



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

MEETING: Regular Meeting in March 2020

DATE: Tuesday, March 10, 2020, at 5:30 p.m.

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

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

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

AGENDA:

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

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

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

- f. **Reports:**
 - Chancellor**
 - * **NOCE "State of the School" Presentation**
- g. **Comments:**
 - Chancellor's Staff**
 - Resource Table Personnel**
 - Members of the Board of Trustees**
- h. **Approval of Minutes of the Regular Meeting of February 25, 2020.**

i. **CLOSED SESSION: Per the following sections of the Government Code:**

Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.

3. **FINANCE & FACILITIES**

- [a] It is recommended that the Board ratify purchase orders and checks. **(The Purchase Orders and Checks are available for review in the District's Business Office.)**
- [b] Authorization is requested to make adjustments to the General Fund revenue and expenditure budgets in accordance with the revised fiscal year 2019-2020 allocations. It is further requested that resolutions be adopted to adjust budgets and authorize expenditures within the General Fund pursuant to the California Code of Regulations Title 5, Section 58308.
- [c] Authorization is requested for the 2019-2020 General Fund and Capital Outlay Fund transfers netting to the amount of \$1,990,462 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.
- [d] Authorization is requested to declare the attached list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items.
- [e] Authorization is requested to increase the contract with Brailsford & Dunlavy by \$232,465, for a total of \$950,255, for professional services related to the Educational & Facilities Master Plan.
- [f] Authorization is requested to increase the health fee for all Cypress and Fullerton College students by \$2 effective Summer 2020. This increase would bring the health fee to \$21 per semester, \$18 for summer session, and \$18 for each intersession. It is further recommended that the Board approve an automated health fee increase whenever the implicit price deflation for state and local government purchase of goods and services calculation produces an increase of \$1 above the existing fee; the Health Fee may be increased by \$1.
- [g] Authorization is requested to enter into a one-year agreement with CampusLogic Inc. for \$137,800 for the subscription services from April 1, 2020 through March 31, 2021.
- [h] Authorization is requested to enter into a Scheduling Agreement with O'Connor for the Fullerton College new Instructional Building and Central Plant Expansion in an amount not to exceed \$40,800. The term of the agreement shall be effective March 11, 2020, through December 31, 2023.

- [i] Authorization is requested to enter into a one-year lease term agreement with Anaheim Place Partners, LP, at 505 N. Euclid Avenue, (2nd Floor), Anaheim CA 92801 for a total consideration of \$222,571.20 from February 1, 2020 through January 31, 2021 for office space for the California Adult Education Program (CAEP) personnel.
- [j] Authorization is requested for the NOCE DSS program to accept donations.
- [k] Authorization is requested to approve the amended MOU with North Orange County Regional Occupational Program for their California Adult Education Program 2019-2020 and 2020-2021 Regional Budget of \$1,079,506.
- [l] Authorization is requested to amend the consulting agreement with Gatzke, Dillon, & Balance LLP for an additional \$20,000, for a total budget of \$186,000 and extend the term of the agreement to June 30, 2020 for Public Records Requests and support in preparing negative declaration for the Fullerton College Horticulture Greenhouse.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Spring 2020, Summer 2020, and Fall 2020.
- [b] It is recommended that the Board approve the summary of curriculum changes for North Orange Continuing Education, to be effective Fall 2020.

5. **HUMAN RESOURCES**

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

Voluntary Reassignment
 Temporary Contract
 Change in Salary Classification
 Management Professional Growth and Development
 Leaves of Absence
 Temporary Academic Hourly
 Correction to Board Agenda of February 25, 2020, Additional Duty Days

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

Retirement
 New Personnel
 Voluntary Changes in Assignment
 Stipend for Additional Administrative Duties
 Leaves of Absence
 Management Mini-Sabbatical Leave
 Return from Paid Administrative Leave

- [c] Request approval of Professional Experts.

- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.
- [f] Request approval to receive an initial proposal to the Adjunct Faculty United Successor Agreement as proposed by Adjunct Faculty United and to set a public hearing.

6. **GENERAL**

- a. It is recommended that the Board receive as information the revised Administrative Procedures in Chapter 3.
- b. It is recommended that the Board receive as a first reading, the proposed, revised Board Policies in Chapter 3.
- c. It is recommended that the Board adopt the recommended state and federal legislative priorities for 2020, and to 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.
- d. It is recommended that the Board discuss the current vacancies in Board representative appointments.
- e. It is recommended that the Board discuss any potential future agenda items.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 10, 2020	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 P0137664 - P0138145, check numbers C0051171 - C0051330; F0242150 - F0242687; Q0006895 - Q0006917; 88500812 - 88501888; V0031794 - V0031794; 70096957 - 70097267; disbursements E8837251 - E8843473; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "Q" are NOCE 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 Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

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

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

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0137664 - P0138145 through February 13, 2020 totaling \$1,010,156.50, and check numbers C0051171 - C0051330, totaling \$311,184.39; check numbers F0242150 - F0242687, totaling \$972,234.41; check numbers Q0006895 - Q0006917, totaling \$3,612.04; check numbers 88500812 - 88501888, totaling \$8,044,724.32; check numbers V0031794 - V0031794, totaling \$5,292.00; check numbers 70096957 - 70097267, totaling \$66,419.00; and disbursements E8837251 - E8843473, totaling \$7,063,852.49, through February 29, 2020.

Fred Williams

3.a.1

Recommended by

Approved for Submittal

Item No.

BOARD RECAP
FOR THE PERIOD JANUARY 31, 2020, THROUGH FEBRUARY 13, 2020
BOARD MEETING 3/10/20

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0137664	Clery Center for Security On Campus	\$ 2,925.00		FC	Institutional Membership
P0137728	Orange County Translation &	\$ 5,000.00		AC	Translation and Interpretation Services
P0137730	Amazon Business	\$ 2,839.34		FC	Instructional Materials
P0137736	Eversoft Inc	\$ 40,849.37	Capital Outlay	AC	Water Softener Installation @ AC
P0137828	CDW Government Inc	\$ 40,514.00		FC	Computer Components
P0137832	Oya Solutions LLC	\$ 18,400.00		AC	Software License
P0137866	Sidepath Inc	\$ 1,328.30		CC	Computer
P0137867	Apple Computer Inc	\$ 3,742.65		CC	Computer
P0137871	Maquinsal Sewing Machine Co	\$ 1,826.37		FC	Sewing Maching for the Fashion Program
P0137879	Amazon Business	\$ 225.95		NOCE	Textbook
P0137886	CDW Government Inc	\$ 16,917.86		FC	Network Switch
P0137887	NMK Corporation	\$ 3,462.90		FC	Computer Components
P0137890	Xivia Inc	\$ 29,988.00		AC	Software License Renewal
P0137892	Blackboard, Inc	\$ 12,000.00		FC	Blackboard Subscription Renewal
P0137893	Certapro Painters of Huntington Beach	\$ 10,000.00		FC	Painting Services
P0137894	West-Lite Supply Co Inc	\$ 6,797.95		FC	Facilities Supplies
P0137895	California Department of Tax and Fee Administration	\$ 239.00		FC	Hazardous Waste State Fee
P0137896	4imprint Inc	\$ 830.01		CC	Promotional Materials
P0137901	BJ Fine Catering	\$ 702.53		CC	Catering for Black History Event
P0137902	Air Conditioning Control System Inc	\$ 11,000.00	Capital Outlay	CC	Upgrade AC Control System at CC
P0137903	PPC Air Conditioning Inc	\$ 3,992.53	Capital Outlay	CC	Labor and Materials for Replacement of Valve @ CC
P0137904	Wayfair LLC	\$ 557.06		CC	Stage Furniture for Dramatic Arts Department
P0137905	Sodexo Inc and Affiliates	\$ 1,643.41		FC	Catering for HT New Tutor Training Breakfast
P0137906	Chefs Toys - Accusharp	\$ 2,956.04		CC	Culinary Supplies
P0137907	Amazon Business	\$ 584.68		CC	Textbooks
P0137908	Ciera Chavez	\$ 400.00		FC	Honorarium
P0137909	Substance Media Inc	\$ 4,000.00		FC	Independent Contractor for Filming Services
P0137910	Cal Pro Specialties	\$ 893.60		FC	Promotional Materials
P0137912	Pulp Art Surfaces, LLC	\$ 1,500.00		CC	Blanket Order for Wall Coverings
P0137913	Amazon Business	\$ 266.08		FC	Office Supplies
P0137914	MMS - Medical Supply Company	\$ 88.66		CC	Lab Supplies
P0137915	Amazon Business	\$ 367.55		CC	Lab Supplies
P0137917	Amazon Business	\$ 1,302.87		CC	Office Supplies
P0137918	CSI Fullmer	\$ 283.64		NOCE	Office Supplies
P0137919	Ruth Gutierrez	\$ 1,935.00		AC	Reimbursement for Coursework/Retrain Plan
P0137920	KT Industries Inc	\$ 9,167.90		AC	Electrical Installation Services
P0137931	South Coast Air Quality Management District	\$ 2,065.37		AC	State Emission Fees
P0137932	CDW Government Inc	\$ 2,553.68		FC	Computer Components
P0137933	Strata Information Group	\$ 20,770.00		AC	BANNER 9 Workshop
P0137934	Faronics Technologies USA Inc	\$ 876.00		NOCE	Software Subscription
P0137935	Sodexo Inc and Affiliates	\$ 565.31		AC	Catering for Leadership Academy

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0137936	CI Solutions	\$ 1,490.00	FC	FC	Software License Annual Renew
P0137937	Geotechnical Solutions Inc	\$ 7,500.00	Capital Outlay	AC	Geotechnical and Design for Sherbeck Field @ FC
P0137938	Glumac	\$ 13,480.00	Capital Outlay	AC	Commissioning Fee for 3100 Bldg. HVAC Replacement @ FC
P0137939	Orange County Fire Protection	\$ 6,935.10	Capital Outlay	AC	Fire Hydrant Repairs @ FC
P0137940	Sodexo Inc and Affiliates	\$ 286.59	FC	FC	Catering for Putnam Exam Event
P0137941	Honors Transfer Council of California	\$ 120.00	FC	FC	Institutional Membership
P0137942	Delta Biologicals	\$ 4,800.12	FC	FC	Lab Supplies
P0137943	Anaheim Union High School District	\$ 216.00	FC	FC	Transportation Fees for Open House Event
P0137944	Sodexo Inc and Affiliates	\$ 228.04	FC	FC	Catering for Biology Adjunct Training
P0137945	Sodexo Inc and Affiliates	\$ 246.65	AC	AC	Catering for Curriculum Development Seminar
P0137946	Sodexo Inc and Affiliates	\$ 259.39	AC	AC	Catering for Curriculum Development Seminar
P0137947	Sodexo Inc and Affiliates	\$ 246.65	AC	AC	Catering for Curriculum Development Seminar
P0137948	Sodexo Inc and Affiliates	\$ 212.09	AC	AC	Catering for Curriculum Development Seminar
P0137949	Biolase Inc	\$ 1,541.33	CC	CC	Lab Supplies
P0137950	Hu-Friedy Mfg Co LLC	\$ 1,409.54	CC	CC	Lab Supplies
P0137951	Allied 100 LLC	\$ 111.68	CC	CC	Lab Supplies
P0137952	Sodexo Inc and Affiliates	\$ 489.89	AC	AC	Catering for Curriculum Development Seminar
P0137953	Amazon Business	\$ 366.24	FC	FC	Instructional Supplies
P0137954	Jostens	\$ 21.73	FC	FC	Graduation Supplies
P0137955	Scantron Corporation	\$ 360.33	CC	CC	Scantron Forms
P0137956	Sodexo Inc and Affiliates	\$ 2,121.38	FC	FC	Catering for Counselor Training Breakfast
P0137957	American Printing & Promotions	\$ 1,264.03	FC	FC	Marketing Materials
P0137958	Performance Health Supply Inc	\$ 995.86	FC	FC	Medical Supplies
P0137959	Sodexo Inc and Affiliates	\$ 233.06	FC	FC	Catering for Professional Learning Day Event
P0137972	CDW Government Inc	\$ 1,173.19	FC	FC	Computer
P0137979	Performance Health Supply Inc	\$ 1,104.83	CC	CC	Medical Supplies
P0137980	Buddy's All Stars, Inc.	\$ 1,577.01	FC	FC	Athletic Supplies
P0137981	Strata Information Group	\$ 20,090.00	AC	AC	Banner Back to Basics Workshop
P0137982	CDW Government Inc	\$ 20,882.23	FC	FC	Computer Server Rackmount
P0137983	ELB US Inc	\$ 5,461.42	FC	FC	Multimedia Computer Display
P0137984	Sidepath Inc	\$ 1,053.46	CC	CC	Computer
P0137985	Sidepath Inc	\$ 2,130.20	CC	CC	Network Switch
P0137986	CDW Government Inc	\$ 1,509.92	FC	FC	Computer Tablet
P0137987	Hear Smart Technology	\$ 7,348.55	CC	CC	Medical Supplies
P0137988	Western Regional Honors Council	\$ 75.00	CC	CC	Institutional Membership
P0137989	Apple Computer Inc	\$ 2,974.85	CC	CC	(2) Computer Tablet
P0137990	Kai Thompson	\$ 50.00	FC	FC	Kwanzaa Celebration Performer
P0137991	Beach Paving Inc	\$ 1,150.00	CC	CC	Parking Lot Repairs
P0137992	Nekira Samuel	\$ 50.00	FC	FC	Kwanzaa Celebration Performer
P0137993	Malik Huff	\$ 200.00	FC	FC	Kwanzaa Celebration Performer
P0137994	Sodexo Inc and Affiliates	\$ 511.35	AC	AC	Catering for Curriculum Development Seminar

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0137995	Camaran Standfield	\$ 50.00		FC	Kwanzaa Celebration Performer
P0137996	Strata Information Group	\$ 8,500.00		AC	Banner Degree Works Support Services
P0137997	CDW Government Inc	\$ 210.18		AC	Software License
P0137998	Sodexo Inc and Affiliates	\$ 1,152.12		FC	Catering for CARE Spring 2020 Kick-Off Breakfast
P0137999	Sodexo Inc and Affiliates	\$ 1,686.48		FC	Catering for CARE Spring 2020 Kick-Off Breakfast
P0138000	Mackay Meters Inc	\$ 3,232.50		CC	Parking Meter Software
P0138001	Cypress College	\$ 684.00		CC	Educational Opportunities Guardian Scholars Health Fees
P0138002	Fusion Sport Inc	\$ 16,786.88		CC	Athletic Supplies
P0138003	Layron DeJarnette	\$ 315.00		CC	Guest Speaker for the Communications Department
P0138007	Varidesk LLC	\$ 538.22		FC	Monitor Stand
P0138008	Broadcast Music Inc	\$ 4,736.62		FC	Music License Fees
P0138009	Instant Signs Cypress LLC	\$ 1,319.75		CC	Scoreboard Lettering Installation
P0138010	Sodexo Inc and Affiliates	\$ 882.96		FC	Catering for Fall Tech. Eng. Division Meeting
P0138011	Sodexo Inc and Affiliates	\$ 854.31		FC	Catering for Flex Day Activities
P0138012	Scantron Corporation	\$ 244.57		CC	Scantron Forms
P0138013	CDW Government Inc	\$ 1,602.12		FC	Computer
P0138014	JM & J Contractors	\$ 4,850.00		FC	Electrical Installation Services
P0138015	CDW Government Inc	\$ 1,493.21		FC	Computer
P0138016	Amazon Business	\$ 161.36		FC	Instructional Supplies
P0138017	CDW Government Inc	\$ 5,580.08		CC	Projector Screen
P0138020	Amazon Business	\$ 101.54		CC	Office Supplies
P0138021	Sodexo Inc and Affiliates	\$ 344.03		FC	Catering for Social Sciences Division Meeting
P0138022	Amazon Business	\$ 263.29		FC	Textbooks
P0138023	CDW Government Inc	\$ 2,613.84		CC	Computer
P0138024	All In One Poster Company Inc	\$ 1,335.32		AC	Campus Signage
P0138025	IPA Source LLC	\$ 380.00		FC	Subscription Renewal
P0138026	Shawntel Palacios	\$ 45.35		FC	CARE Auto Maintenance Reimbursement
P0138027	Ricoh USA	\$ 214.42		FC	Office Supplies
P0138038	NKS Mechanical Contracting Inc	\$ 299,000.00	Capital Outlay	AC	Data Room HVAC Replacement Bldg. 3100 @ FC - B/A: 11/26/2019
P0138039	Knorr Systems Inc	\$ 5,890.00	Capital Outlay	CC	Emergency Repairs to Boiler at CC
P0138040	Amazon Business	\$ 75.41		FC	Instructional Supplies
P0138041	Amazon Business	\$ 983.72		CC	Office Supplies
P0138042	IndianProduct.com	\$ 323.82		CC	Graduation Supplies
P0138043	Community College League of California	\$ 862.50		AC	Consultant Fee
P0138044	Office Solutions	\$ 1,500.00		CC	Blanket Order for Office Supplies
P0138045	Office Solutions	\$ 2,000.00		FC	Blanket Order for Office Supplies
P0138046	Smart & Final	\$ 2,000.00		FC	Blanket Order for Office Supplies
P0138047	National Print and Promo	\$ 80.56		AC	Office Supplies
P0138048	King Van & Storage Inc	\$ 348.00		NOCE	Relocation Services
P0138049	Valentin Macias	\$ 297.90		FC	Reimbursement for Instructional Supplies
P0138050	Art Supply Warehouse	\$ 650.00		CC	Blanket Order for Classroom Supplies

BOARD RECAP
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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0138051	Art Supply Warehouse	\$ 500.00		CC	Blanket Order for Classroom Supplies
P0138052	SCIAC	\$ 100.00		FC	Institutional Membership
P0138053	Claudia Delk	\$ 2,854.24		CC	CalWORKs Childcare Expenses
P0138054	CSI Fullmer	\$ 28.99		FC	Office Supplies
P0138055	The University of Arkansas Press	\$ 20.00		FC	Textbook
P0138056	Brea Olinda Unified School District	\$ 539.28		FC	Transportation Fee for Student Trip
P0138057	Sodexo Inc and Affiliates	\$ 272.41		FC	Catering for F-1 Visa Orientation Event
P0138058	California Restaurant Assn Ed Foundation	\$ 500.00		CC	Exhibitor Fees
P0138059	Anaheim Union High School District	\$ 396.00		CC	Transportation Fees
P0138060	Good Sheperd Preschool	\$ 2,838.25		CC	CalWORKs Childcare Expenses
P0138061	Laerdal Medical Corp	\$ 46,010.89		CC	Instructional Equipment
P0138062	African American Male Education Network and Developmer	\$ 2,250.00		CC	Student Registration Fees
P0138063	Statewide California Electronic Library Consortium Inc	\$ 14.13		FC	Institutional Membership
P0138064	Dance Team Union	\$ 7,820.00		FC	Dance Registration Fees
P0138065	Sodexo Inc and Affiliates	\$ 391.17		FC	Catering for New Faculty Seminar
P0138066	Buddy's All Stars, Inc.	\$ 123.60		FC	Athletic Uniforms
P0138067	B & H Photo Video Inc	\$ 2,261.29		FC	Audio Supplies
P0138071	Ocview LLC	\$ 22,815.00	Bond	AC	Instructional Building Photo Documentation @ FC
P0138072	Toshiba Business Solutions	\$ 1,050.57		FC	Maintenance Agreement for Copier
P0138074	Rodriguez Engineering Inc	\$ 13,320.00		AC	Engineering Services for Underground Utility Retrofit Project
P0138075	Controlled Key Systems	\$ 2,999.31		AC	Electrical Lock Installation
P0138076	Sasco Electric	\$ 750.00		FC	Data Cabling Installation
P0138077	CSI Fullmer	\$ 5,091.26		FC	Furniture for the CARE Department
P0138078	HealthFirst Medical Group of Santa Fe Springs	\$ 40.00		AC	Respiratory Questionnaire Processing Fee
P0138079	CDW Government Inc	\$ 2,571.36		FC	Computer
P0138080	Refrigeration Unltd Inc	\$ 500.00		FC	Blanket Order for Equipment Repair Services
P0138081	CDW Government Inc	\$ 435.31		FC	Printer
P0138082	CDW Government Inc	\$ 1,493.21		FC	Computer
P0138083	Microsoft Corporation	\$ 268.30		FC	Computer Repair Services
P0138084	Howard Technology Solutions	\$ 50,588.63		FC	Projector
P0138085	Action Duct Cleaning Co Inc	\$ 1,500.00		AC	Duct Cleaning Services
P0138086	RJ Electric	\$ 3,400.00		AC	Lighting Installation
P0138087	Morrow Meadows Corp	\$ 3,895.17		AC	Electrical Installation Services
P0138088	Demco Inc	\$ 364.54		FC	Bookshelf
P0138089	Everwhite	\$ 2,906.80		CC	Office Supplies
P0138090	Sodexo Inc and Affiliates	\$ 186.75		FC	Catering for Academic Support Ambassador Event
P0138091	National Association of Diversity	\$ 625.00		AC	Membership Reimbursement
P0138092	Amazon Business	\$ 98.62		FC	Instructional Supplies
P0138114	Bell Pipe & Supply Co	\$ 2,525.66		FC	Facilities Supplies
P0138115	Image Graphics	\$ 1,343.78		CC	Promotional Materials
P0138116	IT1 Source LLC	\$ 777.12		NOCE	Printer

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PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0138117	Martin Luther Medical Center Association	\$ 257.15		AC	Sewer Maintenance Service
P0138118	Canyon Catering & Events Inc	\$ 573.16		NOCE	Catering for New World of Work Training
P0138119	Canyon Catering & Events Inc	\$ 267.57		NOCE	Catering for New World of Work Training
P0138120	CDW Government Inc	\$ 435.31		FC	Printer
P0138121	IT1 Source LLC	\$ 481.65		NOCE	Computer Accessories
P0138122	NMK Corporation	\$ 280.13		FC	Server Rails
P0138123	GST	\$ 8,609.53		NOCE	Audio Video System Installation
P0138124	Kaitlin Kroupa	\$ 97.40		AC	Reimbursement for Travel Insurance
P0138125	Clarence Ross	\$ 500.00		CC	Guest Performer
P0138126	Krueger International Inc	\$ 2,217.69		FC	Office Chair
P0138127	Weil Aquatronics Inc	\$ 33,859.92		AC	Water Booster Replacement
P0138128	California State University Long Beach	\$ 2,310.00		CC	Dance Registration Fees
P0138129	Amazon Business	\$ 86.16		FC	Instructional Supplies
P0138130	Amazon Business	\$ 167.02		FC	Instructional Supplies
P0138131	Amazon Business	\$ 109.91		FC	Instructional Supplies
P0138132	EIivate	\$ 334.14		NOCE	Instructional Supplies
P0138133	Allied Electronics Inc	\$ 56.57		CC	Lab Supplies
P0138134	Aramark Services Inc	\$ 675.00		CC	Catering for Campus Tour Field Trip
P0138135	Cypress College	\$ 3,750.00		CC	Student Ambassadors Grant Stipend
P0138136	County of Orange	\$ 571.25		CC	Hazardous Waste Fees
P0138137	Certified Enterprises Inc	\$ 240.00		FC	Waste Pickup Services
P0138138	Henry Schein Inc	\$ 5,000.00		CC	Blanket Order for Lab Supplies
P0138139	Outdoor Dimensions	\$ 4,323.81		FC	Signage
P0138140	Scantron Corporation	\$ 119.75		NOCE	Instructional Supplies
P0138141	Foothill-De Anza Community College District	\$ 195.00		FC	Tutoring Materials
P0138143	International Security Products	\$ 5,566.32		CC	Transcript Paper
P0138144	Amazon Business	\$ 333.22		NOCE	Office Supplies
P0138145	Linder Caster & Truck Inc	\$ 445.82		FC	Instructional Supplies

\$ 1,010,156.50

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 10, 2020

SUBJECT: Budget Adjustments

Action	X
Resolution	X
Information	
Enclosure(s)	X

BACKGROUND: Revised 2019-2020 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 revenue and expenditure budgets that were previously approved by the Board.

The General Fund programs requiring an adjustment are:

- Strong Workforce Program (SWP) - Regional Fund
- Veterans Resource Center (VRC) Student Services Grant

Revised Allocation Adjustments

SITE	PROGRAM NAME	TOTAL ADJUSTMENT	SOURCE OF ADJUSTMENT
	GENERAL FUND		
CC	SWP - Regional Fund VRC Student Services	588,681 83,140	Most Recent Agreement Additional Funding
FC	SWP - Regional Fund VRC Student Services	252,325 105,567	Most Recent Agreement Additional Funding
NOCE	SWP - Regional Fund	<u>76,000</u>	Most Recent Agreement
	TOTAL – BUDGET ADJUSTMENTS	<u>1,105,713</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: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities; and Direction #5: The District will develop and sustain collaborative projects and partnerships with the community’s educational institutions, civic organizations, and businesses.

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 2019-2020 allocations and amendments since the adoption of the District Proposed Budget on September 10, 2019 or subsequent adoption of new agreements by the Board. Budget adjustments are being submitted to revise revenue and expenditure budgets accordingly for the 2019-2020 fiscal year.

RECOMMENDATION: Authorization is requested to make adjustments to the General Fund revenue and expenditure budgets in accordance with the revised fiscal year 2019-2020 allocations. It is further requested that resolutions be adopted to adjust budgets and authorize expenditures within the General 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

Approved for Submittal

3.b.2

Item No.

**Budget Adjustments (Board Date March 10, 2020)
July 1, 2019 - June 30, 2020**

Note: All expenditure adjustments are being placed in one account for each program. Separate budget transfers will be processed to reallocate the adjustment amount to align with program plans.

<u>Campus Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orign</u>	<u>Account</u>	<u>Program</u>	<u>Acty</u>	<u>Locn</u>	<u>Adjustment</u>
CC	SWP - Regional Fund	17250	3305	50000	6790	2328	\$	588,681.00
CC	SWP - Regional Fund	17250	3305	86255	6790	2328	\$	588,681.00
CC	VRC Student Services	18030	3386	40000	6480		\$	83,140.00
CC	VRC Student Services	18030	3386	86282	6480		\$	83,140.00
FC	SWP - Regional Fund	17270	5225	50000	6600		\$	252,325.00
FC	SWP - Regional Fund	17270	5225	86255	6600		\$	252,325.00
FC	VRC Student Services	18040	6145	50000	6480		\$	105,567.00
FC	VRC Student Services	18040	6145	86282	6480		\$	105,567.00
NOCE	SWP - Regional Fund	17280	9793	50000	6190	8083	\$	76,000.00
NOCE	SWP - Regional Fund	17280	9793	86255	6190	8083	\$	76,000.00

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 2019-2020, 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>
8629	CalWORKs, TTIP, Other	\$ 1,105,713
TOTALS		\$ <u>1,105,713</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
4000	Supplies & Materials	\$ 83,140
5000	Other Operating Expenses	1,022,573
TOTALS		\$ <u>1,105,713</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 March 10, 2020, 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.b.4

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 10, 2020	Resolution	<u>X</u>
		Information	<u> </u>
SUBJECT:	2019-2020 Budget Transfers: General Fund and Capital Outlay Fund	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 Direction #4: The District will implement best practices related to planning including transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

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

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

RECOMMENDATION: Authorization is requested for the 2019-2020 General Fund and Capital Outlay Fund transfers netting to the amount of \$1,990,462 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

3.c.1

Recommended by

Approved for Submittal

Item No.

Budget Transfers
03-10-2020

1. 11100: Prior Year Funds/ 11200: Current Year Funds - CC

Transfer to provide budget to various departments for operating needs.

From:	6000 Capital Outlay	(496,743)
To:	2400 Instructional Aides	180,000
	4000 Supplies & Materials	48,743
	2300 Noninstructional Salaries	268,000

2. 11100: Prior Year Funds - AC

To provide funding for services related to fact finding for negotiations.

From:	7900 Reserve for Contingencies	(134,500)
To:	5000 Other Operating Expenses & Services	134,500

3. 17240: Strong Workforce Initiative - Local - CC

Transfer to align budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(1,076,867)
To:	1100 Instructional Salaries	55,000
	2100 Noninstructional Salaries	267,500
	3900 Benefits	51,650
	4000 Supplies & Materials	74,000
	6000 Capital Outlay	628,717

4. 17249: Strong Workforce Initiative - Local - CC

Transfer to align budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(365,255)
To:	1100 Instructional Salaries	38,000
	2100 Noninstructional Salaries	16,600
	2300 Noninstructional Salaries	133,532
	2400 Instructional Aides	2,200
	3900 Benefits	20,751
	4000 Supplies & Materials	54,906
	6000 Capital Outlay	99,266

5. 11100: Prior Year Funds - FC

Transfer to cover the cost of repairing boiler and reverse osmosis system in the Natural Sciences Division.

From:	6000 Capital Outlay	(26,673)
To:	5000 Other Operating Expenses & Services	26,673

6. 17848: Guided Pathways - CC

Budget Transfers
03-10-2020

Transfer to align budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(215,548)
To:	1200 Noninstructional Salaries	93,900
	2100 Noninstructional Salaries	66,648
	3900 Benefits	55,000

7. 4xxxx: Capital Outlay Funds - AC

Transfer to cover Fullerton College Building 3100 Heating, Ventilation, and Air Conditioning replacement project.

From:	6000 Capital Outlay	(365,000)
To:	5000 Other Operating Expenses & Services	365,000

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 make the budget transfers between the expenditure classifications as listed below, within the General Fund (0101), pursuant to the California Code of Regulations Title 5, §58307;

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

FROM		TO	
Budget Classification	Amount	Budget Classification	Amount
5000	\$ 1,490,962	1100	\$ 93,000
7900	134,500	1200	93,900
		2100	350,748
		2300	395,988
		2400	182,200
		3900	126,945
		4000	184,583
		6000	198,098
TOTAL	\$ 1,625,462	TOTAL	\$ 1,625,462

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 March 10, 2020, 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.4

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 make the budget transfers between the expenditure classifications as listed below, within the Capital Outlay Fund (4040), pursuant to the California Code of Regulations Title 5, §58307;

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

FROM		TO	
Budget Classification	Amount	Budget Classification	Amount
6000	\$ 365,000	5000	\$ 365,000

TOTAL \$ 365,000 TOTAL \$ 365,000

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 March 10, 2020, 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.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 10, 2020

SUBJECT: Surplus and Obsolete Supplies and Equipment

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

BACKGROUND: Education Code Section 81450 permits the Board of Trustees to declare District property as surplus if the property is not required for school purposes, is deemed to be unsatisfactory or not suitable for school use, or if it is being disposed of for the purposes of replacement. The attached list of surplus items have exceeded their useful life and are no longer suitable for the District. Other campuses were made aware of the surplus items and were given the opportunity to view and request various surplus equipment prior to Board approval. In the past, local high schools were made aware of the surplus items but these attempts received no response. In this instance, local high schools were not notified because the District deemed that these items would not be of use to them.

The Liquidation Company will conduct an auction for the sale of the attached list of surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

This agenda item was submitted by Jenney Ho, District Director, Purchasing.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6550, Disposal of District Personal Property.

FUNDING SOURCE AND FINANCIAL IMPACT: Proceeds from the sale of surplus items will be deposited into the General Fund.

RECOMMENDATION: Authorization is requested to declare the attached list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

Fred Williams

3.d.1

Recommended by

Approved for Submittal

Item No.

SURPLUS ITEMS

Qty.	Description	Location
14	Cabinet	AC
1	Cart	AC
45	Chairs	AC
8	Computer Bracket	AC
1	Copier	AC
500	Cubicle Part	AC
2	Desk	AC
1	Fan	AC
1	Microwave	AC
1	Projector	AC
9	Table	AC
1	Water Dispenser	AC
1	White Board	AC
6	Fitness Machine	CC
3	Cabinet	FC
20	Chairs	FC
136	Computer	FC
7	Copier	FC
2	Desk	FC
1	Electric Piano	FC
1	Floor Buffer	FC
3	Hair Dryers	FC
2	Projector	FC
1	Router	FC
1	Safe Box	FC
14	Sewing Machine	FC
1	Sub Woofer	FC
1	Trailer	FC
1	Wall Mount Cutter	FC

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 10, 2020 Resolution
Information
Enclosure(s)
SUBJECT: Additional Professional Services by
Brailsford & Dunlavey for the Educational
& Facilities Master Plan

BACKGROUND: On April 23, 2019, the Board awarded a contract to Brailsford & Dunlavey (B&D) in the amount of \$717,790 to work with the District to develop and deliver an Educational and Facilities Master Plan (EFMP). The EFMP supports existing strategic initiatives, while identifying a new vision and opportunities to improve student equity, completion, and success and retention rates among students while supporting the student journey. The EFMP also guides the District in reframing the student experience with appropriate campus life amenities in addition to assessing the District's facility use opportunities.

The team at B&D continue to make excellent progress outlined in the scope of work since the initiation of the contract. In that time, they have met with approximately 1,000 students, faculty, classified staff, and administrators. In doing so, they have conducted and maintained a vigorous meeting schedule (50+) Districtwide. These stakeholder meetings have been a crucial part of the information gathering process, thus, B&D is positioned to accurately reflect the educational and facilities needs of Cypress College, Fullerton College, North Orange Continuing Education and North Orange County Community College District Services.

During this process, the B&D team has exceeded the level of commitment in terms of the projected number of stakeholder meetings. As of December 9, 2019 the B&D team reached its cap of 40 meetings for the duration of the 12-month project. B&D is recommending a total of 42 additional campus meetings, which is comprised of the eight meetings that have taken place since December 9, 2019, as well as the additional 34 meetings scheduled for the spring semester. This fee proposal also takes into consideration the extension of the schedule (approximately six weeks) into mid-July to accommodate the review/approval process with District Consultation Council (DCC) and the Board of Trustees (BOT).

These additional recommendations outline the tasks and advisory work to assist NOCCCD in delivering the EFMP through the necessary levels of engagement with Districtwide stakeholders, and final approval through the shared governance process. B&D's proposal and fees for additional services are as follows:

1. Fees for B&D and their sub-contractor, Moore Ruble Yudell (MRY) for an additional 42 stakeholder meetings (travel, meeting, and preparation time) and 6-week extension to the schedule.

2. Additional expenses allowance for:
 - a. Workshop materials and mileage for MRY.
 - b. Development of professional renderings (rendering firm TBD).
 - c. Additional air travel, hotel stays, meals, and vehicle mileage for B&D.

B&D and MRY are committed to providing the best value to NOCCCD to ensure that the appropriate engagement is completed this Spring and therefore, they are proposing an additional fee amount (inclusive of reimbursable expenses) of \$232,465.

The additional fee is not to exceed \$232,465, bringing the total amount of the contract to \$950,255.

This agenda 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 responds to District Strategic Direction 4: The District will implement best practices related to planning including transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

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

FUNDING SOURCE AND FINANCIAL IMPACT: District general fund.

RECOMMENDATION: Authorization is requested to increase the contract with Brailsford & Dunlavy by \$232,465, for a total of \$950,255, for professional services related to the Educational & Facilities Master Plan. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or District Director, Purchasing, to amend the agreements on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.e.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X

DATE: March 10, 2020

Resolution

Information

Enclosure(s)

SUBJECT: Fullerton College/Cypress College
Health Fee Increase

BACKGROUND: Fullerton and Cypress colleges operate comprehensive Health Centers, which offer a variety of health-related services to students. The goal of the centers is to assist students in maintaining and improving their physical, mental, and emotional health so they may be successful in their educational endeavors.

Both Health Centers are self-supporting operations that rely on student fees to generate resources to cover the cost of operations. Currently, the health fees charged by both campuses are \$19 per semester and \$16 for summer session. All students in good standing with the North Orange Promise are currently granted health fee waivers and are thereby exempt from paying the fee.

Education Code §76355 provides the governing board of a community college the option and calculation standard for increasing the health service fee. This calculation results in the maximum allowable health fee of \$21 per semester and \$18 for summer session. As the number of students seeking services at the Cypress and Fullerton College Health Centers continues to grow, additional resources are needed to meet the demand, especially for mental health services. A \$2 increase in the current health fee charged to students will allow both Cypress College and Fullerton College Health Centers to continue offering important services to students.

Education Code §76355 also allows the governing Boards to approve an automated health fee increase as the implicit price deflation for state and local government purchase of goods and services produces an increase of \$1 above the existing fee, the fee may be increased by \$1.

This revision has been discussed at the campuses, and the agenda item was submitted by Cypress College and Fullerton College Health Services Directors, Marla McBride and Dana Timmermans respectively.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 5030, Fees.

FUNDING SOURCE AND FINANCIAL IMPACT: Health fees are properly accounted for in a restricted fund solely for health fee revenues and expenses to provide health services.

RECOMMENDATION: Authorization is requested to increase the health fee for all Cypress and Fullerton College students by \$2 effective Summer 2020. This increase would bring the health fee to \$21 per semester, \$18 for summer session, and \$18 for each intersession and help to provide a continuous quality Health Service program at the college campuses. It is further recommended that the Board approve an automated health fee increase whenever the implicit price deflation for state and local government purchase of goods and services calculation produces an increase of \$1 above the existing fee; the Health Fee may be increased by \$1. Associated Students at Cypress College and Fullerton College will be made aware in advance of any future automated health fee increases.

Fred Williams

3.f.2

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 10, 2020 Resolution
Information
Enclosure(s)
SUBJECT: Fullerton College
Financial Aid Office
CampusLogic Inc. Subscription Renewal

BACKGROUND: Financial Aid Offices are required to verify students' Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) data under a process called Verification. The Department of Education selects students randomly who are to be verified. Approximately 50% of the students who apply for financial aid at Fullerton College are selected for verification, which is higher than the average of 30%. This is due to the demographics of the College's students.

In 2014, the Department of Education implemented a major alteration of the verification process for the first time since the mid 1980's. The new requirements now place students into one of five "groups" each with their own set of requirements, complicating the verification. As the volume of applicants seeking financial aid has grown, coupled with increasingly complex regulations, and with changes to the need analysis formula, the associated verification selection has also increased.

For the last six years, Cypress and Fullerton College's Financial Aid Office has used CampusLogic, Inc. that provides electronic verification forms and automated processing, which reduces the backlog and makes it faster and more convenient for students to complete the verification process. The services of CampusLogic Inc.'s StudentVerification.com system have proven to be cost effective for both campuses and convenient for students.

Cypress College utilizes the same software and has a current agreement with CampusLogic Inc. Fullerton College would like to renew its subscription with CampusLogic Inc. for \$137,800 which will allow the College to continue using StudentForms and also includes the addition of Campus Communicator. The Campus Communicator service allows Fullerton College to offer a dynamic and personalized award letter. Digital award letters are optimized for mobile devices and intuitive for today's students. This will further the students understanding of the financial aid available to assisting them on their path to success. We also use the platform for financial aid tracking letters, Satisfactory Academic Progress notices for both warning and disqualified students, and academic and progress standards for the California College Completion Grant.

This agenda item was submitted by Greg Ryan, Director, Financial Aid, Fullerton College.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 3720, Computer and Electronic Communication Systems; and Board Policy 6340, Contracts.

FUNDING SOURCE AND FINANCIAL IMPACT: All expenses related to CampusLogic Inc. products will be funded from Fullerton College's BFAP-SFAA Categorical Funds.

RECOMMENDATION: Authorization is requested to enter into a one-year agreement with CampusLogic Inc. for \$137,800 for the subscription services. This subscription includes the continued use of StudentForms from April 1, 2020 through March 31, 2021 and AwardLetter from April 1, 2020 through March 31, 2021. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the agreement and any related documents on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.g.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 10, 2020 Resolution
Information
Enclosure(s)
SUBJECT: Scheduling Agreement with O'Connor
Construction Management for Fullerton
College new Instructional Building and
Central Plan Expansion

BACKGROUND: In December 2017, the District issued a request for proposals (RFP) for Construction Scheduling Services and Construction Cost Estimating Services for District-wide Construction Projects. The District selected O'Connor Construction Management, which the Board approved June 12, 2018.

Fullerton College has requested third party scheduling review services to support the construction of the new Instructional Building and Central Plant. The scope of the agreement includes schedule review and verification as needed on a time and materials basis. The estimated cost for these services, on a time and material basis, provided by the District-approved scheduler, is not to exceed \$40,800.

This agenda item was submitted by Oscar Saghieh, Project Manager, Campus Capital Projects and Rodrigo Garcia, Fullerton College Vice President of Administrative Services

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: An amount not to exceed \$40,800 will be charged on an as needed basis to Measure J Bond funds.

RECOMMENDATION: Authorization is requested to enter into a Scheduling Agreement with O'Connor for the Fullerton College new Instructional Building and Central Plant Expansion in an amount not to exceed \$40,800. The term of the agreement shall be effective March 11, 2020, through December 31, 2023. 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

3.h

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: March 10, 2020
SUBJECT: North Orange Continuing Education
North Orange County Regional Consortium
One-Year Lease Renewal Agreement

Action X
Resolution _____
Information _____
Enclosure(s) _____

BACKGROUND: North Orange Continuing Education (NOCE), as the fiscal agent for the North Orange County Regional Consortium for Adult Education (NOCRC) is in continued need of office space for the California Adult Education Program (CAEP) employees and for the purpose of serving as the NOCRC regional center. These offices will not be used as a classroom space to educate students.

On January 26, 2016, the Board approved the Standard Office Lease with Anaheim Place Partners, LP (APP), for the NOCRC for Adult Education to occupy 5,400 square feet at 505 N. Euclid Avenue, Suite 200, Anaheim, CA 92801. On May 23, 2017, the Board approved a lease amendment with Anaheim Place Partners, LP (APP) to increase the use to 10,420 sq. ft. through January 31, 2019.

The renewal lease agreement is for a one-year term from February 1, 2020 through January 31, 2021. The monthly base rent is \$18,547.60 which includes all utility costs and custodial services. The one-year lease term results in a total rent of \$222,517.20.

This agenda item was submitted by Janeth Manjarrez, Director, California Adult Education Program for NOCRC.

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

How does this relate to Board Policy: This item is related to BP6500-Property Management.

FUNDING SOURCE AND FINANCIAL IMPACT: The lease payment will be paid by the California Adult Education Program (CAEP) fund.

RECOMMENDATION: Authorization is requested to enter into a one-year lease term agreement with Anaheim Place Partners, LP, at 505 N. Euclid Avenue, (2nd Floor), Anaheim CA 92801 for a total consideration of \$222,571.20 from February 1, 2020 through January 31, 2021 for office space for the California Adult Education Program (CAEP) personnel. 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

3.i

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 10, 2020 Resolution _____
Information _____
SUBJECT: North Orange Continuing Education Enclosure(s) _____
Disability Support Services
Program Donations

BACKGROUND: North Orange Continuing Education (NOCE) Disability Support Services (DSS) Work, Independence, Self-Advocacy, Education (WISE) Program receives monetary donations from families and persons in the community who value the services we provide and desire to show their appreciation by donating gifts to be used to enhance the program.

Authorization is requested for the NOCE DSS program to accept the following donations:

- \$300 Check Donation – Kim Pham
- \$200 Cash Donation – Deya Slade

This agenda item was submitted by Adam Gottdank, Director, NOCE DSS.

How does this relate to the five District Strategic Directions? This item relates to District Strategic Direction #5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

How does this relate to Board Policy: This item is in compliance with Board Policy 3820 Gifts and Donations.

FUNDING SOURCE AND FINANCIAL IMPACT: The monetary donations will assist the WISE program in purchasing classroom supplies that would otherwise be funded through the NOCE Disability Support Services' budgets.

RECOMMENDATION: Authorization is requested for the NOCE DSS program to accept the following donations:

- \$300 Check Donation – Kim Pham
- \$200 Cash Donation – Deya Slade

Fred Williams

Recommended by

Approved for Submittal

3.j

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 10, 2020 Resolution
Information
SUBJECT: North Orange Continuing Education Enclosure(s)
North Orange County Regional Consortium
MOU Amendment

BACKGROUND: North Orange County Regional Occupational Program (NOCROP) is an Executive Committee voting member of the North Orange County Regional Consortium (NOCRC) for the California Adult Education Program (CAEP). The North Orange County Community College District is the Fiscal Agent for CAEP hosted at NOCRC.

On September 24, 2019, the Executive Committee for NOCRC approved the 2019-2020 regional budget for NOCROP in the amount of \$664,815.

On December 19, 2019, the Executive Committee approved a budget increase of \$414,691, for a total amount of not to exceed \$1,079,506, to bolster and support the NOCROP vocational programs and expand the number of adult students served by CAEP. The term of the MOU is from December 19, 2019 to June 30, 2021.

This agenda item was submitted by Janeth Manjarrez, Director, California Adult Education Program.

How does this relate to the five District Strategic Directions? This item responds to Direction #5: The District will develop and sustain collaborative projects and partnerships with community’s educational institutions, civic organizations, and business.

How does this relate to Board Policy: N/A

FUNDING SOURCE AND FINANCIAL IMPACT: The MOU for the NOCROP for CAEP 2019-2020 and 2020-2021 Regional Budget for NOCRC will be charged to the California Adult Education Program fund.

RECOMMENDATION: Authorization is requested to approve the amended MOU with North Orange County Regional Occupational Program for their California Adult Education Program 2019-2020 and 2020-2021 Regional Budget of \$1,079,506. 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

3.k

Recommended by

Approved for Submittal

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X

DATE: March 10, 2020

Resolution

Information

Enclosure(s)

SUBJECT: Amend Consultant Agreement with Gatzke, Dillon, and Ballance LLP

BACKGROUND: On June 13, 2017, the Board approved a proposal for the preparation of the Fullerton College Sherbeck Field Improvements California Environmental Quality Act (CEQA) document. Based on the public scoping comments received during the release of the Fullerton College Facilities Master Plan Notice of Preparation and Initial Study, the proposed field improvements (the addition of 4,417 bleacher seats, sound system, and lighting) generated interest and discussion from neighboring residents and the City of Fullerton.

In May 2018, additional comments from the community and local agencies were received in response to the Sherbeck Field Notice of Preparation and Initial Study. In order to support an effective response to these comments, Dudek recommended the District retain an attorney specializing in CEQA.

On July 1, 2018, the District engaged Gatzke, Dillon, & Ballance LLP (GD&B), whose major practice areas include planning, counseling, and litigation in matters involving land use, construction, and environment for an amount not to exceed \$50,000 to assist with the Environmental Impact Report (EIR).

On July 9, 2019, the \$50,000 purchase order was increased to \$57,500 to cover the months of April, May, and June. On September 26, 2019, upon completion of the Draft EIR, the District and GD&B identified that additional assistance would be required through the end of the EIR. GD&B proposes to provide this assistance for an estimated \$31,500, for a total of \$89,000.

On November 12, 2019, the purchase order was increased by \$77,000 for legal support to complete the EIR, possibly prepare modified project documents, and help the District prepare for Public Records Requests, for a total of \$166,000 through December 31, 2019.

Currently, GD&B is continuing to work on the Public Records Requests, including the submittal of 70,000 pages of documents. Because of this, additional time and budget is requested to finish this process. In addition, Fullerton College has requested help in preparing a negative declaration for the Horticulture Greenhouse. Additional time through June 30, 2020 and an additional \$20,000 of budget is requested, for a total budget with GD&B of \$186,000.

This agenda item was submitted by Rodrigo Garcia, Fullerton College Vice President of Administrative Services.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The consultant's fees in the amount of \$166,000 will be charged to the Capital Outlay Fund.

RECOMMENDATION: Authorization is requested to amend the consulting agreement with Gatzke, Dillon, & Balance LLP for an additional \$20,000, for a total budget of \$186,000 and extend the term of the agreement to June 30, 2020 for Public Records Requests and support in preparing negative declaration for the Fullerton College Horticulture Greenhouse. Authorization is also requested for the Vice Chancellor, Finance & Facilities, to execute the consultant agreement on behalf of the District.

Fred Williams

Recommended by

Approved for Submittal

3.1.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 10, 2020	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Cypress College Curriculum Matters	Enclosure(s)	<u> X </u>

BACKGROUND: The divisions and the Curriculum Committee at Cypress College and the District Curriculum Coordinating Committee have approved the attached summary of new curriculum and curriculum revisions.

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; (6) to provide greater consistency between Cypress and Fullerton courses; and (7) 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 and approval prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Silvie Grote, Chair of the Cypress College Curriculum Committee.

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

How does this relate to Board Policy: This item is in compliance with Board Policy 4020, Program and Curriculum Development.

FUNDING SOURCE AND FINANCIAL IMPACT: Campus General Fund.

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Cypress College, to be effective Spring 2020, Summer 2020 and Fall 2020. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

**CYPRESS COLLEGE CURRICULUM
Board Agenda
March 10, 2020**

(DCCC approved February 7, 2020)

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
KIN 248 C Psychology of Sport Units: 3 Lecture: 3 Laboratory: 0	*Add DE online option.	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations.	2020 Summer	Add DE online option. Previously Board approved 6/12/2018.
MATH 010 C Basic Mathematics Units: 4 Lecture: 4 Laboratory: 0	*Top code updated to 1701.00 *CIP code updated to 27.00101	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Top and CIP Code updated. Previously Board approved 11/12/2019.
MATH 015 C Pre-Algebra Units: 4 Lecture: 4 Laboratory: 0	*Top Code updated to 1701.00 *CIP code updated to 27.00101	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.	2020 Fall	Top code updated. Previously Board approved 11/12/2019.
NURS 192 C Fundamentals of Nursing Units: 4.5 Lecture: 2.5 Laboratory: 6	*Clinical Placement fee change from \$5 to \$30	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations This course consists of two components: a minor component of lecture and a major component of lab (clinical practicum). The clinical component is mandated by discipline accreditation standards to a maximum of 10 students per instructor. The course cohort consists of 4 lab sections that can be accommodated by a lecture size of 40.	2020 Fall	Clinical Placement fee change from \$5 to \$30. The nursing program received a notification from the clinical sites of increased on-site fees. Previously Board approved 12/10/2019.
NURS 193 C Introduction to Medical Surgical/Gero Nursing Units: 3.5 Lecture: 1.5	*Add Clinical Placement fee \$60	40	This course consists of two components, a minor component of lecture and a major component of lab (clinical practicum). The clinical component is mandated by discipline accreditation standards to a maximum of 10 students per instructor. The course	2020 Fall	Clinical Placement fee \$60 has been added. The nursing program received a notification from the clinical sites of increased on-site

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
Laboratory: 6			cohort consists of four (4) lab sections that can be accommodated by a lecture size of 40.		fees. Previously Board approved 12/10/2019
NURS 196 C Medical-Surgical Nursing I Units: 5 Lecture: 2.25 Laboratory: 8.25	*Clinical Placement fee change from \$40 to \$65	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. This course consists of two components, a minor component of lecture and a major component of lab (clinical practicum). The clinical component is mandated by discipline accreditation standards to a maximum of 10 students per instructor. The course cohort consists of four (4) lab sections that can be accommodated by a lecture size of 40.	2020 Fall	Clinical Placement fee change from \$40 to \$65. The nursing program received a notification from the clinical sites of increased on-site fees. Previously Board approved 12/10/2019.
NURS 197 C Maternal/Newborn Nursing Units: 3.5 Lecture: 1.75 Laboratory: 5.25	*Clinical Placement fee change from \$28 to \$50.	40	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. This course consists of two components, a minor component of lecture and a major component of lab (clinical practicum). The clinical component is mandated by discipline accreditation standards to a maximum of 8 students per instructor. The class cohort consists of 5 lab sections that can be accommodated by a lecture size of 40.	2020 Fall	Clinical Placement fee change from \$28 to \$50. The nursing program received a notification from the clinical sites of increased on-site fees. Previously Board approved 12/10/2019.
NURS 292 C Medical-Surgical Nursing II Units: 5 Lecture: 2.25 Laboratory: 8.25	*Clinical Placement fee change from \$49 to \$75.	40	This course consists of two components, a minor component of lecture and a major component of lab (clinical practicum). The clinical component is mandated by discipline accreditation standards to a maximum of 10 students per instructor. The course cohort consists of four (4) lab sections that can be accommodated by a lecture size of 40.	2020 Fall	Clinical Placement fee change from \$49 to \$75. The nursing program received a notification from the clinical sites of increased on-site fees. Previously Board approved 12/10/2019.
NURS 297 C Medical-Surgical Nursing III Units: 5 Lecture: 2.25 Laboratory: 8.25	*Clinical Placement fee change from \$45 to \$70	40	This course consists of two components, a minor component of lecture and a major component of lab (clinical practicum). The clinical component is mandated by discipline accreditation standards to a maximum of 10 students per instructor. The course cohort consists of four (4) lab sections that can be accommodated by a lecture size of 40.	2020 Fall	Clinical Placement fee change from \$45 to \$70. The nursing program received a notification from the clinical sites of increased on-site fees. Previously Board approved 12/10/2019.
PHOT 235 C Drone Photography and Video Units: 3 Lecture: 2 Laboratory: 4	*Add FSA C35	35	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2020 Spring	FSA C35 added. Previously Board approved 12/10/2019.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
SPAN 203 C Intermediate Spanish III Units: 4 Lecture: 4 Laboratory: 0	*Add DE online option	30	This conforms to the District seat count guidelines: "class time focuses on individualized instruction, student presentation time, and/or group learning. This is an appropriate number because this is a four hour class (in contrast to Spanish 101 & 102, which are five hours), and the instructor needs to have sufficient opportunities to evaluate individual students' oral proficiency.	2020 Fall	Add DE online option. Previously Board approved 12/10/2019.

NEW DEGREES/CERTIFICATES																																																		
DEGREE				EFF DATE	JUSTIFICATION																																													
Ethnic Studies	Social Justice Studies: Asian Pacific American Studies Associate in Arts Degree for Transfer Required Courses (9 units) <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ETHS101 C</td> <td>American Ethnic Studies</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ETHS101HC</td> <td>Honors American Ethnic Studies</td> <td>3</td> </tr> <tr> <td>SOC225 C</td> <td>Sociology of Women</td> <td>3</td> </tr> <tr> <td>ETHS170 C</td> <td>Introduction to Asian Pacific American Studies</td> <td>3</td> </tr> <tr> <td colspan="3">List A. Select 3 courses from the following (9 units):</td> </tr> <tr> <td>ETHS171 C</td> <td>Asian Pacific American History</td> <td>3</td> </tr> <tr> <td>ENGL208 C</td> <td>Asian American Literature</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST160 C</td> <td>Asian Civilizations I</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST161 C</td> <td>Asian Civilizations II</td> <td>3</td> </tr> <tr> <td>ETHS235 C</td> <td>American Social Justice Movements</td> <td>3</td> </tr> <tr> <td colspan="2">Total Units</td> <td>18</td> </tr> </tbody> </table>					Units	ETHS101 C	American Ethnic Studies	3		or		ETHS101HC	Honors American Ethnic Studies	3	SOC225 C	Sociology of Women	3	ETHS170 C	Introduction to Asian Pacific American Studies	3	List A. Select 3 courses from the following (9 units):			ETHS171 C	Asian Pacific American History	3	ENGL208 C	Asian American Literature	3		or		HIST160 C	Asian Civilizations I	3		or		HIST161 C	Asian Civilizations II	3	ETHS235 C	American Social Justice Movements	3	Total Units		18	2020 Fall	The creation of the AA-T in Social Justice Studies: African-American Studies will facilitate transfer opportunities for students who wish to pursue a baccalaureate degree in Asian Pacific American Studies or Ethnic Studies at the California State University (CSU).
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NEW DEGREES/CERTIFICATES

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NEW DEGREES/CERTIFICATES

DEGREE			EFF DATE	JUSTIFICATION
	ETHS152 C	Chicana-o History II	3	interconnected, and to develop foundational and advanced skills from multiple disciplines for sustainable solutions. Strategies will be learned, developed and practiced for transforming local and global challenges into workable resolutions. This is an interdisciplinary program, drawing from the social sciences, natural sciences, the arts and humanities, as well as career technical fields. To earn an Associate Degree students must complete: (1) 21 units with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements, including the cultural diversity and reading requirements and any elective courses to complete a minimum of 60 units; and, (3) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Done 10/09/2019
	ETHS160 C	Native American History I	3	
	ETHS161 C	Native American History II	3	
	ETHS171 C	Asian Pacific American History	3	
	PSY131 C	Cross-Cultural Psychology	3	
	Biology and Geography Area			
			Units	
	BIOL103 C	Environmental Science	3	
	BIOL107 C	Nutrition and World Food Issues	3	
	GEOG100 C	World Geography	3	
		or		
	GEOG100HC	Honors World Geography	3	
	GEOG102 C	Physical Geography	3	
	GEOG160 C	Cultural Geography	3	
	Economics and Political Science Area			
			Units	
	ECON120 C	International Economics	3	
	POSC215 C	Comparative Politics	3	
	POSC230 C	International Relations	3	
	Humanities Area			
			Units	
	DANC101 C	Multicultural Dance in the US	3	
	ENGL208 C	Asian American Literature	3	
	ENGL243 C	Mythology	3	
	ENGL247 C	Multicultural Literature	3	
	ENGL250 C	Latino/a/x Literature	3	
	ENGL255 C	African-American Literature I	3	
	ENGL256 C	African-American Literature II	3	
	ENGL260 C	Survey of Arabic Literature (in translation)	3	
		or		
	ENGL260HC	Honors Survey of Arabic Literature (in translation)	3	
	PHIL101 C	Introduction to Religious Studies	3	
	SOC277 C	Sociology of Religion	3	
	THEA107 C	Diversity in American Theater	3	
	List B: Select minimum 1 course from the Career education list below: (3 units)			
			Units	
	AJ160 C	Community and the Justice System	3	
	ATC182 C	Cultural Tourism	3	
	EST100 C	Renewable and Sustainable Energy	3	
	HRC265 C	World Culture and Cuisine	3	
	JOUR110 C	Global Media	3	
	KIN280 C	Introduction to Public Health	3	
	KIN280HC	Honors Introduction to Public Health	3	
	KIN281 C	Health and Social Justice	3	
	KIN281HC	Honors Health and Social Justice	3	
	KIN285 C	Global and Community Health	3	
	Total Units		21	

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																																																	
Anthropology	<p>Archaeology Technician Certificate</p> <p>Required Courses (17 units):</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ANTH101 C</td> <td>Biological Anthropology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ANTH101HC</td> <td>Honors Biological Anthropology</td> <td>3</td> </tr> <tr> <td>ANTH101LC</td> <td>Biological Anthropology Lab</td> <td>1</td> </tr> <tr> <td>ANTH102 C</td> <td>Cultural Anthropology</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ANTH 102HC</td> <td>Honors Cultural Anthropology</td> <td>3</td> </tr> <tr> <td>ANTH103 C</td> <td>Introduction to Archaeology</td> <td>3</td> </tr> <tr> <td>ANTH231 C</td> <td>Field Course in Archaeology I</td> <td>3</td> </tr> <tr> <td>ENGL100 C</td> <td>College Writing</td> <td>4</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>ENGL 100HC</td> <td>Honors College Writing</td> <td>4</td> </tr> </tbody> </table> <p>Anthropology elective courses: Select from the following 3-4 units</p> <table border="1"> <tbody> <tr> <td>ANTH106 C</td> <td>Human Prehistory and Ancient Civilizations</td> <td>3</td> </tr> <tr> <td>ANTH121 C</td> <td>Native North America</td> <td>3</td> </tr> <tr> <td>ANTH232 C</td> <td>Field Course in Archaeology II</td> <td>3</td> </tr> <tr> <td>ANTH299 C</td> <td>Anthropology Independent Study</td> <td>1</td> </tr> </tbody> </table> <p>Non-Anthropology elective courses: Select from the following 6-7 units</p> <table border="1"> <tbody> <tr> <td>ETHS160 C</td> <td>Native American History I</td> <td>3</td> </tr> <tr> <td>GEOG102 C</td> <td>Physical Geography</td> <td>3</td> </tr> <tr> <td>GEOG130 C</td> <td>California Geography</td> <td>3</td> </tr> <tr> <td>GEOG160 C</td> <td>Cultural Geography</td> <td>3</td> </tr> <tr> <td>GEOG202 C</td> <td>Field Geography - Physical</td> <td>1</td> </tr> <tr> <td>GEOG230 C</td> <td>Introduction to GIS</td> <td>3</td> </tr> <tr> <td>GEOL100 C</td> <td>Physical Geology</td> <td>3</td> </tr> <tr> <td>GEOL103 C</td> <td>Historical Geology</td> <td>4</td> </tr> <tr> <td>GEOL120 C</td> <td>Geology of California</td> <td>3</td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td>Total Units</td> <td></td> <td>26 - 28</td> </tr> </tbody> </table>			Units	ANTH101 C	Biological Anthropology	3		or		ANTH101HC	Honors Biological Anthropology	3	ANTH101LC	Biological Anthropology Lab	1	ANTH102 C	Cultural Anthropology	3		or		ANTH 102HC	Honors Cultural Anthropology	3	ANTH103 C	Introduction to Archaeology	3	ANTH231 C	Field Course in Archaeology I	3	ENGL100 C	College Writing	4		or		ENGL 100HC	Honors College Writing	4	ANTH106 C	Human Prehistory and Ancient Civilizations	3	ANTH121 C	Native North America	3	ANTH232 C	Field Course in Archaeology II	3	ANTH299 C	Anthropology Independent Study	1	ETHS160 C	Native American History I	3	GEOG102 C	Physical Geography	3	GEOG130 C	California Geography	3	GEOG160 C	Cultural Geography	3	GEOG202 C	Field Geography - Physical	1	GEOG230 C	Introduction to GIS	3	GEOL100 C	Physical Geology	3	GEOL103 C	Historical Geology	4	GEOL120 C	Geology of California	3	Total Units		26 - 28	2020 Fall	Updated program with honors courses. No total unit change. Previously board approved 11/12/2019.
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MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																			
English as a Second Language	<p>ESL Milestone Certificate: Pathway to Business and Computer Information Systems</p> <p>Complete the required ESL courses listed in sequence (15 units):</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ESL184 C</td> <td>Advanced Academic Reading/Writing 1</td> <td>5</td> </tr> <tr> <td>ESL185 C</td> <td>Advanced Academic Reading/Writing 2</td> <td>5</td> </tr> <tr> <td>ESL186 C</td> <td>College Writing Preparation for Non-Native Speakers</td> <td>5</td> </tr> </tbody> </table> <p>Complete one of the following Business or Computer Information Science courses (3 units):</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CIS111 C</td> <td>Computer Information Systems</td> <td>3</td> </tr> <tr> <td>CIS101 C</td> <td>Introduction MS Word/Document Formatting</td> <td>3</td> </tr> <tr> <td>MGT161 C</td> <td>Introduction to Business</td> <td>3</td> </tr> </tbody> </table> <p>Additional Recommended Elective Not Required:</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>COUN140 C</td> <td>Educational Planning</td> <td>1</td> </tr> <tr> <td colspan="2">Total Units</td> <td>18</td> </tr> </tbody> </table>			Units	ESL184 C	Advanced Academic Reading/Writing 1	5	ESL185 C	Advanced Academic Reading/Writing 2	5	ESL186 C	College Writing Preparation for Non-Native Speakers	5			Units	CIS111 C	Computer Information Systems	3	CIS101 C	Introduction MS Word/Document Formatting	3	MGT161 C	Introduction to Business	3			Units	COUN140 C	Educational Planning	1	Total Units		18	2020 Fall	<p>CIS 101 C changed from 4 to 3 units.</p> <p>Total units change from 19 to 18.</p>																		
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DELETE DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																	
Computer Information Systems	<p>GAME PROGRAMMING CERTIFICATE</p> <p>Required courses (9 units):</p> <table border="1" data-bbox="391 275 1101 415"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CIS211 C</td> <td>Introduction to Programming</td> <td>3</td> </tr> <tr> <td>CIS260 C</td> <td>Game Concepts Development</td> <td>3</td> </tr> <tr> <td>CIS261 C</td> <td>Game Programming</td> <td>3</td> </tr> </tbody> </table> <p>Complete one of the following courses (3 units):</p> <table border="1" data-bbox="391 436 1101 520"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CIS244 C</td> <td>Java Game Programming</td> <td>3</td> </tr> <tr> <td>CIS264 C</td> <td>Windows Game Programming</td> <td>3</td> </tr> </tbody> </table> <p>Complete one of the following courses (3 units):</p> <table border="1" data-bbox="391 541 1101 625"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>CIS263 C</td> <td>Mobile Game Programming</td> <td>3</td> </tr> <tr> <td>CIS265 C</td> <td>3D Game Programming</td> <td>3</td> </tr> </tbody> </table> <table border="1" data-bbox="391 625 1101 655"> <tbody> <tr> <td>Total Units</td> <td></td> <td>15</td> </tr> </tbody> </table>			Units	CIS211 C	Introduction to Programming	3	CIS260 C	Game Concepts Development	3	CIS261 C	Game Programming	3			Units	CIS244 C	Java Game Programming	3	CIS264 C	Windows Game Programming	3			Units	CIS263 C	Mobile Game Programming	3	CIS265 C	3D Game Programming	3	Total Units		15	2020 Fall	Lack of demand for this certificate.
		Units																																		
CIS211 C	Introduction to Programming	3																																		
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 10, 2020	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	North Orange Continuing Education Curriculum Matters	Enclosure(s)	<u> X </u>

BACKGROUND: The Office of Instruction and the North Orange Continuing Education Curriculum Committee and the District Curriculum Coordinating Committee have approved the attached summary of curriculum changes. All changes serve the mission of North Orange Continuing Education 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; and (5) to restructure programmatic curricula.

All curriculum is submitted to the Provost's Office for review prior to submission to the District Curriculum Coordinating Committee. This agenda item is being submitted by Candace Lynch, Chair of the North Orange Continuing Education Curriculum Committee and Dr. Karen Bautista, Vice President of Instruction.

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

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

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

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for North Orange Continuing Education, to be effective Fall 2020. The curricula have been signed by the Campus Curriculum Committee Chairperson and the Provost and it has been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by

Approved for Submittal

4.b.1

Item No.

North Orange Continuing Education

2019-2020

Pending Board of Trustees approval on March 10, 2020
 Approved by District Curriculum Coordinating Committee on February 7, 2020
 Approved by North Orange Continuing Education Curriculum Committee
 on November 12, 2019 and January 14, 2020

~~ New Courses ~~				
Crs Id	Title	Hours	Justification	Effective Term
Basic Skills				
ABED 106	Literacy & Basic Skills Beginning	36-150	This course is designed for emergent readers to further develop the reading and writing skills and support students with their developmental English skills necessary to access instructional programs such as HSD and CTE.	Fall 2020
ABED 107	Literacy & Basic Skills Intermediate	36-150	This course is designed for intermediate readers to further develop the reading and writing skills and support students with their developmental English skills necessary to access instructional programs such as HSD and CTE.	Fall 2020
CTE – Medical Assistant				
MEDA 100	Medical Assistant, Core Concepts	36	Employment of medical assistants is expected to grow much faster than average as the health industry expands. Medical assisting practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform administrative and clinical procedures.	Fall 2020
CTE – Pharmacy Technician				
PTEC 301	Pharmacy Technician Advanced Level Lecture	48	This course complies with the new ASHP accreditation requirements separating entry level pharmacy technician training from advanced level pharmacy technician training.	Fall 2020
PTEC 302	Pharmacy Technician Advanced Level Lab	60	This course complies with the new ASHP accreditation requirements separating entry level pharmacy technician training from advanced level pharmacy technician training.	Fall 2020
PTEC 305	Pharmacy Technician Practical Career Training - Advanced	16	This course complies with the new ASHP accreditation requirements separating entry level pharmacy technician training from advanced level pharmacy technician training.	Fall 2020

**North Orange Continuing Education
2019-2020**

Crs Id	Title	Hours	Justification	Effective Term
English as a Second Language				
ESLA 180	ESL Reading Skills, Beginning	36-84	The ESL program has made changes to our specialty courses (courses focused on specific language skills or areas of focus) to offer more options to students at various levels. The goal is to allow students to tailor their studies to specific needs as well as offer different scheduling options for our busy adult population during the different instructional terms throughout the year.	Fall 2020
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36-84	The ESL program has made changes to our specialty courses (courses focused on specific language skills or areas of focus) to offer more options to students at various levels. The goal is to allow students to tailor their studies to specific needs as well as offer different scheduling options for our busy adult population during the different instructional terms throughout the year.	Fall 2020
ESLA 185	ESL Writing Skills, Beginning	36-84	The ESL program has made changes to our specialty courses (courses focused on specific language skills or areas of focus) to offer more options to students at various levels. The goal is to allow students to tailor their studies to specific needs as well as offer different scheduling options for our busy adult population during the different instructional terms throughout the year.	Fall 2020
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36-84	The ESL program has made changes to our specialty courses (courses focused on specific language skills or areas of focus) to offer more options to students at various levels. The goal is to allow students to tailor their studies to specific needs as well as offer different scheduling options for our busy adult population during the different instructional terms throughout the year.	Fall 2020
ESLA 220	ESL Reading and Writing, Beginning	60	The ESL program has made changes to our specialty courses (courses focused on specific language skills or areas of focus) to offer more options to students at various levels. The goal is to allow students to tailor their studies to specific needs as well as offer different scheduling options for our busy adult population during the different instructional terms throughout the year.	Fall 2020
ESLA 221	ESL Reading and Writing, Intermediate to Advanced	60	The ESL program has made changes to our specialty courses (courses focused on specific language skills or areas of focus) to offer more options to students at various levels. The goal is to allow students to tailor their studies to specific needs as well as offer different scheduling options for our busy adult population during the different instructional terms throughout the year.	Fall 2020
Parenting				
PARN 268	Love and Logic: Supporting Youth with Special Needs™	15	Based on a regional need's assessment, the surrounding community and students need social-emotional support to help young people succeed both personally and academically. The submission as apportionment is occurring after successfully piloting the grant funded AEBG 110 version. Submission will also include a range for the total instructional hours.	Fall 2020
PARN 269	Love and Logic: Adults Supporting Youth with Challenging Pasts™	21	Based on a regional need's assessment, the surrounding community and students need social-emotional support to help young people succeed both personally and academically. The submission as apportionment is occurring after successfully piloting the grant funded AEBG 112 version. Submission will also include a range for the total instructional hours.	Fall 2020

North Orange Continuing Education
2019-2020

~~ New CDCP Programs with New and Current Courses ~~

English as a Second Language

Program and Program Description	Effect Term	Justification																																	
<p>ESL Fundamentals</p> <p>This is an integrated language program. The program has five required courses: ESL Fundamentals, Beginning Low through ESL Fundamentals, Advanced. The Fundamentals courses are designed to give students the practice to develop emerging language skills, build upon those skills, and finally improve their fluency in speaking, listening, reading and writing based on topics relevant to their lives, experiences and goals.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Core Courses</th> <th style="text-align: right;">Hours</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">ESLA160</td> <td style="width: 70%;">ESL Fundamentals, Beginning Low</td> <td style="text-align: right;">168</td> </tr> <tr> <td>ESLA161</td> <td>ESL Fundamentals, Beginning High</td> <td style="text-align: right;">168</td> </tr> <tr> <td>ESLA162</td> <td>ESL Fundamentals, Intermediate Low</td> <td style="text-align: right;">168</td> </tr> <tr> <td>ESLA163</td> <td>ESL Fundamentals, Intermediate High</td> <td style="text-align: right;">168</td> </tr> <tr> <td>ESLA164</td> <td>ESL Fundamentals, Advanced</td> <td style="text-align: right;">168</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Core Hours:</td> <td style="text-align: right;">840</td> </tr> <tr> <th colspan="3" style="text-align: left;">Elective Courses</th> </tr> <tr> <td></td> <td style="text-align: center;">n/a</td> <td style="text-align: right;">0</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Elective Hours:</td> <td style="text-align: right;">0</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Program Hours:</td> <td style="text-align: right;">840</td> </tr> </tbody> </table>	Core Courses		Hours	ESLA160	ESL Fundamentals, Beginning Low	168	ESLA161	ESL Fundamentals, Beginning High	168	ESLA162	ESL Fundamentals, Intermediate Low	168	ESLA163	ESL Fundamentals, Intermediate High	168	ESLA164	ESL Fundamentals, Advanced	168	Total Core Hours:		840	Elective Courses				n/a	0	Total Elective Hours:		0	Total Program Hours:		840	Fall 2020	<p>The main goal of the ESL Fundamentals certificate program is to provide ESL students a full language program of study, from the beginning stages of language development through advanced fluency building. The series of ESL classes aim at developing all four language skills: reading, writing, listening, and speaking. The topics are based on adult learners' needs in navigating through many different aspects of an English-speaking setting. Grammar, vocabulary, and pronunciation are covered within the context of those topics.</p> <p>Our ESL students desire to be complete members of our community with the same access to all opportunities available to native speakers of English. The ESL Fundamentals courses are designed to help students bridge any language and cultural gaps that exist as a result of not having been educated in the U.S. system. Students will improve their English proficiency in order to meet their workplace, academic and family-based goals.</p>
Core Courses		Hours																																	
ESLA160	ESL Fundamentals, Beginning Low	168																																	
ESLA161	ESL Fundamentals, Beginning High	168																																	
ESLA162	ESL Fundamentals, Intermediate Low	168																																	
ESLA163	ESL Fundamentals, Intermediate High	168																																	
ESLA164	ESL Fundamentals, Advanced	168																																	
Total Core Hours:		840																																	
Elective Courses																																			
	n/a	0																																	
Total Elective Hours:		0																																	
Total Program Hours:		840																																	
<p>ESL Grammar Review</p> <p>This is an integrated language program. The program has five required courses: ESL and Civics Education, Beginning Low through ESL and Civics Education, Advanced. The Civics courses are designed to give students the practice to develop emerging language skills, build upon those skills, and finally improve their fluency in speaking, listening, reading and writing based on topics relevant to living in their communities and utilizing community resources.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Core Courses</th> <th style="text-align: right;">Hours</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">ESLA 222</td> <td style="width: 70%;">ESL Grammar Review, Beginning</td> <td style="text-align: right;">54</td> </tr> <tr> <td>ESLA 223</td> <td>ESL Grammar Review, Intermediate-Advanced</td> <td style="text-align: right;">54</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Core Hours:</td> <td style="text-align: right;">108</td> </tr> <tr> <th colspan="3" style="text-align: left;">Elective Courses</th> </tr> <tr> <td></td> <td style="text-align: center;">n/a</td> <td style="text-align: right;">0</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Elective Hours:</td> <td style="text-align: right;">0</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Program Hours:</td> <td style="text-align: right;">108</td> </tr> </tbody> </table>	Core Courses		Hours	ESLA 222	ESL Grammar Review, Beginning	54	ESLA 223	ESL Grammar Review, Intermediate-Advanced	54	Total Core Hours:		108	Elective Courses				n/a	0	Total Elective Hours:		0	Total Program Hours:		108	Fall 2020	<p>The main goal of the ESL Grammar Review Certificate Program is to assist ESL students in developing English language skills, specifically the understanding of the meanings and usages of English grammar in order for students to express basic needs in many different settings. These specialty ESL classes aim at building specific skills to support the more integrated core ESL classes. The topics are based on adult learners' needs in navigating through many different aspects of an English-speaking setting.</p> <p>Our ESL students desire to be complete members of our community with the same access to all opportunities available to native speakers of English. The Grammar classes are designed to help students begin to bridge any language and cultural gaps that exist as a result of not having been educated in the U.S. system. Students will have opportunities to improve their skills through a variety of skill building activities.</p>									
Core Courses		Hours																																	
ESLA 222	ESL Grammar Review, Beginning	54																																	
ESLA 223	ESL Grammar Review, Intermediate-Advanced	54																																	
Total Core Hours:		108																																	
Elective Courses																																			
	n/a	0																																	
Total Elective Hours:		0																																	
Total Program Hours:		108																																	

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<p>ESL Civics</p> <p>This is an integrated language program. The program has five required courses: ESL and Civics Education, Beginning Low through ESL and Civics Education, Advanced. The Civics courses are designed to give students the practice to develop emerging language skills, build upon those skills, and finally improve their fluency in speaking, listening, reading and writing based on topics relevant to living in their communities and utilizing community resources.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2">Core Courses</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">ESLA170</td> <td style="width: 70%;">ESL and Civics Education, Beginning Low</td> <td style="width: 20%;">84</td> </tr> <tr> <td>ESLA171</td> <td>ESL and Civics Education, Beginning High</td> <td>84</td> </tr> <tr> <td>ESLA172</td> <td>ESL and Civics Education, Intermediate Low</td> <td>84</td> </tr> <tr> <td>ESLA173</td> <td>ESL and Civics Education, Intermediate High</td> <td>84</td> </tr> <tr> <td>ESLA174</td> <td>ESL and Civics Education, Advanced</td> <td>84</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Core Hours:</td> <td>240</td> </tr> <tr> <td colspan="3">Elective Courses</td> </tr> <tr> <td></td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">0</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Elective Hours:</td> <td>0</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td colspan="2" style="text-align: right;">Total Program Hours:</td> <td>240</td> </tr> </tbody> </table>	Core Courses		Hours	ESLA170	ESL and Civics Education, Beginning Low	84	ESLA171	ESL and Civics Education, Beginning High	84	ESLA172	ESL and Civics Education, Intermediate Low	84	ESLA173	ESL and Civics Education, Intermediate High	84	ESLA174	ESL and Civics Education, Advanced	84	Total Core Hours:		240	Elective Courses				n/a	0	Total Elective Hours:		0	Total Program Hours:		240	<p style="text-align: center;">Fall 2020</p> <p>The main goal of the ESL Civics certificate program is to provide ESL students a full civics-based program of study, from the beginning stages of language development through advanced fluency building. The series of ESL classes are designed to help students apply their learned language skills to accessing community resources and becoming active community members. The four integrated language skills (listening, speaking, reading, and writing) will be practiced and sharpened with the purpose of helping students use those skills to navigate the intricate details of their communities.</p> <p>Our ESL students desire to be complete members of our community with the same access to all opportunities available to native speakers of English. The ESL Civics courses are designed to help students bridge any language and cultural gaps that exist as a result of not having been educated in the U.S. system. Students will improve their English proficiency in order to meet their community-based needs and goals.</p>
Core Courses		Hours																																
ESLA170	ESL and Civics Education, Beginning Low	84																																
ESLA171	ESL and Civics Education, Beginning High	84																																
ESLA172	ESL and Civics Education, Intermediate Low	84																																
ESLA173	ESL and Civics Education, Intermediate High	84																																
ESLA174	ESL and Civics Education, Advanced	84																																
Total Core Hours:		240																																
Elective Courses																																		
	n/a	0																																
Total Elective Hours:		0																																
Total Program Hours:		240																																

<p>ESL Vocabulary Review</p> <p>This is a specialized language program. The program has two required courses: ESL Vocabulary Review- Beginning; ESL Vocabulary Review-Intermediate /Advanced. Although both classes will teach all four language skills through oral and written communication, ESL Vocabulary Review-Beginning will emphasize the meanings and usage of Beginning level English vocabulary words and phrases that are frequently used in everyday situations whereas ESL Vocabulary-Intermediate/Advanced will focus on acquiring Intermediate-Advanced level vocabulary words, phrases as well as improving recognition skills.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2">Core Courses</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">ESLA 225</td> <td style="width: 70%;">ESL Vocabulary Review, Beginning</td> <td style="width: 20%;">36</td> </tr> <tr> <td>ESLA 226</td> <td>ESL Vocabulary Review, Intermediate/Advanced</td> <td>36</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Core Hours:</td> <td>72</td> </tr> <tr> <td colspan="3">Elective Courses</td> </tr> <tr> <td></td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">0</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Elective Hours:</td> <td>0</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td colspan="2" style="text-align: right;">Total Program Hours:</td> <td>72</td> </tr> </tbody> </table>	Core Courses		Hours	ESLA 225	ESL Vocabulary Review, Beginning	36	ESLA 226	ESL Vocabulary Review, Intermediate/Advanced	36	Total Core Hours:		72	Elective Courses				n/a	0	Total Elective Hours:		0	Total Program Hours:		72	<p style="text-align: center;">Fall 2020</p> <p>The main goal of the ESL Vocabulary Review Certificate Program is to assist ESL students at the Beginning and Intermediate/ Advanced level of ESL in developing English language skills by acquiring a wide range of vocabulary words and commonly used phrases in order to express basic needs in many different settings. The Vocabulary Review classes aim at building specific skills to support the more integrated core ESL classes. The topics are based on adult learners' needs in navigating through many different aspects of an English-speaking setting.</p> <p>Our ESL students desire to be complete members of our community with the same access to all opportunities available to native speakers of English. The Vocabulary Review classes are designed to help students begin to bridge any language and cultural gaps that exist as a result of not having been educated in the U.S. system. Students will have opportunities to improve their skills through a variety of skill building activities.</p>
Core Courses		Hours																							
ESLA 225	ESL Vocabulary Review, Beginning	36																							
ESLA 226	ESL Vocabulary Review, Intermediate/Advanced	36																							
Total Core Hours:		72																							
Elective Courses																									
	n/a	0																							
Total Elective Hours:		0																							
Total Program Hours:		72																							

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<p>ESL Multiskills</p> <p>This is an integrated language program. The program has two required courses: ESL Multilevel and ESL Family Literacy. The Multilevel course is designed to give students the practice to develop skills in speaking, listening, reading and writing based on everyday situations that they will encounter in an English-speaking community. The Family Literacy course aims to address our students' family goals and community-based needs. Both courses have the intent of helping students learn about community resources and identify the tools needed to become active community participants as well as providing learning opportunities that are relevant to their lives, experiences and goals.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2" style="text-align: left;">Core Courses</th> <th style="text-align: center;">Hours</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">ESLA 110</td> <td style="width: 70%;">ESL Multilevel</td> <td style="width: 20%; text-align: center;">36</td> </tr> <tr> <td>ESLA 120</td> <td>ESL Family Literacy</td> <td style="text-align: center;">36</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Core Hours:</td> <td style="text-align: center;">72</td> </tr> <tr> <td colspan="3">Elective Courses</td> </tr> <tr> <td></td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">0</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Elective Hours:</td> <td style="text-align: center;">0</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td colspan="2" style="text-align: right;">Total Program Hours:</td> <td style="text-align: center;">72</td> </tr> </tbody> </table>	Core Courses		Hours	ESLA 110	ESL Multilevel	36	ESLA 120	ESL Family Literacy	36	Total Core Hours:		72	Elective Courses				n/a	0	Total Elective Hours:		0	Total Program Hours:		72	Fall 2020	<p>The main goal of the ESL Multiskills certificate program is to assist ESL students in offsite multi-level classes of ESL in developing the language skills needed to communicate their immediate needs in many different settings. The two ESL classes in this program aim at building English communication skills needed to navigate our community. The topics covered are based on adult learners' needs as they encounter many different situations in an English-speaking setting.</p> <p>Our ESL students desire to be complete members of our community with the same access to all opportunities available to native speakers of English. They also have family goals that are often part of their motivation for improving their English skills. The ESL Multiskills courses are designed to help students begin to bridge any language and cultural gaps that exist as a result of not having been educated in the U.S. system. Students will have opportunities to develop their skills through a variety of skill building activities.</p>
Core Courses		Hours																								
ESLA 110	ESL Multilevel	36																								
ESLA 120	ESL Family Literacy	36																								
Total Core Hours:		72																								
Elective Courses																										
	n/a	0																								
Total Elective Hours:		0																								
Total Program Hours:		72																								

<p>ESL for the Workplace, Basic</p> <p>The program is designed to help beginning-intermediate level ESL students acquire the workplace skills needed to obtain and retain employment, including applying and interviewing for a job, communicating on the job, and navigating the American workplace.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2" style="text-align: left;">Core Courses</th> <th style="text-align: center;">Hours</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">ESLA 1050</td> <td style="width: 70%;">ESL Workforce Readiness, Basic</td> <td style="width: 20%; text-align: center;">60</td> </tr> <tr> <td>ESLA 1052</td> <td>ESL Workplace Advancement Skills, Basic</td> <td style="text-align: center;">60</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Core Hours:</td> <td style="text-align: center;">120</td> </tr> <tr> <td colspan="3">Elective Courses</td> </tr> <tr> <td></td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">0</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Elective Hours:</td> <td style="text-align: center;">0</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td colspan="2" style="text-align: right;">Total Program Hours:</td> <td style="text-align: center;">120</td> </tr> </tbody> </table>	Core Courses		Hours	ESLA 1050	ESL Workforce Readiness, Basic	60	ESLA 1052	ESL Workplace Advancement Skills, Basic	60	Total Core Hours:		120	Elective Courses				n/a	0	Total Elective Hours:		0	Total Program Hours:		120	Fall 2020	<p>The main goal of the ESL for the Workplace, Basic certificate program is to assist ESL students at the beginning-intermediate levels in preparing for employment in the United States. The core ESL classes aim at building English language fluency in many different settings; however, there are many students who have expressed the need to develop English skills specifically for entering the workplace and succeeding on the job. The ESL for the Workplace, Basic classes are geared at giving students the instruction and practice in building the language skills needed for achieving that aim. Students could use the skills honed in the basic classes to prepare for the intermediate/ advanced level of the ESL for the Workplace courses and certificate or to transition to another course of study within North Orange Continuing Education or to the ESL programs at Cypress or Fullerton Colleges.</p> <p>Our ESL students desire to be complete members of our community with the same access to academic and employment opportunities available to native speakers of English. The ESL for the Workplace courses are designed to help students bridge any language and cultural gaps that exist as a result of having limited working experience in the American workplace. Students will have opportunities to get the workplace setting experience necessary for success. They will read job advertisements, prepare job application materials, interpret workplace documents, and communicate with supervisors and peers at work.</p>
Core Courses		Hours																								
ESLA 1050	ESL Workforce Readiness, Basic	60																								
ESLA 1052	ESL Workplace Advancement Skills, Basic	60																								
Total Core Hours:		120																								
Elective Courses																										
	n/a	0																								
Total Elective Hours:		0																								
Total Program Hours:		120																								

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ESL for the Workplace, Advanced The program is designed to help advanced level ESL students acquire the workplace skills needed to obtain and retain employment, including preparing for a job interview, reading workplace materials, understanding American workplace expectations and utilizing different methods of workplace communication.			Fall 2020 The main goal of the ESL for the Workplace, Advanced certificate program is to assist ESL students at the advanced levels in preparing for employment in the United States. The core ESL classes aim at building English language fluency in many different settings; however, there are many students who have expressed the need to develop English skills specifically for entering the workplace and succeeding on the job. The ESL for the Workplace, Advanced classes are geared at giving students the instruction and practice in developing and practicing the language skills needed for achieving that aim. Students could use the skills honed in these classes to transition to another course of study within North Orange Continuing Education or to the ESL programs at Cypress or Fullerton Colleges. Our ESL students desire to be complete members of our community with the same access to academic and employment opportunities available to native speakers of English. The ESL for the Workplace courses are designed to help students bridge any language and cultural gaps that exist as a result of having limited working experience in the American workplace. Students will have opportunities to get the workplace setting experience necessary for success. They will practice job search skills, interpret workplace materials like employee manuals, give presentations, and use basic business software applications.
Core Courses		Hours	
ESLA 1056	ESL Workforce Readiness, Advanced	60	
ESLA 1054	ESL Workplace Advancement Skills, Advanced	60	
Total Core Hours:		120	
Elective Courses			
	n/a	0	
Total Elective Hours:		0	
Total Program Hours:		120	

ESL Reading and Writing Skills, Beginning This is an integrated literacy certificate program for ESL Beginning Low and Beginning High students. The program has two required courses: ESL Reading Skills, Beginning; and ESL Writing Skills, Beginning. The ESL Writing Skills course is designed to acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentence, body sentences and conclusion sentence. The ESL Reading Skills course emphasizes reading comprehension skills while building vocabulary and critical thinking skills. Students will learn the best way to approach a variety of reading materials.			Fall 2020 The Reading and Writing Skills, Beginning Certificate of Completion is designed to show that a student has demonstrated proficiency in reading and writing by successfully completing ESL 180 and ESL 185 and can advance in the noncredit ESL specialty course sequence, attempting the ESL Reading and Writing, Intermediate to Advanced ESL specialty course sequence. The ESL Reading and Writing Skills, Beginning certificate courses aim at building English literacy skills. The ESL Reading and Writing certificate classes are geared at giving students the instruction and practice in building the academic skills needed for achieving that aim. Students could use the skills honed in the beginning level classes to prepare for the intermediate to advanced level ESL Reading and Writing Skills courses or to transition to another course of study within North Orange Continuing Education.
Core Courses		Hours	
ESLA 180	ESL Reading Skills, Beginning	36	
ESLA 185	ESL Writing Skills, Beginning	36	
Total Core Hours:		72	
Elective Courses			
	n/a	0	
Total Elective Hours:		0	
Total Program Hours:		72	

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<p>ESL Reading and Writing Skills, Intermediate to Advanced</p> <p>This is an integrated literacy certificate program for ESL Intermediate Low, Intermediate High and Advanced students. The program has two required courses: ESL Reading Skills, Intermediate to Advanced; and ESL Writing Skills, Intermediate to Advanced. The ESL Writing Skills course is designed to acquaint students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing. The ESL Reading Skills course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher. Students will learn the best way to approach a variety of reading materials and how to improve comprehension and speed when reading those materials.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2" style="text-align: left;">Core Courses</th> <th style="text-align: center;">Hours</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">ESLA 181</td> <td style="width: 70%;">ESL Reading Skills, Intermediate to Advanced</td> <td style="width: 20%; text-align: center;">36</td> </tr> <tr> <td>ESLA 186</td> <td>ESL Writing Skills, Intermediate to Advanced</td> <td style="text-align: center;">36</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Core Hours:</td> <td style="text-align: center;">72</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Elective Courses</td> </tr> <tr> <td></td> <td style="text-align: center;">n/a</td> <td style="text-align: center;">0</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Elective Hours:</td> <td style="text-align: center;">0</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td colspan="2" style="text-align: right;">Total Program Hours:</td> <td style="text-align: center;">72</td> </tr> </tbody> </table>	Core Courses		Hours	ESLA 181	ESL Reading Skills, Intermediate to Advanced	36	ESLA 186	ESL Writing Skills, Intermediate to Advanced	36	Total Core Hours:		72	Elective Courses				n/a	0	Total Elective Hours:		0	Total Program Hours:		72	<p style="text-align: center;">Fall 2020</p> <p>The Reading and Writing Skills, Intermediate to Advanced Certificate of Completion is designed to show that a student has demonstrated proficiency in reading and writing by successfully completing ESL 181 and ESL 186 and can advance in the noncredit ESL course sequence, attempting the ESL for Academic Success level one or two classes.</p> <p>The Reading and Writing Skills, Intermediate to Advanced certificate courses aim at building English literacy skills. The ESL Reading and Writing certificate classes are geared at giving students the instruction and practice in building the academic skills needed for achieving that aim. Students could use the skills honed in the ESL Reading and Writing Skills Intermediate to or two classes or to transition to another course Advanced level classes to prepare for the ESL for Academic Success level one of study within North Orange Continuing Education or to the ESL programs at Cypress or Fullerton Colleges.</p>
Core Courses		Hours																							
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36																							
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Total Elective Hours:		0																							
Total Program Hours:		72																							

<p>ESL Specialty Courses</p> <p>This is a focused language program. The program has one required course (ESL Learning Center) and at least one elective course: ESL Pronunciation/Conversation Skills or American Idioms or Writing/Reading or Intermediate Grammar Review or Intermediate Vocabulary Review. Students can choose the area of focus based on their personal goals and needs.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9e1f2;"> <th colspan="2" style="text-align: left;">Core Courses</th> <th style="text-align: center;">Hours</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">ESLA 001</td> <td style="width: 70%;">ESL Learning Center</td> <td style="width: 20%; text-align: center;">36</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Core Hours:</td> <td style="text-align: center;">36</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Elective Courses (Must choose 1 of 5)</td> </tr> <tr> <td>ESLA 802</td> <td>ESL Pronunciation/Conversation Skills</td> <td style="text-align: center;">36</td> </tr> <tr> <td>ESLA 809</td> <td>American Idioms</td> <td style="text-align: center;">36</td> </tr> <tr> <td>ESLA 810</td> <td>Writing/Reading</td> <td style="text-align: center;">36</td> </tr> <tr> <td>ESLA 813</td> <td>Intermediate Grammar Review</td> <td style="text-align: center;">36</td> </tr> <tr> <td>ESLA 814</td> <td>Intermediate Vocabulary Review</td> <td style="text-align: center;">36</td> </tr> <tr style="background-color: #d9e1f2;"> <td colspan="2" style="text-align: right;">Total Elective Hours:</td> <td style="text-align: center;">36</td> </tr> <tr style="background-color: #0056b3; color: white;"> <td colspan="2" style="text-align: right;">Total Program Hours:</td> <td style="text-align: center;">72</td> </tr> </tbody> </table>	Core Courses		Hours	ESLA 001	ESL Learning Center	36	Total Core Hours:		36	Elective Courses (Must choose 1 of 5)			ESLA 802	ESL Pronunciation/Conversation Skills	36	ESLA 809	American Idioms	36	ESLA 810	Writing/Reading	36	ESLA 813	Intermediate Grammar Review	36	ESLA 814	Intermediate Vocabulary Review	36	Total Elective Hours:		36	Total Program Hours:		72	<p style="text-align: center;">Fall 2020</p> <p>The main goal of the ESL Specialty Courses certificate program is to provide ESL students with targeted skill building opportunities to help them focus their language studies on specific areas of need. The ESL classes in this program aim at honing English skills and personalizing a program of study.</p> <p>Learning a language involves many hours of intentional practice, and as individuals with different learning styles and strengths, our students need opportunities to sharpen the skills that need attention. This program aims to give students opportunities to tailor their language learning progress to meet their individual needs.</p>
Core Courses		Hours																																
ESLA 001	ESL Learning Center	36																																
Total Core Hours:		36																																
Elective Courses (Must choose 1 of 5)																																		
ESLA 802	ESL Pronunciation/Conversation Skills	36																																
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ESLA 810	Writing/Reading	36																																
ESLA 813	Intermediate Grammar Review	36																																
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Total Elective Hours:		36																																
Total Program Hours:		72																																

North Orange Continuing Education

2019-2020

~~ Revised CDCP Program with Additional New Courses~~

Basic Skills

Program and Program Description	Effect Term	Justification																																										
<p>GED/HiSET Test Preparation</p> <p>This program is designed to prepare the adult student to obtain a passing score on the official General Education Development (GED/HiSET) test. Upon successful completion of this program, the student will be prepared in all five areas of the GED/HiSET competency requirement. Acquisition of a GED/HiSET certificate will lead to improved employability and the skills mastered will apply to entry-level college preparation</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e1eef6;"> <th colspan="2">Core Courses</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td style="width: 15%;">ABED 405</td> <td style="width: 65%;">GED/HiSET: Mathematics</td> <td style="width: 20%; text-align: center;">30</td> </tr> <tr> <td>ABED 406</td> <td>GED/HiSET: Reading</td> <td style="text-align: center;">30</td> </tr> <tr> <td>ABED 407</td> <td>GED/HiSET: Science</td> <td style="text-align: center;">30</td> </tr> <tr> <td>ABED 408</td> <td>GED/HiSET: Social Studies</td> <td style="text-align: center;">30</td> </tr> <tr> <td>ABED 409</td> <td>GED/HiSET: Language Arts and Writing</td> <td style="text-align: center;">30</td> </tr> <tr style="background-color: #e1eef6;"> <td colspan="2" style="text-align: right;">Total Core Hours:</td> <td style="text-align: center;">150</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr style="background-color: #e1eef6;"> <th colspan="3">Elective Courses (Must choose 1 of 3)</th> </tr> <tr> <td>ABED 105</td> <td>NOCE Learning Center</td> <td style="text-align: center;">36</td> </tr> <tr> <td>ABED 106</td> <td>Literacy and Basic Skills, Beginning</td> <td style="text-align: center;">36</td> </tr> <tr> <td>ABED 107</td> <td>Literacy and Basic Skills, Intermediate</td> <td style="text-align: center;">36</td> </tr> <tr style="background-color: #e1eef6;"> <td colspan="2" style="text-align: right;">Total Elective Hours:</td> <td style="text-align: center;">36</td> </tr> <tr style="background-color: #0070c0; color: white;"> <td colspan="2" style="text-align: right;">Total Program Hours:</td> <td style="text-align: center;">186</td> </tr> </tbody> </table>	Core Courses		Hours	ABED 405	GED/HiSET: Mathematics	30	ABED 406	GED/HiSET: Reading	30	ABED 407	GED/HiSET: Science	30	ABED 408	GED/HiSET: Social Studies	30	ABED 409	GED/HiSET: Language Arts and Writing	30	Total Core Hours:		150				Elective Courses (Must choose 1 of 3)			ABED 105	NOCE Learning Center	36	ABED 106	Literacy and Basic Skills, Beginning	36	ABED 107	Literacy and Basic Skills, Intermediate	36	Total Elective Hours:		36	Total Program Hours:		186	<p>Fall 2020</p>	<p>Program revision is part of the NOCE subject code re-alignment.</p> <p>The goal and objective of the existing CDCP GED/HiSET Preparation program remains the same. This program is being updated as a result of an institutional name change and for the purposes of subject code realignment.</p> <p>In accordance with the institution's mission, the goal of this program is to promote student success by providing quality learning opportunities and services necessary to help students prepare for GED/HiSET Mathematics, Reading, Science, Social Studies, and Language Arts and Writing subject areas in order to successfully pass the required GED/HiSET exam and obtain their high school equivalency credentials. Our focus is on positive student outcomes in education and we support GED/HiSET students academically by providing critical wrap-around services in the GED/HiSET program and the basic skills areas. In addition to the regular support provided in the designated GED/HiSET classrooms, our diverse GED/HiSET student population may utilize the Basic Skills Learning Centers and take advantage of the free tutorial services and resources to enhance their academic success and personal growth. As a result of enrolling and completing this CDCP program, students can be expected to demonstrate the ability to set goals, enhance their critical thinking/problem-solving skills, and ultimately accomplish their academic goal of passing the high school equivalency and transition to a credit program or join the workforce.</p>
Core Courses		Hours																																										
ABED 405	GED/HiSET: Mathematics	30																																										
ABED 406	GED/HiSET: Reading	30																																										
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ABED 106	Literacy and Basic Skills, Beginning	36																																										
ABED 107	Literacy and Basic Skills, Intermediate	36																																										
Total Elective Hours:		36																																										
Total Program Hours:		186																																										

~~ Revised Courses ~~

Crs Id	Title	Hours	Justification	Effective Term
Basic Skills				
ABED 105	NOCE Learning Center	36 -150	To update course to reflect institution name change, subject code realignment, current material, addition of SLO's	Fall 2020

**North Orange Continuing Education
2019-2020**

Basic Skills – High School Diploma				
IHSS 103	High School English 4	14-144	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 107	High School U.S. Government	14-72	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 109	High School World History	14-144	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 110	High School World Geography	14-144	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 111	High School Economics	14-72	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 114	High School Film Appreciation	14-72	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 116	High School General Math	14-144	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 118	High School Algebra 1	14-144	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 119	High School Geometry	14-144	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 121	High School Earth Science	14-72	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 122	High School Physical Science	14-72	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 153	High School General Science	14-144	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 177	High School Reading	14-144	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 183	High School Vocabulary	14-144	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 660	High School Psychology	14-72	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 846	High School Algebra 1A	14-72	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 847	High School Algebra 1B	14-72	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
IHSS 994	High School Academic Success	14-144	Course description revised to change the Institutional name from SCE to NOCE.	Fall 2020
Parenting				
PARN 101	Joyful Parenting-Creative Art, Music and Movement	12-18	Revising instruction hours to accommodate the new semester calendar	Fall 2020
PARN 200	Joyful Parenting-Art, Music and Movement (Ages 2.5 - 4.5 years)	12-18	Revising instruction hours to accommodate the new semester calendar	Fall 2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 10, 2020 Resolution _____
SUBJECT: Academic Personnel Information _____
Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.a.1

Item No.

VOLUNTARY REASSIGNMENT

Fee, Richard	CC	Division Dean, Science, Engineering & Math (Management Position) Range 32, Column 7 PN CCM984
	To:	CC Chemistry Instructor Class F, Step 25 Eff. 07/01/2020 PN CCF689

TEMPORARY CONTRACT

Gabaldon, Nadia	FC	Learning Disabilities Specialist Temporary Contract (100%) Pursuant to E.C. 87482 Class B, Step 1 Eff. 03/02/2020-06/30/2020
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CHANGE IN SALARY CLASSIFICATION

Naraghi, Nazanin	FC	Geography Instructor (ADJ) From: Column 1, Step 1 To: Column 3, Step 1 Eff: 01/27/2020
Vandever, Nicole	FC	English Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 01/27/2020

MANAGEMENT PROFESSIONAL GROWTH AND DEVELOPMENT

Reiland, Kathleen	CC	Dean, Career Technical Education, Economic Development and Grants Doctoral Stipend (\$3500) Eff. 07/01/2020
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LEAVE OF ABSENCE

Klassen, Kelly	FC	Mathematics Instructor Load Banking Leave With Pay (13.33%) Eff. 2020 Spring Semester
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Academic Personnel
March 10, 2020

Lopez-Casillas, Lupe	FC	Counselor Personal Leave Without Pay (10%) Eff. 2020-2021 Academic Year
Palomares, Eva	CC	Counselor, EOPS Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 04/07/2020-04/13/2020 AB 2393 Parental Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 04/14/2020-05/21/2020
Rossi, Nicole	FC	Mathematics Instructor Family Medical Leave (FMLA/PDL) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 02/20/2020-02/21/2020 and 03/22/2020-04/02/2020 AB 2393 Parental Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 04/03/2020-05/23/2020

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2019 FALL SEMESTER,
TRIMESTER

Ornelas, Nicholas	CC	Column 1, Step 1
Panikker, Dhiren	CC	Column 3, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Ahmed, Moriffat	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Alquiza, Darrlene	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Alrubaye, Wasan	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020

Academic Personnel
March 10, 2020

Alvarez-Morales, Angela	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Andres, Amanda	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Ang, Exequiel	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
		Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020
Arroyo, Stephanie	FC	Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020
Aziz, Tahir	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Base, Melissa	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Beloud, Baoanh	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Berres, Phillip	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Calleja-Macias, Itzel	FC	Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020
Carralejo, Caitlyn	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020

Academic Personnel
March 10, 2020

Carrillo, Marco	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Carter, Santalia	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Clarke, Edward	FC	Counseling Mandatory Training Pt. 2 Stipend not to exceed \$200.00 Eff. 02/24/2020
Cole, Melody	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Croteau, Ronald	NOCE	Adjunct Faculty Training Stipend not to exceed \$87.50 Eff. 02/13/2020
Crum, Brianna	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Cuevas, Brain	FC	Counseling Mandatory Training Pt. 2 Stipend not to exceed \$200.00 Eff. 02/24/2020
Curtin, Brian	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Dee Henan, Miriam	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Desmond, Daniel	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Famolaro, Felix	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020

Academic Personnel
March 10, 2020

Fike, Lawrence	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Flores, Jose	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
French, Jim	FC	Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020
Gira, Raucel	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Goldstein, David M	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Gomez-Velazquez, Michelle	FC	Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020
Grewall, Manjit	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Gruenke, Cindy	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Heller, Carla	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Herrera, Daniel	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Hyatt, Yelena	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020

Academic Personnel
March 10, 2020

Iglesias, Tasha	FC	Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020
Kerr, William	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Khong, San	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Khssassi, Zineb	NOCE	Adjunct Faculty Training Stipend not to exceed \$25.00 Eff. 02/13/2020
Killer, Jane	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Lebdeh, Layal	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Ledezma, Eva	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Ledezma, Eva Lucia	FC	Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020
Lopez, Monica	CC	Adjunct Faculty Training Stipend not to exceed \$75.00 Eff. 02/13/2020
Maldonado, Marcela	FC	Counseling Mandatory Training Pt. 2 Stipend not to exceed \$200.00 Eff. 02/24/2020
Mang, Dorri	FC	Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020

Academic Personnel
March 10, 2020

Mastin, Ursula	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Mcmath-Akers, Lisa	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Metchikoff, Allison	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Montero, Vanessa	FC	Counseling Mandatory Training Pt. 2 Stipend not to exceed \$200.00 Eff. 02/24/2020 Myers Briggs Type Indicator Training Pt. 2 Stipend not to exceed \$150.00 Eff. 03/16/2020
Moon, Hochin	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Moses, Kathleen	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Mosher, Michael	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Mutz, Tracy	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Natividad, Beverly	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Oda, Maritess	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020

Academic Personnel
March 10, 2020

Pabla, Hardeep	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Pada, Orvic	FC	Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020
Peluso, Stephen	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Pham, Anthony	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Pham, Victor	FC	Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020
Phan, Thuyen-Quyen	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Phillips, Dewetha	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Pineda, Edward	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Pliska, Steven	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Reed, Cyrian	CC	Hip Hop Dance Activity Stipend not to exceed \$50.00 Eff. 11/15/2019
Rodriguez, Luis	FC	Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020

Academic Personnel
March 10, 2020

Rohkea, Seija	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Samuels, Charlotte	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Samuels, Macleana	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Sanzon, Erick	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Sedrak, Afraim	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Shneezai, Meena	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Soto, Maria	CC	Simulation Lab Demonstration Stipend not to exceed \$100 Eff. 11/16/2019
Terrazas, Cassandra	FC	Counseling Mandatory Training Pt. 2 Stipend not to exceed \$200.00 Eff. 02/24/2020 Dual Enrollment Faculty Training Stipend not to exceed \$100.00 Eff. 02/07/2020 Myers Briggs Type Indicator Training Pt. 2 Stipend not to exceed \$150.00 Eff. 03/16/2020
Thompson, Jeremiah	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020

Academic Personnel
March 10, 2020

Tseng, Anh	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Vu, David	NOCE	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Wertman, Sabrina	CC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Winn, Savauna	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020
Zeller, Michael	FC	Adjunct Faculty Training Stipend not to exceed \$100.00 Eff. 02/13/2020

CORRECTION TO BOARD AGENDA OF FEBRUARY 25, 2020
ADDITIONAL DUTY DAYS @ PER DIEM

Webster, Perry	FC	Assistant Coach, Baseball	11 days
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 10, 2020 Resolution _____
SUBJECT: Classified Personnel Information _____
Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.b.1

Item No.

Classified Personnel
March 10, 2020

RETIREMENT

Braden, Cheryl	FC	Library Assistant II 10-month position (100%) Eff. 03/01/2020 PN FCC975
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NEW PERSONNEL

Espinoza, Summer	FC	Administrative Assistant III 12-month position (100%) Range 41, Step C Classified Salary Schedule Eff. 03/16/2020 PN FCC571
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Reyes Cabezas, Julio	FC	Student Services Specialist 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 03/16/2020 PN FCC574
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Vasquez, Carlos	FC	Campus Safety Officer 12-month position (100%) Range 31, Step C + 5% Shift Classified Salary Schedule Eff. 03/11/2020 PN FCC742
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VOLUNTARY CHANGES IN ASSIGNMENT

Beck, Morgan	NOCE	Manager, Instructional Technology Services (100%) Temporary Change in Assignment To: Interim District Director, Information Technology Infrastructure and Operations 12-month position (100%) Range 31, Column B Management Salary Schedule Eff. 03/11/2020 – 06/30/2020
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Classified Personnel
March 10, 2020

Nguyen, Cattien	AC	Payroll Specialist (100%) Temporary Change in Assignment To: FC Business Office Specialist 12-month position (100%) Range 40, Step E Classified Salary Schedule Eff. 03/23/2020 – 06/30/2020
Olmedo, Catalina	FC	Business Office Specialist (100%) Temporary Change in Assignment To: AC Administrative Assistant III (100%) Change to Start Date From: 03/01/2020 To: 05/01/2020
Tucker, Rachel	FC	Clerical Assistant I (100%) Temporary Increase in Percentage Employed From: 40% To: 100% Eff. 03/01/2020 – 06/30/2020 Eff. 07/01/2020 – 06/30/2021

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Sontag, Dawn	CC	Administrative Assistant I (100%) 6% Stipend Eff. 02/01/2020 – 03/31/2020
Tee, Lee Yean	NOCE	Accounting Technician (100%) 6% Stipend Eff. 03/01/2020 – 06/30/2020
Valadez, Anne Marie	CC	Campus Safety Officer (100%) 6% Stipend Eff. 02/01/2020 – 06/30/2020
Valle, Marcela	NOCE	Admissions & Records Specialist (100%) 6% Stipend Eff. 03/01/2020 – 06/30/2020

LEAVES OF ABSENCE

Abarca, Josue	FC	Student Services Specialist, Counseling (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/10/2020 – 03/08/2020 (Consecutive Leave)
Holguin, Rae	NOCE	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/18/2020 – 08/12/2020 (Intermittent Leave)
Jackson-Reed, Leslie	NOCE	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 02/11/2020 – 08/04/2020 (Intermittent Leave)
Meredith, Kurt	FC	Facilities Custodian II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/18/2020 – 02/28/2020 (Consecutive Leave)
Nguyen, Chau	NOCE	Instructional Assistant, Business Skills (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/28/2020 – 04/08/2020 (Consecutive Leave)
Salazar, Kellyann	FC	Health Education Coordinator (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/24/2020 – 05/21/2020 (Consecutive Leave)
West, Deborah	FC	Campus Safety Officer (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/13/2019 – 03/10/2020 (Consecutive Leave)

Classified Personnel
March 10, 2020

MANAGEMENT MINI-SABBATICAL LEAVE

Abesamis, Naomi	FC	Director, Student Activities Sabbatical days to be taken, as approved by the Fullerton College President, during the 2020/2021 academic year, not to exceed 40 days
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RETURN FROM PAID ADMINISTRATIVE LEAVE

@00003738	FC	Health Services Specialist (100%) 11-month position Eff. 03/16/2020
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 10, 2020 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.c.1

Item No.

Professional Experts
March 10, 2020

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Alvarez, Raul	CC	Technical Expert II	Foundation Donor Cultivation & Support	5	02/10/2020	06/30/2020
Biggs, Steve	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020
Chasteen, Allison	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020
Coopman, Jennifer	CC	Technical Expert I	Test Rewrites for Special DSS Situation	15	03/09/2020	05/23/2020
De La Mora	NOCE	Technical Expert I	Love & Logic pilot workshop instructor/facilitator	26	02/24/2020	03/27/2020
Dizon, Emmanuel	FC	Project Coordinator	Transitioning BUS/CIS Division website to WordPress platform	10	02/26/2020	05/22/2020
Farnham, Paul	FC	Technical Expert II	FIG Faculty: Title V Promise Career Pathways	4	12/15/2019	05/23/2020
Gieser, Kaylee	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020
Giroux, Randall	FC	Technical Expert I	Fingerprint Specialist Training	26	03/04/2020	03/11/2020
Gould, Eric	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020
Grisetti, Josh	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020
Henderson, Angela	FC	Project Coordinator	Project Coordinator for Study Abroad	20	01/01/2020	01/22/2020
Ho, Yvonne	CC	Project Expert	PAL Project Expert	26	01/27/2020	05/23/2020
Kellaway, Matthew	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020
Lopez, David F.	FC	Technical Expert II	Culturally Responsive Training Facilitator	25	02/15/2020	03/15/2020
Lorenzetti, Rachael	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020
Martinez, Veronica	NOCE	Project Expert	Mobility Trainer	26	02/17/2020	03/06/2020
Martinez, Veronica	NOCE	Project Expert	Mobility Trainer	26	03/30/2020	06/24/2020
Medina, Emilio	FC	Project Expert	Promise Program	26	03/11/2020	06/30/2020
Mittler, William	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020
Paredes, Miguel	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020

Professional Experts
March 10, 2020

Patino, Gabriela	NOCE	Project Expert	Job Coach	26	02/18/2020	06/30/2020
Reynolds, Ashlyn	NOCE	Project Coordinator	Outreach	26	02/10/2020	06/30/2020
Saucedo-Daniel, Jorge	NOCE	Technical Expert II	NOCE DE Pilot – Canvas Course Template Development	26	02/10/2020	06/30/2020
Streeter, Kathryn	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020
Thrift-Johnson, Anastasia	CC	Project Coordinator	CTE/SWP Communication and Marketing	26	03/04/2020	04/10/2020
Vaughn, Susanna	FC	Project Expert	High School Theatre Festival 2020 Judges	13	03/20/2020	03/21/2020

NOCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Murray, Mimi	Tuition	Winter, Spring	26
Olmos- Fernandez, Alejandra	Tuition	Winter, Spring	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 10, 2020 Resolution _____
SUBJECT: Hourly Personnel Information _____
Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.d.1

Item No.

Hourly Personnel
March 10, 2020

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aguayo, Ana	FC	Technical - Cosmetology Department	03/11/20	05/22/20	TE B 4
Apuntar, Janelle	AC	Technical - Human Resources	03/25/20	06/24/20	TE A 4
Avila, Richard	FC	Technical - Campus Safety Department	03/11/20	06/10/20	TE B 3
Fernandez, Garret	FC	Paraprof - Athletic Program Assistant - Football	03/11/20	05/22/20	TE H 4
Gutierrez, Anthony	FC	Technical - Campus Safety Department	03/11/20	06/30/20	TE A 1
Heng, Benjamin	CC	Technical - CyberPatriot program	03/25/20	06/24/20	TE A 1
Lancaster, Luke	FC	Technical - Fullerton College Food Bank	03/11/20	04/06/20	TE A 1
Lancaster, Luke	FC	Technical - Fullerton College Food Bank	04/13/20	05/31/20	TE A 1
Mendiola, Rebecca	FC	Technical - Fullerton College Food Bank	03/11/20	04/06/20	TE A 1
Mendiola, Rebecca	FC	Technical - Fullerton College Food Bank	04/13/20	05/31/20	TE A 1
Mendoza, Gisela	FC	Technical - Admissions and Records	05/04/20	06/30/20	TE A 1
Oishi, Rita	FC	Technical - Printing Department	03/11/20	05/27/20	TE A 4
Torres, Jose	FC	Paraprof - Athletic Program Assistant - Football	03/11/20	05/22/20	TE H 4
Velazquez, Mauricio	FC	Paraprof - Athletic Program Assistant - Men's Water Polo	03/25/20	05/22/20	TE H 3
Walker, Christopher	FC	Paraprof - Athletic Program Assistant - Swimming and Diving	03/11/20	05/22/20	TE H 4
Wiafe, Yaw	FC	Technical - Umoja Community Program	03/11/20	04/06/20	TE B 2
Wiafe, Yaw	FC	Technical - Umoja Community Program	04/13/20	06/17/20	TE B 2
Zandate, Greg	FC	Technical - Campus Safety Department	03/11/20	06/10/20	TE A 1

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Garcia, Matthew	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	03/11/20	06/30/20	TE A 1
Guillen, Lauren	FC	Direct Instr Support - Tutor students in the campus Veteran's Center	03/11/20	06/30/20	TE A 1
Hernandez-Bachman, C.	CC	Direct Instr Support - Tutor in the English Success Center	03/11/20	06/30/20	TE B 4
Montoya, Andrea	CC	Direct Instr Support - Tutor in the English Success Center	03/11/20	06/30/20	TE B 3

Hourly Personnel
March 10, 2020

Jeon, Myeong	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	03/11/20	06/30/20	TE A 1
Sosa, Eduardo	CC	Direct Instr Support - Tutor in the English Success Center	03/25/20	06/30/20	TE B 4
Thompson, Ian	CC	Direct Instr Support - Tutor in the English Success Center	03/25/20	06/30/20	TE B 1

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Flores, Francesca	FC	Paraprof - State-mandated coverage in Child Care Center	02/19/20	06/30/20	TE B 2
Velez, Onecimo	AC	Service/Maint - Substitute for vacant Facilities Custodian DEC955	03/16/20	06/30/20	TE A 4
Wallace, Lebert	AC	Service/Maint - Substitute for vacant Facilities Custodian DEC955	03/23/20	06/30/20	TE A 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alkhatay, Saif	CC	Work Study Student - Admissions and Records Department	03/11/20	06/30/20	TE A 1
Fernandez, Milena	FC	Work Study Student - Maintenance and Operations Department	03/11/20	06/30/20	TE A 1
Hamilton, Daniel	AC	Full-time Student - Student Steering Committee for Ed. Master Plan	09/27/19	06/30/20	TE A 3
Hij, Brandon	FC	Full-time Student - Campus Safety Department	03/11/19	06/30/20	TE A 1
Jeon, Myeong Hyeon	FC	Full-time Student - Tutor students in the campus Tutoring Center	03/11/20	06/30/20	TE A 1
Jimenez, Jacob	FC	Full-time Student - Campus Safety Department	03/11/20	06/30/20	TE A 1
Jimenez, Presten	AC	Full-time Student - Student Steering Committee for Ed. Master Plan	09/27/19	06/30/20	TE A 3
Kessinger, Kari	FC	Full-time Student - Campus Safety Department	03/11/19	06/30/20	TE A 1
Key, Destiny	FC	Full-time Student - Counseling Center	03/11/20	06/30/20	TE A 1
Kim, John	FC	Full-time Student - Tutor students in the campus Tutoring Center	03/11/20	06/30/20	TE A 1
Macapagal, Darren	AC	Full-time Student - Student Steering Committee for Ed. Master Plan	09/27/19	06/30/20	TE A 3
Melendrez, Tatiana	AC	Full-time Student - Student Steering Committee for Ed. Master Plan	09/27/19	06/30/20	TE A 3
Nava, Enrique	FC	Full-time Student - Counseling Center	03/11/20	06/30/20	TE A 1
Nava, Lizzette	FC	Work Study Student - CARE Program	02/28/20	06/30/20	TE A 1
Nolasco, Martha	AC	Full-time Student - Student Steering Committee for Ed. Master Plan	09/27/19	06/30/20	TE A 3

Hourly Personnel
March 10, 2020

Pierre, Junette	FC	Full-time Student - Counseling Center	03/11/20	06/30/20	TE A 1
Plavdjian, Esther	AC	Full-time Student - Student Steering Committee for Ed. Master Plan	09/27/19	06/30/20	TE A 3
Sanchez, Laura	AC	Full-time Student - Student Steering Committee for Ed. Master Plan	09/27/19	06/30/20	TE A 3
Wulin, Melina	AC	Full-time Student - Student Steering Committee for Ed. Master Plan	09/27/19	06/30/20	TE A 3

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 10, 2020

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
 March 10, 2020

Name	Site	Program	Begin	End
Campos, Rafael	FC	Intern - Social Sciences	03/11/2020	05/15/2020
Chou-Hoang, Viviana	FC	Technology & Engineering Lab	02/05/2020	05/22/2020
Garcia, Rodrigo Onate	FC	Physical Ed. - Tennis Department	02/18/2020	06/30/2020
Gin, Cala	NOCE	DSS - Personal Care Attendant	02/21/2020	05/15/2020
Guillemin, Naomi	NOCE	DSS - Personal Care Attendant	02/10/2020	06/30/2020
Isshiki, Fumiaki	CC	Physical Ed. - Training Room	03/11/2020	06/20/2020
McCaughey, Maria	FC	DSS - Personal Services Assistant	01/27/2020	05/22/2020
Melara, Katie	FC	Physical Ed. – Training Room	03/25/2020	05/22/2020
Melendrez, Caroline	FC	DSS - Personal Care Attendant	02/17/2020	05/25/2020
Nava, Bryana Evaritso	FC	Intern - Counseling Ed. Partnership Outreach	03/11/2020	05/31/2020

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: March 10, 2020
SUBJECT: Adjunct Faculty United Proposal for a
Successor Agreement to the Adjunct
Faculty United Contract

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: The collective bargaining agreement between Adjunct Faculty United/AFT/AFL/CIO Local 6106 and the District expires on June 30, 2020. The initial proposal for a successor agreement is submitted by Adjunct Faculty United.

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

How does this relate to Board Policy: This item is in compliance with Board and Administrative Policies 2610, Presentation of Initial Collective Bargaining Proposals.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the initial proposal for a successor agreement between Adjunct Faculty United and the District, as submitted by Adjunct Faculty United, be received and that a public hearing on this proposal be set for March 24, 2020.

Irma Ramos

Recommended by

Approved for Submittal

5.f.1

Item No.




LOCAL 6106

Adjunct Faculty United CFT/AFT

714/526-5759 fax 714/526-5337

union@adfaced.org

To: Irma Ramos, Vice Chancellor, Human Resources
Chief Negotiator

 From: Dennis J. Konshak
AdFac Negotiations Team

Date: January 28, 2020

Re: Contract Renewal Negotiations

Since the contract between Adjunct Faculty United and the district expires on June 30, 2020, the union would like to notify you that it wishes to commence negotiations on a successor contract. These negotiations will open the entire contract, but the areas listed below are of particular concern to AdFac, with the union reserving the right to expand on these positions in actual bargaining.

Article 11 Salary and Article 12 Benefits: In its pursuit of parity between part time and full time faculty at NOCCCD, the union wishes broad enhancement of salary and benefits for part time faculty. The union would like NOCCCD salary and benefits to be in the top tier of comparable community colleges in our vicinity. Previous comparative studies, commissioned by the Board of Trustees, have found NOCCCD to be in bottom tier – this needs to change drastically, especially given the extreme fiscal health of the district.

Article 13 Office Hours: The union would also like to set up a system giving part time faculty paid office hours.

Article 14 Leaves of Absence: AdFac would like specific provisions for pregnancy and family leave.

Article 3 Union Rights: The union would like to pursue additional hours of released time, consistent with the released time given to the other unions at the district, as well as finding ways to get accurate information on whether evaluations have been conducted in a timely way.

Article 7 Working Conditions: The union seeks the enhancement of professional working conditions.

Article 6 Assignment and Scheduling: Also needed are job security measures, including long-sought re-employment rights, as guaranteed by state law.

Article 9 Evaluation: Among changes the union seeks are automatic return of student evaluations to instructors after grades have been submitted.

Please be aware the union negotiations team will not be the same as for the reopener negotiations presently in process, but will be a larger team of negotiators for these renewal negotiations.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	March 10, 2020	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Administrative Procedures		

BACKGROUND: The Administrative Procedures included in this agenda item were reviewed and revised to reflect one or more of the following: content revisions recommended by Chancellor’s Staff; content revisions recommended by Jane Wright, CCLC Consultant; and/or grammar corrections. The District Consultation Council reviewed, discussed, and reached consensus on the noted Administrative Procedures on February 24, 2020.

The approved procedures are provided to the Board as information in compliance with Board Policy 2410, Board Policies and Administrative Procedures.

Chapter 3, General Institution

AP 3550, Drug-Free Environment and Drug Prevention Program: This procedure was reviewed as part of the 6-year review cycle and revised to make a minor grammatical correction to the title; update the “Reference” section; make minor grammatical corrections; and cite the corresponding board policies and administrative procedure.

AP 3560, Alcoholic Beverages: This procedure was reviewed as part of the 6-year review cycle and revised to make a minor revision in Section 2.0 and cite the corresponding board policies and administrative procedure.

AP 3570, Smoking on Campus: This procedure was reviewed as part of the 6-year review cycle and revised to add new legally required language to Section 2.0.

AP 3600, Auxiliary Organizations: This procedure was reviewed as part of the 6-year review cycle and revised to update the “Reference” section; update the legal citation in Section 2.1.5; update references to the “State” Chancellor’s Office; update language in Sections 3.1, 4.2.2, 5.3, 6.2, 6.3, 8.4.6, 8.4.7, 9.4, and 10.4; add newly required language to the new Sections 4.3 and 11.4; grammatical corrections throughout; and cite the corresponding board policy.

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

How does this relate to Board Policy: This item is 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 the following revised Administrative Procedures:

- AP 3550, Drug-Free Environment and Drug Prevention Program
- AP 3560, Alcoholic Beverages
- AP 3570, Smoking on Campus
- AP 3600, Auxiliary Organizations

The revised Administrative Procedures are available on the District's website, where they are readily accessible by students, employees, and the general public.

AP 3550 Drug-Free Environment and Drug Prevention Program

Reference:

Drug-Free Schools and Communities Act Amendment of 1989;
20 U.S. Code Sections 1145g;
34 Code of Federal Regulations Part 86.1 et seq.;
Federal Drug-Free Workplace Act of 1988;
41 U.S. Code Section 702

- 1.0 The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education.
- 2.0 Counseling and referral information for Orange, Los Angeles, and San Bernardino Counties are available to students in the College Student Health Centers, or in the North Orange Continuing Education Student Success and Support Program Office. Students may also be referred to a 24-hour hotline for the National Center for Substance Abuse and Treatment at 1-800-662-4357. Students and employees may also be encouraged to enroll in relevant classes that are part of the regular curriculum.
- 3.0 **Prohibition of Drugs**
 - 3.1 The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.
 - 3.2 Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.
 - 3.3 As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within 10 days after receiving notice of a workplace drug conviction.
- 4.0 Annually, the District shall distribute to each student and employee:
 - 4.1 Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
 - 4.2 A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - 4.3 A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

AP 3550 Drug-Free Environment and Drug Prevention Program

- 4.4 A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
 - 4.5 A clear statement that the institution will impose sanctions on students and employees (consistent with local, state, and federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.
- 5.0 The colleges shall review biennially their drug prevention programs to determine their effectiveness and implement changes to the programs if needed; and to ensure that the sanctions described in 4.0 are consistently enforced.

See Board Policy 3550, Drug-Free Environment and Drug Prevention Program; Board Policy 3560, Alcoholic Beverages; and Administrative Procedure 3560, Alcoholic Beverages.

Date of Adoption: March 23, 2004

Date of Last Revision: February 24, 2020 District Consultation Council
September 25, 2017 District Consultation Council
March 23, 2009 Chancellor's Cabinet
February 9, 2009 Chancellor's Cabinet

AP 3560 Alcoholic Beverages

Reference:

**Business and Professional Code Sections 24045.4, 24045.6, 25608, and 25658;
34 Code of Federal Regulations Part 668.46(b)**

- 1.0 The possession, sale, or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption, or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on campus is the primary responsibility of the Campus Safety Department. The campus has been designated “Drug Free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Campus Safety Department. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.
- 2.0 It is also a violation of this procedure for anyone to consume or possess alcohol in any public or private areas of campus without prior Board approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.
- 3.0 Alcoholic beverages on campus are permitted if:
 - 3.1 The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized to acquire, possess, use, sell, or consume them by the Board of Trustees.
 - 3.2 A student at least 18 years of age tastes, but does not swallow or consume, beer or wine for educational purposes as part of the instruction in an enology or brewing degree program, and the beer or wine remains in the control of the instructor.
 - 3.3 The alcoholic beverages are for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
 - 3.4 The alcoholic beverages are for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so, provided that no alcoholic beverage can be acquired, possessed or used at an athletic contest sponsored by the District.
 - 3.5 The alcoholic beverage is possessed, consumed, or sold pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. “Special event” means events that are held with the permission of the governing board of the community college district that are festivals shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 3
General Institution

AP 3560 Alcoholic Beverages

attendees are members of the general public or invited guests and not students of the public community college.

See Board Policy 3560, Alcoholic Beverages; Board Policy 3550, Drug-Free Environment and Drug Prevention Program; and Administrative Procedure 3550, Drug-Free Environment and Drug Prevention Program.

Date of Adoption: March 23, 2004

Date of Last Revision: February 24, 2020 District Consultation Council
October 26, 2015 District Consultation Council
February 23, 2015, District Consultation Council
August 27, 2012 District Consultation Council
February 9, 2009 Chancellor's Cabinet
April 11, 2005

AP 3570 Smoking on Campus

Reference:

Government Code Sections 7596, 7597, 7597.1, and 7598;
Labor Code Section 6404.5;
Health and Safety Code Section 104495;
Title 8 Section 5148

- 1.0 Smoking is prohibited within 20 feet of a main exit, entrance, or operable window of any campus building.
- 2.0 Smoking is prohibited inside any indoor area of any campus building, except for covered parking lots and residential space.

“Covered parking lot” means an area designated for the parking of vehicles that is enclosed or contains a roof or ceiling, but does not include lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of the parking lot or building to which it is attached.

“Residential space” means a private living area, but does not include common areas such as lobbies, lounges, waiting areas, elevators, stairwells, and restrooms that are a structural part of a multi-complex building such as a dormitory.
- 3.0 Smoking is prohibited in any enclosed place of employment on campus, including lobbies, lounges, offices, waiting areas, stairwells, and restrooms that are a structural part of any building that is a place of employment.
- 4.0 Tobacco products, including cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, and an electronic device that delivers nicotine or other vaporized liquids to a person inhaling from the device (e.g., e-cigarettes and vaporizers) may not be used within 250 feet of a youth sports event. A youth sports event is any practice, game, or related activity organized by any entity which athletes up to the age of 18 years of age are present.
- 5.0 The College presidents and the North Orange Continuing Education Provost shall have the authority to adopt and enforce additional campus smoking and control regulations that are more restrictive than the applicable standards required by this procedure and does not conflict with District employee contracts and state laws.

Date of Adoption: December 13, 2004

Date of Last Revision: February 24, 2020 District Consultation Council
September 25, 2017 District Consultation Council
September 24, 2012 District Consultation Council
March 13, 2005

AP 3600 Auxiliary Organizations

Reference:

Education Code Sections 72670 et seq.;
Title 5 Sections 59250 et seq.

1.0 Definitions

- 1.1 Board of Directors: The term board of directors as used herein means the governing board of an auxiliary organization.
- 1.2 Board of Trustees: The term Board of Trustees as used herein means the Board of Trustees of the District.
- 1.3 Board of Governors: The term Board of Governors as used herein means the Board of Governors of the California Community Colleges.
- 1.4 Chancellor: The term Chancellor as used herein means the Chancellor of the District or designee.
- 1.5 District: The term District as used herein means the North Orange County Community College District.
- 1.6 Associated Student Body: The terms Associated Student Body, Associated Student Organization, Student Association, Student Organization, or ASB as used herein means an organization formed by any group of students from a College of the District in accordance with the provisions of Education Code Section 76060. All clubs and organizations recognized by an Associated Student Body or Organization shall be included in any auxiliary organization established by the Student Body or Organization.

2.0 Recognition and Establishment of Auxiliary Organizations

- 2.1 The Chancellor shall submit a recommendation to the Board of Trustees to establish an auxiliary organization when the organization will serve the District. The recommendation includes, but is not limited to, the following:
 - 2.1.1 The purpose(s) for which the auxiliary organization is to be established.
 - 2.1.2 Whether the proposed auxiliary organization will primarily serve the District or a particular college or North Orange Continuing Education.
 - 2.1.3 The functions which the auxiliary organization is intended to perform.
 - 2.1.4 The proposed bylaws and articles of incorporation for the auxiliary organization, including the size and composition of the Board of Directors.
 - 2.1.5 The proposed written agreement between the auxiliary organization and the District, as required in Title 5, Section 59259.

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- 2.2 The process of recognition shall be as follows:
- 2.2.1 When the Chancellor receives a request to establish an auxiliary organization, the Chancellor shall submit a recommendation concerning the establishment of said organization to the Board of Trustees within three months.
 - 2.2.2 The Board of Trustees shall hold a public hearing on each recommendation concerning the establishment of an auxiliary organization.
 - 2.2.3 At a subsequent scheduled meeting after the public hearing, the Board shall announce its decision concerning the establishment of the organization, and, if approved, authorize the functions it may perform, identify the number and category or categories of the Board of Directors and approve contractual arrangements.
- 2.3 At such time as the District recognizes an auxiliary organization, it shall submit to the California Community Colleges Chancellor's Office any written agreements with the auxiliary organization, as well as the articles of incorporation, bylaws, or other governing instruments.

3.0 Recognized Services, Programs, and Functions

- 3.1 Auxiliary organizations may be recognized and established by the Board of Trustees to perform the following services, programs, and functions which are integral part of the community college educational programs. The following supportive services and specified programs have been deemed to be appropriate:
- 3.1.1 Student association or organization activities;
 - 3.1.2 Bookstores;
 - 3.1.3 Food and campus services;
 - 3.1.4 Student union programs;
 - 3.1.5 Facilities and equipment, including parking;
 - 3.1.6 Loans, scholarships, grants-in-aid;
 - 3.1.7 Workshops, conferences, institutes and federal and specially funded projects;
 - 3.1.8 Alumni activities;
 - 3.1.9 Supplementary health services;
 - 3.1.10 Gifts, bequests, devises, endowments, and trusts; and

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3.1.11 Community relations programs.

3.2 No auxiliary organization shall be authorized by the Board of Trustees to engage in any other function unless the Board of Governors amends Title 5 Section 59259 by adding said function to the list of approved functions of auxiliary organizations; or unless said function is essential to satisfy the non-profit corporation or tax laws of the State of California or the Federal tax laws.

3.3 Operations of commercial services on a campus shall be self-supporting when operated by an auxiliary organization.

4.0 Authority and Responsibility of Auxiliary Organizations

4.1 Enrollment in courses or programs offered by auxiliary organizations shall not be included in reports to the state for the purpose of receiving apportionment funding.

4.2 All services, programs, and activities that may be undertaken by an auxiliary organization shall be maintained for the general benefit of the educational program of the District. Upon Board of Trustees approval, an auxiliary organization may assume any of the services, programs, and activities listed in these procedures in order:

4.2.1 To provide the fiscal means and the management procedures that allow the District to carry on educationally related activities not normally funded by State apportionment;

4.2.2 To eliminate the undue difficulty that would otherwise arise under the usual governmental budgetary, purchasing, and other fiscal controls except as expressly prohibited by the Education Code or Title 5, or the District's procedures; or

4.2.3 To provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the District in accordance with sound business practices.

4.3 Participation in workshops, conferences, or institutes offered by auxiliary organizations shall not be included in reports to the state for the purpose of receiving apportionment funding.

5.0 Composition of Boards of Directors

5.1 The boards of directors of each auxiliary organization shall have the following composition:

5.1.1 Student Associations or Organizations Established as Auxiliary Organizations: The Board of Directors shall consist primarily of students. The Director of Student Activities may attend and participate in meetings of the Board of Directors in order to advise on policy and to provide for the

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control and regulation required by Education Code Section 76060.

5.1.2 Other Auxiliary Organizations: Any other District approved auxiliary organization that is established pursuant to Education Code Sections 72670 et seq. shall have a Board of Directors appointed in accordance with the organization's articles of incorporation or bylaws and consisting of voting membership from one or more of the following categories: Board of Trustees, faculty, administration, staff, members of the community, students.

5.2 The size of the Board of Directors of an auxiliary organization shall be at least large enough to accommodate the one or more categories from which board members are selected.

5.3 The Board of Directors shall have the advice and counsel of at least one attorney admitted to practice in California and at least one certified public accountant. Upon being notified of the certified public accountant selected by an auxiliary organization, the District shall forward the applicable auditing and reporting procedures to the selected certified public accountant. Neither the attorney nor the public accountant need be a member of the Board of Directors.

6.0 Conduct of Boards of Directors

6.1 No member of the Board of Directors of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the Board of which he/she is a member. Any contract or transaction entered into in violation of this section is void.

6.2 No contract or other transaction entered into by the Board of Directors of an auxiliary organization is void under the provisions of Education Code Section 72677; nor shall any member of such board be disqualified or deemed guilty of misconduct in office under such provisions, if pursuant to Education Code Section 72678 both of the following conditions are met:

6.2.1 The fact of such financial interest is disclosed or known to the Board of Directors and noted in the minutes, and the Board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members.

6.2.2 The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.

6.3 The provisions of Section 6.2 (Education Code Section 72678) above shall not be applicable if any of the following conditions exist:

6.3.1 The contract or transaction is between an auxiliary organization and a member of the Board of Directors of that auxiliary organization.

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- 6.3.2 The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which any member of the governing board of that auxiliary organization is a partner or in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest.
- 6.3.3 The contract or transaction is between an auxiliary organization and a corporation in which any member of the Board of Directors of that auxiliary organization is the owner or holder, directly or indirectly, of five percent or more of the outstanding common stock.
- 6.3.4 A member of the Board of Directors of an auxiliary organization is interested in a contract or transaction within the meaning of Education Code Section 72677 and without first disclosing such interest to the governing board at a public meeting of the Board, influences or attempts to influence another member or members of the Board to enter into the contract or transaction.
- 6.4 It is unlawful for any person to utilize any information, not a matter of public record, which is received by the person by reason of their membership on the Board of Directors of an auxiliary organization, for personal pecuniary gain, regardless of whether he or she is or is not a member of the Board at the time such gain is realized.

7.0 Bylaws

- 7.1 The bylaws of an auxiliary organization shall include, but not be limited to, the following:
 - 7.1.1 The number of members of the Board of Directors, the categories from which members shall be selected, and the method by which they shall be selected.
 - 7.1.2 The size of the Board of Directors.
 - 7.1.3 That at least one public business meeting will be held each quarter. The Board of Directors shall conduct its business in public meetings in accordance with the provisions of the Ralph M. Brown Act, Government Code Sections 54950 et seq.
 - 7.1.4 The timetable for the preparation and adoption of its program and annual budget and the submission of both for review to the Chancellor.
 - 7.1.5 That an attorney admitted to practice in this state and a licensed certified public accountant shall be selected to provide advice and counsel to the Board of Directors. Each shall have experience appropriate to the responsibility and shall have no financial interest in any contract or other transaction entered into by the Board, which he/she serves. Neither the attorney nor the certified public accountant needs to be a member of the

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Board of Directors.

7.1.6 The procedures for approving expenditures.

7.1.7 The procedures for accepting gifts, donations, bequests, trusts and specially funded grants and other income.

8.0 Master Agreement between District and Auxiliary Organizations

8.1 In the recognition and establishment of an auxiliary organization, there shall be a written agreement between the District and the auxiliary organization, which sets forth the purposes of the auxiliary organization as permitted under this Regulation, and Title 5 Section 59259.

8.2 Should an auxiliary organization provide more than one service, program, or function, such service, program, or function may be authorized in one or more written contracts with the District. Such services, programs, and functions thereby performed by a auxiliary organization may also be part of a joint powers agreement in accordance with Education Code Section 72671 and Government Code Sections 6500 et seq.

8.3 An auxiliary organization shall provide only those services, programs, or functions authorized by a written agreement. No other service, program, or function shall be permitted or performed unless a written agreement between the District and the auxiliary organization is amended to provide otherwise.

8.4. The agreement shall include, but is not limited to, the following provisions:

8.4.1 The services, programs, or functions the auxiliary organization is to manage, operate, or administer.

8.4.2 A statement of the reasons for administration of the functions by the auxiliary organization instead of by the District under usual District procedures.

8.4.3 The areas of authority and responsibility of the auxiliary organization and the District or College.

8.4.4 The facilities and services to be made available by the District to permit the auxiliary organization to perform the services, programs, or functions specified in the written agreement.

8.4.5 The charge or rental to be paid to the District by the auxiliary organization for the facilities used or services provided in connection with the performance of its function. The charge or rental specified shall be identified in sufficient time before it is incurred so that the organization may determine to what extent it is liable.

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- 8.4.6 Full reimbursement to the District for services performed by the District or by District employees in support of the auxiliary organization. No more than 50% of the reimbursement may be made in the form of non-monetary benefits that the auxiliary organization provides to the District, such as increased community awareness or other such benefits that are agreed upon by authorized District officials and the auxiliary organization. The District shall assign a good-faith reimbursement value to such non-monetary benefits. Student body auxiliary organizations may be exempt from reimbursing all or any portion of the costs for such services. Methods of proration where services are performed by District employees for the organization shall be as mutually determined.
- 8.4.7 A mutually agreed upon method of determining in advance to what extent the organization shall be liable for indirect costs relating to specially funded programs (including federally sponsored programs).
- 8.4.8 The responsibility for maintenance and payment of operating expenses.
- 8.4.9 Proposed expenditures for public relations or other purposes, which would serve to augment District appropriations for operation of the District. With respect to these expenditures, the auxiliary organization may expend funds in such amount and for such purposes as are approved by the Board of Directors of the auxiliary organization. The Board of Directors shall file with the Chancellor a statement of such policy on accumulation and use of public relations funds. The statement shall include the policy and procedure on solicitation of funds, source of funds, amounts, and purpose for which the funds will be used, allowable expenditures, and procedures of control.
- 8.4.10 The disposition to be made of net earnings derived from the operation of the auxiliary organization, including earnings derived from facilities owned and leased by the auxiliary organization, and provisions for reserves.
- 8.4.11 The disposition to be made of net assets and liabilities on dissolution of the auxiliary organization or cessation of the operations under the agreement.
- 8.4.12 The covenant of the auxiliary organization to maintain its organization and to operate in accordance with Education Code Sections 72670 – 72682 and with the regulations contained in Title 5 Sections 59250 et seq., as well as District Board Policy and Administrative Procedures.
- 8.4.13 The understanding that the auxiliary organization shall obtain the services and counsel of an attorney admitted to practice in the State of California whenever the need arises.
- 8.4.14 The understanding that the auxiliary organization shall not enter into any contract or other business arrangement involving real property either by lease involving payments of more than \$25,000 per annum and duration terms of more than one year, or by purchase without prior notification and

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consultation with the Chancellor.

9.0 Personnel

- 9.1 Each auxiliary organization shall develop general regulations to govern its operations, including policies and regulations concerning the salaries, working conditions, and benefits of its employees.
- 9.2 The aforesaid regulations shall not conflict with the implementing policies adopted by the Board of Trustees or with these procedures.
- 9.3 Except as otherwise provided in any board rules, the Board of Directors of each auxiliary organization shall, pursuant to Education Code Section 72672, provide salaries, working conditions and benefits for its full-time employees that are comparable to those provided District employees performing substantially similar services. For those full-time employees who perform services that are not substantially similar to the services performed by District employees, the salaries established shall be comparable to the salaries prevailing in other educational institutions in the area or commercial operations of like nature in the area.
- 9.4 Regular District employees may be employed by the auxiliary organization. District employees must resign or request a personal leave of absence from the District in order to accept employment with the auxiliary organization. District officers and employees who are required by the District's Conflict of Interest Code (AP 2710) to file disclosure of financial information are responsible to determine whether or not they are eligible to accept employment with the auxiliary organization immediately upon resignation from the District.
- 9.4.1 Educational Administrators or other Management Employees may be granted a personal leave of absence for two semesters, which may be extended to a maximum of 10 consecutive semesters.
- 9.4.2 Classified Management Employees may be granted a personal leave of absence for up to one year. This leave may not be extended beyond one year without the employee first having returned to active duty.
- 9.4.3 Academic (Faculty) Employees may be granted personal leave of absence for two semesters. The leave may be extended for not more than six consecutive semesters.
- 9.4.4 Classified Employees may be granted a personal leave of absence for up to one year. This leave may not be extended beyond one year without the employee first having returned to active duty.
- 9.5 The Board of Directors of each auxiliary organization may provide retirement benefits different from those provided comparable District employees and may withhold retirement benefits of permanent status benefits or both from temporary employees. For the purposes of this Procedure, a temporary employee is:

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- 9.5.1 An employee employed for a specific research project, workshop, institute, or other special project funded by any grant, contract, or gift; or
 - 9.5.2 An employee whose contact of employment is for a fixed term not exceeding three years.
 - 9.6 The Board of Directors of each auxiliary organization may withhold permanent status benefits from executive employees. For the purposes of this procedure, an executive employee is any management employee with responsibility for the development and execution of the auxiliary organization's policies and includes, but is not limited to, general managers, managers, directors and the like, as determined by the Board of Directors of each auxiliary organization.
 - 9.7 Should retirement benefits be provided, they may, but need not be provided by the Public Employees' Retirement System. Any newly created auxiliary organization is exempted from the requirement of providing retirement benefits for a period not to exceed three years from the date on which the Board of Trustees recognizes the establishment of such auxiliary organization.
 - 9.8 An auxiliary organization may contract with the District for the services of a District employee and reimburse the District for that portion of the employee's full-time assignment (and corresponding benefits) that is spent in providing said services.
- 10.0 Accounting and Reporting for Auxiliary Organizations**
- 10.1 The fiscal year of the auxiliary organization shall coincide with that of the District.
 - 10.2 Each auxiliary organization shall develop an accounting system that is in accordance with generally accepted accounting principles.
 - 10.3 The auxiliary organization shall implement financial standards that will assure its fiscal viability. Such standards shall include proper provision for professional management, adequate working capital, adequate reserve funds for current operations, capital replacements, contingencies, and adequate provisions for new business requirements.
 - 10.4 Each auxiliary organization serving the District shall submit its programs and budgets for review at a time and in a manner specified by the Chancellor.

Funds derived from indirect cost payments shall only be appropriated with the specific approval of the Chancellor. All uses of such funds shall be regularly reported to the Board of Trustees.
 - 10.5 Should the Chancellor determine that any program or appropriation planned by an auxiliary organization is not consistent with District policy, the program or appropriation shall not be implemented. Further, should a program or appropriation which has received approval, upon review, be determined by the Chancellor to be operating outside the acceptable policy of the Board of Governors or the District, then that program or appropriation shall be discontinued by direction of the

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Chancellor until further review is accomplished and an appropriate adjustment is made.

- 10.6 The Board of Directors of an auxiliary organization shall approve all expenditure authorizations.

11.0 Records and Annual Report of Auxiliary Organizations

- 11.1 Personnel and payroll records shall be maintained as permanent records by each auxiliary organization.

- 11.2 Adequate records of all other transactions of an auxiliary organization shall be maintained for a minimum of five years. Transactions of the organization include, but are not limited to, purchases, disbursements, and investments.

- 11.3 An annual report shall be submitted to the Board of Directors of the auxiliary organization and to the Chancellor by September 15. The report shall include, but is not limited to:

11.3.1 All financial statements required to be filed with the California Community Colleges Chancellor's Office.

11.3.2 A comparison of budgeted and actual expenditures.

11.3.3 A description of major accomplishments of the organization.

11.3.4 A description of improvements proposed for operation of the organization.

- 11.4 Records maintained by an auxiliary organization shall be available to the public to inspect or copy at all times during the office hours of the auxiliary organization, pursuant to and with the exceptions provided in Education Code Sections 72690 et seq.

12.0 Annual Audit

- 12.1 Each auxiliary organization shall have an annual fiscal audit of any and all funds. The audit shall be performed by a certified public accountant in accordance with procedures prescribed by the Board of Governors, as contained in the *California Community College Auxiliary Organization Accounting and Reporting System*. Copies of the annual audit report shall be submitted to the Board of Trustees and to the California Community Colleges Chancellor's Office within 30 days after it is received by the auxiliary organization. Thereafter, it shall be a public record, except as otherwise provided by law. Such audits may be conducted as part of a fiscal audit of the District itself.

- 12.2 Auxiliary organizations shall annually publish an audited statement of their financial condition, which shall be disseminated as widely as feasible and be available to any person on request. A reasonable fee may be charged to cover the costs of providing a copy. An auxiliary organization shall comply with the requirement by:

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12.2.1 Publishing the audited financial statement in a campus newspaper; or

12.2.2 Publishing a notice in a campus newspaper indicating the on-campus location where copies of the financial statement may be obtained or reviewed; or

12.2.3 Publishing or noticing the audited statement in a campus bulletin or other appropriate medium if a campus newspaper is unavailable.

13.0 Insurance

13.1 An auxiliary organization shall secure and maintain insurance adequate to protect its operations from catastrophic losses and as required by law, including but not limited to, the following:

13.1.1 Comprehensive liability;

13.1.2 Property and extended coverage, when applicable;

13.1.3 All risks, money, and securities;

13.1.4 Fidelity and performance bonds covering its chief fiscal officer;

13.1.5 Automotive liability when applicable; and

13.1.6 Workers' Compensation.

13.2 In any insurance policy secured by the auxiliary organization, the District shall be named as additional insured.

13.3 A copy of each policy or endorsement or insurance certificates setting forth the coverage and limits shall be provided to the District within 30 days from the receipt of the document.

13.4 In obtaining the insurance coverage, the auxiliary organization may secure the insurance directly through its own broker or through the District.

14.0 Auxiliary Organizations: Use of Facilities

14.1 Facilities may be made available by the District to an auxiliary organization to perform the functions specified in these procedures or in an agreement, under the following circumstances:

14.1.1 The auxiliary organization may occupy, operate, and use such District facilities as are mutually identified as appropriate for the functions and/or activities that have been undertaken by the auxiliary organization.

14.1.2 The auxiliary organization shall pay to the District a charge or rental for the District facilities to be used by it in connection with the performance of its function or functions.

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- 14.1.3 The charge or rental to be paid by the auxiliary organization shall not require involved methods of computation, and shall be identified by the District and the auxiliary organization in sufficient time before it is incurred so that the auxiliary organization may determine to what extent it shall be liable.
- 14.1.4 The charge or rental to be incurred by an auxiliary organization for use of District facilities in excess of five days shall be incorporated into the agreement between the parties.
- 14.1.5 An auxiliary organization shall provide full reimbursement to the District for any services performed by District employees under the direction of the auxiliary organization. Methods of proration where services are performed by District employees for the auxiliary organization shall be simple and equitable.

15.0 List of Auxiliary Organizations in Good Standing

- 15.1 Each year, the Chancellor shall provide to the Board of Trustees a list of all auxiliary organizations in good standing. All auxiliary organizations which, after periodic review in the manner specified hereinafter in these regulations, are found to be in compliance with applicable laws, policies, and procedures shall be included in the list.
- 15.2 When the Chancellor has reason to believe that a particular organization should be removed from the list of auxiliary organizations in good standing, a conference shall be held to determine whether such grounds for removal do in fact exist. The Board of Directors of such organization shall be entitled to participate in this conference, and shall have a minimum of 30 days notice to prepare a response to the issues that have been raised.
- 15.3 Based upon such conference, the Chancellor shall recommend to the Board of Trustees whether a particular organization should be removed from the list of auxiliary organizations in good standing. The Board of Trustees may, in its sole discretion, remove such an auxiliary organization from said list, and may make such other provisions consistent with law as may be appropriate with respect to an auxiliary organization not included on said list.
- 15.4 An organization so removed shall not be permitted to do any of the following:
- 15.4.1 Use the name of the District;
- 15.4.2 Have as a director any official in the District acting in his/her official capacity;
- 15.4.3 Operate a commercial service for the benefit of the District or any of its colleges; and

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15.4.4 Receive gifts, property, or funds to be used for the benefit of the District or any of its colleges.

15.5 If the auxiliary organization is dissolved or ceases operations upon removal from the list of organizations in good standing, its net assets and liabilities shall be distributed according to the terms of the written agreement between the organization and the District.

16.0 Funds

16.1 Funds of an auxiliary organization shall be used for purposes consistent with District policy where applicable, and shall not be used:

16.1.1 To support or oppose any candidate for public office, whether partisan or not, or to support or oppose any issue before the voters of the state or any subdivision thereof or any city, municipality, or local governmental entity of any kind.

16.1.2 To make personal loans for nonprofit-educationally related purposes, except that such loans be made when specifically authorized by a trust instrument under which the funds were received.

16.2 Grants, bequests, trusts, donations, and gifts accepted by an auxiliary organization shall be maintained in accordance with policies and regulations established by the District.

17.0 Limitation on Transfer of Funds to Auxiliary Organizations

17.1 No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations which constrain community college districts or providing the District with an unfair advantage with respect to the application of any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

18.0 Compliance Review by the Chancellor

18.1 All auxiliary organization procedures and practices shall be reviewed to determine compliance with Education Code Sections 72670 et seq., and the policies, rules, and regulations of the Board of Governors of the District. The Chancellor shall designate the individual to conduct this review, which shall be conducted at the end of the first complete fiscal year after its establishment and at least once every three years thereafter.

18.2 When the Chancellor's designee determines, after inspection and review, that certain auxiliary organization procedures and practices are not in compliance with

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policies, rules, and regulations of the Board of Governors and the District, a recommendation concerning the items of noncompliance shall be communicated in writing to the Chancellor and to the Board of Directors of the auxiliary organization. The Board of Directors shall reply in writing within 30 days, either describing the actions which will be taken, including time table, to bring said procedures and practices into compliance; or describing the reasons why the Board considers the procedures already to be in compliance.

- 18.3 If the Chancellor's designee considers the proposed corrective actions to be acceptable, the auxiliary organization shall be so informed. A second compliance review shall be held at the end of the time agreed to and the results communicated in writing to the Chancellor and to the Board of Directors.
- 18.4 When the auxiliary organization fails to provide an acceptable proposal for corrective actions or fails to implement successful corrective actions within the agreed upon time, the Chancellor shall inform the Board of Directors of such further action as he/she considers appropriate, which may include a recommendation to the Board of Trustees for termination of the contract.
- 19.0 **Revisions of Rules and Procedures and Reports to the California Community Colleges Chancellor's Office**
- 19.1 Rules and procedures for the administration of auxiliary organizations may be revised as necessary by the Chancellor or designee. The Board of Directors of each auxiliary organization in good standing shall be promptly notified in writing of such revisions and be informed of the date by which any changes in the organization's procedures must be accomplished.
- 19.2 Any such revisions shall be submitted to the California Community Colleges Chancellor's Office for approval.
- 19.3 The District shall report, as may be required from time to time, on the operation of its auxiliary organizations.

See Board Policy 3600, Auxiliary Organizations.

Date of Adoption: March 23, 2004

Date of Last Revision: February 24, 2020 District Consultation Council
September 25, 2017 District Consultation Council

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 10, 2020	Resolution	_____
SUBJECT:	Revised Board Policies	Information	X
		Enclosure(s)	X

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect content revisions recommended by Jane Wright, CCLC Consultant and by District staff.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on February 24, 2020:

Chapter 3, General Institution

BP 3550, Drug-Free Environment and Drug Prevention Program: This policy was reviewed as part of the 6-year review cycle and revised to make a minor grammar correction to the title; update the "Reference" section; and update the corresponding board policy and administrative procedures.

BP 3560, Alcoholic Beverages: This policy was reviewed as part of the 6-year review cycle and revised to update the corresponding board policy and administrative procedures.

BP 3600, Auxiliary Organizations: This policy was reviewed as part of the 6-year review cycle and revised to update the "Reference" section; make minor grammatical corrections; replace "Board" with "Chancellor" in Sections 1.1 and 2.0; and update the corresponding board administrative procedure.

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

How does this relate to Board Policy: This item is 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 the following proposed, revised Board Policies, and direct that they be placed on the March 24, 2020 Board meeting agenda for action:

- BP 3550, Drug-Free Environment and Drug Prevention Program
- BP 3560, Alcoholic Beverages
- BP 3600, Auxiliary Organizations

BP 3550 Drug-Free Environment and Drug Prevention Program

Reference:

Drug-Free Schools and Communities Act, 20 U.S. Code Section 1145g;
34 C.F.R. [Code of Federal Regulations](#) Sections 86.1 et seq.;
Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

- 1.0 The District shall be free from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
 - 1.1 The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.
 - 1.2 Any student or employee who violates this policy will be subject to sanctions (consistent with local, state, or federal law) up to and including expulsion or termination of employment and referral for prosecution.
- 2.0 The Chancellor shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

See Administrative Procedure 3550, [Drug-Free Environment and Drug Prevention Program; Board Policy 3560, Alcoholic Beverages; and Administrative Procedure 3560, Alcoholic Beverages.](#)

Date of Adoption: March 23, 2004

Date of Last Revision: March 10, 2009

BP 3560 Alcoholic Beverages

Reference:

**Business and Professions Code Section 25608;
34 Code of Federal Regulations Part 668.46 (b)**

- 1.0 The Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

See Administrative Procedure 3560, [Alcoholic Beverages; Board Policy 3550, Drug-Free Environment and Drug Prevention Program; and Administrative Procedure 3550, Drug-Free Environment and Drug Prevention Program.](#)

Date of Adoption: March 23, 2004

Date of Last Revision: September 20, 2011

BP 3600 Auxiliary Organizations

Reference:

~~California Code of Regulations,~~
Education Code Sections 72670, et seq.;
Title 5, Sections 59250, et seq.

- 1.0 The Board of Trustees may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs and functions identified in Title 5.
 - 1.1 The Chancellor Board shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the Chancellor for the California Community Colleges as required by law. At a minimum, the procedures shall address the subjects required by Title 5.
 - 1.2 Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board of Trustees approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs, or functions to be performed. All such written agreements shall comply with the requirements of Title 5, Section 59257(j).
- 2.0 Any auxiliary organization recognized by the Chancellor Board shall conduct its business in accordance with the administrative procedures adopted by the Board pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board of Trustees shall comply with Education Code provisions regarding:
 - 2.1 The composition of a board of directors and the way in which it conducts its meetings;
 - 2.2 Conducting an annual audit;
 - 2.3 Employing its work force; and
 - 2.4 Expending and appropriating its funds, and keeping its records.
- 3.0 No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

See Administrative Procedure 3600, [Auxiliary Organizations](#).

Date of Adoption: March 23, 2004

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 10, 2020	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	2020 District Legislative Priorities	Enclosure(s)	<u> X </u>

BACKGROUND: Each school year, the North Orange County Community College District crafts state and federal legislative priorities in order to direct advocacy efforts for the District and campuses. With the help of lobbyists Nossaman LLP, members of Chancellor’s Staff meet each year to discuss emerging legislative issues that affect our students, staff and community.

Identified legislative priorities address critical needs in the areas of workforce, college readiness, transfer and articulation, financial aid, student success and basic needs, inclusion of noncredit students in appropriate initiatives, as well as general considerations that affect higher education appropriations. The goal is to maximize opportunities for student success, and position NOCCCD to better serve the existing and future workforce needs of the community it serves.

For 2020, Chancellor’s Staff has identified the following state and federal legislative priorities:

State Legislative Priorities

- Support the California Community College system’s mission with adequate resources
- Advocate changing the Faculty Obligation Number (FON) formula to ensure equalization and equity across the State
- Ensure categorical programs continue to be fully funded with clear metrics and support all noncredit and credit students
- Support policies and resources to help students access basic needs assistance
- Advocate for thoughtful and intentional inclusion of noncredit students in all California Community College statewide initiatives and ongoing support for the California Adult Education Program (CAEP)
- Support resources and legislative efforts to further streamline pathway programs

Federal Legislative Priorities

- Engage in the reauthorization of the Higher Education Act
- Support funding for federal student financial aid
- Support Deferred Action for Childhood Arrivals (DACA) and The Dream Act
- Support funding for the Workforce Innovation and Opportunity Act and Carl D. Perkins Career and Technical Education Act
- Protect Students’ Civil Rights

These priorities are not meant to be all-inclusive, and NOCCCD retains the right to advocate on behalf of or in opposition to other areas of legislation or specific bills as they arise through the legislative session. If the Board of Trustees wishes to take a position on

specific bills during the session, a separate agenda item will be crafted and subsequently voted on as a resolution.

This agenda item was written by Kai Stearns Moore, District Director, Public & Governmental Affairs.

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

How does this relate to Board Policy: This item is in accordance with: BP 1001 District Mission, Vision, & Values Statements; *The mission of the North Orange County Community College District is to serve and enrich our diverse communities by providing a comprehensive program of educational opportunities that are accessible, relevant, and academically excellent. We are unequivocally committed to student success and lifelong learning.* BP 2430 Delegation of Authority to Chancellor; *The Chancellor is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board.* BP 2716 Political Activity; *Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures.*

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the recommended state and federal legislative priorities for 2020, and to 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.

North Orange County Community College District

2020 State Legislative Priorities

The North Orange County Community College District has identified six important state legislative priorities to focus our 2020 advocacy efforts on. Each priority has been carefully chosen to benefit the District's student population, staff, faculty, and advance long-term sustainability.

1. Support the California Community College system's mission with adequate resources.

The District will participate in advocacy efforts to ensure that the Student Centered Funding Formula (SCFF) is fully funded, implemented successfully, and supports the success of students, especially those who are disadvantaged. We believe that funding for our system should reflect all aspects of the robust and inclusive mission of California Community Colleges.

Legislative Goals:

- *Participate in statewide discussions and support prospective changes to the Student Centered Funding Formula that respond to potential adverse consequences.*
- *Support Proposition 13 on the March 2020 ballot which will raise funds for education facilities improvements.*
- *Advocate for CDCP Managed Enrollment classes to be funded by census date, as credit classes are.*
- *In regards to courses offered pursuant to an instructional service agreement (ISA) with a public service agency, advocate that funding be based on a general apportionment rate per full-time-equivalent student (FTES) rather than the SCFF.*

2. Advocate changing the Faculty Obligation Number (FON) formula to ensure equalization and equity across the State.

The FON was established in 1988 using the baseline number of faculty for each community college district that year, and current law requires districts to increase the number of full-time faculty over the prior year in proportion to the amount of growth in funded credit Full Time Equivalent Students (FTES). The District believes that the FON is out-of-date and does not support the Chancellor's *Vision for Success* or reflect the principles of the new Student Centered Funding Formula. The existing FON formula creates large inequities across the State, and the District is interested in actively exploring ways of improving the revenue-to-faculty ratio.

Legislative Goals:

- *Work with Members of the Legislature in an effort to create a new formula that equalizes districts across the State and aligns with the Student Centered Funding Formula.*
- *Support and help inform a proposal that would include non-credit instructors in the FON, similar to how counselors are counted now.*

3. Ensure categorical programs continue to be fully funded with clear metrics and support all noncredit and credit students.

The 2018-19 State Budget consolidated the Student Success and Support Program (SSSP), Basic Skills Initiative (BSI), and Student Equity (SE) into the new Student Equity and Achievement Program (SEAP). The District believes having clear metrics in place that hold colleges' accountable is key to successful categorical consolidation. The District supports ensuring student populations still have the same level and access to funding in a new, streamlined approach.

The Strong Workforce Program is identified as a key funding stream for our students. The Program supports workforce opportunity and increases living-wage jobs which positively impact our regional economy. The District supports efforts to ensure this program and its funding level remain intact.

Legislative Goals:

- *Support an ongoing Cost of Living Adjustment for the SEAP.*
- *Advocate ongoing funding for the Strong Workforce Program.*
- *Support consolidation that allows local flexibility while also ensuring accountability measures are in place.*
- *Advocate to define noncredit eligibility in all proposed consolidation efforts.*
- *Ensure separate noncredit centers are included in the fiscal reporting requirements.*

4. Support policies and resources to help students access basic needs assistance.

The District believes student success is impacted by students' ability to get their basic needs met, including access to: food, housing, transportation, affordable childcare, and coursework supplies. The District also understands the strong connection between meeting basic needs and positive mental health. For these reasons, the District advocates for those efforts that increase a students' ability to access basic needs support and mental health services.

Legislative Goals:

- *Support the Governor, Administration, and Legislature's significant investments aimed at addressing student homelessness.*
- *Support legislation that addresses students' access to basic needs support by incentivizing local partnerships and removing regulatory barriers between community-based organizations, local governments, and community college campuses.*
- *Support legislative efforts to address the issues identified by the statewide Affordability, Hunger and Housing Access Task Force.*
- *Support legislation that assists students' access to programs that help satisfy basic needs.*
- *Support legislation that provides mental health services for students.*

5. Advocate for thoughtful and intentional inclusion of noncredit students in all California Community College statewide initiatives and ongoing support for the California Adult Education Program (CAEP).

NOCCCD has one of the largest noncredit centers in California. North Orange Continuing Education (NOCE) serves over 30,000 students a year through such programs as high school diploma, English as a second language, parenting, and career certification classes. However, there have been several recent examples of statewide community college initiatives implemented that have not adequately considered the special administration challenges inherent to noncredit education. The District will continue to advocate for equitable legislative and regulatory consideration for noncredit to ensure that our students are being served to the fullest extent possible.

Legislative Goals:

- *Support an ongoing Cost of Living Adjustment (COLA) for the CAEP.*
- *Advocate for specific delineation of noncredit allocations in the release of all statewide initiatives and grants.*
- *Proactively participate in discussions regarding proposed changes to the CAEP structure.*
- *Support regulatory changes that support and enhance noncredit and adult education resources, programs, and delivery models.*
- *Advocate for inclusion of noncredit in the Guided Pathways Framework.*

6. Support resources and legislative efforts to further streamline pathway programs.

The District supported the creation of the Guided Pathways Program, and continues to believe that clear pathways are essential to the core mission of the California Community College system. The District will continue to advocate for funding for key pathway programs, such as dual enrollment courses, expanded Promise Programs, and noncredit partnerships.

Legislative Goals:

- *Support legislation that continues dual enrollment access by removing the 2027 sunset on the program.*
- *Provide the Legislature and Administration examples of our District's success implementing the Guided Pathways Framework.*
- *Support legislation that continues and expands community college baccalaureate degree programs.*

North Orange County Community College District

2020 Federal Legislative Priorities

The North Orange County Community College District has identified five important federal legislative priorities to focus our 2020 advocacy efforts on. Each priority has been carefully chosen to focus on results that will favor the District's student population, faculty, staff and long-term sustainability.

1. Engage in the reauthorization of the Higher Education Act.

Reauthorization of the Higher Education Act (HEA) is important to the District for many reasons, including that it governs federal financial aid programs for our students. The HEA has been expired since 2013 and extended by Congress while debates over the reauthorization take place. Anticipated changes will likely include increased student aid support, as well as policy changes related to accreditation, regulation reform, risk-sharing, student loans, and additional transparency issues. It is important during reauthorization of the HEA that any changes to law reflect the diverse student population and interests of our students.

Legislative Goals:

- *Advocate for increasing the Pell Grant maximum award.*
- *Provide Congress information about our District's unique student population to ensure the reauthorization of HEA benefits community college students.*
- *Advocate the position that all requirements and mandates in any potential risk-sharing legislation align with community college's ability to comply and not adversely affect our student population.*
- *Support changes related to accreditation to include: allowing accreditors to establish institutional benchmarks without taking a "one-size-fits-all" approach, prohibiting sanctions to be imposed by accreditors, maintaining the current ratio of public members, and other recommendations made by the Council of Regional Accrediting Commissions.*

2. Support funding for Federal student financial aid.

Federal financial aid consists of student loans and need-based financial aid, such as the Pell Grant, Supplemental Educational Opportunity Grants (SEOG), and Federal Work-Study. Additional funding is available for institutional programs to support students needing assistance. These programs include the Strengthening Institutions program, Hispanic Serving Institutions, Tribally Controlled Colleges, TRIO, GEAR UP, Predominantly Black Institutions, Historically Black Colleges and Universities, and others.

Legislative Goals:

- *Support the American Association of Community College's (AACCC) efforts to establish short-term Pell Grants, increase the Pell Grant maximum award, and overturn the ban on Pell Grants for incarcerated individuals.*

- *Support policy and resources that provide funding to students over and above tuition costs.*
- *Support overall increased funding for higher education student aid and institutional aid programs.*

3. Support Deferred Action for Childhood Arrivals (DACA) and The Dream Act.

NOCCCD is committed to serving all students who can benefit from a post-secondary education, without regard to race, ethnicity, religion, national origin, immigration status, age, gender, language, socio-economic status, gender identity or expression, medical condition or disability. With over 220,000 young people in California that have received DACA status since 2012 and approximately 60,000 of those young people enrolled at community colleges, NOCCCD supports the continuation of the Deferred Action for Childhood Arrivals program. California and the United States are both stronger due to the contributions made by “Dreamers” to our economy and to our communities.

Legislative Goals:

- *Advocate in support of preserving the DACA program for eligible students.*
- *Support legislation that establishes a path to citizenship for undocumented students who are long-time U.S. residents.*
- *Advocate for Dreamers to be eligible for Federal student financial assistance.*

4. Support funding for the Workforce Innovation and Opportunity Act and Carl D. Perkins Career and Technical Education Act

Two critical sources of funding for NOCCCD include the Workforce Innovation and Opportunity Act (WIOA) and the Carl D. Perkins Career and Technical Education Act (CTE). North Orange Continuing Education (NOCE) serves more than 30,000 students in the District per year and is the primary provider of adult education, or noncredit, programs in the region.

The WIOA Title II funding provides English language and literacy skills acquisition programs to the most vulnerable populations, including immigrants seeking citizenship and low-income adults. Perkins is a principal source of Federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs. This funding is necessary to sustain career and technical education programs offered to NOCCCD students.

Legislative Goals:

- *Advocate for increased funding for WIOA Title II grants in the Fiscal Year 2020 and 2021 Labor, Health and Human Services, and Education Appropriations bill.*
- *Advocate for increased funding for CTE state grants in the FY 2020 and 2021 Labor, Health and Human Services, and Education Appropriations bill.*

5. Protect Students' Civil Rights

The students of NOCCCD deserve a federal government that protects them and guarantees the safety of our campus learning environments without compromising fundamental civil rights, human rights, and civil liberties. All individuals should be treated with respect regardless of race, ethnicity, religion, national origin, immigration status, age, gender, language, socio-economic status, gender identity or expression, medical condition, or disability.

Legislative Goals:

- *Support legislation and resources that advance each individual's right to live free of discrimination and to be successful in an inclusive educational environment.*
- *Support legislation that fully protects the rights of all people as a statement of United States principles.*

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 10, 2020	Resolution	_____
SUBJECT:	Vacant Representative Appointments	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND: Trustee Molly McClanahan tendered her resignation from the Board of Trustees effective January 31, 2020. As a result of her resignation, there are four vacancies in Board representatives to the Fullerton Museum Association of North Orange County, the Community College Foundation of North Orange County, the District Investment Committee, and the District Audit Committee.

This information item is presented to allow for discussion on the current vacancies in Board representative appointments.

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

How does this relate to Board Policy: This item is in accordance with Board Policy 2305, Annual Organizational Meeting.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board discuss the current vacancies in Board representative appointments.

Cheryl Marshall

Recommended by

Approved for Submittal

6.d

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: March 10, 2020
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? This item responds to District Strategic Direction #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is 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.