard;
  - Then north on Harbor Boulevard to La Serna;
  - Then west on La Serna and the Orange County/Los Angeles County line to the boundary line of the North Orange County Community College District;
  - Then south along the District boundary to the point of intersection with the City of Buena Park/City of Fullerton line;
  - Then following that municipal line east, south, west, and south to the intersection point with Dale Street and Commonwealth Avenue; and
  - Then south on Dale Street to the point of origin.
- 4. What are the costs for an election?** The November 2018 election for Trustee Area 6 cost \$71,026.37. Prior to that, the November 2016 election was \$51,957.91 for Trustee Area 2 and \$75,855.58 for Trustee Area 7. The cost of the special election for Trustee Area 3 in February 2016 was \$106,621.80 and was a “vote by mail” election.
- 5. When is the filing period for candidates?** The filing period is July 13 – August 7 and would be the same for anyone running on the November ballot. Typically the filing period is truncated for special elections, but if our election is consolidated with the general election, then the shorter window would not apply.
- 6. Will the special election be on a separate ballot or on the general election ballot?** The Orange County Registrar of Voters (OCRV) has informed us that if the special election is consolidated with the November 3<sup>rd</sup> Presidential General Election, the Area 3 contest would appear on the regular ballot under NOCCCD, and not require a separate ballot.
- 7. What are the requirements for an appointee?** The appointee must meet the same criteria that the elected person would need to meet including residing in Trustee Area 4 and being a registered voter.
- 8. What steps would be taken and what is the timeline for making a provisional appointment?** If the Board decides to make a provisional appointment, the following actions and proposed timeline would complete the process by March 14:

- **January 31–February 21, 2020**: The three-week application period. The period would close on **February 21** at 5:00 p.m.
- **Early February**: Chancellor’s Office submits a “Notice of Board of Trustees Resignation and Notice of Vacancy” to be published in the Orange County Register newspaper. The notice outlines the application process requesting letters of interest, which should set forth the qualifications of the applicant and the reasons for interest in the trustee position. The notice would also be posted on the District’s website, distributed to all District employees, and mailed to several community organizations.
- **February 24, 2020**: Chancellor’s Office verifies applicants’ residency in Trustee Area 4, as well as voter registration with the OCRV.
- **February 25, 2020**: Chancellor’s Office mails letters and general information to applicants inviting them for an interview with the Board at its **March 10** meeting. Chancellor’s Office provides trustees with copies of all candidates’ materials.
- **March 10, 2020**: Board interviews candidates and makes a provisional appointment. The number of business agenda items for this meeting could be limited unless the Board wants to schedule a Special Board meeting on a different date.
- **March 11, 2020**: Inform the OCDE of the provisional appointment.
- **March 11, 2020**: Initiate the process to provide the legal notice announcing the provisional appointment to be published in the OC Register within 10 days of **March 10** (or other date if a Special Board meeting is called).