MEETING OF THE BOARD OF TRUSTEES
OF THE
COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT

Monday, October 10, 2011

Mission Oak High School Cafeteria
3442 East Bardsley
Tulare, CA  93274

4:00 pm - Closed Session – Faculty Lunch Room
5:00 pm - Regular Session – Cafeteria
6:00 pm – Joint Meeting with COS, TJUHSD and Tulare City Council - Cafeteria

Board of Trustees
Lori Cardoza, Earl Mann, Kenneth Nunes, Greg Sherman, John A. Zumwalt, Jason Chau, Student Trustee
Brent Calvin, Interim Superintendent/President

A G E N D A

4:00 PM – CAFETERIA, MISSION OAK HIGH SCHOOL, TULARE

I  CALL TO ORDER

II  PUBLIC COMMENT
(Per Board Policy 2350, any person may address the Board at this time either on an agenda item or other
matters of interest to the public that are within the subject matter jurisdiction of the Board. A maximum of
5 minutes is allowed for each speaker, with a maximum time of 15 minutes per item unless otherwise
extended by the Board.)

•  Public Comments Concerning Items On the Closed Session Agenda

III  RECESS TO CLOSED SESSION – FACULTY LUNCH ROOM
(The board will report on any reportable action/s taken during Closed Session.)

PERSONNEL
1.  Public Employee Employment/Appointment
   Title:  District Superintendent/President

STUDENT MATTERS
1.  Consideration of Student Expulsions  (EC 35146; 48912; 48918)

NEGOTIATIONS
1.  College of the Sequoias Teachers Association (COSTA) GC 54957
2.  California School Employees Association (CSEA), Chapter 408 GC 54957
3.  College of the Sequoias Adjunct Faculty Association (COSAFA) GC 54957
   Chief Negotiator:  Brent Calvin

5:00 PM – CAFETERIA, MISSION OAK HIGH SCHOOL

IV  RECONVENE TO OPEN SESSION - CAFETERIA

•  Closed Session Reportable Actions
•  Pledge of Allegiance

V  PUBLIC COMMENT
(Per Board Policy 2350, any person may address the Board at this time either on an agenda item or other
matters of interest to the public that are within the subject matter jurisdiction of the Board. A maximum of
5 minutes is allowed for each speaker, with a maximum time of 15 minutes per item unless otherwise
extended by the Board.)

•  Public Comments Concerning Items On Agenda
•  Public Comments Concerning Items Not on the Agenda
VI BOARD AND EXECUTIVE STAFF REPORTS (NON-DISCUSSION ITEMS)

a. STUDENT TRUSTEE REPORT  Mr. Chau

b. BOARD MEMBER REPORTS
   • Board Self-Evaluation Instrument
   • Board Budget Sub-Committee

c. FOUNDATION REPORT  Mr. Renton

d. SUPERINTENDENT/PRESIDENT’S REPORT  Mr. Calvin

VII REPORTS

a. ACADEMIC SENATE PRESIDENT’S REPORT/ UPDATE  Ms. Hester-Reyes

b. COSTA PRESIDENT’S REPORT/UPDATE  Mr. Picciuto

c. CSEA PRESIDENT’S REPORT/UPDATE  Mr. LaMar

d. COSAFA PRESIDENT’S/UPDATE  Mr. Nikkel

VIII GENERAL OBLIGATION BONDS

a. SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 2 – VISALIA AREA (MEASURE I)
   • Next Scheduled Meeting: March 13, 2012

b. SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 3 – TULARE AREA (MEASURE J)
   • Next Scheduled Meeting: April 16, 2012

IX INFORMATION ITEMS AND DISCUSSION ITEMS

None

X CONSENT CALENDAR

All items listed on the Consent Calendar are considered routine and will be enacted by one motion. An item may be removed from the Consent Calendar at the request of any member of the Board of Trustees or any person in the audience and considered as a separate agenda item.

1 MINUTES OF THE PREVIOUS MEETINGS:  
   • September 12, 2011 Regular Meeting

2 PERSONNEL REPORT – 4-2011-2012

3 PAYMENT OF BILLS (Information)

Payment of the District’s financial obligations.

4 OUT OF STATE TRAVEL REQUEST; COS Women’s Equestrian Team to Raleigh, North Carolina

The COS Women’s Equestrian Team is requesting permission to attend IHSA (Intercollegiate Horse Show Association) Post Season Competition. Semi Finals (Western), Zones (English) and the National Championships. Western Semi Finals is TBA on March 27-28, 2012. English Zones location is TBA on April 3-4, 2012 and The National Championships will be held in Raleigh, NC on May 6-9, 2012.
5 AGREEMENT BETWEEN THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC) AND COS

This Grant Agreement (Agreement) between College of the Sequoias (COS) and the Foundation for California Community Colleges, a California nonprofit 501 (c)(3) corporation (FCCC), is entered into July 1, 2011, for the purpose of providing grant funding, fiscal management, and accountability for the Youth Empowerment Strategies for Success – Independent Living Program (YESS-ILP) and operated by COS.

XI ACTION ITEMS

6 CURRICULUM: NEW/MODIFIED/DELETED Mr. Graham

Title 5 requires that the Board of Trustees approval all new curriculum offered by an institution prior to being taught in the classroom. The listed courses have been approved by the college’s Curriculum Committee and Academic Senate. It is recommended that the Board of Trustees approve the list of course additions, modifications, and/or deletions to the college’s curriculum.

7 REDISTRICTING FOR GOVERNING BOARD ELECTIONS Mr. Calvin

The Board is being asked to review the three scenarios as well as a spreadsheet of the underlying demographic data. Following the presentation of the three alternate draft plans, the Board will hold a duly-noticed public hearing to solicit any final public testimony regarding the three draft plans before the Board votes to adopt a final plan.

Resolution No. 2011-25; A Resolution by the Board of Trustees to Adopt a Plan for the Adjustment of Trustee Areas

XII ADJOURNMENT OF COLLEGE OF THE SEQUOIAS REGULAR BOARD MEETING
6:00 pm – JOINT MEETING; COS, TJUHSD and Tulare City Council ~ Dinner

XIII RECONVENE TO JOINT MEETING ~ Mission Oak High School Cafeteria

CALL TO ORDER ~ Board President Greg Sherman

- Pledge of Allegiance
- Self-Introductions

XIV PUBLIC COMMENT
Any person may directly address the Boards and Council at this time on any item on the agenda, or on any item that is within the subject matter jurisdiction of the Boards and Council. A maximum of five minutes is allowed for each speaker.

COLLEGE OF THE SEQUOIAS
8 Tulare County Community College Transit Study
9 COS/TJUHSD Ag School Partnership

TULARE JOINT UNION HIGH SCHOOL DISTRICT
10 Morrison Street Update

CITY OF TULARE
11 2030 City of Tulare General Plan, High School Participation
12 School Policing Programs Benefits of COPS on Campus Program

ITEMS FROM MEMBERS OR STAFF

XV ADJOURNMENT
In compliance with the American Disabilities Act, if you need special assistance to participate in meetings call (559) 730-3745 48-hours in advance of the meeting. For Deaf and Hard of Hearing - call videophone at (559) 302-9976 48-hours in advance of the scheduled meeting time to request interpreter services. All reasonable efforts will be made to accommodate those with disabilities

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 915 S. Mooney Blvd., Visalia, CA 93277 during normal business hours. In addition, such writings and documents may be posted on the District’s web site at www.cos.edu.
CONSENT CALENDAR

MINUTES OF PREVIOUS MEETINGS

Status: Action Scheduled

Presented by: Brent Calvin
Interim President

Issue

Minutes of the Regular meeting of September 12, 2011 are presented for approval.

Recommended Action

Approval of the Consent Calendar items is recommended.
MINUTES OF THE BOARD OF TRUSTEES
OF THE
COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT

Monday, September 12, 2011

4:00 pm - Closed Session – President’s Conference Room
5:00 pm - Regular Session – Board Room

Board of Trustees
Lori Cardoza, Earl Mann, Kenneth Nunes, Greg Sherman, John A. Zumwalt,
Jason Chau, Student Trustee
Brent Calvin, Interim Superintendent/President

I. PUBLIC COMMENT

None.

II. RECESS TO CLOSED SESSION – PRESIDENT’S CONFERENCE ROOM

NEGOTIATIONS
1. College of the Sequoias Teachers Association (COSTA) (GC 54957 and 54957.6)
2. California School Employees Association (CSEA), Chapter 408 (GC 54957 and
   54957.6)
   Chief Negotiator: Brent Calvin

III. RECONVENE TO OPEN SESSION

Board President Sherman reconvened the meeting into open session at 5:00 PM.

Closed Session Reportable Actions: President Sherman reported that during the previous
closed session the board took no reportable action

Pledge of Allegiance: Student Trustee Chau led the Pledge of Allegiance.
IV. PUBLIC COMMENT

Public Comments Concerning Items ON the Agenda
Public Comments Concerning Items Not ON the Agenda

V. BOARD AND EXECUTIVE STAFF REPORTS (NON-DISCUSSION ITEMS)

a. STUDENT TRUSTEE REPORT

   Jason Chau, Student Trustee, reported that the ASB executive board has been appointed. There is a club social taking place tomorrow. ASB is looking forward to a busy year. There is a meet and greet scheduled for September 21st with the new President and Vice President of student services in attendance.

b. BOARD MEMBER REPORTS

   None

c. FOUNDATION REPORT

   Steve Renton reported the Foundation is gearing up for the new school year. The Visalia auxiliary Board meeting and Executive Board are meeting later this month. The Tulare auxiliary is planning the Hard Hat event with a tour of the construction of the Tulare campus on October 20th. Power of the Purse is scheduled for November 17 which is a fundraiser for the Visalia foundation.

d. SUPERINTENDENT/PRESIDENT’S REPORT

   President Calvin commended faculty, staff and administration for a great start of the new school year. There is a high demand for classes with low supply. Everyone has handled the first month of school as well as any of the ten years previously since he has been here. It was a very crazy first two weeks in just trying to accommodate that many students on this campus.

   President Calvin noted that our annual joint meeting with Visalia Unified School District and the Visalia City Council has been requested to be moved to January due to a potential turnover on their boards. We told them we would notify you and make that request.

   After brief discussion, the board consensus was the new date in January would work.
VI. REPORTS

a. ACADEMIC SENATE PRESIDENT’S REPORT/UPDATE

Michelle Hester-Reyes stated there was no report.

b. COSTA PRESIDENT’S REPORT/UPDATE

COSTA President Kevin Picciuto stated there is no report at this time.

c. CSEA PRESIDENT’S REPORT/UPDATE

CSEA President Steve LaMar stated there is no report at this time.

d. COSAFA PRESIDENT’S REPORT/UPDATE

COSAFA President Mr. Nikkel said there is no report at this time.

VII. GENERAL OBLIGATION BONDS

a. SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 2 – VISALIA AREA
   (MEASURE I)

   • Date for next meeting: September 13, 2011

b. SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 3 – TULARE AREA
   (MEASURE J)

   • Date for next meeting: October 3, 2011

ACTION ITEM

Appointment of Sarah Koligian to the Measure J Bond Citizen’s Oversight Committee.

Trustee Nunes moved that the Board of Trustees appoint Sarah Koligian to the Measure J Bond Citizen’s Oversight Committee. Trustee Cardoza seconded the motion; motion carried by unanimous vote.
VIII. INFORMATION ITEM AND DISCUSSION ITEMS

1. Redistricting For Governing Board Elections

President Calvin introduced Mark Clark, the demographer from Tulare County, and Sean Welch, an attorney from Neilsen, Merksamer, Parrinello, Gross & Leoni Law Firm.

Sean Welch explained the election history for those districts which are located within the boundaries of the COS trustee areas. He explained what a preclearance is and why it is needed for the Strathmore area that has never been presented to the DOJ. He explained the benchmarks needed to meet DOJ clearance requirements. These three plans are slightly different than the last presentation due to the Strathmore area. He then asked the board for any additional input.

Sean presented on the overhead the various three scenarios and the differences between them. Of all plans each comply with the equal population and the DOJ criteria. Scenario 3R actually improves this requirement over the other two plans.

The board consensus was they all liked Scenario 3R that Sean presented.

President Sherman opened the meeting for a public hearing at 5:26 pm for discussion on redistricting for governing board elections. Hearing no public comments, President Sherman closed the public hearing at 5:27pm.

President Sherman noted that the Board has now conducted three public hearings and there has been no public comments related to the draft plans or the redistricting process at tonight’s meeting or at any of the previous three public hearings. It is anticipated that the Board will be presented with the three scenarios at the October 10 board meeting and asked to vote on one to send forward.

2. TULARE COUNTY COMMUNITY COLLEGE TRANSIT STUDY (DRAFT REPORT)

Christine Chavez and Charlie Clouse were present to present the Tulare County Community College Transit Study. This study examines the transportation needs of students attending COS Community College in Tulare County. This study was developed to examine and make recommendations on a few key issues important to COS; the recently enacted COS Student Transit Pass Program (STPP), and transit planning for the new COS Tulare Center for Agricultural and Technology, located in the southeastern side of the City of Tulare.

Charlie Clouse, TGP consulting, presented a PowerPoint overview on the transit study. He reviewed ridership of our students since this past January and which agency was utilized. They are recommending keeping the program. One item that came out was more marketing and information to students. The study is also
recommended seeking additional funding sources to augment revenues to transit operators. The final study will be presented to TCAG in October for their board approval, but they were here to answer any questions.

3. **LOW ENROLLED CLASSES JUSTIFICATION REPORT, FALL 2011**

Vice President Graham presented a report on the justification of courses with enrollment below the numbers listed in board policy that were allowed to continue for the 2011 Fall Semester.

4. **QUARTERLY FINANCIAL REPORT**

Linda McCauley presented the Quarterly Financial Report for the 4th Quarter of the 2010-2011 Fiscal Year as information for the Board.

**IX. CONSENT CALENDAR**

Trustee Cardoza moved that the Board of Trustees approve the Consent Calendar as presented; Trustee Zumwalt seconded the motion; motion carried by unanimous vote.

5. **MINUTES OF THE PREVIOUS MEETING:**
   - August 8, 2011 – Regular Meeting

6. **PERSONNEL REPORT – 3-2011-2012**

7. **PAYMENT OF BILLS**

8. **OUT OF STATE TRAVEL REQUEST; ENTREPRENEURSHIP PATHWAYS PROJECT**

   As part of COS’ involvement in the Entrepreneurship Pathways Project at Fresno State, Mike Clarke, Adjunct Business Instructor, is requesting permission to take four COS students to the National Collegiate Entrepreneurs’ Organization Conference in Dallas, Texas, October 27 through 29, 2011. The trip will be paid for through a combination of Fresno State and COS grant funds.

9. **INTERAGENCY AGREEMENT BETWEEN VISALIA UNIFIED SCHOOL DISTRICT AND COLLEGE OF THE SEQUOIAS**

   Visalia Unified School District (VUSD) and College of the Sequoias (COS) are entering into an interagency agreement regarding the following faculty in the Agriculture Department: Shannan Cooper and Kimberly Pitigliano. The term for this agreement is from August 15, 2011 through December 16, 2011.
10. ONE YEAR LEASE AGREEMENT (CHILD DEVELOPMENT AND HEART OF THE VALLEY CHURCH)

The lease agreement between the Child Development Program and the Heart of the Valley Church is for one year (August 1, 2011 through July 31, 2012). The rent will be $2,500.00 per month. For more terms and conditions, please refer to the actual lease agreement.

11. AGREEMENTS: NURSING/ALLIED HEALTH DIVISION; PHYSICAL THERAPY ASSISTANT PROGRAM – KAISER FOUNDATION HOSPITALS AND THE PERMANENTE MEDICAL GROUP, INC.

The Nursing and Allied Health Division’s PTA Program requires a clinical internship program component as part of the curriculum. Kaiser Foundation Hospitals and TPMG are qualified and have the facilities and personnel to provide clinical and observational training to therapy students participating in the program. Kaiser Foundation Hospitals and TPMG are prepared to enter into an agreement with the college to provide such training.

12. AGREEMENTS: NURSING/ALLIED HEALTH DIVISION; CERTIFIED NURSING ASSISTANT PROGRAM – LINWOOD GARDENS CARE CENTER AND WESTGATE GARDENS CARE CENTER

The Nursing and Allied Health Division’s Certified Nursing Assistant Program requires a clinical component as part of the curriculum. The above named agencies have clinical facilities suitable for the educational needs of the CNA Program and acknowledge a public obligation to contribute to the educational needs of students during clinical practice.

XI ACTION ITEMS

13. PUBLISHED DISTRICT BUDGETS FOR 2011-2012

STAFF PRESENTATION ON THE 2011-2012 DISTRICT BUDGETS

Linda McCauley presented the 2011-2012 proposed district budget line by line for the board’s information.

INPUT AND QUESTIONS FROM THE BOARD OF TRUSTEES

The board asked various questions regarding the Budget with Ms. McCauley responding.
PUBLIC HEARING

President Sherman opened the meeting for a public hearing at 7:06 pm for discussion on District Budgets for 2011-2012. Hearing no public comments, President Sherman closed the public hearing at 7:07pm.

It is recommended that the Board of Trustees approve the Final 2011-2012 Budgets of September 12, 2011.

Trustee Mann moved that the Board of Trustees approve the District Budgets for 2011-2012 as presented. Trustee Nunes seconded the motion; motion carried by unanimous vote.

14. ANNUAL APPROPRIATIONS LIMIT (Resolution 2011-22)

Pursuant to Article XIII-B of the Constitution and Chapter 1205, Statutes of 1980, all community college districts are required to compute an annual appropriation limit. That appropriation limit is adjusted annually for changes in price index, population, and other factors (if applicable). It is recommended that the Board of Trustees adopt Resolution No. 2011-22 approving the appropriations limit for 2011-2012.

Trustee Zumwalt moved that the Board of Trustees approve Resolution No. 2011-22; Annual Appropriations Limit. Trustee Cardoza seconded the motion; motion carried by the following roll call vote:

Ayes: Zumwalt, Cardoza, Mann, Nunes, Sherman
Noes: None
Abstain: None
Absent: None

15. NOTICE OF INTENDED ACTION TO REDUCE THE CLASSIFIED SERVICE DUE TO LACK OF FUNDS OR WORK AND TO PLACE THE AFFECTED EMPLOYEES ON A REEMPLOYMENT LIST (Resolution 2011-21)

On August 1, 2011, the COS Child Development Program relocated to “Heart of the Valley Church” to operate its child care program. The facilities at “Heart of the Valley Church” are smaller than the Child Development Center that was located on the COS, Visalia Campus. As a result, fewer children can be served. Because fewer children are being served, unfortunately, there is a lack of work and, thus, two part-time, Instructional Assistants are no longer needed to maintain the appropriate staff to child ratio at the COS Child Care Program.
Trustee Cardoza moved that the Board of Trustees approve Resolution No. 2011-21; Notice of Intended Action to Reduce the Classified Service Due to Lack of Funds or Work and to Place the Affected Employees on A Reemployment List. Trustee Mann Seconded the Motion; motion carried by the following roll call vote:

Ayes: Cardoza, Mann, Nunes, Zumwalt, Sherman
Noes: None
Abstain: None
Absent: None

16. AUTHORIZED SIGNATURES FOR THE COS CHILD CARE CENTER/PROGRAM (Resolution 2011-23)

It is recommended that the Board of Trustees adopt Resolution 2011-23 designating Superintendent/President, Brent Calvin; Dean, Human Resources / Legal Affairs, John Bratsch; and Dianne Pilgrim, Early Childhood Education Director to sign for the Child Care Development Center/Program on behalf of the District.

Trustee Zumwalt moved that the Board of Trustees approve Resolution No. 2011-23; Authorized Signatures for The COS Child Care Center/Program (Resolution 2011-23). Trustee Mann seconded the motion; motion carried by the following roll call vote:

Ayes: Zumwalt, Mann, Cardoza, Nunes, Sherman
Noes: None
Abstain: None
Absent: None

17. CLOSURE OF CHILD DEVELOPMENT CENTER DUE TO HEALTH AND/OR SAFETY HAZARD AND ITS EFFECT ON DAILY ATTENDANCE (Resolution 2011-24)

If the Board of Trustees adopts a Resolution declaring the discovery of mold and the subsequent closure of the Child Development Center (CDC) a “circumstance beyond the control of COS”, the Child Development Program will receive funding from the State for the two days (May 11 and 12, 2011) the Child Development Program was shut down.
Trustee Zumwalt moved that the Board of Trustees approve Resolution No. 2011-24; Closure of Child Development Center Due To Health and/or Safety Hazard and Its Effect on Daily Attendance (Resolution 2011-24). Trustee Nunes seconded the motion; motion carried by the following roll call vote:

Ayes: Zumwalt, Nunes, Cardoza, Mann, Sherman
Noes: None
Abstain: None
Absent: None

18. CHANGE ORDER; KERN BUILDING 2ND FLOOR HVAC RENOVATION

It is recommended that the Board of Trustees approve the change order for the Kern Building 2nd Floor HVAC Renovation project.

Trustee Cardoza moved that the Board of Trustees approve the Change Order; Kern Building 2nd Floor HVAC Renovation as presented. Trustee Mann seconded the motion; motion carried by unanimous vote.

19. CHANGE ORDER; TULARE CENTER PHASE I (STATE)

It is recommended that the Board of Trustees approve the change order for the Finish Carpentry portion of the Tulare Center Phase I (State) project.

Trustee Zumwalt moved that the Board of Trustees approve the change order for the Finish Carpentry portion of the Tulare Center Phase I (State) project as presented. Trustee Cardoza seconded the motion; motion carried by unanimous vote.

XII ADJOURNMENT

President Sherman adjourned the meeting at 7:16 pm.

Respectfully Submitted,

[Signature]

Date: ____________________________   Earl Mann, Clerk
Consent Calendar

Personnel Report 4-2011-2012
Status: Action Scheduled
Presented by: John W. Bratsch
   Dean, Human Resource Services/Legal Affairs

Issue
Certain personnel actions by the District require approval of the Board of Trustees.

Background
The Human Resource Services Department routinely presents information/material for Board approval as a Consent Item.

Analysis
The personnel actions listed in Personnel Report 4—2011—2012 impact management, academic and classified employees. The Report lists employment, separation, changes in salary, leaves and other matters which may be applicable.

Implications
Board authorization/approval is mandated for employment and compensation of District personnel.

Recommended Action
Approval of Personnel Report 4—2011—2012 is recommended.
### MANAGEMENT AND CONFIDENTIAL EMPLOYEES

#### I. Employment
None

<table>
<thead>
<tr>
<th>None</th>
<th>Effective:</th>
</tr>
</thead>
</table>

#### II. Promotions
Figallo, Jessica  
Assistant Director (3 year Grant)  
Title V/First Year Experience  
Effective: 9/15/11  
Range 12, Step 11

<table>
<thead>
<tr>
<th>Figallo, Jessica</th>
<th>Assistant Director (3 year Grant)</th>
<th>Title V/First Year Experience</th>
<th>Effective: 9/15/11</th>
<th>Range 12, Step 11</th>
</tr>
</thead>
</table>

#### III. Resignations/Retirements/Separations
DeCuir, Brian  
Director, Tulare & Kings Counties  
Public Safety Training  
Effective: 9/30/11

<table>
<thead>
<tr>
<th>DeCuir, Brian</th>
<th>Director, Tulare &amp; Kings Counties</th>
<th>Public Safety Training</th>
<th>Effective: 9/30/11</th>
</tr>
</thead>
</table>

### FACULTY

#### I. Employment
None

<table>
<thead>
<tr>
<th>None</th>
<th>Discipline(s)</th>
</tr>
</thead>
</table>

#### II. Resignations/Retirements/Separations
None

<table>
<thead>
<tr>
<th>None</th>
<th>Discipline(s)</th>
</tr>
</thead>
</table>

### Adjunct Faculty

#### I. Employment
Gutierrez, Rogelio

<table>
<thead>
<tr>
<th>Gutierrez, Rogelio</th>
<th>FSA</th>
<th>Fine Arts</th>
<th>Discipline</th>
<th>Art - Printmaking</th>
<th>Effective: 9/7/11</th>
<th>3-1</th>
</tr>
</thead>
</table>

#### II. Salary Revision
FSA

<table>
<thead>
<tr>
<th>FSA</th>
<th>Discipline</th>
</tr>
</thead>
</table>

#### III. Resignations/Retirements/Separations
Sullivan, Daniel

<table>
<thead>
<tr>
<th>Sullivan, Daniel</th>
<th>FSA</th>
<th>Language Arts</th>
<th>Discipline</th>
<th>English</th>
<th>Effective: 9/16/11</th>
</tr>
</thead>
</table>

### CLASSIFIED

#### I. Employment
Sanchez, Liliana  
Categorically Funded 11-Mo/100%  
Student Services Specialist TRIO/UBMS Programs  
Effective: 9/12/11  
32-1

<table>
<thead>
<tr>
<th>Sanchez, Liliana</th>
<th>Categorically Funded 11-Mo/100%</th>
<th>Student Services Specialist TRIO/UBMS Programs</th>
<th>Effective: 9/12/11</th>
<th>32-1</th>
</tr>
</thead>
</table>

#### II. Six Month Step Increases
None

<table>
<thead>
<tr>
<th>None</th>
<th>Effective:</th>
</tr>
</thead>
</table>

#### III. Lay-off/39-Month Rehire List (if applicable)
McCalister-Guillory, Jenny  
Instructional Assistant  
Child Development Center  
Effective: 11/18/11

<table>
<thead>
<tr>
<th>McCalister-Guillory, Jenny</th>
<th>Instructional Assistant</th>
<th>Child Development Center</th>
<th>Effective: 11/18/11</th>
</tr>
</thead>
</table>

Thompson, Mary  
Instructional Assistant  
Child Development Center  
Effective: 11/18/11

<table>
<thead>
<tr>
<th>Thompson, Mary</th>
<th>Instructional Assistant</th>
<th>Child Development Center</th>
<th>Effective: 11/18/11</th>
</tr>
</thead>
</table>

Vacant  
Accounting Assistant (FT), Bookstore  
Effective: 7/1/11

<table>
<thead>
<tr>
<th>Vacant</th>
<th>Accounting Assistant (FT), Bookstore</th>
<th>Effective: 7/1/11</th>
</tr>
</thead>
</table>
### IV. Resignations/Retirements/Terminations/Probationary Release

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bomgardner, Joseph</td>
<td>Campus Police Officer</td>
<td>8/15/11</td>
</tr>
<tr>
<td>Sullivan, Daniel</td>
<td>Instructional Specialist, Senior Language Arts</td>
<td>9/16/11</td>
</tr>
</tbody>
</table>

### Seasonal, Substitute, Short-Term, Apprentice, Professional Expert, Volunteer Sports Assistants

#### I. Employment

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davenport, Timothy</td>
<td>Information Services Technician</td>
<td>9/13/11</td>
</tr>
<tr>
<td></td>
<td>Computer Services</td>
<td></td>
</tr>
<tr>
<td>Flores, Julie</td>
<td>Foster Care Trainer III</td>
<td>9/1/11</td>
</tr>
<tr>
<td></td>
<td>Consumer Family Studies</td>
<td></td>
</tr>
<tr>
<td>Garner, Kristin</td>
<td>Interpreter 1</td>
<td>9/1/11</td>
</tr>
<tr>
<td></td>
<td>Disability Resource Center</td>
<td></td>
</tr>
<tr>
<td>Lamb, Kenny</td>
<td>Custodian</td>
<td>9/9/11</td>
</tr>
<tr>
<td>Pagalan, Michael</td>
<td>Volunteer On-Call Sports Trainer</td>
<td>9/13/11</td>
</tr>
<tr>
<td>Rodriguez, Adam</td>
<td>Seamstress</td>
<td>8/15/11</td>
</tr>
</tbody>
</table>

### Workforce Development

#### I. Employment

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noguera, Ricardo</td>
<td>Workforce Development Teacher</td>
<td>9/1/11</td>
</tr>
<tr>
<td></td>
<td>Cultural Geography/Community Assess.</td>
<td></td>
</tr>
<tr>
<td>Power, Glenn</td>
<td>Workforce Development Teacher</td>
<td>9/1/11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Van de Velde, Jan</td>
<td>Workforce Development Trainer</td>
<td>9/1/11</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Volunteer/Affiliates

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cox, William</td>
<td>Agriculture Transportation - Dutto</td>
<td>8/29/11</td>
</tr>
<tr>
<td>Drummond, Thomas, Jr.</td>
<td>Air Conditioning Industry &amp; Technology – Dutto</td>
<td>9/26/11</td>
</tr>
</tbody>
</table>
## CONSENT CALENDAR

### Payment of Bills

<table>
<thead>
<tr>
<th>Status:</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presented by:</td>
<td>Linda McCauley</td>
</tr>
<tr>
<td></td>
<td>Chief Accounting Officer</td>
</tr>
</tbody>
</table>

### Issue

The payment of the District’s financial obligations.
# District Vendor Payments

August 23 through September 19, 2011

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>BUDGET or ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>283 August Payroll</td>
<td></td>
<td>$ 2,489,353.75</td>
</tr>
<tr>
<td>284 Aguirre Printing &amp; Embroidery</td>
<td>H.S.I. - PASEO</td>
<td>$ 4,642.60</td>
</tr>
<tr>
<td>285 Allied Graphic Sales &amp; Service</td>
<td>Duplications</td>
<td>1,197.61</td>
</tr>
<tr>
<td>286 Anderson Audio Visual</td>
<td>VTEA IIC</td>
<td>2,395.87</td>
</tr>
<tr>
<td>287 APC Contractors</td>
<td>Maintenance &amp; Operations</td>
<td>3,798.00</td>
</tr>
<tr>
<td>288 Arch Street Consulting</td>
<td>BFAP-SFAA Admin Allow Initial</td>
<td>7,982.34</td>
</tr>
<tr>
<td>289 Assessment Technologies</td>
<td>Allied Health</td>
<td>26,540.27</td>
</tr>
<tr>
<td>290 Associated Builders &amp; Contractors</td>
<td>Electrician Training</td>
<td>12,537.50</td>
</tr>
<tr>
<td>291 AT&amp;T</td>
<td>Utilities - Telephone</td>
<td>1,355.92</td>
</tr>
<tr>
<td>292 AT&amp;T</td>
<td>Utilities - Telephone</td>
<td>1,634.35</td>
</tr>
<tr>
<td>293 AvePoint Inc.</td>
<td>Computer Services</td>
<td>1,496.25</td>
</tr>
<tr>
<td>294 Axceler</td>
<td>Computer Services</td>
<td>9,563.00</td>
</tr>
<tr>
<td>295 Beatwear Inc.</td>
<td>COS Police Department</td>
<td>1,370.45</td>
</tr>
<tr>
<td>296 California Water Service Co.</td>
<td>Utilities - Water/Refuse/Sewer</td>
<td>2,929.34</td>
</tr>
<tr>
<td>297 California Water Service Co.</td>
<td>Utilities - Water/Refuse/Sewer</td>
<td>4,334.81</td>
</tr>
<tr>
<td>298 California Water Service Co.</td>
<td>Utilities - Water/Refuse/Sewer</td>
<td>4,518.65</td>
</tr>
<tr>
<td>299 California's Valued Trust</td>
<td>Health &amp; Welfare Payable</td>
<td>509,081.83</td>
</tr>
<tr>
<td>300 CCCEOPSA</td>
<td>EOPSC</td>
<td>1,250.00</td>
</tr>
<tr>
<td>301 CDW Government Inc.</td>
<td>VTEA IIC</td>
<td>10,669.09</td>
</tr>
<tr>
<td>302 Central Valley Conference</td>
<td>Athletics</td>
<td>3,090.00</td>
</tr>
<tr>
<td>303 Chevron USA</td>
<td>Utilities - Fuel/Oil</td>
<td>5,755.17</td>
</tr>
<tr>
<td>304 City of Hanford</td>
<td>Utilities - Water/Refuse/Sewer</td>
<td>3,193.75</td>
</tr>
<tr>
<td>305 Comcast Corporation</td>
<td>Utilities - Telephone</td>
<td>3,179.57</td>
</tr>
<tr>
<td>306 Community College Football Officials</td>
<td>Athletics</td>
<td>4,350.00</td>
</tr>
<tr>
<td>307 Computerized Assessment &amp; Placement</td>
<td>Assessment/Testing</td>
<td>1,800.00</td>
</tr>
<tr>
<td>308 Computerland of Silicon Valley</td>
<td>VTEA IIC</td>
<td>32,178.49</td>
</tr>
<tr>
<td>309 Constellation NewEnergy</td>
<td>Utilities - Electricity</td>
<td>22,669.69</td>
</tr>
<tr>
<td>310 Constellation NewEnergy</td>
<td>Utilities - Electricity</td>
<td>35,641.69</td>
</tr>
<tr>
<td>311 Dell Marketing LP</td>
<td>Computer Services</td>
<td>8,567.62</td>
</tr>
<tr>
<td>312 Edison Company</td>
<td>Utilities - Electricity</td>
<td>1,460.49</td>
</tr>
<tr>
<td>313 Edison Company</td>
<td>Utilities - Electricity</td>
<td>105,870.03</td>
</tr>
<tr>
<td>314 Edison Company</td>
<td>Utilities - Electricity</td>
<td>17,460.31</td>
</tr>
<tr>
<td>315 Enviroclean</td>
<td>Custodial Services</td>
<td>2,492.55</td>
</tr>
<tr>
<td>316 Enviroclean</td>
<td>Hanford Campus</td>
<td>1,056.14</td>
</tr>
<tr>
<td>317 Enviroclean</td>
<td>Custodial Services</td>
<td>4,800.01</td>
</tr>
<tr>
<td>318 Erikson Consulting</td>
<td>H.S.I. - Achieving the Dream</td>
<td>1,275.00</td>
</tr>
<tr>
<td>319 ESM Glass Inc.</td>
<td>Maintenance &amp; Operations</td>
<td>27,009.00</td>
</tr>
<tr>
<td>320 Estes Institute of Cosmetology</td>
<td>Cosmetology</td>
<td>3,107.25</td>
</tr>
<tr>
<td>321 Foundation for Medical Care of Tulare</td>
<td>Dental &amp; Vision Payable</td>
<td>60,000.00</td>
</tr>
<tr>
<td>Account Number</td>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>322</td>
<td>Geist, Joshua Faculty Conferences</td>
<td>1,023.75</td>
</tr>
<tr>
<td>323</td>
<td>Higher One Financial Aid Administration</td>
<td>2,949.10</td>
</tr>
<tr>
<td>324</td>
<td>JEM Resource Partners Voluntary Deductions Payable</td>
<td>76,681.33</td>
</tr>
<tr>
<td>325</td>
<td>Ken Lamb Construction Maintenance &amp; Operations</td>
<td>2,675.00</td>
</tr>
<tr>
<td>326</td>
<td>Khachigian, Luther J. Retiree Benefits</td>
<td>1,179.00</td>
</tr>
<tr>
<td>327</td>
<td>Lecture Management Inc. H.S.I. - PASEO</td>
<td>1,763.00</td>
</tr>
<tr>
<td>328</td>
<td>Lincoln Equipment Inc. Maintenance &amp; Operations</td>
<td>4,300.52</td>
</tr>
<tr>
<td>329</td>
<td>Lincoln Financial Group Life Insurance Payable</td>
<td>4,292.00</td>
</tr>
<tr>
<td>330</td>
<td>Maldonado-Arroyo, Celia H.S.I. - PASEO</td>
<td>1,000.00</td>
</tr>
<tr>
<td>331</td>
<td>Mast, Donald Planning &amp; Policy Making</td>
<td>1,462.50</td>
</tr>
<tr>
<td>332</td>
<td>Matta Communications Dean, Business &amp; Social Science</td>
<td>1,802.67</td>
</tr>
<tr>
<td>333</td>
<td>Medicat, LLC Health Services</td>
<td>5,085.00</td>
</tr>
<tr>
<td>334</td>
<td>Moore Medical Corporation Health Services</td>
<td>1,363.75</td>
</tr>
<tr>
<td>335</td>
<td>Next Gen Web Solutions BFAP-SFAA Admin Allow Augmentation</td>
<td>7,000.00</td>
</tr>
<tr>
<td>336</td>
<td>Nielsen Merksamer Parrinello Planning &amp; Policy Making</td>
<td>13,180.46</td>
</tr>
<tr>
<td>337</td>
<td>Office Depot Office Supplies</td>
<td>1,970.58</td>
</tr>
<tr>
<td>338</td>
<td>Office Depot Office Supplies</td>
<td>1,643.80</td>
</tr>
<tr>
<td>339</td>
<td>Office Depot Office Supplies</td>
<td>2,791.97</td>
</tr>
<tr>
<td>340</td>
<td>Official Payments Corporation Institutional Insurance &amp; Other Services</td>
<td>1,984.47</td>
</tr>
<tr>
<td>341</td>
<td>Protection One Alarm Monitoring Contract Ed (TCOVE)</td>
<td>1,136.79</td>
</tr>
<tr>
<td>342</td>
<td>R.S. Lawn Service Hanford Facilities &amp; Operations</td>
<td>3,000.00</td>
</tr>
<tr>
<td>343</td>
<td>Rebensdorf, Kenneth CTE Pathways Initiative</td>
<td>1,489.51</td>
</tr>
<tr>
<td>344</td>
<td>Reese, Angelana A. Disability Resource Center</td>
<td>3,761.67</td>
</tr>
<tr>
<td>345</td>
<td>Rowland-Smith, Ryan Men's Soccer</td>
<td>4,011.08</td>
</tr>
<tr>
<td>346</td>
<td>Shared technologies Inc. Computer Services</td>
<td>1,732.80</td>
</tr>
<tr>
<td>347</td>
<td>State of California Franchise Tax Board 7% Non-resident Vendor withholding</td>
<td>1,549.00</td>
</tr>
<tr>
<td>348</td>
<td>State of California PERS PERS Payable</td>
<td>158,898.56</td>
</tr>
<tr>
<td>349</td>
<td>Strata Information Group Computer Services</td>
<td>1,782.50</td>
</tr>
<tr>
<td>350</td>
<td>Sysco of Central California Child Development Center</td>
<td>3,753.92</td>
</tr>
<tr>
<td>351</td>
<td>T &amp; B Communications Instructional Support</td>
<td>1,650.00</td>
</tr>
<tr>
<td>352</td>
<td>Tom Herring Construction Maintenance &amp; Operations</td>
<td>6,152.00</td>
</tr>
<tr>
<td>353</td>
<td>Tulare County Association of Governments Institutional Insurance &amp; Other Services</td>
<td>21,852.60</td>
</tr>
<tr>
<td>354</td>
<td>Tulare County Jail Industries Parking</td>
<td>1,417.99</td>
</tr>
<tr>
<td>355</td>
<td>Tulare County Office of Education STRS Payable - August Preliminary 97%</td>
<td>239,382.31</td>
</tr>
<tr>
<td>356</td>
<td>Tulare County Office of Education STRS Payable - August Buybacks</td>
<td>1,928.61</td>
</tr>
<tr>
<td>357</td>
<td>Tulare County Office of Education CTE Pathways Initiative</td>
<td>79,882.95</td>
</tr>
<tr>
<td>358</td>
<td>Tulare County Office of Education STRS Payable - Final August 3%</td>
<td>7,347.22</td>
</tr>
<tr>
<td>359</td>
<td>Tulare County School's Insurance Worker's Compensation Payable</td>
<td>44,730.38</td>
</tr>
<tr>
<td>360</td>
<td>U.S. Bank CALCard purchases</td>
<td>66,642.25</td>
</tr>
<tr>
<td>361</td>
<td>Vavrinek, Trine, Day &amp; Co. Audit Expense</td>
<td>21,500.00</td>
</tr>
<tr>
<td>362</td>
<td>VaxServe, Inc. Health Services</td>
<td>1,334.69</td>
</tr>
<tr>
<td>363</td>
<td>Visalia Unified School District Student Activities Office</td>
<td>1,027.00</td>
</tr>
<tr>
<td>364</td>
<td>Ward's Natural Science H.S.I. - PASEO</td>
<td>16,760.54</td>
</tr>
</tbody>
</table>

If you have any questions concerning these payments, please contact Donna Robinson,
Accounts Payable office, Telephone No. 730-3791, by Monday at noon.
# Farm Vendor Payments

August 10, 2011 through September 21, 2011

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>BUDGET or ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1521  Auto Oil Changers</td>
<td>Visalia Farm</td>
<td>176.12</td>
</tr>
<tr>
<td>1522  Borges Irrigation Systems</td>
<td>Tulare Farm</td>
<td>667.19</td>
</tr>
<tr>
<td>1523  Britton, Robert</td>
<td>Sheep Unit</td>
<td>127.31</td>
</tr>
<tr>
<td>1524  California Water Service Co</td>
<td>Visalia Residence</td>
<td>60.96</td>
</tr>
<tr>
<td>1525  Colson Auto Parts</td>
<td>Tulare Farm</td>
<td>193.48</td>
</tr>
<tr>
<td>1526  COS</td>
<td>Equine Unit</td>
<td>116.28</td>
</tr>
<tr>
<td>1527  COS</td>
<td>Visalia Farm</td>
<td>129.53</td>
</tr>
<tr>
<td>1528  Don Rose Oil Co.</td>
<td>Visalia Farm</td>
<td>23.20</td>
</tr>
<tr>
<td>1529  Edison Company</td>
<td>Visalia Residence</td>
<td>19.44</td>
</tr>
<tr>
<td>1530  Edison Company</td>
<td>Tulare Farm</td>
<td>9,530.78</td>
</tr>
<tr>
<td>1531  Farm Service Agency</td>
<td>Tulare Farm</td>
<td>46.00</td>
</tr>
<tr>
<td>1532  Fiton Fencing</td>
<td>Visalia Farm</td>
<td>1,700.00</td>
</tr>
<tr>
<td>1533  Fletcher Dairy</td>
<td>Tulare Farm</td>
<td>22,022.00</td>
</tr>
<tr>
<td>1534  Gas Company</td>
<td>Visalia Residence</td>
<td>4.77</td>
</tr>
<tr>
<td>1535  Gillespie Ag Service</td>
<td>Tulare Farm</td>
<td>70.89</td>
</tr>
<tr>
<td>1536  H.J. Hay Co.</td>
<td>Equine Unit</td>
<td>65.00</td>
</tr>
<tr>
<td>1537  Jim's Build Remodel Repair</td>
<td>Visalia Farm</td>
<td>8,550.00</td>
</tr>
<tr>
<td>1538  Morgan &amp; Slates</td>
<td>Visalia Farm</td>
<td>51.82</td>
</tr>
<tr>
<td>1539  Orchard Supply Hardware</td>
<td>Visalia Farm</td>
<td>590.42</td>
</tr>
<tr>
<td>1540  Tractor Supply</td>
<td>Visalia Farm</td>
<td>691.61</td>
</tr>
<tr>
<td>1541  Valley Pump &amp; Dairy Systems</td>
<td>Tulare Farm</td>
<td>2,501.69</td>
</tr>
<tr>
<td>1542  Vieira Custom Spraying</td>
<td>Tulare Farm</td>
<td>1,189.00</td>
</tr>
</tbody>
</table>

**Total** | $ 48,527.49

If you have any questions concerning these payments, please contact Nancy Morgan, Accounts Payable office, Telephone No. 737-4885.
CONSENT CALENDAR

OUT-OF-STATE TRAVEL REQUEST
COS Women’s Equestrian Team to Raleigh, North Carolina

Status: Action Scheduled

Presented by: Duncan W. Graham
Vice President, Academic Services

Issue
The COS Women’s Equestrian Team is requesting permission to attend IHSA (Intercollegiate Horse Show Association) Post Season Competition. Semi Finals (Western), Zones (English) and the National Championships. Western Semi Finals is TBA on March 27-28, 2012. English Zones location is TBA on April 3-4, 2012 and The National Championships will be held in Raleigh, NC on May 6-9, 2012.

Background
The COS Women’s Equestrian Team competitively shows in many statewide horseshows throughout the year. If team members qualify, through accumulating points at regular IHSA shows, and place in the top two then the top four at qualifying shows, they will then qualify to show at the IHSA National Championships in Kentucky.

Analysis
These trips are for the women who have qualified and will represent COS to potentially win a national title. It is a honor to qualify for a show of this caliber and allowing these women to attend this show helps them build self esteem, confidence, responsibility, and good sportsmanship, which are all skills needed in everyday life.

Implications
The Equine Foundation account (independently raised monies) and the athletic department fund raised monies will help fund these trips. The women that qualify will also be required to get sponsorship money for the trip.

Recommended Action
It is recommended that the Board of Trustees approve the Intercollegiate Women’s Equestrian Team to travel for post season competition out of state for the IHSA National Championships, Semi-Finals and Zones on the above mentioned dates.
CONSENT CALENDAR
AGREEMENT BETWEEN THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC) AND COLLEGE OF THE SEQUOIAS

Status: Action Scheduled
Presented by: Duncan W. Graham
Vice President, Academic Services

Issue

This Grant Agreement (Agreement) between College of the Sequoias (COS) and the Foundation for California Community Colleges, a California nonprofit 501 (c)(3) corporation (FCCC), is entered into July 1, 2011, for the purpose of providing grant funding, fiscal management, and accountability for the Youth Empowerment Strategies for Success – Independent Living Program (YESS-ILP) and operated by COS.

Background

FCCC provides centralized fiscal and administrative services to community college districts with YESS-ILP funding as set forth in the Agreement. FCCC receives funding for YESS-ILP via an agreement with California Department of Social Services. FCCC is the official auxiliary foundation for the California Community College system, recognized by the Board of Governors under the provision of the California Education Code § 72670.5.

COS agrees to perform all its duties as grantee and to comply with all county, state, and federal laws and regulations applicable to its YESS-ILP, including, but not limited to those identified in this Agreement.

Recommended Action

It is recommended that the Board of Trustees approve the Grant Agreement between College of the Sequoias and the Foundation for California Community Colleges.
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS - INDEPENDENT LIVING PROGRAM

GRANT AGREEMENT

By and Between
Sequoias Community College District
and
Foundation for California Community Colleges

This Grant Agreement ("Agreement") between Sequoias Community College District ("District") and the Foundation for California Community Colleges, a California nonprofit 501(c)(3) corporation ("FCCC") is entered into this first day of July 2011 for the purpose of providing grant funding, fiscal management, and accountability for the Youth Empowerment Strategies for Success – Independent Living Program ("YESS-ILP") operated by District’s College of the Sequoias.

This Agreement includes the following Exhibits:

EXHIBIT A: Participating College’s Core Roles and Responsibilities, and Campus Work Plan
EXHIBIT B: Annual YESS-ILP Budget
EXHIBIT C: Travel Reimbursement Rates and Conditions Meals and Incidentals
EXHIBIT D: Confidentiality and Security Requirements for Vendors/Memoranda of Understanding, Agreements, and Confidentiality Agreement

1. GRANT FUNDING

FCCC provides centralized fiscal and administrative services to community college districts with YESS-ILP funding as set forth in this Agreement. FCCC receives funding for YESS-ILP via an agreement with California Department of Social Services ("CDSS"). FCCC is the official auxiliary foundation for the California Community College system, recognized by the Board of Governors under the provision of the California Education Code §72670.5.

District agrees to perform all its duties as grantee and to comply with all county, state, and federal laws and regulations applicable to its YESS-ILP, including, but not limited to those identified in this Agreement.

2. DUTIES OF DISTRICT AS GRANTEE

District shall:

2.01 Complete the tasks and requirements described in Participating College’s Core Roles and Responsibilities and Campus Work Plan, Exhibit A, attached hereto and incorporated by reference.
2.02 Ensure the appropriate stewardship of funds and adherence to county, state, and federal laws, guidelines and regulations for maintaining financial management expectations and procedures. This includes, but is not limited to, ensuring that expenditures are made pursuant to this Agreement which are in compliance and in conformity with the applicable provisions of the Office of Management and Budget (OMB) Circulars. District is responsible for obtaining the most recent version of all applicable OMB Circulars (costs, administration, and audits). OMB Circulars are available online at www.whitehouse.gov/omb/circulars.

2.03 Monitor the day-to-day operations of grant-supported activities to assure compliance with applicable county, federal, and state requirements and achievement of YESS-ILP policies, procedures, and objectives.

2.04 Collect, organize, and submit data on FCCC database system. Program must utilize this system that allows reporting, tracking, evaluating, and monitoring of program activities. FCCC will provide forms and database training on the process.

2.05 Adhere to established grievance procedures for the resolution of any disputes by a student participating in YESS-ILP.

2.06 Maintain Internet and e-mail capability.

2.07 Comply with all provisions of YESS-ILP design, operation, monitoring, and evaluation contained in the Grant Agreement ("Grant") between CDSS and FCCC. A copy of the Grant can be obtained by contacting the YESS-ILP Director at FCCC ("Director").

2.08 Comply with Titles VI and VII, Civil Rights Act of 1964 (42 U.S.C. 2000 et seq.); §§ 503 and 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C 793 794); Title IX, Education Amendments of 1972 (20 U.S.C. 1618 et seq.); Chapter 4 (beginning with §30), Division 1, Title 5, California Code of Regulations; and § 613(a), Individuals with Disabilities Education Act of 1975, as amended.

2.09 Comply with all confidentiality provisions required by FCCC and/or CDSS via this Agreement as described in Confidentiality and Security Requirements for Vendor's/Memoranda of Understanding Agreements, Attachment D, attached hereto and incorporated by reference.

3. TERMS OF GRANT

3.01 The term of this Agreement shall be for a period of one (1) program year; beginning July 1, 2011 and through June 30, 2012. All performance under this Agreement shall be completed by June 30, 2012. In order to receive complete reimbursement under this Agreement, District shall ensure that FCCC has received Year End Report and Final Monthly Reimbursement Invoice no later than July 15, 2012. These documents shall be address to the Director:

Youth Empowerment Strategies for Success – ILP
Foundation for California Community Colleges
1102 Q Streets, Suite 3500
Sacramento, CA 95811
Attn: Colleen Ammerman
4. GRANT AMOUNT AND PAYMENTS

4.01 In consideration of satisfactory performance of services described in this Agreement and Exhibits, FCCC agrees to pay District a total amount not to exceed $22,500.00, as set forth in Annual YESS-ILP Budget, Exhibit B, attached hereto and incorporated by reference.

4.02 Grant funds shall be expended only for items and amounts identified (e.g. College Reimbursements) as delivering service to YESS-ILP activities described in this Agreement.

4.03 Grant funds expended for the operation of this Agreement shall take place proportionately throughout the program year, and every monthly invoice shall only reflect costs incurred for the month of invoice, unless FCCC approves otherwise.

4.04 Payments shall be made as set forth below:

a. Payments shall be made monthly in arrears on a cost reimbursement basis upon FCCC’s receipt of the Monthly Reimbursement Invoice from District no later than the fifteenth (15th) day of the month following the invoiced month. Late invoices will be held over for payment in the following month.

b. Payments made to District as specified herein shall include all taxes of any description, federal, state, and municipal, assessed against District by reason of this Agreement.

c. Funds available under this Agreement that are not expended within the corresponding performance period (June 30, 2012) and invoiced by District within the corresponding invoicing guidelines (July 15, 2012) shall revert back to FCCC.

d. District may make changes in any individual line item in the budget, provided such changes in the aggregate as to any line item shall not exceed ten (10) percent of that budget category. Additional budget changes are allowable only with prior written approval of Director. FCCC reserves the right to review service levels and billing procedures as these impact charges against this Agreement.

4.05 District is required to provide FCCC a forecast of the current year’s annual expenditures by December 1, 2011.

5. AGREEMENT REVISIONS AND LEVEL OF YESS-ILP STUDENT ENROLLMENT

5.01 Changes to this Agreement, District’s performance objectives, work plan, budget, and student enrollment levels must receive prior written approval by Director.

5.02 District’s College of the Sequoias is required to enroll and serve thirty (30) youth in Life Skill Training classes and/or activities.

6. REPORTS

District (participating colleges with District) shall prepare the following reports (forms will be provided by Director), which must be received by FCCC by the specified dates. Failure to meet report deadlines may jeopardize funding.
District Reporting Responsibilities:

6.01 **Quarterly Progress Reports:** Submitted to FCCC on the fifteenth (15th) day following the quarter, using prescribed forms.

6.02 **Monthly Reimbursement Invoices:** Submitted to FCCC on the fifteenth (15th) day following the month in which the expenditures were incurred, using prescribed forms.

6.03 **Final Monthly Reimbursement Invoice and Year End Report:** Submitted to FCCC no later than July 15, 2012, using prescribed forms.

7. **PROGRAM EVALUATION AND DATA COLLECTION**

7.01 YESS-ILP Coordinators shall provide all data and reports which may be requested by FCCC, CDSS, and/or third party evaluators. All data is to be collected and stored in an automated data collection system provided by FCCC.

8. **GRANT AUDIT AND RECORDKEEPING**

8.01 District agrees to obtain a timely audit where required, in accordance with applicable audit guidelines. In the case of grants supported with federal funds, this shall include audit requirements of the applicable federal Office of Management and Budget (OMB) Circular.

8.02 The parties entering this Agreement and/or all subcontracts or sub-grants entered into pursuant to this Agreement shall be subject to the examination and audit by FCCC/CDSS, the Department of General Services, the Bureau of State Audits, or their designated representative. Said entities shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The District/College agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. The District/College agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, District/College agrees to include a similar right of the state to audit records and interview staff in any subcontract related to performance of this Agreement.

9. **TRAVEL**

9.01 For travel necessary to the performance of this Agreement, travel expenses must adhere to state regulations, as described in Travel Reimbursement Rates and Conditions Meals and Incidentally (In-State/Out-of-State Travel), Exhibit C, attached hereto and incorporated by reference. Reimbursement shall be limited to the amount of the most cost-effective mode of travel.

10. **AVAILABILITY OF YESS-ILP PROGRAM FUNDS**

10.01 Grants which are funded in whole or in part by CDSS contain a thirty (30) day cancelation clause. In addition:

a. It is mutually understood and agreed between the parties that this Agreement may have been written before the appropriation of federal, state, and/or local funds, for the mutual
benefit of both parties in order to avoid program and fiscal delays which would occur if the Agreement was executed after that determination was made.

b. It is mutually understood and agreed that this Agreement is valid and enforceable only if sufficient funds are made available to FCCC by CDSS for the applicable fiscal year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by CDSS that may affect the provisions, term or funding of this grant in any manner.

c. It is mutually understood and agreed that if sufficient federal, state, and/or local funds are not appropriated for this program, FCCC shall have no liability to pay any funds whatsoever to District or to furnish any consideration under this Agreement, and District shall not be obligated to perform any provisions of the Agreement. Depending on whether funding is reduced or terminated, FCCC in its sole discretion, may either (a) terminate this Agreement without further liability to FCCC, or (b) propose an amendment to this Agreement for a reduced scope of services and/or at a lower price, which may be retroactive to the beginning of the term of this Agreement. Any such amendment shall require mutual agreement of the parties.

d. District shall inform any subcontractors and/or sub-grantees that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.

e. In addition, this Agreement is subject to any additional restrictions, funding restrictions, limitations, or conditions enacted in the state or federal budget, any amendments thereto, or in the laws and Executive Orders that may affect the provisions, terms or funding of this Agreement in any matter.

f. In the event that federal, state, and/or local funds are sufficiently appropriated, but CDSS suspends payments to FCCC for the services performed under this Agreement for any reason, FCCC shall have the option to suspend performance of this Agreement and suspend payments to District until CDSS rescinds suspension.

11. INTELLECTUAL PROPERTY, INVENTIONS, AND NEW TECHNOLOGIES

11.01 Any ideas, concepts, know-how, or techniques relating to intellectual property and applied technologies, developed during the course of this Agreement by District, or jointly by District and FCCC, can be used by either party, during the grant period, in any way it may deem appropriate unless specified in writing.

11.02 All inventions, discoveries, or improvements of the intellectual property and applied technologies developed pursuant to this Agreement, shall be the property of FCCC. FCCC agrees to grant a nonexclusive royalty-free license for any such invention, discovery, or improvement to District or any person, and further agrees that District or any such person may sub-license additional persons on the same royalty-free basis unless limitations are clearly negotiated prior to development.

11.03 This Agreement shall not preclude District from developing materials outside this grant that are competitive, irrespective of their similarity to materials which might be delivered to FCCC pursuant to this Agreement.
11.04 If this Agreement involves private sector participants, patent rights for subject inventions (if any) shall be defined in a private sector agreement between District institution and private sector participants. FCCC shall retain limited intellectual property rights. This limited right is a royalty-free, non-exclusive, non-transferable, irrevocable license, for governmental use of any knowledge, data, know-how, and materials (including devices and prototypes) conceived and first actually reduced to practice during the term of this Agreement.

11.05 District shall obtain these same rights for FCCC from all subcontractors and others who produce copyrightable material, intellectual property, and applied technologies under this Agreement. District shall incorporate these paragraphs, modified appropriately, into its agreements with subcontractors.

11.06 No subcontract shall be entered into without these rights being assured to FCCC from subcontractor.

12. PERSONAL AND REAL PROPERTY

12.01 Personal and real property procured with these funds will be used for the purpose of the Agreement and will remain the property of state. District will adhere to all property management procedures and property accountability requirements as published by state.

13. STANDARDS OF CONDUCT

District hereby assures that, in administering this Agreement, it will comply with the standards of conduct hereinafter set out, for maintaining the integrity of the grant and avoiding any conflict of interest in its administration.

13.01 General Assurance: Every reasonable course of action will be taken by District in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism, questionable, or improper conduct. The grant will be administered in an impartial manner, free from personal, financial, or political gain. District, its executive staff, and employees, in administering the grant, will avoid situations that give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

13.02 Conducting Business: No relative by blood, adoption, or marriage of any executive or employee of District will receive favorable treatment for enrollment in services provided by, or employment with District.

13.03 Executives and employees of District must be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the grant, will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.

13.04 When it is in the public interest for District to conduct business with a friend or associate of an executive or employee of District, an elected official in the area, or a member of the district governing board, a permanent record of the transaction will be retained.

13.05 Avoidance of Conflict of Economic Interest: An executive or employee of District, an elected official in the area, or a member of the district governing board, may not solicit or accept money or any other consideration from a third person for the performance of any act
reimbursed, in whole or part, by District or state. Supplies, materials, equipment, or services purchased with grant funds will be used solely for purposes allowed under this Agreement.

13.06 No member of the district governing board may cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide direct financial benefit to that member or any business or organization which the member directly represents.

14. GENERAL TERMS AND CONDITIONS

14.01 Termination. Either party may terminate this Agreement by providing thirty (30) day written notice to the other, specifying the final date ("Termination Date") for services to be performed. Any termination of this Agreement will not relieve FCCC from its obligation to pay District (i) any amounts owing from any current or prior invoices, and (ii) the amounts for any services performed or out-of-pocket expenses incurred by District on behalf of FCCC for the time period up to and including Termination Date, any and all such amounts will be immediately due and payable to District on such Termination Date. In addition, FCCC shall reimburse District for any and all out-of-pocket expenses incurred during this time period. This Agreement shall become effective on the date shown on the first page and will continue in effect until Termination Date.

14.02 Assignment. This Agreement may not be assigned or otherwise transferred by either party without the prior written consent of the other party; however, either party will have the right to assign its rights and obligations under this Agreement in connection with a merger, acquisition, or sale transfer of substantially all of its assets. Any assignment not in accordance with this section will be void.

14.03 Entire Agreement; Conflicting Terms; Amendment. This Agreement, including Exhibits, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous communications. In the event of a conflict between the terms contained in the body of this Agreement and the terms contained in any Exhibit, the terms contained in the Exhibits will control. This Agreement may be modified only by a written agreement dated subsequent to the effective date and signed by authorized representatives of each party.

14.04 Severability and Waiver. If this Agreement is terminated or held by a court of competent jurisdiction to be invalid, illegal, or unenforceable as to particular provisions, this Agreement will remain in full force and effect as to the remaining provisions. No verbal or implied waiver of any breach of any provisions of this Agreement will constitute a waiver of any prior, concurrent, or subsequent breach of the same or any other provisions in this Agreement. Any waiver by either party must be in writing and delivered to the other party.

14.05 Notices. All notices that either party may give the other pursuant to this Agreement will be in writing and will be hand delivered or sent by registered or certified mail postage prepaid, return receipt requested, or by overnight courier service, postage prepaid, to the contacts set forth in this Agreement.

14.06 Governing Law. This Agreement is made under and will be governed by and construed in accordance with the laws of the State of California. Any litigation resulting from a dispute or claim arising under or relating to this Agreement shall be resolved in state or federal court in
Sacramento, California. The parties specifically submit to the personal jurisdiction and subject matter jurisdiction of the state and federal courts located in Sacramento, California.

14.07 Indemnification. District/Grantee ("Indemnitor") will indemnify, defend and hold FCCC, and its directors, officers, employees, agents, and representatives (collectively "Indemnitees") harmless from all losses, liabilities, claims, demands, costs, expenses and damages, including reasonable attorney’s fees, resulting from, arising out of, or connected with (a) Indemnitor’s performance of services or other obligations under this Agreement, (b) the acts or omissions of Grantee, its officers, agents, employees, subcontractors, sub consultants, or any person or entity for whom Grantee is responsible (collectively, "Indemnitor"); (c) any breach by Indemnitor of this Agreement. Indemnitor’s indemnification obligations will not be limited by any assertion or finding that (1) Indemnitees are liable by reason of non-delegable duty, or (2) losses were caused in part by the negligence, breach of contract, or violation of law by Indemnitees. Indemnitor will cooperate in the defense, and upon request, furnish the Indemnitee with all related evidence in its control. The duty to defend (including by counsel) shall arise regardless of any claim or assertion including, but not limited to those claims or assertions that Indemnitees caused or contributed to the losses, liabilities, claims, demands, costs, expenses or damages. Nothing in this Agreement shall constitute a waiver or limitation of any rights which Indemnitees may have under applicable law, including without limitation, the right to implied indemnity.

14.08 Dispute Provisions. If District disputes a decision of FCCC regarding the performance of this Agreement or on other issues for which FCCC is authorized by this Agreement to make a binding decision, District shall provide written dispute notice to FCCC within fifteen (15) calendar days after the date of action. The written dispute notice shall contain the following information:

a. the decision under dispute;

b. the reason(s) District believes the decision of FCCC to have been in error (if applicable, reference pertinent Agreement provisions);

c. identification of all documents and substance of all oral communication which support District’s position; and,

d. the dollar amount in dispute, if applicable.

Upon receipt of the written dispute notice, FCCC will examine the matter and issue a written decision to District within thirty (30) calendar days. The decision of FCCC shall contain the following information:

a. a description of the dispute;

b. a reference to pertinent contract provisions, if applicable;

c. a statement of the factual areas of agreement or disagreement; and,

d. a statement of the representative’s decision with supporting rationale.

The decision of the representative shall be final unless, within thirty (30) days from the date of receipt of the representative’s decision, District files with FCCC a notice of appeal addressed to:

Foundation for California Community Colleges
1102 Q Street, Suite 3500
Sacramento, CA 95811
Attn: Colleen Ammerman, YESS-ILP Director

Pending resolution of any dispute, District shall diligently continue all contract work and comply with all FCCC orders and directions.

14.09 Debarment and Suspension. For federally funded agreements, District as subcontractor, hereby certifies by signing this Agreement, that to the best of his/her knowledge and belief that he/she and their principals or affiliates or any sub-contractor utilized under this Agreement, are not debarred or suspended from federal financial assistance programs and activities nor proposed debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency. District also certifies that it or any of its sub-contractors are not listed on the Excluded Parties Listing System (http://www.epis.gov) (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17).

14.10 Certification Regarding Lobbying. District agrees to comply with all applicable limitations on the use of Agreement funds to influence certain federal contracting and financial transactions as described in 31 USC §1352.

14.11 Compliance with Civil Rights Law. District hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC §§ 2000(e)(1) to (17), to the end that no person shall, on the grounds of race, creed, color, sex, religion, ancestry, age, condition of physical handicap, marital status, political affiliation, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

14.12 District shall comply with all applicable provisions of the Federal Fair Labor Standards Act, and California State Labor Laws and shall indemnify, defend, and hold harmless FCCC and its agents, officers, and employees from any and all liability, including but not limited to, wages overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including but not limited to, the Federal Fair Labor Standards Act, for work performed by District’s employees for which FCCC may be found jointly or solely liable.

14.13 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but both of which together shall constitute one and the same instrument. If this Agreement is executed in counterparts, no signatory hereto shall be bound until both the parties have fully executed a counterpart of this Agreement.

15. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

15.01 District certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies, are and shall be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliations, in compliance with all applicable federal and state anti-discrimination laws and regulations.

15.02 District shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable federal and state anti-discrimination laws and regulations.
Such action shall include but is not limited to employment, upgrading, demotion, transfer, recruitment or recruitments advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

15.03 District certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.

15.04 District certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable federal and state laws and regulations to the end that no person shall, on the grounds of, race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

15.05 District shall allow FCCC representatives access to District’s employment records during regular business hours to verify compliance with the provisions of this section when so requested by FCCC.

15.06 If FCCC finds that any of the above provisions have been violated, such violation shall constitute a material breach of contract upon which FCCC may determine to terminate this Agreement. While FCCC reserves the right to determine independently that anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the California Fair Employment Opportunity Commission or the Federal Equal Employment Opportunity Commission that District has violated federal or state anti-discrimination laws or regulations shall constitute a finding by FCCC that District has violated the anti-discrimination provisions of this Agreement.

15.07 The parties agree that in the event District violates any of the anti-discrimination provisions of the Agreement, FCCC shall, at its sole option, be entitled to the sum of $500 for each such violation pursuant to California Civil Code §1671 as liquidated damages in lieu of terminating or suspending this Agreement.

16. INSURANCE COVERAGE REQUIREMENTS

16.01 District and participating colleges with District shall purchase and maintain throughout the term of this Agreement evidence of the required insurance coverage set forth below. All insurances required to be carried pursuant to this Agreement shall be primary, and not contributory, to any insurance or self-insurance carried by FCCC or the State of California. District is required to provide to FCCC properly executed Certificate(s) of Insurance, via certificate of insurance, by July 15, 2011, including copies of additional insured endorsement adding “Foundation for California Community Colleges, its officers, directors, and employees” to the Commercial General Liability policy. Insurance coverage requirements include:

a. General Liability Insurance (written on ISO policy form CG 00 01 or its equivalent) with limits of not less than the following:

- General Aggregate: $2 million
- Products/Completed Operations Aggregate: $1 million
- Personal and Advertising Injury: $1 million

10
Each Occurrence: $ 1 million

b. Automobile Liability Insurance (written on ISO policy form CA 00 01 or its equivalent) with a limit liability of not less than $1 million for each accident. Such insurance shall include coverage for all “owned,” “hired,” and “non-owned” vehicles, or coverage for “any auto.”

c. Workers’ Compensation and Employers’ Liability insurance providing workers’ compensation benefits, as required by the Labor Code of the State of California or by any other state, and for which the District is responsible. If the District’s employees will be engaged in maritime employment, coverage shall provide workers’ compensation benefits as required by the U.S. Longshore and Harbor Workers’ Compensation Act, Jones Act or any other federal law for which District is responsible.

In all cases, the above insurance also shall include Employers’ Liability coverage with limits of not less than the following:

| Each Accident: | $ 1 million |
| Disease – Policy Limit: | $ 1 million |
| Disease – Each Employee | $ 1 million |

17. CONFIDENTIALITY REQUIREMENTS

17.01 District and its employees agree to comply with the confidentiality and security provisions set forth in Confidentiality and Security Requirements for Vendors/Memoranda of Understanding Agreements, Exhibit D, attached hereto and incorporated by reference. District also agrees that all of its employees or subcontractors, if any, with actual or potential access to CDSS confidential data shall read and sign the Confidentiality Agreement attached herein.

18. CRIMINAL CLEARANCE

18.01 For the safety and welfare of the children to be served under this Agreement, District agrees, as permitted by law, to ascertain arrest and conviction records for all current and prospective employees, independent contractors, volunteers, or subcontractors who may come in contact with children in the course of their work, volunteer activity or performance of the subcontract and shall maintain such records in a confidential file of each such person.

18.02 District shall immediately notify FCCC of any arrest and/or subsequent conviction, other than for minor traffic offenses, of any employee, independent contractor, volunteer staff or subcontractor who may come in contact with children while providing services under this Agreement when such information becomes known to District.

18.03 District agrees not to engage or continue to engage the services of any person convicted of any crime involving harm to children, or any crime involving conduct inimical to the health, morals, welfare or safety of others, including but not limited to the offenses specified in California Health and Safety Code §11590 (offenses requiring registration as a controlled substance offender) and those crimes listed in the California Penal Code which involve murder, rape, kidnap, abduction, assault and lewd and lascivious acts.
19. DISTRICT CONTACTS

19.01 Responsible Administrator (Appropriate Program Area):
Name: Dr. Larry Dutto
Title: Dean, Career Technical Education
Email: LarryD@cos.edu
Phone: 730-3808
Fax: 730-3901

19.02 YESS-ILP Campus Coordinator:
Name: Linda Paredez
Title: Director, FKCE/YESS
Email: Lindapo@cos.edu
Phone: 737-4842
Fax: 730-3791

19.03 District Chief Business Officer
Name: Jean C. Miller-Hernandez
Title: Dean, Fiscal Services
Email: Jeanama@cos.edu
Phone: 737-6244
Fax: 730-3894

[Signature Page to Follow]
20. SIGNATURES

20.1 The individuals signing below have the authority to enter into and agree to all of the terms, requirements, and conditions set forth in this Agreement and commit their respective organizations to comply with them.

On behalf of the District:

Signature: ___________________________ Date: _________

Name: ______________________________

Title: _______________________________

District Tax ID Number: _______________
On behalf of FCCC:

Signature: [Signature] Date: 8/10/11
Hillery Gladden
Executive Director of Youth & Adult Services

FCCC Corporate Officer:

Signature: [Signature] Date: 8/10/11
Name: Rebecca Tyler
Title: FCCC CFO

Other Authorized Signatory:

Signature: [Signature] Date: 8/10/11
Name: Chris Draper
Title: Director, Corp Sec.

Please return one (1) of the two (2) Agreements with original signatures to:

Cynthia Park, Contract Specialist
Foundation for California Community Colleges
1102 Q Street, Suite 3500
Sacramento, CA 95811

For information or assistance, please contact Colleen Ammerman at (916) 325-8572 or by e-mail: cammerman@foundation.org.
EXHIBIT A

Participating College’s Core Roles and Responsibilities
And
Campus Work Plan

District/College agrees to provide the following services:

1. Work with, as appropriate, the local County Independent Living Program staff, adult caregivers, college ILP Advisory Boards, and other agencies that work with current and transitioned foster and probation youth, and community members to further the educational and employment training of foster, probation, and transitioned youth.

2. Complete a Training Plan for FY 2011-2012. The Training Plan will include the curricula and other materials to be used, and a description of the college’s role in local collaboration activities as it relates to job readiness and maintenance, education and career preparation for current and transitioned foster and probation youth between the ages of 16 through 21.

3. Provide a minimum of forty eight (48) hours per year of financial literacy and life skills training to include job readiness and maintenance, college and career preparation, and alternative secondary education options to current and transitioned foster and probation youth ages 16 through 21. Training for youth will be available to adult care providers including foster parents, kinship caregivers, group home staff, foster family agencies, resource families, and other significant adults. Caregiver involvement will focus on transition preparation that promotes a youth’s more successful transition to adulthood.

4. Provide an array of competency/experiential/skill-based educational training materials, at no charge to the participants, which include Internet-based and technology curricula in addition to other cost-effective materials. Examples of specific curricula include: A Pocket Guide for Independent Living; The Real Games Curriculum; Financial First; Money Talks; Creative Wealth; Ready, Set, Fly! A Parent’s Guide to Teaching Life Skills. Other areas of training may include: The Ansell-Casey Life Skills Assessment, registration for WorkSource/OneStop Centers, completing job applications online, resource seeking through the Internet, financial literacy, and other relevant topics including the WIA 10 Core Elements.

5. Administer FCCC’s Pre & Post Assessment which may include: The Ansell-Casey Life Skills Assessment, to eligible foster and probation youth participating in the YESS-ILP. Documentation and results will be reported to FCCC quarterly.

6. Provide life skills trainings and materials free of charge to eligible participants.

7. Provide quarterly and annual reports to FCCC based on YESS-ILP data. The reports will include information on the number of YESS-ILP classes provided, total number of hours of YESS-ILP program education, total number of youth and adult participants, and the results of the Pre & Post Assessment. In addition to required program reports, community college subcontractors will submit monthly fiscal reports that reflect the actual funds expended by the college YESS-ILP.

8. Host at least one (1) Speaker Bureau per academic semester using youth focused guidelines. Speaker Bureau nights may include but are not limited to; transition youth alumni events, youth presentations to local foster parent associations, and/or permanency events. Information
regarding Speaker Bureau activities will be submitted to the FCCC in the required quarterly reports.

9. Host one (1) Transitioned Youth Roundtable per college per year. Submit summary data to FCCC.

10. Provide technology activities such as teaching computer skills and locating Internet sites that promote self-sufficiency of foster youth. Collaborate with other FCCC programs to link foster youth with technology training and resources. In addition, current and transitioned foster and probation youth and their care providers will be made aware of other community college resources and services that are available.

11. Provide training and educational services on the college campus to current and transitioned foster and probation youth. These services shall include, but not be limited to, financial aid and scholarships, EOPS, ROP, certificate/vocational programs, job placement, career exploration, and computer labs.

12. A minimum of one (1) staff member from each college YESS-ILP is required to participate in the Youth and Adult Services annual training event.
# Campus Work Plan

**College:** College of the Sequoias  
**Program Director:** Linda Paredes  
**Program Coordinator:** Jason Ford  
**Number of Youth to be Served:** 30 to 35

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeline</th>
<th>Responsible Person</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Program Services &amp; Activities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collaborate with on- and off-campus partners.</td>
<td>Ongoing</td>
<td>Linda Paredes &amp; Jason Ford</td>
<td>Off Campus: Tulare County HHSA-II-P (day to day program activities; program support funds), AspiraNet (Transitional Housing); On Campus: EOP&amp;S/CARE, DRC, CalWorks, Financial Aid; FKCE; Consumer Family Studies Division</td>
</tr>
<tr>
<td>Indicate the primary contact for one-on-one interaction with youth.</td>
<td>Ongoing</td>
<td>Jason Ford</td>
<td>One-on-one assessments, goal setting discussion, problem resolution, assistance with college processes; information &amp; referral to resources.</td>
</tr>
<tr>
<td>Provide financial literacy training to program participants, for a minimum of twelve (12) hours per year.</td>
<td>March - April 2012</td>
<td>Linda Paredes &amp; Jason Ford</td>
<td>Camp Millionaire (6 Hours); Opening &amp; Using a Bank Account (2 Hours); Probation Issues/Sealing Records (2 Hours); Government/Financial Resources (2 Hours); Income Tax Prep (2 Hours) = 14 Hours</td>
</tr>
<tr>
<td>Please identify experiential activities planned for the financial literacy training module.</td>
<td>March - April 2012</td>
<td>Linda Paredes &amp; Jason Ford</td>
<td>Camp Millionaire - The Money Game (4 Hours); Opening &amp; Using a Bank Account (1 Hour); Income Tax Prep (2 Hours) = 7 Hours</td>
</tr>
<tr>
<td>Provide daily life skills training to program participants, for a minimum of twelve (12) hours per year.</td>
<td>September 21 - December 19, 2011; April 11, 2012; April 14 - May 16, 2012</td>
<td>Jason Ford</td>
<td>Housing Management (2 Hours); Time Management (2 Hours); Ansell Casey Assessment (1 Hour); Meal Planning (3 Hours); Grocery Shopping (2 Hours); Cooking Up Independence (6 Hours); Sex Education (2 hours); Lasting Relationships (4 hours); Movie Night: Aging Out (2 hours); Parenting Basics (4 Hours) = 28 hours</td>
</tr>
<tr>
<td>Please identify experiential activities planned for the daily living skills training module.</td>
<td>September 21 - December 19, 2011; April 11, 2012; April 14 - May 16, 2012</td>
<td>Jason Ford</td>
<td>Housing Management (1 hour); Time Management (1 hour); Ansell Casey Assessment (1 hour); Meal Planning (3 hours); Grocery Shopping (2 hours); Cooking Up Independence (5 hours); Sex Education (.5 hours); Lasting Relationships (2 hours); Parenting Basics (1 hour) = 16.5 hours</td>
</tr>
<tr>
<td>Provide employment preparation training to program participants, for a minimum of twelve (12) hours per year.</td>
<td>November 30, 2011 to February 8, 2012</td>
<td>Jason Ford</td>
<td>Career Interests &amp; Aptitude (4 hours); Resumes and Job Applications (6 hours); Mock Interviews (4 hours); Job Survival Skills (2 hours) = 16 hours</td>
</tr>
<tr>
<td>Please identify experiential activities planned for the employment preparation training module.</td>
<td>November 30, 2011 to February 8, 2012</td>
<td>Jason Ford</td>
<td>Career Interests &amp; Aptitude (3 hours); Resumes and Job Applications (4 hours); Mock Interviews (4 hours); Job Survival Skills (1 hour) = 12 hours</td>
</tr>
<tr>
<td>Provide education-related training to program participants, for a minimum of twelve (12) hours per year.</td>
<td>August &amp; September 2011, February 22 &amp; 29, 2012</td>
<td>Jason Ford</td>
<td>Success in Education (2 hours); Campus Tour &amp; Office Visits (4 hours); Financial Aid &amp; Scholarships (4 hours); Computer Skills (4 hours) = 14 hours</td>
</tr>
<tr>
<td>Please identify experiential activities planned for the education-related training module.</td>
<td>August &amp; September 2011; February 22 &amp; 29, 2012</td>
<td>Jason Ford</td>
<td>Success in Education (1 Hour); Campus Tour &amp; Office Visits (3.5 Hours); Financial Aid &amp; Scholarships (4 Hours); Computer Skills (4 Hours) = 12.5 Hours</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Host at least one Speakers Bureau per academic semester and one youth roundtable per academic year.</td>
<td>October 5, 2011; February 4, 2012; February 7, 2012; March 28 &amp; 31, 2012; April 11, 2012; April 13, 2012; May 23, 2012; June 6 &amp; 13, 2012</td>
<td>Jason Ford</td>
<td>Drugs and Alcohol (3 Hours); Access to Higher Education (4 Hours); Community Event Planning and Execution (7 Hours); Government Agencies &amp; Public Transportation (6 Hours); Embracing Diversity (3 Hours); Emotional Intelligence (6 Hours); Memory Books (3 Hours); Independent City type event (5 Hours); Roundtable (2 Hours) = 43 Hours</td>
</tr>
<tr>
<td>Please identify specific training and/or activities that will involve both youth and caregivers.</td>
<td>November 1, 2011; February 4, 2012; February 7, 2012; March 31, 2012; April 13, 2012; June 6 &amp; 13, 2012</td>
<td>Linda Paredez &amp; Jason Ford</td>
<td>Bouncing Back: Risk to Resilience (3 Hours); Embracing Diversity (3 hours); Emotional Intelligence (6 Hours); Memory Books (3 hours); Independent City type event (5 hours); Access to Higher Education (4 Hours); March on Main event (5 Hours) = 29 hours</td>
</tr>
<tr>
<td>Administrative Responsibilities &amp; Reporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administer the pre/post assessment, and ensure that every youth has completed assessments for each module.</td>
<td>Ongoing</td>
<td>Jason Ford</td>
<td>To be completed in class and/or during one-on-one assessments.</td>
</tr>
<tr>
<td>Enter pre/post data into YESS ILP database.</td>
<td>Ongoing</td>
<td>Jason Ford</td>
<td>To be completed at the end of each topic.</td>
</tr>
<tr>
<td>Provide quarterly reports including the number of YESS ILP classes, training hours, youth and adult participants, and pre/post assessment results.</td>
<td>Quarterly</td>
<td>Jason Ford</td>
<td>To be completed quarterly.</td>
</tr>
<tr>
<td>A minimum of one staff person to participate in the Foundation's annual training event.</td>
<td>TBA</td>
<td>Jason Ford</td>
<td>As arranged.</td>
</tr>
<tr>
<td>Prepare monthly fiscal reports that reflect the actual funds expended by the college YESS ILP.</td>
<td>Due by the 15th of each month</td>
<td>Linda Paredez</td>
<td>To be completed monthly.</td>
</tr>
</tbody>
</table>
## EXHIBIT B
Annual YESS-ILP Budget

<table>
<thead>
<tr>
<th>District</th>
<th>SEQUOIAS COMMUNITY COLLEGE DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
<td>College of the Sequoias</td>
</tr>
<tr>
<td>Program Title</td>
<td>YESS-ILP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel Staff Expenses, list position &amp; title*</th>
<th>Qty.</th>
<th>Annual Salary</th>
<th>FCCC Grant Award Funding</th>
<th>Campus/Partner Match Funding</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Specialist - YESS</td>
<td>0.60</td>
<td>$16,526</td>
<td>$12,395</td>
<td>$8,263</td>
<td>$20,658</td>
</tr>
<tr>
<td>Director, FKCE/YESS</td>
<td>0.08</td>
<td>$74,266</td>
<td>-</td>
<td>$5,941</td>
<td>$5,941</td>
</tr>
<tr>
<td>Foster Care Education Trainers pool</td>
<td>n/a</td>
<td>n/a - intermittent</td>
<td>$2,513</td>
<td>$4,584</td>
<td>$7,097</td>
</tr>
<tr>
<td>Student Worker (Foods Lab Assistant)</td>
<td>n/a</td>
<td>n/a - intermittent</td>
<td>-</td>
<td>$480</td>
<td>$480</td>
</tr>
</tbody>
</table>

**Subtotal - Personnel** | $14,908 | $19,268 | $34,176

**Personnel Fringe Benefits (includes FICA, Worker’s Comp, Leave and other fringe, etc.)**

<table>
<thead>
<tr>
<th>Personnel Staff Expenses, list position &amp; title*</th>
<th>Qty.</th>
<th>Annual Salary</th>
<th>FCCC Grant Award Funding</th>
<th>Campus/Partner Match Funding</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Specialist - YESS</td>
<td></td>
<td></td>
<td>$3,176</td>
<td>$2,117</td>
<td>$5,293</td>
</tr>
<tr>
<td>Director, FKCE/YESS</td>
<td></td>
<td></td>
<td>$ -</td>
<td>$2,513</td>
<td>$2,513</td>
</tr>
<tr>
<td>Foster Care Education Trainers</td>
<td></td>
<td></td>
<td>$164</td>
<td>$299</td>
<td>$463</td>
</tr>
<tr>
<td>Student Worker (Foods Lab Assistant)</td>
<td></td>
<td></td>
<td>$ -</td>
<td>$8</td>
<td>$8</td>
</tr>
</tbody>
</table>

**Subtotal - Benefits** | $3,340 | $4,937 | $8,277

**Staff Travel**

<table>
<thead>
<tr>
<th>Staff Travel</th>
<th>Qty.</th>
<th>Annual Salary</th>
<th>FCCC Grant Award Funding</th>
<th>Campus/Partner Match Funding</th>
<th>Total Program Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FCCC Annual Training Conference (TBD) - Jason Ford</td>
<td></td>
<td>$900</td>
<td>$1,700</td>
<td>$2,600</td>
<td>$2,600</td>
</tr>
<tr>
<td>In-district mileage reimbursement - Jason Ford</td>
<td></td>
<td>$48</td>
<td>-</td>
<td>-</td>
<td>$48</td>
</tr>
</tbody>
</table>

**Subtotal - Staff Travel** | $948 | $1,700 | $2,648

**Cost to Campus per Module/Youth Skills Development Classes**

<table>
<thead>
<tr>
<th>Incentives, Refreshments and Catering/Lunch for special events</th>
<th>Qty.</th>
<th>Annual Salary</th>
<th>FCCC Grant Award Funding</th>
<th>Campus/Partner Match Funding</th>
<th>Total Program Costs</th>
</tr>
</thead>
</table>

| Subtotal - Modules/YSY Classes | $2,213 | $2,495 | $4,708

**Curriculum/ Curriculum Services**

<table>
<thead>
<tr>
<th>Curriculum &amp; curriculum supplies - TBD</th>
<th>Qty.</th>
<th>Annual Salary</th>
<th>FCCC Grant Award Funding</th>
<th>Campus/Partner Match Funding</th>
<th>Total Program Costs</th>
</tr>
</thead>
</table>

| Subtotal - Curriculum/ Curriculum Services | $1,091 | $2,515 | $3,606

**Supplies**

<table>
<thead>
<tr>
<th>Office supplies</th>
<th>Qty.</th>
<th>Annual Salary</th>
<th>FCCC Grant Award Funding</th>
<th>Campus/Partner Match Funding</th>
<th>Total Program Costs</th>
</tr>
</thead>
</table>

| Subtotal - Supplies | $ - | $420 | $420

**s and Consultant Services**

<table>
<thead>
<tr>
<th>s and Consultant Services</th>
<th>Qty.</th>
<th>Annual Salary</th>
<th>FCCC Grant Award Funding</th>
<th>Campus/Partner Match Funding</th>
<th>Total Program Costs</th>
</tr>
</thead>
</table>

| Subtotal - s and Consultants | $ - | $ - | $ -

**Other Program Operating Costs (including space rental)**

<table>
<thead>
<tr>
<th>Storage Unit Rental</th>
<th>Qty.</th>
<th>Annual Salary</th>
<th>FCCC Grant Award Funding</th>
<th>Campus/Partner Match Funding</th>
<th>Total Program Costs</th>
</tr>
</thead>
</table>

| Subtotal - Other Program Operating Costs | $ - | $3,765 | $3,765

**TOTAL PROGRAM OPERATING BUDGET** | $22,500 | $35,100 | $57,600
EXHIBIT C

Travel Reimbursement Rates and Conditions
Meals and Incidentals

Reimbursement for necessary travel expenses shall not exceed those applicable to excluded state employees under the current Department of Personnel Administration Regulation (DPA 599.619). No travel outside of the State of California shall be reimbursed unless there is prior written authorization from FCCC or CDSS.

The following reimbursement rates are maximums, not allowances. Employees may claim only their actual expense and must have receipts substantiating the amount claimed. Employees may not claim meals provided by the State, meals included in hotel expenses or conference fees.

Reimbursements shall not be made for expenses incurred within 50 miles of home or headquarters.

For each full 24-hour period of travel, employee may claim the following:

<table>
<thead>
<tr>
<th></th>
<th>Actual expense up to $6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
</tr>
<tr>
<td>Incidentals</td>
<td></td>
</tr>
</tbody>
</table>

TRIPS OF 24 HOURS OR MORE:

For travel lasting 24 hours or more, employees may claim meals (as noted above), based on the following timeframes:

<table>
<thead>
<tr>
<th>First Day of Travel</th>
<th>Breakfast may be claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip begins at or before 6 am</td>
<td>lunch may be claimed</td>
</tr>
<tr>
<td>Trip begins at or before 11 am</td>
<td>dinner may be claimed</td>
</tr>
<tr>
<td>Trip begins at or before 5 pm</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Continuing After 24 Hours</th>
<th>Breakfast may be claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip ends at or after 8 am</td>
<td>lunch may be claimed</td>
</tr>
<tr>
<td>Trip ends at or after 2 pm</td>
<td>dinner may be claimed</td>
</tr>
<tr>
<td>Trip ends at or after 7 pm</td>
<td></td>
</tr>
</tbody>
</table>

TRIPS OF LESS THAN 24 HOURS:

For travel lasting less than 24 hours, employees may claim breakfast and/or dinner (as noted above), based on the following timeframes:

<table>
<thead>
<tr>
<th>Fractional Day of Travel</th>
<th>Breakfast may be claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trip begins at or before 6 am and ends at or after 9 am</td>
<td>lunch may be claimed</td>
</tr>
<tr>
<td>Trip begins at or before 4 pm and ends at or after 7 pm</td>
<td>dinner may be claimed</td>
</tr>
</tbody>
</table>

Employees may not claim lunch or incidentals on one-day trips. When trips are less than 24 hours and there's no overnight stay, meals claimed are taxable.
MILEAGE REIMBURSEMENT RATE:

All privately owned vehicle mileage driven on State business is subject to advance approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile</td>
<td>51 Cents per Mile</td>
</tr>
<tr>
<td>Private Aircraft</td>
<td>50 Cents per Mile</td>
</tr>
<tr>
<td>Bicycle</td>
<td>04 Cents per Mile</td>
</tr>
</tbody>
</table>

LODGING REIMBURSEMENT - SHORT-TERM TRAVEL:

Employees who incur overnight lodging expenses at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. must provide a receipt to claim reimbursement. No reimbursement will be paid without a receipt. The rate of reimbursement is as follows:

<table>
<thead>
<tr>
<th>All California counties not listed below</th>
<th>actual expense up to $84 per night, plus tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Angeles and San Diego counties</td>
<td>actual expense up to $110 per night, plus tax</td>
</tr>
<tr>
<td>Alameda, San Francisco, Santa Clara, and San Mateo Counties</td>
<td>actual expense up to $140 per night, plus tax</td>
</tr>
</tbody>
</table>
EXHIBIT D
Confidentiality and Security Requirements for
Vendors/Memoranda of Understanding Agreements

A. Confidentiality and Security Requirements

1. Contractor, and its employees, agrees to comply with CDSS/FCCC Confidentiality and Security Requirements as described herein.

2. The collection of personal information related to trainees by the Contractor shall be limited to, that is required to:
   a. Verify attendance;
   b. Analyze the effectiveness of training (as described in the State’s IV-B Plan); and
   c. Provide trainees the continuing education units (in accordance with the Board of Behavioral Sciences requirements).

3. The Contractor shall not disclose any personal information collected from the trainees to a third party without the prior written approval of CDSS/FCCC.

1. GENERAL REQUIREMENTS

These requirements provide a framework for maintaining the confidentiality and security of data compiled for the CDSS/FCCC. Definitions of commonly used terms relating to confidentiality and security of data are provided.

In addition to any other provisions, Contractors shall be responsible for maintaining the confidentiality and security of CDSS/FCCC confidential and sensitive data. No exceptions from these policies shall be permitted with the explicit, prior, written approval of CDSS/FCCC. All information regarding security requirements, as stated in this attachment, shall be enforced and implemented immediately upon effective date of this Agreement, and continue throughout the term of this Agreement.

2. DEFINITIONS

For the purposes of these requirements, the stated terms are defined as noted:

A. **Audit Trail**: Systems information identifying source/location of access, date and time, user-identification, targeted service and activity performed. The audit trail shall identify all accesses to the source file, success or failure of the access, the completion status of the access (e.g., failed or successful authentication, or user terminated) and the record and field modified.

B. **Confidential Data**: Information, the disclosure of which is restricted or prohibited by any provision of law. Some examples of “confidential information” include, but are not limited to, public social services client information described in California Welfare and Institutions Code §10850, and “personal information” about individuals as defined in California Civil Code §1798.3 of the Information
Practices Act (IPA) if the disclosure of the “personal information” is not otherwise allowed by the IPA. Confidential data include personal identifiers.

C. **De-Identification**: Removal of personal identifiers. Examples of personal identifiers include name, social security numbers, driver’s license numbers, and account numbers with access codes. Personal information does not include publicly available information that is lawfully made available to the general public. (See confidential and personal information.) **Information Assets**: Information assets include anything used to process or store information, including (but not limited to) records, files, networks, and databases; information technology facilities, equipment (including personal computer systems), and software (owned or leased).

D. **Information Security Incidents**: Information security incidents include, but are not limited to, the following: any event (intentional or unintentional) that causes the loss, damage to, destruction, or unauthorized disclosure of CDSS/FCCC information assets.

E. **Risk**: The likelihood or probability that a loss of information assets or breach of security will occur.

3. **DATA SECURITY**

   A. **Access to CDSS/FCCC Data**

   1. **Request and Re-disclosure**: All Contractors seeking access to confidential CDSS/FCCC data files shall request access from the CDSS/FCCC. The Contractor shall not re-disclose or re-release CDSS/FCCC confidential data.

   2. **Referral for Request**: The Contractor shall refer any persons not affiliated with the Contractor, nor included under this Agreement with CDSS/FCCC, to CDSS/FCCC to request access to confidential data.

   B. **Data Security Requirements**

   1. **Contractor Responsibility**: The Contractor and its subcontractors, if any, are responsible for security of the CDSS/FCCC confidential data.

   2. **Protection of Data**: The Contractors and its subcontractors, if any, shall ensure that electronic media that contains confidential or sensitive data is protected.

   3. **General Requirements**: The Contractor and its subcontractors, if any, shall:

   a. Confirm the identity of any individual who has requested confidential or sensitive data.

   b. When there is a business need to discuss confidential CDSS/FCCC information within the office, discuss the information in an enclosed room, if possible.

   c. Not allow dial-up communication or Internet access to confidential data prior to de-identification of the data. Any use of dial-up or Internet
access after de-identification of the data shall include, but not be limited
to the following protections: 1) auditing usage of dial-up
communications and Internet access for security violations, 2)
periodically changing dissemination of information. Refer to Information
Security Incidents for notification required in response.
d. Not use or store CDSS/FCCC confidential data on portable or wireless
devices. For purpose of this requirement, portable devices include,
without limitation, notebook computers, personal digital assistants, flash
or jump drives, and wireless devices including cellular phones with data
storage capability.

C. Data Transmission

1. General Requirement: The Contractor shall ensure the confidentiality of
CDSS/FCCC data transmission.

2. Data transferred via tape, optical media, or cartridge: Confidential data that is
transferred on cartridges, optical media or tapes shall be encrypted. The
Contractor shall place the transferred data in separate files with identifiers
and an index on one file. On another file, place the index and remaining data.
These files shall be transported separately. Additionally, the tapes, optical
media and cartridges shall be transferred by bonded mail service (i.e.,
accountable mail using restricted delivery). All packages must be double
packed with a sealed envelope and a sealed outer envelope or locked box.

3. Data transferred electronically: All File Transport Protocol (FTP) accounts
that transfer confidential data with personal identifiers shall be highly
restricted in access by the Contractor. These accounts shall maintain an audit
trail and are to be accessible to a limited number of, and/or subcontractor
staff. No other accounts on Contractor’s computers may have access to this
account. The Contractor and/or subcontractor are to maintain a current
listing of the personnel who have access to the FTP account. All CDSS
confidential data transferred from or machines shall be encrypted. The
Contractor may not transfer CDSS/FCCC confidential data via FTP without
the approval of CDSS/FCCC.

4. Data transferred via paper copy: Paper copies of confidential data shall be
mailed using a secure, bonded mail service, such as Federal Express or by
registered U.S. Mail (i.e., accountable mail with restricted delivery). All
packages must be double packed with a sealed envelope and a sealed outer
envelope or locked box.

5. Data transferred via fax: CDSS/FCCC confidential data may not be
transmitted by fax. CDSS/FCCC non-confidential information may be
transmitted by fax, provided that the Contractor confirms the recipient’s fax
number before sending, takes precautions to ensure that the fax was
appropriately received, maintains procedures to notify recipients if the
Contractor’s fax number changes, and maintains fax machines in a secure
area.

24
4. PHYSICAL SECURITY

The Contractor shall provide for the management and control of physical access to information assets (including personal computer systems and computer terminals) used in performance with this Agreement, the prevention, detection, and suppression of fires, and the prevention, detection, and minimization of water damage. The physical security measures taken shall include, but not be limited to:

A. Implementing security measures to physically protect data, systems and workstations from unauthorized access and malicious activity.
B. Logging the identity of persons having access to restricted facilities and the date and time of access.
C. Restricting the removal of CDSS/FCCC confidential data from the work station.
D. Placement of devices used to access CDSS/FCCC confidential data in areas not open to the public. For purposes of this requirement, "devices" shall include, but not be limited to, dumb terminals, personal computers and printers.

5. STORAGE

CDSS/FCCC confidential data shall be stored in a place physically secure from access, use, modification, disclosure, or destruction by an unauthorized person. All media containing confidential information shall be stored in a secured area (a locked room or locked file cabinet). Keys to these locks shall be held by a limited number of Contractor organization personnel. Confidential information in electronic format, such as magnetic tapes or discs, shall be stored and processed in such a way that unauthorized person cannot retrieve the information by computer, remote terminal or other means.

6. NETWORK SECURITY REQUIREMENTS

The Contractor shall provide the following electronic access measures at a minimum:

A. A notification at initial login that unauthorized access is prohibited by law.
B. An audit trail.
C. A method for verification of the identity of an individual accessing the system, such as user identification, PIN, fingerprint, voiceprint, retinal print, or other appropriate verification method.
D. A limited access to data to those authorized employees of the Contractor who have a functional requirement to use the data.
E. The revoking of access from a user after three unsuccessful access attempts.
F. User access authentication shall be disabled (revoked) immediately upon termination of employment or after no more than 60 days of non-use.
G. User verification which is unique to each individual and not assigned to groups or job location. These measures shall include, but not necessarily be limited to, the development of passwords and access controls to protect the security of data from any individual who is not authorized to access the data.
H. An automated log-off or time-out from all networked systems that contain confidential CDSS/FCCC information when the user leaves the work area for a ten-minute period of time.
7. OWNERSHIP AND DESTRUCTION OF CONFIDENTIAL DATA

A. Ownership and Return, or Destruction: All data used, compiled, developed, processed, stored, or created under this Agreement is the property of CDSS/FCCC. All such data shall either be returned to CDSS/FCCC in an agreed upon format within thirty (30) days of termination of the Agreement or destroyed. If the data is returned, the Contractor shall provide the CDSS/FCCC with the media and an inventory of the data and files returned.

B. Method of Destruction: The Contractor shall destroy all confidential data not returned when the use of authorized ends in accordance with approved methods of confidential destruction (via shredding, burning, certified or witnessed destruction, or degaussing of magnetic media). All computer sets containing individual identifiers shall be destroyed. The Contractor shall use wipe software on all the hard drive surfaces of the computers used to process or store CDSS/FCCC confidential data when the computer is withdrawn from use in processing or storing such data. Destruction shall occur before the effective date of termination of this Agreement and a letter of confirmation shall be provided to FCCC detailing when, how, and what CDSS/FCCC data was destroyed.

8. CONTRACTOR STAFF

A. Former Employees: The Contractor shall ensure that confidential data are not accessible to former employees of the Contractor.

B. Employee Authorization: The Contractor shall maintain a record of the access authorization for each individual employee that has access to the confidential data. The Contractor’s security systems administrator designated pursuant to this Agreement, shall maintain an appointment/separation checklist for each employee which documents how access authorization was modified when any employee terminates employment or changes duties.

9. INFORMATION SECURITY INCIDENTS

A. Notification: The Contractor shall notify the FCCC or its designated agent of any actual or attempted information security incidents, as defined above, within twenty-four (24) hours of initial detection. Information security incidents shall be reported by telephone to:

Colleen Ammerman
Foundation for California Community Colleges
1102 Q Street, Suite 3500
Sacramento, CA 95811
(916) 325-8572

B. Cooperation: The Contractor shall cooperate in any investigations of information security incidents.

C. Isolation of system or device: The system or device affected by an information security incident, and containing CDSS/FCCC confidential data, shall be
removed from operation immediately upon discovery of the security incident. It shall remain removed from operation until correction and mitigation measures have been applied. FCCC must be contacted prior to placing the systems or device, containing CDSS/FCCC confidential data, back in operation. The affected system or device containing CDSS/FCCC confidential data, shall not be returned to operation until CDSS/FCCC gives its approval.

10. CONFIDENTIALITY STATEMENTS

A. Requirement: All staff of the Contractor with actual or potential access to CDSS/FCCC confidential data shall read and sign a Confidentiality Agreement.

B. Supervisory Review: The supervisor of the employee shall review the signed Confidentiality Agreement with the employee and document this review.

C. Submission: The signed original Confidentiality Agreement shall be submitted to the FCCC project representative. The Contractor shall notify FCCC immediately of the appointment or separation of an employee who has been authorized access to CDSS/FCCC confidential data.

D. Annual Notification: The Contractor shall provide to FCCC, in June of each calendar year, a current list of authorized users and newly signed Confidentiality Agreements for all authorized users.

11. SECURITY SYSTEMS ADMINISTRATOR DUTIES

A. Designation: The Contractor shall designate a single person as the authorized database user. The name of the individual so designated shall be supplied to FCCC.

B. Employee Verification: The Contractor shall verify that the employee who performs the duties of the authorized database user is a trusted person who has demonstrated in past jobs a capability to perform in this role. Additionally, these security clearance procedures shall ascertain if the employee who performs the duties of security systems administrator has any past criminal or employment background which would call into question their ability to perform this role successfully.

12. RISK ANALYSIS/CONTINGENCY PLANS

A. The Contractor shall carry out a risk analysis with sufficient regularity to identify and assess vulnerabilities associated with all information assets owned, maintained, or used by the or that are used to process or store CDSS/FCCC confidential data, and shall define a cost-effective approach to manage such risks. Specific risks that shall be addressed include, but are not limited to, those associated with accidental and deliberate acts on the part of employees and outsiders: fire, flooding, and electrical disturbances and loss of data communication capabilities. The Contractor shall advise the FCCC or its designated agent of any vulnerability that may present a threat to CDSS/FCCC confidential data and of the specific safeguards used for protecting the
CDSS/FCCC confidential data. The Contractor shall take the necessary steps to protect the CDSS/FCCC confidential data.

B. Contingency plans shall be established and implemented in order to assure that operations can be back to normal in minimum time after natural or man-made disasters, unintentional accidents, or intentional acts such as sabotage. These plans shall include, but are not limited to, the regular back-up of automated files and databases, secure storage, recovery, and restarting planning procedures.
Issue

Approval of new curriculum as required by Title 5.

Background

As required by Title 5, 55100(b), If an educational program has been approved by the Chancellor, the Governing Board of a District shall establish policies for, and may approve individual courses as part of an approved program. Section 55100(a) states these courses must be approved before the course is offered by the college.

The attached list of new, modified, and deleted curriculum has been approved by the college-wide Curriculum Committee and the Academic Senate.

Recommended Action

It is recommended the Board approve the attached list of courses as part of the college’s curriculum.
To: COS Board of Trustees  
From: Duncan W. Graham, Vice President Academic Services  
Date: September 26, 2011  
Subject: Requesting Approval of Curriculum at the October 10, 2011 Board Meeting

<table>
<thead>
<tr>
<th>PROPOSAL</th>
<th>COURSE/PROGRAM DESCRIPTION</th>
<th>EFF DATE</th>
<th>MODIFICATIONS / JUSTIFICATION</th>
</tr>
</thead>
</table>
| Modification | BUS 170 Introduction to Sales | Fall 2012 | 1. Course Description  
2. Five Year Review  
3. Added Distance Learning Addendum  
Changed description language  
CC Approval: 6/9/2011 |
| Modification | BUS 230 Supervision/Mgmt/1st Line Supr | Fall 2012 | 1. Five Year Review  
2. SLOs  
3. Added Distance Learning Addendum  
CC Approval: 5/22/2011 |
| Modification (previously REAL 141) | REAL 241 Real Estate Finance | Fall 2012 | 1. Course Number  
9. Five Year Review  
12. SLOs  
13. Added Distance Learning Addendum  
CC Approval: 5/11/2011  
Changed to 200-level (from REAL 141)  
and to non-transfer status |
| Modification (previously REAL 142) | REAL 242 Real Estate Law | Fall 2012 | 1. Course Number  
9. Five Year Review  
12. SLOs  
13. Added Distance Learning Addendum  
CC Approval: 5/22/2011  
Changed to 200-level (from REAL 142)  
and to non-transfer status |
| Modification (previously REAL 146) | REAL 246 Property Management | Fall 2012 | 2. Course Title  
9. Five Year Review  
12. SLOs  
13. Added Distance Learning Addendum  
CC Approval: 5/22/2011  
Changed to 200-level (from REAL 146)  
and to non-transfer status |
| Modification | WEXP 194 D Food Services Wkr Exp-2nd Sem | Fall 2012 | 9. Five Year Review  
12. SLOs  
Prerequisite Limitation on Enrollment Max Lab Hours  
Added prerequisite: WEXP 193 D or equivalent college course with "C" or better  
Modified language in Limitation on Enrollment.  
Max Lab Hours changed from 20 to 17. |
<table>
<thead>
<tr>
<th>Designation</th>
<th>Course Name</th>
<th>Description</th>
<th>Prerequisites</th>
<th>CC Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEXP 194 E</td>
<td>Early Interv Wrk Exp-2nd Sem</td>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 E. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td>Added prerequisite of WEXP 193 E</td>
<td>5/24/2011</td>
</tr>
<tr>
<td>WEXP 194 F</td>
<td>Agriculture Wrk Exp-2nd Sem</td>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 F. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td>Added prerequisite: WEXP 193 F or equivalent college course with “C” or better</td>
<td>7/8/2011</td>
</tr>
<tr>
<td>WEXP 194 G</td>
<td>Architecture Wrk Exp-2nd Sem</td>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 G. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td>Added prerequisite: WEXP 193 G or equivalent college course with “C” or better</td>
<td>7/8/2011</td>
</tr>
<tr>
<td>WEXP 194 H</td>
<td>Human Services Wrk Exp-2nd Sem</td>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 H. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the</td>
<td>Added prerequisite: WEXP 193 H or equivalent college course with “C” or better</td>
<td>7/8/2011</td>
</tr>
<tr>
<td>Modification</td>
<td>WEXP 194 I</td>
<td>Bus &amp; Ind Wrk Exp-2nd Sem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>------------</td>
<td>--------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 I. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Five Year Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. SLOs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Limitation on Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC Approval: 7/8/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Added prerequisite: WEXP 193 I or equivalent college course with “C” or better</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modified language in Limitation on Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours changed from 20 to 17.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Units remained the same: 1 to 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modification</td>
<td>WEXP 194 J</td>
<td>AJ Work Exp-2nd Sem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 J. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Five Year Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. SLOs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Limitation on Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC Approval: 7/8/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Added prerequisite: WEXP 193 J or equivalent college course with “C” or better</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modified language in Limitation on Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours changed from 20 to 17.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Units remained the same: 1 to 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modification</td>
<td>WEXP 194 K</td>
<td>Child Dev Wrk Exp-2nd Sem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 K. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Five Year Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. SLOs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Limitation on Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC Approval: 7/8/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Added prerequisite: WEXP 193 K or equivalent college course with “C” or better</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modified language in Limitation on Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours changed from 20 to 17.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Units remained the same: 1 to 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modification</td>
<td>WEXP 194 L</td>
<td>Education Wrk Exp-2nd Sem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 L. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Five Year Review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. SLOs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Limitation on Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC Approval: 7/8/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Added prerequisite: WEXP 193 L or equivalent college course with “C” or better</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modified language in Limitation on Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours changed from 20 to 17.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modification</td>
<td>WEXP 194 M</td>
<td>Maint Tech Wrk Exp-2nd Sem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>------------</td>
<td>---------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 M. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units Remained</td>
<td>1 to 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC Approval</td>
<td>7/8/2011</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2012</td>
<td>9. Five Year Review 12. SLOs Prerequisite Limitation on enrollment Max Lab Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Added Prerequisite</td>
<td>WEXP 193 M or equivalent college course with “C” or better</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modified Language in Limitation on Enrollment</td>
<td>Max Lab Hours changed from 20 to 17.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units Remained</td>
<td>1 to 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC Approval</td>
<td>7/8/2011</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modification</th>
<th>WEXP 194 N</th>
<th>Nursing Wrk Exp-2nd Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 N. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td></td>
</tr>
<tr>
<td>Units Remained</td>
<td>1 to 4</td>
<td></td>
</tr>
<tr>
<td>CC Approval</td>
<td>7/8/2011</td>
<td></td>
</tr>
<tr>
<td>Fall 2012</td>
<td>9. Five Year Review 12. SLOs Prerequisite Limitation on enrollment Max Lab Hours</td>
<td></td>
</tr>
<tr>
<td>Added Prerequisite</td>
<td>WEXP 193 N or equivalent college course with “C” or better</td>
<td></td>
</tr>
<tr>
<td>Modified Language in Limitation on Enrollment</td>
<td>Max Lab Hours changed from 20 to 17.</td>
<td></td>
</tr>
<tr>
<td>Units Remained</td>
<td>1 to 4</td>
<td></td>
</tr>
<tr>
<td>CC Approval</td>
<td>7/8/2011</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modification</th>
<th>WEXP 194 O</th>
<th>Law Office Clk Wrk Exp-2nd Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 O. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td></td>
</tr>
<tr>
<td>Units Remained</td>
<td>1 to 4</td>
<td></td>
</tr>
<tr>
<td>CC Approval</td>
<td>7/8/2011</td>
<td></td>
</tr>
<tr>
<td>Fall 2012</td>
<td>9. Five Year Review 12. SLOs Prerequisite Limitation on enrollment Max Lab Hours</td>
<td></td>
</tr>
<tr>
<td>Added Prerequisite</td>
<td>WEXP 193 O or equivalent college course with “C” or better</td>
<td></td>
</tr>
<tr>
<td>Modified Language in Limitation on Enrollment</td>
<td>Max Lab Hours changed from 20 to 17.</td>
<td></td>
</tr>
<tr>
<td>Units Remained</td>
<td>1 to 4</td>
<td></td>
</tr>
<tr>
<td>CC Approval</td>
<td>7/8/2011</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modification</th>
<th>WEXP 194 P</th>
<th>Paralegal Wrk Exp-2nd Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 P. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or</td>
<td></td>
</tr>
<tr>
<td>Units Remained</td>
<td>1 to 4</td>
<td></td>
</tr>
<tr>
<td>CC Approval</td>
<td>7/8/2011</td>
<td></td>
</tr>
<tr>
<td>Fall 2012</td>
<td>9. Five Year Review 12. SLOs Prerequisite Limitation on enrollment Max Lab Hours</td>
<td></td>
</tr>
<tr>
<td>Added Prerequisite</td>
<td>WEXP 193 P or equivalent college course with “C” or better</td>
<td></td>
</tr>
<tr>
<td>Modified Language in Limitation on Enrollment</td>
<td>Max Lab Hours changed from 20 to 17.</td>
<td></td>
</tr>
<tr>
<td>Units Remained</td>
<td>1 to 4</td>
<td></td>
</tr>
<tr>
<td>CC Approval</td>
<td>7/8/2011</td>
<td></td>
</tr>
<tr>
<td>Modification</td>
<td>WEXP 194 S</td>
<td>Spec Ed Wrk Exp-2&lt;sup&gt;nd&lt;/sup&gt; Sem</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 S. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td>Fall 2012</td>
<td>9. Five Year Review 12. SLOs Prerequisite Limitation on enrollment Max Lab Hours</td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours changed from 20 to 17. Units remained the same: 1 to 4</td>
<td>CC Approval: 7/8/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modification</th>
<th>WEXP 194 T</th>
<th>Industry Tech Wrk Exp-2&lt;sup&gt;nd&lt;/sup&gt; Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 T. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td>Fall 2012</td>
<td>9. Five Year Review 12. SLOs Prerequisite Limitation on enrollment Max Lab Hours</td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours changed from 20 to 17. Units remained the same: 1 to 4</td>
<td>CC Approval: 7/8/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modification</th>
<th>WEXP 194 V</th>
<th>Automotive Wrk Exp-2&lt;sup&gt;nd&lt;/sup&gt; Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 V. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td>Fall 2012</td>
<td>9. Five Year Review 12. SLOs Prerequisite Limitation on enrollment Max Lab Hours</td>
</tr>
<tr>
<td></td>
<td>Max Lab Hours changed from 20 to 17. Units remained the same: 1 to 4</td>
<td>CC Approval: 7/8/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modification</th>
<th>WEXP 194 W</th>
<th>Health Prof Wrk Exp-2&lt;sup&gt;nd&lt;/sup&gt; Sem</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 W. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).</td>
<td>Fall 2012</td>
<td>9. Five Year Review 12. SLOs Prerequisite Limitation on enrollment Max Lab Hours</td>
</tr>
</tbody>
</table>
Career experiences gained in WEXP 193 W. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).

Max Lab Hours changed from 20 to 17. Units remained the same: 1 to 4
CC Approval: 7/8/2011

**Modification**  
**WEXP 194 Z**  
**Fashion Wrk Exp-2**nd Sem

This course is designed to give the student occupational learning opportunities beyond career experiences gained in WEXP 193 Z. This is accomplished through employment (paid or volunteer) providing learning related to the student's educational or occupational goal. The student's employer must agree to participate by assisting in developing measurable learning objectives, verifying hours worked, meeting with the designated college instructor and providing an evaluation of the student learning objectives. Students may earn a maximum of four units per semester. Students must work 75 hours for each unit of paid work experience credit. This is approximately five hours per week for each unit. If a student is performing non-paid volunteer work, one unit may be earned for each 60 hours of training. This is approximately four hours per week for each unit (hours and units are specified in Title 5 regulations).

Fall 2012
9. Five Year Review
12. SLOs
Prerequisite
Limitation on enrollment
Max Lab Hours

Added prerequisite: WEXP 193 Z or equivalent college course with “C” or better
Modified language in Limitation on Enrollment
Max Lab Hours changed from 20 to 17. Units remained the same: 1 to 4
CC Approval: 7/8/2011

**Modification**  
**JOUR 007**

A media survey course covering newspapers, radio, television, magazines, books, films, the web, public relations/advertising industries, and the recording industry. Students will study strengths and weaknesses of each, as well as the major challenges to a democratic society, including censorship, sensationalism, pornography, propaganda, and monopoly.

Fall 2011
Removed cross listing with POLS 007.
CC Approval: 9/7/2011

**DELETION**  
**NURS 150**  
**Transition Course**

This course is intended for the student accepted into the Registered Nursing Program with advanced placement status such as the LVN to RN tract or transfer student. It consists of theoretical study and clinical application of the nursing process for the adult medical/surgical client. Overriding concepts are maintaining and promoting wellness. Permission of the Nursing program director is required for a student to enroll in the course.

Fall 2011

This transition nursing course was offered when COS had received grant money to expand the nursing program. The nursing program accepted a cohort of 20 LVN students during summer school, where they took NURS 154 and then joined the RN class in third semester. Again since the nursing program is no longer accepting a cohort of LVN to RN transition students in the future, the course can then have a five year update completed and submitted.
CC Approval: 8/24/2011

**NEW ACHIEVEMENT CERTIFICATE**  
**12.5 Units**  
**WRITING CONSULTANT**

This certificate prepares students for entry-level employment in the field of Writing Consultant. Students completing this certificate will acquire the ability to work productively with emerging writers to hone writing skill, to tutor and coach students effectively, and to take a leadership role in an educational, skills-acquisition setting.

EMPLOYMENT OPPORTUNITIES: Upon successful completion of this certificate,

Fall 2012
CC Approval: 5/18/2011
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
<th>Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NEW COURSE</strong></td>
<td>ASCI 240</td>
<td>Prin of Veterinary Assisting</td>
<td>Fall 2012</td>
<td>This course is part of the Veterinary Assisting program certificate but is not reflective of the VT AS degree program. A course prefix change is necessary. CC Approval: 9/7/2011</td>
</tr>
<tr>
<td></td>
<td>SOC 001H</td>
<td>Intro to Sociology - Honors</td>
<td>Fall 2012</td>
<td>Development of Honors curriculum CC Approval: 9/18/2011</td>
</tr>
<tr>
<td></td>
<td>WELD 277</td>
<td>Industrial Piping Systems</td>
<td>Fall 2012</td>
<td>The need for pipe fitters, as illustrated by our advisory committee, is growing and becoming critical. This course is being offered and proposed by the direction of the welding advisory committee. CC Approval: 9/7/2011</td>
</tr>
<tr>
<td><strong>DELETION</strong></td>
<td>ITEC 105AD</td>
<td>Industrial Maintenance</td>
<td>Fall 2012</td>
<td>This course is being deleted in favor of the creation of ITEC 106, 107, 108, 109. Repeatability has been removed and the four new courses created, so there is no longer a need for this original course. CC Approval: 9/18/2011</td>
</tr>
<tr>
<td><strong>DELETION</strong></td>
<td>AA - HUMANITIES</td>
<td>The program in Humanities provides an interdisciplinary approach to education. The major surveys relationships among philosophy, literature, music, architecture, sculpture and painting. Students explore interrelationships among arts and ideas. This solid grounding in the liberal arts helps graduates who plan to continue in professional careers such as teaching, library, museum or curatorial work.</td>
<td>Fall 2012</td>
<td>This course has been reviewed by its division and is being deleted. CC Approval: 9/7/2011</td>
</tr>
</tbody>
</table>
Issue
The decennial census marks the time for certain local government entities to redistrict, including community college districts. The COS District is subject to mandatory redistricting pursuant to Education Code 5019.5. If the COS District does not redistrict before March 1, 2012, the county committee on school re-organization is required to redistrict by April 30, 2012.

Background
The Board of Trustees of the District (the “Board”) held a public meeting on June 13, 2011 to receive a presentation from the District’s retained demographic consultant, Tulare County GIS, regarding the redistricting process, and to review and adopt the criteria that should guide the adjustment of the District’s trustee area boundaries based on the 2010 Census.

At the July board meeting, the board was presented with two potential scenarios. At the August Board meeting these same two scenarios were returned to be further discussed as well as presentation of a third scenario developed by Tulare County Demographer, Mark Clark. All three plans comply with the constitutional and Voting Rights Act legal requirements. Sean Welch of Nielsen, Merksamer, Parrinello, Gross and Leoni, presented information in regards to the election method, overview of the redistricting process, the effect of redistricting on incumbents, and drawing the lines to comply with various legal requirements, including but not limited to population equality and the federal Voting Rights Act (sec. 2 and sec. 5), and to comply with the other permissible criteria adopted by the board at its prior meetings. Sean again presented the district’s current demographics, as compiled by Mr. Clark, and the demographics for the three draft plans.

At the September board meeting, the Board and members and the audience were given copies of the current map and of the three scenarios as well as a spreadsheet of the underlying demographic data. Sean reviewed this information scenario by scenario.

Public hearings were held at the July, August, and September Board meetings which was opened to take public comment related to the draft plans or the redistricting process. No
public comments were received at any of these meetings.

**Action**

It is requested that the board conduct a public hearing. Following the public hearing, Administration requests consideration for Board Action.
BEFORE THE BOARD OF TRUSTEES OF THE
COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT

In the Matter of the Adjustment of Trustee Area Boundaries

RESOLUTION NO. 2011-25

A Resolution by the Board of Trustees to Adopt a Plan for Adjustment of the Trustee Areas

RECITALS

1. California Education Code section 5019.5 requires the governing board of the College of the Sequoias Community College District (the “District”) to adjust the boundaries of the District’s current trustee areas to equalize the population following each decennial federal census; and

2. The Board of Trustees of the District (the “Board”) held a public meeting on June 13, 2011 to receive a presentation from the District’s retained demographic consultant, who is with the Tulare County Resource Management Agency, regarding the redistricting process, and to review and adopt the criteria that should guide the adjustment of the District’s trustee area boundaries based on the 2010 Census; and

3. At the public meeting on June 13, 2011, the Board directed the demographer to formulate possible alternative redistricting scenarios for review by the public at a public hearing and for consideration by the Board of Trustees, based on the following Board-adopted criteria: Compliance with all applicable laws and regulations set forth in the Federal Voting Rights Act, the California Education Code and the California Elections Code; Preservation, to the greatest extent possible consistent with the other criteria, of the District’s communities of interest, which are largely based on underlying high school district boundaries; and Preservation, to the greatest extent possible consistent with the other criteria, of the current trustee area boundaries, including having two Board members represent each portion of the Tulare/Corcoran area and the Hanford/Visalia area; and

4. At a public meeting on July 11, 2011, the demographic consultant from the Tulare County Resource Management Agency and the District’s legal counsel made presentations regarding (1) compliance with the legal and policy criteria governing the drawing of trustee areas; (2) the demographics of the District based on the newly-released data from the 2010 Census; and (3) two preliminary draft trustee area plans (Plans 1 and 2), which were developed according to the criteria set forth above, for the consideration of the Board of Trustees and the public, and were posted to the District’s website for public viewing; and

5. At the conclusion of the public meeting on redistricting on July 11, 2011, the Board of Trustees directed the demographer to formulate an additional trustee area plan scenario that might better adhere to the Board-adopted criteria, including better
preserving the District’s communities of interest by making fewer divisions of the underlying high school district boundaries; and

6. At a duly-noticed meeting and public hearing of the Board on August 8, 2011, the demographer and special counsel on redistricting presented the two draft trustee area plans developed for the July Board meeting (Plans 1 and 2), along with a third draft trustee area plan (Plan 3), which also was posted to the District’s website, for the consideration of the Board of Trustees and the public; and

7. Following the presentation of the draft plans on August 8, the Board of Trustees held a duly-noticed public hearing to receive testimony from the public regarding the three draft plans, after which the Board directed the demographer to finalize the three draft plans for further consideration of the Board at a subsequent public meeting; and

8. At the duly-noticed public hearing and meeting of the Board on September 12, 2011, the demographer and special counsel on redistricting presented the three finalized draft plans (Plans 1R, 2R and 3R), which reflected a certain boundary change in the District since the 2001 Census, for the consideration of the Board of Trustees and the public (Plans 1R, 2R and 3R are attached hereto as Exhibit A); and

9. Following the presentation of the three alternate draft plans on September 12, the Board of Trustees held a duly-noticed public hearing to receive testimony from the public regarding the three draft plans; and

10. On October 10, 2011, the Board held another duly-noticed public hearing and meeting to solicit any final public testimony regarding the three draft plans before the Board voted to adopt a final plan; and

11. The Board of Trustees has considered all public comment on the plans; and

12. The population in the proposed trustee areas of all three draft trustee area plans (Plans 1R, 2R and 3R) are substantially equal, as defined by law; and

13. All three draft trustee area plans (Plans 1R, 2R and 3R) comply with sections 2 and 5 of the federal Voting Rights Act, and with all applicable laws and regulations set forth in the California Education Code and the California Elections Code; and

14. The Board of Trustees prefers the trustee area boundaries in proposed Plan __ because Plan __ better adheres to the redistricting criteria adopted by the Board, including but not limited to better preserving the District’s communities of interest; and

NOW, THEREFORE, BE IT RESOLVED as follows:

A. The above recitals are true and correct.

B. The Board of Trustees does hereby adopt Plan __, attached hereto as Exhibit “B” and incorporated herein by this reference, as the trustee area plan to be used in the District’s elections on November 6, 2012, and thereafter.
C. Staff is authorized to make technical emendations to the new redistricting plan that do not substantively affect the populations in the districts, the district boundaries, compliance with the Board’s redistricting criteria or the intent of this resolution, and shall advise the Board of any such emendations that are found to be required in plan implementation.

D. The Superintendent and/or his designee shall take all actions necessary to submit the adopted redistricting Plan ___ for preclearance review by the U.S. Department of Justice pursuant to Section 5 of the federal Voting Rights Act, and shall also take all actions necessary to provide whatever assistance may be required by the Elections Departments of Kings and Tulare Counties, and to complete the process in a timely fashion to permit implementation of these trustee areas in connection with the District elections to be held on November 6, 2012.

THE FOREGOING RESOLUTION was adopted upon motion by Trustee ______________, seconded by Trustee ______________, at a noticed meeting held on October 10, 2011, by the following vote:

AYES:
NOES:
ABSENT:

DATED: October 10, 2011

________________________________
President, Board of Trustees
College of the Sequoias Community College District

CERTIFICATION

I, Earl Mann, Clerk to the Board of Trustees of the College of the Sequoias Community College District, certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on October 10, 2011.

DATED: October 10, 2011

________________________________
Clerk, Board of Trustees
College of the Sequoias Community College District
TULARE COUNTY COMMUNITY COLLEGE
TRANSIT STUDY

Status: Information
Presented by: Brent Calvin
Interim Superintendent/President

Information

This study examines the transportation needs of students attending COS Community College in Tulare County. This study was developed to examine and make recommendations on a few key issues important to COS; the recently enacted COS Student Transit Pass Program (STPP), and transit planning for the new COS Tulare Center for Agricultural and Technology, located in the southeastern side of the City of Tulare.

Because of the large size of this document it will not be included in the Board Packet back-up documentation. To view the Transit Study please go to the Tulare County Association of Goverments (TCAG) web site to view these documents. http://tularecog.org/

Action:

None. This item is being presented for information only.
Memo

To: Don Dorman, City Manager

From: Mark S. Kiely, Planning & Building Director

Date: September 28, 2011

Re: 2030 General Plan, High School participation
Joint City Council – High School Board meeting

BACKGROUND

Every jurisdiction in California is required to have an updated General Plan to reflect community trends and interests in providing for new development. The City of Tulare began the 2030 General Plan Update in 2006 and completed the update in 2008. The current 2030 General Plan update will provide for new considerations including:

- A revised Environmental Impact Report (EIR)
- A Climate Action Plan (CAP)
- An updated growth boundary
- A Transit Oriented Development (TOD) plan
- Revised growth projections

CURRENT SCHEDULE

The update of the 2030 General Plan will begin in earnest with a City Council kick off meeting at a future City Council meeting. In addition, there will be workshops in the near future which will provide opportunities for student participation. Staff is available to meet with the high school students to update them on the process and solicit their input on the future growth of Tulare.

RECOMMENDATION

If there is interest on the part of the high school district to set this up, staff suggests late October or early November for a first meeting.
AGENDA ITEM:
Presentation at the Joint meeting regarding the School Resource Officers program.

BACKGROUND/EXPLANATION:
The Tulare Police Department has partnered with the Tulare Joint Union High School District in providing the funding for three School Resource Officers. There is an officer assigned to each of the three high schools, as well as limited services being provided to the continuation high school. The goal of the program is for School Resource Officers to work closely with campus administrators in making the overall environment of each campus safe and conducive to learning. This also provides the City of Tulare safeguards against juvenile delinquency through both early and continuous intervention. This effort is accomplished through instruction, mentoring, counseling and enforcement activities. School Resource Officers handle most calls for police services on campus with an interest in preventing crime. They work closely with the Tulare County Probation officers to ensure at risk students already in the system have maintained accountability. In addition to their normal work schedule Monday-Friday, 8am-4pm, School Resource Officers are expected to be flexible and attend athletic events, school dances and other school functions deemed necessary. Our School Resource Officers have a detailed knowledge of the campus design and building configurations in the event of a critical incident. They also serve as a visible deterrent to crime by having marked units parked on site with immediate access to safety equipment.

Submitted by: Jerry Breckinridge
Title: Chief of Police

Lawrence Brooksher
Title: Police Captain

Date: September 27, 2011
Memo

To: C.O.S. /T.J.U.H.S.D. Board members
From: Capt. Larry Brooksher
CC:
Date: October 3, 2011
Re: School Resource Officer Program

The Tulare Police Department has partnered with the Tulare Joint Union High School District in providing the funding for three School Resource Officers. There is an officer assigned to each of the three high schools, as well as limited services being provided to the continuation high school. The goal of the program is for School Resource Officers to work closely with campus administrators in making the overall environment of each campus safe and conducive to learning. The program also provides the City of Tulare safeguards against juvenile delinquency through both early and continuous intervention. This effort is accomplished through instruction, mentoring, counseling and enforcement activities.

School Resource Officers handle most calls for police services on campus with an interest in preventing crime. They work closely with the Tulare County Probation officers to ensure at risk students already in the system have maintained accountability. In addition to their normal work schedule Monday-Friday, 8am-4pm, School Resource Officers are expected to be flexible and attend athletic events, school dances and other school functions deemed necessary. Our School Resource Officers have a detailed knowledge of the campus design and building configurations in the event of a critical incident. They also serve as a visible deterrent to crime by having marked units parked on site with immediate access to safety equipment.