



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

MEETING: Regular Meeting in February 2023

DATE: Tuesday, February 14, 2023, at 5:30 p.m.

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

Access to the Board of Trustees meeting is available via the District YouTube channel by clicking on the following livestreaming link and selecting the “LIVE” video option:

<https://www.youtube.com/channel/UCsguBf7ndfQVQ6n0v9hrfiQ>

Welcome to this meeting of the North Orange County Community College District Board of Trustees. Anyone wishing to attend this meeting virtually may do so via the YouTube link listed on the agenda.

The Board respects the rights of members of the public to comment on matters under its jurisdiction. Members of the public may address the Board by completing a yellow card entitled, “Request to Address Board of Trustees” and submit it to the Recording Secretary. These cards are available at the podium outside the Board Room.

Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board. Those wishing to address matters not on the agenda can do so immediately prior to the adjournment to closed session or, in the absence of a closed session, at the conclusion of all other public session business. Public comments must comply with the three-minute time limit.

The Board reserves the right to change the order of the agenda items as the need arises. All Board meetings, excluding closed sessions, are electronically recorded.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Consider Non-Personnel block-vote items indicated by [] in Sections 3 & 4**
- d. **Consider Personnel block-vote items indicated by [] in Section 5**
 Agenda items designated as block-vote items with [] are considered by the Board to either be routine or sufficiently supported by back-up information that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them.

 Block vote items will be enacted by one motion. Exceptions to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion or if an individual wishes to comment on a block-vote item. During either scenario the Board President will remove the item from block-vote consideration for separate discussion and a separate vote.

 Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public by contacting the Chancellor’s Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. – 5:00 p.m.).
- e. **Chancellor’s Report**
2. a. **Approval of Minutes of the Regular Meeting of January 24, 2023.**
- b. **FIRST CLOSED SESSION (only if needed)**

3. FINANCE & FACILITIES

- [a] It is recommended that the Board ratify purchase orders and checks. **(Purchase orders and checks are available for review in the District's Business Office.)**
- [b] It is recommended that the Board adopt a resolution establishing separate bank, savings, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with the California Code of Regulations Title 5 §58311. **(The Resolution is available for review in the District's Business Office.)**
- [c] Authorization is requested to make adjustments to the General Fund, Child Development Fund, and Financial Aid Fund revenue and expenditure budget in accordance with the revised fiscal year 2022-23 allocations and that resolutions be adopted to adjust budgets and authorize expenditures within the General Fund, Child Development Fund, and Financial Aid Fund pursuant to the California Code of Regulations Title 5 §58308. **(The Resolutions are available for review in the District's Business Office.)**
- [d] Authorization is requested for the 2022-2023 General Fund transfers netting to the amount of \$168,740 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307. **(The Resolution is available for review in the District's Business Office.)**
- e. It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended December 31, 2022, as required by Title 5 §58310.
- f. It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended December 31, 2022.
- [g] Authorization is requested to use hospitality funds to sponsor the A2MEND Summit conference as a diamond sponsor at a cost of \$10,000.
- [h] Retroactive authorization is requested to use hospitality funds to sponsor a table at the Access California Services Gala at a cost of \$1,500.
- [i] Authorization is requested to use hospitality funds to sponsor the APAHE conference as a gold sponsor at a cost of \$4,000.
- [j] Authorization is requested to amend the consultant agreement with MAAS Companies to provide project support services for the Swing Space Interim Housing and Tower First Floor Life/Safety Renovation Projects at the Anaheim Campus and increase the contract amount.
- [k] Authorization is requested to amend the consultant agreement with SVA Architects for the Swing Space Interim Housing Project at the Anaheim Campus and increase the contract amount to provide an updated construction cost estimate based on the DSA-approved set of plans and specifications.

- [l] Authorization is requested to award Bid #2223-12, Fire Riser Replacement at Anaheim Campus to ADT Commercial.
- [m] It is recommended that the Board approve deductive change order #5 for the Districtwide Network Refresh Project.
- [n] Authorization is requested to extend the contract with PlanNet Consulting to June 30, 2023 and increase the contract amount.
- [o] It is recommended that the Board approve Change Order 01 for Bid 2122-24 Fine Arts Swing Space Project at Cypress College with New Dynasty Construction Co., increasing the contract and extending the contract time.
- [p] Authorization is requested to increase the agreement with Sundt Construction for Construction Management Services for the Fine Arts Swing Space Project at Cypress College.
- [q] Authorization is requested to approve an amendment to the agreement with Pathways of Hope and increase the contract amount.
- [r] Authorization is requested to approve out-of-country travel for Dani Wilson and Angela Henderson to Seville, Spain, March 13 – March 17, 2023, to conduct a site visit for the Seville, Spain Spring 2023 Study Abroad program.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Fullerton College, to be effective Fall 2022 and Fall 2023.
- b. It is recommended that the Board approve the revised Fullerton College Mission and Core Values.

5. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:

- Retirement
- Resignation
- Temporary Reassignment
- Temporary Contract
- Probationary Contract Extension
- Change in Salary Classification
- Additional Duty Days
- Payment for Independent Learning Contract
- Leaves of Absence
- Temporary Academic Hourly

- [b] Request approval of the following items concerning classified personnel:

- Resignations

Probationary Release
 New Personnel
 Change in Hire Date
 Change in Salary Step
 Promotion
 Transfer
 Voluntary Changes in Assignment
 Professional Growth & Development
 Stipend for Additional Administrative Duties
 Administrative Reorganization
 Leaves of Absence
 New Confidential Job Description
 Revised Classified Job Descriptions

- [c] Request approval of Professional Experts.
- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.
- f. Request approval of the contract and amendments for Monte Perez as Fullerton College Interim President.

6. **GENERAL**

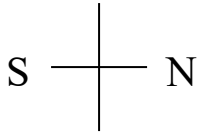
- a. It is recommended that the Board adopt revised Board Policy 6250, Budget Management.
- b. It is recommended that the Board approve the District's Emergency Conditions Recovery Plan Update.
- c. It is recommended that the Board receive as information revised Administrative Procedure 7120-4, Management Employee Hiring.
- d. It is recommended that the Board adopt Resolution No. 22/23-14 verifying that Trustee Rodarte was absent on January 24, 2023 due to illness.
- e. It is recommended that the Board discuss any potential future agenda items.

7. **COMMENTS**

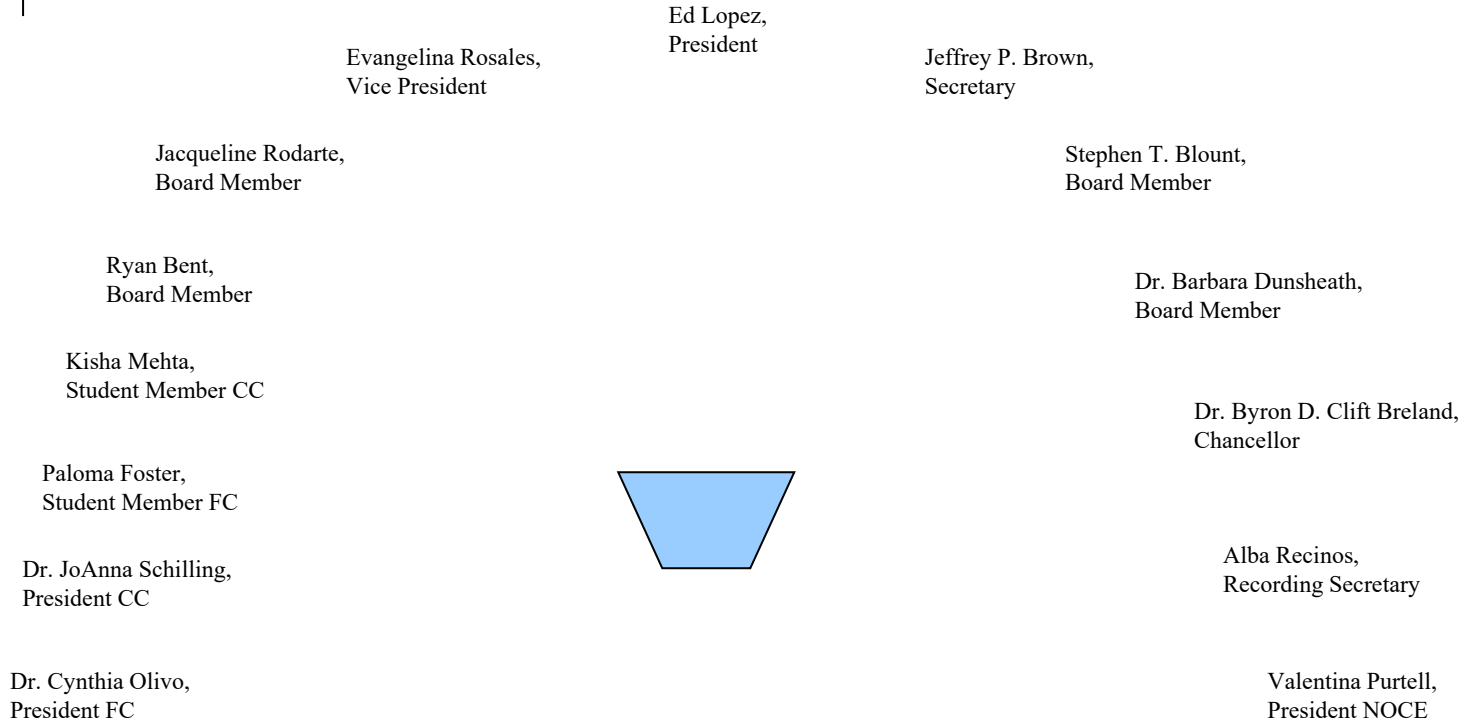
- a. Chancellor's Staff Comments
- b. Resource Table Personnel Comments
- c. Members of the Board of Trustees Comments
- d. Public Comments on Non-agenda Items

8. **ADJOURN TO CLOSED SESSION:** Per the following sections of the Government Code:
- a. Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.
 - b. Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.
 - c. Per Section 54957: PUBLIC EMPLOYEE: Cypress College President.
 - d. Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: Two (1) Potential Cases.

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



Board Room Seating Arrangement



Audience Seating

Constituent Group
Representatives

Chancellor's Staff

Entrance



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| DATE: | February 14, 2023 | Resolution | <u> </u> |
| | | Information | <u> </u> |
| SUBJECT: | Ratification of Purchase Orders and Checks | Enclosure(s) | <u> X </u> |

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

The purchase order numbers P0155702 - P0156186, check numbers C0054379 – C0054452; F0289780 – F0289990; 88530425 – 88531268; V0031905 – V0031909; 70124042 – 70124046; disbursements E9078889 – E9086141; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

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

FUNDING SOURCE AND FINANCIAL IMPACT: Actual costs will be charged to applicable funds as goods and/or services are received.

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0155702 - P0156186 through January 30, 2023, totaling \$2,572,755.22, and check numbers C0054379 – C0054452, totaling \$115,201.82; check numbers F0289780 – F0289990, totaling \$8,023,483.31; check numbers 88530425 – 88531268, totaling \$6,994,772.57; check numbers V0031905 – V0031909, totaling \$3,805.00; check numbers 70124042 – 70124046, totaling \$2,290.50; and disbursements E9078889 – E9086141, totaling \$7,503,143.35, through January 31, 2023.

Fred Williams

Recommended by


Approved for Submittal

3.a.1

Item No.

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2023 THROUGH JANUARY 30, 2023
BOARD MEETING FEBRUARY 14, 2023

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|--|---------------|----------------|------|---|
| P0155702 | Total Western Inc | \$ 5,400.00 | Capital Outlay | AC | Labor and Materials to Repairs Pipe at FC Bldg 100 |
| P0155813 | Amazon Business | \$ 18.30 | | CC | Office Supplies |
| P0155814 | Jose Lozano | \$ 300.00 | | CC | Guest Speaker for Hispanic Heritage Month |
| P0155815 | Sweetwater Sound Inc | \$ 558.90 | | FC | Audio Supplies |
| P0155816 | Titan Distributors | \$ 1,993.50 | | CC | Fitness Supplies |
| P0155817 | MVP Promotions | \$ 2,074.66 | | CC | Puente Program Hoodies |
| P0155818 | Cheyenne Mann | \$ 106.63 | | FC | Reimbursement for Meeting Supplies |
| P0155819 | NMK Corporation | \$ 106.41 | | CC | Phone Hardware Equipment |
| P0155820 | Henry Schein Inc | \$ 5,000.00 | | CC | Blanket Order for Instructional Materials |
| P0155824 | Avid Technology Inc | \$ 2,250.00 | | FC | Site Licenses |
| P0155825 | Sodexo Inc and Affiliates | \$ 136.21 | | FC | Catering for Queer Social Hour Event |
| P0155826 | Graphic Chemical & Ink Co | \$ 500.00 | | CC | Blanket Order for Instructional Supplies |
| P0155827 | Amazon Business | \$ 151.41 | | CC | Instructional Materials |
| P0155828 | Snap-on-Industrial | \$ 35,553.46 | | CC | Automotive Software |
| P0155829 | Signarama of Anaheim | \$ 166.51 | | FC | Wall Graphics |
| P0155830 | Anaheim Union High School District | \$ 3,660.50 | | CC | Transportation Fees |
| P0155831 | Amazon Business | \$ 41.95 | | CC | Instructional Supplies |
| P0155832 | Therese Mosqueda-Ponce | \$ 253.92 | | CC | Reimbursement for End of Semester Event Supplies |
| P0155833 | Amazon Business | \$ 206.88 | | FC | Storage Supplies |
| P0155840 | Cypress College | \$ 1,700.00 | | CC | Student Scholarships |
| P0155841 | Rio Grande | \$ 500.00 | | CC | Blanket Order for Art Supplies |
| P0155842 | Pepi Company of California LLC | \$ 590.45 | | AC | Catering - Diversity Seminar |
| P0155843 | AmpliFund | \$ 72,000.00 | | AC | Software Subscription Services |
| P0155844 | Pepi Company of California LLC | \$ 976.77 | | AC | Catering - Diversity Seminar |
| P0155845 | Nasco Education LLC | \$ 1,932.40 | | CC | Instructional Materials |
| P0155846 | GST | \$ 7,397.30 | | CC | Computer Equipment |
| P0155847 | Amazon Business | \$ 548.67 | | CC | Office Supplies |
| P0155851 | Digital Art Supplies | \$ 1,000.00 | | CC | Blanket Order for Instructional Supplies |
| P0155852 | The BirdDog Group | \$ 15,500.00 | | AC | Independent Contractor for Student Services |
| P0155853 | Economic Modeling LLC | \$ 12,150.00 | | CC | Software Subscription/License |
| P0155854 | Stirfry Seminars & Consulting | \$ 8,700.00 | | CC | Staff Workshops |
| P0155855 | Twist and Shout Events Inc | \$ 385.00 | | FC | Balloon Services |
| P0155856 | Art Supply Warehouse | \$ 1,000.00 | | CC | Blanket Order for Art Supplies |
| P0155857 | Veronica Osorio | \$ 2,747.04 | | CC | Blanket Order for Child Care |
| P0155858 | Office Solutions | \$ 500.00 | | CC | Blanket Order for Office Supplies |
| P0155859 | Art Supply Warehouse | \$ 1,000.00 | | CC | Blanket Order for Art Supplies |
| P0155860 | Executive Environmental Services Corporation | \$ 80,200.00 | Bond | AC | Environmental Services for Swing Space Intern Housing |
| P0155861 | Graphaids Inc | \$ 2,000.00 | | CC | Blanket Order for Instructional Supplies |
| P0155862 | Digital Art Supplies | \$ 1,000.00 | | CC | Blanket Order for Instructional Supplies |
| P0155863 | Benrich Service Company Inc | \$ 19,656.52 | Capital Outlay | CC | Labor for Installation of Pool Equipment for CC |
| P0155864 | Howard Industries | \$ 35,879.00 | Capital Outlay | CC | Purchase New Boiler for Cypress College |
| P0155865 | Pepi Company of California LLC | \$ 4,010.96 | | CC | Catering for Student Equity Events |
| P0155866 | Robert Teranishi | \$ 4,500.00 | | CC | Guest Speaker for Spring Convocation Event |
| P0155867 | Aardvark Clay & Supplies Inc | \$ 1,500.00 | | CC | Blanket Order for Art Supplies |
| P0155868 | Laguna Clay Company | \$ 1,500.00 | | CC | Blanket Order for Art Supplies |
| P0155869 | Charter Communications Operating LLC | \$ 24,133.00 | | NOCE | Blanket Order for Phone Service |
| P0155870 | Sidepath Inc | \$ 5,069.20 | | CC | Computer Hardware |
| P0155871 | Amazon Business | \$ 2,252.77 | | FC | Instructional Supplies |
| P0155872 | Valley Pipeline Services Inc | \$ 49,092.00 | Capital Outlay | AC | Replace Hydronics Pipeline at FC Bldg 1200 |
| P0155873 | JB Bostick Company Inc | \$ 5,000.00 | | AC | Blanket Order for AC Facilities Management |
| P0155874 | Division of the State Architect | \$ 190,100.00 | Bond | AC | DSA Check Fee for FC Bldg 300 Renovation Project |
| P0155875 | Nurse Tim Inc | \$ 13,895.00 | | CC | Independent Contractor to Develop Curriculum |
| P0155876 | Luciano Orozco | \$ 500.00 | | CC | Reimbursement for Vehicle Towing Fees |
| P0155877 | Community College Facility Coalition | \$ 1,520.00 | | AC | Institutional Membership |
| P0155879 | Glacier Communications Inc | \$ 90,000.00 | | CC | Independent Contractor for Campus Advertising |
| P0155881 | Pepi Company of California LLC | \$ 951.77 | | AC | Catering - Diversity Seminar |

Item No. 3.a.2

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2023 THROUGH JANUARY 30, 2023
BOARD MEETING FEBRUARY 14, 2023

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|-------------------------------------|--------------|----------------|------|--|
| P0155882 | Amazon Business | \$ 234.60 | | CC | Instructional Supplies |
| P0155883 | BSN Sports LLC | \$ 1,575.94 | | FC | Athletic Clothing |
| P0155884 | AMS Net Inc | \$ 10,000.00 | | CC | Network & Software Support Services |
| P0155887 | AMS Net Inc | \$ 3,750.00 | | CC | Network & Software Support Services |
| P0155888 | Milagro Marketing LLC | \$ 1,500.00 | | AC | Additional License Coverage |
| P0155889 | City of Cypress | \$ 63.00 | | CC | Cypress Community Center Rental Fee |
| P0155890 | California Geological Survey | \$ 4,800.00 | Bond | AC | Assessment of Geologic Hazard Report FC Bldg 300 |
| P0155891 | Sasco Electric | \$ 2,830.00 | | CC | Cabling |
| P0155892 | Sasco Electric | \$ 3,360.00 | | CC | Cabling |
| P0155893 | Orange County Pump Company | \$ 11,691.28 | Capital Outlay | AC | Pump Replacement at FC Bldg. 500 |
| P0155894 | Controlled Key Systems | \$ 319.98 | | NOCE | Equipment Repair |
| P0155895 | Amazon Business | \$ 350.13 | | FC | Books |
| P0155896 | Alexander Brown | \$ 755.00 | | FC | Reimbursement for Field Trip Fees |
| P0155897 | Lakeshore Learning Materials | \$ 2,000.00 | | NOCE | Blanket Order for Instructional Supplies |
| P0155898 | Office Solutions | \$ 1,000.00 | | NOCE | Blanket Order for Office Supplies |
| P0155899 | Habit Restaurants LLC | \$ 3,632.69 | | CC | Catering for Automotive Department Event |
| P0155900 | Blick Art Materials LLC | \$ 201.78 | | FC | Art Supplies |
| P0155901 | VAE Industries Corp | \$ 1,137.85 | | FC | Table Covers |
| P0155902 | Sodexo Inc and Affiliates | \$ 503.95 | | FC | Catering for Tech & Engineering Event |
| P0155903 | Kyle Stroud | \$ 51.05 | | FC | Reimbursement for Student Welcome Event Supplies |
| P0155904 | Jackson's Auto Supply | \$ 3,000.00 | | FC | Blanket Order for Automotive Supplies |
| P0155905 | Ingrid Serna | \$ 51.68 | | FC | Reimbursement for Adopt An Angel Event Supplies |
| P0155906 | Sidepath Inc | \$ 946.99 | | CC | Laptop |
| P0155907 | Dolores Cornejo | \$ 216.41 | | FC | Reimbursement for Adopt an Angel Event Supplies |
| P0155908 | HealthFirst Corporation | \$ 390.23 | | CC | Emergency Kit Supplies |
| P0155909 | American Chemical Society | \$ 1,400.00 | | FC | Online Training Courses |
| P0155910 | Nichole Crockrom | \$ 96.94 | | FC | Reimbursement for Classified Recognition Supplies |
| P0155911 | Mikel Hogan | \$ 7,500.00 | | AC | Speaker - Curriculum Transformation Seminar |
| P0155912 | NMK Corporation | \$ 4,622.48 | | FC | Optical Cables |
| P0155913 | CDW Government Inc | \$ 9,404.73 | | CC | Apple MacBook Laptops (2) |
| P0155914 | Sharonne Herbert | \$ 1,000.00 | | CC | Implicit Bias Trainings - CC Nursing program |
| P0155915 | Amazon Business | \$ 231.07 | | CC | Instructional Materials |
| P0155921 | Embassy Suites | \$ 1,468.37 | | FC | Deposit for EOPS Recognition Ceremony Banquet Room |
| P0155923 | Sasco Electric | \$ 2,365.00 | | FC | Bldg 700 Electrical Upgrades at FC |
| P0155924 | Division of the State Architect | \$ 87,240.00 | Bond | AC | DSA Plan/Field Review Filing Fee for AC 1st Tower Life/Safety Renovation |
| P0155925 | Structural Preservation Systems LLC | \$ 1.00 | Bond | AC | Installation of FRP Test Panels at FC Bldg 300 |
| P0155926 | Habit Restaurants LLC | \$ 1,633.27 | | CC | Catering for Connect2Cypress Event |
| P0155927 | Favesalon Inc | \$ 19,473.86 | | FC | Software Subscription and Supplies |
| P0155928 | City of Anaheim | \$ 35.00 | | NOCE | Business License |
| P0155929 | Return to Work Partners Inc | \$ 6,143.00 | | AC | Accommodation Services |
| P0155930 | RJ Electric | \$ 5,000.00 | | NOCE | Blanket Order for Parking Lot Light Repairs |
| P0155931 | DocuSign Inc | \$ 2,242.50 | | AC | eSignature Software |
| P0155932 | Amazon Business | \$ 682.63 | | NOCE | Instructional Supplies |
| P0155933 | Alicia Bolanos | \$ 1,250.00 | | CC | Student Grant Stipend |
| P0155934 | Maria Huerta | \$ 1,250.00 | | CC | Student Grant Stipend |
| P0155935 | Alvinisha Joseph | \$ 1,250.00 | | CC | Student Grant Stipend |
| P0155936 | Valerie Monicco | \$ 1,250.00 | | CC | Student Grant Stipend |
| P0155937 | Anaheim Union High School District | \$ 9,564.00 | | CC | Transportation fee for Field Trip |
| P0155938 | AT&T Mobility LLC | \$ 11,853.96 | | NOCE | Instructional Supplies |
| P0155940 | Division of the State Architect | \$ 7,825.00 | | CC | DSA Filing Fee for CC Tech Ed 1 Autolift Project |
| P0155941 | Backflow Apparatus & Valve Co | \$ 42,421.00 | Capital Outlay | AC | Backflow Replacement Project at AC |
| P0155942 | RSS Consulting LLC | \$ 75,000.00 | | AC | Consultant Services for Equity Leadership Strategies and Services |
| P0155943 | Amazon Business | \$ 30.35 | | CC | Computer Hardware |
| P0155947 | Sanz Construction Inc | \$ 3,400.00 | Capital Outlay | CC | Labor & Materials to Install New Floor at FC Men/Women Restrooms |
| P0155948 | Amazon Business | \$ 649.61 | | NOCE | Instructional Supplies |
| P0155949 | Westberg + White Inc | \$ 25,000.00 | Capital Outlay | AC | Architecture Services for NOCE Bldg. 2100 |

Item No. 3.a.3

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2023 THROUGH JANUARY 30, 2023
BOARD MEETING FEBRUARY 14, 2023

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|--------------------------------------|--------------|----------------|------|--|
| P0155950 | Bay City Electric Works | \$ 6,639.74 | Capital Outlay | AC | Maintenance Agreement for FC Power Systems |
| P0155951 | Westberg + White Inc | \$ 20,500.00 | Capital Outlay | AC | Architecture Service FC Cooling Project Bldg. 200 |
| P0155952 | Amazon Business | \$ 619.26 | | CC | Instructional Supplies |
| P0155954 | Goodwill Industries of Orange County | \$ 50,000.00 | | FC | Independent contractor for Sign Language Services |
| P0155955 | Amazon Business | \$ 21.44 | | NOCE | Instructional Supplies |
| P0155956 | Niche.com Inc | \$ 5,239.00 | | CC | Software Subscription |
| P0155957 | Alexander Brown | \$ 317.80 | | FC | Reimbursement for Field Trip Supplies |
| P0155958 | AES | \$ 1,000.00 | | FC | Blanket Order for Instructional Supplies |
| P0155959 | Alan Alvarez | \$ 1,250.00 | | CC | Student Grant |
| P0155960 | Enrique Berumen | \$ 1,250.00 | | CC | Student Grant |
| P0155961 | Gwendy Gonzalez | \$ 1,250.00 | | CC | Student Grant |
| P0155962 | Penny Casperson | \$ 1,250.00 | | CC | Student Grant |
| P0155963 | Esther Kwon | \$ 1,250.00 | | CC | Student Grant |
| P0155964 | David Moro | \$ 1,250.00 | | CC | Student Grant |
| P0155965 | Vanessa Mojica | \$ 1,250.00 | | CC | Student Grant |
| P0155966 | Samantha Navarro | \$ 1,250.00 | | CC | Student Grant |
| P0155967 | Office Solutions | \$ 1,000.00 | | CC | Blanket Order for Office Supplies |
| P0155968 | Yanet Garcia | \$ 352.70 | | CC | Reimbursement for End of Semester Staff Retreat |
| P0155969 | Orange County Fire Protection | \$ 969.75 | Bond | AC | Fire Flow Test on Hydrants at Cypress College |
| P0155971 | NMK Corporation | \$ 21,323.31 | | FC | Computer Hardware & Software Support |
| P0155972 | Otto Systems LP | \$ 3,689.25 | Capital Outlay | CC | Theatrical Supplies and Materials for CC |
| P0155973 | CDW Government Inc | \$ 1,033.50 | | FC | Laptop |
| P0155976 | Carpet Service Bert The Dutchman Inc | \$ 2,692.96 | Capital Outlay | CC | Floor for CC Humanities Bldg Main Corridor |
| P0155977 | Cambridge University Press | \$ 5,279.31 | | NOCE | Instructional Supplies and Materials |
| P0155978 | Heart to Heart CPR | \$ 700.00 | | FC | CPR Training |
| P0155979 | Public Economics Inc | \$ 10,000.00 | | AC | Consulting Services |
| P0155980 | iT1 Source LLC | \$ 1,971.83 | | NOCE | Webcam |
| P0155981 | Cambridge University Press | \$ 5,000.00 | | NOCE | Instructional Supplies |
| P0155982 | WMFY We Mail For You Inc | \$ 10,046.88 | | AC | Marketing Postcards Spring Semeter |
| P0155983 | Anna Greiner | \$ 675.71 | | AC | Reimbursement for Ventures Boot Camp Participants |
| P0155984 | Yorke Engineering LLC | \$ 4,144.20 | | CC | Environmental Compliance Services |
| P0155985 | iHeartMedia + Entertainment Inc | \$ 57,890.00 | | CC | Advertising Services |
| P0155986 | Pocket Nurse Enterprises Inc | \$ 1,397.19 | | CC | Non-Tilt Overbed Table (10) |
| P0155987 | Amazon Business | \$ 195.11 | | CC | Instructional Supplies |
| P0155988 | Takach Press Corp | \$ 600.00 | | CC | Blanket Order for Art Supplies |
| P0155989 | Amazon Business | \$ 241.44 | | CC | Instructional Supplies |
| P0155990 | MacKay Meters Inc | \$ 1,551.60 | | CC | Meter Management System Software |
| P0155991 | Socalyoga Walls | \$ 15,569.88 | | CC | Yoga Walls |
| P0155992 | B & H Photo Video Inc | \$ 1,578.64 | | CC | TV |
| P0155993 | The Sporting Good LLC | \$ 334.03 | | CC | Baseball Catcher Protective Gears |
| P0155994 | Hawk Ridge Systems LLC | \$ 19,551.40 | | FC | 3D Printer |
| P0155995 | Carpet Service Bert The Dutchman Inc | \$ 42,810.00 | Capital Outlay | AC | Labor and Materials to Remove/Replace Carpet at CC |
| P0155996 | Transportation Charter Services Inc | \$ 40,000.00 | | CC | Blanket Order for Transportation Services |
| P0155997 | Shaw Industries Inc | \$ 532.88 | | NOCE | Maintenance Supplies |
| P0155998 | Amazon Business | \$ 1,039.61 | | FC | Instructional Supplies |
| P0155999 | Fullerton Ford | \$ 75,454.66 | Capital Outlay | CC | Purchase Used Truck for CC O&M Dept |
| P0156000 | ArbiterPay Trust Account | \$ 18,555.00 | | CC | Sports Officials Fees |
| P0156001 | Art Supply Warehouse | \$ 195.80 | | NOCE | Instructional Supplies |
| P0156002 | Carolina Biological Supply Co | \$ 1,029.03 | | FC | Laboratory Supplies |
| P0156003 | Sterilization Assurance Service | \$ 330.46 | | CC | Dental Supplies |
| P0156004 | Pearson Education Inc | \$ 7,465.88 | | NOCE | Instructional Supplies |
| P0156005 | Pocket Nurse Enterprises Inc | \$ 495.40 | | CC | Instructional Supplies |
| P0156006 | Diamedical USA Equipment LLC | \$ 717.83 | | CC | Instructional Supplies |
| P0156007 | Pepi Company of California LLC | \$ 590.45 | | AC | Catering Service |
| P0156008 | Guac N Roll Tacos | \$ 867.39 | | AC | Catering Service |
| P0156009 | Guac N Roll Tacos | \$ 495.65 | | AC | Catering Service |

Item No. 3.a.4

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2023 THROUGH JANUARY 30, 2023
BOARD MEETING FEBRUARY 14, 2023

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|--|---------------|----------------|------|--|
| P0156010 | EdClub Inc | \$ 1,323.00 | | NOCE | Software License |
| P0156011 | Eide Bailly LLP | \$ 3,500.00 | | AC | Annual Audit Fee |
| P0156012 | Amazon Business | \$ 385.15 | | FC | Instructional Supplies |
| P0156013 | Valley Pipeline Services Inc | \$ 28,902.00 | Capital Outlay | AC | Labor and Materials to Repairs Water Leaks @ FC |
| P0156014 | Friends of Fullerton College | \$ 250,000.00 | | FC | Journal Voucher #J0069614 |
| P0156015 | Sodexo Inc and Affiliates | \$ 775.32 | | FC | Catering for VRC Friendsgiving Event |
| P0156016 | Sodexo Inc and Affiliates | \$ 494.25 | | FC | Catering for VRC Region 8 Meeting |
| P0156017 | Sidepath Inc | \$ 32,040.78 | | CC | Computer Hardware |
| P0156018 | Sodexo Inc and Affiliates | \$ 231.49 | | FC | Catering for Veterans Advisory Committee |
| P0156019 | Sodexo Inc and Affiliates | \$ 8,280.33 | | FC | Catering for Dr. Breland Investiture |
| P0156020 | VictoryVR Inc | \$ 32,646.88 | | FC | Educational Supplies and Software |
| P0156021 | KBI & Associates | \$ 1,145.86 | | FC | Athletic Team Gear |
| P0156022 | BPS Supply Group | \$ 4,575.92 | | FC | HVAC Equipment |
| P0156023 | Simplot Partners | \$ 1,981.63 | | CC | Softball/Baseball infield Supplies |
| P0156024 | Senor Taco | \$ 280.00 | | CC | Lunch for Outreach Ambassador Training |
| P0156025 | Naveen Kanal | \$ 1,440.00 | | FC | Reimbursement for Golf Course Rental |
| P0156026 | AMS Net Inc | \$ 79,645.17 | | AC | Data Backup and Recovery Hardware |
| P0156027 | Comlock Security Group Inc | \$ 1,273.61 | | FC | Lock Supplies |
| P0156028 | Triton Digital Inc | \$ 1,620.00 | | FC | License Renewal for Online Radio Streaming |
| P0156029 | CDW Government Inc | \$ 37,810.26 | | FC | Laptops and Computer Hardware |
| P0156030 | RJ Electric | \$ 675.00 | | AC | Data Center Upgrades |
| P0156038 | Experis US LLC | \$ 40,800.00 | | AC | Consulting Services for Professional Resourcing |
| P0156039 | Amazon Business | \$ 174.97 | | FC | Supplies for Welcome Back Event |
| P0156061 | Top Hat Balloon Werks LLC | \$ 2,364.04 | | FC | Balloon Rental Services for Chancellor Event |
| P0156063 | Trane U S Inc | \$ 1,054.62 | | AC | Onsite Sampling Tubes Repair |
| P0156064 | GST | \$ 534.63 | | CC | Printer |
| P0156065 | Office Solutions | \$ 1,500.00 | | FC | Blanket Order for Office Supplies |
| P0156066 | Associated Press | \$ 813.86 | | FC | Radio Broadcasting Fee |
| P0156067 | Scantron Corporation | \$ 588.00 | | FC | Classroom Supplies |
| P0156068 | Del Palacio Piano Service LLC | \$ 625.00 | | FC | Piano Tuning Services |
| P0156069 | Return to Work Partners Inc | \$ 1,575.00 | | AC | Accommodation Services |
| P0156070 | Lakeshore Learning Materials | \$ 86.17 | | CC | Instructional Supplies |
| P0156071 | Orange County Hispanic Chamber of Commerce | \$ 1,500.00 | | AC | Annual Membership Fee |
| P0156072 | Pearson VUE | \$ 2,750.00 | | CC | Practice Test License Renewal |
| P0156073 | Johnson Controls Fire Protection LP | \$ 80,250.00 | | FC | Fire Alarm Testing and Inspection |
| P0156074 | Performance Health Supply Inc | \$ 3,690.09 | | CC | Athletic Equipment |
| P0156075 | Amazon Business | \$ 682.73 | | CC | Instructional Supplies |
| P0156076 | Amazon Business | \$ 581.26 | | CC | Camera Parts |
| P0156077 | Amazon Business | \$ 693.86 | | CC | Computer Hardware & Monitor Stand |
| P0156078 | Amazon Business | \$ 673.96 | | CC | Instructional Supplies |
| P0156079 | The Adult Contemporary Music Research Letter | \$ 330.00 | | FC | Radio Station Subscription |
| P0156080 | ARC Document Solutions LLC | \$ 52,145.00 | | CC | Annual Software Subscription |
| P0156081 | BSN Sports LLC | \$ 2,103.62 | | FC | Athletic Clothing |
| P0156082 | Amazon Business | \$ 881.89 | | CC | Instructional Supplies |
| P0156084 | Sodexo Inc and Affiliates | \$ 264.39 | | FC | Catering for Veterans Resource Center |
| P0156085 | Thaddeus Luminarias | \$ 312.74 | | FC | Reimbursement for Catering for VRC Orientation Day |
| P0156086 | Newsweek Inc | \$ 79.99 | | FC | Library Subscription |
| P0156087 | Rodriguez Engineering Inc | \$ 4,600.00 | | FC | Structural Engineering Services |
| P0156088 | Hugo Quezada | \$ 85.00 | | FC | Student Fees Reimbursement |
| P0156089 | Arturia SAS | \$ 3,172.77 | | FC | Student Keyboards |
| P0156090 | Examity Inc | \$ 200.00 | | FC | Remote Assessments for Students |
| P0156091 | BSN Sports LLC | \$ 336.32 | | FC | Athletic Supplies |
| P0156092 | Orange County Hispanic Chamber of Commerce | \$ 5,000.00 | | AC | 2023 Estrella Awards Sponsorship |
| P0156093 | Total Imaging Solutions LLC | \$ 935.00 | | FC | Microfilm Service Agreement |
| P0156101 | Weidemann Water Conditioners | \$ 1,000.00 | | AC | Blanket Order for Equipment Repair Services |
| P0156102 | The Draft Sports Complex | \$ 614.21 | | FC | Athletic Supplies |

Item No. 3.a.5

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2023 THROUGH JANUARY 30, 2023
BOARD MEETING FEBRUARY 14, 2023

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|----------|--|--------------|----------------|------|---|
| P0156103 | BSN Sports LLC | \$ 237.40 | | FC | Athletic Supplies |
| P0156104 | Association of California Community | \$ 100.00 | | FC | Institutional Membership |
| P0156105 | Sodexo Inc and Affiliates | \$ 121.07 | | FC | Catering for FC Student Support Services |
| P0156106 | Amazon Business | \$ 231.11 | | CC | Instructional Supplies |
| P0156108 | Amazon Business | \$ 150.83 | | CC | Printer Paper Rolls |
| P0156109 | Cumulus Technology Service Inc | \$ 90,200.00 | | AC | Consulting Services for Information Security |
| P0156110 | Office Solutions | \$ 1,200.00 | | NOCE | Blanket Order for Office Supplies |
| P0156111 | O F Wolfinbarger Inc | \$ 2,000.00 | | FC | Blanket Order for Instructional Supplies |
| P0156112 | Carolina Biological Supply Co | \$ 1,282.08 | | CC | Laboratory Supplies |
| P0156113 | Sidepath Inc | \$ 1,736.46 | | CC | Computer Hardware |
| P0156114 | Sodexo Inc and Affiliates | \$ 2,780.31 | | FC | Catering for FC Student Life & Leadership Event |
| P0156115 | Sodexo Inc and Affiliates | \$ 94,984.74 | | FC | Catering for Students During Covid 19 BA: 3/20/20 |
| P0156116 | Industrial Technical Services | \$ 4,000.00 | | FC | Blanket Order for FC HVAC Repairs |
| P0156117 | Pink Creations Inc | \$ 136.53 | | FC | Staff Award |
| P0156127 | CSI Fullmer | \$ 1,045.00 | | CC | Furniture Handling Fee |
| P0156128 | F C And Sons Roofing Inc | \$ 23,541.00 | | CC | Roof Repair for SEM Bldg at CC |
| P0156131 | Scantron Corporation | \$ 150.00 | | FC | Maintenance Agreement for Scantron Machine |
| P0156132 | CES Environmental Consultants Inc | \$ 7,675.00 | | CC | Consultant for Hazmat Services at CC |
| P0156133 | The Myers-Briggs Company | \$ 500.00 | | FC | Software Subscription |
| P0156134 | Ninyo & Moore Geotechnical | \$ 7,435.00 | Capital Outlay | AC | Materials Testing AC Closed Circuit Cooling Tower |
| P0156135 | Henry Schein Inc | \$ 423.65 | | CC | Office Supplies |
| P0156136 | T&G Printing and Fulfillment | \$ 4,417.75 | | CC | Custom Drawstring Bags |
| P0156137 | Southern California News Group | \$ 1,032.95 | | FC | Orange County Register Subscription |
| P0156138 | Integrity Electric | \$ 10,000.00 | | CC | Blanket Order for CC Building Electrical Services |
| P0156139 | Sodexo Inc and Affiliates | \$ 118.36 | | FC | Catering for Counseling Department Event |
| P0156140 | Amazon Business | \$ 148.90 | | CC | Instructional Supplies |
| P0156141 | Amazon Business | \$ 475.03 | | FC | Instructional Supplies |
| P0156142 | Refrigeration Supplies Distributor | \$ 2,430.00 | | CC | Blanket Order for Instructional Supplies |
| P0156143 | Office Solutions | \$ 500.00 | | CC | Blanket Order for Office Supplies |
| P0156144 | Sodexo Inc and Affiliates | \$ 689.07 | | FC | Catering for Student Life Event |
| P0156145 | WGSN Inc | \$ 4,000.00 | | FC | Software License Renewal |
| P0156146 | DS Waters of America Inc | \$ 1,000.00 | | FC | Blanket Order for Drinking Water |
| P0156147 | Diamedical USA Equipment LLC | \$ 70.70 | | CC | Medical Waste Containers |
| P0156148 | Association of College & University Auditors | \$ 175.00 | | AC | Institutional Membership |
| P0156149 | Carolina Biological Supply Co | \$ 2,158.22 | | FC | Classroom Supplies |
| P0156150 | USA Scientific Inc | \$ 3,267.45 | | FC | Instructional Supplies |
| P0156151 | National League for Nursing Inc | \$ 1,530.00 | | CC | Annual Membership Renewal |
| P0156152 | Carolina Biological Supply Co | \$ 328.17 | | FC | Laboratory Supplies |
| P0156154 | Sodexo Inc and Affiliates | \$ 193.73 | | FC | Catering for Tutoring Center Orientation |
| P0156155 | Broadcast Supply Worldwide | \$ 1,589.96 | | FC | Instructional Supplies |
| P0156156 | TForce Freight Inc | \$ 125.00 | | FC | Freight Fee for Equipment Delivery |
| P0156157 | Nick Arman | \$ 236.94 | | FC | Reimbursement for Catering for VRC Finals Event |
| P0156158 | Cheyenne Mann | \$ 49.41 | | FC | Reimbursement for Drinks for Staff Meeting |
| P0156159 | Kyle Stroud | \$ 152.00 | | FC | Reimbursement for Student Welcome Event Supplies |
| P0156160 | Sodexo Inc and Affiliates | \$ 478.89 | | FC | Catering for Promise Program Recognitions |
| P0156161 | Toshiba Business Solutions | \$ 1,293.01 | | FC | Copier Staples |
| P0156162 | Pradeep Sharma | \$ 36.03 | | FC | Reimbursement for Textbook Purchase |
| P0156164 | Case & Sons Construction Inc | \$ 15,500.00 | Capital Outlay | AC | Ceiling and Tile Repairs FC Bldg. 1300 |
| P0156165 | A Alvarado Painting | \$ 5,760.00 | Capital Outlay | AC | Repair and Repaint Exterior FC Bldg. 800 |
| P0156166 | A Alvarado Painting | \$ 5,630.00 | Capital Outlay | AC | Repaint Iron Handrail at FC Bldg. 800 |
| P0156167 | Amazon Business | \$ 998.27 | | CC | Materials for Art Exhibition |
| P0156168 | Amazon Business | \$ 45.22 | | CC | Computer Hardware |
| P0156169 | Amazon Business | \$ 233.23 | | NOCE | Instructional Supplies |
| P0156170 | Amazon Business | \$ 165.51 | | CC | Textbooks |
| P0156171 | Amazon Business | \$ 153.79 | | NOCE | Instructional Supplies |
| P0156172 | Amazon Business | \$ 15.07 | | NOCE | Instructional Supplies |

Item No. 3.a.6

BOARD RECAP
FOR THE PERIOD JANUARY 4, 2023 THROUGH JANUARY 30, 2023
BOARD MEETING FEBRUARY 14, 2023

| PO | VENDOR NAME | AMOUNT | FUND | SITE | DESCRIPTION |
|-----------|----------------------------|------------------------|-------------|-------------|---------------------|
| P0156173 | Amazon Business | \$ 133.63 | | CC | Computer Hardware |
| P0156179 | Azteca Soccer Inc | \$ 323.25 | | FC | Athletic Supplies |
| P0156180 | Buddy's All Stars, Inc. | \$ 234.71 | | FC | Athletic Supplies |
| P0156186 | Toshiba Business Solutions | \$ 6,890.63 | | FC | Purchase New Copier |
| | | \$ 2,572,755.22 | | | |

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---------------------------------------|--------------|---|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | X |
| DATE: | February 14, 2023 | Information | |
| SUBJECT: | Separate Bank and Investment Accounts | Enclosure(s) | X |

BACKGROUND: Pursuant to §84030 of the Education Code and in accordance with §58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business service transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to §81457 or §81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be paid into the appropriate county treasury within a reasonable time period. However, cashier's checks, certified checks, and money placed in the custody of the community college district as security that a bidder will faithfully perform a contract may be deposited in a bank account, but shall not be paid into the county treasury unless forfeited or not claimed by the bidder for a period of 12 months. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls.

This agenda item was submitted by Ivy Hwee, District Manager, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6150, Designation of Authorized Signatures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations. It is further requested that previous resolutions be rescinded and that any accounts not listed on this resolution and still open be closed immediately. It is further requested that in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account and that account signers, banks, and credit unions not be authorized to issue counter checks or cashier's checks on any of the accounts.

Fred Williams

Recommended by

B. V. Digt Brad M

Approved for Submittal

3.b.2

Item No.

RESOLUTION OF THE BOARD OF TRUSTEES
OF
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF
ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to establish separate bank, saving, clearing and revolving accounts and;

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by **§84030 of the Education Code**, and in accordance with **§58311 of Title 5 of the California Code of Regulations**, the Board of Trustees is authorized to establish such accounts;

NOW, THEREFORE, BE IT RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

EXISTING ACCOUNTS:

Bank of America

401 N. Harbor Blvd., Fullerton, CA 92832

Account Name: NOCCCD Clearing Fund

Account #: XXXXX-X2727

Type: Checking Account

Purpose: Clearing account for the deposit and withdrawal of miscellaneous receipts. This account is maintained at the County Department of Education's request. Due to the large volume of checks received by NOCCCD each month, those checks received which are under \$1,000 are deposited into this account, which is cleared out every month with a single check sent to the County.

This account is also used to accept any monies via wire transfer that cannot be received as a check since some organizations only make payments via wire transfers. The County does not currently permit ongoing, regular receipt of wire transfers in lieu of checks for deposit. These payments are cleared out as they are received and sent to the County.

Authorized (two signatures required)

Signatures: Byron D. Clift Breland, Fred Williams, Jenney Ho, Irma Ramos, Julie Kossick, Kashmira Vyas

Farmers & Merchants Bank

315 N Harbor Blvd, Fullerton, CA 92832

Account Name: Friends of Fullerton College

Account #: XXXXXX9255

Type: Checking Account

Purpose: General checking used for Foundation activities.

Authorized (two signatures required)

Signatures: Cynthia Olivo, Gilbert Contreras, Zoot Velasco, José Ramón Núñez

Local Agency Investment Fund (LAIF)
P. O. Box 942809, Sacramento, CA 94209-0001

Account Name: LAIF
Account #: XX-X0-009
Type: Investment Account
Authorized: Password required; transfers only to and from the District's Clearing
Signatures: Account or directly with the Orange County Treasurer's Office.
Byron D. Clift Breland, Fred Williams, Kashmira Vyas, Ivy Hwee

NuVision Federal Credit Union
7812 Edinger Ave, Huntington Beach, CA 92647

Account Name: Cypress College Bursar's Office
Account #: XXXXXXXXX-XX3841 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized: (two signatures required)
Signatures: Joanna Schilling, Stephen Schoonmaker, Dao Do

SchoolsFirst Federal Credit Union
P. O. Box 11547, Santa Ana, CA 92711-1547

Account Name: Community College Foundation of North Orange County
(pending name change to: North Orange County Community College District
Foundation)
Account #: XX0626
Type: Savings Account
Purpose: This is a holding account for revenue generated from contributions to
special scholarship funds and general unrestricted foundation funds.
Authorized: (one signature required)
Signatures: Kai Stearns Moore, Terry Cox, Chelsea Salisbury

Account Name: Cypress College Bursar (ASB)
Account #: XXXX93-40
Type: CD
Purpose: CDs are rolled over usually on alternating three-year terms to be used for
A.S. approved expenditures if needed. These numbers change with
renewal.
Authorized: (two signatures required)
Signatures: Joanna Schilling, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Bursar's Office
Account #: XXXX93-41 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized: (two signatures required)
Signatures: Joanna Schilling, Stephen Schoonmaker, Dao Do

SchoolsFirst Federal Credit Union (continued)
P. O. Box 11547, Santa Ana, CA 92711-1547

Account Name: Cypress College Foundation
Account #: XX4605
Type: CD
Purpose: Investment/Interest Income
Authorized: (two signatures required)
Signatures: Joanna Schilling, Howard Kummerman, Ken Vecchiarelli, Phil Wendel

Account Name: North Orange County Community College District - Fullerton College
Account #: XX2554
Type: CD
Purpose: CDs are rolled over usually on alternating three-year terms to be used for A.S. approved expenditures if needed. Numbers change with renewal.
Authorized: (two signatures required)
Signatures: Malmi Vitharanage, Linh Quan, Catalina Olmedo, Vivian Gaytan

Union Bank
445 S. Figueroa Street, 8th floor, Los Angeles, CA 90071

Account Name: North Orange County CCD (NOCCCD) North Orange Continuing Education (NOCE) Clearing Account
Account #: XXXXX6063
Type: Checking Account
Purpose: All tuition and lab fees are deposited in this account.
Authorized: (two signatures required)
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

Account Name: North Orange County CCD (NOCCCD) North Orange Continuing Education (NOCE) Savings Account
Account #: XXXXXX6071
Type: Savings Account
Purpose: Holding funds from previously-issued student refund checks which have expired.
Authorized: (two signatures required)
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

Union Bank
1980 Saturn Street, Monterey Park, CA 91755-7417

Account Name: NOCCCD Fullerton College
Account #: XXXXXX6098
Type: Checking Account
Purpose: This is the general checking account used for Bursar, Bookstore, Food Services, and Campus Services.
Authorized: (two signatures required)
Signatures: Cynthia Olivo, Malmi Vitharanage, Linh Quan, Vivian Gaytan

Union Bank (continued)

1980 Saturn Street, Monterey Park, CA 91755-7417

Account Name: Cypress College General
Account #: XXXXXX6101
Type: Checking Account
Purpose: General checking account used for Associated Students account, club accounts, Bookstore, Food Services, Bursar's Office, and Bursar holding accounts, CRPA, and Financial Aid Loan Fund.
Authorized Signatures: (two signatures required)
Joanna Schilling, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Credit Card Depository
Account #: XXXXXX6128
Type: Checking Account
Purpose: Clearing account for all credit card activities
Authorized Signatures: (two signatures required)
Joanna Schilling, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Bursar's Office
Account #: XXXXXX4668 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized Signatures: (two signatures required)
Joanna Schilling, Stephen Schoonmaker, Dao Do

Account Name: Cypress College Foundation
Account #: XXXXXX6136
Type: Checking Account
Purpose: General checking account for the Foundation Office including scholarship funds and other Foundation holding accounts.
Authorized Signatures: (two signatures required)
Joanna Schilling, Howard Kummerman, Ken Vecchiarelli, Phil Wendel

Union Bank

445 S. Figueroa Street, 16th floor, Los Angeles, CA 90071

Account Name: North Orange County CCD (NOCCCD) Revolving Fund
Account #: XXXXX7182
Type: Checking Account
Purpose: Revolving cash fund for securing or purchasing services, materials, and payment of supplemental salary due to payroll errors.
Authorized Signatures: (two signatures required)
Byron D. Clift Breland, Fred Williams, Jenney Ho, Kashmira Vyas, Irma Ramos, Julie Kossick

Wells Fargo Bank

1300 SW Fifth Avenue, Ste 2500, Portland, OR 97201

Account Name: North Orange County Community College District, Alliance of Schools for Cooperative Insurance Program as Agent
Account #: XXXXXX5354
Type: Commercial Checking Account Public Funds
Purpose: This revolving cash account of \$25,000 is maintained for payment of self-insurance claims.
Authorized Signatures: (two signatures required) Checks over \$5,000 require District approval prior to issuance.
Fred Williams, Kashmira Vyas, Tami A. Oh, Fritz Heirich, Lynn Tuong, Jeff Grubbs

Wells Fargo Bank, N.A. (through the Treasurer's Office)

3440 Flair Drive, 5th Floor, El Monte, CA 91731

Account Name: County of Orange, Department of Education, Accounts Payable
Account #: XXXXXX8619
Internal Account Name: Cash in County Treasury
County Designation For District: 88
Type: Checking/Depository Account
Purpose: Checking account used for operations including disbursement to vendors, payroll, and financial aid.
Authorized Signatures for Checks: (two signatures required)
Byron D. Clift Breland, Fred Williams, Kashmira Vyas,
Authorized Signatures for Wire Transfers: (two signatures required)
Byron D. Clift Breland, Fred Williams, Jenney Ho, Irma Ramos, Julie Kossick, Kashmira Vyas,

Account Name: County Superintendent of Schools
Account #: XXXXXX5122
Internal Account Name: Cash in County Treasury
County Designation For District: 88
Type: Investment/Depository Account
Purpose: Cash concentration account used for the Orange County Education Investment Pool, which earns interest on these funds.

Authorized Signatures: Transactions are managed by the Department of Education.

duly and regularly adopted by the said Board at a Regular Meeting thereof held on February 14, 2023, and passed by a _____ vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 14th day of February 2023.

President of the Board of Trustees

3.b.9

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 14, 2023

SUBJECT: Budget Adjustments

| | |
|--------------|---|
| Action | X |
| Resolution | X |
| Information | |
| Enclosure(s) | X |

BACKGROUND: Revised 2022-2023 fiscal year allocations and amendments have been received for various federal- and state-funded programs, and local contracts. Based on these revisions, adjustments are needed to various General Fund, Child Development Fund, and Financial Aid Fund revenue and expenditure budgets that were previously approved by the Board.

The General Fund programs requiring an adjustment are:

- Campus Safety & Sexual Assault
- Cooperative Agencies Resources for Education (CARE)
- Extended Opportunities Programs and Services (EOPS)
- K-16 Regional Collaborative Grant
- National Science Foundation (NSF) - Advanced Technological Education (ATE) Grant

The Child Development Fund program requiring an adjustment is:

- Quality Rating and Improvement System (QRIS) Block Grant

The Financial Aid Fund programs requiring an adjustment are:

- Disaster Relief Emergency Student Financial Aid
- Higher Education Emergency Relief Fund I (HEERF I) - Coronavirus Aid, Relief, and Economics Security (CARES) Act - Student Aid
- Higher Education Emergency Relief Fund II (HEERF II) - Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) - Student Aid

Revised Allocation Adjustments

| SITE | PROGRAM NAME | TOTAL ADJUSTMENT | SOURCE OF ADJUSTMENT |
|------|-----------------------------------|----------------------------|-------------------------|
| | GENERAL FUND | | |
| CC | Campus Safety & Sexual Assault | \$ 1,915 | Correction to Carryover |
| | K-16 Regional Collaborative Grant | 50,000 | Most Recent Contract |
| | NSF - ATE Grant | 4,239 | Corrected Award |
| FC | CARE | 6,820 | Correction to Carryover |
| | EOPS | (456,243) | Correction to Carryover |
| | K-16 Regional Collaborative Grant | <u>25,000</u> | Most Recent Contract |
| | TOTAL – GENERAL FUND | \$ <u>(368,269)</u> | |

| SITE | PROGRAM NAME | TOTAL ADJUSTMENT | SOURCE OF ADJUSTMENT |
|------|---|---------------------|-------------------------|
| FC | CHILD DEVELOPMENT FUND | | |
| | QRIS Block Grant | \$ <u>9,000</u> | Most Recent Contract |
| | TOTAL – CHILD DEVELOPMENT FUND | \$ <u>9,000</u> | |
| CC | FINANCIAL AID FUND | | |
| | Disaster Relief Emergency Student Financial Aid | \$ 1,532 | Correction to Carryover |
| | HEERF I - CARES Act - Student Aid | 1,500 | Correction to Carryover |
| | HEERF II - CRRSAA - Student Aid | <u>25,575</u> | Correction to Carryover |
| | TOTAL – FINANCIAL AID FUND | \$ <u>28,607</u> | |
| | GRAND TOTAL BUDGET ADJUSTMENTS | \$ <u>(330,662)</u> | |

This agenda item was submitted by Ivy Hwee, District Manager, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to Direction 4 – Collective Impact & Partnerships: NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community-based organizations, and businesses to create positive change in the region.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 3280, Grants.

FUNDING SOURCE AND FINANCIAL IMPACT: Various programs have received revised 2022-2023 allocations and amendments since the adoption of the District Proposed Budget on September 13, 2022 or subsequent adoption of new agreements by the Board. Budget adjustments are being submitted to revise revenue and expenditure budgets accordingly for the 2022-2023 fiscal year.

RECOMMENDATION: Authorization is requested to make adjustments to General Fund, Child Development Fund, and Financial Aid Fund revenue and expenditure budgets in accordance with the revised fiscal year 2022-2023 allocations. It is further requested that resolutions be adopted to adjust budgets and authorize expenditures within the General Fund, Child Development Fund, and Financial Aid Fund pursuant to the California Code of Regulations Title 5, Section 58308. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Fred Williams

Recommended by

B. V. Dift
Approved for Submittal

3.c.2

Item No.

**Budget Adjustments (Board Date February 14, 2023)
July 1, 2022 - June 30, 2023**

Note: The budget adjustments for the existing grants are being placed in one account for each program. Separate budget transfers will then be processed by campus to align the adjustments with program plans. Detailed budget line items for the FC EOPS adjustment have been identified and thus have been included below.

| <u>Campus</u> | <u>Fund</u> | <u>Account Title</u> | <u>Fund</u> | <u>Orgn</u> | <u>Account</u> | <u>Program</u> | <u>Acty</u> | <u>Locn</u> | <u>Adjustment</u> |
|-----------------------------------|-----------------------------------|-------------------------------------|-------------|-------------|----------------|----------------|-------------|-------------|-------------------|
| <u>General Fund (0101)</u> | | | | | | | | | |
| CC | Campus Safety & Sexual Assault | Other Operating Expenses | 17878 | 2300 | 50000 | 6790 | | | \$ 1,915.00 |
| CC | Campus Safety & Sexual Assault | State Revenues | 17878 | 2300 | 86900 | 6790 | | | \$ 1,915.00 |
| CC | K-16 Regional Collaborative Grant | Other Operating Expenses | 19323 | 2525 | 50000 | 6010 | | | \$ 50,000.00 |
| CC | K-16 Regional Collaborative Grant | Other Contract Services | 19323 | 2525 | 88320 | 6010 | | | \$ 50,000.00 |
| CC | NSF - ATE Grant | Other Operating Expenses | 15502 | 2437 | 50000 | 6010 | | | \$ 4,239.00 |
| CC | NSF - ATE Grant | Federal Revenues | 15502 | 2437 | 81900 | 6010 | | | \$ 4,239.00 |
| FC | CARE | Other Student Aid | 17522 | 6115 | 76600 | 6490 | | | \$ 6,820.00 |
| FC | CARE | State Revenues | 17522 | 6115 | 86276 | 6490 | | | \$ 6,820.00 |
| FC | EOPS | Hourly Counselor | 17422 | 6130 | 14200 | 6430 | 0015 | N | \$ (225,000.00) |
| FC | EOPS | Hourly - Clerical/Secretarial | 17422 | 6130 | 23100 | 6430 | 0010 | N | \$ (64,695.00) |
| FC | EOPS | Hrly – Prof: Temp. Outside Expert | 17422 | 6130 | 23430 | 6430 | 0010 | N | \$ (10,000.00) |
| FC | EOPS | Hourly-Inst Aide/Direct Instruction | 17422 | 6130 | 24100 | 4900 | 0015 | N | \$ (4,619.00) |
| FC | EOPS | Employee Benefits | 17422 | 6130 | 30000 | 4900 | 0015 | N | \$ (400.00) |
| FC | EOPS | Employee Benefits | 17422 | 6130 | 30000 | 6430 | 0010 | N | \$ (6,461.00) |
| FC | EOPS | Employee Benefits | 17422 | 6130 | 30000 | 6430 | 0015 | N | \$ (48,488.00) |
| FC | EOPS | Noninstructional Supplies, Material | 17422 | 6130 | 44110 | 6430 | 0010 | | \$ (8,000.00) |
| FC | EOPS | Noninst Supplies-Food/Hospitality | 17422 | 6130 | 44400 | 6430 | 0015 | | \$ (100.00) |
| FC | EOPS | Other Operating Expenses | 17422 | 6130 | 50000 | 6430 | | | \$ 17,726.00 |
| FC | EOPS | Other Operating Expenses | 17422 | 6130 | 51900 | 6430 | 0015 | | \$ (2,000.00) |
| FC | EOPS | Other Operating Expenses | 17422 | 6130 | 51950 | 6430 | 0015 | | \$ (5,000.00) |
| FC | EOPS | Other Operating Expenses | 17422 | 6130 | 52230 | 6430 | 0010 | | \$ (2,223.00) |
| FC | EOPS | Other Operating Expenses | 17422 | 6130 | 52415 | 6430 | 0010 | | \$ (1,000.00) |
| FC | EOPS | Other Operating Expenses | 17422 | 6130 | 52415 | 6430 | 0015 | | \$ (5,000.00) |
| FC | EOPS | Other Operating Expenses | 17422 | 6130 | 52466 | 6430 | 0015 | | \$ (3,000.00) |
| FC | EOPS | Other Operating Expenses | 17422 | 6130 | 52466 | 6430 | 0010 | | \$ (1,800.00) |
| FC | EOPS | Other Student Aid | 17422 | 6130 | 76100 | 6430 | 0015 | | \$ (30,000.00) |
| FC | EOPS | Other Student Aid | 17422 | 6130 | 76400 | 6430 | 0015 | | \$ (27,071.00) |
| FC | EOPS | Other Student Aid | 17422 | 6130 | 76500 | 6430 | 0015 | | \$ (29,112.00) |
| FC | EOPS | State Revenues | 17422 | 6130 | 86220 | 6430 | | | \$ (456,243.00) |
| FC | K-16 Regional Collaborative Grant | Other Operating Expenses | 19324 | 5225 | 50000 | 6190 | | | \$ 25,000.00 |
| FC | K-16 Regional Collaborative Grant | Other Contract Services | 19324 | 5225 | 88320 | 6190 | | | \$ 25,000.00 |

| <u>Campus</u> | <u>Fund</u> | <u>Account Title</u> | <u>Fund</u> | <u>Orgn</u> | <u>Account</u> | <u>Program</u> | <u>Acty</u> | <u>Locn</u> | <u>Adjustment</u> |
|---|---|-----------------------|-------------|-------------|----------------|----------------|-------------|-------------|-------------------|
| <u>Child Development Fund (1212)</u> | | | | | | | | | |
| FC | QRIS Block Grant | Supplies & Materials | 31617 | 5626 | 40000 | 6920 | | | \$ 9,000.00 |
| FC | QRIS Block Grant | State Revenues | 31617 | 5626 | 86543 | 6920 | | | \$ 9,000.00 |
| <u>Financial Aid Fund (7474)</u> | | | | | | | | | |
| CC | Disaster Relief Emergency Student Financial Aid | Student Financial Aid | 37676 | 3410 | 75000 | 7320 | | | \$ 1,532.00 |
| CC | Disaster Relief Emergency Student Financial Aid | State Revenues | 37676 | 3410 | 86286 | 7320 | | | \$ 1,532.00 |
| CC | HEERF I - CARES Act - Student Aid | Student Financial Aid | 37341 | 3410 | 75000 | 7320 | | | \$ 1,500.00 |
| CC | HEERF I - CARES Act - Student Aid | Federal Revenues | 37341 | 3410 | 81560 | 7320 | | | \$ 1,500.00 |
| CC | HEERF II - CRRSAA - Student Aid | Student Financial Aid | 37346 | 3410 | 75000 | 7320 | | | \$ 25,575.00 |
| CC | HEERF II - CRRSAA - Student Aid | Federal Revenues | 37346 | 3410 | 81561 | 7320 | | | \$ 25,575.00 |

RESOLUTION OF THE BOARD OF TRUSTEES
OF
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF
ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the General Fund (0101), for fiscal year 2022-2023, pursuant to the California Code of Regulations Title 5, Section 58308;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

| <u>INCOME ACCOUNT</u> | <u>INCOME SOURCE</u> | <u>AMOUNT</u> |
|-----------------------|------------------------|---------------------|
| 8199 | Other Federal Revenues | \$ 4,239 |
| 8622 | EOPS | (456,243) |
| 8629 | CalWORKs, TTIP, Other | 6,820 |
| 8699 | Other State Revenue | 1,915 |
| 8830 | Contract Services | 75,000 |
| | TOTALS | \$ <u>(368,269)</u> |

| <u>EXPENDITURES ACCOUNT</u> | <u>DESCRIPTION</u> | |
|-----------------------------|---------------------------|---------------------|
| 1400 | Noninstructional Salaries | \$ (225,000) |
| 2300 | Noninstructional Salaries | (74,695) |
| 2400 | Instructional Aides | (4,619) |
| 3000 | Employee Benefits | (55,349) |
| 4000 | Supplies & Materials | (8,100) |
| 5000 | Other Operating Expenses | 78,857 |
| 7600 | Other Student Aid | (79,363) |
| | TOTALS | \$ <u>(368,269)</u> |

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 14, 2023, and passed by a _____ vote of said Board.

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

Al Mijares, Ph.D., County Superintendent of Schools
by _____, Deputy

3.c.5

Item No.

RESOLUTION OF THE BOARD OF TRUSTEES
OF
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF
ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the Child Development Fund (1212), for fiscal year 2022-2023, pursuant to the California Code of Regulations Title 5, Section 58308;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

| <u>INCOME ACCOUNT</u> | <u>INCOME SOURCE</u> | <u>AMOUNT</u> |
|-----------------------------|--------------------------------|-----------------|
| 8659 | Other Reimbursable Categorical | \$ 9,000 |
| | TOTALS | \$ <u>9,000</u> |
| | | |
| <u>EXPENDITURES ACCOUNT</u> | <u>DESCRIPTION</u> | |
| 4000 | Supplies & Materials | \$ 9,000 |
| | TOTALS | \$ <u>9,000</u> |

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 14, 2023, and passed by a _____ vote of said Board.

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

Al Mijares, Ph.D., County Superintendent of Schools

by _____, Deputy

3.c.6

Item No.

RESOLUTION OF THE BOARD OF TRUSTEES
OF
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
OF
ORANGE COUNTY, CALIFORNIA

WHEREAS, the Board of Trustees finds there is a need to establish budgets from funding sources within the Financial Aid Fund (7474), for fiscal year 2022-2023, pursuant to the California Code of Regulations Title 5, Section 58308;

NOW, THEREFORE, BE IT RESOLVED that the budgets listed below are duly and regularly approved.

| <u>INCOME ACCOUNT</u> | <u>INCOME SOURCE</u> | <u>AMOUNT</u> |
|-----------------------|-----------------------|---------------|
| 8150 | Student Financial Aid | \$ 27,075 |
| 8629 | CalWORKs, TTIP, Other | 1,532 |

| | | |
|--|--------|------------------|
| | TOTALS | \$ <u>28,607</u> |
|--|--------|------------------|

| <u>EXPENDITURES ACCOUNT</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-----------------------------|-----------------------|---------------|
| 7500 | Student Financial Aid | \$ 28,607 |

| | | |
|--|--------|------------------|
| | TOTALS | \$ <u>28,607</u> |
|--|--------|------------------|

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Fred Williams, Vice Chancellor, Finance and Facilities, of the North Orange County Community College District of Orange County, California, hereby certify that the above is a true excerpt from the minutes of a regular Board meeting held on February 14, 2023, and passed by a _____ vote of said Board.

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

Al Mijares, Ph.D., County Superintendent of Schools

by _____, Deputy
3.c.7

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 14, 2023
SUBJECT: 2022-2023 Budget Transfers: General Fund

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

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

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

This agenda item was submitted by Kashmira Vyas, District Director, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

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

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

RECOMMENDATION: Authorization is requested for the 2022-2023 General Fund transfers netting to the amount of \$168,740 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

Recommended by


Approved for Submittal

3.d.1

Item No.

Budget Transfers
2-14-2023

1. 11100: Prior Year Funds - FC

1.1 Transfer to cover future personnel expenses.

| | | |
|-------|--|----------|
| From: | 5000 Other Operating Expenses & Services | (15,211) |
| To: | 2300 Noninstructional Salaries | 14,000 |
| | 3900 Benefits | 1,211 |

1.2 Transfer to cover cost of labor for hourly employees.

| | | |
|-------|--------------------------------|----------|
| From: | 6000 Capital Outlay | (15,000) |
| To: | 2300 Noninstructional Salaries | 13,806 |
| | 3900 Benefits | 1,194 |

1.3 Transfer to move funds in Ben and Lepha Nichols Trust to the Friends of Fullerton College Foundation.

| | | |
|-------|--|-----------|
| From: | 7900 Reserve for Contingencies | (250,000) |
| To: | 5000 Other Operating Expenses & Services | 250,000 |

2. 11200: Current Year Funds - FC

Transfer to cover Supplies & Materials and Personal Consultant Services.

| | | |
|-------|--|----------|
| From: | 1200 Noninstructional Salaries | (25,383) |
| | 3900 Benefits | (7,917) |
| To: | 4000 Supplies & Materials | 300 |
| | 5000 Other Operating Expenses & Services | 33,000 |

3. 15413: Perkins IV - FC

Transfer to reallocate budget with approved program plans.

| | | |
|-------|--|-----------|
| From: | 5000 Other Operating Expenses & Services | (172,599) |
| To: | 2100 Noninstructional Salaries | 20,888 |
| | 3900 Benefits | 7,315 |
| | 4000 Supplies & Materials | 79,384 |
| | 6000 Capital Outlay | 65,012 |

4. 17050: Lottery - Restricted - FC

To purchase 9 additional pianos as instructional equipment for piano lab.

| | | |
|-------|---------------------------|----------|
| From: | 4000 Supplies & Materials | (40,000) |
| To: | 6000 Capital Outlay | 40,000 |

Budget Transfers
2-14-2023

5. 17242: Strong Workforce Initiative - Local - FC

Transfer to align proposed budget with approved program plans.

| | | |
|-------|--|-----------|
| From: | 2100 Noninstructional Salaries | (164,155) |
| | 3900 Benefits | (57,487) |
| To: | 5000 Other Operating Expenses & Services | 18,892 |
| | 7900 Reserve for Contingencies | 202,750 |

6. 17243: Strong Workforce Initiative - Local - AC

Transfer to reallocate budget with approved program plans.

| | | |
|-------|--|-----------|
| From: | 5000 Other Operating Expenses & Services | (150,756) |
| To: | 2100 Noninstructional Salaries | 110,619 |
| | 3900 Benefits | 38,739 |
| | 4000 Supplies & Materials | 1,398 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| | | Resolution | _____ |
| DATE: | February 14, 2023 | Information | X |
| | | Enclosure(s) | X |
| SUBJECT: | Quarterly Financial Status Report Ended December 31, 2022 | | |

BACKGROUND: Pursuant to §58310 of Title 5 of the California Code of Regulations, the Chief Executive Officer of each community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis.

The Chief Executive Officer of each community college district shall also prepare a quarterly report based on measurements and standards as established by the Board of Governors of the California Community Colleges and certified on forms provided by the State Chancellor. It is further required that this report be reviewed by the district governing board and entered into the minutes of a regularly scheduled meeting.

Accordingly, attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the quarter ended December 31, 2022. This agenda item was submitted by Kashmira Vyas, District Director, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3.) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6300, Fiscal Management.

FUNDING SOURCE AND FINANCIAL IMPACT: The State Chancellor's Office requires that the District file a quarterly financial status report known as the CCFS-311Q. This agenda item does not result in any financial impact to the District.

RECOMMENDATION: It is recommended that the Board review the District's Quarterly Financial Status Report for the quarter ended December 31, 2022, as required by §58310 of Title 5.

Fred Williams

Recommended by


Approved for Submittal

3.e.1

Item No.



CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2022-2023

District: (860) NORTH ORANGE

Quarter Ended: (Q2) Dec 31, 2022

| Line | Description | As of June 30 for the fiscal year specified | | | |
|------|-------------|---|----------------|----------------|-------------------|
| | | Actual 2019-20 | Actual 2020-21 | Actual 2021-22 | Projected 2022-23 |

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

| | | | | | |
|-----|---|-------------|-------------|-------------|-------------|
| A. | Revenues: | | | | |
| A.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 240,173,047 | 244,270,163 | 251,243,685 | 268,822,543 |
| A.2 | Other Financing Sources (Object 8900) | 1,133,749 | 4,504,739 | 3,328,638 | 3,026,326 |
| A.3 | Total Unrestricted Revenue (A.1 + A.2) | 241,306,796 | 248,774,902 | 254,572,323 | 271,848,869 |
| B. | Expenditures: | | | | |
| B.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 230,570,313 | 222,706,315 | 234,309,257 | 287,403,301 |
| B.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 17,599,992 | 9,155,930 | 4,596,538 | 10,683,420 |
| B.3 | Total Unrestricted Expenditures (B.1 + B.2) | 248,170,305 | 231,862,245 | 238,905,795 | 298,086,721 |
| C. | Revenues Over(Under) Expenditures (A.3 - B.3) | -6,863,509 | 16,912,657 | 15,666,528 | -26,237,852 |
| D. | Fund Balance, Beginning | 96,720,639 | 89,857,130 | 106,769,787 | 124,988,817 |
| D.1 | Prior Year Adjustments + (-) | 0 | 0 | 0 | 0 |
| D.2 | Adjusted Fund Balance, Beginning (D + D.1) | 96,720,639 | 89,857,130 | 106,769,787 | 124,988,817 |
| E. | Fund Balance, Ending (C. + D.2) | 89,857,130 | 106,769,787 | 122,436,315 | 98,750,965 |
| F.1 | Percentage of GF Fund Balance to GF Expenditures (E. / B.3) | 36.2% | 46% | 51.2% | 33.1% |

| II. Annualized Attendance FTES: | | Actual 2019-20 | Actual 2020-21 | Actual 2021-22 | Projected 2022-23 |
|--|---|---------------------------|---------------------------|---------------------------|------------------------------|
| G.1 | Annualized FTES (excluding apprentice and non-resident) | 33,337.00 | 31,842.56 | 26,071.85 | 26,020.24 |

| III. Total General Fund Cash Balance (Unrestricted and Restricted) | | As of the specified quarter ended for each fiscal year | | | |
|---|--------------------------------|---|----------------|----------------|----------------|
| | | 2019-20 | 2020-21 | 2021-22 | 2022-23 |
| H.1 | Cash, excluding borrowed funds | | 120,404,290 | 145,108,479 | 195,727,478 |
| H.2 | Cash, borrowed funds only | | 0 | 0 | 0 |
| H.3 | Total Cash (H.1+ H.2) | 135,363,248 | 120,404,290 | 145,108,479 | 195,727,478 |

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

| Line | Description | Adopted Budget (Col. 1) | Annual Current Budget (Col. 2) | Year-to-Date Actuals (Col. 3) | Percentage (Col. 3/Col. 2) |
|-------------|---|--|---|--|---------------------------------------|
| I. | Revenues: | | | | |
| I.1 | Unrestricted General Fund Revenues (Objects 8100, 8600, 8800) | 268,812,943 | 268,822,543 | 140,766,214 | 52.4% |
| I.2 | Other Financing Sources (Object 8900) | 3,026,326 | 3,026,326 | 611 | 0% |
| I.3 | Total Unrestricted Revenue (I.1 + I.2) | 271,839,269 | 271,848,869 | 140,766,825 | 51.8% |
| J. | Expenditures: | | | | |
| J.1 | Unrestricted General Fund Expenditures (Objects 1000-6000) | 287,099,421 | 287,403,301 | 120,358,995 | 41.9% |
| J.2 | Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600) | 10,684,020 | 10,683,420 | 6,120,377 | 57.3% |
| J.3 | Total Unrestricted Expenditures (J.1 + J.2) | 297,783,441 | 298,086,721 | 126,479,372 | 42.4% |
| K. | Revenues Over(Under) Expenditures (I.3 - J.3) | -25,944,172 | -26,237,852 | 14,287,453 | |
| L | Adjusted Fund Balance, Beginning | 124,988,817 | 124,988,817 | 124,988,817 | |
| L.1 | Fund Balance, Ending (C. + L.2) | 99,044,645 | 98,750,965 | 139,276,270 | |
| M | Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3) | 33.3% | 33.1% | | |

V. Has the district settled any employee contracts during this quarter? **NO**

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.) _____

VII. Does the district have significant fiscal problems that must be addressed? **NO**
This year? **NO**
Next year? **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.) _____

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| | | Resolution | _____ |
| DATE: | February 14, 2023 | Information | X |
| | | Enclosure(s) | X |
| SUBJECT: | Quarterly Investment Report and Irrevocable Retiree Benefits Trust Report as of December 31, 2022 | | |

BACKGROUND: Information is being presented to the Board on the status of the District's investments as well as the status of the assets in the Irrevocable Retiree Benefits Trust.

Quarterly Investment Report

The Quarterly Investment Report for the quarter ended December 31, 2022, is submitted for the District's funds in accordance with Section 53646 (b) of the Government Code. During the quarter, there has been no change to Board Policy 6320, Investments.

1. **The Orange County Treasurer's Money Market Educational Investment Pool.** As of December 31, 2022, the District had **\$524,402,869.51** on deposit. The total of the Orange County Treasurer's Combined Educational Investment Pool, at net book value, was **\$8,473,072,525** and the market value was **\$8,351,331,628**. This represents an unrealized loss for accounting purposes of approximately -1.44%, which equates to **-\$7,534,607.49** for the District. This paper loss is the result of a increase in interest rates, which caused the values to decrease. The average net interest rate for the quarter ended December 31, 2022, was 2.31%. Net interest earned for the quarter totaled **\$2,813,409.03**.
2. **Cypress College and Fullerton College Investments.** As of December 31, 2022, the colleges' investments total **\$1,665,627.11**. This amount was invested in certificates of deposit with the interest rates varying from **0.15%** to **2.96%**.

Investments in the Orange County Treasurer's Money Market Educational Investment Pool and the Cypress and Fullerton Colleges' investments meet the standards of Board Policy 6320, Investments.

Irrevocable Retiree Benefits Trust Report

Starting in fiscal year 2017, after approval of action by the Board, the District began moving funds to its Irrevocable Retiree Benefits Trust ("Trust"). Investments of the Trust are made within the investment policy approved by the Retirement Board established for the Trust.

For the quarter ended December 31, 2022, the portfolio value changed from **\$109,127,037.56** to **\$114,914,550.36**, a change in value of **\$5,787,512.80**. No contributions or withdrawals were made during this quarter. The time weighted return net of fees was **5.30%** quarter-to-date and **4.25%** inception-to-date.

This agenda item was submitted by Kashmira Vyas, District Director, Fiscal Affairs.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6320, Investments.

FUNDING SOURCE AND FINANCIAL IMPACT: Interest earnings can be used for purposes specified within the funds where they are earned.

RECOMMENDATION: It is recommended that the Board receive the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended December 31,2022.

Fred Williams

Recommended by


Approved for Submittal

3.f.2

Item No.

Cash in County Treasury

As of December 31, 2022

| | | |
|----------------------------|-----------|-----------------------|
| General Fund | \$ | 195,727,478.37 |
| Child Development Fund | | 20,031.63 |
| FC Bursar Fund | | 2,343,390.80 |
| CC Bursar Fund | | 1,114,281.21 |
| Capital Outlay Fund | | 69,692,243.94 |
| Self Insurance Fund | | 27,542,370.77 |
| Retiree Benefit Fund | | 1,569,050.71 |
| Student Financial Aid Fund | | 20,262,724.02 |
| Bond Fund | | 206,131,298.06 |
| Total | \$ | 524,402,869.51 |

CYPRESS COLLEGE INVESTMENTS
MONTH ENDING December 31, 2022

| <i>FUND</i> | <i>TYPE</i> | <i>ISSUER</i> | <i>MATURITY DATE</i> | <i>DOLLAR VALUE</i> | <i>INTEREST RATE</i> |
|--|--------------------------------|-----------------|--------------------------|-------------------------------|--------------------------|
| <i>Bursar's Office (6 mos - 2 years)</i> | CD # OBP-774145 | Union Banc | 9/27/2023 | \$ 700,000.00 | 0.145%-1.10% |
| <i>(3 years)</i> | CD # 911593-41 | Schools 1st FCU | 1/22/2023 | \$ 116,741.00 | 2.270% |
| <i>(3 years)</i> | CD # 920880751-293841 | NuVision FCU | 1/22/2023 | \$ 291,844.58 | 2.430% |
| <i>Total Bursar Investments</i> | | | | <u>\$ 1,108,585.58</u> | |
| <i>Associated Students</i> | CD # 911593-40 (3 Years CD) | Schools 1st FCU | 10/8/2025 | \$ 176,109.28 | 2.57% |
| <i>Total Associated Students</i> | | | | <u>\$ 176,109.28</u> | |
| <i>Total Investments</i> | | | | <u><u>\$ 1,284,694.86</u></u> | |

Note: \$1,000,000 invested in OC Investment Pool through District

**Fullerton College
Investment Report
For Period Ended 12/31/22**

| Fund | Investment Type | Issuer | Interest Rate | Maturity Date | Estimated Value |
|-----------------|--------------------|------------------------------------|---------------|------------------|----------------------|
| Assoc. Students | CD | Schools First Federal Credit Union | 2.960 | 8/13/2024 | 157,187.25 |
| Assoc. Students | CD | Schools First Federal Credit Union | 2.570 | 8/2/2027 | 113,004.76 |
| Bursar | CD | Schools First Federal Credit Union | 1.590 | 9/14/2023 | 110,740.24 |
| | | | | | <u>\$ 380,932.25</u> |

Note: \$2,000,000 invested with County Department of Education (with interest accrued)

ORANGE COUNTY TREASURER-TAX COLLECTOR
ORANGE COUNTY INVESTMENT FUND (OCIF)
ORANGE COUNTY TREASURER'S POOL (OCTP) AND SPECIFIC INVESTMENT ACCOUNTS ⁽¹⁾
FOR THE MONTH AND QUARTER ENDED: December 31, 2022

OCTP INVESTMENT STATISTICS - By Reporting Entity

| DESCRIPTION | CURRENT BALANCES | Average Days to Maturity | Daily Yield as of 12/31/2022 | MONTHLY Gross Yield | QUARTER Gross Yield | Current NAV |
|---|--|--------------------------|------------------------------|---------------------|---------------------|-----------------------|
| Orange County Investment Pool (OCIP) | MARKET Value \$ 6,780,544,665 | 200 | 2.912% | 2.821% | 2.351% | 0.9857 ⁽²⁾ |
| | COST (Capital) \$ 6,856,059,380 | | | | | |
| | MONTHLY AVG Balance \$ 7,455,529,661 | | | | | |
| | QUARTERLY AVG Balance \$ 6,525,615,313 | | | | | |
| | BOOK Value \$ 6,878,820,237 | | | | | |
| Orange County Educational Investment Pool (OCEIP) | MARKET Value \$ 8,351,331,628 | 200 | 2.912% | 2.821% | 2.357% | 0.9857 ⁽²⁾ |
| | COST (Capital) \$ 8,444,955,901 | | | | | |
| | MONTHLY AVG Balance \$ 7,291,108,209 | | | | | |
| | QUARTERLY AVG Balance \$ 6,683,352,124 | | | | | |
| | BOOK Value \$ 8,473,072,525 | | | | | |

INVESTMENT STATISTICS - Specific Investment Accounts

| DESCRIPTION | CURRENT BALANCE | BY SPECIFIC INVESTMENT | | | |
|--|--------------------------------------|------------------------|---------------|---------------|-------------|
| Funds: | | Fund | Market Value | Book Value | Current NAV |
| Specific Investment | MARKET Value \$ 108,641,701 | | | | |
| John Wayne Airport Investment Fund (JWA) | COST (Capital) \$ 112,185,815 | JWA | \$ 54,191,708 | \$ 54,181,384 | 1.0002 |
| Fountain Valley School District Fund 40 (FVSD) | MONTHLY AVG Balance \$ 112,167,226 | FVSD | 33,138,956 | 34,658,771 | 0.9561 |
| CCCD Series 2017E Bonds (CCCD) | QUARTERLY AVG Balance \$ 112,011,931 | CCCD | 21,311,037 | 22,789,143 | 0.9351 |
| | BOOK Value \$ 111,629,298 | | | | |

OCIF TOTALS

| INVESTMENTS | | CASH | |
|---------------------|--------------------------|------|----------------------|
| OCIP | \$ 6,856,059,380 | | |
| OCEIP | 8,444,955,901 | | |
| Specific Investment | 112,185,815 | Cash | 26,416,958 |
| Totals | \$ 15,413,201,096 | | \$ 26,416,958 |

Total Assets in the County Treasury **\$ 15,439,618,054**

KEY POOL STATISTICS

| INTEREST RATE YIELD | | WEIGHTED AVERAGE MATURITY (WAM) | |
|--|--------|---------------------------------|-----|
| OCIP - YTD NET YIELD | 1.723% | OCIP | 200 |
| OCEIP - YTD NET YIELD | 1.677% | OCEIP | 200 |
| JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD | 4.030% | JOHN WAYNE AIRPORT | 7 |
| 90-DAY T-BILL YIELD - MONTHLY AVERAGE | 4.305% | LGIP (Standard & Poors) | 22 |

(1) Reported in compliance with Government Code Section 53646 (b)(1), with 2022 IPS requiring at least quarterly reporting per Government Code Section 53646 (d).
(2) The current OCTP level NAVs for OCIP and OCEIP have both increased slightly to 0.9857. Short-term rates continue to rise causing the market values on OCIP, OCEIP, FVSD and CCCD to stay below book values. The OCIP, OCEIP, FVSD and CCCD have sufficient liquidity to meet projected cash flow needs. JWA NAV rounds to 1.000 and has sufficient liquidity to meet cash flow needs.

Irrevocable Retiree Benefits Trust
Performance Report
Quarter Ended 12/31/22

| | Quarter ended <u>12/31/22</u> |
|-------------------------------|----------------------------------|
| Portfolio Value as of 9/30/22 | \$ 109,127,037.56 |
| Contributions | - |
| Withdrawals | |
| Income Received | 3,054,866.87 |
| Change in Market Value | 2,832,190.98 |
| Portfolio Fees | <u>(99,545.05)</u> |
| Portfolio Value on 12/31/22 | <u><u>\$ 114,914,550.36</u></u> |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 14, 2023 Resolution
Information
SUBJECT: A²MEND Summit Conference Sponsorship Enclosure(s)

BACKGROUND: The District seeks to be a diamond level sponsor in support of the A²MEND Summit which aligns with Board Policy 6350, Hospitality, encouraging awareness of the college and district programs. The cost of the diamond sponsorship is \$10,000. Per Board Policy 6100, Administrative Procedures 6100, Delegation of Authority, Business and Fiscal Affairs, ongoing hospitality-related costs in excess of \$5,000 per event or new events in excess of \$1,000 require approval by the Board. Accordingly, authorization is requested to use hospitality funds to sponsor the A²MEND Summit as a diamond sponsor.

This agenda item was submitted by Dr. Byron D. Clift Breland, Chancellor.

How does this relate to the five District Strategic Directions? This item relates to District Strategic Direction #1: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals; and District Strategic Direction #4: NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community-based organizations, and businesses to create positive change in the region.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6100, Administrative Procedures 6100, Delegation of Authority, Business and Fiscal Affairs.

FUNDING SOURCE AND FINANCIAL IMPACT: The cost of the diamond sponsor for the A²MEND Summit conference is \$10,000 and will be funded from the Board-approved Hospitality funds.

RECOMMENDATION: Authorization is requested to use hospitality funds to sponsor the A²MEND Summit conference as a diamond sponsor at a cost of \$10,000.

Fred Williams

Recommended by


Approved for Submittal

3.g

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 14, 2023
SUBJECT: Access California Services Gala Sponsorship

Action X
Resolution
Information
Enclosure(s)

BACKGROUND: The District seeks to be a table sponsor at the Access California Services Gala on February 4 in Anaheim. This aligns with Board Policy 6350, Hospitality, encouraging awareness of the college and district programs. The cost of the table sponsorship is \$1,500. Per Board Policy 6100, Administrative Procedures 6100, Delegation of Authority, Business and Fiscal Affairs, ongoing hospitality-related costs in excess of \$5,000 per event or new events in excess of \$1,000 require approval by the Board. Accordingly, retroactive authorization is requested to use hospitality funds for the table sponsorship at the Access California Services Gala.

The table sponsorship for the Gala includes 10 seats.

This agenda item was submitted by Dr. Byron D. Clift Breland, Chancellor.

How does this relate to the five District Strategic Directions? This item relates to District Strategic Direction 2) Employee Experience – NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees; and District Strategic Direction 4) Collective Impact and Partnerships – NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community-based organizations, and businesses to create positive change in the region.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6100, Administrative Procedures 6100, Delegation of Authority, Business and Fiscal Affairs.

FUNDING SOURCE AND FINANCIAL IMPACT: The cost of the table sponsorship for the Access California Services Gala is \$1,500 and will be funded from the Board-approved Hospitality funds.

RECOMMENDATION: Retroactive authorization is requested to use hospitality funds to sponsor a table at the Access California Services Gala at a cost of \$1,500.

Fred Williams

Recommended by


Approved for Submittal

3.h

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X

DATE: February 14, 2023

Resolution

Information

SUBJECT: APAHE Conference Sponsorship

Enclosure(s)

BACKGROUND: The District seeks to be a gold sponsor in support of the Asian Pacific Americans in Education (APAHE) Conference beginning on April 27 in Oakland. This aligns with Board Policy 6350, Hospitality, encouraging awareness of the college and district programs. The cost of the gold-level sponsorship is \$4,000. Per Board Policy 6100, Administrative Procedures 6100, Delegation of Authority, Business and Fiscal Affairs, ongoing hospitality-related costs in excess of \$5,000 per event or new events in excess of \$1,000 require approval by the Board. Accordingly, authorization is requested to use hospitality funds to sponsor the APAHE Conference as a gold sponsor.

As a gold sponsor the District will receive advertisement in the conference program, an exhibit table, acknowledgment during the conference, and three full-conference registrations.

This agenda item was submitted by Dr. Byron D. Clift Breland, Chancellor.

How does this relate to the five District Strategic Directions? This item relates to District Strategic Direction 2) Employee Experience – NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6100, Administrative Procedures 6100, Delegation of Authority, Business and Fiscal Affairs.

FUNDING SOURCE AND FINANCIAL IMPACT: The cost of the gold sponsorship for the APAHE conference is \$4,000 and will be funded from the Board-approved Hospitality funds.

RECOMMENDATION: Authorization is requested to use hospitality funds to sponsor the APAHE conference as a gold sponsor at a cost of \$4,000.

Fred Williams

Recommended by


Approved for Submittal

3.i

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | _____ |
| DATE: | February 14, 2023 | Information | _____ |
| | | Enclosure(s) | _____ |
| SUBJECT: | Amendment No. 1 to Consultant Agreement with MAAS Companies for Project Support Services | | |

BACKGROUND: On March 22, 2022, the Board approved to enter into a consultant agreement with MAAS Companies to provide Project Management Support Services for the NOCE Swing Space Interim Housing (“Swing Space”) and Tower First Floor Life/Safety Renovation (“Tower”) Projects at the Anaheim Campus commencing January 1, 2022, through project completion at an estimated cost of \$450,300.

On January 17, 2023, DSA approved the NOCE Swing Space and bidding is expected to start in February 2023 with a construction start date expected in late March with an anticipated project completion date in October 2023. The Anaheim Tower project was submitted to DSA on January 18, 2023 for plan check review and approved, with a construction start date in the fall of 2023, completion date in fall 2024, and a final close-out in March 2025.

From January 1, 2022, through December 31, 2022, we have expended \$143,006 for the Project Manager to assist with planning, design, and submittals. Staff has been working on the staffing plan to complete the Swing Space and Tower project and the following staffing hours are being projected:

| | 2022 | 2023 | 2024 | 2025 | TOTAL |
|------------------------|-----------|-----------|-----------|----------|-------------|
| Project Manager Hours | 867 | 2,024 | 2,032 | 512 | 5,435 |
| \$162/hour | \$140,454 | \$327,888 | \$329,184 | \$82,944 | \$880,470 |
| Project Engineer Hours | 20 | 1,715 | 2,032 | - | 3,767 |
| \$125/hour | \$ 2,500 | \$214,375 | \$254,000 | - | \$470,875 |
| | | | | TOTAL | \$1,351,345 |

Staff is requesting to amend the consultant agreement with MAAS and increase the contract amount to \$1,351,345 plus a 10% contingency, increasing the total contract amount from \$450,300 to \$1,486,480 for both projects.

This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6340, Contracts, and 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: The increase in the contract amount of \$908,365 will be funded from State Capital Outlay funds and Measure J Bond funds.

RECOMMENDATION: Authorization is requested to amend the consultant agreement with MAAS Companies to provide project support services for the NOCE Swing Space Interim Housing and Tower First Floor Life/Safety Renovation Projects at the Anaheim Campus and increase the contract amount by \$1,036,180 from \$450,300 to \$1,486,480. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. Dist Bredl
Approved for Submittal

3.j.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 14, 2023 Resolution
Information
Enclosure(s)
SUBJECT: Amend Consultant Agreement with SVA
Architects for the Swing Space Interim
Housing Project at the Anaheim Campus

BACKGROUND: On September 28, 2021, the Board approved entering into an architectural consultant agreement with SVA Architects (SVA) to provide architectural and engineering services for the Swing Space Interim Housing Project (“Project”) at the Anaheim campus. On May 10, 2022, the Board approved to amend the agreement and increase the contract amount by \$15,800 from \$109,000 to \$124,800.

SVA previously provided a Construction Cost Estimate in September 2022 as part of their contract. The estimate was based on the plans and specifications submitted to the Division of the State Architect (DSA). During the three (3) months of the back-check phase, DSA requested several corrections and revisions to the drawings and specifications, and SVA implemented them to obtain the final DSA approval. SVA has since completed the plans and specifications for the Project and obtained the approval from the DSA on January 17, 2023. The District is requesting SVA to provide an updated cost estimate based on the DSA approved drawings and specification.

It is, therefore, requested that the agreement with SVA be amended to increase the contract amount by \$1,150 from \$124,800 to \$125,950 to provide an updated construction cost estimate based on the DSA-approved set of drawings and specifications.

This agenda item was submitted by Richard Williams, District Director, Facilities Planning & Construction.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources. NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.


How does this relate to Board Policy? This item is submitted in accordance with Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: The services performed in this agreement in the amount of \$1,150 will be funded by Measure J Funds.

RECOMMENDATION: Authorization is requested to amend the consultant agreement with SVA Architects for the Swing Space Interim Housing Project at the Anaheim Campus and increase the contract amount by \$1,150 from \$124,800 to \$125,950 to provide an updated construction cost estimate based on the DSA-approved set of plans and specifications. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.k

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X

DATE: February 14, 2023

Resolution

Information

Enclosure(s)

SUBJECT: Award Bid #2223-12, Fire Riser
Replacement at Anaheim Campus

BACKGROUND: In April 2021, P2S Engineering assessed the interior fire risers at the Anaheim Campus. Included in the recommendations that were outlined in the assessment report was the replacement of the two existing fire risers. The replacement will be done in two phases. The interconnecting fire sprinkler piping between the two risers with floor control valve will help totally isolate each riser and keep the building protected during construction.

We were originally going to bid this project as Bid #2223-08 on December 19, 2022. However, although all C-16 Fire Protection contractors on our approved CUPCCAA list were notified of the bid, only one contractor attended the mandatory job walk. Upon request of the Maintenance & Operations staff, the project was canceled and rebid. Three contractors attended the mandatory job walk; however, only one contractor, ADT Commercial (ADT), submitted a proposal on January 18, 2023. ADT's proposal is in the amount of \$207,878 inclusive of allowance in the amount of \$22,000. The project cost estimate was \$220,000.

This agenda item was submitted by Cora Baldovino, Manager, District Facilities Planning, Maintenance and Construction Contracts, and Jenney Ho, District Director, Purchasing.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project will come from Capital Outlay Funds.

RECOMMENDATION: Authorization is requested to award Bid #2223-12, Fire Riser Replacement at Anaheim Campus to ADT Commercial in the amount of \$207,878, including an allowance of \$22,000. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the contract on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.1

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | _____ |
| DATE: | February 14, 2023 | Information | _____ |
| | | Enclosure(s) | _____ |
| SUBJECT: | Districtwide Network Refresh Project Deductive Change Order #5 | | |

BACKGROUND: In 2016 the Board approved a project to replace the aging District network with an estimated total cost of \$25,000,000. On July 23, 2019, the Board adopted Resolution No.2019/20-01 authorizing the Districtwide Network Refresh Project phase one in the amount not to exceed \$18,650,875 to Vector Resources Inc. dba VectorUSA, under various California Multiple Award Schedule Contracts issued by the State of California Department of General Services Procurement Division (“CMAS”).

Staff are requesting that the Board approve Deductive Change Order #5 in the amount of \$1,980,626 which is a credit back to the District for amounts related to materials and services that were estimated and requested but not spent, mainly for Change Order #2 when there was uncertainty over costs during the pandemic. The contract amount for the Network Refresh project has been decreased from \$24,201,779 to \$22,221,153.

The table below shows the project summary, including this Change Order Request:

| | | |
|---------------------------------------|----|-------------|
| Original Contract Amount B/A: 7/23/19 | \$ | 18,650,875 |
| Change Order #1 B/A: 6/23/20 | | 314,540 |
| Change Order #2 B/A: 2/9/21 | | 5,104,000 |
| Change Order #3 B/A: 5/24/22 | | 70,201 |
| Change Order #4 B/A: 1/24/23 | | 62,163 |
| Contract Amount | | 24,201,779 |
| Change Order #5 | | (1,980,626) |
| Revised Contract Amount | \$ | 22,221,153 |

This agenda item was submitted by Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology, in consultation with the campus Academic Computing Managers.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6330, Purchasing and Board Policy 3720, Computer and Electronic Communications Systems.

FUNDING SOURCE AND FINANCIAL IMPACT: The deductive change order totaling \$1,980,626 will not be charged to Measure J Bond.

RECOMMENDATION: It is recommended that the Board approve deductive change order #5 for the Districtwide Network Refresh Project in the amount of \$1,980,626; reducing the contract from \$24,201,779 to \$22,221,153. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the deductive change order on behalf of the District.

Fred Williams

Recommended by

B. V. dist BndM

Approved for Submittal

3.m.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 14, 2023

SUBJECT: Network Refresh – Amend Project Management Contract for PlanNet Consulting

Action X

Resolution

Information

Enclosure(s)

BACKGROUND: In 2016 the Board approved a budget transfer to fund the District-wide Network Refresh Project, which would be planned in four phases: Assessment, Design, Procurement, and Implementation. In 2018 PlanNet Consulting was hired as the Project Manager for the Network Refresh to oversee the project through procurement and implantation.

Given the complexity of the Network Refresh Project and obstacles related to the effects of COVID-19 staff is requesting approval for an additional amendment to the contract with PlanNet Consulting to extend the contract from February 28, 2023 to Jun 30, 2023 in the amount of \$19,350 for technical oversight, project management, and financial accounting review.

Below is the detailed breakdown of project management and consulting services by PlanNet Consulting:

| Board Approval Date | Services | Amount |
|---------------------|--|------------|
| 11/13/2018 | Initial Contract for Management Services | \$ 220,500 |
| 2/12/2019 | Increase for additional services | 8,170 |
| 6/23/2020 | Approval of Network Refresh | 0 |
| 11/24/2020 | Extension of contract for technical oversight and accounting reviews (13 months) | 144,170 |
| 11/23/2021 | Technical Oversight, Project Management, project financial accounting reviews, and update and document Network Standards | 111,150 |
| 9/13/2022 | Technical Oversight, Project Management, and project financial accounting reviews (Sept – Feb) | 62,350 |
| 2/14/2023 | Services extended to align with overall project completion | 19,350 |
| TOTAL | | \$ 565,690 |

This agenda item was submitted by Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology, in consultation with Geoff Hurst, District Director, Enterprise IT Applications Support and Development.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse and Board Policy 3720, Computer and Electronic Communications Systems.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project is from Capital Outlay, supplemented by Measure J funds.

RECOMMENDATION: Authorization is requested to extend the contract with PlanNet Consulting to June 30, 2023 and increase the contract amount by \$19,350, increasing the total contract amount from \$546,340 to \$565,690. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or District Director, Purchasing, to execute any agreement and related documents on behalf of the District.

Fred Williams

Recommended by

B. V. dist Brad M
Approved for Submittal

3.n.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | _____ |
| DATE: | February 14, 2023 | Information | _____ |
| | | Enclosure(s) | _____ |
| SUBJECT: | Change Order 01 with New Dynasty Construction Co. for Bid 2122-24 Fine Arts Swing Space Project at Cypress College | | |

BACKGROUND: On June 14, 2022, the Board of Trustees approved a contract with New Dynasty Construction Co. for Bid 2122-24 Fine Arts Swing Space Project at Cypress College. Fine Arts Building Renovation Project that was approved in the 2020/21 State Budget. In order for the renovation project to proceed into construction, the building occupants will be temporarily relocated to the existing Science, Engineering, and Math (SEM) Building. The project includes minor renovation such as wall demolition, new flooring and wall finishes, new signage, new automated door openers, and new casework to temporarily house the fine arts programs within the existing building. The details can be found in the table below.

| Description | Cost |
|---|------------------|
| Unforeseen metal stud framing to new DSA bathrooms | \$ 36,792 |
| Provide and relocate fire alarm devices | 7,819 |
| Remove and reinstall new ADA receptacle switches | 22,423 |
| Demolish existing casework and procure and install new ADA casework | 11,880 |
| Demolish existing drywall, install backing, repair drywall & paint | 13,949 |
| TOTAL | \$ 92,863 |

In accordance with Public Contract Code §20659 and Board Policy 6340, the College is seeking approval of Change Order 01. This change order increases the contract amount by \$92,863 for a new total contract amount of \$2,092,863 and extends the contract time to March 10, 2023, an increase of 50 calendar days. This change order amount represents 4.71% of the total contract value and therefore does not exceed 10% of the original contract amount, in conformance with PCC §20659. The College and College’s construction management team have reviewed this change order.

This agenda item was submitted by Allison Coburn, Campus Capital Projects Manager, and Dr. Stephen Schoonmaker, Interim Vice President of Administrative Services at Cypress College.

How does this relate to the five District Strategic Directions? This item responds to Direction #3 – Stewardship of Resources: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-

making and integrated planning; and Direction #5 – Physical Environment: NOCCCD will be a leader in creating accessible and sustainable facilities that support student and employee success.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: This change order is funded by Measure J.

RECOMMENDATION: It is recommended that the Board approve Change Order 01 for Bid 2122-24 Fine Arts Swing Space Project at Cypress College with New Dynasty Construction Co., increasing the contract from \$2,005,000 to \$2,092,863 and extending the contract time from January 16, 2023 to March 10, 2023. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the change order on behalf of the District.

Fred Williams

Recommended by

B. V. dist Brad M
Approved for Submittal

3.o.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X

DATE: February 14, 2023

Resolution

Information

Enclosure(s)

SUBJECT: Enter into Amendment No. 01 with Sundt Construction, Inc. for Construction Management Services for the Fine Arts Swing Space Project at Cypress College

BACKGROUND: On June 28, 2022 the Board of Trustees approved an agreement with Sundt Construction, Inc. (Sundt) for construction management services for the Fine Arts Swing Space project. The construction manager facilitates all communication with the contractor while overseeing and advising on the contractor's progress throughout construction.

This is an amendment to an existing agreement for additional services and time. Additional services are required due to the temporary relocation of the occupants to the existing Science, Engineering, and Math (SEM) Building and time impact delay required for the Fine Arts Swing Space contractor, New Dynasty (Change Order #1). Due to these delay impacts, additional services are required for Sundt to extend construction management services through March 2023, in lieu of the original completion date of January 2023. This amendment will increase the original contract amount of \$326,193 by \$91,968 for a new total contract amount of \$418,161, inclusive of reimbursable expenses.

This agenda item was submitted by Allison Coburn, Campus Capital Projects Manager, and Dr. Stephen Schoonmaker, Interim Vice President of Administrative Services at Cypress College.

How does this relate to the five District Strategic Directions? This item responds to Direction #3 – Stewardship of Resources: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning; and Direction #5 – Physical Environment: NOCCCD will be a leader in creating accessible and sustainable facilities that support student and employee success.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse; Board Policy 6340, Bids and Contracts; and Board Policy 6600, Capital Construction.

FUNDING SOURCE AND FINANCIAL IMPACT: This agreement is funded by Measure J.

RECOMMENDATION: Authorization is requested to increase the agreement with Sundt Construction by \$91,968 for a new total contract amount of \$418,161 for Construction Management Services for the Fine Arts Swing Space Project at Cypress College. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. dist BndM

Approved for Submittal

3.p.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 14, 2023
SUBJECT: Amendment to Pathways of Hope Agreement

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

BACKGROUND: According to the #RealCollege survey for California Community Colleges conducted by the Hope Center for College, Community, and Justice at Temple University, close to half of community college students system-wide experience food insecurity. Pathways of Hope is a non-profit organization that provides access to food, shelter, and housing to individuals experiencing hunger and homelessness in Orange County.

At its July 26, 2022 meeting, the Board approved an agreement with Pathways of Hope to operate food banks at Cypress College, Fullerton College and Anaheim Campus for NOCE.

Due to current changes in food costs the campuses are requesting to increase the contract amount by \$5,500, bringing the new contract total to \$222,710.

This Board agenda item is being submitted by Valentina Purtell, President, North Orange Continuing Education and JoAnna Schilling, President, Cypress College.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 1) Student Experience and Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals; and District Strategic Direction 4) Collective Impact and Partnerships: NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community based organizations, and business to create positive change in the region.

How does this relate to Board Policy: N/A

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this partnership will come from Basic Needs Fund.

RECOMMENDATION: Authorization is requested to approve an amendment to the agreement with Pathways of Hope and increase the contract amount by \$5,500 for a new contract amount not to exceed \$222,710, all other terms remain the same. Authorization is further requested for the Vice Chancellor, Finance and Facilities or District Director, Purchasing, to execute the amendment or related documents on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.q

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: February 14, 2023 Resolution _____
Information _____
Enclosure(s) _____

SUBJECT: Fullerton College
Library/Learning Resources, Instructional
Support Programs and Services Division
Study Abroad Out-of-Country Travel

BACKGROUND: Per Board Policy 7400, Travel and Conference Attendance, all travel outside the United States must be approved in advance by the Board. Dani Wilson, Dean of Library/Learning Resources, Instructional Support Programs and Services (LLRISPS) and Administrator of the Fullerton College Study Aboard Program, and Angela Henderson, Fullerton College Faculty Member and Study Abroad Coordinator propose to travel to Seville, Spain March 13 – March 17, 2023, to conduct a site visit for the Spring 2023 Study Abroad program in Seville, Spain. The site visit will allow the Administrator and Study Abroad Coordinator to inspect the program facilities, speak to students and faculty, meet with vendor’s on-site staff, and ensure that program is running smoothly.

This agenda item was submitted by Dani Wilson, Dean of LLRISPS, Fullerton College.

How does this relate to the five District Strategic Directions? This item relates to District Strategic Direction #1: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals; and District Strategic Direction #4: NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community-based organizations, and businesses to create positive change in the region.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 7400, Travel and Conference attendance.

FUNDING SOURCE AND FINANCIAL IMPACT: Expenses for this trip will be funded by the LLRISPS Study Abroad fund.

RECOMMENDATION: Authorization is requested to approve out-of-country travel for Dani Wilson and Angela Henderson to Seville, Spain, March 13 – March 17, 2023, to conduct a site visit for the Seville, Spain Spring 2023 Study Abroad program. The projected expense for each attendee is \$700.00 for a total of \$1,400.00, to be funded by the Fullerton College LLRISPS’s Study Abroad budget.

Fred Williams

Recommended by


Approved for Submittal

3.r

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|--|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| | | Resolution | <u> </u> |
| DATE: | February 14, 2023 | Information | <u> </u> |
| | | Enclosure(s) | <u> X </u> |
| SUBJECT: | Fullerton College Curriculum Matters | | |

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

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

All curricula are submitted to the President's Office for review prior to submission to the District Curriculum Coordinating Committee.

This agenda item is submitted by John Ison, Fullerton College Curriculum Committee Chair and Dr. José Ramón Núñez, Vice President, Instruction.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #1: Student Experience & Success - NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals. More specifically, Goal 1.1: The District will guide students to successfully navigate pathways for completion and lifelong learning.

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

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

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective Fall 2022 and Fall 2023. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by

B. V. Dist. Bugh

Approved for Submittal

4.a.2

Item No.



Board of Trustees
 Agenda Attachment
 Fullerton College Curriculum

February 14, 2023 | DCCC Approved on December 9, 2022

| NEW COURSES | | | | | |
|---|---|------------|---|--------------|--|
| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION FOR PROPOSAL |
| THEA 275 F Advanced Directing Units: 4 Lecture: 3 Laboratory: 3 | Prerequisite: <ul style="list-style-type: none"> • THEA 180 F and • THEA 225 F GE: <ul style="list-style-type: none"> • CSU Transfer Course • Yes | 25 | Most of the time, students are practicing the skill(s) they are learning, and the instructor gives each student individualized instruction as the class proceeds. The class size is drawn from the course's educational needs. Each student will be producing short plays, and scenes to be filmed in studio. This class size encourages the creation of an effective environment where all students can learn the technology and have ample time to produce their self-driven directed pieces. | 2023 Fall | This course introduces directing techniques for adapting stage into screen. This is the next step in providing the tools necessary to become an advanced director. |

| REVISED COURSES | | | | | |
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| COURSE ID | PROPOSAL TYPES | CLASS SIZE | CLASS SIZE JUSTIFICATION | EFF DATE | JUSTIFICATION FOR PROPOSAL |
| FASH 088 F CAD for Apparel Units: 2 Lecture: 1 Laboratory: 3 | <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Prerequisite Revision • Textbooks | 25 | The students are engaged in practicing the skill(s) they are learning. Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. | 2023 Fall | Removal of FASH 186 F as a prerequisite. |

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| <p>FASH 255 F Advanced Clothing Construction Industrial</p> <p>Units: 2 Lecture: 1 Laboratory: 3</p> | <ul style="list-style-type: none"> • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Evaluation • Prerequisite Revision • Schedule Description Update • Textbooks • Assignments Revision | 25 | <p>This course utilizes the Sewing Laboratory and requires garment(s) preparation and individual projects. Intensive individualized instruction and supervision of apparel preparation and sewing projects are required. This also includes close supervision to maintain student safety on industrial high-speed machines related to the apparel industry. A larger class would not allow for the many presentations or adequate supervision.</p> | 2023 Fall | Removal of FASH 201 F as a prerequisite. |
| <p>FREN 200 F Conversational French</p> <p>Units: 2 Lecture: 2 Laboratory: 0</p> | <p>Prerequisite:</p> <ul style="list-style-type: none"> • FREN 102 F <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Method of Instruction • Prerequisite Validation • Six-Year Review • Textbooks | 30 | <p>Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more oral presentations, which are assessed for critical thinking, conceptual understanding, structure, style and mechanics.</p> | 2023 Fall | Six-Year Review. Textbooks. |
| <p>GERM 200 F Conversational German</p> <p>Units: 2 Lecture: 2 Laboratory: 0</p> | <p>Prerequisite:</p> <ul style="list-style-type: none"> • GERM 102 F <ul style="list-style-type: none"> • Assignments Revision • Catalog Description Update • Prerequisite Validation | 30 | <p>Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more oral presentations, which are assessed for critical thinking, conceptual understanding, structure, style and mechanics.</p> | 2023 Fall | Six-Year Review. Textbooks. |

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| | <ul style="list-style-type: none"> Schedule Description Update Six-Year Review Textbooks | | | | |
| PHYS 222 F General Physics II Units: 4 Lecture: 3 Laboratory: 3 | Prerequisite: <ul style="list-style-type: none"> PHYS 221 F MATH 152 F and MATH 152HF or <ul style="list-style-type: none"> Assignments Revision Catalog Description Update Method of Evaluation Method of Instruction Prerequisite Validation Six-Year Review Textbooks | 25 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) | 2023 Fall | Six-Year Review. Textbooks. |

DEACTIVATION OF COURSES

| COURSE ID | EFF DATE | JUSTIFICATION FOR PROPOSAL |
|---|-----------|---|
| HED 197 F Internship in Health Education | 2023 Fall | Course Deactivation. This course was never offered; there are no plans for implementation of this course in the future. |
| IDES 248AF Restaurant / Hotel Design | 2023 Fall | Course Deactivation. There are no plans for implementation of this course in the future. |
| IDES 249BF Study/Internat'l Arch & Design | 2023 Fall | Course Deactivation. Program impact: Residential Design Certificate. |
| IDES 249CF Study/Internat'l Arch & Design | 2023 Fall | Course Deactivation. This course was never offered; there are no plans for implementation of this course in the future. |

MODIFY DEGREES/CERTIFICATES

| DEGREE | REVISION TYPE | | EFF DATE | JUSTIFICATION FOR PROPOSAL |
|---|---|---|-----------|--|
| Foreign Language Associate in Arts Degree | <ul style="list-style-type: none"> Program Unit Revision Catalog Description Update Six-Year Review Program SLOA Addition | Foreign Language Associate in Arts Degree The Foreign Language Associate in Arts Degree is designed to prepare students to acquire knowledge and academic skills to transfer to a four-year institution and earn a baccalaureate degree in Foreign Language or similar major. | 2023 Fall | Six-Year Review. Unit change FROM 18 units TO 18-22 units in order to accommodate additions to Restricted Electives or Course Substitutions. Update of courses in required courses and restricted electives. |

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| | <ul style="list-style-type: none"> • Adding Courses to "Required" • Adding Courses to "Restricted Electives" • Removing Courses from "Restricted Electives" • Course Title Revision | <p>Students may fulfill the requirement by completing the entire sequence (101 F, 102 F, 203 F, and 204 F) for a single foreign language (Chinese, French, German, Italian, Japanese, Korean, and Spanish). Some students may be placed into the language course sequence at a higher level than 101 F. For example, according to the prerequisite policy, students who complete high school coursework with a C or better may place out of some of the language sequence. However, these students are not awarded units for the courses out of which they placed. Such students must complete the 18-22 units required for the degree by selecting the remaining units from the list of restricted electives, or substitution courses. This degree requires 18-22 units in the major, in addition to other graduation requirements.</p> <p>Required Courses (18 units) Students are required to take courses in a single foreign language: Chinese, French, German, Italian, Japanese, Korean, or Spanish.</p> <p style="text-align: center;">Units</p> <p>Chinese Language Option</p> <p style="text-align: center;">Units</p> <p>CHIN101 F Elementary Chinese Mandarin I</p> <p style="text-align: center;">5</p> <p>CHIN102 F Elementary Chinese Mandarin II</p> <p style="text-align: center;">5</p> <p>CHIN203 F Intermediate Chinese Mandarin III</p> <p style="text-align: center;">4</p> <p>CHIN204 F Intermediate Chinese Mandarin IV</p> <p style="text-align: center;">4</p> | | |
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| | | <p>French Language Option Units</p> <p>FREN101 F Elementary French I 5</p> <p>FREN102 F Elementary French II 5</p> <p>FREN203 F Intermediate French III 4</p> <p>FREN204 F Intermediate French IV 4</p> <p>German Language Option Units</p> <p>GERM101 F Elementary German I 5</p> <p>GERM102 F Elementary German II 5</p> <p>GERM203 F Intermediate German III 4</p> <p>GERM204 F Intermediate German IV 4</p> <p>Italian Language Option Units</p> <p>ITAL101 F Elementary Italian I 5</p> <p>ITAL102 F Elementary Italian II 5</p> <p>ITAL203 F Intermediate Italian III 4</p> <p>ITAL204 F Intermediate Italian IV 4</p> <p>Japanese Language Option Units</p> <p>JAPN101 F Elementary Japanese I 5</p> <p>JAPN102 F Elementary Japanese II 5</p> <p>JAPN203 F Intermediate Japanese III 4</p> <p>JAPN204 F Intermediate Japanese IV</p> | | |
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| | | <p style="text-align: center;">4</p> <p>Korean Language Option Units</p> <p>KOR101 F Elementary Korean I 5</p> <p>KOR102 F Elementary Korean II 5</p> <p>KOR203 F Intermediate Korean III 4</p> <p>or</p> <p>KOR201 F Korean For Korean Speakers 5</p> <p>KOR204 F Intermediate Korean IV 4</p> <p>Spanish Language Option Units</p> <p>SPAN101 F Elementary Spanish I 5</p> <p>or</p> <p>SPAN101HF Honors Elementary Spanish I 5</p> <p>SPAN102 F Elementary Spanish II 5</p> <p>or</p> <p>SPAN102HF Honors Elementary Spanish II 5</p> <p>SPAN203 F Intermediate Spanish III 4</p> <p>or</p> <p>SPAN201 F Spanish for the Spanish Speaker 5</p> <p>SPAN204 F Intermediate Spanish IV 4</p> <p>Restricted Electives or Substitution Courses Some students may be placed into the language course sequence at a higher level than 101 F, and they must complete the 18-22 units required for the degree by</p> | | |
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| | | <p>selecting the remaining units from the list of Restricted Electives or Substitution Courses.</p> <p>Units</p> <p>A second foreign language (any course from 101 F through 204 F)</p> <p>4 - 5</p> <p>ENGL102 F Introduction to Literature</p> <p>3</p> <p>or</p> <p>ENGL102HF Honors Introduction to Literature</p> <p>3</p> <p>ENGL225 F World Literature since the Early Modern Period</p> <p>3</p> <p>or</p> <p>ENGL225HF Honors World Literature since the Early Modern Period</p> <p>3</p> <p>FREN200 F Conversational French</p> <p>2</p> <p>GERM200 F Conversational German</p> <p>2</p> <p>HIST110 F Western Civilizations to 1550</p> <p>3</p> <p>or</p> <p>HIST110HF Honors Western Civilizations to 1550</p> <p>3</p> <p>HIST154 F Ancient Egypt</p> <p>3</p> <p>PHIL100 F Introduction to Philosophy</p> <p>3</p> <p>or</p> <p>PHIL100HF Honors Introduction to Philosophy</p> <p>3</p> <p>PHIL105 F World Religions</p> <p>3</p> <p>or</p> <p>PHIL105HF Honors World Religions</p> | |
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| | | <p style="text-align: center;">3</p> <p>PORT101 F Elementary Portuguese I</p> <p style="text-align: center;">5</p> <p>PORT102 F Elementary Portuguese II</p> <p style="text-align: center;">5</p> <p>SPAN200 F Conversational Spanish</p> <p style="text-align: center;">2</p> <p>SPAN205 F Introduction to Spanish Literature</p> <p style="text-align: center;">3</p> <p>or</p> <p>ANTH105 F Language and Culture</p> <p style="text-align: center;">3</p> <p>or</p> <p>ANTH105HF Honors Language and Culture</p> <p style="text-align: center;">3</p> <p>SPAN206 F Introduction to Latin American Literature</p> <p style="text-align: center;">3</p> <p>or</p> <p>ANTH209 F Cultures of Latin America</p> <p style="text-align: center;">3</p> <p>or</p> <p>ANTH209HF Honors Cultures of Latin America</p> <p style="text-align: center;">3</p> <p>Total Units</p> <p style="text-align: center;">18 - 22</p> | | |
| Interdisciplinary Studies: Emphasis in Arts and Human Expression Associate in Arts Degree | <ul style="list-style-type: none"> • Removing Courses from "Required" • Adding Courses to "Required" • Course Title Revision | <p>Interdisciplinary Studies: Emphasis in Arts and Human Expression Associate in Arts Degree</p> <p>The Interdisciplinary Studies: Emphasis in Arts and Human Expression Associate in Arts Degree prepares students with the study of cultural, literary, humanistic activities, and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different</p> | 2022 Fall | This proposal accounts for the following additions: ART to ARTH courses, ETHS 111 F, 111HF, 129 F, 129HF, 130HF, 151 F and HIST 120 F and 121 F, as well as the changing Honors Creative Courses numbers from 196HF to 165HF in ARTH, MUS and THEA. |

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| | | <p>cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments. This emphasis includes lower division coursework that prepares students for majors in fine arts, foreign languages, literature, and philosophy. This degree requires a total of 18 units, in addition to other graduation requirements.</p> <p>Choose 18 units of coursework, including two or more disciplines, from the following list:</p> <p style="text-align: center;">Units</p> <p>ART100 F Fundamentals of Art 3</p> <p>ART118 F Color Theory 3</p> <p>ART120 F Basic Design 3</p> <p>ART121 F Three-Dimensional Design 3</p> <p>ART153 F Ceramics: Beginning Handbuilding 3</p> <p>ART154 F Ceramics: Beginning Throwing 3</p> <p>ART160 F Fundamentals of Sculpture 3</p> <p>ART174 F Beginning Jewelry Fabrication 3</p> <p>ART179 F Drawing for Non-Art Majors 3</p> <p>ART182 F Basic Drawing 3</p> <p>ART184 F Expressive Drawing 3</p> <p>ART185 F Life Sculpture</p> | | |
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| | | 3 | | |
| | | ART186 F Beginning Life Drawing | | |
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| | | ART187 F Watercolor for Non-Art Majors | | |
| | | 2 | | |
| | | ART188 F Beginning Watercolor Painting | | |
| | | 3 | | |
| | | ART189 F Beginning Painting | | |
| | | 3 | | |
| | | ART210 F Life Painting | | |
| | | 3 | | |
| | | ART293 F Painting: Narrative | | |
| | | 3 | | |
| | | ARTH100 F Introduction to Visual Culture | | |
| | | 3 | | |
| | | ARTH105 F Africa, Oceania, and Native American Art History | | |
| | | 3 | | |
| | | ARTH115 F American Art History | | |
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| | | ARTH120 F Asian Art History | | |
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| | | ARTH125 F Gender and Women in Art History | | |
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| | | ARTH130 F Global Contemporary Art History | | |
| | | 3 | | |
| | | ARTH135 F Latin America - Mexican Art History | | |
| | | 3 | | |
| | | ARTH140 F Latin America - Ancient/Indigenous Art History | | |
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| | | ARTH145 F Latin America - Colonial-Contemporary Art History | | |
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| | | ARTH150 F Western Art History - Prehistory to 14th Century | | |
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| | | ARTH155 F Western Art History - 15th to 20th Century | | |
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| | | <p>ARTH155HF Honors Western Art History - 15th to 20th Century 3</p> <p>ARTH160 F Western Art History - 19th to 21st Century 3</p> <p>ARTH165HF Honors Creative Arts - Art 3</p> <p>ARTH170 F The Museum Experience 3</p> <p>BUS112 F Public Speaking for Business 4</p> <p>CDES242 F Introduction to Liberal Studies 3</p> <p>COMM100 F Public Speaking 3</p> <p>COMM105 F Interpersonal Communication 3</p> <p>COMM124 F Small Group Communication 3</p> <p>COMM135 F Essentials of Argumentation 3</p> <p>CRTV120 F Media Aesthetics 3</p> <p>CRTV121 F American Cinema to the 1960's 3</p> <p>CRTV126AF World Cinema to 1945 3</p> <p>CRTV126BF World Cinema 1946 to Present 3</p> <p>CRTV131 F Contemporary American Cinema 3</p> <p>DANC100 F Dance Appreciation 3</p> <p>DANC120 F Dance History 3</p> | | |
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| | | <p>DANC200 F Dance Appreciation: A Classical Ballet Retrospective 3</p> <p>DANC210 F Multicultural Dance in the U.S. Today 3</p> <p>ENGL102 F Introduction to Literature 3</p> <p>or ENGL102HF Honors Introduction to Literature 3</p> <p>ENGL105 F Introduction to Creative Writing 3</p> <p>ENGL203 F Introduction to Dramatic Literature 3</p> <p>ENGL204 F Introduction to Poetry 3</p> <p>ENGL207 F The Short Story 3</p> <p>ENGL208 F Introduction to Film Studies 3</p> <p>ENGL210 F Introduction to Language Structure and Use 3</p> <p>ENGL211 F British Literature to 1800 3</p> <p>or ENGL211HF Honors British Literature to 1800 3</p> <p>ENGL212 F British Literature since 1800 3</p> <p>or ENGL212HF Honors British Literature since 1800 3</p> <p>ENGL221 F American Literature to the Civil War 3</p> <p>or</p> | | |
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| | | ENGL221HF Honors American Literature to the Civil War 3 ENGL222 F American Literature from the Civil War to the Present 3 or ENGL222HF Honors American Literature from the Civil War to the Present 3 ENGL224 F World Literature through the Early Modern Period 3 or ENGL224HF Honors World Literature through the Early Modern Period 3 ENGL225 F World Literature since the Early Modern Period 3 or ENGL225HF Honors World Literature since the Early Modern Period 3 ENGL234 F Introduction to Shakespeare 3 or ENGL234HF Honors Introduction to Shakespeare 3 ENGL239 F Survey of Children's Literature 3 ENGL240 F Survey of Young Adult Literature 3 ENGL243 F Folklore & Mythology 3 or ENGL243HF Honors Folklore and Mythology 3 ENGL245 F The Bible as Literature | | |
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| | | 3 | | |
| | | ENGL246 F The Novel | | |
| | | 3 | | |
| | | ENGL248 F Science Fiction | | |
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| | | ENGL249 F Survey of Chicano/a Literature | | |
| | | 3 | | |
| | | ENGL251 F Introduction to Native American Literature | | |
| | | 3 | | |
| | | ENGL254 F Intermediate Creative Writing: Poetry | | |
| | | 3 | | |
| | | ENGL255 F Intermediate Creative Writing: Fiction | | |
| | | 3 | | |
| | | ETHS111 F Women of Color in the U.S. | | |
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| | | or | | |
| | | ETHS111HF Honors Women of Color in the U.S. | | |
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| | | ETHS129 F Introduction to African-American Studies | | |
| | | 3 | | |
| | | or | | |
| | | ETHS129HF Honors Introduction to African American Studies | | |
| | | 3 | | |
| | | ETHS130 F African-American History I | | |
| | | 3 | | |
| | | or | | |
| | | ETHS130HF Honors African-American History I | | |
| | | 3 | | |
| | | ETHS151 F Chicana/o History I | | |
| | | 3 | | |
| | | ETHS160 F American Indian History | | |
| | | 3 | | |
| | | ETHS171 F Asian Pacific Islander American History | | |
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| | | <p>FASH242 F Fashion History: The Evolution of Dress, Culture and Style 3</p> <p>FASH244 F Ethnic Costume 3</p> <p>HIST110 F Western Civilizations to 1550 3</p> <p>or</p> <p>HIST110HF Honors Western Civilizations to 1550 3</p> <p>HIST111 F Western Civilizations since 1550 3</p> <p>or</p> <p>HIST111HF Honors Western Civilizations since 1550 3</p> <p>HIST112 F World Civilizations to 1550 3</p> <p>or</p> <p>HIST112HF Honors World Civilizations to 1550 3</p> <p>HIST113 F World Civilizations Since 1550 3</p> <p>or</p> <p>HIST113HF Honors World Civilizations Since 1550 3</p> <p>HIST120 F African Civilizations to 1880 3</p> <p>HIST121 F African Civilizations since 1880 3</p> <p>HIST127 F Survey of United States History 3</p> <p>HIST154 F Ancient Egypt 3</p> <p>HIST165 F Introduction to the Middle East</p> | | |
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| | | 3 | | |
| | | or | | |
| | | HIST165HF Honors Introduction to the Middle East | | |
| | | 3 | | |
| | | HIST170 F History of the United States to 1877 | | |
| | | 3 | | |
| | | or | | |
| | | HIST170HF Honors History of the United States to 1877 | | |
| | | 3 | | |
| | | HIST171 F History of the United States since 1877 | | |
| | | 3 | | |
| | | or | | |
| | | HIST171HF Honors History of the United States since 1877 | | |
| | | 3 | | |
| | | HIST270 F Women in United States History | | |
| | | 3 | | |
| | | IDES180 F History of Architecture and Furnishings I | | |
| | | 3 | | |
| | | MUS101 F Music Fundamentals | | |
| | | 3 | | |
| | | MUS106 F Introduction to College Music Theory | | |
| | | 3 | | |
| | | MUS107 F Music Theory I | | |
| | | 3 | | |
| | | MUS110 F Electronic Music I: Beginning Music Production | | |
| | | 3 | | |
| | | MUS113 F Jazz History - An Appreciation | | |
| | | 3 | | |
| | | MUS116 F Music Appreciation | | |
| | | 3 | | |
| | | MUS118 F Introduction to Opera | | |
| | | 3 | | |
| | | MUS119 F History of Rock Music | | |
| | | 3 | | |
| | | MUS120 F Survey of Music History | | |
| | | 3 | | |
| | | MUS165HF Music 165 Honors | | |

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| | | 3 | | |
| | | PHIL100 F Introduction to Philosophy | | |
| | | 3 | | |
| | | or | | |
| | | PHIL100HF Honors Introduction to Philosophy | | |
| | | 3 | | |
| | | PHIL101 F Introduction to Religious Studies | | |
| | | 3 | | |
| | | PHIL105 F World Religions | | |
| | | 3 | | |
| | | or | | |
| | | PHIL105HF Honors World Religions | | |
| | | 3 | | |
| | | PHIL135 F Social and Political Philosophy | | |
| | | 3 | | |
| | | PHIL160 F Introduction to Ethics | | |
| | | 3 | | |
| | | PHIL195 F Women's Issues in Philosophy | | |
| | | 3 | | |
| | | PHIL200 F Introduction to Christianity | | |
| | | 3 | | |
| | | PHIL201 F History of Philosophy: Ancient and Medieval | | |
| | | 3 | | |
| | | PHIL202 F History of Philosophy: Modern and Contemporary | | |
| | | 3 | | |
| | | PHIL210 F Introduction to Judaism | | |
| | | 3 | | |
| | | PHIL220 F The Holocaust | | |
| | | 3 | | |
| | | PHIL250 F The Religion of Islam | | |
| | | 3 | | |
| | | PHIL270 F Introduction to Asian Religions | | |
| | | 3 | | |
| | | PHOT101 F Introduction to Photography | | |
| | | 3 | | |
| | | PHOT111 F Introduction to Photography from Analog to Digital | | |

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| | | 3 | | |
| | | THEA100 F Introduction to the Theatre | | |
| | | 3 | | |
| | | THEA104 F Introduction to Theatre Appreciation | | |
| | | 3 | | |
| | | THEA105 F Musical Theatre History | | |
| | | 3 | | |
| | | THEA106 F Beginning Principles of Playwriting | | |
| | | 3 | | |
| | | THEA109 F Modern Dramatic Literature | | |
| | | 3 | | |
| | | THEA127 F Oral Interpretation | | |
| | | 3 | | |
| | | THEA160 F Introduction to Sound Technology | | |
| | | 3 | | |
| | | THEA161 F Sound Reinforcement Techniques | | |
| | | 2 | | |
| | | THEA162 F Sound Design for the Theatre | | |
| | | 2 | | |
| | | THEA165HF Honors Creative Arts - Theatre | | |
| | | 3 | | |
| | | CHIN101 F Elementary Chinese - Mandarin I | | |
| | | 5 | | |
| | | CHIN102 F Elementary Chinese - Mandarin II | | |
| | | 5 | | |
| | | CHIN203 F Intermediate Chinese - Mandarin III | | |
| | | 4 | | |
| | | CHIN204 F Intermediate Chinese - Mandarin IV | | |
| | | 4 | | |
| | | FREN101 F Elementary French I | | |
| | | 5 | | |
| | | FREN102 F Elementary French II | | |
| | | 5 | | |
| | | FREN203 F Intermediate French III | | |
| | | 4 | | |

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| | | <p>FREN204 F Intermediate French IV 4</p> <p>GERM101 F Elementary German I 5</p> <p>GERM102 F Elementary German II 5</p> <p>GERM203 F Intermediate German III 4</p> <p>GERM204 F Intermediate German IV 4</p> <p>ITAL101 F Elementary Italian I 5</p> <p>ITAL102 F Elementary Italian II 5</p> <p>ITAL203 F Intermediate Italian III 4</p> <p>ITAL204 F Intermediate Italian IV 4</p> <p>JAPN101 F Elementary Japanese I 5</p> <p>JAPN102 F Elementary Japanese II 5</p> <p>JAPN203 F Intermediate Japanese III 4</p> <p>JAPN204 F Intermediate Japanese IV 4</p> <p>PORT101 F Elementary Portuguese I 5</p> <p>PORT102 F Elementary Portuguese II 5</p> <p>SPAN101 F Elementary Spanish I 5</p> <p>or</p> <p>SPAN101HF Honors Elementary Spanish I 5</p> <p>SPAN102 F Elementary Spanish II 5</p> <p>or</p> <p>SPAN102HF Honors Elementary Spanish II</p> | |
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| | | <p>5 SPAN201 F Spanish for the Spanish Speaker</p> <p>5 SPAN203 F Intermediate Spanish III</p> <p>4 SPAN204 F Intermediate Spanish IV</p> <p>4 SPAN205 F Introduction to Spanish Literature</p> <p>3 SPAN206 F Introduction to Latin American Literature</p> <p>3 SPAN207 F Children's Literature/Spanish</p> <p>3</p> <p>Total Units</p> <p>18</p> | | |
| Interdisciplinary Studies: Emphasis in Science and Mathematics Associate in Arts Degree | <ul style="list-style-type: none"> • CIP Code Revision • Removing Courses from "Required" • Adding Courses to "Required" | <p>Interdisciplinary Studies: Emphasis in Science and Mathematics Associate in Arts Degree</p> <p>The Interdisciplinary Studies: Emphasis in Science and Mathematics Associate in Arts Degree prepares students with the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on human experience. This emphasis includes lower-division coursework that prepares students for majors in science, math, and health related fields. This degree requires a total of 18 units, in addition to other graduation requirements.</p> | 2022 Fall | This proposal accounts for the following changes: the addition of MATH 131 F and MATH 144 F, and the removal of BIOL 266 F and BIOL 268 F. |

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| | | <p>Choose at least one course from each category (A and B) and then complete additional courses in categories A and/or B to total 18 units:</p> <p>A) Sciences</p> <p style="text-align: center;">Units</p> <p>ANAT231 F General Human Anatomy 4</p> <p>ANAT240 F Human Physiology 5</p> <p>ANTH101 F Physical Anthropology 3</p> <p>or</p> <p>ANTH101HF Honors Physical Anthropology 3</p> <p>ANTH101LF Physical Anthropology Lab 1</p> <p>BIOL100 F Principles of Biology 4</p> <p>BIOL101 F General Biology 5</p> <p>or</p> <p>BIOL101HF Honors General Biology 5</p> <p>BIOL102 F Human Biology 3</p> <p>BIOL102LF Human Biology Laboratory 1</p> <p>BIOL104 F Biology of Insects and Spiders 3</p> <p>BIOL108 F Plants and People 3</p> <p>BIOL109 F Genetics and Biotechnology in Society 3</p> <p>BIOL109LF Biotechnology Lab Techniques 2</p> <p>BIOL141 F Marine Mammal Biology and Conservation 3</p> | | |
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| | | BIOL170 F Organismal Biology 5 BIOL190 F Introduction to Biotechnology 3 BIOL190LF Introduction to Biotechnology Lab 1 BIOL222 F Marine Biology 3 BIOL272 F Cell and Molecular Biology 4 BIOL274 F General Ecology 4 CHEM100 F Chemistry for Daily Life 4 CHEM101 F Chemistry for Allied Health Science 5 CHEM103 F Chemistry in a Changing World 3 CHEM107 F Preparation for General Chemistry 5 CHEM111AF General Chemistry I 5 CHEM111BF General Chemistry II 5 ESC100 F Physical Geology 3 ESC100LF Physical Geology Lab 1 ESC101 F Earth Science Survey 3 ESC101LF Earth Science Survey Lab 1 ESC103 F Historical Geology 4 ESC104 F Geology of National Parks and Monuments 3 ESC105 F Introduction to Weather and Climate 3 | | |
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| | | <p>ESC105LF Introduction to Weather and Climate Laboratory 1</p> <p>ESC106 F Geology of the Orange County Area 2</p> <p>ESC107 F Earth Science for Educators 4</p> <p>ESC110 F Introduction to Climate Science 3</p> <p>ESC116 F Astronomy 3</p> <p>or</p> <p>ESC116HF Honors Astronomy 3</p> <p>ESC116LF Astronomy Lab 2</p> <p>ESC120 F Geology of California 3</p> <p>ESC130 F Introduction to Oceanography 3</p> <p>or</p> <p>ESC130HF Honors Introduction to Oceanography 3</p> <p>ESC130LF Introduction to Oceanography Field Experience 1</p> <p>ESC190 F Environmental Geology 3</p> <p>ENVS105 F Environmental Biology 3</p> <p>ENVS105LF Environmental Biology Lab 1</p> <p>GEOG102 F Physical Geography 3</p> <p>or</p> <p>GEOG102HF Honors Physical Geography 3</p> <p>GEOG102LF Physical Geography Lab 1</p> | | |
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| | | <p>HED140 F Health Science 3</p> <p>HORT152 F Applied Botany 4</p> <p>HORT205 F Applied Entomology 3</p> <p>HORT207 F Plant Pathology 3</p> <p>MICR220 F Medical Microbiology 4</p> <p>MICR262 F General Microbiology 5</p> <p>NUTR210 F Human Nutrition 3</p> <p>or</p> <p>NUTR210HF Honors Human Nutrition 3</p> <p>PHYS120 F Relativity for Poets 3</p> <p>PHYS130 F Elementary Physics 4</p> <p>PHYS205 F Physics for the Life Sciences I 4</p> <p>PHYS206 F Physics for the Life Sciences II 4</p> <p>PHYS210 F Physics with Calculus for the Life Sciences I 4</p> <p>PHYS211 F Physics with Calculus for the Life Sciences II 4</p> <p>PHYS221 F General Physics I 4</p> <p>PHYS222 F General Physics II 4</p> <p>PHYS223 F General Physics III 4</p> <p>B) Mathematics Units</p> <p>BUS101 F Personal Financial Management 3</p> <p>BUS151 F Business Mathematics</p> | | |
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| | | <p style="text-align: center;">3</p> <p>MATH100 F Liberal Arts Mathematics</p> <p style="text-align: center;">4</p> <p>MATH120 F Introductory Probability and Statistics (2018)</p> <p style="text-align: center;">4</p> <p>or</p> <p>MATH120HF Honors Introductory Probability and Statistics (2018)</p> <p style="text-align: center;">4</p> <p>MATH121 F Enhanced Introductory Probability and Statistics</p> <p style="text-align: center;">5</p> <p>MATH129 F College Algebra for Business Calculus</p> <p style="text-align: center;">4</p> <p>MATH130 F Calculus for Business</p> <p style="text-align: center;">4</p> <p>MATH131 F Enhanced Calculus for Business</p> <p style="text-align: center;">5</p> <p>MATH141 F College Algebra</p> <p style="text-align: center;">4</p> <p>or</p> <p>MATH141HF Honors College Algebra</p> <p style="text-align: center;">4</p> <p>MATH142 F Trigonometry</p> <p style="text-align: center;">4</p> <p>MATH143 F Enhanced College Algebra</p> <p style="text-align: center;">5</p> <p>MATH144 F Enhanced Trigonometry (N 2022)</p> <p style="text-align: center;">5</p> <p>MATH151 F Calculus I</p> <p style="text-align: center;">4</p> <p>or</p> <p>MATH151HF Honors Calculus I</p> <p style="text-align: center;">4</p> <p>MATH152 F Calculus II</p> <p style="text-align: center;">4</p> <p>or</p> <p>MATH152HF Honors Calculus II</p> <p style="text-align: center;">4</p> <p>MATH170 F Discrete Structures</p> | | |
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| | | <p>4 MATH171 F Discrete Mathematics</p> <p>4 MATH172 F Graph Theory and Linear Algebra</p> <p>4 MATH251 F Multivariable Calculus</p> <p>4 MATH252 F Linear Algebra and Differential Equations</p> <p>4 MATH255 F Linear Algebra</p> <p>3 MATH260 F Ordinary Differential Equations</p> <p>3 PSY161 F Elementary Statistics for Behavioral Science (2018)</p> <p>4 or PSY161HF Honors Elementary Statistics for Behavioral Science</p> <p>4 SOSC120 F Introduction to Probability and Statistics (2019)</p> <p>4</p> <p>Total Units</p> <p>18</p> | | |
| Interdisciplinary Studies: Emphasis in Social Behavior and Self-Development Associate in Arts | <ul style="list-style-type: none"> • Removing Courses from "Required" • Adding Courses to "Required" | <p>Interdisciplinary Studies: Emphasis in Social Behavior and Self-Development Associate in Arts</p> <p>The Interdisciplinary Studies: Emphasis in Social Behavior and Self-Development Associate in Arts Degree prepares students with the knowledge and understanding of social behavior and self-development. This area of emphasis is designed to prepare students to use their understanding of themselves and others to communicate and collaborate more effectively. It combines knowledge of theory</p> | 2022 Fall | This proposal accounts for the addition of the following courses: ANTH 105H F, 106 F, 209 F, 209HF, 211 F and 211HF, ETHS 111HF, 129HF, and 130HF, HIST 120 F and 121 F, PSY 225 F and MIND 105 F. Removing PSY 110 F since the course is no longer offered. |

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| | <p>with attention to personal growth and purpose, as well as health and wellness. Students learn to become citizens who care for themselves and others, ready to work with people in their communities. Participation in group activities and collaborative projects is a central focus of this emphasis, allowing students to experience group interactions in a variety of contexts. This emphasis includes lower division coursework that prepares students for social/health/human services majors and careers in people/community-oriented professions including social, health and recreational services.</p> <p>Veteran's Military Credit (DD214) Fullerton College will accept a veteran's DD-214 for credit towards Fullerton's Interdisciplinary Studies: Social Behavioral and Self-Development Associate in Arts degree as follows: 3 units for Area C) Health and Wellness. This degree requires a total of 18 units, in addition to other graduation requirements.</p> <p>Choose at least one course from each category below (A, B, and C). Then complete additional courses from categories A, B, and/or C to reach a total of 18 units:</p> <p>A) Theory and Knowledge Units ANTH102 F Cultural Anthropology 3 or ANTH102HF Honors Cultural Anthropology 3 ANTH105 F Language and Culture 3 or</p> | |
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| | | <p>ANTH105HF Honors Language and Culture 3</p> <p>ANTH106 F World Prehistory 3</p> <p>ANTH209 F Cultures of Latin America 3</p> <p>or</p> <p>ANTH209HF Honors Cultures of Latin America 3</p> <p>ANTH211 F Celtic Cultures 3</p> <p>or</p> <p>ANTH211HF Honors Celtic Cultures 3</p> <p>BUS108 F Living in an Online World 3</p> <p>BUS266 F Human Relations in Organizations 3</p> <p>CDES120 F Child Development 3</p> <p>CDES140 F Infant/Toddler Development and Observation 3</p> <p>CDES201 F Child in the Home and Community 3</p> <p>CIS100 F Introduction to Personal Computers 4</p> <p>or</p> <p>CIS100HF Honors Introduction to Personal Computers 4</p> <p>COMM100 F Public Speaking 3</p> <p>COMM105 F Interpersonal Communication 3</p> <p>COMM120 F Intercultural Communication 3</p> <p>COMM124 F Small Group Communication</p> | | |
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| | | <p style="text-align: center;">3</p> <p>COMM135 F Essentials of Argumentation</p> <p style="text-align: center;">3</p> <p>ETHS101 F American Ethnic Studies</p> <p style="text-align: center;">3</p> <p>or</p> <p>ETHS101HF Honors American Ethnic Studies</p> <p style="text-align: center;">3</p> <p>ETHS111 F Women of Color in the U.S.</p> <p style="text-align: center;">3</p> <p>or</p> <p>ETHS111HF Honors Women of Color in the U.S.</p> <p style="text-align: center;">3</p> <p>ETHS129 F Introduction to African-American Studies</p> <p style="text-align: center;">3</p> <p>or</p> <p>ETHS129HF Honors Introduction to African American Studies</p> <p style="text-align: center;">3</p> <p>ETHS130 F African-American History I</p> <p style="text-align: center;">3</p> <p>or</p> <p>ETHS130HF Honors African-American History I</p> <p style="text-align: center;">3</p> <p>ETHS131 F African American History II</p> <p style="text-align: center;">3</p> <p>ETHS150 F Introduction to Chicana/o Studies</p> <p style="text-align: center;">3</p> <p>ETHS151 F Chicana/o History I</p> <p style="text-align: center;">3</p> <p>ETHS152 F Chicana/o History II</p> <p style="text-align: center;">3</p> <p>ETHS153 F Chicana/o and Latina/o Contemporary Issues</p> <p style="text-align: center;">3</p> <p>or</p> <p>ETHS153HF Honors Chicana/o and Latina/o Contemporary Issues</p> | | |
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| | | ETHS159 F Introduction to American Indian Studies | | |
| | | 3 | | |
| | | ETHS160 F American Indian History | | |
| | | 3 | | |
| | | ETHS170 F Introduction to Asian Pacific Islander American Studies | | |
| | | 3 | | |
| | | ETHS171 F Asian Pacific Islander American History | | |
| | | 3 | | |
| | | ETHS235 F Contemporary Social Justice Movements | | |
| | | 3 | | |
| | | or | | |
| | | ETHS235HF Honors Contemporary Social Justice Movements | | |
| | | 3 | | |
| | | GEOG160 F Cultural Geography | | |
| | | 3 | | |
| | | HIST120 F African Civilizations to 1880 | | |
| | | 3 | | |
| | | HIST121 F African Civilizations since 1880 | | |
| | | 3 | | |
| | | HIST127 F Survey of United States History | | |
| | | 3 | | |
| | | HIST170 F History of the United States to 1877 | | |
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| | | or | | |
| | | HIST171 F History of the United States since 1877 | | |
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| | | or | | |
| | | HIST171HF Honors History of the United States since 1877 | | |
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| | | HIST270 F Women in United States History | | |
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| | | HIST275 F History of California | | |
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| | | PE244 F Techniques and Principles of Coaching 3 PE250 F Sports and Society 3 POSC100 F American Government 3 or POSC100HF Honors American Government 3 POSC110 F Contemporary American Politics 3 or POSC110HF Honors Contemporary American Politics 3 PSY101 F General Psychology 3 or PSY101HF Honors General Psychology 3 PSY120 F Human Sexuality 3 PSY131 F Cross Cultural Psychology 3 PSY139 F Developmental Psychology: Life Cycle 3 PSY145 F Child Psychology 3 PSY202 F Research Methods in Psychology 4 or PSY202HF Honors Research Methods in Psychology 4 PSY221 F The Brain and Behavior 3 PSY222 F Abnormal Psychology 3 PSY225 F Psychology of Prejudice and Discrimination 3 | |
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| | | PSY251 F Social Psychology 3 or PSY251HF Honors Social Psychology 3 SOC101 F Introduction to Sociology 3 or SOC101HF Honors Introduction to Sociology 3 SOC102 F Social Problems 3 SOC201 F Dying and Death 3 SOC230 F Sociology of Gender 3 or SOC230HF Honors Sociology of Gender 3 SOC250 F Sociology of Aging 3 SOC275 F Marriage and Family 3 or SOC275HF Honors Marriage and Family 3 SOC277 F Sociology of Religion 3 or SOC277HF Honors Sociology of Religion 3 SOC280 F Media, Culture and Society 3 SOC285 F Drugs and Society 3 or SOC285HF Honors Drugs and Society 3 SOC290 F Sociology of Race and Ethnicity | | |
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| | | <p>3</p> <p>or</p> <p>SOC290HF Honors Sociology of Race and Ethnicity</p> <p>3</p> <p>SOC292 F Introduction to Criminology</p> <p>3</p> <p>or</p> <p>SOC292HF Honors Introduction to Criminology</p> <p>3</p> <p>SOSC125 F Introduction to Research Methods</p> <p>3</p> <p>SOSC130 F Introduction to LGBTQ Studies</p> <p>3</p> <p>WMNS100 F Introduction to Women's Studies</p> <p>3</p> <p>or</p> <p>WMNS100HF Honors Introduction to Women's Studies</p> <p>3</p> <p>Choose at least one course from each category below (A, B, and C). Then complete additional courses from categories A, B, and/or C to reach a total of 18 units:</p> <p>B) Growth and Purpose</p> <p>Units</p> <p>COUN101 F The College Experience</p> <p>2</p> <p>COUN110 F Teaching As A Career</p> <p>3</p> <p>COUN135 F Introduction to Leadership Development</p> <p>3</p> <p>COUN140 F Educational Planning</p> <p>0.5</p> <p>COUN141 F Career Exploration</p> <p>1</p> <p>COUN143 F Creative Job Search</p> <p>1</p> | | |
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| | | <p>COUN144 F Career Motivation and Self Confidence 1</p> <p>COUN148 F Human Potential 1</p> <p>COUN151 F Career and College Success 3</p> <p>COUN152 F Diversity in the World of Work 3</p> <p>COUN163 F Personal Growth and Life Success 3</p> <p>COUN193 F Financial Life Skills 2</p> <p>Choose at least one course from each category below (A, B, and C). Then complete additional courses from categories A, B, and/or C to reach a total of 18 units:</p> <p>C) Health and Wellness Units</p> <p>HED140 F Health Science 3</p> <p>MIND101 F The Practice of Mindfulness and Self-Compassion 3</p> <p>MIND105 F Mindfulness in Everyday Life 3</p> <p>NUTR210 F Human Nutrition 3</p> <p>or</p> <p>NUTR210HF Honors Human Nutrition 3</p> <p>NUTR220 F Sports Nutrition 3</p> <p>PE243 F Stress Management 3</p> <p>PE248 F Psychology of Sport 3</p> <p>PE266 F Fitness For Living 3</p> | |
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| | | <p>Select any physical education or dance activity course(s).</p> <p>WELL230 F The Body-Mind Connection 3</p> <p>Total Units 18</p> | | |
| <p>Interdisciplinary Studies: Emphasis in Social Sciences Associate in Arts Degree</p> | <ul style="list-style-type: none"> • Removing Courses from "Required" • Adding Courses to "Required" | <p>Interdisciplinary Studies: Emphasis in Social Sciences Associate in Arts Degree</p> <p>The Interdisciplinary Studies: Emphasis in Social Sciences Associate in Arts prepares students to understand the perspective, concepts, theories and methodologies of the variety of disciplines that comprise study in the social sciences. Students will study human experience in the context of the larger society. Students will study how individuals, social subgroups, and societies operate in relation to each other. This emphasis includes lower division coursework that prepares students for majors in the social sciences. This degree requires a total of 18 units, in addition to other graduation requirements.</p> <p>Choose 18 units of coursework, including two or more disciplines, from the following list:</p> <p style="text-align: center;">Units</p> <p>ANTH101 F Physical Anthropology 3</p> <p>or</p> <p>ANTH101HF Honors Physical Anthropology 3</p> <p>ANTH102 F Cultural Anthropology 3</p> <p>or</p> | <p>2022 Fall</p> | <p>This proposal accounts for the addition of the following courses: ANTH 105HF, 209HF, and 211HF, ETHS 111HF, 129HF and 130HF, HIST 120 F and 121 F, MIND 105 F, PSY 225 F and SOSC 130 F. Removing SOC 225 F and SOC 225HF, as they were replaced by SOC 230 F and SOC 230HF.</p> |

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| | | <p>ANTH102HF Honors Cultural Anthropology 3</p> <p>ANTH103 F Introduction to Archaeology 3</p> <p>or</p> <p>ANTH103HF Honors Introduction to Archaeology 3</p> <p>ANTH105 F Language and Culture 3</p> <p>or</p> <p>ANTH105HF Honors Language and Culture 3</p> <p>ANTH107 F Anthropology of Magic, Witchcraft, and Religion 3</p> <p>or</p> <p>ANTH107HF Honors Anthropology of Magic, Witchcraft and Religion 3</p> <p>ANTH209 F Cultures of Latin America 3</p> <p>or</p> <p>ANTH209HF Honors Cultures of Latin America 3</p> <p>ANTH211 F Celtic Cultures 3</p> <p>or</p> <p>ANTH211HF Honors Celtic Cultures 3</p> <p>ANTH215 F Global Issues in Anthropological Perspective 3</p> <p>BUS240 F Legal Environment of Business 3</p> <p>or</p> <p>BUS240HF Honors Legal Environment of Business 3</p> <p>BUS242 F International Business Law</p> | | |
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| | | CDES120 F Child Development | | |
| | | 3 | | |
| | | COUN151 F Career and College Success | | |
| | | 3 | | |
| | | COUN152 F Diversity in the World of Work | | |
| | | 3 | | |
| | | COUN163 F Personal Growth and Life Success | | |
| | | 3 | | |
| | | ECON101 F Principles of Economics - Micro | | |
| | | 3 | | |
| | | or | | |
| | | ECON101HF Honors Principles of Economics - Micro | | |
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| | | ECON102 F Principles of Economics-Macro | | |
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| | | or | | |
| | | ECON102HF Honors Principles of Economics-Macro | | |
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| | | ETHS101 F American Ethnic Studies | | |
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| | | or | | |
| | | ETHS101HF Honors American Ethnic Studies | | |
| | | 3 | | |
| | | ETHS111 F Women of Color in the U.S. | | |
| | | 3 | | |
| | | or | | |
| | | ETHS111HF Honors Women of Color in the U.S. | | |
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| | | ETHS129 F Introduction to African-American Studies | | |
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| | | ETHS129HF Honors Introduction to African American Studies | | |
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| | | <p>ETHS130 F African-American History I 3</p> <p>or</p> <p>ETHS130HF Honors African-American History I 3</p> <p>ETHS131 F African American History II 3</p> <p>ETHS150 F Introduction to Chicana/o Studies 3</p> <p>ETHS151 F Chicana/o History I 3</p> <p>ETHS152 F Chicana/o History II 3</p> <p>ETHS153 F Chicana/o and Latina/o Contemporary Issues 3</p> <p>or</p> <p>ETHS153HF Honors Chicana/o and Latina/o Contemporary Issues 3</p> <p>ETHS159 F Introduction to American Indian Studies 3</p> <p>ETHS160 F American Indian History 3</p> <p>ETHS170 F Introduction to Asian Pacific Islander American Studies 3</p> <p>ETHS171 F Asian Pacific Islander American History 3</p> <p>ETHS202 F Race, Ethnicity, and Popular Culture 3</p> <p>ETHS235 F Contemporary Social Justice Movements 3</p> <p>or</p> <p>ETHS235HF Honors Contemporary Social Justice Movements 3</p> <p>GEOG100 F Global Geography 3</p> | | |
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| | | or GEOG100HF Honors Global Geography 3 GEOG120 F Global Environmental Problems 3 GEOG130 F California Geography 3 GEOG160 F Cultural Geography 3 GEOG262 F Economic Geography 3 HIST110 F Western Civilizations to 1550 3 or HIST110HF Honors Western Civilizations to 1550 3 HIST111 F Western Civilizations since 1550 3 or HIST111HF Honors Western Civilizations since 1550 3 HIST112 F World Civilizations to 1550 3 or HIST112HF Honors World Civilizations to 1550 3 HIST113 F World Civilizations Since 1550 3 or HIST113HF Honors World Civilizations Since 1550 3 HIST120 F African Civilizations to 1880 3 HIST121 F African Civilizations since 1880 3 | | |
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| | | <p>HIST127 F Survey of United States History 3</p> <p>HIST151 F Survey of British History I 3</p> <p>HIST152 F Survey of British History II 3</p> <p>HIST154 F Ancient Egypt 3</p> <p>HIST160 F Asian Civilizations I 3</p> <p>HIST161 F Asian Civilizations II 3</p> <p>HIST165 F Introduction to the Middle East 3</p> <p>or</p> <p>HIST165HF Honors Introduction to the Middle East 3</p> <p>HIST170 F History of the United States to 1877 3</p> <p>or</p> <p>HIST170HF Honors History of the United States to 1877 3</p> <p>HIST171 F History of the United States since 1877 3</p> <p>or</p> <p>HIST171HF Honors History of the United States since 1877 3</p> <p>HIST190 F History of the Americas I 3</p> <p>HIST191 F History of the Americas II 3</p> <p>HIST270 F Women in United States History 3</p> <p>HIST273 F United States Environmental History 3</p> | | |
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| | | <p>HIST275 F History of California 3</p> <p>JOUR110 F Mass Media Survey 3</p> <p>or</p> <p>JOUR110HF Honors Mass Media Survey 3</p> <p>POSC100 F American Government 3</p> <p>or</p> <p>POSC100HF Honors American Government 3</p> <p>POSC110 F Contemporary American Politics 3</p> <p>or</p> <p>POSC110HF Honors Contemporary American Politics 3</p> <p>POSC120 F Introduction to Political Theory 3</p> <p>POSC150 F California Government and Politics 3</p> <p>POSC200 F Introduction to the Study of Politics 3</p> <p>POSC215 F Comparative Politics 3</p> <p>POSC216 F Government and Politics of the Middle East 3</p> <p>POSC220 F Introduction to Public Administration 3</p> <p>POSC230 F Introduction to International Relations 3</p> <p>POSC250 F Gender and Politics 3</p> <p>POSC275 F Introduction to Public Law 3</p> <p>PSY101 F General Psychology</p> | | |
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| | | <p>3</p> <p>or</p> <p>PSY101HF Honors General Psychology</p> <p>3</p> <p>PSY131 F Cross Cultural Psychology</p> <p>3</p> <p>PSY145 F Child Psychology</p> <p>3</p> <p>PSY202 F Research Methods in Psychology</p> <p>4</p> <p>or</p> <p>PSY202HF Honors Research Methods in Psychology</p> <p>4</p> <p>PSY221 F The Brain and Behavior</p> <p>3</p> <p>PSY222 F Abnormal Psychology</p> <p>3</p> <p>PSY225 F Psychology of Prejudice and Discrimination</p> <p>3</p> <p>PSY233 F The Psychology of Adjustment</p> <p>3</p> <p>PSY251 F Social Psychology</p> <p>3</p> <p>or</p> <p>PSY251HF Honors Social Psychology</p> <p>3</p> <p>SOC101 F Introduction to Sociology</p> <p>3</p> <p>or</p> <p>SOC101HF Honors Introduction to Sociology</p> <p>3</p> <p>SOC102 F Social Problems</p> <p>3</p> <p>SOC201 F Dying and Death</p> <p>3</p> <p>SOC230 F Sociology of Gender</p> <p>3</p> <p>or</p> <p>SOC230HF Honors Sociology of Gender</p> | | |
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| | | <p>3 SOC250 F Sociology of Aging</p> <p>3 SOC275 F Marriage and Family</p> <p>3 or SOC275HF Honors Marriage and Family</p> <p>3 SOC277 F Sociology of Religion</p> <p>3 or SOC277HF Honors Sociology of Religion</p> <p>3 SOC280 F Media, Culture and Society</p> <p>3 SOC285 F Drugs and Society</p> <p>3 or SOC285HF Honors Drugs and Society</p> <p>3 SOC290 F Sociology of Race and Ethnicity</p> <p>3 or SOC290HF Honors Sociology of Race and Ethnicity</p> <p>3 SOC292 F Introduction to Criminology</p> <p>3 or SOC292HF Honors Introduction to Criminology</p> <p>3 SOSC125 F Introduction to Research Methods</p> <p>3 SOSC130 F Introduction to LGBTQ Studies</p> <p>3 WMNS100 F Introduction to Women's Studies</p> <p>3</p> | | |
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| | | or WMNS100HF Honors Introduction to Women's Studies 3 | | |
| | | Total Units 18 | | |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 14, 2023
SUBJECT: Fullerton College
Revised Mission and Core Values

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

BACKGROUND: ACCJC accreditation standards require that an institution review its mission statement on a regular basis and revise as necessary. From Fall 2021 through Fall 2022, Fullerton College conducted a comprehensive review of its mission and core values. In November 2021, Fullerton College Faculty Senate, Associated Students, Classified Senate and President’s Advisory Council, approved adding a commitment to anti-racism to its mission and core values. An overview of “Mission Refresh Activities” at the Fall 2022 Convocation was followed by an online survey of Fullerton College faculty and staff. In September 2022, a forum was held to review the survey results and to develop language for a revised Mission and Core Values. The Institutional Integrity Committee used suggestions from that forum to develop a proposed mission and core values. Their draft was shared at a second campus forum where additional feedback was received and incorporated into a final draft. The revised Mission and Core Values were presented to and approved by the Faculty Senate, Classified Senate, Associated Students before final approval at President’s Advisory Council. The final version is now being forwarded to the Board of Trustees for review and approval.

This agenda item is submitted by Daniel Berumen, Director of the Office of Institutional Effectiveness, and IIC faculty members Danielle Fouquette and Jeanette Rodriguez.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 1) Student Experience & Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals and 4) Stewardship of Resources: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is in compliance with Board Policy 3200, Accreditation; and Board Policy 3250, Institutional Planning.

FUNDING SOURCE AND FINANCIAL IMPACT: This item has no financial impact.

RECOMMENDATION: To satisfy accreditation requirements, it is requested that the Board of Trustees approve the revised Fullerton College Mission and Core Values previously approved by the College’s Faculty Senate, Classified Senate, President’s Advisory Council and Associated Students.

Cherry Li-Bugg
Recommended by


Approved for Submittal

4.b.1
Item No.

Fullerton College
Revised Mission and Core Values

President's Advisory Council on November 30, 2022:

- Approved the changes to the Mission and Core Values as effectively incorporating the College's commitment to antiracism.
- Approved the revised Core Values

Revised Mission

Fullerton College advances student learning and achievement by developing clear pathways for students from our diverse communities who seek educational and career growth, certificates, associate degrees, and transfer. We build a supportive and inclusive environment for students to be successful learners, responsible leaders, and engaged community members. We dismantle oppressive institutional structures in order to achieve educational justice.

Core Value Clusters:

Core Value #1: Access

- **Diversity** – We embrace diversity in our community and work to build on the strengths and opportunities it brings. We recognize that diversity is intersectional with multiple dimensions.
- **Equity** – We commit to equity for all we serve by eliminating injustices and barriers to students' educational and career goals.
- **Inclusivity** – We design our planning and decision-making processes to include all stakeholders
- **Antiracism** - We recognize that institutional barriers based on perceived racial categories were erected over centuries and we commit to identifying and dismantling them.

Value #2: Community

- **Belonging** – We promote belonging and connection that fosters the well-being of those on our campus and surrounding areas.
- **Responsibility** – We accept our responsibility for the betterment of the world by identifying opportunities for leading our community to respond to local issues.
- **Respect** – We support an environment of mutual respect.
- **Compassion** - We attend to our students as whole people, identifying their changing needs personally, academically, and professionally. We adapt the institution in response to our shared understanding of who our students are and what they need.

Value #3: Learning

- **Growth** We create an environment where personal and professional growth is expected, supported, and rewarded for all members of our community.
- **Intellectual Curiosity** - We encourage each other to ask questions that drive further inquiry, research, and experimentation.
- **Excellence** – We hold ourselves accountable to high standards.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 14, 2023

SUBJECT: Academic Personnel

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

BACKGROUND: Academic personnel matters within budget.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.a.1

Item No.

Academic Personnel
February 14, 2023

RETIREMENT

Blanche, Giselle FC Sociology Instructor
Eff. 05/21/2023
PN FCF976

RESIGNATION

Gaetje, Lisa CC Dean, Social Science
Last day worked: 01/31/2023
PN CCM999

Villa Rosales, Elizabeth FC Temporary Ethnic Studies Instructor
Temporary Contract
Pursuant to E.C. 87482
Last day worked: 12/10/2022
PN FCT582

TEMPORARY REASSIGNMENT

Turner, Martha NOCE Manager, NOCE ESL/Citizenship

To: Interim NOCE Associate Dean I, Lifeskills
Education
Advancement Program
12 Month position (100%)
Range 25, Step A
Management Salary Schedule
Eff. 02/15/2023-06/30/2023

TEMPORARY CONTRACT

FitzMaurice, Hillary NOCE Noncredit ESL Instructor
Temporary Contract (100%)
Pursuant to E.C. 87482
Class B, Step 1
Eff. 02/06/2023-05/27/2023

PROBATIONARY CONTRACT EXTENSION

Filip, Dragana CC Psychiatric Technician Instructor
From: 2022/2023 academic year
To: 2023/2024 academic year

Academic Personnel
February 14, 2023

CHANGE IN SALARY CLASSIFICATION

| | | |
|---------------------|----|---|
| Corches, Alex | CC | Biological Sciences Instructor (ADJ) From: Column 1, Step 1 To: Column 3, Step 1 Eff. 08/22/2022 |
| De Magalhaes, Nzola | FC | Chemistry Instructor (ADJ) From: Column 1, Step 1 To: Column 3, Step 1 Eff. 08/22/2022 |

ADDITIONAL DUTY DAYS @ PER DIEM

| | | | |
|------------------|----|--------------------------------|---------|
| Alhadeff, Andrew | CC | Head Coach, Men's Basketball | 15 days |
| Byrnes, Tim | FC | Asst Coach, Swim/Dive | 8 days |
| Canner, Mark | CC | Head Coach, Men's Water Polo | 13 days |
| Canner, Mark | CC | Head Coach, Women's Water Polo | 13 days |
| Mohr, Margaret | CC | Asst Coach, Women's Basketball | 11 days |
| Welliver, Nancy | CC | Head Coach, Women's Volleyball | 13 days |

PAYMENT FOR INDEPENDENT LEARNING CONTRACT – FALL 2022

| | | |
|-----------------|----|---------|
| Daniel, William | FC | \$50.00 |
| Markley, Karen | FC | \$20.00 |

LEAVE OF ABSENCE

| | | |
|-----------|------|---|
| @00010022 | NOCE | Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 01/11/2023-03/02/2023 |
| @00004489 | FC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 01/10/2022 (8 hours), 01/14/2022 (8 hours) |
| @00005858 | FC | SB 95 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 11/17/2021-11/24/2021 (28.76 hours) |
| @00122681 | CC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 11/01/2022-11/04/2022 (32 hours) |

Academic Personnel
February 14, 2023

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| @00268395 | CC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 12/01/2022 (3 hours), 12/02/2022 (4.25 hours), 12/05/2022 (8.75 hours) |
| @00604434 | FC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 08/04/2022 (7 hours) and 08/08/2022- 08/11/2022 (30 hours) |
| @00874209 | CC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 11/28/2022-12/01/2022 (29 hours) |
| @00950997 | FC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 01/7/2022 (6 hours) |
| @00993828 | NOCE | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 06/06/2022-06/09/2022 (30 hours) |
| @01132980 | CC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 08/24/2022 (10 hours), 08/26/2022 (7 hours) |
| @01133556 | CC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 08/19/2022 (1.5 hours) |
| @01158255 | NOCE | Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 01/13/2023-05/27/2023 |
| @01158904 | FC | Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 01/30/2023-03/31/2023 |
| @01319370 | CC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 11/07/2022 (4 hours), 11/08/2022 (5.5 hours), 11/09/2022 (4 hours), 11/17/2022 (5.5 hours) |

Academic Personnel
February 14, 2023

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| @01531237 | FC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 11/02/2022 (5 hours), 11/03/2022 (7 hours), 11/07/2022 (7 hours), 11/10/2022 (4 hours) |
| @01565952 | CC | Family Medical Leave (FMLA/CFRA) (Intermittent) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 01/19/2023-05/20/2023 |
| @01567158 | FC | AB 2393 Parental Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 01/19/2023-03/17/2023 |
| @01672586 | CC | SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 12/05/2022 (6.25 hours), 12/06/2022 (4.5 hours) |
| Barsamian, Aram | FC | Music Instructor Load Banking Leave With Pay (3.33%) Eff. 2023 Spring Semester |
| Covey, Kendyl | CC | English Instructor Load Banking Leave With Pay (46.67%) Eff. 2023 Spring Semester |
| Chiang-Schultheiss, Darren | FC | English Instructor Load Banking Leave With Pay (20.00%) Eff. 2023 Spring Semester |
| Chiaromonte, Thomas | FC | Early Childhood Education Instructor Load Banking Leave With Pay (20.00%) Eff. 2023 Spring Semester |
| Cowieson, William | FC | Mathematics Instructor Load Banking Leave With Pay (100.00%) Eff. 2023 Spring Semester |
| Flores, Christy | FC | English Instructor Load Banking Leave With Pay (13.33%) Eff. 2023 Spring Semester |

Academic Personnel
February 14, 2023

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| Keel, Lawrence | FC | English Instructor Load Banking Leave With Pay (13.33%) Eff. 2023 Spring Semester |
| Loney, Laura | FC | Mathematics Instructor Change in Load Banking Leave With Pay From: 42.50% To: 11.67% Eff. 2023 Spring Semester |
| Negus, Anne | FC | History Instructor Load Banking Leave With Pay (20.00%) Eff. 2023 Spring Semester |
| Plett, Christina | CC | Mathematics Instructor Load Banking Leave With Pay (6.67%) Eff. 2023 Spring Semester |
| Pope, Daniel | FC | Art Instructor Load Banking Leave With Pay (33.34%) Eff. 2023 Spring Semester |
| Sallade, Doug | CC | Air Conditioning/Refrigeration Instructor Load Banking Leave With Pay (.004%) Eff. 2023 Spring Semester |
| Tran, Stephanie | CC | English Instructor Load Banking Leave With Pay (26.67%) Eff. 2023 Spring Semester |
| Willis, Marc | FC | Earth Sciences Instructor Load Banking Leave With Pay (3.25%) Eff. 2023 Spring Semester |
| Wilson, Marcus | FC | Business Instructor Rescind Load Bank Leave With Pay Eff. 2023 Spring Semester |
| Young, Calvin | FC | Biological Sciences Instructor Load Banking Leave With Pay (23.30%) Eff. 2023 Spring Semester |

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2023 SPRING SEMESTER

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| Aponte, Zola | CC | Column 1, Step 1 |
| Bolourieh, Fariba | NOCE | Column 3, Step 1 |

Academic Personnel
February 14, 2023

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| Cedillos Perez, Katherine E | NOCE | Column 2, Step 1 |
| Ghidella, Devin | FC | Column 1, Step 1 |
| Hamill, Naomi | CC | Column 1, Step 1 |
| Hao, Josephine | FC | Column 1, Step 1 |
| Hernandez, Miguel | CC | Column 1, Step 1 |
| Hong, Andrew | NOCE | Column 2, Step 1 |
| Jezek-Arriaga, Suzanne | FC | Column 1, Step 1 |
| Jones, Ashley Lynn | CC | Column 2, Step 1 |
| Kaluza, Matjaz | FC | Column 1, Step 1 |
| Mirza, Sara | FC | Column 1, Step 1 |
| Moreno, Alyssa | CC | Column 1, Step 1 |
| Nayeri, Ali | FC | Column 1, Step 1 |
| Pak, Sandra Charrell | CC | Column 1, Step 1 |
| Parra, Lucia | FC | Column 1, Step 1 |
| Perez, Kimberly | FC | Column 1, Step 1 |
| Ponsford, Catherine Mary | FC | Column 1, Step 1 |
| Rietveld, James | FC | Column 3, Step 1 |
| Rivera, Rodrigo | CC | Column 1, Step 1 |
| Saed, Natalie Maher | FC | Column 1, Step 1 |
| Small, Sean Patrick | CC | Column 1, Step 1 |
| Starks, Brenda Anne | CC | Column 1, Step 1 |
| Tepaz, Karen | CC | Column 1, Step 1 |

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

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| Aleman, Belinda | CC | Column 1, Step 1 |
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TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

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| Barrios, Claudia | FC | Column 1, Step 1 |
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

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| Alquiza, Darrlene | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
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| Arellano, Peggy | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
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| Atkinson, Anne | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
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Academic Personnel
February 14, 2023

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| Azarcon, Cynthia | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Blandford, Cindy | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Brown, Stephan | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Carmona, Mirta | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Carter, Chivonne | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Chung, Kevin | FC | Biology Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Cipriano, Joseph | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Colby, Kathryn | FC | Chemistry: Course Materials to Pedagogy and Beyond Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/09/2023 Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Daoudi, Youssef | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |

Academic Personnel
February 14, 2023

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| De Magalhaes, Nzola | FC | Chemistry: Course Materials to Pedagogy and Beyond Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/09/2023 Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Dejong, Michael | FC | Biology Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Echolds, Nora | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Espinoza, Maria | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Harry, Honour | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Hasan, Fouton | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Hasenbein, John | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Head, Kandace | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Hertogh, Lorna | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |

Academic Personnel
February 14, 2023

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| Hong, Hea Jin | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Hong, Song | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Huang, Wayne | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Jeong, Myeong-Ho | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Johnson, Lisa | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Kepler, Marc | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Kim, Hannah | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Ko, Hyun | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Koh, Myung | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Laradji, Amine | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |

Academic Personnel
February 14, 2023

| | | |
|--------------------|------|---|
| Lee, Chris | FC | Chemistry: Course Materials to Pedagogy and Beyond Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/09/2023 |
| Lim, Emmie | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Lin, Susan | FC | Biology Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Littlejohn, Stacey | FC | Chemistry: Course Materials to Pedagogy and Beyond Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/09/2023 |
| Luo, Jin | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Martin, Karen | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Mathis, Elline | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Mcmath-Akers, Lisa | FC | Biology Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Mora, Jamie | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Moreno, Enrique | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |

Academic Personnel
February 14, 2023

| | | |
|------------------|------|---|
| Myers, Victoria | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Nguyen, Sophie | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Odom, Eboni | NOCE | Online Teaching Certificate Training Stipend not to exceed \$250.00 Eff. 06/01/2022-06/30/2022 |
| Pabla, Hardeep | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Palacio, Daniel | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Pham, Victor | FC | Biology Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Pico, Karina | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Pratt, Cynthia | FC | Chemistry: Course Materials to Pedagogy and Beyond Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/09/2023 Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Priest, Michelle | FC | Biology Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |

Academic Personnel
February 14, 2023

| | | |
|---------------------------|------|--|
| Prutyantov, Victor | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Quintanilla, Melissa | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Raihan, Shanjida | FC | Chemistry: Course Materials to Pedagogy and Beyond Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/09/2023 |
| Renders, Peter | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Rezai, Maryam | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Rival, Gira | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Saed, Natalie | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Sahakian, Souzan | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Samuel-Phillips, Cathrine | FC | Biology Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Serrano, Helen | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |

Academic Personnel
February 14, 2023

| | | |
|--------------------------|------|---|
| Sharar, Erica | FC | Biology Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Shields, Julie | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Shneezai, Meena | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Skinner, Michael | FC | Chemistry: Course Materials to Pedagogy and Beyond Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/09/2023 Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Smith, Fawn | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Thakkar, Nirali | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Thompson, Kimberly | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Urionabarrenechea, Clara | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Villarreal, Maria | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |

Academic Personnel
February 14, 2023

| | | |
|--------------------|------|---|
| Williams, Courtney | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Wright, Raquel | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Yang, Samuel | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Yano, James | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |
| Yore, Jason | NOCE | Professional Development Training Stipend not to exceed \$200.00 Eff. 01/11/2023 |
| Zaitoun, Basel | FC | Chemistry Lab Safety Training Stipend from: \$75.00 Stipend to: \$120.00 Eff. 01/19/2023 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|----------------------|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| DATE: | February 14, 2023 | Resolution | <u> </u> |
| SUBJECT: | Classified Personnel | Information | <u> </u> |
| | | Enclosure(s) | <u> X </u> |

BACKGROUND: Classified personnel matters within budget.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

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

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

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

Irma Ramos

Recommended by

B. V. dist Budm

Approved for Submittal

5.b.1

Item No.

Classified Personnel
February 14, 2023

RESIGNATIONS

| | | |
|----------------|----|---|
| Mezzano, Aaron | FC | Administrative Assistant II 12-month position (100%) Eff. 02/03/2023 PN FCC695 |
| Rocha, Armando | CC | Facilities Custodian I 12-month position (100%) Eff. 02/10/2023 PN CCC908 |

PROBATIONARY RELEASE

| | | |
|-----------|----|--|
| @01975105 | FC | Facilities Custodian I 11-month position (100%) Eff. 01/13/2023 PN FCC874 |
|-----------|----|--|

NEW PERSONNEL

| | | |
|----------------|----|---|
| Aguirre, Carly | CC | Administrative Assistant I 12-month position (100%) Range 33, Step A Classified Salary Schedule Eff. 02/15/2023 PN CCC843 |
| Samra, Zinnia | FC | Student Services Specialist 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 02/15/2023 PN FCC800 |
| Valdez, Sergio | FC | HVAC Mechanic I 12-month position (100%) Range 34, Step E Classified Salary Schedule Eff. 02/15/2023 PN FCC845 |

Classified Personnel
February 14, 2023

CHANGE IN HIRE DATE

Martinez Becerra, Edgar FC Campus Safety Officer
12-month position (100%)
From: 02/01/2023
To: 02/15/2023
PN FCC842

Sandoval, Nydia CC Administrative Assistant I
12-month position (100%)
From: 01/15/2023
To: 02/01/2023
PN CCC957

CHANGE IN STEP

Majano, Mauricio FC Office Coordinator/Catalog & Scheduling Coordinator
From: Range 40, Step A
To: Range 40, Step B

PROMOTION

Jara, Jacqueline FC Admissions and Records Technician
12-month position (100%)
PN FCC968

To: Admissions and Records Specialist
12-month position (100%)
Range 36, Step E + 5% Longevity + PG&D
Classified Salary Schedule
Eff. 02/15/2023
PN FCC550

Thomas, Corinne FC Alternate Media Specialist
12-month position (100%)
PN FCC627

To: Instructional Designer
12-month position (100%)
Range 54, Step A +10% Longevity + PG&D
Classified Salary Schedule
Eff. 02/15/2023
PN FCC549

Classified Personnel
February 14, 2023

Vasquez, Joseph CC Facilities Custodian I
12-month position (100%)
PN CCC914

To: Skilled Maintenance Assistant
12-month position (100%)
Range 34, Step E + 25% Longevity + PG&D
Classified Salary Schedule
Eff. 02/15/2023
PN CCC909

TRANSFER

West, Deborah CC From: Administrative Assistant I
12-month position (100%)
PN CCC843

To: Campus Safety Officer
12-month position (100%)
Eff. 02/01/2023
PN CCC999

VOLUNTARY CHANGES IN ASSIGNMENT

Boss, Brian FC Evaluator (100%)

Temporary Change in Assignment
To: AC Office Coordinator
12-month position (100%)
Range 40, Step D + 5% Longevity +PG&D
Classified Salary Schedule
Eff. 02/15/2023 – 06/30/2023

Jackson-Reed, Leslie NOCE Administrative Assistant II (100%)
Basic Skills/High School Diploma Program

Extension of Temporary Change in Assignment
To: CC Physical Plant/Maintenance and Operations
Eff. 01/01/2023 – 02/28/2023

Classified Personnel
February 14, 2023

| | | |
|-----------------------|------|--|
| Jones-Horwood, Kelley | FC | Administrative Assistant II (100%) Temporary Change in Assignment To: Interim Director, Career Technical Education 12-month position (100%) Range 16, Column A Management Salary Schedule Eff. 02/15/2023 – 06/30/2023 Eff. 07/01/2023 – 01/31/2024 |
| Laveaga, Rebeca | CC | Student Services Specialist, Transfer Center (100%) Extension of Temporary Assignment To: Administrative Assistant III 12-month position (100%) Range 41, Step D + 15% Longevity Classified Salary Schedule Eff. 02/07/2023 – 04/30/2023 |
| Nguyen, Hai | FC | IT Specialist, Network (100%) Extension of Temporary Assignment To: IT Services Coordinator II 12-month position (100%) Range 52, Step E + 25% Longevity Classified Salary Schedule Eff. 01/01/2023 – 02/28/2023 |
| Ponce, Yolanda | NOCE | Instructional Assistant, ESL (40%) Temporary Increase in Percent Employed From: 40% To: 100% Eff. 01/01/2023 – 06/30/2023 |
| Ung, Scott | FC | IT Technician II (100%) Extension of Temporary Assignment To: IT Specialist, Network 12-month position (100%) Range 44, Step E + 20% Longevity + PG&D Classified Salary Schedule Eff. 01/01/2023 – 02/28/2023 |

Classified Personnel
February 14, 2023

| | | |
|----------------|----|---|
| Vasquez, Norma | FC | Student Services Specialist (100%) Temporary Decrease in Percent Employed From: 100% To: 65% Eff. 02/13/2023 – 06/30/2023 |
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PROFESSIONAL GROWTH & DEVELOPMENT

| | | |
|---------------------|----|---|
| Alton, Meg | CC | Admissions and Records Technician (100%) 2 nd increment (\$400) Eff. 07/01/2023 |
| Arellano, Alexis | CC | Dental Hygiene Clinical Technician (100%) 1 st increment (\$400) Eff. 07/01/2023 |
| Asavakulpanus, Nipa | AC | District Accounting Specialist (100%) 2 nd increment (\$400) Eff. 07/01/2022 |
| Beck, Lela | CC | Administrative Assistant III, ISS (100%) 1 st increment (\$400) Eff. 07/01/2023 |
| Salinas, Janelle | CC | Tutorial Services Coordinator (100%) 3 rd increment (\$400) Eff. 07/01/2023 |

STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

| | | |
|----------------|----|--|
| Aikin, Carmen | AC | Executive Assistant II (100%) Extension of 6% Stipend Eff. 01/01/2023 – 06/30/2023 |
| Aranda, Joseph | AC | Administrative Assistant II (100%) 6% Stipend Eff. 01/01/2023 – 06/30/2023 |

ADMINISTRATIVE REORGANIZATION

| | | |
|------------|----|--|
| Cranz, Jon | FC | Landscape Coordinator 12-month position (100%) Range 33, Step E Classified Salary Schedule PN FCC875 |
| | | To: Grounds Coordinator 12-month position (100%) Range 38, Step E Classified Salary Schedule Eff. 02/15/2023 |

| | | |
|------------------|----|--|
| Leonardo, Sergio | CC | Landscape Coordinator 12-month position (100%) Range 33, Step E + 25% Longevity Classified Salary Schedule PN CCC904 |
| | | To: Grounds Coordinator 12-month position (100%) Range 38, Step E + 25% Longevity Classified Salary Schedule Eff. 02/15/2023 |

LEAVES OF ABSENCE

| | | |
|-----------|------|---|
| @01194985 | AC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/21/2022 – 12/22/2022 (16 hours) |
| @01541035 | NOCE | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/12/2022 – 12/15/2022 (24 hours) |
| @01509906 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/13/2022 – 12/22/2022 (64 hours) |
| @00722225 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/19/2022 – 12/22/2022 (32 hours) |

Classified Personnel
February 14, 2023

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| @01676047 | CC | Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/13/2022 – 02/13/2023 (Consecutive Leave) |
| @00846773 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/17/2022 – 01/31/2022 (80 hours) |
| @01423019 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/19/2022 – 12/22/2022 (32 hours) |
| @01348813 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/19/2022 – 12/21/2022 (28 hours) |
| @01639523 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/19/2022 – 12/22/2022 (40 hours) |
| @01623494 | AC | Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Sick and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 09/26/2022 – 12/22/2022 (Consecutive Leave) |
| @01577597 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/05/2022 – 12/09/2022 (40 hours) |
| @01216737 | CC | Unpaid Personal Leave Eff. 02/09/2023 – 02/24/2023 (Consecutive Leave) |
| @01472916 | CC | Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 12/01/2022 – 01/27/2023 (Consecutive Leave) |
| @01813270 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/14/2022 – 12/22/2022 (51 hours) |

Classified Personnel
February 14, 2023

| | | |
|-----------|------|---|
| @01962099 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/16/2022 – 12/22/2022 (40 hours) |
| @00324912 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/27/2022 – 07/28/2022 (20 hours); 08/01/2022 – 08/02/2022 (20 hours) |
| @00218564 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 01/17/2022 – 01/31/2022 (80 hours) |
| @00813408 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/16/2022 – 12/22/2022 (40 hours) |
| @01492199 | FC | Unpaid Personal Leave Eff. 12/19/2022 – 12/22/2022 (Consecutive Leave) |
| @00007654 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/19/2022 – 12/20/2022 (16 hours) |
| @01168483 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/21/2022 – 11/23/2022 (24 hours) |
| @00796090 | FC | Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 03/06/2023 – 05/26/2023 (Consecutive Leave) |
| @01764787 | NOCE | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/23/2022 (8 hours); 11/28/2022 (8 hours); 12/05/2022 (8 hours) |
| @01523617 | CC | Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 01/03/2023 – 01/18/2023 (Consecutive Leave) |

Classified Personnel
February 14, 2023

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|-----------|------|---|
| @00894648 | CC | Family Medical Leave (FMLA/CFRA) Paid Leave Using Sick and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/12/2023 – 02/09/2023 (Consecutive Leave) |
| @01681651 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/01/2022 – 09/02/2022 (16 hours) |
| @01681651 | CC | Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 02/03/2023 – 02/15/2023 (Consecutive Leave) |
| @00231691 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/20/2022 – 12/22/2022 (24 hours) |
| @00840287 | NOCE | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/12/2022 – 12/16/2022 (40 hours) |
| @01622020 | AC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/13/2022 – 12/22/2022 (67 hours) |
| @00933875 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/15/2022 – 12/23/2022 (56 hours) |
| @01281214 | AC | Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 02/17/2023 – 03/03/2023 (Consecutive Leave) |

NEW CONFIDENTIAL JOB DESCRIPTION

Human Resources Coordinator/EEO and Compliance
Range 37C
Confidential Salary Schedule

Classified Personnel
February 14, 2023

REVISED CLASSIFIED JOB DESCRIPTIONS

Campus Safety Officer Coordinator
Range 40
Classified Salary Schedule

Grounds Coordinator
Range 38
Classified Salary Schedule

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

| | | | |
|---------------|--|----------------|-----------------------|
| Job Title: | Human Resources Coordinator/EEO and Compliance | Range:37C | Confidential Schedule |
| Date Revised: | | Date Approved: | |

PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex and specialized administrative and technical duties in support of the District's Human Resources EEO and Compliance Office, including, but not limited to, performing a wide variety of duties related to equal employment; litigation; investigations; policy development; and training. The duties of the position require knowledge of EEO, Title IX, investigations; federal and state laws; District personnel policies and procedures; the ability to exercise independent judgment; discretion in handling confidential information and materials; and specialized knowledge of the functional area supported.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

| | |
|----|---|
| 1. | Provide highly responsible and complex support to the District Director, EEO and Compliance in the administration and effectiveness of a comprehensive range of services, policies, procedures, and laws related to human resources administration, equity, and compliance to foster and support equity, inclusion, and belonging for all employees, students, and community members. |
| 2. | Provide support related to federal and state anti-discrimination laws and matters pertaining to discrimination, harassment, and sexual violence; serve as a campus resource on Title IX requirements and compliance, providing consultation as needed; provide support of investigations and compliance areas; may conduct basic investigations; maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring compliance. |
| 3. | Gather, analyze, organize and compile documentary evidence from multiple sources for investigative reports, proposed disciplinary actions, responses to state and federal government agencies, administrative hearings and mediations; collaborate with campus Title IX Coordinators and other campus staff to address EEO and compliance issues and education; draft correspondence and reports; review and edit correspondence and reports for accuracy and completeness. |
| 4. | Maintain the case management database to organize, manage and track incidents and cases; analyze data, trends, and potential systemic violations; maintain investigatory files, disposition reports and other records regarding harassment and discrimination cases; prepare statistical reports; maintain a variety of records and files related to personnel; update personnel information and data as necessary. |
| 5. | Assist with the planning and coordination of operational activities of the Human Resources office; participate in the analysis, revision and writing of Human Resources guidelines and procedures; research current legislations and trends to recommend and implement new procedure related to areas of assigned responsibility; manage complex special projects. |
| 6. | Participate in the development and implementation of Human Resources goals, objectives, policies, and priorities to support the District's Educational Master Plan; recommend and implement resulting policies and procedures; identify opportunities to improve service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements. |

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

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| 7. | Collaborate and support Human Resources staff in the monitoring of recruitment, selection and hiring processes to ensure equity and consistent application of procedures; support strategies for the recruitment of diverse faculty and staff; assist in the review of applicant data to ensure that adverse impact is not affecting applicants for recruitment. |
| 8. | Prepare confidential information related to employer-employee relations, including collective bargaining negotiations and employee grievances; assist administrators, faculty, and staff on personnel procedural matters related to collective bargaining agreements. |
| 9. | Plan, organize and arrange appropriate training and activities; provide consultation, guidance, presentations, and training to employees in the area of assigned responsibility. |
| 10. | Attend a variety of meetings as required; participate in professional group meetings; maintain awareness of new trends and developments in the field of human resources administration; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and campus personnel and outside agencies and organizations. |
| 11. | Train and provide work direction and guidance to others as directed. |
| 12. | Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. |
| 13. | Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events. |
| 14. | Perform related duties as assigned. |

OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Human Resources Coordinator/EEO and Compliance, maintains frequent contact with District and campus administrators, faculty, staff, students, applicants, federal and state agencies, and outside legal counsel.

EDUCATION AND EXPERIENCE

Minimum Qualifications

B.A./B.S. from an accredited college or an equivalent combination of education and experience to perform the essential functions.

Two years of experience providing administrative and coordinator support for a legal office/organization or a related area.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Experience in a legal office and/or paralegal experience

Experience drafting legal correspondence and adhering to timelines/deadlines

Experience working with state and/or federal agencies, such as California Department of Fair Employment and Housing, Equal Employment Opportunity Commission, or other related organizations

Experience with data management, analysis, and reports

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives.

Knowledge of District policies, procedures, rules and regulations related to assigned functional area of responsibility.

Knowledge of federal, state, and local laws, codes and regulations as they relate to equal employment opportunity (EEO), unlawful discrimination, and sexual harassment based on all protected categories.

Knowledge of operational characteristics, services, and activities of a human resources program; advanced principles and practices of human resources administration including EEO, employment law, and related functions.

Knowledge of methods of research and analysis of personnel administrative and statistical data.

Knowledge of principles of public sector employer-employee relations and collective bargaining in California.

Knowledge of interpersonal skills, telephone techniques and etiquette, public relations techniques.

Knowledge of local, state and Federal regulations, including those applicable to human resources, employment and labor relations.

Knowledge of advanced word processing, database, spreadsheet, presentation, and data management software, applicable software applications, and report generations and query writing.

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.

Knowledge of modern office practices, procedures and equipment.

Ability to conduct investigations.

Ability to develop and conduct training and educational programs.

Ability to understand and compose business letter writing and basic report preparation.

Ability to interpret, apply and explain laws, regulations, policies and procedures.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to understand the scope of authority in making independent decisions.

Ability to sustain current understanding of modern trends and legal issues in the field of human resource management.

Ability to perform a variety of specialized technical duties concerning the EEO and compliance.

Ability to process confidential materials and information and maintain confidentiality in perpetuity.

Ability to establish and maintain effective working relationships with District personnel, state and federal agencies, and other third parties.

Ability to plan, organize and prioritize work.

Ability to meet schedules and timelines.

Ability to understand and follow oral and written directions.

Ability to establish and maintain effective working relationships with others.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; ability to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); ability to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds. Will require off-site duties and activities.

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| NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION | | | |
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|---------------|-----------------------------------|----------------|---------------|
| Job Title: | Campus Safety Officer Coordinator | Range: | 40 |
| Date Revised: | June 22, 2021 | Date Approved: | April 8, 2003 |

PRIMARY PURPOSE

This position serves as the initial point of contact for inquiry into the Campus Safety office. Responsible for organizing and directing various security and general facilities activities; and supervising the work of assigned personnel.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

| | |
|----|---|
| 1. | Coordinates day to day campus safety department functions including, but not limited to, coordination of campus events, distribution of work assignments, department work schedule, overtime distribution, equipment distribution, time, and attendance. Coordinates officer's logs, incident reports, investigations, safety drills, annual Clery reporting, and compliance measures. Supervises and participates in various security and general facilities activities; performs regular security and safety inspections on foot or in a vehicle. Escort students, staff, and general public as necessary. |
| 2. | Represents the campus safety department in absence of the director of Campus Safety in committee meetings, forums, taskforce, workgroups, and presenting campus safety trainings or presentations. |
| 3. | Plans and organizes staffing security for regular and special events in compliance with rules, regulations, and policies; assures parking control signs and markings comply with established codes. Ensures parking lots are paved and restriped for safety and enforcement. Maintains staff and visitor log as appropriate. |
| 4. | Responsible for responding to matters over the telephone, by radio, and in person, providing routine and emergency dispatching of officers. Coordinates and assigns staff according to priorities to all routine and urgent matters. Ensures and provides expedient response to calls and positive resolution experience. |
| 5. | Communicates with various public safety agencies, vendors, and others to provide and receive information and assistance. Notifies managers and campus executives of emergent or unusual events. |
| 6. | Coordinates and provides response to campus emergencies, crimes, disturbances, or disasters; investigates and reports safety incidents, and works with outside law enforcement agencies. Observes mental health of students and implement intervention if appropriate through campus resources. Coordinates and staff's campus safety measures including but not limited to parking safety, safety drills, emergency exiting/evacuation procedures. Coordinates and staff's the monitoring of electronic security systems, lighting systems, video surveillance systems, fire alarm systems, emergency generators, and emergency telephones; notifies appropriate authorities when systems are inoperable and ensure appropriate corrective actions are implemented when necessary. |
| 7. | Prepares, maintains, and reviews a variety of logs, records and reports including daily activity logs, incident and accident reports and personnel and maintenance records. Responsible for managing calendars, drafting correspondence, tracking/compiling data and statistics required for state and federal reporting. |

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| <p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p> |
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| 8. | Coordinates in the maintenance and repair of various District equipment including parking meters, assigned vehicles, communications equipment and various department equipment. Responsible for maintaining PPE safety equipment, emergency signs, etc. for department and campus. |
| 9. | Operates a variety of equipment including bicycles, motor vehicles, electric carts, two-way radios, cell phones, computers, office equipment, parking meters, and small hand tools. May be responsible for assigning, programming, and maintaining campus issued keys and key fobs using the Lenel Software System. Programs and maintains software for campus safety electronic key box, key box system or similar systems. |
| 10. | Attends and/or presents a variety of meetings and workshops as required; assures the adequate supply of supplies and equipment. Attends and/or presents for professional development training/conferences. Trains campus safety officers ensuring compliance with policy, procedures, and required state and federal mandates. Responsible for designing and delivery of safety training as assigned. |
| 11. | Supervises and coordinates the work schedules and assignments of security personnel; may evaluate the work of assigned personnel; participates in the selection of personnel as appropriate. |
| 12. | Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. |
| 13. | Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events. |
| 14. | Establishes and maintains professional work relationships with campus safety office, campus community, public, and local police/fire agencies. |
| 15. | Performs related duties as assigned. |

OTHER FUNCTIONS

In addition to the essential functions, the Campus Safety Officer Coordinator may be required to respond to calls for medical aid and administer first aid as needed.

WORKING RELATIONSHIPS

The Campus Safety Officer Coordinator maintains frequent contact with various District departments and personnel; faculty, students and the public; and appropriate law enforcement and public agencies.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

EDUCATION AND EXPERIENCE

Minimum Qualifications

~~High school diploma or GED~~

Minimum of one (1) ~~three (3)~~ years of experience in ~~as a security/safety guard~~ AND an associate's degree or equivalent from a regionally accredited institution, with course work in police science, criminology or related field., ~~supplemented by required basic P.O.S.T. certification.~~

Possession of certification in 832 Penal Code Laws of Arrest

Possession of a certification of completion of SB 1626 (State of California)

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Certificate of completion of CA POST Basic Academy or a certification of a police/sheriff academy

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, policies and procedures
Knowledge of law enforcement and security methods
Knowledge of traffic laws and vehicle control procedures
Knowledge of basic investigation techniques and procedures
Knowledge of record keeping techniques
Knowledge of the principles and practices of supervision and training
Ability to plan and organize security for special events
Ability to enforce pertinent laws, rules, and regulations with tact, firmness and diplomacy
Ability to operate, service and make minor repairs on equipment
Ability to work independently with little direction
Ability to analyze situations accurately and adopt an effective course of action
Ability to recognize and recall facts, faces, figures, details and discern a wide range of sounds
Ability to maintain records and prepare reports
Ability to administer first aid and CPR
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to train and direct the work of others
Ability to establish and maintain effective working relationships with others

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

SPECIAL REQUIREMENTS

A valid California Driver's License

First Aid and CPR Certification issued by the American Red Cross

~~Possession of a certification of completion of SB 1626 (State of California)~~

WORKING CONDITIONS

Indoor and outdoor environment under various weather conditions; subject to ~~occasional~~ lifting, pushing, pulling or carrying (up to 50 lbs. unassisted). Requires running, or climbing stairs, ladders, fences, and walls; extended periods of walking and standing; subject to working with individuals displaying antisocial or criminal behavior. Subject to frequent interruptions and shifting priorities. Requires fine and gross motor skills in the use of tools and equipment. Driving required.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

| | | | |
|---------------|-------------------------------|----------------|---------------|
| Job Title: | Landscape Grounds Coordinator | Range: | 33 38 |
| Date Revised: | | Date Approved: | April 8, 2003 |

PRIMARY PURPOSE

This position is responsible for directing the work of assigned personnel in the care and maintenance of grounds, including landscape improvements of landscaped areas, irrigation systems, athletic fields, and facilities and participating in maintenance duties as required.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

| | |
|-----|---|
| 1. | Direct the work of assigned personnel to assure care and safe condition of grounds and landscaped areas; plan and prioritize workload and schedule work; direct the work of outside external contractors with grounds and landscaping projects. |
| 2. | Organize, direct and coordinate various grounds maintenance, and-gardening services, and irrigation services for District campus grounds and landscaped areas; inspect grounds, and landscaped areas, and irrigation systems to assure compliance with established methods and procedures of grounds maintenance. |
| 3. | Coordinate and perform landscape design activities and the determination of appropriate shrubs, trees and various plants; direct the watering, fertilization and pruning of grounds and landscaped areas. |
| 4. | Supervise and assist in laying out, marking and maintenance of athletic fields; set up equipment and facilities for special events. |
| 5. | Coordinate necessary maintenance and repair of automatic sprinkler systems; assure proper irrigation pressure levels and operation of equipment; reports malfunctions in a timely manner direct Irrigation Specialist to initiate irrigation system repairs as needed, and in a prioritized manner. |
| 6. | Ensure compliance of the safe and proper operation of equipment, materials, tools and chemicals used in groundskeeping activities; plan and organize safety meetings and maintain related records; provide, maintain and update written related safety training program. |
| 7. | Purchase appropriate materials and equipment; provide input for policies and procedures for grounds department; prepare and maintain a variety of records and reports related to groundskeeping activities; prepare specifications for purchase of equipment and supplies. |
| 8. | Operate and maintain a variety of hand and power equipment including trucks, tractors, forklifts, power equipment, gardening and maintenance tools, other grounds maintenance equipment; makes minor repairs or arranges for service as necessary. |
| 9. | Train and direct the work of assigned personnel; plan and prioritize workloads and schedules; prepare job specifications and review the work of outside external contractors with grounds and landscaping projects. |
| 10. | Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. |
| 11. | Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events. |

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

12. Perform related duties as assigned.

OTHER FUNCTIONS

May inspect and ensure safety of walkways and asphalt areas and recommend appropriate course of action.

WORKING RELATIONSHIPS

The **Landscape Grounds** Coordinator maintains frequent contact with various departments and personnel, and outside vendors, contractors and agencies.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED

Minimum of **three (3)** ~~two (2)~~ years increasingly responsible experience in grounds maintenance work, including experience in a lead capacity.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Completion of college-level coursework in horticulture, pest control or other landscape maintenance subjects and/or training in landscape management.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of methods, tools and materials used in the propagating, cultivating, pruning and maintenance of plants, flowers, shrubs, trees and lawns

Knowledge of irrigation systems management and repairs

Knowledge of methods of preparing soils for planting

Knowledge of types of fertilizers and proper usage

Knowledge of plant diseases and pests common to the area and methods and materials used in eradication and control

Knowledge of rules and regulations of pesticide application

Knowledge of record-keeping techniques

Knowledge of health and safety regulations

Ability to use assigned methods for control and eradication of plant pests, rodents and weeds

Ability to supervise and participate in the grounds maintenance and gardening services of District grounds and landscaped areas

Ability to read, interpret, apply and explain rules, regulations, policies and procedures

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to train and direct the work of others

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others
Ability to work from sketches and blueprints
Ability to work independently with little direction

SPECIAL REQUIREMENTS

A valid California's Driver License
State of California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) including Landscape Maintenance (Category B). **Certifications must be obtained within the Orange County State Agriculture Commission prescribed time from date of hire and prior to the end of the probationary period as a condition of continued employment.**

TRAINING REQUIREMENTS

Bloodborne Pathogens
Hazard Communication
Hearing Conservation
Industrial Truck/Forklift Certification
Pesticide Safety
Respiratory Protection
Utility Cart Certification

WORKING CONDITIONS

Outdoor environment; subject to adverse weather conditions; subject to frequent lifting (up to 70 lbs. Unassisted), standing, bending, carrying, pushing and pulling; exposure to high levels of noise from equipment; exposure to hazardous chemicals and materials as well as various insects. May be required to wear a respirator or other safety equipment in execution of duties.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 14, 2023

SUBJECT: Professional Experts

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

BACKGROUND: Professional Experts within budget.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.c.1

Item No.

Professional Experts
February 14, 2023

PROFESSIONAL EXPERTS

| Name | Site | Job Classification | Project Title | Max Permitted Hours per Week | Begin | End |
|------------------------|------|---------------------|--|------------------------------|------------|------------|
| Acosta, Ramon | CC | Project Expert | HEERF (Higher Educ. Emergency Relief Fund) | 26 | 02/07/2023 | 06/30/2023 |
| Amundson, Stephen | CC | Technical Expert I | Piano Accompanist for Musical Theatre Class | 26 | 01/23/2023 | 05/19/2023 |
| Arman, Nick | FC | Technical Expert II | Program Review-Reader | 40 | 01/23/2023 | 04/28/2023 |
| Barajas, Eduardo | FC | Project Expert | Project: In-Reach Student Engagement and Guided Exit | 26 | 01/17/2023 | 04/08/2023 |
| Bautista Roman, Miguel | FC | Assistant Coach 3 | Assistant Coach – Swim | 26 | 02/14/2023 | 05/19/2023 |
| Bernales, Irma | NOCE | Project Coordinator | Translator and Bilingual Outreach Assistant | 15 | 01/26/2023 | 03/31/2023 |
| Brown, Dillon | FC | Project Expert | Athletic Life Coach | 20 | 01/23/2023 | 05/19/2023 |
| Buis, Turner | FC | Assistant Coach 3 | Assistant Coach – Baseball | 26 | 01/23/2023 | 05/19/2023 |
| Casillas, Francisco | FC | Assistant Coach 4 | Assistant Coach – Track and Field | 14 | 01/23/2023 | 05/12/2023 |
| Cruz, Edward | NOCE | Project Expert | CASAS Test Proctor | 24 | 06/12/2023 | 06/15/2023 |
| Cutrona, Piero | CC | Technical Expert II | CTE Grant Project Coordinator | 5 | 01/26/2023 | 06/30/2023 |
| Dobyns, Sheilah | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Doherty, Doreen | NOCE | Technical Expert II | ESL Literacy for Refugees (Spring 2023) | 26 | 12/19/2022 | 01/12/2023 |
| Duron, Yolanda | FC | Technical Expert II | Program Review-Reader | 40 | 01/23/2023 | 04/28/2023 |
| Escobar, Leslie | FC | Assistant Coach 3 | Assistant Coach – W Lacrosse | 20 | 01/23/2023 | 05/19/2023 |
| Faircloth, Richard | CC | Project Expert | Perkins V Tourism | 26 | 02/13/2023 | 05/19/2023 |
| Farol, Ronald | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Fernandez, Christopher | FC | Technical Expert II | Professional Development Seminars for Adjuncts | 10 | 01/25/2023 | 06/30/2023 |
| Filimon, Radu | FC | Project Expert | Transfer Center Assistant | 26 | 02/01/2023 | 03/17/2023 |
| Filimon, Radu | FC | Project Expert | Transfer Center Assistant | 26 | 03/27/2023 | 05/26/2023 |
| Fishburn, Lane | CC | Certified Athletic | Certified Athletic Trainer | 26 | 01/23/2023 | 06/30/2023 |

Professional Experts
February 14, 2023

| | | Trainer | | | | |
|----------------------|------|----------------------------|--|----|------------|------------|
| FitzMaurice, Hillary | NOCE | Technical Expert II | I-BEST Revisions – Business Info Worker I for ELLs | 26 | 12/19/2022 | 1/12/2023 |
| Floerke, Brandon | FC | Project Manager | Hornets Tutoring Faculty Coordinator | 40 | 05/22/2023 | 06/30/2023 |
| Flores, Jazmin | FC | Project Expert | Cadena Cultural Center Assistant | 26 | 01/30/2023 | 06/30/2023 |
| Fouquette, Danielle | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Frey, Michael | CC | Technical Expert II | SWP Local Career ED. Pathway Alignment and Promotion | 5 | 02/06/2023 | 05/19/2023 |
| Gallegos, David | FC | Technical Expert II | POS System Technical Expert for Cosmetology | 26 | 01/15/2023 | 06/02/2023 |
| Gleason, Terence | CC | Technical Expert II | Distance Education Remote Instructional Work | 15 | 01/01/2023 | 06/30/2023 |
| Griffo, Ann | CC | Technical Expert II | SWP Career Pathways | 10 | 02/13/2023 | 05/19/2023 |
| Grote, Silvie | CC | Technical Expert II | CTE Grant Project Coordinator | 5 | 01/26/2023 | 06/30/2023 |
| Heredia, Ernesto | CC | Technical Expert II | 3 and 4 Year Map Project | 2 | 02/01/2023 | 02/28/2023 |
| Hill-West, Jami | NOCE | Technical Expert II | Curriculum Development, I-BEST | 20 | 12/26/2022 | 01/10/2023 |
| Jackson, Oliver | FC | Assistant Coach 5 | Assistant Coach – Baseball | 20 | 01/23/2023 | 05/19/2023 |
| Kosatik, Jindrich | FC | Assistant Coach 1 | Assistant Coach – Football | 26 | 01/23/2023 | 05/19/2023 |
| Krag, Samantha | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Kresse, Doug | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Larsen, Chris | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Lowery, Jordan | FC | Project Expert | Career Center/The Hanger Career Closet PE | 20 | 01/23/2023 | 05/18/2023 |
| McCarthy, Barry | FC | Technical Expert II | Program Review-Reader | 40 | 01/23/2023 | 04/28/2023 |
| Nevarez, Rachel | FC | Technical Expert II | Program Review-Reader | 40 | 01/23/2023 | 04/28/2023 |
| Nilkanth, Gitanjali | FC | Technical Expert II | Biology: Basic Concepts Boot Camp | 10 | 01/25/2023 | 06/15/2023 |
| Ochoa, Jessica | CC | Project Expert | Project Raiser Outreach Coordinator | 26 | 01/20/2023 | 05/19/2023 |
| Ortega-Horst, Elise | CC | Certified Athletic Trainer | Certified Athletic Trainer | 26 | 01/24/2023 | 06/30/2023 |
| Oseguera, Stephanie | FC | Certified Athletic Trainer | Certified Athletic Trainer | 26 | 01/30/2023 | 06/30/2023 |
| Padilla, Samantha | FC | Project Expert | Transfer Evaluation for Degree Audit – Project | 26 | 01/03/2023 | 06/30/2023 |

Professional Experts
February 14, 2023

| | | | | | | |
|---------------------|------|---------------------|---|----|------------|------------|
| Paige, Deborah | FC | Technical Expert II | Program Review-Reader | 40 | 01/23/2023 | 04/28/2023 |
| Paplia, Rebecca | CC | Project Expert | Perkins V Tourism | 26 | 02/13/2023 | 05/19/2023 |
| Paredes, John | FC | Project Expert | Athletic Life Coach | 26 | 01/23/2023 | 05/12/2023 |
| Penilla, Evelyn | FC | Project Expert | Educational Partnerships & Programs – Outreach | 26 | 02/08/2023 | 06/30/2023 |
| Pisoncikova, Milada | FC | Project Expert | SWF Biotechnology | 26 | 01/25/2023 | 06/15/2023 |
| Plascencia, Paola | FC | Project Coordinator | CTE Outreach and Recruitment | 26 | 01/23/2023 | 03/24/2023 |
| Plascencia, Paola | FC | Project Coordinator | CTE Outreach and Recruitment | 26 | 04/17/2023 | 06/30/2023 |
| Ponce, Angel | FC | Project Expert | Athletic Life Coach | 20 | 02/14/2023 | 05/19/2023 |
| Powers, Miguel | FC | Technical Expert II | FYE and Mindful Growth | 4 | 01/16/2023 | 01/17/2023 |
| Price, Rene | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Purcell Jessica | FC | Project Expert | Athletic Life Coach | 26 | 01/23/2023 | 05/19/2023 |
| Raichel, Alexis | FC | Assistant Coach 2 | Assistant Coach – Swim | 26 | 01/23/2023 | 05/19/2023 |
| Rangel, Jacquelyn | CC | Technical Expert II | Perkins Grant Support | 40 | 01/17/2023 | 06/15/2023 |
| Roach, Brian | FC | Technical Expert II | Cybersecurity Emerging Technology Lab | 10 | 01/23/2023 | 05/20/2023 |
| Rodriguez, Jeanette | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Rodriguez, Luciano | FC | Technical Expert II | Program Review-Reader | 40 | 01/23/2023 | 04/28/2023 |
| Salcedo, Joel | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Samano, Jeff | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Santos, Ferdinand | FC | Technical Expert II | Employer Engagement | 26 | 02/13/2023 | 06/30/2023 |
| Schneller, Kayla | FC | Project Coordinator | LGBTQIA2S+ Resource Program Projects Lead | 26 | 01/23/2023 | 06/30/2023 |
| Schulze, Michael | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Sergistad, Scott | FC | Assistant Coach 3 | Assistant Coach – Baseball | 26 | 01/23/2023 | 05/12/2023 |
| Shen, Shulin | NOCE | Project Expert | CASAS Test Proctor | 25 | 06/12/2023 | 06/15/2023 |
| Shyrokova, Anna | FC | Technical Expert II | Student Focus Group | 20 | 02/01/2023 | 05/20/2023 |
| Smith, Peleise | FC | Project Expert | Evaluation/Assistance with Learning Management System | 14 | 01/30/2023 | 03/16/2023 |

Professional Experts
February 14, 2023

| | | | | | | |
|------------------|------|------------------------|---|----|------------|------------|
| Smith, Peleise | FC | Project Expert | Evaluation/Assistance with Learning Management System | 14 | 03/27/2023 | 05/11/2023 |
| Smith, Peleise | FC | Project Expert | Evaluation/Assistance with Learning Management System | 14 | 05/23/2023 | 06/15/2023 |
| Smith, Todd | FC | Technical Expert II | Program Review-Reader | 40 | 01/23/2023 | 04/28/2023 |
| Southern, John | FC | Assistant Coach 5 | Assistant Coach – Baseball | 20 | 01/23/2023 | 05/12/2023 |
| Sriram, Girija | NOCE | Project Expert | Project Expert, Student Support | 10 | 02/13/2023 | 03/17/2023 |
| Ssensalo, Renee | CC | Technical Expert II | 3 and 4 Year Map Project | 2 | 02/01/2023 | 02/28/2023 |
| Starkey, Monique | FC | Technical Expert II | Program Review-Reader | 40 | 01/23/2023 | 04/28/2023 |
| Steinberg, Linda | CC | Not-For-Credit-Instr.I | Jump Start Training – Math Exposure | 16 | 01/30/2023 | 02/03/2023 |
| Surowski, Peter | FC | Technical Expert II | Website Content Migration | 26 | 01/03/2023 | 04/17/2023 |
| Taylor, Matt | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |
| Trader, Amie | FC | Project Expert | Employer Engagement Project | 26 | 01/23/2023 | 03/31/2023 |
| Trader, Amie | FC | Project Expert | Employer Engagement Project | 26 | 04/10/2023 | 06/09/2023 |
| Trujillo, Isabel | FC | Project Expert | Project Expert – Associated Students | 26 | 01/17/2023 | 06/30/2023 |
| Tuttle, Valerie | FC | Technical Expert II | Diversify Class Narratives | 20 | 06/10/2023 | 06/30/2023 |
| Villegas, Isabel | FC | Project Expert | Transfer Evaluation for Degree Audit – Project | 26 | 01/03/2023 | 05/26/2023 |
| Weathers, Stormi | FC | Project Manager | Irrigation Expert | 10 | 01/25/2023 | 06/15/2023 |
| Wu, Connie | FC | Assistant Coach 5 | Assistant Coach – Swim | 26 | 02/14/2023 | 05/19/2023 |
| Yim, Shela | FC | Project Expert | Athletic Life Coach | 20 | 01/23/2023 | 05/19/2023 |
| Young, Calvin | FC | Technical Expert II | Program Review-Reader | 40 | 01/23/2023 | 04/28/2023 |
| Zaragoza, Juan | FC | Technical Expert II | FYE Community of Practice/Faculty Inquiry Group | 20 | 12/01/2022 | 05/31/2023 |

Professional Experts
February 14, 2023

NOCE TUITION PROGRAMS

| Name | Salary | Semester | Max Permitted Hours per Week |
|------------------|---------------|-----------------|-------------------------------------|
| Cowley, Virginia | Tuition | Spring 2023 | 26 |
| Eggan, Meredith | Tuition | Spring 2023 | 26 |
| Reed, Rosie | Tuition | Spring 2023 | 26 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 14, 2023

SUBJECT: Hourly Personnel

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

BACKGROUND: Short-term, substitute and student work-study/work experience personnel may be employed on a temporary basis from time to time to assist in the workload of various departments.

In accordance with the District’s administrative procedures, the employment of short-term and substitute employees is restricted to not more than twenty-six (26) hours per week. The employment of student employees is restricted to not more than twenty (20) hours per week.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.d.1

Item No.

Hourly Personnel
February 14, 2023

Short-Term Hourly

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|--------------------|------|---|----------|----------|------------|
| Berges, Danielle | CC | Technical - Assist in Financial Aid office | 02/15/23 | 05/19/23 | TE A 3 |
| Flanders, Roger | CC | Direct Instr Supprt - Athletic Program Assistant - Athlete Success Center | 02/15/23 | 06/30/23 | TE I 3 |
| Kelly, Allison | CC | Technical - Assist in Court Reporting program | 02/15/23 | 05/19/23 | TE A 1 |
| Kim, Angela | NOCE | Direct Instr Support - Assist in DSS | 01/25/23 | 06/30/23 | TE B 1 |
| Kim, Angela | NOCE | Direct Instr Support - Provide support to DSS | 01/25/23 | 06/30/23 | TE B 1 |
| Negrete, Alexa | CC | Non-Direct Instr Support - Assist in Ceramics | 02/15/23 | 05/19/23 | TE A 1 |
| Nguyen, Tram | CC | Technical - Assist in Student Activities office | 02/15/23 | 05/19/23 | TE A 2 |
| Nunez, Diana | FC | Technical - Assist in Telecommunications | 05/01/23 | 06/30/23 | TE A 2 |
| Pulido, Allen Jace | FC | Technical - Assist in Food Bank | 02/08/23 | 03/17/23 | TE A 2 |
| Pulido, Allen Jace | FC | Technical - Assist in Food Bank | 03/27/23 | 05/26/23 | TE A 2 |
| Sanghvi, Ameer | FC | Tech/Paraprof - Assist in ACT | 02/27/23 | 05/27/23 | TE A 2 |
| Seth, Riya | CC | Technical - Assist in EOPS/CARE program | 02/15/23 | 05/19/23 | TE A 3 |
| Smith, Cassandra | CC | Technical - Assist in Campus Safety | 03/01/23 | 05/31/23 | TE A 4 |
| Termino, Juan | FC | Tech/Paraprof - Assist in ACT | 02/15/23 | 06/30/23 | TE A 2 |
| Tieu, Vivian | CC | Technical - Assist in Cranium Café | 02/24/23 | 05/31/23 | TE A 2 |
| Treminio, Juan | FC | Tech/Paraprof - Assist in ACT computer lab | 02/15/23 | 05/20/23 | TE A 2 |
| Mendez-Vera, Katia | CC | Technical - Assist in Puente Program | 02/15/23 | 06/30/23 | TE A 1 |
| Villareal, Valerie | NOCE | Direct Instr Support - Assist in DSS | 02/22/23 | 06/30/23 | TEA 4 |

Tutors, Interpreters, and Readers

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|-------------------|------|---|----------|----------|------------|
| Cerillo, Jourdan | CC | Direct Instr Support - Tutor for Math Learning Center | 02/15/23 | 06/30/23 | TE A 2 |
| Pritchard, Claire | CC | Direct Instr Support - Tutor for the Learning Resource Center | 02/15/23 | 06/30/23 | TE B 3 |

Hourly Personnel
February 14, 2023

Hourly Substitutes

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|-------------------|------|---|----------|----------|------------|
| Vasquez, Gonzazlo | NOCE | Technical - Substitute for Classified employee on leave | 02/01/23 | 04/07/23 | TE A 3 |

Full Time Students and Work Study

| Name | Site | Title and Description of Service | Begin | End | Grade/Step |
|--------------------------|------|---|----------|----------|------------|
| Aguilar, Luis | CC | Work Study Student - Assist Automotive Coordinator | 02/15/23 | 06/30/23 | TE A 1 |
| Blanco, Adam | FC | Full-time Student - Assist in Counseling Center | 02/15/23 | 06/30/23 | TE A 1 |
| Bousquet, Candido | FC | Full-time Student - Assist in library | 02/15/23 | 06/30/23 | TE A 1 |
| Chang, Jesse | CC | Full-time Student - Tutor in the Math Learning Center | 02/15/23 | 06/30/23 | TE A 2 |
| Chang, Seung Ho | FC | Full-time Student - Assist in Digital Arts | 02/22/23 | 06/30/23 | TE A 1 |
| Colin, Christian | FC | Full-time Student - Assist in library | 02/15/23 | 06/30/23 | TE A 1 |
| Cortes Tenorio, Ashley | FC | Full-time Student - Assist in Student Center | 02/15/23 | 06/30/23 | TE B 1 |
| Elqasass, Basil | CC | Full-time Student - Tutor for Cybersecurity program | 02/15/23 | 06/30/23 | TE A 1 |
| Eng, Caedmon | CC | Full-time Student - Tutor in the Math Learning Center | 02/15/23 | 06/30/23 | TE A 2 |
| Gotori-Sanchez, Giszelle | CC | Work Study Student - Assist Automotive Coordinator | 02/15/23 | 06/30/23 | TE A 1 |
| Ibragimov, Rusian | CC | Full-time Student - Tutor in the Math Learning Center | 02/15/23 | 06/30/23 | TE A 4 |
| Le, Mang | CC | Full-time Student - Tutor in the Math Learning Center | 02/15/23 | 06/30/23 | TE B 1 |
| Lee, Hsuan | FC | Full-time Student - Assist with DSS Students | 02/15/23 | 06/30/23 | TE A 1 |
| Lien, Tuan Quang | CC | Work Study Student - Assist in EOPS | 02/15/23 | 06/30/23 | TE A 1 |
| Lopez, Yolanda | CC | Work Study Student - Assist in Student Activities | 02/15/23 | 06/30/23 | TE A 1 |
| Marmolejo, Joshua | FC | Full-time Student - Assist in Food Bank | 01/25/23 | 03/17/23 | TE A 2 |
| Marmolejo, Joshua | FC | Full-time Student - Assist in Food Bank | 03/27/23 | 06/30/23 | TE A 2 |
| Pritchard, Claire | CC | Full-time Student - Tutor in the Learning Resource Center | 02/15/23 | 06/30/23 | TE B 3 |
| Rahman, Saarah | FC | Full-time Student - Assist in Campus Communications | 02/08/23 | 06/30/23 | TE A 1 |
| Rasko-Ives, Marielle | CC | Work Study Student - Assist in EOPS | 02/15/23 | 06/30/23 | TE A 1 |

Hourly Personnel
February 14, 2023

| | | | | | |
|---------------------------|----|---|----------|----------|--------|
| Rodriguez-Perkins, Lauren | CC | Full-time Student - Tutor in the Math Learning Center | 02/15/23 | 06/30/23 | TE A 2 |
| Rojas, Alexandra | CC | Full-time Student - Tutor in the Math Learning Center | 02/15/23 | 06/30/23 | TE A 2 |
| Salcedo, Lizette | CC | Work Study Student - Assist in Student Activities | 02/15/23 | 06/30/23 | TE A 1 |
| Segovia, Lety | FC | Full-time Student - Assist in library | 02/15/23 | 06/30/23 | TE A 1 |
| Sepulveda, Hector | FC | Full-time Student - Assist in Counseling | 02/15/23 | 06/30/23 | TE A 1 |
| Shin, Seongeun | FC | Full-time Student - Assist with DSS Students | 02/15/23 | 06/30/23 | TE A 1 |
| Valenica, Angel | FC | Full-time Student - Assist in Peer Behavioral Health Educator | 02/28/23 | 05/26/23 | TE A 1 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: February 14, 2023

SUBJECT: Volunteers

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

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

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by


Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
February 14, 2023

Volunteers

| Name | Site | Program | Begin | End |
|-----------------------------|------|---|----------|----------|
| Anya-Munroe, Lorena | FC | VCR- Verteran's Administration Work Study | 02/01/23 | 06/30/23 |
| Davila, Alex | NOCE | DSS - Personal Care Attendant | 01/18/23 | 05/26/23 |
| Freeman, Morgan | FC | Physical Education - Athletic Trainers | 01/03/23 | 06/30/23 |
| Genodia, Angelina | NOCE | DSS - Personal Care Attendant | 01/18/23 | 05/26/23 |
| Guzman, Arelly | FC | Intern - Counseling and Student Development - Promise Program | 01/25/23 | 05/19/23 |
| Hargrove, Angelina | FC | Physical Education - Athletic Trainers | 02/28/23 | 06/30/23 |
| Jaievsky, Nathan | FC | Physical Education - Softball | 02/14/23 | 06/30/23 |
| James, Chelsea | NOCE | DSS - Personal Care Attendant | 01/18/23 | 05/26/23 |
| Lau, Dylan | FC | Physical Education - Athletic Trainers | 03/01/23 | 06/30/23 |
| Nguyen, Long | FC | Intern - Counseling and Student Development - Career Center | 02/15/23 | 06/30/23 |
| Park, Austin | FC | Physical Education - Athletic Trainers | 11/23/23 | 06/30/23 |
| Parten, Tommy | FC | Physical Education - Softball | 02/14/23 | 06/30/23 |
| Simerson, Dylan | FC | Physical Education - Athletic Trainers | 01/03/23 | 06/30/23 |
| Vergolino-Holiday, Isabella | FC | Physical Education - Swimming | 02/15/23 | 06/30/23 |
| Villa, Jonathan | FC | Physical Education - Softball | 02/14/23 | 06/30/23 |
| Wong, Nathan | FC | Physical Education - Athletic Trainers | 03/01/23 | 06/30/23 |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u> X </u> |
| | | Resolution | <u> </u> |
| DATE: | February 14, 2023 | Information | <u> </u> |
| | | Enclosure(s) | <u> X </u> |
| SUBJECT: | Approval of Monte Perez, Interim President, Fullerton College Contract and Amendments | | |

BACKGROUND: Effective January 1, 2017, the Brown Act, at California Government Code section 54953(c)(3), as amended, requires that the local governing body shall, before taking final action, orally report a summary of the recommendation for final action on the salary, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken.

On June 28, 2022, the District entered into a contract with Monte Perez to serve as the Interim President of Fullerton College for the period of July 5, 2022, through December 31, 2022. Monte Perez was placed on Step H (\$285,097) of the Executive Officer Salary Schedule. On August 23, 2022, the Board approved Executive Officer salary increases and benefits adjustments for the 2022-2023 and 2022-2024 fiscal years. On August 23, 2022, Monte Perez’s contract was amended to reflect some of these changes. Effective August 1, 2022, Monte Perez’s salary was adjusted to \$306,997 (Step H), and received a \$3,500 doctoral stipend per fiscal year, prorated based on the number of remaining months.

On or about December 14, 2022, Monte Perez’s contract was amended to extend his contract through January 31, 2023.

How does this relate to the five District Strategic Directions? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees. #3 – The District will regularly evaluate and address salaries and benefits to ensure fair compensation for all employees.

How does this relate to Board Policy: This item is in compliance with Chapter 7, Human Resources, Administrative Procedure 7240-10, Section 2.0, and Board Policy 7130 Compensation, which states the Board will establish salary and benefits for employees.

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

RECOMMENDATION: It is recommended that the Board approve the following contract and amendments for Monte Perez, Interim President, Fullerton College:

Monte Perez shall be placed on Step H (\$285,097), two hundred eighty-five thousand, and ninety-seven dollars, of the Executive Officer Salary Schedule, effective July 5, 2022.

Monte Perez's salary shall be adjusted to \$306,997 (Step H), three hundred six, and nine hundred ninety-seven dollars, of the Executive Officer Salary Schedule, effective August 1, 2022 and shall receive a \$3,500 doctoral stipend per fiscal year, prorated based on the number of remaining months.

In addition, the contract period is extended through January 31, 2023, for Monte Perez and the original employment contract amended to reflect the salary increases and extension.

Irma Ramos

Recommended by


Approved for Submittal

5.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------------------|
| TO: | BOARD OF TRUSTEES | Action | <u>X</u> |
| DATE: | February 14, 2023 | Resolution | <u> </u> |
| | | Information | <u> </u> |
| SUBJECT: | Revised Board Policy 6250, Budget Management | Enclosure(s) | <u>X</u> |

BACKGROUND: Since the pandemic, the District has used the emergency condition allowance, which allows districts to be funded at their pre-pandemic FTES numbers. Beginning with the 2022-23 year, a formal application to the State Chancellor's Office is required to participate. One of the application requirements for emergency condition allowances for 2022-23 is that the District adopt a board policy aligning reserve balances to recommendations included in the Government Finance Officials Association Budgeting Best Practices, by February 28, 2023. To comply, the District must adopt a formal policy to maintain sufficient unrestricted reserves with a suggested minimum of two months of total General Fund operating expenditures.

BP 6250, Budget Management was revised to include updates to the District's unrestricted reserves with a suggested minimum of two months of total General Fund operating expenditures to comply with the emergency condition allowances. Additional revisions included grammatical corrections and updates to the listing of corresponding board policies and administrative procedures.

The District Consultation Council reviewed, discussed, and reached consensus on BP 6250 on January 23, 2023.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is in accordance with Board Policy 2410, Board Policies and Administrative Procedures.

FUNDING SOURCE AND FINANCIAL IMPACT: Simulations comparing emergency condition allowance FTES versus actual FTES reflect an increase of \$10.9 million for both 2022-23 and 2023-24. It is recommended that the additional \$21.8 million in revenue from the emergency condition allowance over two years plus the current \$6.34 million in the Committed Fund Balance be used to meet the two-month requirement.

RECOMMENDATION: It is recommended that the Board adopt revised Board Policy 6250, Budget Management.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.a.1
Item No.

North Orange County Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6250 Budget Management

Reference:

Title 5 Sections 58307, [and](#) 58308

- 1.0 The budget shall be managed in accordance with Title 5 and the ~~CCC~~ [California Community Colleges](#) Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.
- 2.0 The District's unrestricted general fund reserves shall be no less than ~~5% of unrestricted~~ [two months of total](#) general fund expenditures [in compliance with the emergency conditions application requirements](#).
- 3.0 Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board [of Trustees](#) that sets forth the need according to major budget classifications in accordance with applicable law.
- 4.0 Board approval is required for changes between major expenditure classifications.
 - 4.1 Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board [of Trustees](#). Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

See [Board Policy 6200, Budget Preparation; Administrative Procedure 6250, Budget Management; Board Policy 6300, Fiscal Management; Administrative Procedures ~~6003~~ 6300, Fiscal Management](#).

Date of Adoption: February 12, 2002

Date of Last Revision: August 26, 2014

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|---|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | X |
| | | Resolution | _____ |
| DATE: | February 14, 2023 | Information | _____ |
| | | Enclosure(s) | X |
| SUBJECT: | Emergency Conditions Recovery Plan Update | | |

BACKGROUND: North Orange County Community College District, perhaps no different from almost every other CCC in the system, has experienced a significant enrollment decline since the 2017-18 academic year, roughly 30%. The District’s Board and leadership team, along with faculty and staff, are keenly aware of the impact enrollment decline has on the district’s goal of serving more students and closing the equity gap in student achievement. In order to buy the District time in enrollment recovery, the leadership team in consultation with all constituencies, decided to apply for Emergency Conditions for the 22-23 fiscal year. The application was submitted to the state Chancellor’s Office last fall and it was approved contingent on the District updating its fiscal reserves policy and seeking Board approval for an update prior to the end of February 2023. We are hereby providing the Board with the said update.

The primary goal of NOCCCD’s emergency conditions recovery plan is to increase enrollment and improve student success. In reviewing District-wide spring 2023 enrollment, it appears that all the efforts by the Colleges, NOCE and District Services have paid off – enrollment is up from spring 2022 and annual enrollment and FTES rates are increasing as well from 2021-22. With the credit colleges’ ongoing struggle with fraudulent students (Fullerton College administratively dropped more than 1,200 students taking up around 5,000 seats as of February 2, 2023, and Cypress has dropped approximately 700 students, enrolled in over 175 classes), spring 2023 is still up from spring 2022.

As of February 3, 2023, when this report is being prepared, Cypress College’s enrollment is up 4.57% from spring 2022 (roughly 1,509 more seats); in a similar vein, Cypress College’s FTES growth is roughly 4.53% from Spring 2022 (net growth of roughly 188 additional FTES). Fill rates have also improved from Spring 2022 – online fill rate is close to 85% whereas in-person fill rate is around 72%. Fullerton College’s growth of enrollment is even more than that of Cypress College: Spring 2023 enrollment is up by 10.09% from Spring 2022 (roughly 4500 seats); FTES has increased close to 11% (roughly 585 more FTES) from Spring 2022; and fill rate is up by 9% at 83.6% - online fill rate is close to 90% and in person fill rate is close to 80%. Strong recovery indicators also emerged at NOCE. The total number of FTES produced in fall 2022 was 1,039.1, which is 201 higher than that of fall 2021. Due to the open nature of noncredit classes and the attendance accounting methods required for noncredit courses, it is impossible to estimate the number of FTES expected in spring 2023. However, the headcount and enrollment numbers as of February 5, 2023, show growth. NOCE’s headcount number is up by 4.4% in comparison to spring 2022 and its registration number is up by 5.8% in comparison to spring 2022. This was the result of herculean efforts by faculty, staff, and administration. Overall, enrollment recovery at NOCE is slower than expected and uneven. Drops in FTES and enrollments are concentrated in 2 programs:

LEAP and Basic Skills – the programmatic challenges faced by both departments include high mortality rates among older adults during the pandemic, facility closures, and student demographics in the basic skills programs. However, enrollment and FTES growths have been noted in Parenting, DSS, and ESL programs, with ESL seeing the biggest increase (40%). The CTE program at NOCE is seeing faster gains in their enrollments compared to their FTES. This is a result of the program having mostly online courses and not fully utilizing the FTES calculation for noncredit DE courses. Methodology for calculating FTES utilizing positive attendance hours vs the alternative DE attendance accounting method is playing a significant role in NOCE's FTES output and the accuracy of FTES estimates. NOCE is working on curriculum revisions required for the full utilization of the DE attendance accounting formula, which should produce a higher number of FTES. To conclude, with the positive development and ongoing challenges experienced by the various institutions in the District, overall enrollment in 2022-23 should be roughly 3.7% higher than that of 2021-22, inching close to achieving the District's overall goal of increasing enrollment by 5% annually between 2022 and 2027. The FTES increases are not as notable, roughly .2% from 2021-22. With the challenges experienced by NOCE in the calculation and reporting of FTES numbers for DE sections, the increases in FTES by the credit colleges are offset by slower recovery in FTES at NOCE. But with the curriculum revisions underway at NOCE and the recalculations of FTES for DE sections at NOCE, the District will be able to report more FTES by the end of the year.

Enrollment numbers constitute only part of our institutions' stories, however. Student success and equity constitute the more important part of our story. Over the last three years, the District as a whole has achieved improvement in all the Student Centered Funding Formula metrics except for completing transfer level English and Math. The most notable improvements are seen in the Earned 9+ Career Education Units (1.8%), Successful Transfer to a 4-year University (1.7%), Associate Degree for Transfer (0.6%), Associate Degree (0.6%) and Attainment of Regional Living Wage (0.5%). Even as we continuously improve our enrollment numbers, we are focused on improving outcomes for all of our students at the same time.

Numbers notwithstanding, Cypress College, Fullerton College, NOCE and District Services to a smaller extent, have put in a tremendous amount of effort to support our students and increase enrollment. The District has initiated the steps necessary for Cypress and Fullerton Colleges to join the California Virtual Campus (CVC-OEI), and the campuses are continuing to facilitate enhanced online teaching and learning through added instructional technology resources and professional development.

At Cypress College, major efforts continue to be in the areas of outreach/marketing, student basic needs and scheduling practices. In the outreach/marketing, the nudge campaign that was launched in the fall of 2022 and will be ongoing is hugely successful. Sequenced and on-going targeted communications to students are used to motivate increased enrollment, persistence, and use of support services. Examples include the Semester Leadup series, stopped-out students, missed registration, increase enrolled units, campus events, and mechanical information to increase connectedness and effectiveness. Digital campaigns (YouTube, IG, Web etc.) met or exceeded standard metrics and were highly effective in targeting and re-targeting students and potential students. The Cypress College Charger Experience program continues to expand and serve more students, specifically Latinx and first gen students. They have hosted numerous events to engage and re-engage students including welcome home event, study nights (virtual and in-person), game nights, Promise Scholar event, Na-Cho Average Student event, and GRAD toast. Cypress College continues

to strongly address student basic needs including setting up hotel vouchers and free meals for all Cypress and NOCE students, and working with the Active Minds project for mental health.

At Fullerton College, enrollment and retention activities were campuswide efforts that focused on increasing students' sense of belonging and mattering through data driven digital outreach, as well as high touch in-person efforts. For example, the Campus Communications Office supplemented its traditional ad buys (e.g. print and billboards) by purchasing targeted digital marketing ads on all major social media platforms. The College leveraged student data to provide targeted outreach (emails and phone calls) to students who missed appointments (e.g. Registration, Financial Aid) and/or skipped a semester. The College increased engagement amongst its enrolled students by opening the Cadena Cultural Center, supporting the expansion of its Re-Entry Program, and launching its partnership with the Disney Corporation. As part of its efforts to address Basic Needs, the College expanded its free meals program by providing a daily allowance to all registered students; over 5,400 students visited the cafeteria, making over 165,000 purchases. Finally, to support this work moving forward, the College "braided" its various funding plans to provide monies to support groups that disproportionately left during the pandemic. These plans provide funding to update classrooms for hybrid learning, increase the number of sections with embedded tutoring support, and fund faculty inquiry work on addressing the persistent equity gaps found for our Black and Latina/o/x students.

NOCE launched 7 targeted digital media advertising campaigns in fall of 2022. Advertising on multiple platforms included search engines, social media, digital video, multilingual ads. Interested individuals who completed an inquiry form housed on the advertising landing pages were contacted for further assistance. In addition, Schedule of Classes is mailed every semester to 360,000 households in the service area. Boxes of schedules were delivered to various NOCE partners to be displayed at their sites. NOCE call center Star Help experienced an increased number of calls shortly after the mailing. Partner engagement beginning with the schedule distribution led to requests for onsite classes and services. Since Fall 2022, NOCE opened 75+ community-based locations where classes are offered. This includes at least three new sites for Emeritus and four new sites for ESL programs. Additional services are now being provided to support students at offsite locations, such as onsite registration and laptop loan program. To address digital divide exacerbated by the pandemic, NOCE launched the Student Technology Center to manage the student laptop loan program and to provide technical assistance for hardware problems and simple navigational questions about Canvas and NOCE website.

All of the marketing/outreach efforts were/are supported in part by the Chancellor's Office in the form of special funding for enrollment growth and student outreach. In addition, the District set aside and allocated to the campuses \$8 million to support enrollment recovery and growth.

The report provides further details regarding the efforts at the credit colleges and NOCE to improve enrollment and student success.

This item was prepared by Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology.


How does this relate to the five District Strategic Directions? This item meets all five District Strategic Directions.

How does this relate to Board Policy: This item responds to BP 3250, Institutional Planning.

FUNDING SOURCE AND FINANCIAL IMPACT: The District is projected to receive additional funding with the Emergency Conditions application for fiscal years 2022-23 and 2023-24.

RECOMMENDATION: It is recommended that the Board approve the District's Emergency Conditions Recovery Plan Update.

Cherry Li-Bugg
Recommended by


Approved for Submittal

6.b.4
Item No.

NOCCCD Emergency Conditions Recovery Plan Update

February 2023

The primary goal of NOCCCD's emergency conditions recovery plan is to increase enrollment and improve student success. In reviewing District-wide spring 2023 enrollment, it appears that all the efforts by the Colleges, NOCE and District Services have paid off – enrollment is up from spring 2022 and annual enrollment and FTES rates are increasing as well from 2021-22. With the credit colleges' ongoing struggle with fraudulent students (Fullerton College administratively dropped more than 1,200 students taking up around 5,000 seats as of February 2, 2023, and Cypress has dropped approximately 700 students, enrolled in over 175 classes), spring 2023 is still up from spring 2022. As of February 3, 2023, when this report is being prepared, Cypress College's enrollment is up 4.57% from spring 2022 (roughly 1,509 more seats); in a similar vein, Cypress College's FTES growth is roughly 4.53% from Spring 2022 (net growth of roughly 188 additional FTES). Fill rates have also improved from Spring 2022 – online fill rate is close to 85% whereas in-person fill rate is around 72%. Fullerton College's growth of enrollment is even more than that of Cypress College: Spring 2023 enrollment is up by 10.09% from Spring 2022 (roughly 4500 seats); FTES has increased close to 11% (roughly 585 more FTES) from Spring 2022; and fill rate is up by 9% at 83.6% - online fill rate is close to 90% and in person fill rate is close to 80%. Strong recovery indicators also emerged at NOCE. The total number of FTES produced in fall 2022 was 1,039.1, which is 201 higher than that of fall 2021. Due to the open nature of noncredit classes and the attendance accounting methods required for noncredit courses, it is impossible to estimate the number of FTES expected in spring 2023. However, the headcount and enrollment numbers as of February 5, 2023, show growth. NOCE's headcount number is up by 4.4% in comparison to spring 2022 and its registration number is up by 5.8% in comparison to spring 2022. This was the result of herculean efforts by faculty, staff and administration. Overall, enrollment recovery at NOCE is slower than expected and uneven. Drops in FTES and enrollments are concentrated in 2 programs: LEAP and Basic Skills – the programmatic challenges faced by both departments include high mortality rates among older adults during the pandemic, facility closures, and student demographics in the basic skills programs. However, enrollment and FTES growths have been noted in Parenting, DSS, and ESL programs, with ESL seeing the biggest increase

(40%). The CTE program at NOCE is seeing faster gains in their enrollments compared to their FTES. This is a result of the program having mostly online courses and not fully utilizing the FTES calculation for noncredit DE courses. Methodology for calculating FTES utilizing positive attendance hours vs the alternative DE attendance accounting method is playing a significant role in NOCE's FTES output and the accuracy of FTES estimates. NOCE is working on curriculum revisions required for the full utilization of the DE attendance accounting formula, which should produce a higher number of FTES. To conclude, with the positive development and ongoing challenges experienced by the various institutions in the District, overall enrollment in 2022-23 should be roughly 3.7% higher than that of 2021-22, inching close to achieving the District's overall goal of increasing enrollment by 5% annually between 2022 and 2027. The FTES increases are not as notable, roughly .2% from 2021-22. With the challenges experienced by NOCE in the calculation and reporting of FTES numbers for DE sections, the increases in FTES by the credit colleges are offset by slower recovery in FTES at NOCE. But with the curriculum revisions underway at NOCE and the recalculations of FTES for DE sections at NOCE, the District will be able to report more FTES by the end of the year. (See Appendix A – NOCCCD Enrollment Trend)

Enrollment numbers constitute only part of our institutions' stories, however. Student success and equity constitute the more important part of our story. Over the last three years, the District as a whole has achieved improvement in all the Student Centered Funding Formula metrics except for completing transfer level English and Math. The most notable improvements are seen in the Earned 9+ Career Education Units (1.8%), Successful Transfer to a 4-year University (1.7%), Associate Degree for Transfer (0.6%), Associate Degree (0.6%) and Attainment of Regional Living Wage (0.5%). Even as we continuously improve our enrollment numbers, we are focused on improving outcomes for all of our students at the same time. (See Appendix B – NOCCCD Student Success Data Trends)

Numbers notwithstanding, Cypress College, Fullerton College, NOCE and District Services to a smaller extent, have put in a tremendous amount of effort to support our students and increase enrollment. The District has initiated the steps necessary for Cypress and Fullerton Colleges to join the California Virtual Campus (CVC-OEI), and the

campuses are continuing to facilitate enhanced online teaching and learning through added instructional technology resources and professional development.

At Cypress College, major efforts continue to be in the areas of outreach/marketing, student basic needs and scheduling practices. In the outreach/marketing, the nudge campaign that was launched in the fall of 2022 and will be ongoing is hugely successful. Sequenced and on-going targeted communications to students are used to motivate increased enrollment, persistence, and use of support services. Examples include the Semester Leadup series, stopped-out students, missed registration, increase enrolled units, campus events, and mechanical information to increase connectedness and effectiveness. Digital campaigns (YouTube, IG, Web etc.) met or exceeded standard metrics and were highly effective in targeting and re-targeting students and potential students. The Cypress College Charger Experience program continues to expand and serve more students, specifically Latinx and first gen students. They have hosted numerous events to engage and re-engage students including welcome home event, study nights (virtual and in-person), game nights, Promise Scholar event, Na-Cho Average Student event, and GRAD toast. Cypress College continues to strongly address student basic needs including setting up hotel vouchers and free meals for all Cypress and NOCE students, and working with the Active Minds project for mental health.

At Fullerton College, enrollment and retention activities were campuswide efforts that focused on increasing students' sense of belonging and mattering through data driven digital outreach, as well as high touch in-person efforts. For example, the Campus Communications Office supplemented its traditional ad buys (e.g. print and billboards) by purchasing targeted digital marketing ads on all major social media platforms. The College leveraged student data to provide targeted outreach (emails and phone calls) to students who missed appointments (e.g. Registration, Financial Aid) and/or skipped a semester. The College increased engagement amongst its enrolled students by opening the Cadena Cultural Center, supporting the expansion of its Re-Entry Program, and launching its partnership with the Disney Corporation. As part of its efforts to address Basic Needs, the College expanded its free meals program by providing a daily allowance to all registered students; over 5,400 students visited the cafeteria, making over 165,000 purchases. Finally, to support this work moving forward, the College "braided" its various funding plans to provide monies to support groups that disproportionately left during the

pandemic. These plans provide funding to update classrooms for hybrid learning, increase the number of sections with embedded tutoring support, and fund faculty inquiry work on addressing the persistent equity gaps found for our Black and Latina/o/x students.

NOCE launched 7 targeted digital media advertising campaigns in fall of 2022. Advertising on multiple platforms included search engines, social media, digital video, multilingual ads. Interested individuals who completed an inquiry form housed on the advertising landing pages were contacted for further assistance. In addition, Schedule of Classes is mailed every semester to 360,000 households in the service area. Boxes of schedules were delivered to various NOCE partners to be displayed at their sites. NOCE call center Star Help experienced an increased number of calls shortly after the mailing. Partner engagement beginning with the schedule distribution led to requests for onsite classes and services. Since Fall 2022, NOCE opened 75+ community-based locations where classes are offered. This includes at least three new sites for Emeritus and four new sites for ESL programs. Additional services are now being provided to support students at offsite locations, such as onsite registration and laptop loan program. To address digital divide exacerbated by the pandemic, NOCE launched the Student Technology Center to manage the student laptop loan program and to provide technical assistance for hardware problems and simple navigational questions about Canvas and NOCE website.

All of the marketing/outreach efforts were supported in part by the Chancellor's Office in the form of special funding for enrollment growth and student outreach. In addition, the District set aside and allocated to the campuses \$8 million to support enrollment recovery and growth.

The above is but highlights of the activities and initiatives undertaken by the Colleges and NOCE to address the ongoing enrollment restoration efforts. What follows are details regarding these activities with some evidence of success where available. The information will be presented around five key areas of focus:

- 1. Marketing**
- 2. Scheduling Practices**
- 3. Outreach**
- 4. Recruitment/Retention**
- 5. Equity Intervention**

MARKETING

In 2022, **Cypress College** conducted 223 targeted email nudge campaigns, totaling 1.8 million emails. Sequenced and on-going targeted communications to students are used to motivate increased enrollment, persistence, and use of support services. Examples include the Semester Leadup series, stopped-out students, missed registration, increase enrolled units, campus events, and mechanical information to increase connectedness and effectiveness. These campaigns achieved a 53% open rate and a 5.19% click-to-open rate. Cypress College also conducted three enrollment campaigns via KIIS FM radio station, resulting in an estimated 7.72 million impressions. Campaigns were also streamed on Spectrum cable, generating an estimated 4.2 million impressions on cable and streaming, including high-visibility placements during sporting and news events. Campaigns on the digital platforms include YouTube, Instagram, Spotify and web. Overall, Digital platform and YouTube delivered excellent performances. Both platforms exceeded their impression goals. Digital platform delivered 997,071 impressions, 1,507 clicks, an overall CTR of 0.15% and 20,409 conversions. YouTube delivered 311,475 impressions, 3,222 clicks, an overall CTR of 1.03%, and 35,251 conversions. Other marketing efforts include:

- Multiple direct mail distributions to 100,000-plus residential addresses in surrounding communities. College-search website presents advertising to high school students.
- College-search website presents advertising to high school students.
- A revised site was relaunched in January 2022 with enhanced video integration. A campus tour feature is in process for completion in spring 2023.

To support re-engagement of students, employees, and enrollment growth, multiple forms of promotional materials were produced and distributed. Examples include Granola Bars; Blankets; Canopies and table drapes; Water bottles; Pens; Grocery/tote bags; Stickers; Luggage tags; Hand sanitizer; Folders; Notepads; Buttons for employees offering help to students.

At **Fullerton College**, marketing efforts include:

| | |
|--------------------|--|
| Online Advertising | Targeted social media ads on all major platforms. Ad types include carousel, animated, and static ads. |
|--------------------|--|

| | |
|--------------------------------|---|
| Radio Ads | Traditional radio and streaming radio. Special campaign on local Spanish language station Cali 93.9FM |
| Video Ads | 10 Part "Find Your Future: Campaign, in which ads appear before the start of web videos (ex: YouTube) |
| Billboards, Bus, and Print Ads | Including Angels of Anaheim home game programs |

NOCE launched 7 targeted digital media advertising campaigns. Advertising on multiple platforms included search engines, social media, digital video, multilingual ads. Interested individuals who completed an inquiry form housed on the advertising landing pages were contacted for further assistance. These Digital Marketing and Nurturing Campaign generated the following results:

- Awareness: 19, 126, 617
- Consideration: 153, 860
- Application: 650
- Registration: 201

NOCE’s Schedule of Classes is mailed every semester to 360,000 households in the service area. Additionally, boxes of schedules were delivered to various NOCE partners to be displayed at their sites. NOCE call center Star Help experienced an increased number of calls shortly after the mailing. Partner engagement beginning with the schedule distribution led to requests for onsite classes and services. Given the success of the NOCE schedule publication and mailing, it was decided to increase the number of printed copies to ensure continuous supply for all community partners. Furthermore, the schedule redesign led to NOCE increasing the number of printed copies to ensure continuous supply for all community partners. Furthermore, the schedule redesign led to streamlining of the student onboarding process and aligning it among various programs.

SCHEDULING PRACTICES

The Educational Services and Technology (EST) division has been working closely with the campuses in accurate and complete schedule coding for maximum FTES reporting. Workshops are ongoing and the scheduling manual is continuously being updated and revised to accommodate the latest regulations ([---

6.b.10
Item No.](https://nocccd.edu/files/nocccd-course-</p>
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[scheduling-manual-dec-16-2022_61079.pdf](#)). In summer 2022, EST conducted a well-attended two-day Attendance Accounting Institute in an ongoing effort to educate and guide campus schedule inputters and deans/directors.

At **Cypress College**, monthly meetings are held with Deans, Scheduler Inputters, and Institutional Research to review data including enrollment rates by mode of delivery, student demographics, course length, time-of-day, AB 705 impact, and course offerings relative to discipline demand. There is evidence that enrollment is recovering. Spring enrollment is more than 5% over last spring. Adjustments continue to occur to address survey input and post-Covid student demand. Cypress College is also conducting long-term FTES historical analysis in relation to changing scheduling priorities. In addition, Cypress College disaggregated overall college FTES goals by division to create FTES targets by division that is aligned with budgets (to address improvement in FTES/FTEF ratio). Division deans are adding new dual enrollment pathways to support an already robust dual enrollment program. To achieve guided pathways goals, course offerings are aligned with program requirements. In addition, Program Mapper degree and certificate checklists are matched with DegreeWorks template for educational planning purposes. Frontloading of transcripts from other institutions is helping with evaluation and degree audit.

Fullerton College has expanded the number of students with registration appointments while minimizing the number of times students who take semesters off must complete an application. It also communicates regularly with students about their registration appointments. A&R and Campus Communications sent targeted emails offering support and encouragement to students who missed registration appointments for both fall 2022 and spring 2023. For spring 2023, about 18k emails and text messages have been sent. In multiple surveys, students indicated a desire for flexible and hybrid course schedules that include both in-person and online courses and services. The College is actively responding to that demand. Spring 2023 enrollments are expected to be up 5-6%. The spring schedule includes about 40% of all sections in the online format, and 4% hybrid. In fall 2022, the College community committed about \$1M to modernize classrooms for hybrid teaching and learning.

The College offers support to faculty teaching in the online space through its Distance Education Office, and its Distance Education Advisory Committee. The College offers an online teaching certification program for faculty interested in teaching online. The College's Distance Education Office is expanding, with the recent hiring of an Instructional Designer.

The College has also established a Strategic Enrollment Management Workgroup. The Workgroup is working with coaches from the Institutional Effectiveness Partnership Initiative (IEPI) to develop campuswide strategic enrollment management plan that targets key groups that disproportionately left the College (CTE, Dual Enrollment, Men of Color, Low Income, Re-Entry, and International students).

NOCE is reopening existing and seeking new community-based sites for its classes. In implementing its enrollment recovery plan, NOCE opened 75+ community-based locations where classes are offered. This includes at least three new sites for Emeritus and four new sites for ESL programs. Additional services are now being provided to support students at offsite locations, such as onsite registration and laptop loan program.

Scheduling practices are gradually shifting in favor of F2F classes. In fall 2022, 71.7% of class sections were offered in person at NOCE. The percentage of F2F classes is indicative of a large number of offsite classes currently being offered. This number is expected to continue to grow. However, the distribution of F2F class offerings is uneven with the majority of F2F classes scheduled in ESL and Emeritus Programs, which is consistent with the student interest.

Significant and concerted efforts were made and continue to be made to provide structure to DE course design and to offer support to students navigating Canvas and learning best practices to be successful in an online course. NOCE DE course blueprint includes orientation and a one-stop center for accessing student services. Additionally, a self-paced course Preparing for Online Course at NOCE is being piloted. Consistent with the NOCE DE Plan, data is being collected to evaluate student performance in DE classes and the effectiveness of the additional support.

OUTREACH

At **Cypress College**, outreach efforts continue around these major events/activities:

| |
|---|
| Campus Tour, Dale Elementary |
| Campus Tour, Family (GGUSD) |
| Community College Night- Los Alamitos HS |
| Kennedy HS Financial Aid Workshop |
| CSUF (AUHSD Initiative) Parent Summit |
| Los Alamitos Career Center Session #1 |
| Los Alamitos Career Center Session #2 |
| Sonora HS Career Center Lunch Visit |
| HBHS Community College Fair |
| Cypress College DSS Orientation/Tours (Savanna HS) |
| FJUHSD CTE Fair |
| Cypress College DSS Orientation/Tours (Anaheim HS) |
| Cypress College DSS Orientation/Tours (Magnolia HS) |
| Kennedy HS Student Lunch Visit |
| Pioneer HS CTE Fair Showcase |
| Brew Olinda Community College Presentation |
| Kennedy HS Application Workshop |
| Cypress High School Lunch Table Visit |
| Cypress College DSS Orientation/Tours (Kennedy HS) |
| CEP Charger Friday |
| Cypress HS Application Workshop #1 |
| Canyon High School Community College Fair |
| Wellness Center West College Fair (Garden Grove) |
| Charger Friday |
| Charger Friday |
| Cypress HS Application Workshop #2 |
| Charger Friday |
| Charger Friday |
| Charger Night |
| Kennedy HS Application Workshop #2 |
| Charger Friday |
| Commit2Cypress |
| Charger Friday |
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At **Fullerton College**, a student call center was established in fall 2021. Staff called 4,928 students who did not enroll in Spring 2022. Center staff spoke to 1,109 students directly, of which 16% re-enrolled at the College in Fall 2022 compared to 10% for those not contacted. Center staff also regularly call students who missed registration appointments. For the spring 2023 enrollment period, about 18k students were contacted by the Call Center staff.

The Outreach and Promise Teams engage in proactive recruitment of students through visits to high schools, events on campus, and targeted communications. For fall 2022, the teams hosted multiple in-person events such as the Future Hornet Day (300+ participants), the Males Achieving Success (MAS) Conference (600 participants), the Partner's Breakfast (150 participants), and multiple events targeted parents of potential/incoming students. The teams engaged students through emails, phone calls, and text messages encouraging full time enrollment, notifications of missing documentation, and invitations to events and social gatherings.

The Financial Aid Office started to reach out to students via phone and email intentionally, informing them regarding outstanding financial aid document requirements and continues to hold both virtual and in-person workshops for the students. The office also works closely with Outreach/Promise to offer services at local High Schools. In fall 2022, FA had 6,272 contacts with students through Virtual and In-Person Group Advising, as well as through its participation in events such as Future Hornet's Day, HSI Week, and the Fall College Fair.

Fullerton College also entered into a Partnership with Disney to establish the Disney/Aspire pathway to provide tuition and enrollment support for Disney employees. For the fall 2022 pilot, 87 students registered and received support. For spring 2023, there are 187 applicants to the program. College hosted "Disney Day" on campus to help students find jobs at the company.

At **NOCE**, a Community Engagement Ad Hoc Workgroup was formed to address presentations and brand awareness, coordinate outreach efforts and data collection. The

workgroup consists of department representatives directly involved in outreach efforts. Outreach coordination efforts brought to light the need to develop one comprehensive database of all NOCE community partners and a centralized master calendar for outreach events. The two tools are being designed. Since September 2022, NOCE Community Outreach team participated in 15 community events engaging approximately 1000 participants. Events attended include back- to-school nights, community fairs, and college-and-career events. Campus Communications is developing a compilation of outreach tools, such as informational presentations and promotional videos. Having a library of ready-made outreach tools that can be customized ensures brand consistency and eliminates duplicative efforts various outreach teams.

RECRUITMENT/RETENTION

At **Cypress College**, recruitment and retention efforts are varied and multiple, including call campaigns, one-stop service and hybrid student service counters. To specifically address declining success rates in English and Math due to Covid and AB 705, the College added instructional support, tutors, and software resources to improve success and retention rates in these targeted areas. In addition to hosting CTE program career days, Automotive, Culinary, Health Sciences, and Media Arts programs all added high school specific competitions and performances for high school students. College wide retention efforts focused on increasing applications and converting students who have applied, but not enrolled, to enrollments. In coordinating with marketing, the College tried to determine what marketing strategies impact enrollment increases, resulting in the college sending targeted emails to match students majors to encourage engagement and enrollment.

At **Fullerton College**, highlights of recruitment and retention efforts include:

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| Rapid Implementation of AB705/1705 | The College has made increasing successful completion of transfer-level math/English during students' first year a priority. In particular, its 2022-2025 Student Equity Plan targets increased completion of these gateway courses for Black and Latina/o/x students. | College investigated which course format resulted in better outcomes for Students. In Person Math & English courses yielded better outcomes for students, therefore, FC increased the number of in person English/math course offerings. Funding has been allocated from state categorical funds. College no longer offers Basic Skills math courses. The Student Equity Plan identifies and plans to address the need to expand access to imbedded tutoring for these courses. |
|------------------------------------|--|---|

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| Starfish Retention Solution Implementation | District/College plans to use software to engage student cohorts as they navigate various milestones | Pilot programs have uploaded cohorts and begun using software to communicate with students |
| Created the Cadena Cultural Center | College reorganized various affinity group programs under one umbrella, opened a center, and hired a director | Center opened in the Fall, program has taken the lead on events on campus, and is actively recruiting and onboarding students to its programs (Umoja, Grads2Be, LGBTQIA2S+). Highlights include its LGBTQIA2S+ ally training, the Día de Los Muertos celebration, UndocuAlly Trainings and Undocumented Student Action Week, and the Umoja "Porch Talks". |
| Expansion of Promise Program/First Year Experience | College is providing resources to expand the Promise Program, and has hired staff for a new First Year Experience (FYE) program that is housed under Promise | Promise has moved to new offices next to Financial Aid. FYE will begin activities for new students beginning in spring 2023 |
| Created Adult Re-Entry Student Program | Support for older/returning/single-parent students. | Fall 2022 events include Orientation (registration and planning support), "Re-Entry Resource Connection" events with information about FC resources. ER funding was approved by campus for this program in Fall 2022 |
| Support for STEM Students | College offers support for STEM students through activities lead by the Natural Sciences Division and through the STEM Success Learning Community (STEM SLC) | Fall 2022, STEM SLC visited local high schools and FC courses to recruit students. Lead counselors offers support to members through targeted communications, check-ins, encouragement/tracking of tutoring hours, and end-of-semester follow-ups. The Natural Sciences Division runs STEM Boot Camps before/at the start of each term. These boot camps were held online and in person, and support continuing students in biology, chemistry, and physics courses. |
| New Educational Partnerships & Programs | FC continues to prioritize forming new partnerships with local businesses and educational partners to increase access to college courses and programs. | 2022 - 2023 Academic Year: (a) launched Disney Aspire partnership, (b) exploring options of creating new employer sponsored educational benefits partnerships with local businesses, (c) exploring new partnerships with businesses to offer contracted courses at their sites for their employees (ex. OCTA). |

| | | |
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| Increase Dual Enrollment | FC has made increasing our Dual Enrollment offerings a priority | 2022 - 2023 Academic Year: (a) F22 added Drone & Dance Pathways/Partnerships, (b) launched reserved seating to expand offerings, (c) exploring expanding to new partnerships with Charter Schools and Continuing Education, (d) Spr23 launched new Biotech and Horticulture pathways with AUHSD, (e) Spr23 collaborate with school districts on their California Golden State Dual Enrollment applications, (f) continue FYE cohort experience Teacher Pathway and Administration of Justice Pathway Programs, (g) invested in expanding staffing through grants, (h) Spr23 begin exploration of expanding partnerships to include community school, juvenile court school, or adult education program offering courses for high school diplomas or high school equivalency certificates, (i) hosted local FSD junior high students and families at Dance production, (j) exploring expanding partnership w/FSD to include Drone and Technology, (k) expanded embedded scheduling practices at high schools to make courses more accessible |
|--------------------------|---|---|

NOCE sent onboarding teams for onsite enrollment services at major community-based locations. For example, 255 students were registered at the spring Leisure World registration event.

EQUITY INTERVENTIONS

At **Cypress College**, equity interventions are multifold and ongoing including activities associated with the Charger Experience, Student Life, the Legacy program, the Puente Program, the STEM2 program and the Veterans Resource Center. Of particular note are the numerous and varied activities offered by the Veterans’ Resource Center including the following:

| | |
|-------------------|---|
| VRC Resource Fair | Open house for MAS students about VRC support & services |
| VRC Financial Aid | VRC specific workshop due to complex issues regarding military discharge |
| OC Vet Center | Motivation & Goal Setting. Mental health workshop. |
| Disability Rating | Veteran Service Office will inform MAS about their disability application and benefits |
| VR&E workshop | VR&E counselor will inform students about Ch. 31 benefits to help extend education benefits |
| Wounded Warrior | Information about camaraderie building events for veterans |

| | |
|-----------------------|--|
| VA Health Care | Staying Healthy & Reducing Stress. Registering for VA healthcare |
| CalVet | California specific benefits for veterans |
| Women Veteran (UNITY) | Spring introduction & self-love |
| Women Veteran (UNITY) | CalVet Women's Resources |
| Women Veteran (UNITY) | Tie-Dye t-shirts |
| Women Veteran (UNITY) | Imposter Syndrome |
| Women Veteran (UNITY) | Gratitude |
| Women Veteran (UNITY) | Body Positive |
| Women Veteran (UNITY) | Career Building |

The student equity plan calls out specific strategies for Black/African American, female, and Hispanic or Latino students. Dr. Robert Teranishi was the keynote speaker at spring opening day, delivering powerful insights and data regarding AAPI/APIDA students. Cypress College is planning an International Culture Festival this spring in addition to events and celebrations for Black History Month, Women’s History Month and the 2nd annual Lavender Graduation will be happening this spring as well. Cypress College has also started an A2mend student chapter and is funding students to attend the annual A2mend Summit.

Cypress College’s efforts in addressing student basic needs continue unabated. The Free Meal program for both Cypress College and NOCE students located on the Cypress College campus serves 1,200 meals a day. An estimated \$1 million has been spent on the free meal program, with roughly 85,000 meals served this year. In addition, food pantry services are continuing; so is free parking for students. Cypress College is in the process of setting up the infrastructure to offer hotel vouchers for temporary housing to address the housing needs of the students. They are also working with the Active Minds program to help address mental health for their students. Cypress College is set to open a new Career Center which includes a clothing closet to provide every student with one professional outfit per year, and a workshop space for career activities and workshops. With the housing planning grant received by Cypress College in 2021, the College is moving forward with an application for a housing construction grant to construct affordable student housing at Cypress College.

Fullerton College's equity intervention activities are summarized as follows:

| | | |
|--|---|--|
| Established Sense of Belonging & Mattering as a collegewide goal | College has made increasing sense of belonging/mattering a key planning effort | Approved hiring of faculty in the Ethnic Studies program. Faculty-led focus group project interviewed 45 students in fall with more scheduled in spring to identify student needs |
| Established Faculty Inquiry & Action Groups | Faculty working to identify changes to curriculum to support the learning of Black/Latinx students | Instructional Success Teams + Data Coaches have identified high enrolled/low success rate courses in their divisions and begun investigating practices/pedagogy changes to increase success. |
| Implemented Targeted Student Support from Transfer Center | The Transfer Center regularly hosts workshops, open houses, and university specific information sessions. In Fall 2022 it initiated its "Guided Exit" support services. | In fall 2022, as part of its "Guided Exit" practices, it sent emails and made calls to Latinx and Black/African American ADT degree applicants for support around EdPlan completion, transfer deadlines, graduation applications, and invitations to make counseling appointments. |
| Created Chris Lamm & Toni DuBois Memorial Food Bank | College is providing free groceries to students | FC Food Bank served around 800 students in Fall 2022 |
| Developed Formerly Incarcerated Student Supports | At FC, EOPs is leading efforts to provide wraparound services to formerly incarcerated students | FC EOPS is partnering with Project Kinship to recruit and support formerly incarcerated students. |

In addition, Fullerton College used HEERF funding to provide a \$12 daily meal allowance for all fall 2022 students. For Spring 2023, it will continue to offer the allowance, and include NOCE students at the Fullerton campus as well. In Fall 2022, 5,405 students used the allowance to make 165,497 purchases at the cafeteria. Fullerton College also provides free laptops and hotspots for students. In Fall 2022, 393 laptops and 61 hotspots were provided to students. Direct financial aid to students was dramatically increased during the pandemic years. In the last three years, the College has forgiven \$1,528,871 of student debt. From spring 2020 to spring 2022, it provided eligible students with an average of \$500-\$1000 in aid.

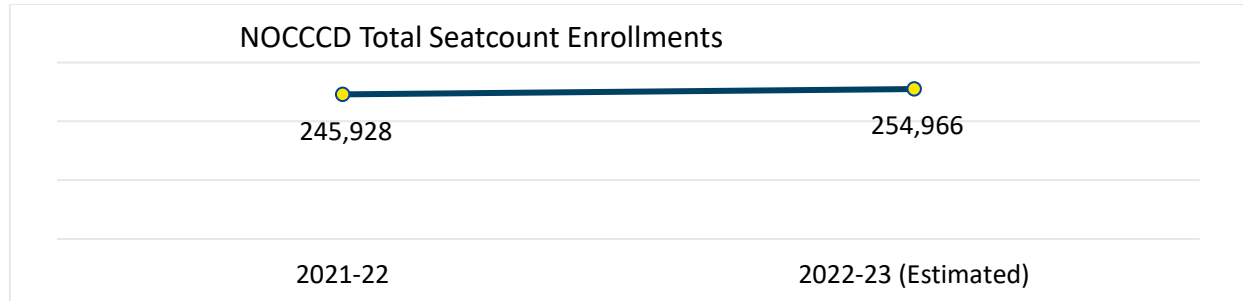
To address digital divide exacerbated by the pandemic, **NOCE** launched the Student Technology Center to manage the student laptop loan program and to provide technical

assistance for hardware problems and simple navigational questions about Canvas and NOCE website. To date, 700 students accessed the technology support services. NOCE contracted an interpreter service that offers 24/7 translation services for 200+ languages accessible by phone. All employees interacting with students and members of the public have access to the translation services. The food pantry, free parking, laptop and Wi-Fi hotspot loan programs are continuing at NOCE. Of special note is the ESL Program launching a specialized beginning literacy course designed for refugees with embedded counseling and tutoring services.

Appendix A

NOCCCD Enrollments and FTES by Academic Year
2021-22 through 2022-23 (Spring 2023 Estimated)

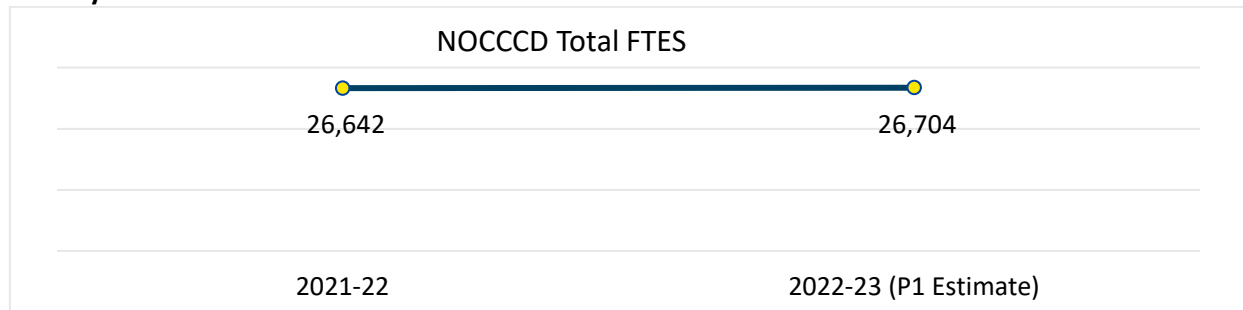
Student Seatcount Enrollments



| | Districtwide | | Enrollment by Institution | | |
|---------------------|------------------|--------------------------|---------------------------|-----------|--------|
| | Total Enrollment | % Change from Prior Year | Cypress | Fullerton | NOCE |
| 2022-23 (Estimated) | 254,966 | 3.7% | 81,115 | 112,718 | 61,133 |
| 2021-22 | 245,928 | | 76,875 | 109,901 | 59,152 |

Source: Banner. Summer 2021 through fall 2022 actual data; spring 2023 data for Cypress and Fullerton estimated based on an 85% fill rate for scheduled classes as of Feb 3, 2023; spring 2023 data for NOCE estimated based on 85% of fall 2022 enrollment.

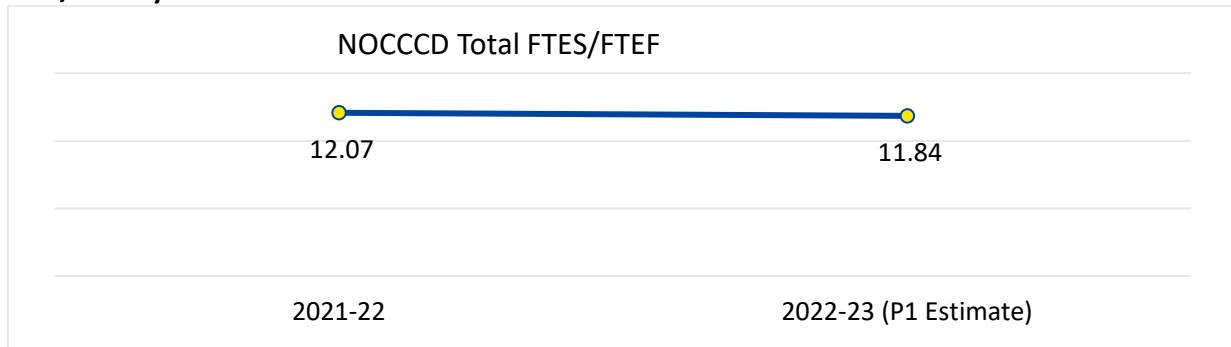
FTES by Academic Year



| | Districtwide | | FTES by Institution | | |
|---------------------|--------------|--------------------------|---------------------|-----------|-------|
| | Total FTES | % Change from Prior Year | Cypress | Fullerton | NOCE |
| 2022-23 (Estimated) | 26,704 | 0.2% | 10,234 | 13,983 | 2,487 |
| 2021-22 | 26,642 | | 10,056 | 13,813 | 2,773 |

Source: Total FTES from CCCCO Apportionment Attendance Reports. 2021-22 data from Annual Report; 2022-2023 data from P1 Report (submitted January 2023). FTEF data from Banner.

FTES/FTEF by Academic Year



| | Districtwide | | FTES/FTEF by Institution | | |
|---------------------|-----------------|--------------------------|--------------------------|-----------|------|
| | Total FTES/FTEF | % Change from Prior Year | Cypress | Fullerton | NOCE |
| 2022-23 (Estimated) | 11.84 | -1.9% | 11.76 | 13.21 | 7.61 |
| 2021-22 | 12.07 | | 12.63 | 12.69 | 8.58 |

Source: Total FTES from CCCCO Apportionment Attendance Reports. 2021-22 data from Annual Report; 2022-2023 data from P1 Report (submitted January 2023). FTEF data from Banner.

FTES/FTEF by Academic Year

| | Cypress College | | Fullerton College | | NOCE | |
|------------------|-----------------|--------------|-------------------|--------------|-------------|-------------|
| | 2021-22 | 2022-23* | 2021-22 | 2022-23* | 2021-22 | 2022-23* |
| Total FTES | 10,056 | 10,234 | 13,813 | 13,983 | 2,773 | 2,487 |
| FTEF | 795.88 | 870.43 | 1088.93 | 1058.37 | 323.03 | 326.67 |
| FTES/FTEF | 12.63 | 11.76 | 12.69 | 13.21 | 8.58 | 7.61 |

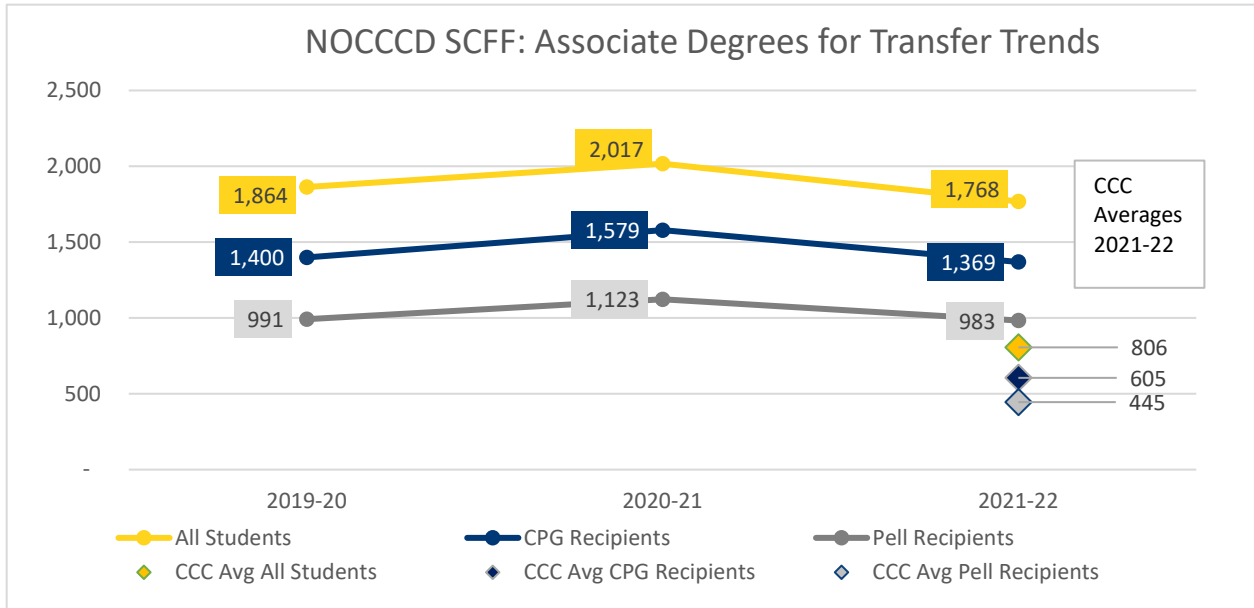
Source: Total FTES from CCCCO Apportionment Attendance Reports. 2021-22 data from Annual Report; *2022-2023 data from P1 Report (submitted January 2023). FTEF data from Banner.

Appendix B

NOCCCD SCFF: Student Success & Equity Associate Degrees for Transfer Trends



Headcount of students by district who were reported as:
 1) receiving an Associate Degree for Transfer (ADT) at the district in the reporting year; and
 2) enrolled at the district in the reporting year.



| Award Type | NOCCCD 3-Yr Average | NOCCCD 3-Yr Percent Change | CCC Average 2021-22 |
|-----------------|---------------------|----------------------------|---------------------|
| All Students | 1,883 | -5% | 806 |
| CPG Recipients | 1,449 | -2% | 605 |
| Pell Recipients | 1,032 | -1% | 445 |

Source: CCCC Supplemental Data for the SCFF. 2021-22 preliminary data as of January 17, 2023.

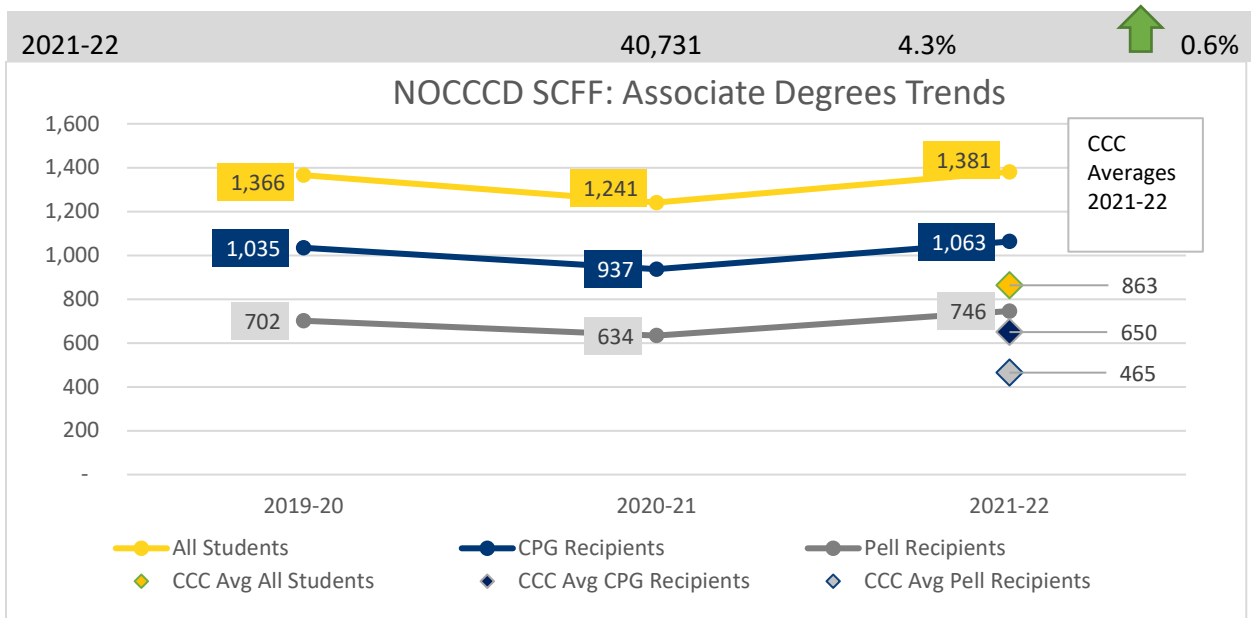
| Academic Year | NOCCCD Headcount Credit Enrollment | SCFF Outcome as % of Enrollment | 3-Year Change |
|---------------|------------------------------------|---------------------------------|---------------|
| 2019-20 | 49,432 | 3.8% | |
| 2020-21 | 46,257 | 4.4% | |

NOCCCD SCFF: Student Success & Equity

Associate Degree Trends



- Headcount of students by district who were reported as:
- 1) receiving an Associate Degree at the district in the reporting year; and
 - 2) were enrolled at the district in the reporting year; and
 - 3) did not meet the criteria for the SCFF Associate Degree for Transfer (ADT) metric.



| Award Type | NOCCCD 3-Yr Average | NOCCCD 3-Yr Percent Change | CCC Average 2021-22 |
|-----------------|------------------------|-------------------------------|------------------------|
| All Students | 1,329 | 1% | 863 |
| CPG Recipients | 1,012 | 3% | 650 |
| Pell Recipients | 694 | 6% | 465 |

Source: CCCCO Supplemental Data for the SCFF. 2021-22 preliminary data as of January 17, 2023.

| Academic Year | NOCCCD | | |
|---------------|--------------------------------|------------------------------------|---|
| | Headcount Credit Enrollment | SCFF Outcome as % of Enrollment | 3-Year Change |
| 2019-20 | 49,432 | 2.8% | |
| 2020-21 | 46,257 | 2.7% | |
| 2021-22 | 40,731 | 3.4% | ↑ 0.6% |

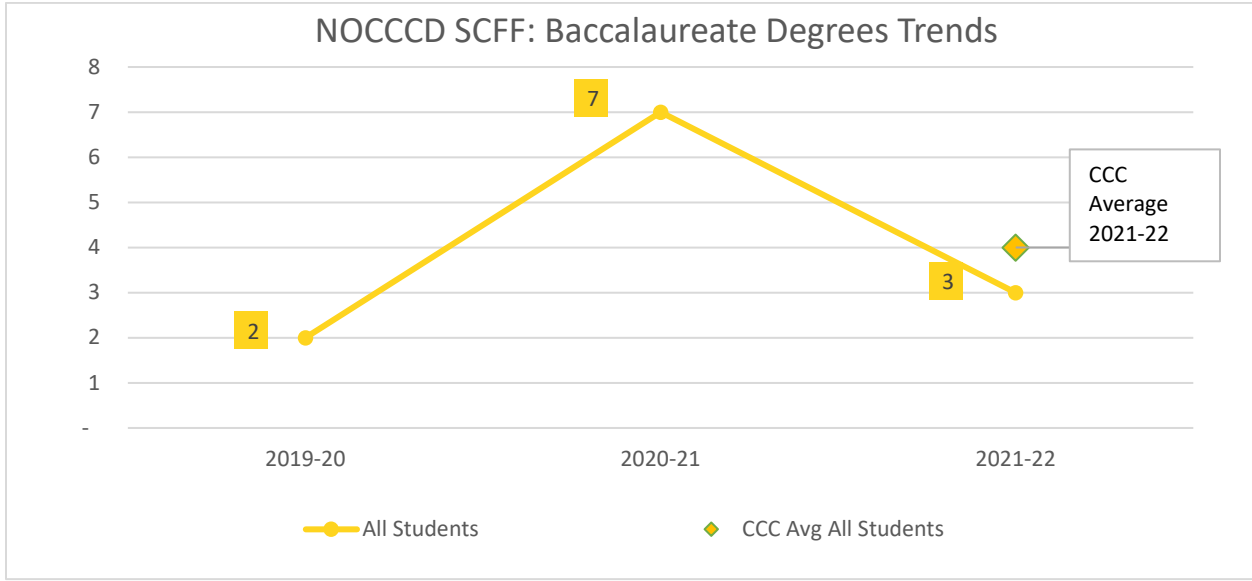
NOCCCD SCFF: Student Success & Equity

Baccalaureate Degree Trends



Headcount of students by district who were reported as:

- 1) receiving a Baccalaureate Degree at the district in the reporting year; and
- 2) enrolled at the district in the reporting year; and
- 3) did not meet the criteria for the SCFF Associate Degree for Transfer (ADT) or Associate Degree metrics.



| Award Type | NOCCCD 3-Yr Average | NOCCCD 3-Yr Percent Change | CCC Average 2021-22 |
|-----------------|---------------------|----------------------------|---------------------|
| All Students | 4 | 50% | 4 |
| CPG Recipients | NA | NA | NA |
| Pell Recipients | NA | NA | NA |

Source: CCCC Supplemental Data for the SCFF. 2021-22 preliminary data as of January 17, 2023.

Note: Pell and CCPG recipient data are not shown since N<10.

| Academic Year | NOCCCD Headcount Credit Enrollment | SCFF Outcome as % of Enrollment | 3-Year Change |
|---------------|------------------------------------|---------------------------------|---------------|
| 2019-20 | 49,432 | 0.00% | |
| 2020-21 | 46,257 | 0.02% | |
| 2021-22 | 40,731 | 0.01% | ↑ 0.01% |

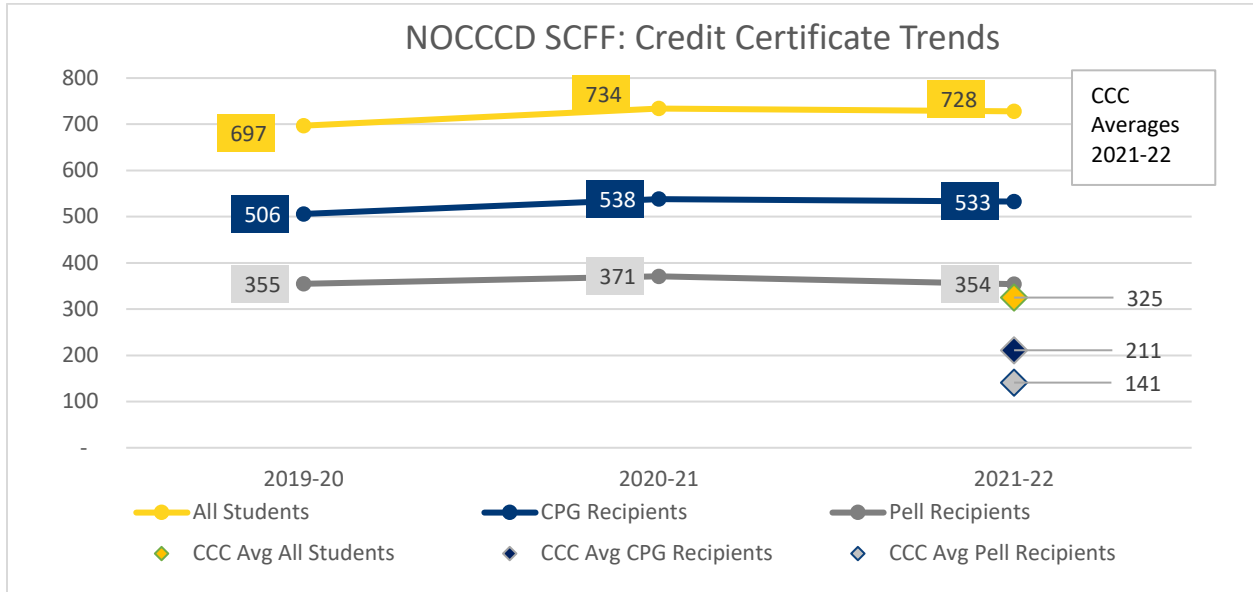
NOCCCD SCFF: Student Success & Equity

Credit Certificate Trends



Headcount of students by district who were reported as:

- 1) receiving a Chancellor’s Office approved credit certificate requiring ≥ 16 units at the district in the reporting year;
- 2) enrolled at the district in the reporting year; and
- 3) did not meet the criteria for the SCFF Associate Degree for Transfer (ADT), Associate Degree, or Baccalaureate Degree metrics.



| Award Type | NOCCCD 3-Yr Average | NOCCCD 3-Yr Percent Change | CCC Average 2021-22 |
|-----------------|---------------------|----------------------------|---------------------|
| All Students | 720 | 4% | 325 |
| CPG Recipients | 526 | 5% | 211 |
| Pell Recipients | 360 | 0% | 141 |

Source: CCCC Supplemental Data for the SCFF. 2021-22 preliminary data as of January 17, 2023.

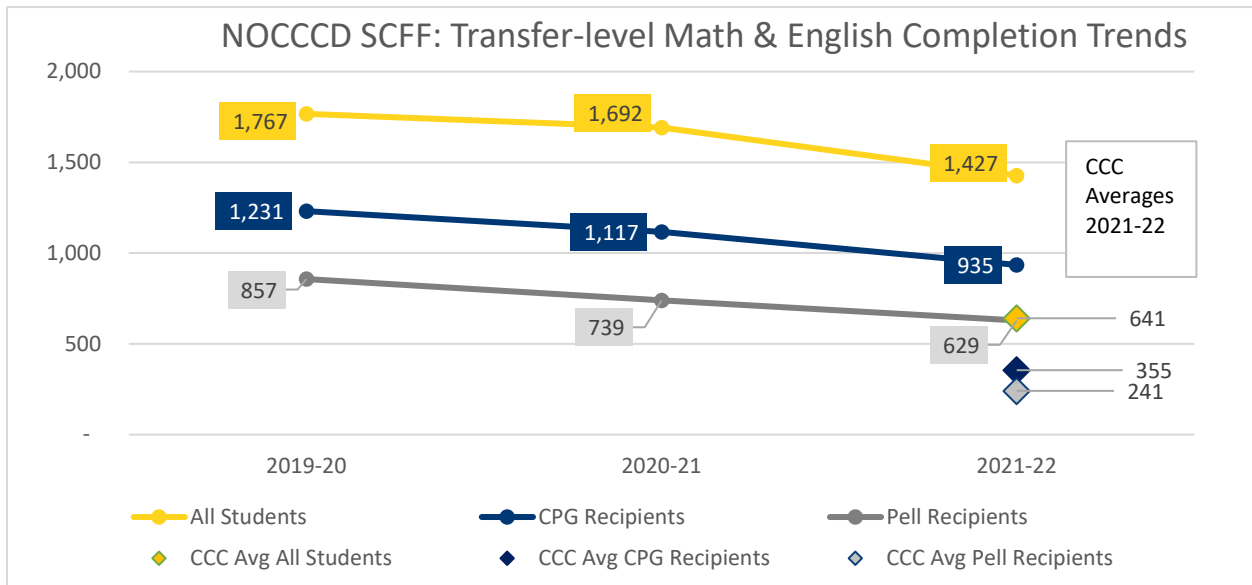
| Academic Year | NOCCCD Headcount Credit Enrollment | SCFF Outcome as % of Enrollment | 3-Year Change |
|---------------|------------------------------------|---------------------------------|---------------|
| 2019-20 | 49,432 | 1.4% | |
| 2020-21 | 46,257 | 1.6% | |
| 2021-22 | 40,731 | 1.8% | ↑ 0.4% |

NOCCCD SCFF: Student Success & Equity

Transfer-level Math & English Completion Trends



Headcount of students by district who met these criteria within the academic year:
 1) successfully completed a transfer-level mathematics course (grade C or better); and
 2) successfully completed a transfer-level English course (grade C or better); and
 3) were enrolled in the district as a first-time non-special admit (i.e., not K-12) credit student.



| Award Type | NOCCCD 3-Yr Average | NOCCCD 3-Yr Percent Change | CCC Average 2021-22 |
|-----------------|---------------------|----------------------------|---------------------|
| All Students | 1,629 | -19% | 641 |
| CPG Recipients | 1,094 | -24% | 355 |
| Pell Recipients | 742 | -27% | 241 |

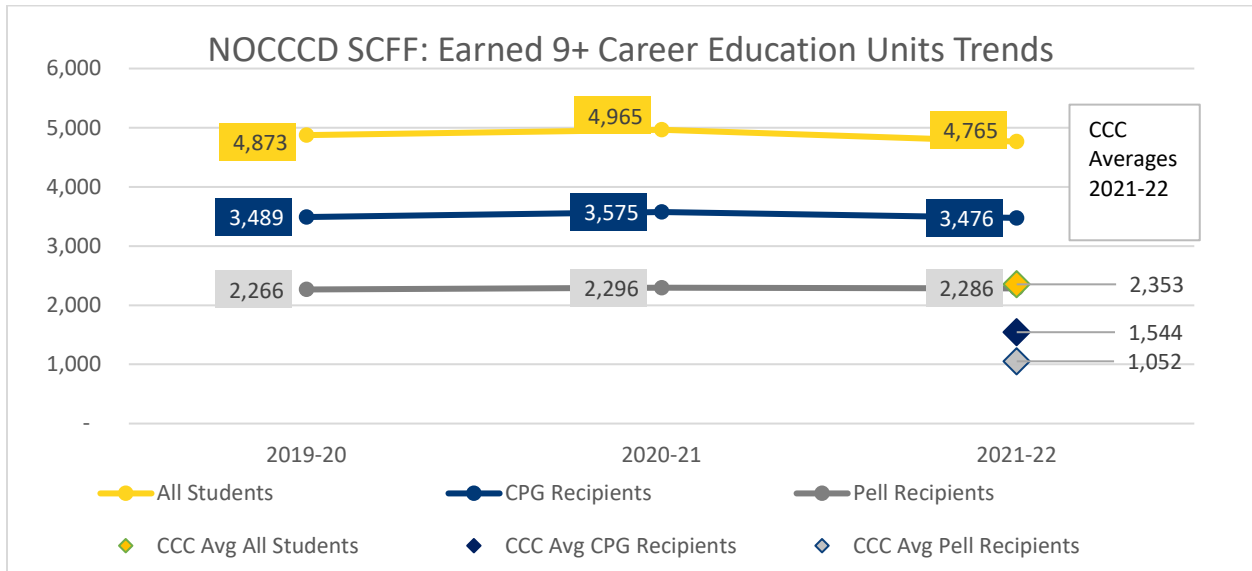
Source: CCCC Supplemental Data for the SCFF. 2021-22 preliminary data as of January 17, 2023.

| Academic Year | NOCCCD Headcount Credit Enrollment | SCFF Outcome as % of Enrollment | 3-Year Change |
|---------------|------------------------------------|---------------------------------|---------------|
| 2019-20 | 49,432 | 3.6% | |
| 2020-21 | 46,257 | 3.7% | |
| 2021-22 | 40,731 | 3.5% | ↓ -0.1% |

NOCCCD SCFF: Student Success & Equity
Earned 9+ Career Education Units Trends



Headcount of students by district who successfully completed the equivalent of 9+ CTE units with grades equivalent to C or better within the district in the reporting year.



| Award Type | NOCCCD 3-Yr Average | NOCCCD 3-Yr Percent Change | CCC Average 2021-22 |
|-----------------|---------------------|----------------------------|---------------------|
| All Students | 4,868 | -2% | 2,353 |
| CPG Recipients | 3,513 | 0% | 1,544 |
| Pell Recipients | 2,283 | 1% | 1,052 |

Source: CCCC Supplemental Data for the SCFF. 2021-22 preliminary data as of January 17, 2023.

| Academic Year | NOCCCD Headcount Credit Enrollment | SCFF Outcome as % of Enrollment | 3-Year Change |
|---------------|------------------------------------|---------------------------------|---------------|
| 2019-20 | 49,432 | 9.9% | |
| 2020-21 | 46,257 | 10.7% | |
| 2021-22 | 40,731 | 11.7% | ↑ 1.8% |

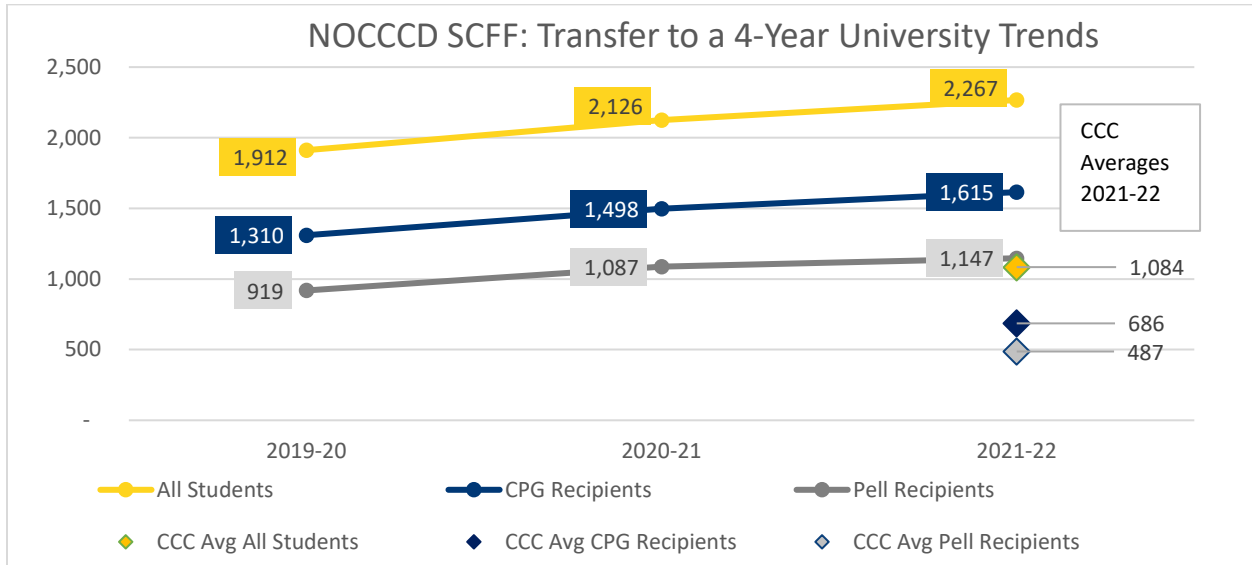
NOCCCD SCFF: Student Success & Equity

Successful Transfer to a 4-Year University Trends



Headcount of students by district who met these criteria:

- 1) earned 12+ units in the district in the year prior to the reporting year; and
- 2) were not enrolled at a California Community College in the reporting year; and
- 3) were enrolled at a 4-year institution in the reporting year.



| Award Type | NOCCCD 3-Yr Average | NOCCCD 3-Yr Percent Change | CCC Average 2021-22 |
|-----------------|---------------------|----------------------------|---------------------|
| All Students | 2,102 | 19% | 1,084 |
| CPG Recipients | 1,474 | 23% | 686 |
| Pell Recipients | 1,051 | 25% | 487 |

Source: CCCC Supplemental Data for the SCFF. 2021-22 preliminary data as of January 17, 2023.

| Academic Year | NOCCCD Headcount Credit Enrollment | SCFF Outcome as % of Enrollment | 3-Year Change |
|---------------|------------------------------------|---------------------------------|---------------|
| 2019-20 | 49,432 | 3.9% | |
| 2020-21 | 46,257 | 4.6% | |
| 2021-22 | 40,731 | 5.6% | ↑ 1.7% |

NOCCCD SCFF: Student Success & Equity

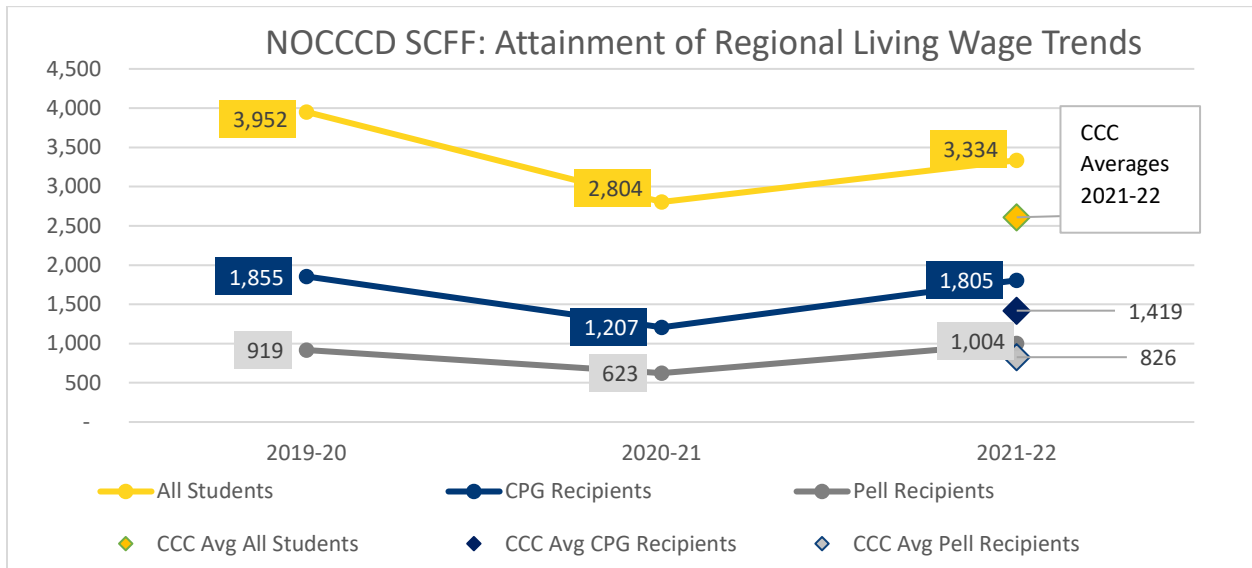
Attainment of Regional Living Wage



Headcount of students by district who met these criteria:

- 1) were enrolled in the district in the year prior to the reporting year; and
- 2) were not enrolled at a California Community College or a transfer institution in the reporting year; and
- 3) were earning wages greater than or equal to the regional living wage for the district in the reporting year.

NOTE: Data include both credit and noncredit students.



| Award Type | NOCCCD 3-Yr Average | NOCCCD 3-Yr Percent Change | CCC Average 2021-22 |
|-----------------|---------------------|----------------------------|---------------------|
| All Students | 3,363 | -16% | 2,609 |
| CPG Recipients | 1,622 | -3% | 1,419 |
| Pell Recipients | 849 | 9% | 826 |

Source: CCCCO Supplemental Data for the SCFF. 2021-22 preliminary data as of January 17, 2023.

| Academic Year | NOCCCD | | 3-Year Change |
|---------------|----------------------------|---------------------------------|---------------|
| | Headcount Total Enrollment | SCFF Outcome as % of Enrollment | |
| 2019-20 | 74,512 | 5.3% | |
| 2020-21 | 62,876 | 4.5% | |
| 2021-22 | 57,733 | 5.8% | 0.5% |

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

| | | | |
|-----------------|--|--------------|-------|
| TO: | BOARD OF TRUSTEES | Action | _____ |
| DATE: | February 14, 2023 | Resolution | _____ |
| SUBJECT: | Revised Administrative Procedure 7120-4, Management Employee Hiring | Information | X |
| | | Enclosure(s) | X |

BACKGROUND: Human Resources identified a need to evaluate the District’s management employee hiring process as part of their continuous improvement goals and contracted with a facilitator to host a two-day workshop to review the process through a “Kaizen” Lean methodology. Participants from across the District (faculty and staff) identified process changes, resulting in the reduction of steps, from 83 to 21, along with other efficiencies. A sub-group of the participants were tasked with revising Administrative Procedure 7120-4, Management Employee based on the recommended changes. The proposed changes were vetted by Human Resources, the Equal Employment Opportunity (EEO) Advisory Committee, Chancellor’s Staff, and the District Management Association before being presented to the District Consultation Council.

The District Consultation Council reviewed, discussed, and reached consensus on AP 7120-4 on January 23, 2023.

The adopted procedure is provided to the Board as information in compliance with Board Policy 2410, Board Policies and Administrative Procedures.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) Stewardship of Resources – NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is in accordance with Board Policy 2410, Board Policies and Administrative Procedures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive as information revised Administrative Procedure 7120-4, Management Employee Hiring.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.c.1
Item No.

AP 7120-4 Management Employee Hiring

Reference:

Education Code Sections 87100, et seq., 87400 and 88003;
Title 5 California Code of Regulations Section 53024
ACCJC Accreditation Standard III.A.1;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 **Application:** This procedure shall apply to the selection of administrators for regular management positions within the North Orange County Community College District. This procedure shall not apply to the selection of temporary special project administrators.
- 2.0 **Allocation of Administrative Positions:** The need for administrator hiring and administrative staff allocations shall be determined by the Chancellor, in consultation with the executive officers of the District, taking into consideration local College and District staffing recommendations and procedures developed in accordance with established planning processes, District-wide planning needs and budgetary considerations.
- 3.0 The Office of Diversity shall review the composition of the search committee and may require the committee to select alternate committee members to ensure a diverse committee composition to allow a variety of perspectives in the assessment of applicants. If it is determined that alternate committee members are required, the search committee chair and Executive Officer will be notified, and the appropriate constituency group(s) will be consulted to provide alternate committee member(s) that will satisfy 5 CCR § 53024. If the committee disagrees with the determination, the Chancellor will be consulted to provide the final determination and approval of the search committee composition.
 - 3.1 Diversity: For the purpose of this procedure, diversity is defined as outlined in the District's EEO Plan.
- 4.0 **Search Committee Composition**
 - 4.1 Chancellor: The search committee (committee) for the position of Chancellor shall be determined by the Board of Trustees and shall include representation broadly reflective of the District's constituencies and will include an Equal Employment Opportunity/Diversity representative. (See AP 2431, Chancellor Selection.)
 - 4.2 President/Vice Chancellor (Executive Officers): The committee for the position of President or Vice Chancellor shall be comprised of the following:
 - 4.2.1 The Vice Chancellor of Human Resources or designee.
 - 4.2.2 Two (2) management representatives selected by the District Management Association.
 - 4.2.3 Four (4) management representatives selected by the Chancellor, broadly reflective of the Campus or District community, as appropriate.
 - 4.2.4 One (1) faculty representative selected by the United Faculty.

AP 7120-4 Management Employee Hiring

- 4.2.5 One (1) faculty representative selected by the Adjunct Faculty United.
- 4.2.6 Five (5) faculty representatives selected by the campus Academic/Faculty Senate or one (1) from each Senate, for a total of three (3), for the Vice Chancellor recruitment.
- 4.2.7 Two (2) classified representatives selected by California School Employees Association (CSEA).
- 4.2.8 One (1) confidential representative selected by the Confidential Employees Group.
- 4.2.9 One (1) student representative selected by the respective Associated Student Body/Student Leadership Program (NOCE) for the President recruitment or one from each Associated Body/Student Leadership Program (NOCE), for a total of three (3), for the Vice Chancellor recruitment.
- 4.2.10 One (1) community representative selected by the Chancellor (optional).
- 4.2.11 A non-voting Equal Employment Opportunity/Diversity representative selected by the Chancellor.
- 4.3 Vice President/Dean: The committee for the position of Vice President or Dean shall be comprised of the following:
 - 4.3.1 Two (2) management representatives selected by the District Management Association.
 - 4.3.2 Three (3) management representatives selected by the President broadly reflective of the campus community.
 - 4.3.3 One (1) faculty representative selected by the Adjunct Faculty United.
 - 4.3.4 One (1) faculty representative selected by the United Faculty.
 - 4.3.5 Three (3) faculty representatives selected by the campus Academic/Faculty Senate for the Vice President recruitment or four (4) faculty representatives selected by the campus Academic/Faculty Senate for the Dean recruitment.
 - 4.3.6 Two (2) classified representatives selected by CSEA.
 - 4.3.7 One (1) student representative selected by the Associated Student Body/Student Leadership Program (NOCE).
 - 4.3.8 One (1) community representative selected by the President (optional).

AP 7120-4 Management Employee Hiring

4.3.9 A non-voting Equal Employment Opportunity/Diversity representative selected by the President.

4.4 Other Administrator Positions

4.4.1 The committees for other administrator positions shall be determined by the appropriate Executive Officer and supervising administrator using the appropriate consultation process. The committee shall include representatives of applicable constituencies related to the nature of the position.

4.4.2 The committees for other administrator positions shall include a non-voting Equal Employment Opportunity/Diversity representative selected by the Executive Officer.

5.0 **Responsibilities of Search Committee Members**

5.1 Responsibilities of All Committee Members

5.1.1 Committee members shall be active participants in all aspects of the search process, with certain exceptions for a student representative (per 5.1.4 and 8.3) and replacement committee member (per 8.3). This includes, but is not limited to the following:

5.1.1.1 Completion of training identified by Human Resources to meet the employment objectives of the District, which includes equal employment opportunity; diversity, equity, inclusion, and anti-racism in the search process; and standard search committee procedures.

5.1.1.2 Development of evaluative criteria and interview questions.

5.1.1.3 Development of protocol for performance tests, if conducted.

5.1.1.4 Evaluation and rating of applicants.

5.1.1.5 Interviewing of candidates.

5.1.1.6 Recommendation of finalists.

5.1.2 Committee members and administrative support staff assigned to assist the committee shall sign a confidentiality agreement and maintain strict confidentiality throughout the entire search process and after the process is completed.

5.1.3 A committee member who fails to participate in applicant material evaluation and all interviews shall be removed from the committee with the exception of the student representative.

AP 7120-4 Management Employee Hiring

- 5.1.4 A student representative serving on the committee may participate in one or more of the activities below after completion of required search committee training (per 5.1.1.1):
 - 5.1.4.1 Development of evaluative criteria, interview questions and protocol for performance tests, if conducted.
 - 5.1.4.2 Evaluation, rating, and selection of candidates to be interviewed.
 - 5.1.4.3 Interviewing of candidates and recommendation of finalists.
 - 5.1.4.4 Final interviews of candidates with campus Executive Officers.

5.2 Responsibilities of Committee Chair

- 5.2.1 The committee chair shall be responsible for the following:
 - 5.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the search process.
 - 5.2.1.2 Convening and conducting committee meetings, with reasonable consideration to the schedules of committee members.
 - 5.2.1.3 Reviewing applicant demographic data in relation to availability data; consult with the Office of Human Resources, if needed.
 - 5.2.1.4 Coordination of candidate interviews.
 - 5.2.1.5 Communicating with applicants, as required.
 - 5.2.1.6 Maintaining committee records (includes the collection and submission of all committee materials to the Office of Human Resources).
 - 5.2.1.7 Maintaining communication with the Office of Human Resources during all phases of the search process to update applicant workflows in the applicant tracking system.
 - 5.2.1.8 Ensuring the equity, diversity, and inclusion qualifications and criteria are meaningfully applied.
 - 5.2.1.9 Performing other duties determined by agreement with the committee.
- 5.2.2 The hiring site will be responsible for providing clerical assistance to the chair.

AP 7120-4 Management Employee Hiring

5.2.3 The chair may be removed for nonperformance of duties specified in this section, by mutual agreement of the Executive Officer and a majority of the members of the search committee.

5.3 Responsibilities of the Equal Employment Opportunity/Diversity Representative

5.3.1 The Equal Employment Opportunity (EEO)/Diversity Representative shall ensure that no candidate is discriminated against on the basis of race, color, gender, gender identity, sexual orientation, religion, national origin, age, disability, veteran, or marital status (for the most current categories review the unlawful discrimination policy) and shall serve as the committee liaison to the Executive Officer, with responsibility for reporting noncompliance.

5.3.2 The EEO/Diversity Representative shall ensure that all equity, diversity, and inclusion qualifications and criteria are meaningfully applied throughout the evaluation process.

5.3.3 Any allegation of noncompliance shall be investigated by the District Director, EEO and Compliance, Office of Human Resources and reported to the Executive Officer, who shall take appropriate corrective action, if warranted.

5.3.4 At the first committee meeting, the EEO/Diversity Representative shall review and discuss with the committee the EEO/Diversity Representative Checklist related to implicit bias in the search process.

5.3.5 The EEO/Diversity Representative will be a non-voting member of the committee. The EEO/Diversity Representative shall not be a direct report of the hiring manager conducting the search.

6.0 **Development and Distribution of Job Announcement**

6.1 Development of Job Announcement

6.1.1 The job announcement for the position shall be developed by the Office of Human Resources in collaboration with the hiring manager and the search committee, and shall include the following information:

6.1.1.1 The position title.

6.1.1.2 The major duties of the position as specified in the approved District job description, which shall also include the following statement: "Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff."

6.1.1.3 The qualifications for the position, which shall include the

AP 7120-4 Management Employee Hiring

minimum qualifications for service as required by law, and/or such other qualifications as established by the District.

6.1.1.4 The desirable qualifications for the position, which would clearly render the applicant better able to perform the job, but which are not required for satisfactory performance. Desirable qualifications must be bona fide occupational qualifications, which are specific and directly reflective of the evaluative criteria to be utilized in the selection process.

6.1.1.5 The required diversity minimum qualification; the required diversity desirable qualification; and a minimum of one (1) additional diversity desirable qualification, as approved by the Office of Human Resources.

6.1.2 The job announcement shall be reviewed by the committee chair for final approval.

6.1.3 The Office of Human Resources shall review the job announcement for accuracy, clarity, and consistency with legal requirements and District policy, and shall prepare and publish a final job announcement, which shall include complete information regarding the application procedure and requirements.

6.2 Distribution of Job Announcement

6.2.1 The Office of Human Resources, in consultation with the committee chair, shall determine the closing date for the position such that the job announcement will be distributed at least three weeks prior to the closing date.

6.2.2 The Office of Human Resources will advertise and distribute position announcements, as practicable and appropriate, to include diverse advertising sources and networks.

7.0 Application Requirements

7.1 Applications shall be submitted electronically through the District's applicant tracking system.

7.2 A complete online application must include the following:

7.2.1 Completed application, certified by the applicant.

7.2.2 Cover letter which demonstrates how the candidate's knowledge and expertise apply to the position.

7.2.3 Resume of education and professional experience.

AP 7120-4 Management Employee Hiring

- 7.2.4 Academic transcripts, when applicable (unofficial transcripts may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official transcripts prior to the first day of service).
- 7.2.5 Documentation of required licenses/certificates (unofficial documentation may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official documentation prior to the first day of service).
- 7.2.6 Additional requirements may be requested by the committee, including, but not limited to, the following:
 - 7.2.6.1 Current letters of recommendation.
- 7.3 Except for letters of recommendation, required application materials must be submitted through the District's applicant tracking system to be considered complete. Applicants shall bear the sole responsibility for ensuring that applications are complete when submitted. Application materials submitted outside of the applicant tracking system or after the closing date of the job announcement (with the exception of letters of reference) will not be accepted. Examination of application materials for completeness will be the responsibility of the Office of Human Resources.
- 7.4 Applicants who are interested in more than one position must submit a separate and complete online application for each position.

8.0 Search Committee Operating Procedures

- 8.1 The initial meeting of the committee shall be convened by the Executive Officer or designee. The committee shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of final candidates.
- 8.2 The committee members, in consultation with the Executive Officer or designee, shall select a chair from among the committee membership.
- 8.3 With the exception of the student representative, no additions or replacements to the committee membership shall be made subsequent to the first scheduled candidate interview. If a replacement is made prior to the first candidate interview, the replacement committee member must participate in all aspects of the search process, except for 5.1.1.2 and 5.1.1.3 (optional for replacement committee members). Student representatives may participate in any phase of the search process (per 5.1.4).
- 8.4 The committee shall develop the following for use in evaluating applicants which shall be approved by the Office of Human Resources prior to consideration of applicant materials by the committee:

AP 7120-4 Management Employee Hiring

- 8.4.1 Evaluative criteria, interview questions, and diversity, equity, and inclusion competencies, to be evaluated throughout the search process.
- 8.4.2 Protocol for an administrative demonstration, writing sample, and/or other performance indicators appropriate for the position.
- 8.4.3 Parameters for conducting interviews and if conducted, administration of performance tests.

8.5 Initial Evaluation of Applications

- 8.5.1 After the job announcement has closed, the Office of Human Resources shall examine each applicant's materials for completeness and analyze the demographics of the initial applicant pool compared to the availability data. If approved by Human Resources, the applicant pool will be released to the chair. Incomplete applications will not be considered.
- 8.5.2 If the applicant pool is not approved by Human Resources, the Vice Chancellor of Human Resources or designee will make recommendations that may include extending the application deadline (repost), increasing recruitment efforts, or cancelling the recruitment. If the recruitment efforts have offered an opportunity for participation of a wide diversity of potential applicants or further recruitment efforts would be futile, Human Resources will notify the Chair to move forward in the search process.
- 8.5.3 Once the applicant pool is released to the chair, those remaining in the applicant pool shall be independently assessed by each member of the committee using their established evaluative criteria.
- 8.5.4 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the applicants until independent evaluations of all applicants have been completed and entered into the District's applicant tracking system by each committee member.
- 8.5.5 The committee will then discuss the ratings and evaluate the merits of the applicants to determine if there is an adequate and qualified pool with which to continue the selection process.
 - 8.5.5.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
 - 8.5.5.2 If the pool is not deemed adequate by the committee or the Office of Human Resources, the committee shall discuss the matter with the Executive Officer or designee, who shall determine the action to be taken after consultation with the committee.
- 8.5.6 If adverse impact is found at any phase in the applicant review process, Human Resources may remove any nonessential qualifications that may

AP 7120-4 Management Employee Hiring

have caused the adverse impact; extend the recruitment; or close the recruitment (per Title 5, sections 53023 and 53024).

8.5.7 The Office of Human Resources shall analyze (on an annual basis) the applicant pool demographics of those who initially applied compared to the demographics of those who are minimally qualified, selected for interview, and hired to determine if adverse impact exists.

8.6 Selection of Candidates for Interview

8.6.1 The committee shall determine an initial pool of potential candidates for interview. Prior to scheduling of interviews, the committee chair or committee designee shall notify the Vice Chancellor of Human Resources or designee of the recommended interview candidates so that Human Resources can ensure they all possess the required experience and qualifications for the position.

8.6.2 After determination of the candidates cleared for interview pursuant to section 8.6.1, the committee chair shall:

8.6.2.1 Notify the committee regarding the candidates cleared for interview.

8.6.2.2 Establish an interview schedule and notify the candidates to be interviewed.

8.6.2.3 Notify each interview candidate with information detailing the interview appointment time and place, a map and parking permit, and other appropriate materials.

8.6.3 The Office of Human Resources will notify the candidates not selected for interview.

8.7 Interview and Performance Tests

8.7.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable and provided to all interview candidates.

8.7.2 Each committee member shall independently assess each candidate using the criteria developed by the committee.

8.7.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests, if conducted, have been completed and independent evaluations have concluded.

8.8 Selection of Finalists

8.8.1 The committee chair shall lead the discussion, which shall focus on the

AP 7120-4 Management Employee Hiring

strengths and weaknesses of the candidates to determine those to be recommended as finalists to the supervising administrator. The committee chair or committee designee shall provide a list of the finalists to the Office of Human Resources.

- 8.8.2 Through the District's applicant tracking system, the Office of Human Resources will conduct reference checks, verify educational minimum qualifications, and any additional required qualifications for the selected finalist(s) and provide the results to the committee chair and/or designee.
- 8.8.3 The committee chair and/or designee conduct a verbal reference check of the finalist(s) with a Supervisor, which shall include investigation of professional experience and personal qualities relevant to performance in the position.
- 8.8.4 The supervising administrator, committee chair, and/or the appropriate Executive Officer may conduct independent reference checks and interviews of the finalist(s).
- 8.8.5 The supervising administrator will recommend to the appropriate Executive Officer the finalist to be offered the position. Where the position is at the salary level of Dean or above, final recommendation of the finalist to be offered the position will be determined by the Executive Officer in consultation with the Chancellor. If approved, the supervising administrator shall notify the successful finalist (offer contingent upon the successful completion of a background check and any District employment requirements) and confirm the finalist's acceptance. Upon notification by the supervising administrator that a finalist has accepted the position, the committee chair or Executive Officer shall notify the Office of Human Resources. The employment of the finalist will not be authorized until approved by the Board of Trustees (BP 7110, section 2.0). The Office of Human Resources will notify the remaining candidates.
- 8.8.6 In the event the successful finalist does not accept the offer of employment the supervising administrator, in consultation with Human Resources, shall determine the next action to be taken.
- 8.8.7 In the event the new hire does not continue employment within six (6) months of their hire date, the supervising administrator in consultation with Human Resources may select a finalist from the original recruitment.

9.0 Executive Officer Positions

- 9.1 The Board of Trustees may employ a search consultant to administer the search process for executive officer positions. The provisions of section 8.1 notwithstanding, where the Board elects to retain a search consultant, the Board may designate the consultant as chair of the committee. Consultants must have the ability to recruit diverse applicants and support an equity-minded search process.

AP 7120-4 Management Employee Hiring

- 9.2 Campus forums and/or site visits may be conducted as part of the search process for executive officer positions.
- 9.2.1 If a site visit is conducted as part of the search process for the Chancellor position, the Board of Trustees shall determine the composition of the visiting team, which shall include one or more members of the committee.
- 9.2.2 If a site visit is conducted as part of the search process for an executive officer position other than the Chancellor, the composition of the visiting team shall be determined by the Chancellor. The visiting team shall include at least two members of the committee who shall be from different constituencies.
- 9.3 The Chancellor's Staff will interview finalists for executive officer positions and provide feedback to the Board of Trustees for the Chancellor position, and to the Chancellor for other executive officer positions.
- 9.4 The Board of Trustees will interview finalists for the Chancellor position and make a final decision regarding the candidate to be offered the position.
- 9.5 The Board of Trustees will interview finalists for all other executive officer positions and, in consultation with the Chancellor, make a final decision regarding the candidate to be offered the position.

See Board Policy 7110, Authority to Hire.

Date of Adoption: May 27, 2003

Date of Last Revision: January 23, 2023 District Consultation Council
September 25, 2017 District Consultation Council
September 14, 2016 Chancellor's Staff
February 23, 2015 District Consultation Council
July 28, 2008 (correction to section 5.1.1)
February 12, 2008

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



Resolution 22/23-14, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Regular Board meeting of January 24, 2023, due to illness, and therefore, eligible to receive compensation for the meeting held on that date.

TRUSTEE

Jacqueline Rodarte

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: February 14, 2023

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: February 14, 2023
SUBJECT: Future Board Agenda Items

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

BACKGROUND: At the June 2018 Board and Chancellor planning retreat, the group discussed how to make Board meetings more effective and efficient. As a result of that discussion, it was agreed that a new *Future Board Agenda Items* section would be included in Board meeting agendas to provide an opportunity for trustees to discuss the possibility of adding topics or items of interest to future agendas.

This information item is presented to allow for discussion on any potential future Board agenda items.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2310, Regular Meetings of the Board and Board Policy 2340, Agendas.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board discuss any potential future Board agenda items.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.e
Item No.

UNAPPROVED
MINUTES OF THE ONLY REGULAR MEETING
OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

January 24, 2023

The Board of Trustees of the North Orange County Community College District met for its Only Regular Meeting on Tuesday, January 24, 2023, at 5:30 p.m. in the Anaheim Campus Board Room with a YouTube livestream broadcast.

Board President Ed Lopez called the meeting to order at 5:42 p.m. and led the Pledge of Allegiance.

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Evangelina Rosales, and Student Trustees Paloma Foster and Kisha Mehta. Absent: Jacqueline Rodarte.

RESOURCE PERSONNEL PRESENT: Byron D. Clift Breland, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Cynthia Olivo, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns, District Director, Public & Governmental Affairs; Raine Hambly, representing the District Management Association; Michelle Patrick-Nonrg, representing the North Orange Continuing Education Academic Senate; Damon De La Cruz, representing the Cypress College Academic Senate; Jennifer Combs, representing the Fullerton College Faculty Senate; Christie Diep, representing United Faculty; Belinda Allan, representing CSEA; Seija Rohkea, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Allison Coburn, Paul de Dios, Alejandra Ramirez, Kathleen Reiland, and Steven Schoonmaker from Cypress College; Naveen Kanal, Katie King, Lisa McPheron, Jose Ramon Nuñez, Monte Perez, Oscar Saghieh from Fullerton College; Margie Abab, Karen Bautista, Morgan Beck, Janet Cagley, Terry Cox, Dennis Davino, April Fante, Adam Gottdank, Neshia Jenkins, Linda Langgle, Janeth Manjarrez, Maricela Moran, Raquel Murillo, Tina McClurkin, Jennifer Perez, Deb Perkins, Julie Schoepf, and Julie Shields from North Orange Continuing Education; and Simone Brown Thunder, Danielle Davy, Geoff Hurst, Julie Kossick, Tami Oh, Chelsea Salisbury, Rick Williams, and Kashu Vyas from the District Office.

VISITORS: Rick Alonzo, Matthew Bohanan, Alicia Herrera, Dash Johnson, Emma Lopez, and Rachel Skruglia. Public participation was provided via YouTube livestream.

BLOCK VOTE APPROVAL OF NON-PERSONNEL ITEMS: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Stephen T. Blount that the following non-personnel items be approved by block vote:

Finance & Facilities: 3.a, 3.b, 3.d, 3.e, 3.f, 3.g, 3.k, 3.l, 3.m
Instructional Resources: 4.a, 4.b, 4.c

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.

BLOCK VOTE APPROVAL OF PERSONNEL ITEMS: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Barbara Dunsheath that the following personnel items be approved by block vote:

Human Resources: 5.c, 5.d, 5.e

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes.

CHANCELLOR'S REPORT

Chancellor Byron D. Clift Breland welcomed everyone to the first Board meeting of the new year. He expressed his gratitude to all those involved in planning the Colleges' successful Opening Day and Convocation events which were filled with a sense of energy and optimism. He congratulated NOCE President **Valentina Purtell** for being recognized by Access California Services as the Community Empowerment Award recipient and reported that he and Fullerton College President **Cynthia Olivo** welcomed faculty attending the Faculty in Training (FIT) Orientation.

Dr. Clift Breland announced that the District was selected to host the EEO Southern California Promising Practices Showcase on March 17 and plans to attend the CCLC Legislative Conference in Sacramento alongside trustees to continue advocacy efforts.

MINUTES: It was moved by Trustee Ryan Bent and seconded by Trustee Evangelina Rosales to approve the Minutes of the Regular Meeting of December 13, 2022 as amended on page 56. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to ratify purchase order numbers P0155155 - P0155823 through January 3, 2023, totaling \$6,385,704.43, and check numbers C0054326 – C0054378, totaling \$38,770.76; check numbers F0289483 – F0289779, totaling \$112,649.14; check numbers Q0007480 – Q0007480, totaling \$7,283.57; check numbers 88529540 – 88530424, totaling \$6,287,997.32; check numbers V0031897 – V0031904, totaling \$12,206.70; check numbers 70124030 – 70124041, totaling \$6,199.50; and disbursements E9074997 – E9078888, totaling \$1,909,227.19, through December 31, 2022.

Item 3.b: By block vote, authorization was granted to adopt resolutions and accept new revenue, make adjustments to the General Fund, Capital Outlay Fund, and Financial Aid Fund revenue and expenditure budgets in accordance with the revised and new fiscal year 2022-2023 allocations totaling \$1,967,709, pursuant to the California Code of Regulations Title 5, Section 58308

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Item 3.c: The Board received and reviewed the annual audits of the District for fiscal year 2021-22. Kashu Vyas, District Director of Fiscal Affairs, introduced auditors Rick Alonzo and Alicia Herrera from Eide Bailly who conducted the District audits. The auditors noted that all three audits included unmodified opinions with no findings and recommendations, commended the District for being well prepared and providing information in a timely manner, and thanked District staff for helping conclude a timely audit.

Trustees congratulated the District on the clean audit which not only meets accreditation standards, but serves as a good source of information about the financial health of the District. They offered tremendous kudos to Fred Williams, Kashu Vyas, and their teams who year after year are responsible for the District's clean audits, and also thanked the auditors for their thorough work.

Item 3.d: By block vote, authorization was granted to establish a pool of firms to provide marketing services for Districtwide campaign projects. The pre-qualified firms will remain in the marketing pool for a minimum of three (3) years with an option to extend for another two (2) years and not to exceed five (5) years.

Item 3.e: By block vote, authorization was granted to approve Resolution No. 22/23-10 to allow the District to purchase needed Microsoft computer products in an efficient and expedient manner. Once approved by the Board, sole source determination of Microsoft Corporation will enable the District to continue providing for the educational and administrative needs of the District.

Further authorization was granted to delegate authority to the District Director, Purchasing to execute purchase orders and/or contracts necessary for the technology products with Microsoft Corporation.

Item 3.f: By block vote, authorization was granted to renew the consultant agreement with Nossaman LLP in the amount of \$6,500 per month for a set fee monthly retainer and direct expenses not to exceed \$2,000 beginning on February 1, 2023 through January 31, 2024, for a total amount not to exceed \$80,000.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the agreement on behalf of the District.

Item 3.g: By block vote, authorization was granted to file the Notice of Completion for the Anaheim Campus Electrical Vehicle Charging Stations Project with Illuminar.

Item 3.h: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Evangelina Rosales to adopt Resolution No. 22/23-11 Approving the Affordable Student Housing Construction Grant Application for Cypress College.

Matthew Bohanan, District Consultant with Brailsford & Dunlavey, Stephen Schoonmaker, Cypress College Interim Vice President of Administrative Services, and Allison Coburn, Cypress College Capital Projects Manager, conducted a presentation on the affordable student housing project at Cypress College which would cost \$80 million to build with \$74 million from the State and a \$6 million District investment. The presentation highlighted student survey updates, preliminary building concepts, parking assessments, SB169 criteria and potential points, next steps, and a projected timeline.

During the discussion, trustees inquired why family housing was eliminated from the plans, whether the units are all ADA compliant, the impact of the State budget's delayed funds on the project, any geographic distribution in the State's rubric, whether there has been any collaboration with the City of Cypress, the overall footprint of the housing project, whether project plans meet environmental standards or certifications, if the project is subject to property taxes or exemption status, use of design elements for high efficiency usage, plans for property management and building operations, overall costs, and the duration of time that students can live in housing.

Trustees expressed excitement for the project which aligns with the needs that were outlined in the District Educational and Facilities Master Plan, and subsequent to the discussion, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

Item 3.i: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Stephen T. Blount to adopt Resolution No. 22/23-12 authorizing use of the design-build project delivery method and procurement for the Affordable Student Housing Project at Cypress College.

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.

Item 3.j: It was moved by Trustee Evangelina Rosales and seconded by Trustee Barbara Dunsheath to increase to the estimated project construction cost for the new Music/Drama Complex at Fullerton College from \$84,000,000 to \$86,280,000, for a total estimated project cost of \$129,000,000, due to the inclusion of more conservative escalation projections.

During the discussion, trustees inquired about the unprecedented escalation and potential discussion at the State level about postponing plans to see if costs come down. Subsequent to the discussion, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

Item 3.k: By block vote, authorization was granted to adopt Resolution No. 22/23-13 to Consider and Approve an Addendum to the Previously Certified Final PEIR for the Approved Fullerton College Master Plan Projects, effective January 24, 2023.

Item 3.l: By block vote, authorization was granted to approve out-of-country travel for Albert Abutin, Alexander Brown, and Samantha Solis-Munoz to Bangkok, Thailand, March 10 –24, 2023, to attend the APAIE Annual Conference.

Item 3.m: By block vote, authorization was granted to approve Change Order #4 for the Districtwide Network Refresh Project for a not to exceed cost of \$62,163, bringing the total revised cost to \$24,201,779; the total estimated project cost of \$25,000,000 still stands, and extend the project completion timeline to June 30, 2023.

Further authorization was granted for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement and/or related documents on behalf of the District.

INSTRUCTIONAL RESOURCES

Item 4.a: By block vote, authorization was granted to approve the summary of curriculum changes for Cypress College, to be effective Fall 2022 and Fall 2023. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Item 4.b: By block vote, authorization was granted to approve the amendment of the 2021-2024 NOCCCD Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

Item 4.c: By block vote, authorization was granted to approve the amendment of the 2021-2024 NOCCCD Fullerton Joint Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

Item 4.d: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Evangelina Rosales to approve the North Orange Continuing Education's final report of the 2023 Institutional Self-Study for Reaffirmation of Accreditation.

President Valentina Purtell thanked the Board for providing feedback to the first draft of the accreditation report and acknowledged all of the NOCE members in attendance, especially the accreditation co-chairs Tina McClurkin and Julie Schoepf.

During the discussion, trustees and Chancellor Cliff Breland praised the report which succinctly summarized the important service that NOCE provides to the community. Trustees also highlighted the strength of student support services focused on equity and NOCE's demonstrated empathy, and inquired about plans to increase student learning outcomes (SLOs) growth and involvement for the large number of part-time faculty.

Subsequent to the discussion, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

HUMAN RESOURCES

Item 5.a: It was moved by Trustee Ed Lopez and seconded by Trustee Stephen T. Blount to approve the academic personnel matters listing, which are within budget.

During the discussion, a friendly amendment to postpone consideration of the Temporary Management Contract until the next meeting was accepted. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes.**

NEW PERSONNEL

Kuo, Tsung Ju

From: FC Disability Support Services (Adaptive Computer Technology) Instructor
Temporary Contract (100%)
Specially-Funded Pursuant to E.C. 87470
Class B, Step 6
Eff. 08/18/2022-05/20/2022

To: FC Disability Support Services (Adaptive
Computer Technology) Instructor
First Year Probationary Contract
Class B, Step 6
Eff. 08/18/2022
PN FCF811

Menchaca, Patricia CC Dean, Science, Engineering and Math
12-month Position (100%)
Range 32, Column E
Management Salary Schedule
Eff. 03/01/2023
PN CCM984

CHANGE IN SALARY CLASSIFICATION

Shimanek, Thomas CC Art/Computer Graphics Instructor (ADJ)
From: Column 1, Step 3
To: Column 2, Step 3
Eff. 08/22/2022

Simmons Diez, Blanca CC Biological Sciences Instructor (ADJ)
From: Column 1, Step 1
To: Column 3, Step 1
Eff. 08/22/2022

Ulloa, James CC Sociology Instructor (ADJ)
From: Column 2, Step 1
To: Column 3, Step 1
Eff. 08/22/2022

LEAVE OF ABSENCE

@ 01133455 FC Personal Leave Without Pay (20.00%)
Eff. 2023 Spring Semester

Costello, Jeanne FC English Instructor
Load Banking Leave With Pay (6.67%)
Eff. 2023 Spring Semester

Dadson, Guy FC Chemistry Instructor
Load Banking Leave With Pay (1.66%)
Eff. 2023 Spring Semester

De Jesus, Roman FC Oceanography/Earth Science Instructor
Load Banking Leave With Pay (16.67%)
Eff. 2023 Spring Semester

Dunsmore, Pamela FC English Instructor
Load Banking Leave With Pay (46.67%)
Eff. 2023 Spring Semester

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|------------------------|----|--|
| Fernandez, Christopher | FC | Chemistry Instructor Load Banking Leave With Pay (6.67%) Eff. 2023 Spring Semester |
| Hui, Arthur | FC | ESL Instructor Load Banking Leave With Pay (1.67%) Eff. 2023 Spring Semester |
| King, Kathryn | FC | English Instructor Load Banking Leave With Pay (40.00%) Eff. 2023 Spring Semester |
| Oppenheim, Noriko | FC | Foreign Language Instructor Load Banking Leave With Pay (100.00%) Eff. 2023 Spring Semester |
| Perez, Roger | FC | English Instructor Load Banking Leave With Pay (6.67%) Eff. 2023 Spring Semester |
| Rosen, Ellen | FC | ESL Instructor Load Banking Leave With Pay (31.67%) Eff. 2023 Spring Semester |
| Samano, Jeffrey | FC | Speech Instructor Load Banking Leave With Pay (18.33%) Eff. 2023 Spring Semester |
| Shiroma, Ryan | FC | English Instructor Load Banking Leave With Pay (100.00%) Eff. 2023 Spring Semester |
| Smith, Geoffrey | FC | English Instructor Load Banking Leave With Pay (100.00%) Eff. 2023 Spring Semester |
| Wu, Jo | FC | Biological Sciences Instructor Load Banking Leave With Pay (3.33%) Eff. 2023 Spring Semester |

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2022 FALL SEMESTER

Ozinga, Shivon CC Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2023 SPRING SEMESTER

| | | |
|---------------------------|------|------------------|
| Alcala, Lilia | NOCE | Column 2, Step 3 |
| Alharbi, Deema | NOCE | Column 2, Step 1 |
| Aranda-Cedillos, Denise I | NOCE | Column 2, Step 1 |
| Asadi, Ali | FC | Column 3, Step 1 |
| Barrera, Vivian | CC | Column 1, Step 1 |

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|-----------------------------|------|------------------|
| Bratcher, Melanie E | FC | Column 3, Step 1 |
| Ceja, Alejandra | FC | Column 3, Step 1 |
| Ceja, Sofia Corine | NOCE | Column 2, Step 1 |
| Chen, Andrea | CC | Column 1, Step 1 |
| Evans, Katlin S | FC | Column 1, Step 1 |
| Flores Nava, Jose | CC | Column 1, Step 1 |
| Guest, Michael | FC | Column 2, Step 5 |
| Hernandez, Evelyn | CC | Column 1, Step 1 |
| Hong, Hea Jin | FC | Column 1, Step 1 |
| Hourani, Issa | CC | Column 1, Step 1 |
| Jamali, Shirin | FC | Column 3, Step 1 |
| Johnston, Cody Craig | CC | Column 1, Step 1 |
| Kang, Michelle | FC | Column 1, Step 1 |
| Karzai, Emran Ahmad | CC | Column 1, Step 1 |
| Lagoykina, Svetlana | CC | Column 1, Step 1 |
| Laradji, Amine | FC | Column 3, Step 1 |
| Lomeli, Isaac | FC | Column 1, Step 1 |
| Lopez, Monica | CC | Column 1, Step 2 |
| Luster, Michelle M | NOCE | Column 2, Step 1 |
| Ku, Yi Tsen | FC | Column 1, Step 1 |
| Martinez, Mayra | NOCE | Column 2, Step 1 |
| Mehr Motamedi, Bitia | CC | Column 1, Step 1 |
| Meyer, Walter | FC | Column 1, Step 1 |
| Mieskoski, Edmund Matthew | NOCE | Column 2, Step 1 |
| Moreno-Terrill, Steven | FC | Column 1, Step 1 |
| Mosleh, Maya | NOCE | Column 2, Step 1 |
| Murphy, Owen Jay Jr | FC | Column 3, Step 1 |
| Ng, Sing Yiun | CC | Column 1, Step 1 |
| Nguyen-Zintgraff, Nicholas | NOCE | Column 2, Step 1 |
| Odeane, Matthew David | CC | Column 3, Step 1 |
| Ozaeta Hernandez, Ivan A | CC | Column 1, Step 2 |
| Ozinga, Shivon Vaness Tuoni | CC | Column 1, Step 1 |
| Park, Cristina Song | FC | Column 1, Step 1 |
| Park, Jonathan | CC | Column 1, Step 1 |
| Piotrowski, Cody | CC | Column 2, Step 1 |
| Renders, Peter | FC | Column 1, Step 1 |
| Saed, Natalie Maher | FC | Column 1, Step 1 |
| Samuel Philips, Cathrine | FC | Column 1, Step 1 |
| Schneyer, Deanna E | FC | Column 2, Step 1 |
| Torres, Alexis | FC | Column 1, Step 1 |
| Torres, Marco Lepe | FC | Column 1, Step 1 |
| Tran, Cindy | FC | Column 3, Step 3 |
| Wong, Jessica Uyen | CC | Column 1, Step 1 |
| Yashar, Rahbar | FC | Column 3, Step 2 |

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

| | | |
|------------------------|----|------------------|
| Alvarez, Richard | CC | Column 1, Step 1 |
| Fernandez Marquez, Luz | CC | Column 1, Step 1 |
| Hill, Karen S | CC | Column 1, Step 1 |
| Purmul, Elias Ahmad | CC | Column 1, Step 1 |

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| Thai-Arnold, Monique | CC | Column 1, Step 1 |
| Torres, Cristina | CC | Column 1, Step 1 |
| Torres-Dominguez | CC | Column 1, Step 1 |
| Winborne, Nicole Latina | CC | Column 1, Step 1 |

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

| | | |
|--------------------|------|------------------|
| Slotkin, Randal W. | NOCE | Column 2, Step 1 |
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

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|-------------------|----|--|
| Baloy, Czarina | CC | Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2023 Spring Semester |
| Cappuccio, Katie | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Castillo, Lovrina | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Choe, Thomas | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Collins, Lori | CC | Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 10 hours Eff. 12/12/2022-01/18/2023 |
| Conrad, Brad | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Contreras, Kendra | CC | Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 10 hours Eff. 12/12/2022-01/18/2023 |
| Curcuruto, Jordan | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Dinica, Dana | CC | Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule |

Eff. 2023 Spring Semester

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| Domke, Kirk | CC | Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 10 hours Eff. 12/12/2022-01/10/2023 |
| Fanning III, Charles | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Fraidany, Apollo | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| French, James | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Gerami, Emal | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Ghidella, Richard | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Gober, Joel | CC | Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 10 hours Eff. 12/12/2022-01/10/2023 |
| Gomez, Tanya | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Gonzalez, Raylene | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Graves, Gary | FC | New Ventures Boot Camp Stipend not to exceed \$640.00 Eff. 01/09/2023-01/11/2023 |
| Haritwal, Tushita | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |

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| Harter-Johnson, Danashanti | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Hartman, Deanna | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Higgins, Rita | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Jimenez, Janette | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Johnson, John | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Juarez, Anita | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Kaeser, Amy | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Kazim, Amir | CC | Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2023 Spring Semester |
| Khamo, Vani | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Kigozi, Jean | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Ledesma, Nicole | CC | Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 10 hours Eff. 12/12/2022-01/10/2023 |
| Mendoza, Marcela | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |

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| Mendoza, Marcela | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Merchant, Jennifer | CC | Mindful Self-Compassion for Educators Stipend not to exceed \$2,600.00 Eff. 01/28/2022, 02/04/2022, 02/11/2022, 02/25/2022, 03/04/2022, and 03/11/2022 |
| Molla, Meklit | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Moreno-Terrill, Steve | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Ninmer, Andrew | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Ortega, Valerie | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Palacio, Daniel | NOCE | Online Teaching Certificate Training Stipend not to exceed \$250.00 Eff. 10/01/2022-10/31/2022 |
| Parra, Lucia | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Pham, Victor | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Qin, Zhen | CC | Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2023 Spring Semester |
| Ramirez, Christina | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Ramos, Jaime | CC | Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 10 hours Eff. 12/12/2022-01/18/2023 |

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| Riley, Marc | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Rodriguez, Daniela | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Ruiz, Carlos | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Samuel Philips, Cathrine | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Sanford, Juana | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Santizo Calderon, Erika | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Segovia, Ronal | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Seidel, Jay | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Sifuentes, Michelle | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Skiles, Pamela | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Terrazas, Cassandra | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Walker, Jane | CC | Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 10 hours Eff. 12/12/2022-01/18/2023 |
| Walton, Tyler | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 |

Eff. 01/18/2023

| | | |
|------------------------|----|--|
| Wang, Han | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |
| Ward, Amy | CC | Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 10 hours Eff. 12/12/2022-01/10/2023 |
| Welch Wheatley, Janine | CC | Supervising Dentist (Dental Hygiene Program) Column 3, Step 5 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2023 Spring Semester |
| Wilkinson, David | FC | Mandatory Dual Enrollment Faculty Training Stipend not to exceed \$80.00 Eff. 01/18/2023 |

Item 5.b: Prior to consideration of this item, the Board received the following public comment:

Emma Lopez, CSEA Labor Representative, addressed the Board to request that they table the discussion on both the confidential and classified job descriptions on the agenda to allow for discussion with CSEA.

It was then moved by Trustee Ed Lopez and seconded by Trustee Evangelina Rosales to approve the classified personnel matters listing, which are within budget.

During the discussion, a friendly amendment to remove the new confidential job description and the revised classified job description from the listing was accepted. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes.**

RETIREMENT

| | | |
|-----------------------|------|---|
| Amaya Selles, Orlando | NOCE | Instructional Assistant, High School Lab 12-month position (40%) Eff. 12/29/2022 PN SCC998 |
| Stretch, Dixie | FC | Administrative Assistant I 12-month position (100%) Eff. 12/31/2022 PN FCC768 |

RESIGNATIONS

| | | |
|-----------------|----|---|
| Tucker, Rachael | FC | Clerical Assistant I 12-month position (100%) Eff. 01/02/2023 |
|-----------------|----|---|

PN FCC605

Vazquez, Carlos FC Campus Safety Officer
12-month position (100%)
Eff. 12/31/2022
PN FCC742

NEW PERSONNEL

Diaz, Erik NOCE Special Projects Coordinator, BSHD Program
Temporary Management Position (100%)
Range 1, Special Project Admin Daily Rate Schedule
Eff. 01/17/2023 – 06/30/2023
Eff. 07/01/2023 – 06/30/2024
PN SCT943

Gil, Jaime FC Facilities Custodian I
12-month position (100%)
Range 27, Step D + 10% Shift
Eff. 02/01/2023
PN FCC560

Gonzalez, Elizabeth FC Student Services Technician, Ed. Partnerships
12-month position (45%)
Range 33, Step B
Eff. 02/01/2023
PN FCC997

Majano, Mauricio FC Office Coordinator (50%)
Catalog and Scheduling Coordinator (50%)
12-month position
Range 40, Step A
Eff. 02/01/2023
PN FCC554 & FCC552

Martinez Becerra, Edgar FC Campus Safety Officer
12-month position (100%)
Range 31, Step E
Classified Salary Schedule
Eff. 02/01/2023
PN FCC842

Nichols, Ian FC Facilities Custodian I
12-month position (100%)
Range 27, Step E + 10% Shift
Eff. 02/01/2023
PN FCC891

Sandoval, Nydia CC Administrative Assistant I
11-month position (100%)
Range 33, Step E

Eff. 01/15/2023
PN CCC957

| | | |
|-----------------|----|--|
| Sevilla, Grace | FC | Student Services Technician, Ed. Partnerships 12-month position (45%) Range 33, Step B Eff. 02/01/2023 PN FCC756 |
| Valencia, Evita | FC | Facilities Custodian I 12-month position (100%) Range 27, Step E + 10% Shift Eff. 02/01/2023 PN FCC769 |
| Williams, Roger | FC | Facilities Custodian I 12-month position (100%) Range 27, Step E + 10% Shift Eff. 02/01/2023 PN FCC747 |
| Wynder, LaVel | FC | Facilities Custodian I 12-month position (100%) Range 27, Step E + 10% Shift Eff. 02/01/2023 PN FCC820 |

CHANGE IN SALARY STEP

| | | |
|------------------|----|--|
| Ernandes, Monica | FC | Executive Assistant II (100%) From: Range 44, Step E + 5% Longevity + PG&D To: Range 44, Step D + 5% Longevity + PG&D Eff. 01/01/2023 |
|------------------|----|--|

PROMOTION

| | | |
|------------------|----|---|
| Olmedo, Catalina | FC | Business Office Specialist 12-month position (100%) PN FCC854 |
| | | To: AC Administrative Assistant III 12-month position (100%) Range 41, Step E + 10% Longevity Classified Salary Schedule Eff. 02/01/2023 PN DEC915 |

EXTENSION OF CONTRACT

| | | |
|----------------------|----|---|
| Schoonmaker, Stephen | CC | Interim Vice President, Administrative Services Extension of Contract Through 06/30/2023 |
|----------------------|----|---|

VOLUNTARY CHANGES IN ASSIGNMENT

| | | |
|----------------------|------|--|
| Albrecht, Mary Helen | NOCE | Instructional Assistant, Learning Center 11-month position (60%) PN SCC857 |
| | | Permanent Lateral Transfer To: CC Instructional Assistant, Career Center 12-month position (100%) Eff. 02/01/2023 PN CCC725 |
| Arcos-Realpe, Liz | CC | Administrative Assistant II (100%) |
| | | Temporary Change in Assignment From: Physical Plant and Facilities To: Health Sciences Eff: 01/01/2023 – 02/28/2023 |
| Hernandez, Carolina | NOCE | Admissions & Records Technician Extension of Temporary Change in Assignment |
| Program | | To: Administrative Assistant II, High School 12-month position (100%) Range 36, Step E + PG&D Classified Salary Schedule Eff.01/01/2023 – 06/30/2023 |
| Wilson, Brandi | FC | Administrative Assistant II (100%) |
| | | Return to Regular Assignment Eff. 01/01/2023 |

PROFESSIONAL GROWTH & DEVELOPMENT

| | | |
|----------------------|----|--|
| Luminarias, Thaddeus | FC | Student Services Coordinator (100%) 5 th Increment (\$400) 6 th Increment (\$400) Eff. 07/01/2023 |
| Rehfield, Carol | FC | Administrative Assistant II (100%) 1 st Increment (\$400) Eff. 07/01/2023 |

STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

| | | |
|------------------|----|--|
| Leonardo, Sergio | CC | Landscape Coordinator (100%) 6% Stipend Eff. 07/01/2022 - 03/30/2023 |
|------------------|----|--|

Minakha, Wachiraya CC Evaluator (100%)
Extension of 6% Stipend
Eff. 01/01/2023 – 06/30/2023

Rippe, Brad AC Systems Analyst, Applications (100%)
6% Stipend
Eff. 01/01/2023 – 06/30/2023

LEAVES OF ABSENCE

@01801998 FC SB 114 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 06/20/2022 – 06/23/2022 (35 hours)

@01052661 FC SB 114 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 11/21/2022 – 11/23/2022 (24 hours);
11/28/2022 – 12/02/2022 (40 hours)

@00004882 CC SB 114 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 06/08/2022 – 06/09/2022 (20 hours);
06/13/2022 (10 hours)

@01805844 CC SB 114 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 11/28/2022 – 12/02/2022 (40 hours)

@01029453 CC SB 114 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 11/17/2022 (3 hours)

@01764968 FC SB 114 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 10/26/2022 – 10/28/2022 (24 hours);
10/31/2022 – 11/04/2022 (40 hours)

@00311153 FC SB 114 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 08/30/2022 – 08/31/2022 (16 hours);
09/01/2022 – 09/06/2022 (32 hours)

@00006280 FC SB 114 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 11/21/2022 – 11/23/2022 (24 hours);
11/28/2022 – 12/03/2022 (24 hours)

@00964195 NOCE SB 114 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 11/30/2022 (2 hours)

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| @01610020 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/27/2022 – 08/11/2022 (80 hours) |
| @01081092 | AC | Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/28/2022 – 01/09/2023 (Consecutive Leave) |
| @01289569 | NOCE | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/14/2022 – 12/16/2022 (24 hours); 12/19/2022 – 12/22/2022 (32 hours) |
| @00479451 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/28/2022 – 12/02/2022 (32 hours) |
| @00004593 | FC | Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/21/2022 – 06/21/2022 (Intermittent Leave) |
| @01162355 | AC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/05/2022 – 12/16/2022 (80 hours) |
| @00005057 | NOCE | Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 01/03/2023 – 07/03/2023 (Intermittent Leave) |
| @01525628 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 10/03/2022 – 10/07/2022 (40 hours); 10/10/2022 (8 hours); 10/12/2022 (8 hours) |
| @00149339 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/05/2022 – 12/14/2022 (64 hours) |
| @00007934 | NOCE | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/30/2022 (3 hours); 12/01/2022 (8 hours) |
| @01941923 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/03/2022 (8 hours) |

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| @00003488 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/15/2022 – 08/25/2022 (60 hours) |
| @00006830 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 06/14/2022 (10 hours) |
| @00006385 | AC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/07/2022 – 11/09/2022 (27 hours); 11/11/2022 – 11/18/2022 (44 hours) |
| @01570687 | FC | Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/06/2023 – 03/26/2023 (Consecutive Leave) |
| @01729731 | NOCE | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 06/16/2022 (1.5 hours) |
| @00976171 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/29/2022 (8 hours); 11/30/2022 (2 hours) |
| @01820495 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/25/2022 (10 hours) |
| @01843259 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 05/10/2022 – 05/16/2022 (40 hours) |
| @01397413 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/23/2022 (5 hours); 11/30/2022 – 12/02/2022 (24 hours); 12/05/2022 (8 hours) |
| @01718751 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/07/2022 – 11/10/2022 (26.5 hours) |
| @01069326 | FC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/30/2022 – 12/02/2022 (24 hours); 12/05/2022 (8 hours) |
| @01523617 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/14/2022 – 11/21/2022 (47.5 hours) |

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| @01630681 | FC | Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/30/2022 – 12/12/2022 (Consecutive Leave) |
| @01148764 | FC | Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 11/15/2022 – 02/13/2023 (Consecutive Leave) |
| @00943426 | AC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 11/02/2022 (9 hours); 11/07/2022 (9 hours); 11/09/2022 – 11/10/2022 (18 hours) |
| @01378991 | FC | Military Leave With Pay Uniformed Services Employment and Reemployment Rights Act (USERRA) Eff. 11/17/2022 – 11/18/2022 (Consecutive Leave) |
| @00840287 | NOCE | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/05/2022 – 12/09/2022 (40 hours) |
| @01364159 | NOCE | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 12/12/2022 – 12/16/2022 (40 hours) |
| @01560167 | CC | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/26/2022 – 09/29/2022 (32 hours) |
| @01281214 | AC | Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 11/03/2022 – 12/08/2022 (Intermittent Leave) |
| @01679330 | NOCE | SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/29/2022 (8 hours); 05/06/2022 (8 hours); 05/09/2022 – 05/12/2022 (32 hours) |
| @00004374 | CC | Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 11/02/2022 – 05/02/2023 (Intermittent Leave) |

Item 5.c: By the block vote, authorization was granted to approve the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1311 for a copy of the professional expert personnel listing.)

Item 5.d: By the block vote, authorization was granted to approve the hourly listing.

(See Supplemental Minutes #1311 for a copy of the hourly personnel listing.)

Item 5.e: By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1311 for a copy of the volunteer listing.)

GENERAL

Item 6.a: It was moved by Trustee Stephen T. Blount and seconded by Trustee Evangelina Rosales to nominate Trustee Barbara Dunsheath for membership on the California Community College Trustees Board.

Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.

Item 6.b: It was moved by Trustee Evangelina Rosales and seconded by Trustee Jeffrey P. Brown to adopt the recommended state and federal legislative priorities for 2023 and empower the Chancellor of the North Orange County Community College District to advocate for the interests of the students, staff, and faculty of the District on behalf of the Board.

Kai Stearns, District Director of Public & Governmental Affairs, provided an overview of the proposed priorities and the process by which they were developed with the assistance of Nossaman, the District's consultants at both state and federal levels.

Trustees inquired how the District is approaching the federal legislative priorities, if the District has influenced or driven a piece of legislation at the federal level, the role and collaboration with the Orange County Legislative Task Force, and how advocacy letters that fall outside of the priorities are handled. Chancellor Clift Breland stated that matters outside of the priorities would include Board input, that controversial matters would include the use of extreme caution, and pledged his commitment that the District would be well represented and ensured communication on anything that may paint the District in a negative light.

Subsequently, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

Item 6.c: Board President Ed Lopez asked if there were any requests for potential future agenda items and there were none.

CHANCELLOR'S STAFF COMMENTS

Valentina Purtell welcomed Fullerton College President **Cynthia Olivo** to the District and expressed her excitement about partnering with her to learn from her experience in diversity and inclusion. She shared that faculty kicked-off the spring semester with Flex Day hosted by NOCE Professional Development on January 11 and she invited all to join her for "Pastries

with the President” on February 1 and 2 being offered in-person and in a virtual format. President Purtell announced NOCRC’s Annual Partners’ Breakfast on February 9 and an upcoming Disneyland Resort in-person hiring event at the Anaheim Campus on February 16.

Cynthia Olivo thanked **Rolando Sanabria** for coordinating the Males Achieving Success Conference which 600 high school males of color attended at Chapman University and also expressed her gratitude to the Fullerton College team and all who participated in Convocation on January 20. The Convocation keynote was **Rafael Agustin**, author of *Illegally Yours* and Fullerton College Alumnus. Dr. Olivo shared that she looked forward to moderating a student panel at the CCLC Annual Legislative Conference alongside Student Trustee **Paloma Foster**, and that Fullerton College is celebrating Lunar New Year with campus activities.

JoAnna Schilling congratulated NOCE President **Valentina Purtell** for being recognized by Access California for her well-deserved award, and welcomed Fullerton College President **Cynthia Olivo** to the District. She thanked Board President **Ed Lopez** and Chancellor **Byron D. Cliff Breland** for welcoming faculty and staff at Cypress College Opening Day which included student performances, classified employee awards, and a keynote speech from **Dr. Robert Teranishi** on engaging students of diverse ethnic and racial backgrounds. Dr. Schilling announced that the Veterans Resource Center received a year-end appropriations grant in the amount of \$500,000 from outgoing **U.S. Representative Alan Lowenthal** and commended **Juan Garcia** and his team for their efforts to acquire the grant. She concluded her report by noting that following Student Trustee **Kisha Mehta’s** outstanding work serving as a Governor’s Office intern, the Governor’s Office has offered another internship opportunity for a Cypress College student to fill this spring.

RESOURCE TABLE PERSONNEL COMMENTS

Raine Hambly welcomed **Cynthia Olivo**, Fullerton College President, to the District on behalf of the District Management Association, thanked **JoAnna Schilling** for inviting her to the Cypress College Opening Day event, and encourage all to continue DEIA efforts to help our communities thrive and succeed.

Jennifer Combs welcomed Fullerton College President **Cynthia Olivo** to the District.

Christie Diep reported that the United Faculty demand to bargain faculty scheduling has been met with silence from Human Resources with no effort to develop a Fall 2023 schedule in a timely manner or negotiate the 2023-24 academic calendar.

Belinda Allan shared monthly CSEA meeting information and training opportunities for members, announced the new CSEA Executive Board officers, and the upcoming officer installation event on January 28. She expressed concern regarding several matters including District retirees not receiving checks and special project managers doing classified work which goes against the CSEA contract.

Seija Rohkea wished all a Happy Lunar Year, welcomed Fullerton College President **Cynthia Olivo**, and stated she looked forward to meeting with the District to secure healthcare benefits for members working 40% load as allowable by state law and at no cost to the District.

MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

Student Trustee Paloma Foster wished all a Happy New Year, welcomed Fullerton College President **Cynthia Olivo**, and thanked Dr. Olivo for presenting her with the opportunity to participate in the CCLC Annual Legislative Conference's student panel session.

Student Trustee Kisha Mehta congratulated faculty, staff, and students on a successful start to the spring semester, thanked Cypress College President **JoAnna Schilling** for her kind words regarding the Governor's Office internship, and announced that Associated Students is hosting a welcome back event on February 1 to reengage students.

Trustee Evangelina Rosales wished everyone a happy new year, welcomed **Cynthia Olivo**, and noted her plans to attend the upcoming CCLC Conference.

Trustee Stephen T. Blount reported on his attendance at the Cypress College Opening Day event where he had the opportunity to speak to the keynote speaker, **Robert Teranishi**, and his recent Fullerton College visit.

Trustee Barbara Dunsheath shared an article from the Event-News Enterprise noting the passing of former District Trustee **Otto J. Lacayo** who also served as Mayor of Cypress.

Trustee Jeffrey P. Brown also reported on the passing of long-time trustee **Otto J. Lacayo** stating, "He was a wonderful resource for information and an excellent role model for trustees. He believed deeply in the community college model and what we do. He was a fierce advocate for good governance procedures on the Board and in the District. He was a well-known public official in Cypress, and we were very fortunate that he was willing to give his time to this District." He asked that the Board adjourn the meeting in his memory.

CLOSED SESSION: At 7:36 p.m., Board President Ed Lopez adjourned the meeting in memory of former NOCCCD Trustee Otto J. Lacayo and stated there would be a read out. Closed session took place per the following sections of the Government Code:

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES; Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54957: PUBLIC EMPLOYEE: Cypress College President.

Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

RECONVENE MEETING: At 9:17 p.m., Board President Ed Lopez reconvened the meeting in open session and reported the following action take in closed session:

It was moved by Trustee Stephen T. Blount and seconded by Trustee Ryan Bent that the Board take action to approve a Resignation Agreement with a classified management employee under which the employee resigned effective the close of business on April 30, 2023. The parties further release and waive all claims they may have had against each other. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes.**

ADJOURNMENT: At 9:18 p.m., it was moved by Trustee Ryan Bent and seconded by Trustee Stephen T. Blount to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rosales voting yes.**

Prepared By Recording Secretary for
Jeffrey P. Brown, Secretary, Board of Trustees

UNAPPROVED