



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

MEETING: Regular Meeting in March 2024

DATE: Tuesday, March 12, 2024, at 5:30 p.m.

**PLACE: Anaheim Union High School District Board Room
501 N. Crescent Way, Anaheim, CA 92801**

4193 Paseo de Plata, Cypress, CA 90630

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

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

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

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

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

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

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Consider Non-Personnel block-vote items indicated by [] in Sections 3 & 4**
- d. **Consider Personnel block-vote items indicated by [] in Section 5**

Agenda items designated as block-vote items with [] are considered by the Board to either be routine or sufficiently supported by back-up information that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them.

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

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

- e. **Chancellor’s Report**

2. a. **Approval of Minutes of the Regular Meeting of February 27, 2024**
- b. **FIRST CLOSED SESSION** (only if needed)
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 for the 2023-24 General Fund and Capital Outlay Fund transfers in the amount of \$1,533,784 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5 §58307. **(The Resolution is available for review in the District's Business Office.)**
 - [c] 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%).
 - [d] It is recommended that the Board approve Change Order #1 for Bid 2223-21 with Coelho for the Cypress College HRC Relocatable Classroom, Restroom, and Mobile Kitchen.
 - [e] Authorization is requested to enter into a Project Inspector Services agreement with Knowland Construction Services Inc. for the Fine Arts Renovation Project at Cypress College.
 - [f] Authorization is requested to enter into an agreement with UCMI, Inc. to provide inspector of record services for the Business Building 300 Modernization Project at Fullerton College.
 - [g] It is recommended that the Board approve Deductive Change Order #1 for Bid #2122-14, Meter Replacement Project at Fullerton College with Case and Sons Construction Inc.
 - [h] Authorization is requested to allow the Fine Arts Division, in collaboration with Friends of Fullerton College Foundation, to serve alcohol at the Fullerton College Theatre Alumni & Friends Reception and Show on March 16, 2024.
 - [i] Authorization is requested for NOCCCD to accept a donation to its Center for Entrepreneurship.
4. **INSTRUCTIONAL RESOURCES**
 - [a] It is recommended that the Board approve the summary of curriculum changes for North Orange Continuing Education, effective Summer 2024 and Fall 2024.

5. HUMAN RESOURCES

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

Stipend for Additional Administrative Duties
 Leaves of Absence
 Temporary Academic Hourly

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

Resignations
 New Personnel
 Promotion
 Voluntary Changes in Assignment
 Stipend for Additional Administrative Duties
 Leaves of Absence

- [c] Request approval of Professional Experts.

- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.

- [e] Request approval of Volunteers.

- f. Request approval to receive the District's initial proposal to CSEA Chapter 167 for a Successor Agreement as proposed and to set a public hearing.

- g. Request approval to receive the initial proposal for a successor agreement as proposed by CSEA Chapter 167 to the District for 2024-25 and set a public hearing.

6. GENERAL

- a. It is recommended that the Board adopt Resolution No. 23/24-18, Women's History Month.
- b. It is recommended that the Board receive the revised Board Policies in Chapter 7 and direct that they be placed on a future Board meeting agenda for action.
- c. It is recommended that the Board receive as information the revised Administrative Procedures in Chapter 7.
- d. It is recommended that the Board discuss any potential future agenda items.

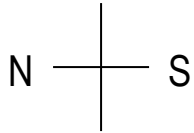
7. COMMENTS

- a. Chancellor's Staff Comments
- b. Resource Table Personnel Comments

- c. Members of the Board of Trustees Comments
 - d. Public Comments on Non-agenda Items
8. **ADJOURN TO CLOSED SESSION:** Per the following sections of the Government Code:
- a. Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.
 - b. Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.
 - c. Per Section 54956.95(a): LIABILITY CLAIMS:

Claimant: Cristina Arellano
Agency Claimed Against: NOCCCD
 - d. Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

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



Board Room Seating Arrangement

Evangelina Rosales,
President

Jeffrey P. Brown,
Vice President

Dr. Barbara Dunsheath,
Secretary

Jacqueline Rodarte,
Board Member

Stephen T. Blount,
Board Member

Ed Lopez,
Board Member

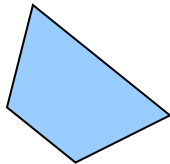
Ryan Bent,
Board Member

Jesus Ramirez Jr.,
Student Member CC

Dr. Byron D. Clift Breland,
Chancellor

Chloe Serrano,
Student Member FC

Alba Recinos,
Recording Secretary



Audience Seating

Constituent Group
Representatives

Chancellor's Staff

Entrance



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 12, 2024	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 P0163728 - P0164352, check numbers C0055397 – C0055455; F0297467 – F0298056; 88543747 – 88544840; V0032018 – V0032042; 70126986 – 70127016; disbursements E9143724 – E9157318; and amended purchase orders have been processed since the previous Board meeting. Checks beginning with "C" are from the Cypress College Bursar's office; checks beginning with "F" are Fullerton College Bursar; checks beginning with "88" are District checks through the County Department of Education; checks beginning with "V" are District revolving checks; checks beginning with "7" are Cypress College Bursar's Office Student Refund Checks; and disbursements beginning with "E" are financial aid payments made electronically via the Bank Mobile disbursement process. These purchase orders and checks can be reviewed in the District's Business Office. All purchase orders and checks have been processed in accordance with the Plan of Implementation as approved by the Board pursuant to the concept of fiscal accountability.

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

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

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

RECOMMENDATION: It is recommended that the Board ratify purchase order numbers P0163728 - P0164352 through February 14, 2024, totaling \$1,812,306.49, and check numbers C0055397 – C0055455, totaling \$94,069.48; check numbers F0297467 – F0298056, totaling \$177,290.05; check numbers 88543747 – 88544840, totaling \$7,385,824.41; check numbers V0032018 – V0032042, totaling \$31,383.23; check numbers 70126986 – 70127016, totaling \$6,738.50; and disbursements E9143724 – E9157318, totaling \$19,028,208.09, through February 29, 2024.

Fred Williams

Recommended by


Approved for Submittal

3.a.1

Item No.

BOARD RECAP
FOR THE PERIOD JANUARY 25, 2024 THROUGH FEBRUARY 14, 2024
BOARD MEETING MARCH 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0163728	Amazon Business	\$ 373.77		FC	Instructional Supplies
P0163841	JM & J Contractors	\$ 950.00	Bond	AC	Window for AC Swing Space
P0163842	Coastal Boiler Works Inc	\$ 6,390.00		FC	Maintenance Agreement for Boiler Equipment
P0163883	Amazon Business	\$ 38.74		AC	Office Supplies
P0163899	Maxon Computer Inc	\$ 3,750.25		CC	Animation Software License
P0163900	Jason Schiffman	\$ 2,000.00		NOCE	Professional Development Training
P0163901	Industrial Metal Supply Co	\$ 1,000.00		CC	Blanket Order for Instructional Supplies
P0163902	Amazon Business	\$ 118.51		AC	Office Supplies
P0163903	Amazon Business	\$ 454.60		CC	Instructional Supplies
P0163904	Amazon Business	\$ 121.63		NOCE	Office Supplies
P0163909	Office Solutions	\$ 1,000.00		CC	Blanket Order for Office Supplies
P0163910	ACCO Engineered Systems Inc	\$ 9,861.00	Capital Outlay	AC	Maintenance Agreement for FC Chillers
P0163911	Pepi Company of California LLC	\$ 528.35		NOCE	Catering Management Retreat
P0163912	Art Supply Warehouse	\$ 135.79		NOCE	Instructional Supplies
P0163913	Language Services Associates Inc	\$ 250.00		NOCE	Translation Services
P0163914	CI Solutions	\$ 3,766.88		NOCE	Student Materials
P0163915	Refrigeration Supplies Distributor	\$ 6,766.71		CC	Maintenance Supplies
P0163917	BSN Sports LLC	\$ 1,546.52		FC	Athletic Clothing
P0163919	Cukui Inc	\$ 3,400.74		FC	Promotional Hats
P0163920	Amazon Business	\$ 589.97		FC	Instructional Supplies
P0163921	Amazon Business	\$ 331.78		CC	Instructional Supplies
P0163922	Amazon Business	\$ 634.60		CC	Computer Supplies
P0163923	MVP Promotions	\$ 1,365.63		CC	Custom Jackets
P0163924	Wilbert Funeral Services Inc	\$ 9,395.04		CC	Instructional Materials
P0163925	Freedom US Acquisition Corp	\$ 5,000.00		FC	Software License
P0163926	Flashforge USA Inc	\$ 429.93		FC	3D Printer
P0163927	2nd Sight Visual Aids	\$ 8,493.40		FC	Instructional Equipment
P0163928	Mitchell 1	\$ 1,231.00		CC	Software Subscription
P0163929	Matco Tools	\$ 4,320.49		CC	Instructional Supplies
P0163930	Sodexo Inc and Affiliates	\$ 226.17		FC	Catering for Department Meeting
P0163931	All Data LLC	\$ 1,500.00		CC	Subscription Renewal
P0163932	Yanet Garcia	\$ 142.89		CC	Reimbursement for Software Purchase
P0163933	Cox Matthews & Associates	\$ 20.00		FC	Magazine Subscription
P0163934	Allsteel Inc	\$ 17,452.10		FC	Office Furniture
P0163935	Cypress College	\$ 184.50		CC	Assessment Codes
P0163936	Matco Tools	\$ 115.32		CC	Automotive Part
P0163937	ACCO Engineered Systems Inc	\$ 32,483.00	Capital Outlay	AC	HVAC Repair at FC Bldg 500
P0163938	Braille2000 LLC	\$ 1,238.05		FC	Software
P0163939	California Community Colleges Chief Instructional Officers	\$ 400.00		NOCE	Membership Dues
P0163940	Evocharge Inc	\$ 5,400.00		NOCE	Electric Vehicle Charging Station Subscription
P0163941	Snap-on Tools	\$ 2,000.00		CC	Blanket Order for Tools
P0163942	Source Graphics	\$ 4,400.00		FC	Blanket Order for Instructional Supplies
P0163943	McGraw-Hill Global Education LLC	\$ 2,920.00		FC	Software
P0163944	California Community Colleges Chief Instructional Officers	\$ 400.00		FC	Institutional Membership
P0163945	Nth Generation Computing Inc	\$ 80,818.00		AC	Cloud Infrastructure Subscription
P0163946	Ortiz Tractor Service	\$ 10,740.00	Capital Outlay	AC	New Concrete for FC Bldg. 100
P0163947	Amazon Business	\$ 209.81		FC	Instructional Supplies
P0163948	Amazon Business	\$ 559.36		CC	Instructional Supplies
P0163949	Amazon Business	\$ 305.05		CC	Instructional Materials
P0163950	Cukui Inc	\$ 2,922.84		FC	Custom Designed Clothing
P0163951	Ludlow Kingsley	\$ 1,500.00		AC	Blanket Order for Website Hosting Services
P0163952	Ludlow Kingsley	\$ 2,500.00		AC	Public Affairs - Website Maintenance Services

Item No. 3.a.2

BOARD RECAP
FOR THE PERIOD JANUARY 25, 2024 THROUGH FEBRUARY 14, 2024
BOARD MEETING MARCH 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0163953	Sonocent LLC	\$ 6,000.00		NOCE	Glean for Education - Notetaking Subscription
P0163954	Singlewire Software LLC	\$ 2,500.00		NOCE	Training & Implementation - InformaCast System
P0163955	Pepi Company of California LLC	\$ 1,280.78		NOCE	Catering - NOCE Meetings
P0163956	American Chemical Society	\$ 1,540.00		FC	Online Class: Essentials of Lab Safety
P0163957	Amazon Business	\$ 78.55		NOCE	Office Supplies
P0163958	Amazon Business	\$ 32.31		AC	Office Supplies
P0163959	Amazon Business	\$ 154.90	Bond	AC	Office Supplies
P0163960	Harbor Freight Tools	\$ 2,000.00		CC	Blanket Order for Instructional Supplies
P0163961	Home Depot	\$ 2,000.00		CC	Blanket Order for Hardware Supplies
P0163962	O'Reilly Automotive Inc	\$ 4,000.00		CC	Blanket Order for Automotive Supplies
P0163963	Amazon Business	\$ 2,060.73		FC	Instructional Supplies
P0163964	US Bank	\$ 1,100.00		AC	Administration Fees
P0163965	Ollivier Corporation	\$ 490.00		FC	Network Server Repairs
P0163966	CDW Government Inc	\$ 4,058.39		FC	Printer
P0163967	Amazon Business	\$ 506.56		FC	ADA Mandated Instructional Supplies
P0163968	Barnes & Noble Inc	\$ 1,357.65		FC	Books
P0163969	Grainger Inc	\$ 1,713.69		FC	Maintenance Supplies
P0163970	VWR Funding Inc	\$ 1,756.37		CC	Instructional Materials
P0163971	Mettler-Toledo Rainin LLC	\$ 3,931.63		FC	Instructional Supplies
P0163975	Always Green Turf	\$ 19,142.50	Capital Outlay	AC	Synthetic Turf for FC Softball Field Batting Cages
P0163976	Toshiba Business Solutions	\$ 8,392.10		FC	Purchase New Copier
P0163977	Hardy Diagnostics	\$ 558.84		CC	Instructional Materials
P0163979	Amazon Business	\$ 154.84		FC	Books
P0163981	Geotechnical Solutions Inc	\$ 200,000.00	Bond	AC	Geotechnical Services During Construction FC Bldg. B/A: 1/23/2024
P0163985	Carolina Biological Supply Co	\$ 2,665.59		CC	Instructional Supplies
P0163986	Maxon Computer Inc	\$ 11,144.00		FC	Software License for Classroom
P0163997	Allsteel Inc	\$ 3,388.89		FC	Furniture
P0164012	Dana Clahane	\$ 596.00		AC	Sabbatical Reimbursement
P0164015	Mareiike Claassen	\$ 453.50		AC	Sabbatical Reimbursement
P0164016	Aline Gregorio	\$ 346.00		AC	Sabbatical Reimbursement
P0164017	Full Compass Systems Ltd	\$ 3,052.14		FC	Audio Equipment
P0164018	CDW Government Inc	\$ 1,382.29		FC	Computer Supplies
P0164019	DynTek Services Inc	\$ 6,000.00		FC	Blanket Order for Computer Support Services
P0164020	Vital Inspection Services Inc	\$ 32,000.00		CC	Inspector or Record Services
P0164021	JT Print It	\$ 260.44		FC	Instructional Materials
P0164022	Bryce Hamamoto	\$ 280.00		FC	Reimbursement for Food Items for Student Event
P0164023	Orbit Research LLC	\$ 1,536.52		FC	Instructional Supplies
P0164024	Texthelp Inc	\$ 2,250.00		FC	Software Subscription
P0164025	T-Mobile USA Inc	\$ 600.00		CC	Blanket Order for Cell Phone Services
P0164026	Total Imaging Solutions LLC	\$ 935.00		FC	Microfilm Machine Repair Fees
P0164027	Cytek Biosciences Inc	\$ 410.53		FC	Instructional Materials
P0164028	MKH Electronics Inc	\$ 890.00		FC	Medical Equipment Calibration
P0164029	Benrich Service Company Inc	\$ 5,000.00		CC	Blanket Order for HVAC services
P0164030	Pepi Company of California LLC	\$ 76.17		NOCE	Catering - Job Interviews CAEP
P0164031	Del Palacio Piano Service LLC	\$ 600.00		FC	Piano Tuning Services
P0164032	Lami Glenn	\$ 300.00		CC	Guest Speaker for Rising Scholars Event
P0164033	Amazon Business	\$ 138.88		CC	Office Supplies
P0164034	Amazon Business	\$ 299.75		FC	Instructional Supplies
P0164035	Geraldine Meyers	\$ 250.00		CC	Guest Speaker for Youth Guidance Center
P0164036	Johnson Controls Fire Protection LP	\$ 11,273.95	Capital Outlay	AC	Labor and Materials to Repair Chiller at FC
P0164037	Catalina Products International LLC	\$ 1,955.73		CC	Carpet

Item No. 3.a.3

BOARD RECAP
FOR THE PERIOD JANUARY 25, 2024 THROUGH FEBRUARY 14, 2024
BOARD MEETING MARCH 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0164038	Performance Health Supply Inc	\$ 2,317.16		FC	Athletic Supplies
P0164039	BSN Sports LLC	\$ 3,968.18		FC	Athletic Supplies
P0164040	Anaheim Union High School District	\$ 1,827.50		FC	Transportation Fees for Students
P0164041	Jill Bauer	\$ 96.00		CC	Reimbursement for Software Purchase
P0164042	Sodexo Inc and Affiliates	\$ 2,355.89		FC	Catering for Outreach Event
P0164043	Fast Signs of Brea	\$ 369.84		FC	Canvas Bags
P0164044	Sodexo Inc and Affiliates	\$ 120.62		FC	Catering for Ground Breaking Ceremony
P0164045	ASSI Security	\$ 2,350.00		CC	Code Blue Phone Maintenance Fee
P0164046	Educating Student Together	\$ 54,600.00		CC	Tour Fees to visit Howard University
P0164048	Krueger International Inc	\$ 330.00		CC	Furniture Fabrication and Assembly Fees
P0164051	Blackhawk Networks Inc	\$ 20,046.00		CC	Uber Gift Cards for Students
P0164052	Franchise Tax Board	\$ 428.49		CC	State Controller Tax Charges
P0164053	Amazon Business	\$ 4,813.08		AC	Board Room Equipment
P0164054	Henry Schein Inc	\$ 2,500.00		CC	Blanket Order for Instructional Supplies
P0164056	South Coast Higher Education Council	\$ 50.00		FC	Institutional Membership
P0164057	iT1 Source LLC	\$ 1,420.15		NOCE	Computer Hardware
P0164059	Westair Gases & Equipment Inc	\$ 1,710.28		CC	Instructional Equipment and Supplies
P0164060	Amazon Web Services Inc	\$ 2,500.00		NOCE	Amazon Software Subscription
P0164061	Amazon Business	\$ 1,245.42		CC	Instructional Materials
P0164062	Amazon Business	\$ 177.91		NOCE	Office Supplies
P0164063	Southern California Fitness Service	\$ 1,000.00		CC	Blanket Order for Fitness Equipment Repairs
P0164065	Corporate Business Interiors Inc	\$ 3,450.00		FC	Furniture Storage during STEM Center Construction
P0164068	Henry Schein Inc	\$ 168.71		CC	Instructional Materials
P0164070	Amazon Business	\$ 120.64		CC	Office Supplies
P0164074	Oaktown Productions LLC	\$ 1,373.83		CC	Media Design Software
P0164076	Smoke Guard California Inc	\$ 10,000.00		FC	Blanket Order for Smoke Alarm Repairs
P0164077	CDW Government Inc	\$ 633.27		FC	Laptop
P0164078	Krueger International Inc	\$ 47,395.91		FC	Furniture - Customizing CTE STEM Center
P0164079	Sidepath Inc	\$ 905.31		CC	Laptop
P0164080	City of Fullerton	\$ 2,319.00		FC	False Alarm Fees
P0164081	United Site Services of CA Inc	\$ 2,102.22		FC	Portable Toilets
P0164082	4imprint Inc	\$ 5,502.77		CC	Promotional Supplies
P0164083	Orange County Fire Protection	\$ 3,981.45		FC	Fire Sprinkler Inspection & Repairs
P0164084	Sidepath Inc	\$ 940.69		CC	Laptop
P0164085	NetSupport, Inc	\$ 630.84		CC	Annual Software Subscription Upgrade
P0164086	Economic Modeling LLC	\$ 12,150.00		CC	Software Subscription Renewal
P0164087	Airgas USA LLC	\$ 1,719.69		FC	Gas Detectors
P0164088	Elsevier Inc	\$ 3,946.95		CC	Clinical Software Subscription
P0164089	iT1 Source LLC	\$ 705.20		NOCE	Instructional Supplies
P0164090	UV Photographics LLC	\$ 737.27		CC	Photography Supplies
P0164091	Carousel Preschool & Daycare Center Inc	\$ 5,315.56		CC	Blanket Order for Child Care
P0164092	American System Integrators	\$ 4,917.69	Capital Outlay	NOCE	Labor to Relocate Cameras at Anaheim Campus
P0164093	Cukui Inc	\$ 6,893.38		FC	Custom Shirts
P0164101	Ralph Brennan's Jazz Kitchen	\$ 1,853.55		FC	Field Trip Meal Fees for Students
P0164102	JM & J Contractors	\$ 23,600.00		NOCE	Installation of ADA Electrical Power
P0164103	ARC Document Solutions LLC	\$ 4,000.00		CC	Blanket Order for Reprographic Services
P0164104	Instant Signs Cypress LLC	\$ 2,000.00		CC	Blanket Order for Signage
P0164105	Computerland of Silicon Valley	\$ 10,260.00		NOCE	Software License
P0164106	Amazon Business	\$ 496.32		FC	Office Supplies
P0164107	Weber Knapp Company	\$ 500.00		FC	Blanket Order for Instructional Supplies
P0164108	Snap-on-Industrial	\$ 1,000.00		FC	Blanket Order for Instructional Supplies

Item No. 3.a.4

BOARD RECAP
FOR THE PERIOD JANUARY 25, 2024 THROUGH FEBRUARY 14, 2024
BOARD MEETING MARCH 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0164109	USA Scientific Inc	\$ 2,995.82		FC	Instructional Materials
P0164110	Grainger Inc	\$ 6,266.56		NOCE	Instructional Equipment
P0164111	Allsteel Inc	\$ 8,127.25		FC	Office Reconfiguration for ADA Compliance
P0164112	CDW Government Inc	\$ 2,485.34		FC	Computer Supplies
P0164113	Colleen Appleberry	\$ 500.00		FC	Guest Speaker for the EOPS Department
P0164114	Coast Arbor	\$ 11,720.00		AC	Landscaping to Prevent Run-Off at AC
P0164115	Pocket Nurse Enterprises Inc	\$ 2,998.77		CC	Instructional Materials
P0164116	Amazon Business	\$ 549.53		FC	Athletic Trainer Supplies
P0164117	Amazon Business	\$ 211.62		CC	Student Supplies
P0164118	Amazon Business	\$ 98.90		CC	Instructional Materials
P0164119	Amazon Business	\$ 24.22		CC	Office Supplies
P0164120	4imprint Inc	\$ 4,241.87		CC	Promotional Materials
P0164121	Dronefly	\$ 706.85		CC	Instructional Supplies
P0164122	Cal Pro Specialties	\$ 166.44		AC	Leadership Academy Shirts
P0164124	Southern California News Group	\$ 1,150.77		FC	Subscription Renewal
P0164125	Amazon Business	\$ 207.90		AC	Office Supplies
P0164126	King Van & Storage Inc	\$ 970.00		NOCE	NOCE - Shed Relocation and Assembly
P0164127	MSA Safety Incorporated	\$ 500.00		FC	Blanket Order for Instructional Supplies
P0164128	Sodexo Inc and Affiliates	\$ 922.81		FC	Catering for Student Retreat
P0164129	JT Print It	\$ 470.55		FC	Table Covers
P0164130	Graphic Motion	\$ 716.63		CC	Custom Shirts
P0164131	Mary Avalos	\$ 650.00		CC	Guest Speaker for Student Academic Event
P0164132	Amazon Business	\$ 191.90		CC	Promotional Supplies
P0164133	Pepi Company of California LLC	\$ 95.04		NOCE	Catering - NOCE /CAEP interviews
P0164134	Corporate Business Interiors Inc	\$ 32,929.75		FC	Instructional Storage Equipment - STEM Center
P0164135	Home Depot	\$ 1,131.32		NOCE	Instructional Equipment
P0164136	Morrow Meadows Corp	\$ 457.05		NOCE	Electrical Repair
P0164142	Miller Precision Optical Instruments Inc	\$ 8,840.77		FC	Instructional Equipment
P0164143	Carolina Biological Supply Co	\$ 470.11		CC	Instructional Materials
P0164148	Rebecca Hull	\$ 500.00		FC	Honorarium
P0164149	Carol Sullivan	\$ 500.00		FC	Honorarium
P0164160	Radiant Floor Systems Inc	\$ 1,471.67		FC	Floor Machine Equipment
P0164161	CDW Government Inc	\$ 5,537.56		FC	Computer Hardware
P0164162	Amazon Business	\$ 107.74		CC	Instructional Supplies
P0164163	Amazon Business	\$ 40.72		FC	Instructional Materials
P0164164	Riv-Or Counties Pump Co Inc	\$ 5,205.22		CC	Motor Replacement
P0164167	AnyPromo Inc	\$ 2,797.00		CC	Promotional Supplies
P0164169	JM & J Contractors	\$ 1,300.00		NOCE	Install blinds - Modular Classroom & Food Pantry
P0164170	A Alvarado Painting	\$ 6,768.00		FC	Repaint Offices in Bldg 600
P0164171	JM & J Contractors	\$ 1,000.00		AC	Paint Room 918A
P0164172	Signature Flooring Inc	\$ 4,751.31		FC	New Office Flooring Installation
P0164173	CDW Government Inc	\$ 1,360.95		FC	Computer Monitors
P0164174	PlanetBids Inc	\$ 18,984.25		AC	Software Licenses Renewal
P0164175	iT1 Source LLC	\$ 4,206.56		NOCE	Computers
P0164176	CDW Government Inc	\$ 1,594.25		FC	Printer
P0164177	Niche.com Inc	\$ 19,000.00		CC	Subscription Renewal
P0164178	CDW Government Inc	\$ 1,005.97		FC	Presentation Camera
P0164179	Kendyl Covey	\$ 149.48		CC	Reimbursement for Training Event Food
P0164180	Instant Signs Cypress LLC	\$ 1,477.50		CC	Signage for Planetarium
P0164183	4imprint Inc	\$ 6,573.14		NOCE	Promotional Materials
P0164184	CI Solutions	\$ 3,390.00		CC	Software and Support Service

Item No. 3.a.5

BOARD RECAP
FOR THE PERIOD JANUARY 25, 2024 THROUGH FEBRUARY 14, 2024
BOARD MEETING MARCH 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0164185	ASSI Security	\$ 2,350.00		CC	Code Blue Phone Maintenance
P0164186	RJ Electric	\$ 2,150.00		NOCE	Battery Replacement
P0164187	Mikel Hogan	\$ 8,000.00		AC	Curriculum Transformation Seminar
P0164188	Martin Luther Medical Center Association	\$ 177.30		AC	Sewer Maintenance Service
P0164189	Orange County Air Conditioning	\$ 56,157.00	Capital Outlay	AC	Labor and Materials for Replacement of Cooler @ FC
P0164190	Sidepath Inc	\$ 1,716.30		CC	Computer Hardware
P0164191	GST	\$ 5,000.00		CC	Blanket Order for Audio-Visual Configuration
P0164192	4imprint Inc	\$ 8,737.91		CC	Promotional Supplies
P0164193	Mobile Mini Inc	\$ 9,697.56		CC	Blanket Order for Cold Box Rental for Cafeteria
P0164194	CDW Government Inc	\$ 1,960.65		FC	Computer Hardware
P0164195	The Oak Co	\$ 2,536.50		FC	Class Schedules
P0164196	Western Graphics Plus	\$ 4,142.88		CC	Promotional Supplies
P0164197	Dowhatchalik	\$ 5,500.00		CC	Food provided for Black History Events
P0164198	The Myers-Briggs Company	\$ 45,175.00		FC	Instructional Supplies
P0164199	simMedicate Inc	\$ 20,075.00		CC	Software Licenses
P0164200	BCT Entertainment	\$ 6,467.25		CC	Theatre Arts Equipment at Cypress College
P0164201	Mason Kuehler	\$ 250.00		CC	Guest Performer for the CC Art Exhibit
P0164202	Clarence Ross	\$ 2,000.00		CC	Guest Performer for Black History Month Events
P0164204	Vector Resources Inc	\$ 13,536.57		NOCE	NOCE/CAEP Office Expansion Project
P0164205	Toshiba Business Solutions	\$ 18,821.78		FC	Copiers Purchase
P0164206	Amazon Business	\$ 172.91		CC	Promotional Items
P0164207	CDW Government Inc	\$ 56,428.70		FC	Computer Equipment
P0164208	Amazon Business	\$ 62.66		FC	Office Supplies
P0164209	Amazon Business	\$ 248.25		FC	Instructional Materials
P0164210	Computerland of Silicon Valley	\$ 24,336.83		FC	Mobile Hotspot Devices
P0164211	CDW Government Inc	\$ 4,192.10		FC	Computer Supplies
P0164212	Michael Maitre	\$ 2,000.00		CC	Guest Speaker for Black History Month Events
P0164213	Parchment LLC	\$ 1,180.75		FC	Student Transcripts
P0164214	Metal Bars Inc	\$ 1,528.13		FC	Instructional Supplies
P0164215	simMedicate Inc	\$ 10,395.00		CC	Software Licenses
P0164216	Postmaster - Fullerton	\$ 640.00		AC	Postage Permit Fees
P0164217	Anaheim Place Partners LP	\$ 56.39		NOCE	Office Supplies
P0164218	Academic Cap & Gown	\$ 4,104.85		CC	Graduation Supplies
P0164219	Schindler Elevator Corporation	\$ 15,000.00		FC	Blanket Order for Elevator Repairs at FC
P0164220	A&E Landscape Inc	\$ 39,701.00	Capital Outlay	AC	Labor and Materials for Landscape at FC Sherbeck Field
P0164221	Carolina Biological Supply Co	\$ 2,052.81		FC	Instructional Materials
P0164222	Bio Rad Laboratories	\$ 1,762.32		FC	Instructional Supplies
P0164223	Curtis Chin	\$ 3,000.00		FC	Speaker - Lunar New Year Event
P0164224	Home Depot	\$ 5,229.22		NOCE	Purchase Mini Blinds for AC Swing Space
P0164225	The Oak Co	\$ 250.00		FC	Class Schedules
P0164226	TK Burgers Catering Inc	\$ 1,964.81		CC	Catering for Graduation Event
P0164242	Monica Hagmaier	\$ 322.79		FC	Reimbursement for Division Meeting Food
P0164243	McGraw-Hill Global Education LLC	\$ 6,350.00		FC	Software
P0164244	Sodexo Inc and Affiliates	\$ 63.68		FC	Catering for FC Academic Support Center
P0164245	Paton Group	\$ 2,300.00		FC	Software License
P0164246	California Compressor Inc	\$ 1,394.27		FC	Air Compressor Repairs
P0164247	Division of the State Architect	\$ 2,347.50		CC	DSA Plan Review Fee for CC Tech Ed Aviation Project
P0164248	PPC Air Conditioning Inc	\$ 47,912.00	Capital Outlay	CC	Labor and Materials to Replace Equalizer Pipe at CC
P0164249	Renegade Brands USA, Inc.	\$ 3,361.05		FC	Laundry Detergent
P0164250	AnyPromo Inc	\$ 5,051.64		CC	Promotional Supplies
P0164251	Samuel Randolph	\$ 1,000.00		CC	Guest Speaker for Black History Event

Item No. 3.a.6

BOARD RECAP
FOR THE PERIOD JANUARY 25, 2024 THROUGH FEBRUARY 14, 2024
BOARD MEETING MARCH 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0164252	Getzemany Sandoval Bayardo	\$ 100.00		FC	Guest Speaker for the Office of the President
P0164253	USA Scientific Inc	\$ 729.68		FC	Instructional Supplies
P0164254	Amazon Business	\$ 174.86		CC	Promotional Supplies
P0164255	Amazon Business	\$ 361.37		NOCE	Office Supplies
P0164256	Pearson VUE	\$ 17,981.15		NOCE	Instructional Supplies
P0164257	H&L Charter Co Inc	\$ 2,495.00		FC	Transportation Services
P0164258	Amazon Business	\$ 888.67		CC	Instructional Supplies
P0164259	Amazon Business	\$ 225.99		CC	Instructional Materials
P0164260	Amazon Business	\$ 374.18		NOCE	Office Supplies
P0164261	Amazon Business	\$ 184.17		FC	Office Supplies
P0164262	Amazon Business	\$ 354.99		CC	Instructional Materials
P0164263	MyTy Inc	\$ 2,100.00		CC	Lunches for Student Event
P0164264	Toshiba Business Solutions	\$ 339.42		FC	Copier Staples
P0164265	Celebrations!	\$ 7,713.90		CC	Balloons for Career Fair
P0164266	Airgas USA LLC	\$ 158.36		CC	Student Supplies
P0164267	Cynthia Blake	\$ 254.01		CC	Reimbursement for Youth Guidance Center Supplies
P0164268	American Printing & Promotions	\$ 618.87		CC	Custom Shirts
P0164269	Community College League of California	\$ 2,970.50		FC	Software Subscription
P0164270	T&G Printing and Fulfillment	\$ 1,589.77		CC	Custom Shirts
P0164271	Orange County Low Vision	\$ 4,999.60		CC	Accommodations Equipment
P0164272	Glowforge Inc	\$ 1,506.36		FC	Instructional Equipment
P0164274	Amazon Business	\$ 189.60		FC	Instructional DSPS Supplies
P0164289	Computerland of Silicon Valley	\$ 5,117.44		FC	Wi-Fi Hotspots
P0164290	Sidepath Inc	\$ 1,881.38		CC	Computer
P0164291	ConvergeOne Inc	\$ 11,990.00		CC	Software Subscription
P0164292	Ane Thanh Lion Dance	\$ 1,000.00		FC	Performers - Lunar New Year Celebration
P0164293	Amazon Business	\$ 201.47		CC	Office Supplies
P0164294	Dolores Ybarra	\$ 19,800.00		FC	Consulting Services for the Friends of FC Foundation
P0164295	Ware Disposal Company Inc.	\$ 2,500.00		AC	Blanket Order for Waste Disposal Services
P0164296	VMI Inc	\$ 1,048.24		FC	Instructional Supplies
P0164297	Design Science Inc	\$ 1,816.66		FC	Software Subscription
P0164298	Jade Thomas	\$ 100.00		FC	Guest Speaker for Student Development & Engagement
P0164300	Oluwatomisin Summers	\$ 50.00		FC	Student Development & Engagement Guest Performer
P0164301	Pacific Health and Wellness	\$ 1,732.50		AC	Clinical Screening Services - Health Fair
P0164302	Sidepath Inc	\$ 1,340.67		CC	Computer
P0164303	Refrigeration Supplies Distributor	\$ 1,848.80		AC	Refrigeration Supplies
P0164304	GST	\$ 38,963.14		FC	Computers
P0164305	Tami Brooks	\$ 1,000.00		CC	Guest Performer for Black History Event
P0164306	Love at First Bite	\$ 682.87		CC	Catering for Financial Aid staff Event Training
P0164307	Sodexo Inc and Affiliates	\$ 681.62		FC	Catering for Student Development & Engagement
P0164308	T&G Printing and Fulfillment	\$ 1,629.18		CC	Custom Shirt Order
P0164309	Cambridge University Press	\$ 19,540.53		NOCE	Instructional Materials
P0164310	Cole-Parmer Instrument Co	\$ 330.53		CC	Instructional Supplies
P0164311	Sodexo Inc and Affiliates	\$ 155.68		FC	Catering for Info Booth Volunteers
P0164312	Sodexo Inc and Affiliates	\$ 8,399.11		FC	Catering for Office of Communications
P0164314	Academic Cap & Gown	\$ 2,326.33		CC	Graduation Supplies
P0164315	CDW Government Inc	\$ 8,474.42		FC	Computers
P0164316	Case & Sons Construction Inc	\$ 50,679.00		FC	Horticulture Greenhouse & Area Repairs
P0164321	Sherwin-Williams Co	\$ 481.15		CC	Paint
P0164327	Wheatstone Corporation	\$ 1,196.43		FC	Media Equipment
P0164328	Western Graphics Plus	\$ 968.50		CC	Marigold Planter & Seed Paper Bookmark

Item No. 3.a.7

BOARD RECAP
FOR THE PERIOD JANUARY 25, 2024 THROUGH FEBRUARY 14, 2024
BOARD MEETING MARCH 12, 2024

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0164329	Rio Grande	\$ 1,000.00		CC	Blanket Order for Art Supplies
P0164330	Industrial Metal Supply Co	\$ 500.00		CC	Blanket Order for Metal Supplies
P0164331	Marylou Garibaldi	\$ 1,002.22		CC	Reimbursement for Student Snack Purchase
P0164332	Sodexo Inc and Affiliates	\$ 1,895.89		FC	Catering for Anaheim Collaborative 2024 Event
P0164333	Ardella Salinas	\$ 3,719.60		CC	Blanket Order for Child Care
P0164334	Art Supply Warehouse	\$ 1,500.00		CC	Blanket Order for Art Supplies
P0164335	Fisher Scientific Co LLC	\$ 5,100.57		FC	Instructional Materials and Equipment
P0164336	Art Supply Warehouse	\$ 1,500.00		CC	Blanket Order for Art Supplies
P0164337	4imprint Inc	\$ 2,438.16		CC	Custom Totes
P0164338	Sodexo Inc and Affiliates	\$ 735.73		FC	Catering for Library Student Worker Orientation
P0164339	Art Supply Warehouse	\$ 1,500.00		CC	Blanket Order for Art Supplies
P0164340	Linde Gas & Equipment Inc	\$ 500.00		CC	Blanket Order for Instructional Supplies
P0164341	Art Supply Warehouse	\$ 1,500.00		CC	Blanket Order for Art Supplies
P0164342	ProQuest LLC	\$ 2,000.00		CC	Blanket Order for Library Books
P0164343	Integrity Electric	\$ 14,328.68	Capital Outlay	AC	Labor and Materials for Additional Electrical Outlet at FC
P0164344	Sherwin-Williams Co	\$ 1,585.21		CC	Paint Supplies
P0164345	VWR Funding Inc	\$ 1,862.98		CC	Instructional Supplies
P0164346	Knorr Systems Int'l LLC	\$ 22,416.59	Capital Outlay	AC	Labor and Materials for Replacement LED Lights at FC
P0164347	David Evans and Associates Inc	\$ 2,850.00	Capital Outlay	AC	Additional Survey for ADA Ramp Compliant at FC
P0164348	B & H Photo Video Inc	\$ 3,962.02		FC	Media Equipment
P0164349	Fernando Andrade	\$ 457.88		FC	Reimbursement - Storage Supplies
P0164350	David Evans and Associates Inc	\$ 7,500.00	Bond	AC	Additional Survey for CC Fine Arts novation Project
P0164351	King Van & Storage Inc	\$ 2,900.00	Bond	AC	Relocation Storage Container for FC O&M Department
P0164352	J and J Soulful Steps LLC	\$ 500.00		CC	Black History Month Event
		\$ 1,812,306.49			

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 12, 2024	Resolution	<u>X</u>
SUBJECT:	2023-2024 Budget Transfers: General Fund	Information	<u> </u>
		Enclosure(s)	<u>X</u>

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

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

This agenda item was submitted by Kashmira Vyas, Executive 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 2023-2024 General Fund transfers netting to the amount of \$1,533,784 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Fred Williams

Recommended by


Approved for Submittal

3.b.1

Item No.

Budget Transfers

3-12-2024

11100: Prior Year Funds - FC

1.1 Transfer to cover furniture and remodeling costs for Distance Education department.

From:	5000 Other Operating Expenses & Services	(19,000)
To:	6000 Capital Outlay	19,000

1.2 Transfer to cover salaries, benefits, and equipment for various campus departments.

From:	5000 Other Operating Expenses & Services	(156,106)
To:	2300 Noninstructional Salaries	10,200
	2400 Instructional Aides	60,000
	3900 Benefits	5,756
	4000 Supplies & Materials	30,150
	6000 Capital Outlay	50,000

1.3 Transfer to cover salaries and benefits for Counseling & Student Development Office's Starfish Student Success Team.

From:	5000 Other Operating Expenses & Services	(137,383)
To:	1400 Noninstructional Salaries	60,480
	2300 Noninstructional Salaries	59,280
	3900 Benefits	17,623

1.4 Transfer rollover budget from FY 2022-23 for Counseling & Student Development Office's salaries, benefits, non-instructional supplies, and maintenance allowance.

From:	5000 Other Operating Expenses & Services	(29,419)
To:	1400 Noninstructional Salaries	21,484
	2300 Noninstructional Salaries	2,275
	3900 Benefits	4,720
	4000 Supplies & Materials	690
	7600 Other Student Aid	250

1.5 Transfer to cover non-instructional salaries and benefits for Staff Development department.

From:	5000 Other Operating Expenses & Services	(15,000)
To:	1400 Noninstructional Salaries	12,386
	3900 Benefits	2,614

1.6 Transfer to cover salaries, benefits, and supplies for Student Development & Engagement.

From:	5000 Other Operating Expenses & Services	(17,705)
To:	2300 Noninstructional Salaries	2,500
	3900 Benefits	205
	4000 Supplies & Materials	15,000

Budget Transfers

3-12-2024

1.7 Transfer to cover salaries and benefits for Geography department.

From:	5000 Other Operating Expenses & Services	(14,823)
To:	2300 Noninstructional Salaries	13,700
	3900 Benefits	1,123

1.8 Transfer to cover salaries, benefits, and supplies for Physical Education - Men.

From:	5000 Other Operating Expenses & Services	(54,495)
To:	1400 Noninstructional Salaries	45,000
	3900 Benefits	9,495

11100: Prior Year Funds - CC

2.1 Transfer to cover supplies and materials for Visual and Performing Arts High School Experience Day Event for CC Visual and Performing Arts department.

From:	5000 Other Operating Expenses & Services	(26,500)
To:	4000 Supplies & Materials	26,500

2.2 Transfer to cover supplies and materials for Auto Technology department's Career Fair event.

From:	5000 Other Operating Expenses & Services	(15,000)
To:	4000 Supplies & Materials	15,000

2.3 Transfer to purchase dish washing machine for Culinary Arts department.

From:	5000 Other Operating Expenses & Services	(40,872)
To:	6000 Capital Outlay	40,872

2.4 Transfer to purchase one long bed golf cart for Receiving and Distribution Center.

From:	5000 Other Operating Expenses & Services	(21,012)
To:	6000 Capital Outlay	21,012

2.5 Transfer to purchase equipment and supplies for Receiving and Distribution Center.

From:	5000 Other Operating Expenses & Services	(15,086)
To:	6000 Capital Outlay	15,086

3. 11200: Current Year Funds - AC

Transfer to cover software for Management Information Services.

From:	6000 Capital Outlay	(40,000)
To:	5000 Other Operating Expenses & Services	40,000

Budget Transfers

3-12-2024

4. 11200: Current Year Funds - FC

Transfer to cover Library operating expenses and services.

From: 4000 Supplies & Materials	(13,652)
To: 5000 Other Operating Expenses & Services	13,652

5. 15414: Perkins IV - FC

Transfer to align budget with approved program plans.

From: 5000 Other Operating Expenses & Services	(116,021)
To: 6000 Capital Outlay	116,021

6. 17050: Lottery - Restricted - CC

Transfer to cover Disabled Student Programs and Services Fall 2023 Bookpasses for students.

From: 4000 Supplies & Materials	(11,014)
To: 7600 Other Student Aid	11,014

17242: Strong Workforce Initiative - Local - FC

7.1 Transfer to align budget with approved program plans.

From: 5000 Other Operating Expenses & Services	(37,170)
To: 2300 Noninstructional Salaries	23,896
3900 Benefits	978
4000 Supplies & Materials	9,065
6000 Capital Outlay	3,231

7.2 Transfer to align budget with approved program plans.

From: 2300 Noninstructional Salaries	(1,301)
3900 Benefits	(1,044)
5000 Other Operating Expenses & Services	(12,195)
To: 4000 Supplies & Materials	14,540

8. 17243: Strong Workforce Initiative - Local - FC

Transfer to align budget with approved program plans.

From: 2300 Noninstructional Salaries	(4,621)
5000 Other Operating Expenses & Services	(24,764)
To: 2400 Instructional Aides	4,621
6000 Capital Outlay	24,764

9. 17254: Strong Workforce Program - Regional - CC

Transfer to align budget with approved program plans.

From: 5000 Other Operating Expenses & Services	(507,500)
To: 2300 Noninstructional Salaries	257,000
3900 Benefits	42,400
4000 Supplies & Materials	28,100
6000 Capital Outlay	180,000

10. 17623: Disabled Student Programs and Services (DSPS) - FC

Transfers to cover personnel salaries and benefits and projected agency ASL interpreting and real time transcription costs.

From: 4000 Supplies & Materials	(110,367)
To: 1400 Noninstructional Salaries	1,732
2400 Instructional Aides	70
3900 Benefits	390
5000 Other Operating Expenses & Services	108,175

11. 17797: Equitable Placement & Completion - FC

Transfer to align budget with approved program plans.

From: 5000 Other Operating Expenses & Services	(232,480)
To: 1200 Noninstructional Salaries	122,213
2300 Noninstructional Salaries	77,892
3900 Benefits	32,174
4000 Supplies & Materials	201

12. 17910: Asian American, Native Hawaiian, and Pacific Islander Student Achievement - FC

Transfer to align budget with approved program plans.

From: 5000 Other Operating Expenses & Services	(135,651)
To: 1200 Noninstructional Salaries	20,000
1400 Noninstructional Salaries	4,000
3900 Benefits	5,064
4000 Supplies & Materials	16,587
6000 Capital Outlay	90,000

13. 17913: Seamless Transfer of Ethnic Studies - FC

Transfer to align budget with approved program plans.

From: 5000 Other Operating Expenses & Services	(27,695)
To: 1400 Noninstructional Salaries	19,600
2300 Noninstructional Salaries	1,800
3900 Benefits	4,284
4000 Supplies & Materials	2,011

Budget Transfers

3-12-2024

14. 17944: Student Equity and Achievement - FC

Transfer to cover professional expert salaries.

From:	1200 Noninstructional Salaries	(19,409)
To:	2300 Noninstructional Salaries	19,409

15. 18203: COVID - 19 Recovery Block Grant - CC

Transfer to cover 200 Dell Chromebooks for the Learning Center to check out to students.

From:	5000 Other Operating Expenses & Services	(61,472)
To:	4000 Supplies & Materials	61,472

18204: COVID - 19 Recovery Block Grant - FC

16.1 Transfer to cover professional expert salaries and benefits.

From:	5000 Other Operating Expenses & Services	(10,000)
To:	2300 Noninstructional Salaries	9,242
	3900 Benefits	758

16.2 Transfer to cover support services and book grants for Rising Scholar students.

From:	6000 Capital Outlay	(59,000)
To:	5000 Other Operating Expenses & Services	47,000
	7600 Other Student Aid	12,000

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
2100	\$ 3,058	1200	\$ 122,804
5000	1,530,726	1400	164,682
		2300	470,772
		2400	64,691
		3900	125,973
		4000	83,596
		6000	476,002
		7600	25,264
TOTAL	\$ 1,533,784	TOTAL	\$ 1,533,784

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 12, 2024, 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.7

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 12, 2024

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 has 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 District Strategic Direction 3) Stewardship of Resources: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 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

Recommended by


Approved for Submittal

3.c.1

Item No.

SURPLUS ITEMS

Qty.	Description	Location
26	Chairs	AC
1	Copier	AC
2	Rolling Book Carts	AC
2	Shredders	AC
15	Tables	AC
119	Computers	CC
35	Computer Monitors	CC
2	DVD Players	CC
2	iPads	CC
57	Laptops	CC
5	Projectors	CC
8	Printers	CC
1	TV	CC

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 12, 2024

SUBJECT: Change Order #1 for Coelho Inc. for Bid 2223-21 HRC Relocatable Classroom & Restroom + Mobile Kitchen Project at Cypress College

Action	X
Resolution	
Information	
Enclosure(s)	

BACKGROUND: On June 13, 2023 the Board awarded a contract to Coelho Inc. for Bid 2223-21 Hotel, Restaurant, and Culinary Arts (“HRC”) Relocatable Classroom, Restroom, and Mobile Kitchen Project at Cypress College. The temporary relocation of the program from Anaheim to Cypress is required due to the District’s Water Intrusion Project.

In accordance with Public Contract Code §20659 and Board Policy 6340, the College is seeking approval of Change Order #1. This change order increases the original contract amount by \$40,981, from \$1,215,450 to \$1,256,431, and extends the contract time to March 29, 2024, an increase of 48 calendar days. The change order amount represents 3.37% of the total contract value and therefore does not exceed 10% of the original contract amount, in conformance with PCC §20659. There are no further change orders anticipated for this contract. Below is a summary of the items included in this Change Order:

Description	Ext. Day	Add/Credit
CFI 006 / PCO 004: Cost to provide and install ADA building signs and room number signs.	0	\$ 5,254
CFI 007 / PCO 005 Cost to provide and install: additional concrete for bollards around buildings due to conflict in layout of elevated walkways to kitchen; concrete pad at east end of restroom building to provide support and raise grade to 18 inches from finished floor; and excavation and new curb for grease interceptor due to design modification to meet slopes from drain lines.	0	\$ 21,507
CFI 008 / PCO 003: Cost to provide and build enclosure around water heaters to protect from the elements and vandalism.	0	\$ 14,220
CFI 009: Non-compensable Contract Time extension from 2/10/2024 to 03/29/2024.	48	\$ -
TOTAL	48	\$ 40,981

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

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

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

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

RECOMMENDATION: It is recommended that the Board approve Change Order #1 for Bid 2223-21 with Coelho for the Cypress College HRC Relocatable Classroom, Restroom, and Mobile Kitchen to increase the contract amount by \$40,981, from \$1,215,450 to \$1,256,431, and extend the contract from February 10, 2024 to March 29, 2024. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the change order on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.d.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X
 Resolution _____
 Information _____
 Enclosure(s) _____

DATE: March 12, 2024

SUBJECT: Enter into a Project Inspector Services Agreement with Knowland Construction Services, Inc. for the Fine Arts Renovation Project at Cypress College

BACKGROUND: On December 21, 2023, Cypress College issued a Request for Proposal to eleven firms from the District’s pool of prequalified inspectors for the construction phase of the Fine Arts Renovation project. The College received responses from the following firms:

Firm	Hourly Rate for On-Site Technicians	Proposed Hourly, NTE Fee	Reimbursable/ Add Service Allowance	Total Hourly, NTE Fee
Knowland Construction	\$690,000	Class 1 \$108	\$40,000	\$730,000
Pringle Group	\$815,920	Class 1 \$110	\$40,000	\$855,920
TYR, Inc.	\$711,360	Class 1 \$115	\$40,000	\$751,360
Vital Inspection	\$980,840	Class 1 \$111	\$40,000	\$1,020,840

On February 5, 2024, the screening panel convened with the following participants: Allison Coburn, Cypress Capital Projects Manager; Alejandra Ramirez, Cypress Assistant Project Manager; Richard Williams, District Director of Facilities and Construction; Stephen Schoonmaker, Vice President Administrative Services; and Anne Knudsen, Senior Architect from DLR. Interviews were conducted on February 21, 2024, with Knowland Construction Services, Inc.; TYR, Inc.; and Vital Inspection Services, Inc.

After a comprehensive review, the panel recommends Knowland Construction Services, Inc. based on their response, project experience of team members, and hourly rates. The total not-to-exceed fee of \$730,000 inclusive of a reimbursable/add service allowance of \$40,000. The contract duration for the project is March 14, 2024 through DSA Certification and project close-out.

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

How does this relate to the five District Strategic Directions? This item responds to Direction #3 – Stewardship of Resources: NOCCCD will promote a shared vision of

responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning; and Direction #5 – Physical Environment: NOCCCD will be a leader in creating accessible and sustainable facilities that support student and employee success.

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

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

RECOMMENDATION: Authorization is requested to enter into a Project Inspector Services agreement with Knowland Construction Services Inc. in the amount not to exceed \$730,000 inclusive of reimbursable expense allowance, for the Fine Arts Renovation Project at Cypress College. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. dist Brad M
Approved for Submittal

3.e.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	March 12, 2024	Information	
		Enclosure(s)	
SUBJECT:	Inspector of Record (IOR) Services- Business Building 300 Modernization at Fullerton College.		

BACKGROUND: In November 2023, the College issued a Request for Proposals (RFP) for Inspector of Record Services for the Business Building 300 Modernization at Fullerton College. The RFP was sent to the Board-approved list of pre-qualified Inspector of Record companies. The District received the following proposals:

IOR Company	Proposal
Inland Inspections	\$378,112
Knowland Construction Services	\$352,800
Pringle Group	\$372,414
TYR	\$374,000
UCMI, Inc.	\$294,880

On February 27, 2024, the screening panel convened with the following participants: Michael McAlpine, Simpson & Simpson, Construction Manager, Jon Gomer, Westberg White Architecture, Project Architect, Oscar Saghie, Fullerton College Project Manager, and Jorge Arredondo Fullerton College Assistant Project Manager. Interviews were conducted February 8, 2024 – February 27, 2024, with four (4) of the five (5) companies, the panel agreed that the proposed IORs from the fifth company were deemed not to have the requisite expertise.

After a comprehensive review, the panel recommends Shay Dargahi of UCMI, Inc. based on various factors such as price, the firm’s approach, methodology, staff availability, workload, project team experience, project sub-consultants, and the firm’s historical renovation project experience, for a total fee of \$294,880. The contract duration of the project is April 1, 2024, until project completion, at fixed hourly rates specified in the proposal. If additional construction services are requested by the DSA or regulatory authorities, the additional services will be charged based on the hourly rates submitted in the proposal.

This agenda item was submitted by Oscar Saghie, Project Manager, Campus Capital Projects, Henry Hua, Vice President, Administrative Services, Richard Williams, District Director, Facilities Planning & Construction and Jenney Ho, District Director, Purchasing.

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

integrated planning, and Direction 5) NOCCCD will be a leader in creating accessible and sustainable facilities that support student and employee success.

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

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this service comes from Measure J Bond fund.

RECOMMENDATION: Authorization is requested to enter into an agreement with UCMI, Inc. in the amount not to exceed \$294,880 to provide inspector of record services for the Business Building 300 Modernization project at Fullerton College starting April 1, 2024, until project completion. If additional special inspections are requested by the DSA or regulatory authorities, the contract will be charged based on hourly rates submitted in the proposal. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. Dist. Board

Approved for Submittal

3.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	March 12, 2024	Information	
		Enclosure(s)	
SUBJECT:	Deductive Change Order #1 for Bid #2122-14, Fullerton College Meter Replacement Project		

BACKGROUND: On February 22, 2022, the Board awarded Bid #2122-14, Meter Replacement Project at Fullerton College to Case & Sons Construction Inc. in the amount of \$813,700. The project has been completed. In order to pay retention and close out the contract, staff is requesting that the Board approve a deductive change order in the amount of \$7,235 for the unused allowance. The revised contract amount is \$806,465.

Original Contract Amount	\$ 793,700
Allowance	20,000
Total Contract Amount	\$ 813,700
Deductive Change Order #1	(7,235)
Revised Contract Amount	\$ 806,465

The change order will also extend the contract time from 70 days to 662 days due to supply chain delays for the meters, well over a year, along with data connectivity problems and training delays. This project is now complete.

This agenda item was submitted by Larry Lara, Fullerton College Director, Physical Plant/Facilities, and Jenney Ho, District Director, Purchasing.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The cost of the Deductive Change Order #1 will be charged to Capital Outlay.

RECOMMENDATION: It is recommended that the Board approve Deductive Change Order #1 for Bid #2122-14, Meter Replacement Project at Fullerton College with Case and Sons Construction Inc. in the amount of \$7,235 reducing the contract from \$813,700 to \$806,465 and extend the contract time from 70 days to 662 days. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute the deductive change order on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.g

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 12, 2024 Resolution
Information
Enclosure(s)
SUBJECT: Fullerton College Fine Arts Division
Request to Serve Alcohol at the Fullerton
College Theatre Alumni & Friends
Reception and Show

BACKGROUND: In collaboration with Friends of Fullerton College Foundation, the Fine Arts Division is hosting the Fullerton College Theatre Alumni & Friends Reception and Show on Saturday, March 16th from 5:30 - 10:30 p.m. Following the model of the last two reunions in 2022 and 2023, this is a fundraising event tied to the Grow the Theatre Arts Scholarship campaign at the Friends of Fullerton College Foundation. During the event, Dean Linsell and the Theatre faculty will introduce the new Performing Arts Complex and invite alumni to participate in discussions about how best to mark the two milestones of the final days of the current Theatre building (1300) and the opening of the new Performing Arts Complex. Friends of Fullerton College Board member Bob Jensen is helping to coordinate the event.

The Fine Arts Division is requesting permission to serve alcoholic beverages, including beer and wine to guests. The area will be cordoned off from the public and campus security will be on site. The Fine Arts Division and Foundation will be responsible for costs associated with the event and the campus will obtain all required insurance and permits, including the State of California Alcoholic Beverage Control and the City of Fullerton approval.

This agenda item was submitted by Grant Linsell, Dean, Fine Arts Division.

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

How does this relate to Board Policy: This item relates to Board Policy 3560 Alcoholic Beverages.

FUNDING SOURCE AND FINANCIAL IMPACT: None. It will make an impact by creating new scholarships for the college and encourage alumni giving.

RECOMMENDATION: Authorization is requested to allow the Fine Arts Division, in collaboration with Friends of Fullerton College Foundation, to serve alcohol at the Fullerton College Theatre Alumni & Friends Reception and Show on March 16, 2024.

Fred Williams

Recommended by


Approved for Submittal

3.h

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: March 12, 2024
SUBJECT: North Orange County Community College
District Center for Entrepreneurship

Action X
Resolution
Information
Enclosure(s)

BACKGROUND: Businesses and individuals who value the services the District provides frequently make monetary donations or donate supplies and equipment that are of value to the District.

Authorization is requested for the District to accept the following donation:

- \$10,000 from Enterprise Bank & Trust to support student and community participation in the Engineering and Makerspace Entrepreneurship Startup Bootcamp and the Make An ImPact (MAP) entrepreneurial preparation series occurring in early 2024.

This agenda item was submitted by A. Cathleen Greiner, PhD, Director, Center for Entrepreneurship at NOCCCD.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The monetary donation marks a growing partnership between the NOCCCD Center for Entrepreneurship and Enterprise Bank & Trust, with both institutions sharing the goal of serving and supporting business and economic development for underrepresented populations.

RECOMMENDATION: Authorization is requested for NOCCCD to accept a donation of \$10,000 from Enterprise Bank & Trust.

Fred Williams

Recommended by


Approved for Submittal

3.i

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	March 12, 2024	Information	
		Enclosure(s)	X
SUBJECT:	North Orange Continuing Education Curriculum Matters		

BACKGROUND: The Office of Instruction, 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 President's Office for review prior to submission to the District Curriculum Coordinating Committee. This agenda item is being submitted by Dr. Kimberley H. Stiemke, 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: Student Experience & Success - NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals.

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 the North Orange Continuing Education, to be effective Summer 2024 and Fall 2024. The curricula have been signed by the Campus Curriculum Committee Chairperson and the President and have been approved by the District Curriculum Coordinating Committee.

<hr style="width: 80%; margin: 0 auto;"/> Cherry Li-Bugg Recommended by	<hr style="width: 80%; margin: 0 auto;"/> Approved for Submittal	<hr style="width: 80%; margin: 0 auto;"/> 4.a.1 Item No.
--	--	---



North Orange Continuing Education Curriculum

Pending Board approval on March 12, 2024.
 Approved by District Curriculum Coordinating Committee on February 8, 2024.
 Approved by North Orange Continuing Education Curriculum Committee on January 23, 2024.

New Courses				
Course ID	Title	Hours	Eff Date	Justification
ESLA 305	ESL Student Success, Beginning	36	2024 Fall	In order to help students new to the ESL program, this course will provide an overview of the ESL program within NOCE as well as help students develop important student success skills.
ESLA 307	ESL Student Success, Intermediate to Advanced	36	2024 Fall	In order to help students new to the ESL program, this course will provide an overview of the ESL program within NOCE as well as help students develop important student success skills.
O TEC 093	Computer Essentials	20	2024 Fall	Combine multiple courses to remove duplication of material and update curriculum to provide a steppingstone into program courses.
O TEC 216	Windows and Word for Business	36	2024 Fall	New course to align with skills needed to use Windows and Word in a business environment. Will be part of the following programs: Office Assistant, Introduction, Customer Relations, and Office Assistant, Advanced.
O TEC 217	Excel for Business	36	2024 Fall	New course to align with skills needed to use Excel in a business environment. Will be a part of the following programs: Office Assistant, Introduction, Customer Relations, and Office Assistant, Advanced.
O TEC 218	Databases and Presentations for Business	36	2024 Fall	New course to align with skills needed to use databases and presentations in a business environment. Will be part of the Office Assistant, Advanced and Customer Relations programs.
O TEC 301	Digital Literacy Preparation	27	2024 Fall	This content was pulled from the current curriculum in order for students to have the option to pursue certification. It is not necessary to have the IC3 certification for the office certificates/job placement.

Revised Courses				
Course ID	Title	Hours	Eff Date	Justification
O TEC 215	Computer Concepts and Applications IBEST	96	2024 Fall	Update curriculum to align with changes made in core classes.
PARN 101	Joyful Parenting-Art, Music and Movement (Ages 1.5 - 2.5 years)	18-36	2024 Fall	Update title and CB09 to non-occupational.
PARN 277	Love and Logic® Early Childhood: Parenting Made Fun! Lab	10	2024 Fall	Update title to include trademark and CB09 non-occupational.

Course Deactivations			
Course ID	Title	Eff Date	Justification
AEBG 100	Parenting with Love and Logic® - Pilot	2024 Summer	Course no longer offered.
AEBG 101	9 Essential Skills for the Love & Logic Classroom® - Module 1	2024 Summer	Course no longer offered.
AEBG 102	9 Essential Skills for the Love & Logic Classroom® - Module 2	2024 Summer	Course no longer offered.
AEBG 103	9 Essential Skills for the Love & Logic Classroom® - Module 3	2024 Summer	Course no longer offered.
AEBG 104	9 Essential Skills for the Love & Logic Classroom® - Module 4	2024 Summer	Course no longer offered.
AEBG 105	9 Essential Skills for the Love & Logic Classroom® - Module 5	2024 Summer	Course no longer offered.

Course Deactivations			
Course ID	Title	Eff Date	Justification
AEBG 106	9 Essential Skills for the Love & Logic Classroom® - Module 6	2024 Summer	Course no longer offered.
AEBG 107	9 Essential Skills for the Love & Logic Classroom® - Module 7	2024 Summer	Course no longer offered.
AEBG 108	9 Essential Skills for the Love & Logic Classroom® - Module 8	2024 Summer	Course no longer offered.
AEBG 109	9 Essential Skills for the Love & Logic Classroom® - Module 9	2024 Summer	Course no longer offered.
AEBG 114	Building Trauma-Informed Communities: Understanding LGBTQ+ Youth	2024 Summer	Course no longer offered.
BUSN 235A	Administrative Assistant Educational Planning	2024 Summer	Course no longer offered.
BUSN 350	Designing/Delivering Eff Pres	2024 Summer	Course is no longer offered.
BUSN 360	How to be an Effective Networker	2024 Summer	Course no longer offered.
BUSN 370	Public Speaking Workshop	2024 Summer	Course no longer offered.
BUSN 645	Customer Service	2024 Summer	Course no longer offered.
CNED 204	ABC's of Financial Planning	2024 Summer	Course no longer offered.
EDEN 550	Intergenerational: Life Review	2024 Summer	Course no longer offered.
EDEN 600	Intergenerational Learning Con	2024 Summer	Course no longer offered.
EMER 104	Needlecrafts, Knitting, Crochet for Older Adults	2024 Summer	Course no longer offered.

New Programs																																				
Program Title		Eff Date	Justification																																	
ESL Skill Review, Beginning High	<p>This ESL Skill Review, Beginning High program focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading, and writing activities. Civics topics will be chosen each term based on the needs of the students.</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>ESLA 241</td> <td>ESL Skill Review, Beginning High</td> <td>90</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">Elective Courses (Must Choose 1)</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>ESLA 180</td> <td>ESL Reading Skills, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 182</td> <td>ESL Speaking Skills, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 185</td> <td>ESL Writing Skills, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 222</td> <td>ESL Grammar Review, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 225</td> <td>ESL Vocabulary Review, Beginning</td> <td>36</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>126</td> </tr> </tbody> </table>	Core Courses					Hours	ESLA 241	ESL Skill Review, Beginning High	90	Elective Courses (Must Choose 1)					Hours	ESLA 180	ESL Reading Skills, Beginning	36	ESLA 182	ESL Speaking Skills, Beginning	36	ESLA 185	ESL Writing Skills, Beginning	36	ESLA 222	ESL Grammar Review, Beginning	36	ESLA 225	ESL Vocabulary Review, Beginning	36	Total Hours		126	2024 Fall	This program is designed as an overview or review of our longer Integrated Skills courses, depending on the needs of the student. The core course allows students to practice level-appropriate English grammar and vocabulary in the context of the four language skills (reading, writing, speaking and listening). This program is designed to serve students who come to study English after the regular term has already started or during the shortened summer term, and provide them with an opportunity to cover the key course material while they wait for the next full semester to begin.
Core Courses																																				
		Hours																																		
ESLA 241	ESL Skill Review, Beginning High	90																																		
Elective Courses (Must Choose 1)																																				
		Hours																																		
ESLA 180	ESL Reading Skills, Beginning	36																																		
ESLA 182	ESL Speaking Skills, Beginning	36																																		
ESLA 185	ESL Writing Skills, Beginning	36																																		
ESLA 222	ESL Grammar Review, Beginning	36																																		
ESLA 225	ESL Vocabulary Review, Beginning	36																																		
Total Hours		126																																		
ESL Skill Review, Beginning Literacy	<p>This ESL Skill Review, Beginning Literacy program focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading, and writing activities. Civics topics will be chosen each term based on the needs of the students.</p> <table border="1"> <thead> <tr> <th colspan="2">Core Courses</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Core Courses				2024 Fall	This program is designed as an overview or review of our longer Integrated Skills courses, depending on the needs of the student. The core course allows students to practice level-appropriate English grammar and vocabulary in the context of the four language skills (reading, writing, speaking and listening). This program is designed to																													
Core Courses																																				

New Programs

Program Title		Eff Date	Justification																																	
	<table border="1"> <tr> <td></td> <td></td> <td style="text-align: right;">Hours</td> </tr> <tr> <td>ESLA 239</td> <td>ESL Skill Review, Beginning Literacy</td> <td style="text-align: right;">90</td> </tr> <tr> <td colspan="3">Elective Courses (Must Choose 1)</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Hours</td> </tr> <tr> <td>ESLA 180</td> <td>ESL Reading Skills, Beginning</td> <td style="text-align: right;">36</td> </tr> <tr> <td>ESLA 182</td> <td>ESL Speaking Skills, Beginning</td> <td style="text-align: right;">36</td> </tr> <tr> <td>ESLA 185</td> <td>ESL Writing Skills, Beginning</td> <td style="text-align: right;">36</td> </tr> <tr> <td>ESLA 222</td> <td>ESL Grammar Review, Beginning</td> <td style="text-align: right;">36</td> </tr> <tr> <td>ESLA 225</td> <td>ESL Vocabulary Review, Beginning</td> <td style="text-align: right;">36</td> </tr> <tr> <td colspan="2">Total Hours</td> <td style="text-align: right;">126</td> </tr> </table>			Hours	ESLA 239	ESL Skill Review, Beginning Literacy	90	Elective Courses (Must Choose 1)					Hours	ESLA 180	ESL Reading Skills, Beginning	36	ESLA 182	ESL Speaking Skills, Beginning	36	ESLA 185	ESL Writing Skills, Beginning	36	ESLA 222	ESL Grammar Review, Beginning	36	ESLA 225	ESL Vocabulary Review, Beginning	36	Total Hours		126		serve students who come to study English after the regular term has already started or during the shortened summer term, and provide them with an opportunity to cover the key course material while they wait for the next full semester to begin.			
		Hours																																		
ESLA 239	ESL Skill Review, Beginning Literacy	90																																		
Elective Courses (Must Choose 1)																																				
		Hours																																		
ESLA 180	ESL Reading Skills, Beginning	36																																		
ESLA 182	ESL Speaking Skills, Beginning	36																																		
ESLA 185	ESL Writing Skills, Beginning	36																																		
ESLA 222	ESL Grammar Review, Beginning	36																																		
ESLA 225	ESL Vocabulary Review, Beginning	36																																		
Total Hours		126																																		
ESL Skill Review, Beginning Low	<p>This ESL Skill Review, Beginning Low program focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading, and writing activities. Civics topics will be chosen each term based on the needs of the students.</p> <table border="1"> <tr> <td colspan="3">Core Courses</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Hours</td> </tr> <tr> <td>ESLA 240</td> <td>ESL Skill Review, Beginning Low</td> <td style="text-align: right;">90</td> </tr> <tr> <td colspan="3">Elective Courses(Must Choose 1)</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Hours</td> </tr> <tr> <td>ESLA 180</td> <td>ESL Reading Skills, Beginning</td> <td style="text-align: right;">36</td> </tr> <tr> <td>ESLA 182</td> <td>ESL Speaking Skills, Beginning</td> <td style="text-align: right;">36</td> </tr> <tr> <td>ESLA 185</td> <td>ESL Writing Skills, Beginning</td> <td style="text-align: right;">36</td> </tr> <tr> <td>ESLA 222</td> <td>ESL Grammar Review, Beginning</td> <td style="text-align: right;">36</td> </tr> <tr> <td>ESLA 225</td> <td>ESL Vocabulary Review, Beginning</td> <td style="text-align: right;">36</td> </tr> <tr> <td colspan="2">Total Hours</td> <td style="text-align: right;">126</td> </tr> </table>	Core Courses					Hours	ESLA 240	ESL Skill Review, Beginning Low	90	Elective Courses(Must Choose 1)					Hours	ESLA 180	ESL Reading Skills, Beginning	36	ESLA 182	ESL Speaking Skills, Beginning	36	ESLA 185	ESL Writing Skills, Beginning	36	ESLA 222	ESL Grammar Review, Beginning	36	ESLA 225	ESL Vocabulary Review, Beginning	36	Total Hours		126	2024 Fall	This program is designed as an overview or review of our longer Integrated Skills courses, depending on the needs of the student. The core course allows students to practice level-appropriate English grammar and vocabulary in the context of the four language skills (reading, writing, speaking and listening). This program is designed to serve students who come to study English after the regular term has already started or during the shortened summer term, and provide them with an opportunity to cover the key course material while they wait for the next full semester to begin.
Core Courses																																				
		Hours																																		
ESLA 240	ESL Skill Review, Beginning Low	90																																		
Elective Courses(Must Choose 1)																																				
		Hours																																		
ESLA 180	ESL Reading Skills, Beginning	36																																		
ESLA 182	ESL Speaking Skills, Beginning	36																																		
ESLA 185	ESL Writing Skills, Beginning	36																																		
ESLA 222	ESL Grammar Review, Beginning	36																																		
ESLA 225	ESL Vocabulary Review, Beginning	36																																		
Total Hours		126																																		
Customer Relations	<p>The Customer Relations certificate is designed, as the second level in a series of certificate options, to prepare students for office and administrative support in a variety of fields or businesses. Students can be expected to learn the following: basic computer application skills, including QuickBooks, database, and presentation, fundamentals of electronic record keeping, and introduction to customer relation management. With a solid software foundation, students will be better prepared to meet the workforce demands of today’s business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in PowerPoint.</p> <p>Prerequisites: Completion of Office Assistant, Introduction certificate</p> <p>To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If one of these two courses is chosen as the elective, it must be completed with at least 36 hours. For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).</p> <table border="1"> <tr> <td colspan="3">Core Courses</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">Hours</td> </tr> </table>	Core Courses					Hours	2024 Fall	The Customer Relations certificate is designed, as the second level in a series of certificate options, to prepare students for office and administrative support in a variety of fields or businesses. Students can be expected to learn the following: basic computer application skills including QuickBooks, database, and presentations, fundamentals of electronic record keeping, and introduction to customer relation management. With a solid software foundation, students will be better prepared to meet the workforce demands of today’s business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in PowerPoint.																											
Core Courses																																				
		Hours																																		

New Programs			
Program Title		Eff Date	Justification
	BMGR 415	Written Communication-Business	18
	BMGR 431	Finance for the Non-Financial Manager	18
	COMP 650	Quickbooks Fundamentals for Financial Office Applications	36
	COMP 685	Computer Keyboarding, Beginning	36
	OTEC 100	Office Essentials	24
	OTEC 105	Microsoft Outlook Fundamentals	12
	OTEC 110	Business Math for Office Technology	24
	OTEC 111	Customer Relation Management (CRM), Introduction	18
	OTEC 218	Databases and Presentations for Business	36
	OTEC 225	MS Office Integrated Projects	36
	OTEC 230	Electronic Records Management	54
	Must Choose 1 of the 2 Options		
			Hours
	Option 1		72
	OTEC 216	Windows and Word for Business	36
	OTEC 217	Excel for Business	36
	or		
	Option 2		96
	OTEC 215	Computer Concepts and Applications IBEST	96
	Elective Courses (Must Choose 1)		
			Hours
	COMP 510	Computer Keyboarding, Mastery I	30
	WFPR 100	Career Skills and Resource Lab	36
	WFPR 101	Virtual Career Skills and Resource Lab	36
	Total Hours		414 - 444
Human Resource Assistant	<p>This certificate is designed for students seeking entry-level employment in a Human Resources department. The coursework will prepare students for entry-level positions with job titles such as HR Assistant, HR Clerk, HR Technician, etc.</p> <p>To earn a certificate, students must complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education.</p>		2024 Summer
	<p>The goals of the Human Resource Assistant program revolve around developing the knowledge, skills, and abilities needed for effective human resource management. This program and goals provides students with rigorous preparation for a career in the Human Resources field, with skills at the technical and administrative levels for entry-level positions.</p>		
	Core Courses		
			Hours
	HRMA 100	Human Resources, Introduction	24
	HRMA 105	Employee Relations	24
	HRMA 110	Compensation	24
	HRMA 115	Assessing and Improving Performance	24
	HRMA 120	Talent Acquisition and Development	36

New Programs				
Program Title			Eff Date	Justification
	Elective Courses (Must Choose 2)			
			Hours	
	WFPR 100	Career Skills and Resource Lab	36	
	WFPR 101	Virtual Career Skills and Resource Lab	36	
	WFPR 105	Build Your Career	12	
Total Hours			216	

Program Deactivation		
Program Title	Eff Date	Justification
Intermediate Low	2024 Summer	Program is no longer offered.
ESL Intermediate/Advanced Program	2024 Summer	Program is no longer offered.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 12, 2024

SUBJECT: Academic Personnel

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

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.a.1

Item No.

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Hodge, Rick	CC	Dean, Career Technical Education/Economic Development 10% Stipend Eff. 02/01/2024-06/30/2024
-------------	----	--

LEAVE OF ABSENCE

@01188185	FC	Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 01/25/2024-05/25/2024
-----------	----	--

@01694560	FC	Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 02/15/2024-03/04/2024
-----------	----	--

@02007076	CC	Medical Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 02/13/2024-07/13/2024
-----------	----	---

Shah, Ketan	FC	Mathematics Instructor Load Banking Leave With Pay (100.00%) Eff. 2024 Spring Semester
-------------	----	--

Vo, Dao	FC	Mathematics Instructor Load Banking Leave With Pay (100.00%) Eff. 2024 Spring Semester
---------	----	--

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2024 SPRING SEMESTER

Aguro, Gretchen	CC	Column 1, Step 1
Anderson, Barbara	NOCE	Column 2, Step 1
Archie, Brandon	CC	Column 1, Step 1
Brackett, Trevor	FC	Column 3, Step 1
Castillo, Justin	CC	Column 1, Step 1
Collier, Erica	CC	Column 1, Step 1
Deitrich, Jason	FC	Column 1, Step 1
Landaverde, Jazlyn	CC	Column 1, Step 1
Lianos-Vu, Hose	NOCE	Column 1, Step 1
Lim, Justin	CC	Column 3, Step 1
Lucero, Jeannette	FC	Column 1, Step 1
Mclain, Daniel	FC	Column 1, Step 1

Academic Personnel
March 12, 2024

Nguyen, Hang	FC	Column 3, Step 5
Noel, Cari	FC	Column 2, Step 1
Yi, Stephanie	FC	Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Adams, Brian	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Brandan, Melissa	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Briseno, Andrea	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Cisco-Reuter, Hilary	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Cobb, Tonya	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
de Frutos Garcia, Samanta	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Delgado, Ziza	FC	Seamless Transfer of Ethnic Studies (AB 1460) Stipend not to exceed \$3,500.00 Eff. 01/01/2024-02/29/2024
Galich, Jennifer	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 20 hours Eff. 12/11/2023-01/24/2024
Gill, Jazmyne	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024

Academic Personnel
March 12, 2024

Gonzalez, Amber	FC	Seamless Transfer of Ethnic Studies (AB 1460) Stipend not to exceed \$3,500.00 Eff. 01/01/2024-02/29/2024
Goralski, Craig	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Juan, Lydia	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Juarez, Anita	FC	Seamless Transfer of Ethnic Studies (AB 1460) Stipend not to exceed \$3,500.00 Eff. 01/01/2024-02/29/2024
Kar, Rosie	FC	Seamless Transfer of Ethnic Studies (AB 1460) Stipend not to exceed \$3,500.00 Eff. 01/01/2024-02/29/2024
Magginetti, Jaclyn	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Magnesi, Miles	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Pham, Mai-Thi	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Ragotskie, Joshua	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Thai-Arnold, Monique	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024
Ubierna, Kendra	CC	Course Curriculum Redesign Stipend not to exceed \$1,000.00 Eff. 01/09/2024-01/24/2024

Academic Personnel
March 12, 2024

Vescial, Keith

CC

Course Curriculum Redesign
Stipend not to exceed \$1,000.00
Eff. 01/09/2024-01/24/2024

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 12, 2024	Resolution	<u> </u>
SUBJECT:	Classified Personnel	Information	<u> </u>
		Enclosure(s)	<u> X </u>

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by

B. V. dist BudM

Approved for Submittal

5.b.1

Item No.

Classified Personnel
March 12, 2024

RESIGNATIONS

Linden-Akseven, Tanner	CC	Special Project Coordinator, College Foundation Temporary Management Position (100%) Eff. 03/16/2024 PN CCT690
Mosqueda, Stephanie	FC	Student Services Specialist/ Counseling 12-month position (100%) Eff. 03/08/2024 PN FCC632
Ramirez, Corina	FC	Groundskeeper 12-month position (100%) Eff. 03/01/2024 PN FCC995

NEW PERSONNEL

Hatooglu, Medina	NOCE	Program Coordinator/ CAEP 12-month position (100%) Range 45, Step E Classified Salary Schedule Eff. 03/15/2024 PN SCC821
Mendiola, Rachel	FC	Communications Specialist 12-month position (100%) Range 40, Step C Classified Salary Schedule Eff. 04/02/2024 PN FCC653

PROMOTION

Garcia, Raul	CC	Facilities Custodian I 12-month position (100%) PN CCC838
		To: Facilities Custodian Coordinator II 12-month position (100%) Range 34, Step C + 10% Shift + 15% Longevity Classified Salary Schedule Eff. 03/15/2024 PN CCC979

VOLUNTARY CHANGES IN ASSIGNMENT

Abutin, Roxanne	NOCE	Student Services Technician/SSSP (100%) Temporary Decrease in Percent Employed From: 100% To: 50% Eff. 02/16/2024 – 02/29/2024 PN SCC927 Temporary Decrease in Percent Employed From: 100% To: 60% Eff. 03/01/2024 – 06/01/2024 PN SCC927
Dieterman, Joshua	FC	Health Services Specialist (50%) Temporary Increase in Percent Employed From: 50% To: 80% Eff. 03/15/2024 – 06/30/2024 PN FCC882
McClurkin, Tina	NOCE	NC Instructor, Business Ed (100%) Temporary Change in Assignment To: Interim Manager NOCE Career Technical Education 12-month position (100%) Range 14, Column G Management Salary Schedule Eff. 03/15/2024 – 06/30/2024

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Contreras, Alicia	FC	Student Services Specialist (100%) 6% Stipend Eff. 03/01/2024 – 06/30/2024
-------------------	----	--

LEAVES OF ABSENCE

@01595901	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 3/1/2024 – 5/1/2024 (Consecutive Leave)
-----------	----	--

Classified Personnel
March 12, 2024

@01145605	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 2/29/2024 – 3/15/2024 (Consecutive Leave)
@00109258	FC	Unpaid Personal Leave Eff. 02/21/2024, 02/24/2024 – 02/28/2024
@00892590	FC	Intermittent Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 02/26/2024 – 8/26/2024 (Intermittent Leave)
@00004846	NOCE	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 3/1/2024 – 3/25/2024 (Consecutive Leave)
@01729731	NOCE	Family Medical Leave (FMLA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 4/14/2024 – 6/23/2024 (Consecutive Leave)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 12, 2024

SUBJECT: Professional Experts

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

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.c.1

Item No.

Professional Experts
March 12, 2024

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Carlin, Anna	FC	Project Manager	FC Cybersecurity Pre-Apprenticeship	40	02/20/2024	06/30/2024
Feaster, Jeffery	FC	Project Manager	CA Native and Drought Tolerant Plant Expert	20	02/27/2024	06/30/2024
Ghidella, Richard	FC	Technical Expert II	Faculty Mentoring Program	15	01/29/2024	06/30/2024
Gregorio, Aline	FC	Technical Expert II	Faculty Work Group for GEOG Dept.	40	03/01/2024	06/30/2024
Izadi, Ben	FC	Technical Expert II	FC Cybersecurity Pre-Apprenticeship	17.5	02/20/2024	06/30/2024
Lopez, Ruben	FC	Technical Expert II	Faculty Work Group for GEOG Dept.	22	03/01/2024	06/30/2024
McCarthy, Barry	FC	Technical Expert II	Faculty Mentoring Program	15	01/29/2024	06/30/2024
Murdoch, Tracey	CC	Project Expert	Project Expert – Food Pass	26	02/20/2024	06/30/2024
O'Connell, Ryan	FC	Technical Expert II	Theatre Arts Department Accompanist	26	01/29/2024	05/25/2024
Ouchi, Bryan	FC	Technical Expert II	American Sign Language Program	40	02/26/2024	06/30/2024
Raichel, Alexis	FC	Assistant Coach 3	Assistant Coach – Swim	16	02/27/2024	05/24/2024
Standen, Kathy	FC	Technical Expert II	Faculty Mentoring Program	15	01/29/2024	06/30/2024
Torres, Joshua	FC	Project Expert	Outreach and Student Support Advocate	26	02/26/2024	03/22/2024
Torres, Joshua	FC	Project Expert	Outreach and Student Support Advocate	26	04/01/2024	04/19/2024
Torres, Joshua	FC	Project Expert	Outreach and Student Support Advocate	26	04/29/2024	05/17/2024
Torres, Joshua	FC	Project Expert	Outreach and Student Support Advocate	26	05/28/2024	06/05/2024

NOCE TUITION PROGRAMS

Name	Salary	Semester	Max Permitted Hours per Week
Eggan, Meredith	Tuition	Spring	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 12, 2024

SUBJECT: Hourly Personnel

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

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

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

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.d.1

Item No.

Hourly Personnel
March 12, 2024

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Cedillo, Gerardo	CC	Technical - Assist in English Department	03/13/24	05/25/24	TE A 1
Felipe, Patrick	CC	Technical - Assist in Puente Program	03/13/24	06/12/24	TE A 3
Hancock, Allison	FC	Technical - Assist in Business Department	03/13/24	06/11/24	TE B 2
Hong, Britney	CC	Technical - Assist in Science, Engineering & Math Office	03/18/24	06/11/24	TE A 4
Momeni, Farahnaz	CC	Technical - Assist in Admissions and Records Office	03/13/24	06/14/24	TE A 1
Murphy, Braden	CC	Paraprof - Athletic Program Assistant	03/13/24	06/30/24	TE I 3
Ramirez, Ariana	CC	Technical - Assist in Campus Communications Office	04/30/24	06/28/24	TE B 3

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Garcia, Andy	CC	Direct Instr Support - Tutor for Media Arts Design Lab	03/11/24	06/14/24	TE B 1

Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Flores, Steve	FC	Substitute for Employee on Leave - Student Services	03/13/24	06/30/24	36,A
Lopez, Juan Carlos	FC	Service Maint – Substitute for vacant Groundskeeper PN FCC995	03/01/24	06/03/24	TE B 4
Plaza Uriostegual, Joanna	FC	Substitute for Employee on Leave - Student Services	03/13/24	06/30/24	36,A
Syau, Brandon	AC	Technical – Subsubitute for vacant Accounting Specialist PN DEC 941	03/01/24	06/14/24	TE A 1

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Brenes Martinez, Yellckin	NOCE	Full-time Student - Assist in Matriculation	03/04/24	06/28/24	TE A 4
Cao Nguyen, Duong	CC	Full-time Student - Assist in English Department	03/13/24	05/25/24	TE A 1
Dellisanti, Kortney	CC	Work Study Student - Assist in Technology Services	03/27/24	06/15/24	TE A 2

Hourly Personnel
March 12, 2024

Gil, Allison	CC	Full-time Student - Assist in English Department	03/13/24	05/25/24	TE A 1
Kovacs, Kayla	CC	Full-time Student - Assist in English Department	03/13/24	05/25/24	TE A 1
Littig, Daphne	CC	Full-time Student - Assist in English Department	03/13/24	05/25/24	TE A 1
Medina, Megan	CC	Full-time Student - Assist in Admissions and Records Office	03/13/24	06/30/24	TE A 1
Ochoa, Marissa	CC	Full-time Student - Assist in English Department	03/13/24	05/25/24	TE A 1
Perez, Christian	NOCE	Full-time Student - Assist in Matriculation	03/04/24	06/28/24	TE B 2
Puteri, Brenda	CC	Full-time Student - Assist in Admissions and Records Office	03/13/24	06/30/24	TE A 1
Sanchez, Stephanie	CC	Full-time Student - Assist in English Department	03/13/24	05/25/24	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 12, 2024

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by


Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
March 12, 2024

Volunteers

Name	Site	Program	Begin	End
Cooper, Mabel	FC	Veterans Resource Center	03/01/24	06/30/24
Jung, Hyun	FC	Veterans Resource Center	03/01/24	06/30/24
Rivera-Shields, Rebecca	FC	Career Center	02/28/24	06/30/24

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 12, 2024	Resolution	_____
SUBJECT:	District Successor Agreement proposal to CSEA Chapter 167	Information	X
		Enclosure(s)	X

BACKGROUND: The collective bargaining agreement between the District and CSEA Chapter 167 expires June 30, 2024. The initial proposal for a successor agreement is submitted by the District.

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

How does this relate to Board Policy: 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 from the District to CSEA Chapter 167 be received by the Board and that a public hearing on this proposal be set for March 26, 2024.

Irma Ramos

Recommended by


Approved for Submittal

5.f.1

Item No.



Office of Human Resources

INTRADISTRICT CORRESPONDENCE

To: Pamela Spence, President, CSEA Chapter 167
From: Julie Kossick, Associate Vice Chancellor, Human Resources
Date: March 6, 2024
Subject: District Initial Proposal - Successor Agreement Negotiations (2024)

A handwritten signature in black ink, appearing to read "Julie Kossick".

Pursuant to the provisions of Article 26 of the Agreement between CSEA Chapter 167 and the District, this will serve as notice of the District's intent to negotiate a successor agreement to the current collective bargaining agreement, which expires June 30, 2024. The District proposes the following:

Preamble

- Clarify language consistent with current names of Organizations.

Article 1 - Recognition

- Clarify language in this article.

Article 2 - No Discrimination

- Modify language for legal consistency to include protected classifications required by law.

Article 3- Check off and Organizational Security

- Incorporate language to include timelines for matters in this article.

Article 4 - Employee Rights and Responsibilities

- Modify process for updating Unit Member personal information with NOCCCD.

Article 5- Organizational Rights

- Clarify language to require advanced notice to the District of training(s) to be offered or attended by bargaining unit members.
- Incorporate clarifying language for sections Article 5.1 and 5.2.

Article 7- Union Stewards

- Add clarifying language related to notice, timekeeping, and other responsibilities.

Article 9 - Pay and Allowances

- Achieve a salary agreement that is reasonable and sustainable within the context of the District's current budget environment.
- Modify Premium Pay - Longevity language.

Article 10- Hours and Overtime

- Amend contract related to Adjustments of Assigned Time, Overtime, and Work on Holidays.

Article 11- Employee Benefits

- Achieve a benefits agreement which is reasonable and sustainable within the context of the District's current budget environment.
- Other general clarifying language.

Article 12- Professional Growth and Development Program

- Clarifying language on process and titles.

Article 13- Holidays

- Modify to comply with the current legal Holidays.

Article 14 - Vacation

- Modify Vacation Scheduling and Excess Vacation Balances language.

Article 15 – Leaves

- Modify current language regarding Reporting and Verification of Sick Leave, Supplemental Sick Leave, Bereavement Leave, Personal Necessity and other leaves. Clarify language regarding existing leaves and new leaves as required by law.

Article 16- Recruitment, Transfer and Promotion

- Modify current language regarding Short-Term Transfers, Transfers, and Lateral Transfers.

Article 18- Classification and Reclassification

- Modify current language - Classification Review.
- Incorporate Job Family Study Project Language.

Article 19- Unit Member Evaluation

- Modify current evaluation language and forms to comply with Title 5 § 53602 – Advancing Diversity, Equity, Inclusion, and Accessibility in Evaluation Process.

Article 26- Negotiations

- Modify current language to change successor agreement timeline.

The District reserves the right to make proposals concerning other articles and issues as it deems necessary and appropriate. Additional subjects of meeting and negotiating arising after the presentation of this initial proposal shall be made public within 24 hours pursuant to Government Code section 3547(d).

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 12, 2024	Resolution	_____
SUBJECT:	CSEA Chapter 167 Proposal for a Successor Agreement to the District for 2024-2025	Information	X
		Enclosure(s)	X

BACKGROUND: The collective bargaining agreement between the District and CSEA Chapter 167 expires June 30, 2024. The initial proposal for a successor agreement is submitted by CSEA Chapter 167.

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

How does this relate to Board Policy: This item is in compliance with 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 from CSEA Chapter 167 to the District be received by the Board and that a public hearing on this proposal be set for March 26, 2024.

Irma Ramos

Recommended by


Approved for Submittal

5.g.1

Item No.



**California School Employees Association
Chapter 167**

**Initial Successor Agreement Proposal of
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
And Its
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT CHAPTER 167
February 28, 2024**

The California School Employees Association and its North Orange County Community College District Chapter 167 (CSEA), in accordance with Article 26 Negotiations of the Collective Bargaining Agreement (CBA) notifies the North Orange County Community College District (District) of CSEA's intent to modify or amend the CBA and negotiate per Article 26.5. Additional articles may be opened by mutual agreement of the parties. CSEA desires to alter or amend the articles indicated below. In accordance with Government Code 3547, CSEA presents its initial proposal for a new collective bargaining term for public discussion.

Article 5 Organizing Rights

CSEA has an interest in increasing release time for executive board members and adding a stipend for CSEA reps such as but not limited to: on hiring and shared governance committees.

Article 9 Pay and Allowances

CSEA has an interest in setting salary increases for the new CBA term creating Cost of Living (COLA) language.

Article 10 Hours and overtime

CSEA has an interest in adding the Hybrid/Flexible work Schedules permanently to the CBA and updating overtime language. CSEA has an interest in adding clarifying language for stipends.

Article 11 Employee benefits

CSEA has an interest to increasing and expanding health and welfare benefits and parameters. CSEA has an interest in equitable retiree health benefits and incentives.

Article 12 Professional growth

CSEA has an interest in clarifying language so more members can participate.

Article 13 Holidays

CSEA has an interest in clarifying holiday compensation for bargaining unit members with assigned work on holidays and clarifying holiday pay for several new holidays.

Article 14 Vacation

CSEA has an interest in adding time to the vacation schedule.

Article 15 Leaves

CSEA has an interest in clarifying the parameters of leaves usage.

Article 16 Recruitment and transfer

CSEA has an interest in changing language on involuntary and voluntary transfers and assignment of relatives.

Article 18 Classification and Reclassification

CSEA has an interest in clarifying and improving the ongoing reclassification process and promotion process.

Article 20 Discipline

CSEA has an interest in establishing binding arbitration in the discipline process and adding language regarding to directives.

Article 21 Layoff & reemployment

CSEA has an interest in clarifying layoff and reemployment language.

Article 22 Grievance procedure

CSEA has an interest in adding more equitable steps to the grievance process.

Article 25 Restriction on Contracting Out

CSEA has an interest in adding anti-AI language for the protection of our members.

Article 26 Negotiations

CSEA has an interest in establishing the terms for reopeners during the term of the agreement.

Article 28 Duration

CSEA has an interest in a new three (3) year agreement.

CSEA reserves the right to make additional proposals at any time during the bargaining process; including but not limited to responses to proposals made by the District.
Should you have any questions or concerns please do not hesitate to contact us. Please feel free to proceed with any requirements for posting prior to negotiations.

Regards,

Pamela Spence
President CSEA Chapter 167
presidentcsea167@outlook.com

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: March 12, 2024
SUBJECT: Resolution No. 23/24-18
Women's History Month

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

BACKGROUND: The origins of Women's History Month began with a local celebration in Santa Rosa, California in 1978 and in 1980, a consortium of women's groups and historians—led by the National Women's History Project (now the National Women's History Alliance)—successfully lobbied for national recognition with President Jimmy Carter issuing the first Presidential Proclamation declaring the Week of March 8, 1980 as National Women's History Week.

Subsequent presidents proclaimed a National Women's History Week in March until 1987 when Congress passed Public Law 100-9, designating March as Women's History Month. Between 1988-1994, Congress passed resolutions requesting the President proclaim March of each year as Women's History Month. Since 1995, each president has issued an annual proclamation designating the month of March as Women's History Month. The proclamations celebrate the contributions women have made to the United States and recognize the specific achievements women have made over the course of American history in a variety of fields.

Each year, the National Women's History Alliance selects and publishes the yearly theme for the month. The 2024 theme of Women's History Month is "Women Who Advocate for Equity, Diversity and Inclusion" to recognize women throughout the country who understand that, for a positive future, we need to eliminate bias and discrimination entirely from our lives and institutions.

This agenda item is presented at the request of Board President Evangelina Rosales.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Directions 1) Student Experience & Success – NOCCCD will provide comprehensive support, equitable opportunities, cocurricular programming, and clear pathways to ensure that students achieve their educational and career goals, and 2) Employee Experience – NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees.

How does this relate to Board Policy: This item is in accordance with Board

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 23/24-18 in recognition of Women's History Month.

Byron D. Clift Breland

Recommended by



Approved for Submittal

6.a.1

Item No.

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



Resolution No. 23/24-18, Women's History Month

Recognizing the invaluable contributions women have made to society, culture, academia, and beyond, the Board of Trustees of the North Orange County Community College District hereby declares and acknowledges the significance of Women's History Month. As an institution committed to fostering inclusivity, empowering individuals, and promoting equality, we seek to honor the exceptional achievements of women throughout history and in our community. By celebrating Women's History Month, we aim to educate, inspire, and advance the cause of gender equity within NOCCCD.

WHEREAS, NOCCCD recognizes that Women's History Month provides an opportunity for reflection on the fundamental role women play in shaping our history, having an impact in all spheres of life; and

WHEREAS, Women's History Month encourages the exploration and understanding of women's diverse, multifaceted experiences, struggles, and successes; and

WHEREAS, celebrating Women's History Month fosters an inclusive campus culture that strengthens understanding, appreciation, and respect for gender equality; and

WHEREAS, NOCCCD acknowledges its responsibility to ensure a supportive environment for women students, faculty, staff, and administrators; and

WHEREAS, NOCCCD is committed to empowering women to achieve their full potential by offering academic and professional opportunities, mentorship, and leadership development; and

WHEREAS, NOCCCD recognizes that women's contributions to education and research play a pivotal role in shaping the District's mission of transforming lives and enriching communities; and

WHEREAS, NOCCCD recognizes the need for ongoing action and advocacy to eliminate gender-based discrimination, stereotypes, and biases from our campuses and society as a whole; now,

THEREFORE, BE IT RESOLVED, that the Board of Trustees of the North Orange County Community College District supports the celebration of Women's History Month throughout the District and affirms its commitment to the following actionable items:

Promote Awareness and Education

1. Encourage a lineup of Women's History Month programs and events that highlight the achievements, experiences, and challenges faced by women, both past and present.

2. Collaborate with faculty, staff, student organizations, and community partners to organize seminars, workshops, guest lectures, panel discussions, and other activities that amplify women's voices and contributions.
3. Encourage the inclusion of Women's History Month curricula across disciplines, promoting awareness and understanding of women's historical significance and their continued impact today.

Fostering Inclusion and Diversity

1. Ensure gender equality and parity by promoting an inclusive campus environment that affirms the value of diverse perspectives, voices, and experiences.
2. Encourage diverse representation and participation of women in decision-making processes, leadership positions, and advisory committees at all levels of NOCCCD.
3. Promote an inclusive hiring and promotion process that values merit, fairness, and diversity, including the recruitment and retention of women faculty, staff, and administrators.

Providing Support and Resources

1. Ensure access to resources, scholarships, and support services for women students, empowering them to succeed academically, personally, and professionally.
2. Increase the availability of mentorship programs, networking opportunities, and leadership development initiatives specifically tailored to the needs of women across the District.
3. Collaborate with community organizations and support their initiatives that align with Women's History Month celebrations and contribute to the empowerment of women in our communities.

Advocacy and Awareness

1. Continually strive for gender equity within NOCCCD, advocating for policies, practices, and initiatives that dismantle barriers and promote gender inclusivity.
2. Generate awareness and dialogue around gender-based discrimination, sexism, and gender biases, with a commitment to fostering a safe, respectful, and supportive campus environment.
3. Engage in ongoing education and professional development opportunities for faculty, staff, and administrators to enhance their understanding of gender issues, bias, and strategies for creating a more equitable campus culture.

BE IT FURTHER RESOLVED, that this Women's History Month Resolution be made a part of the official records of the North Orange County Community College District as an enduring commitment to gender equity and inclusivity.

PASSED AND ADOPTED by the Governing Board of the North Orange Community College District, this 12th day of March 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Evangelina Rosales
Board President

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	March 12, 2024	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Board Policies in Chapter 7		

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect content revisions recommended by CCLC as part of the 6-year review cycle.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on February 26, 2024:

Chapter 7, Human Resources

BP 7100, Commitment to EEO and Diversity: Revised to add optional language to highlight diversity, equity, and inclusion issues recommended by CCLC and grammar corrections. Language in red are revisions that were recommended by DCC.

BP 7110, Authority to Hire: Revised to make grammar corrections and cite the corresponding board policies.

BP 7130, Compensation: Revised to make one grammar correction.

BP 7160, Professional Development: Revised to make one grammar correction and to cite the corresponding board policy.

BP 7310, Nepotism: Revised to add legally required language and to make one grammar correction.

BP 7330, Communicable Disease Certification: Revised to add legally required language and update the corresponding administrative procedure citation.

BP 7350, Resignation: Revised to make grammar corrections.

BP 7370, Political Activity: Revised to update the "Reference" section and make a grammar correction.

BP 7700, Whistleblower Protection: Revised to update pronoun usage and to update the corresponding administrative procedure.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive the proposed, revised Board Policies and direct that they be placed on a future Board meeting agenda for action.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.b.2
Item No.

BP 7100 Commitment to Equal Employment Opportunity and Diversity

Reference:

Education Code Section 87100 et seq.;
Title 5 Sections 53000 et seq.;
Accreditation Standards III.A.411 and 12;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and committed to an inclusive, anti-racist campus culture, and the District's mission, vision, and values. The Board of Trustees recognizes that equal opportunity employment and diversity, equity, inclusion, anti-racism, and accessibility in the academic environment fosters cultural awareness, mutual understanding and respect, and provides suitable role models for all students. A diverse and inclusive workforce furthers its mission of preparing students for success in a diverse and global society and is essential to creating the robust academic environment in which students and employees thrive.
- 2.0 The Board of Trustees is strongly committed to employment and professional development processes that support the goals of equal opportunity, ~~and~~ diversity, equity, inclusion, anti-racism, and accessibility, ~~and~~ provide equal consideration for all qualified candidates, and create an anti-racist academic and employment environment.
- 3.0 Employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria that are responsive to the District's needs.
- 4.0 The minimum qualifications for all positions within the District, require that individuals demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- 5.0 District employees shall actively promote diversity in recruitment and employment within the District.
- 6.0 The District shall provide, as appropriate, professional development activities and training to promote an understanding of diversity.
- 7.0 Diversity is a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability, and socio-economic backgrounds.
- 8.0 Diversity includes principles of inclusion, social justice, equity, intercultural proficiency, and multiculturalism.

**BP 7100 Commitment to Equal Employment Opportunity
and Diversity**

[See Board Policy 1001, District Mission, Vision, & Values Statement.](#)

Date of Adoption: March 13, 2012

Date of Last Revision: May 28, 2019

BP 7110 Authority to Hire

Reference:

Education Code Section 70902 (d)

- 1.0 The Board [of Trustees](#) shall approve the employment, fix the job responsibilities and compensation, and establish the term of employment for each person employed by the District. Approval for employment shall be given only to those candidates recommended by the Chancellor or designee.
- 2.0 The employment of persons in contract faculty, classified, confidential, and management positions shall not be authorized unless approved by the Board of Trustees.
- 3.0 Before employing a short-term employee as defined in ~~section 88003 of the~~ Education Code [Section 88003](#), the Board of Trustees, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service.
- 4.0 The Board [of Trustees](#) delegates authority to the Chancellor or designee to authorize the employment of temporary (adjunct) faculty, substitute employees, student employees, and professional experts when the employment is required to maintain continuity of services in the District. All employment so authorized by the Chancellor or designee shall be forwarded to the Board [of Trustees](#) at the next regularly scheduled meeting for ratification.
- 5.0 The Board [of Trustees](#) delegates authority to the Vice Chancellor of Human Resources and such persons as the Vice Chancellor may authorize to administer the oath or affirmation required of public employees pursuant to the provisions of Government Code Sections 3100-3109.

[See Board Policy 7100, Commitment to Equal Employment Opportunity and Diversity and Board Policy 7120, Recruitment and Hiring.](#)

Date of Adoption: June 26, 2007

BP 7130 Compensation

Reference:

Education Code Sections 70902(b)(4); 72411; 87801; and 88160;
Government Code Section 53200;
34 Code of Federal Regulations 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

- 1.0 Salary schedules, compensation, and benefits, including health and welfare benefits, for all classes of employees and for each administrator employed pursuant to a contract under Education Code Section 72411 shall be established by the Board of Trustees.
- 2.0 Prohibition of Incentive Compensation: The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as “covered employees” for purposes of this policy.

See Administrative Procedures:

AP 7130-1	Payroll
AP 7130-2	District Health and Welfare Benefits Plan
AP 7130-3	Retirement Systems

Date of Adoption: June 26, 2007

Date of Last Revision: June 23, 2015
November 22, 2011

BP 7160 Professional Development

Reference:

Education Code Sections 87150 et seq.;
ACCJC Accreditation Standards III.A.14 and IV.C.9
WASC/ACS Criterion 3, Indicator 3.6

- 1.0 The District plans for and provides all personnel with opportunities within available resources for continued professional development, consistent with the institutional mission and based on identified needs.
- 2.0 It is the intent of the District to maximize the professional development opportunities for all of its employees and Board members. The District promotes professional development for all employees through its support of the Professional Development Program including educational opportunities, attendance at conferences, and professional memberships.
- 3.0 The District encourages employees to continue to develop their professional expertise through academic, scholarly, and professional endeavors beyond those skills, proficiencies, and attainment presented at the time of initial employment with the District.

[See Board Policy 2740, Board Professional Development](#)

Date of Adoption: September 26, 2017

BP 7310 Nepotism

Reference:

Government Code Sections 12920 et seq. and 1090 et seq.

- 1.0 Members of an immediate family may hold positions in the District. The term "Immediate family" as used in this policy means spouse; father, mother, grandfather, and grandmother of the employee or the employee's spouse; [registered domestic partner](#); son; son-in-law; brother; brother-in-law; daughter; daughter-in-law; sister; sister-in-law; grandchild; aunt; uncle; niece; nephew; step-relative in any of the above categories; or any other relative living in the employee's home. For purposes of these provisions, "spouse" includes the domestic partner of an employee as defined by ~~section 297 of the California~~ Family Code [Sections 297 et seq.](#)
- 2.0 Members of an immediate family shall not be assigned to a regular position within the same department, division, or site, which has an immediate family member as a supervisor or administrator who is in a position to recommend or influence personnel decisions with respect to the relative. Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, discipline, demotion, or compensation.
- 3.0 The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.
- 4.0 It is recognized that current assignments may exist in conflict with this policy. Where such may occur, the Chancellor or designee will be responsible for determining the appropriateness of the assignment. The District retains the right to reassign or transfer employees where such assignments have the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.
- 5.0 Should it be determined a reassignment is necessary to comply with the intent of this policy, the Chancellor may make such reassignment without financial penalty to those involved.
- 6.0 The appropriate collective bargaining organization will be notified in writing of any recommended reassignment of a unit member under this policy. The collective bargaining organization will be allowed fifteen (15) working days to respond in writing to the Vice Chancellor of Human Resources or designee and the Board of Trustees, and to meet with the Vice Chancellor of Human Resources or designee, before the Chancellor takes action on the reassignment.

Date of Adoption: June 26, 2007

Date of Last Revision: November 28, 2017

BP 7330 Certification of Freedom From Communicable Disease

Reference:

Education Code Section 87408, 87408.6, and 88021

- 1.0 All newly hired academic employees who have not previously been employed in an academic position in the State of California shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis, making the applicant unfit to instruct or associate with students. Any offer of employment shall be subject to the submission of the required medical certificate.
- 2.0 All newly hired academic and classified employees must provide the District with medical certification to show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined to determine that they are free from active tuberculosis. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis. No academic or classified employee shall commence service until such medical certification has been provided to the District. All academic and classified employees shall be required to undergo an examination within four years of initial employment with the District and every four years thereafter, to determine that they are free of active tuberculosis.
- 3.0 These provisions shall not apply to employees not requiring certification qualifications who are employed for any period of time less than a college year whose functions do not require frequent or prolonged contact with students.
- 4.0 The provisions of section 3.0 notwithstanding, such examination and certification may be required of any employee or volunteer if, in the determination of the Chancellor, the presence of such person in and around college premises would constitute a health hazard to students.

See Administrative Procedure 7330, [Certification of Freedom From Communicable Disease](#)

Date of Adoption: October 23, 2007

Date of Last Revision: November 28, 2017
October 25, 2016

BP 7350 Resignation

Reference:

Education Code Sections 87730, [and](#) 88201

- 1.0 The Board of Trustees shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the academic year during which the resignation has been received by the Board.
- 2.0 The Board of Trustees delegates to the Chancellor and the Vice Chancellor of Human Resources the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when signed and dated by the Chancellor or the Vice Chancellor of Human Resources. When accepted by the Chancellor or the Vice Chancellor of Human Resources, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board [of Trustees](#) for ratification.

See Administrative Procedures 7350, Resignation.

Date of Adoption: October 9, 2007

BP 7370 Political Activity

Reference:

Education Code Sections 7052, 7054, 7054.1, 7055, and 7056;
Government Code Sections [3543.1](#) and [8314](#)

- 1.0 Except as otherwise provided in [Education Code Sections 7050 through 7057](#), inclusive, ~~of the Education Code~~ or as necessary to meet requirements of federal law as it pertains to a particular employee or employees, no restriction shall be placed on the political activities of any officer or employee of the District.
- 2.0 No District funds, services, supplies, or equipment, including District mailboxes, shall be used for the purpose of urging the passage or defeat of any ballot measure or candidate, including, but not limited to, the candidacy of any person for election to the governing board of the District.
- 3.0 District resources may be used to provide information to the public about the possible effects of a bond issue or other ballot measure if both of the following conditions are met:
 - 3.1 Informational activities are otherwise authorized by the Constitution or laws of the State of California.
 - 3.2 Information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.
- 4.0 Any administrative officer or member of the Board of Trustees may appear at any time before a citizens' group that requests the appearance for purposes of discussing the reasons why the Board called an election to submit to the voters a proposition for the issuance of bonds, and for purposes of responding to inquiries from the citizens' group. On these occasions during work hours, however, the District's representatives shall not advocate a position on the matter that is before the voters.
- 5.0 Employees are prohibited from engaging in political activity during working hours. However, nothing in this policy shall be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time. "Nonworking time" means time outside an employee's working hours, whether before or after the workday or during the employee's luncheon period or other scheduled work intermittency during the day.
- 6.0 An officer or employee of the District may solicit or receive political funds or contributions to promote the support or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of officers or employees of the District. However, such activities are prohibited during working hours, and entry into buildings and grounds under the control of the District during working hours for such purposes is prohibited.

North Orange County Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7370 Political Activity

7.0 Nothing herein shall be construed as prohibiting or limiting recognized District employee organizations from having reasonable access to employee mailboxes for the transmission of information or notices concerning organization matters, subject to the limitations of state and federal law.

Date of Adoption: June 26, 2007

BP 7700 Whistleblower Protection

Reference:

Education Code Sections 87160-87164;
Labor Code Section 1102.5;
Government Code Section 53296;
Private Attorney General Act of 2004 (Labor Code Section 2698);
Affordable Care Act (29 U.S. Code Section 218C)

- 1.0 The Chancellor shall establish procedures regarding the reporting and investigation of suspected improper governmental activities by District employees, and the protection from retaliation of those District employees who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, an “improper governmental activity by a District employee” is defined as any activity by a District employee that is undertaken in the performance of the employee’s official duties, whether or not such action is within the scope of ~~his or her~~ **their** employment, or by an individual or company performing work for the District, and that is:
 - 1.1 In violation of any Federal or State law or regulation including, but not limited to, corruption, malfeasance, bribery, theft of District property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of District property and facilities, or willful omission to perform duty.
 - 1.2 In violation of the District’s policies or administrative procedures including but not limited to harassment, discrimination, or conflict of interest.
 - 1.3 Economically wasteful, or involves gross misconduct, incompetence, or inefficiency.
 - 1.4 A substantial and specific danger to public health or safety.
- 2.0 Individuals are encouraged to report suspected incidents of improper governmental activities without fear of retaliation, and such reports will be investigated thoroughly and promptly. Employees who in good faith report these activities and/or assist the District in its investigation will be protected.
- 3.0 District employees shall not:
 - 3.1 Retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order.
 - 3.2 Retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order.
 - 3.3 Directly or indirectly use or attempt to use the official authority or influence of their position for the purpose of interfering with the right of an applicant or an employee

BP 7700 Whistleblower Protection

to make a protected disclosure to the District.

- 4.0 The District will not tolerate retaliation and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

See Administrative Procedure 7700, [Whistleblower Protection](#).

Date of Adoption: November 28, 2017

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	March 12, 2024	Resolution	_____
SUBJECT:	Revised Administrative Procedures in Chapter 7	Information	X
		Enclosure(s)	X

BACKGROUND: The Administrative Procedures included in this agenda item were reviewed and revised to reflect content revisions recommended by CCLC as part of the 6-year review cycle. The District Consultation Council reviewed, discussed, and reached consensus on the noted Administrative Procedures on February 26, 2024.

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

Chapter 7, Human Resources

AP 7130-1, Payroll: Revised to add a “Reference” section citation and make a grammar correction.

AP 7130-3, Retirement Systems: Revised to make grammar corrections.

AP 7330, Communicable Disease Certification: Revised to make a grammar correction and to cite the corresponding board policy.

AP 7350, Resignation: Revised to add a “Reference” section citation and to cite the corresponding board policy.

AP 7700, Whistleblower Protection: Revised to update pronoun usage, remove mentions of “Provost,” update contact information, and to cite the corresponding board policy.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board receive as information the revised Administrative Procedures in Chapter 7.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.c.1
Item No.

AP 7130-1 Payroll

Reference:

Education Code Section 70902

1.0 **Payment for Services:** The rate of pay for each employee of the District shall be in accordance with the rate established for the position on the appropriate salary schedule, as approved by the Board of Trustees, unless the employee's compensation is otherwise fixed by the Board.

2.0 **Payment Schedule:** Payment to employees shall be in accordance with the schedule and procedures for school payrolls established by the Orange County Department of Education. This schedule, subject to change, provides for payments as follows:

2.1 Academic Payroll

2.1.1 Employees who are paid for their services on the academic payroll will be paid monthly on the last working day of each calendar month, except December. Payment for December will be made on the first working day of January. If a scheduled pay day falls on a Saturday, Sunday, or holiday, payment will be made on the preceding working day. Generally, the following categories of employees are paid in accordance with this schedule:

2.1.1.1 Regular (Tenured) and Contract (Probationary) Faculty

2.1.1.1.1 Regular and contract faculty with 175-day contracts will receive ten (10) equal payments for their services during the regular academic year.

2.1.1.1.2 Regular and probationary faculty with 193-day contracts will receive ten (10) equal payments for their services during the regular academic year. If the employee works at least one duty day of the regular contract assignment during July at the end of the academic year, the employee may elect to receive eleven (11) equal payments. If the employee works at least one duty day of the regular contract assignment during both July at the beginning of the academic year, and at least one duty day of the regular contract assignment at the end of the academic year, the employee may elect to receive twelve (12) equal payments.

AP 7130-1 Payroll

2.1.1.2 Temporary (Adjunct) Faculty

2.1.1.2.1 Credit instructors teaching full-term classes will receive four (4) equal payments during the semester. The first payment for the fall semester will be made on the last working day of September; the first payment for the spring semester will be made on the last working day of February. Instructors teaching short-term and late-start classes will receive equal payments based on the number of pay periods during which the employment occurs as determined by the District Payroll Office. Instructors teaching during intersessions are paid in accordance with the schedule established by the District Payroll Office.

2.1.1.2.2 Noncredit instructors (NOCE) are paid monthly on the last working day of each month for hours worked in the previous month.

2.1.1.3 Academic Management Employees

2.1.1.3.1 Academic management employees who are employed twelve (12) months per fiscal year will receive twelve (12) equal payments for their services during the fiscal year.

2.1.1.3.2 Academic management employees who are employed fewer than twelve (12) months per fiscal year will receive eleven (11) equal payments for their services during the fiscal year, unless the employee requests twelve (12) equal payments. The employee must work at least one duty day of the regular assignment during July in order to receive twelve (12) payments.

2.2 Classified Payroll

2.2.1 Salaried employees who are paid for their services on the classified payroll will be paid twice each month on the 10th and 25th of each month. In order to receive a payment on the 25th of the month, the employee must have worked during the first ten days of the month. If a scheduled pay day falls on a Saturday, Sunday, or holiday, payment will be made on the preceding working day. Generally, the following categories of employees are paid in accordance with this schedule:

AP 7130-1 Payroll

- 2.2.1.1 Classified (bargaining unit) employees.
- 2.2.1.2 Confidential employees.
- 2.2.1.3 Classified management employees.
- 2.2.1.4 Temporary Special Project Administrators.

2.2.2 Hourly employees who are paid for their services on the classified payroll will be paid monthly on the 10th of each month. If a scheduled pay day falls on a Saturday, Sunday, or holiday, payment will be made on the preceding working day. Generally, the following categories of employees are paid in accordance with this schedule:

- 2.2.2.1 Short-term employees, substitute employees, and student employees who are employed pursuant to the provisions of Education Code Section 88003.
- 2.2.2.2 Professional Experts.

3.0 Time Cards

- 3.1 Daily time reporting is required for all employees who are paid on an hourly basis. The time reported must be for the actual hours worked as of the payroll deadline for the reporting period. Projection of hours is not permitted.
- 3.2 Time cards must be signed and dated by the employee and the management supervisor after the employee has completed the work for which time is reported. Any subsequent corrections must be initialed and dated by the employee and the management supervisor. It is the responsibility of the management supervisor to ensure that the time reported by the employee is accurate and that the work has been performed. Where time reporting data is submitted or approved electronically, the submission or approval by an employee, supervisor, or responsible designee constitutes acknowledgment as to the accuracy of the data.
- 3.3 Special Program time cards must be used for all positions that are directly charged to federal, state, and locally-funded programs and for the employment of Professional Experts. Time cards must reflect an after the fact distribution of the actual activity of the employee charged to the program. Budget estimates or other distribution percentages determined before services are performed are not permitted.

4.0 **Payroll Errors:** Any payroll error resulting in insufficient payment for an employee shall be corrected, and a supplemental check issued within a reasonable time after the employee provides notice to the District Payroll Office. If an overpayment occurs, the Payroll Office will notify the employee. Normally, salary deductions for overpayment will commence with the next month's paycheck and the overpayment will be deducted in the

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 7
Human Resources

AP 7130-1 Payroll

same number of paychecks in which the overpayment occurred, except that when the period of overpayment exceeds one year, then the period over which deductions are made shall not exceed a period of one year.

Date of Adoption: December 10, 2007 Chancellor's Cabinet

Date of Last Revision: February 26, 2024 District Consultation Council
September 25, 2017 District Consultation Council

AP 7130-3 Retirement Systems

- 1.0 **Public Employees Retirement System (PERS):** Classified (bargaining unit) employees, confidential employees, and classified management employees who are employed fifty (50) percent or more are required by law to become members of, and contribute to, the Public Employees Retirement System.
- 1.1 Membership in the system will begin on the first day of employment. The District will deduct the required contribution from the employee's paycheck.
- 1.2 Withdrawal or retirement from the system is governed by statute and PERS regulations.
- 2.0 **State Teachers' Retirement System (STRS):** Regular (tenured) and contract (probationary) faculty and academic management employees who are employed fifty (50) percent or more are required by law to become members of, and contribute to, the State Teachers Retirement System. Temporary faculty are not required to become members of the State Teachers Retirement System, but may elect membership at any time.
- 1.1 Membership in the system will begin on the first day of employment, for regular and contract faculty and academic management employees, or on the elective date, for part-time faculty. The District will deduct the required contribution from the employee's paycheck.
- 1.2 Withdrawal or retirement from the system is governed by statute and STRS regulations.
- 3.0 **Social Security:**
- 3.1 The District will deduct Social Security contributions from the paychecks of employees in accordance with law. The following categories of employees are subject to Social Security withholding:
- 3.1.1 Classified (bargaining unit) employees.
- 3.1.2 Classified management employees.
- 3.1.3 Confidential employees.
- 3.1.4 Short-term employees, substitute employees, and professional experts employed pursuant to the provisions of Education Code Section 88003.
- 3.1.5 Temporary faculty who are not members of the State Teachers Retirement System.
- 3.1.6 Other persons employed in non-academic positions, except as provided below, regardless of the category of employment.

AP 7130-3 Retirement Systems

- 3.2 The following categories of employees are exempt from Social Security withholding:
- 3.2.1 Regular and contract faculty.
 - 3.2.2 Academic management employees.
 - 3.2.3 Temporary faculty who are members of the State Teachers Retirement System.
 - 3.2.4 Student employees employed pursuant to the provisions of Education Code Section 88003.
 - 3.2.5 Other persons exempt by law.

Date of Adoption: January 28, 2008 Chancellor's Cabinet

Date of Last Revision: February 26, 2024 District Consultation Council

AP 7330 Communicable Disease Certification

Reference:

Education Code Sections 87408, 87408.6, and 88021

1.0 Academic Employees - Certification of Freedom from Communicable Disease

- 1.1 New academic employees are required to provide the District with a medical certificate which provides evidence of freedom from any communicable disease, including, but not limited to, active tuberculosis, making the applicant unfit to instruct or associate with students. This requirement is waived if the employee has previously been employed in an academic position in the State of California.
- 1.2 The medical certificate shall be submitted by a physician or medical officer as provided in Education Code Section 87408.
- 1.3 The medical examination upon which the certification is based shall have been conducted not more than six months before the submission of the certificate and shall be at the expense of the applicant, unless provided otherwise pursuant to the provisions of a collective bargaining agreement.
- 1.4 The medical certificate shall become part of the personnel record of the employee.

2.0 Academic and Classified Employees - Certification of Freedom from Tuberculosis

2.1 New Employees

- 2.1.1 Prior to employment, new academic and classified employees are required to provide the District with a medical certificate, which provides evidence of freedom from active tuberculosis.
- 2.1.2 The certificate shall be submitted by a physician licensed under the California Business and Professions Code as provided in Education Code Section 87408.6. "Certificate" means a certificate signed by the examining physician or a notice from a public health agency or unit of the American Lung Association that indicates freedom from active tuberculosis.
- 2.1.3 The medical examination upon which the certification is based shall have been conducted not more than 60 days prior to employment. The medical examination shall consist of an X-ray of the lungs, or an approved intradermal tuberculin test, that, if positive, shall be followed by an X-ray of the lungs.
 - 2.1.3.1 The X-ray may be taken by a qualified X-ray technician if the X-ray film is subsequently interpreted by a physician as authorized by Education Code Section 87408.6.
 - 2.1.3.2 The Vice Chancellor of Human Resources or designee may exempt, for a period not to exceed 60 days following termination of

AP 7330 Communicable Disease Certification

the pregnancy, a pregnant employee from the requirement that a positive intradermal tuberculin test be followed by an X-ray of the lungs.

2.1.3.3 This examination is a condition of initial employment and shall be at the expense of the applicant, unless provided otherwise pursuant to the provisions of a collective bargaining agreement.

2.1.4 A person who transfers employment from another public school district or community college district shall be deemed to meet the requirements of this procedure if the person can produce a certificate that provides evidence of examination within the past four years and certifying freedom from communicable tuberculosis, or if it is verified by the school district or community college district previously employing the person that the certificate is on file.

2.1.5 A person who transfers employment from a private or parochial elementary school, secondary school, or nursery school shall be deemed to meet the requirements of this procedure if the person can produce a certificate, as provided for in Health and Safety Code Section 121525, that provides evidence of examination within the past four years and certifying freedom from communicable tuberculosis, or if it is verified by the school previously employing the person that the certificate is on file.

2.2 Continuing Employees

2.2.1 All continuing academic and classified employees shall be required to undergo an examination within four years of initial employment with the District and every four years thereafter, to determine that they are free of active tuberculosis.

2.2.2 A tuberculin skin test may be obtained from the Cypress College Health Center or Fullerton College Health Center at no expense to the employee. A tuberculin skin test may be obtained from other certified medical services at the employee's expense.

2.2.3 An employee who is documented as a positive reactor to the tuberculin skin test must obtain a full chest X-ray, which shall be interpreted by a physician as authorized by Education Code Section 87408.6. The District will reimburse the full cost.

2.2.4 After examination, the employee shall cause to be on file with the District a certificate from the examining physician showing the employee was examined and found free from active tuberculosis. "Certificate" means a certificate signed by the examining physician or a notice from a public health agency or unit of the American Lung Association that indicates freedom from active tuberculosis.

AP 7330 Communicable Disease Certification

See Board Policy 7330, Certification of Freedom From Communicable Disease

Date of Adoption: October 23, 2007

Date of Last Revision: February 26, 2024 District Consultation Council
October 26, 2015 District Consultation Council

AP 7350 Resignation

Reference:

Education Code Sections 87730 and 88201

- 1.0 When an employee resigns from the service of the District, written notice of the resignation shall be submitted to the immediate management supervisor prior to the effective date of the resignation. The immediate management supervisor shall submit the notice through established administrative channels to the campus chief executive officer, who shall forward the notice to the District Office of Human Resources.
- 2.0 Unless otherwise approved by the Chancellor or Vice Chancellor of Human Resources, faculty resignations will not be accepted to take effect within the final four weeks of the close of a term or semester.
- 3.0 Upon termination of employment with the District, employees shall be responsible for compliance with District and campus exit and clearance procedures and for the return of keys, parking passes, library cards and materials, and other District property issued the employee during the course of employment.

See Board Policy 7350, Resignation.

Date of Adoption: October 9, 2007

Date of Last Revision: February 26, 2024 District Consultation Council

AP 7700 Whistleblower Protection

Reference:

Education Code Sections 87160-87164;

Labor Code Section 1102.5;

Government Code Section 53296

Private Attorney General Act of 2004 (Labor Code Section 2698);

Affordable Care Act (29 U.S. Code Section 218C)

- 1.0 Individuals are encouraged to report, in good faith, suspected incidents of improper governmental activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, report such activities and/or assist the District in the investigation will be protected from retaliation. This procedure sets out the processes for responding to and investigating reports of improper governmental activities, as defined in Board Policy 7700, and addressing complaints of retaliation for making such reports.

- 2.0 A “whistleblower” is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:
 - 2.1 A violation of a state or federal statute.
 - 2.2 A violation or noncompliance with a local, state or federal rule or regulation.
 - 2.3 A danger to public health or safety.
 - 2.4 An economically wasteful, inefficient, or incompetent operations, or involve gross misconduct.

- 3.0 **Filing a Report of Suspected Improper Governmental Activities**
 - 3.1 Any person may report allegations of suspected improper governmental activities. Knowledge or suspicion of such improper governmental activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.
 - 3.2 Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District’s ability to thoroughly investigate the claim and take appropriate remedial measures. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District’s ability to investigate and respond

AP 7700 Whistleblower Protection

effectively to the complaint. As set forth fully below, retaliation against individuals who report suspected improper governmental activities will not be tolerated.

- 3.3 Normally, a report by a district employee of allegations of a suspected improper governmental activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit.
 - 3.3.1 However, if the report involves or implicates the employee's direct supervisor or others in the operating unit, the report may be made to any another district official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged improper governmental activity on behalf of the District.
 - 3.3.2 When the alleged improper governmental activity involves a president or a vice chancellor, the report should be made directly to the Chancellor.
 - 3.3.3 When the alleged improper governmental activity involves the Chancellor, the report should be made to the President of the Board of Trustees.
 - 3.3.4 When the alleged improper governmental activity involves the Board of Trustees or one of its members, the report should be made to the Chancellor who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed.
- 3.4 Allegations of suspected improper governmental activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally.
 - 3.4.1 Such reports should be factual and contain as much specific information as possible.
 - 3.4.2 The receiving supervisor or administrator should elicit as much information as possible.
 - 3.4.3 If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to review and confirm by his or her signature that it is accurate and complete.
- 3.5 Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged improper governmental activity, they must immediately

AP 7700 Whistleblower Protection

forward the written report to the President where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is district-wide.

3.5.1 However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined in Section 3.3.1.

3.5.2 The highest-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation and that the assistance of legal counsel and/or an outside investigator is secured if deemed necessary.

3.6 In the course of investigating allegations of improper governmental activity, all individuals who are contacted and/or interviewed shall be advised of the following:

3.6.1 Retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination.

3.6.2 If they experience retaliation for cooperating in the investigation, then it must be reported immediately.

3.6.3 Must maintain strict confidentiality.

3.7 In the event that an investigation into alleged improper governmental activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

4.0 Protection from Retaliation

4.1 When a person makes a good-faith report of suspected improper governmental activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation.

4.2 Any employee who believes they have been (1) subjected to or affected by retaliatory conduct for reporting suspected improper governmental activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct).

4.2.1 Any supervisory employee who receives such a report or who otherwise is aware of retaliatory conduct is required to inform their president, the Chancellor, or the Chancellor's designee.

AP 7700 Whistleblower Protection

4.2.2 If the allegations of retaliation or the underlying allegations of improper governmental activity involves a President or the Chancellor, the supervisor shall report to the highest-level administrator and/or trustee who is not implicated in the reports of improper governmental activity and retaliation.

4.3 All allegations of retaliation shall be investigated promptly and all information obtained will be handled on a “need to know” basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated by preponderance of evidence.

5.0 Internal Reporting

5.1 Improper Governmental Activity: To report an alleged improper governmental activity, contact the immediate supervisor or other appropriate administrator or supervisor within the operating unit as outlined in Section 3.0.

5.2 Alleged Fraud, Waste or Abuse: To report an alleged fraud, waste or abuse, visit the webpage of the Office of the Internal Audit for the Fraud Hotline (<https://www.nocccd.edu/internal-audit>).

6.0 External Reporting

6.1 In addition to the internal reporting process set forth above, any employee who has information regarding possible violations of state or federal statutes, rules, or regulations, may contact any one of the following government agencies:

6.1.1 The California Community College Chancellors Office (916) 445-8752

6.1.2 The State Personnel Board Hotline (for complaints of retaliation resulting from whistleblower activities)

6.1.3 The State Auditor’s Whistle-Blower Hotline (800) 952-5665.

6.1.4 Investigations, Bureau of State Audits, 555 Capitol Mall #300, Sacramento, CA 95814

6.1.5 The State of California Department of Insurance Fraud Division (619) 645-2485, 1495 Pacific Highway., Suite 300, San Diego, CA 92101

6.1.6 WeTip Corporate Ethics Hotline (800) 873-7283, P.O. Box 1296, Rancho Cucamonga, CA 91729-1296 www.wetip.com

6.1.7 California State Attorney General Whistleblower Hotline (800) 952-5225 or (916) 322-3360

AP 7700 Whistleblower Protection

7.0 This administrative procedure will not supersede the Collective Bargaining agreement(s) unless contrary to any applicable rule of law.

See Board Policy 7700, Whistleblower Protection.

Date of Adoption: November 28, 2017

Date of Last Revision: February 26, 2024 District Consultation Council

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 12, 2024

SUBJECT: Future Board Agenda Items

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

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

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

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


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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Byron D. Clift Breland

Recommended by



Approved for Submittal

6.d

Item No.

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

February 27, 2024

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, February 27, 2024, at 5:30 p.m. in the Anaheim Union High School District Board Room with a YouTube livestream broadcast.

Board President Evangelina Rosales called the meeting to order at 5:30 p.m. and asked Trustee Barbara Dunsheath to lead the Pledge of Allegiance.

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Jacqueline Rodarte, Evangelina Rosales and Student Trustees Jesus Ramirez Jr. and Chloe Serrano. Absent: None.

RESOURCE PERSONNEL PRESENT: Byron D. Clift Breland, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Cynthia Olivo, President, Fullerton College; Scott Thayer, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Treisa Cassens, representing the District Management Association; Kathleen McAlister, representing the Cypress College Academic Senate; Jeanette Rodriguez, representing the Fullerton College Faculty Senate; Elaine Loayza, representing CSEA; Marlo Smith, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Kathleen Reiland and Stephen Schoonmaker from Cypress College; Daniel Berumen, Gil Contreras, Henry Hua, and José Ramón Nuñez from Fullerton College; and Trinda Best, Danielle Davy, Geoff Hurst, Julie Kossick, Flavio Medina-Martin, Tami Oh, Amita Suhrid, Kashu Vyas, and Rick Williams from the District Office.

VISITORS: Matt Bohanon and Dash Johnson. Public participation was provided via YouTube livestream.

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

Finance & Facilities: 3.a, 3.b, 3.c, 3.f, 3.g, 3.h
Instructional Resources: 4.a

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

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

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

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

CHANCELLOR'S REPORT

Chancellor Byron D. Cliff Breland welcomed **Marlo Smith** to her new role as Adjunct Faculty United Interim President and thanked **Pamela Spence** and CSEA for hosting their recent transition luncheon. He shared that it is an extremely busy semester with lots of opportunities and meetings to increase student support mechanisms and reported on a recent meeting with the UC Irvine Center for Educational Partnerships (CFEP) and the NOCCCD leadership team to explore the current and potential collaboration opportunities between both institutions and to identify the best practices and strategies for enhancing transfer success.

Dr. Cliff Breland reported that the District served as the host district for the recent Association of California Community College Administrators (ACCCA) Conference in Orange County. He thanked **Scott Thayer** and **Valentina Purtell** for providing welcome messages at the opening session, **Student Trustee Chloe Serrano** for her attendance and doing the land acknowledgement, the student jazz ensemble performances from both Cypress College and Fullerton College, and the Community College Technical Assistance Provider (CC TAP) Program for their display in the exhibit hall during the conference. He also noted that the District has been selected as a host district for the League of Innovation Conference which includes an opportunity for volunteers from the District to attend the conference at no cost. Chancellor Cliff Breland concluded his report by stating that the celebrations across the District include the end of Black History Month, but transition to Women's History Month.

MINUTES: It was moved by Trustee Ryan Bent and seconded by Trustee Ed Lopez to approve the Minutes of the Regular Meeting of February 13, 2024. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted for the nonresident tuition fee for the 2024-25 school year for the North Orange County Community College District be set at \$372 per unit with an additional charge for capital outlay of \$20 per unit. This results in \$30 per-unit increase effective for all course terms beginning or ending on or after July 1, 2024.

Item 3.b: By block vote, authorization was granted to amend the agreement with SVA Architects to provide architectural and engineering services for the Anaheim Tower First Floor Life/Safety Renovation during the Construction Phase for a total of \$190,000 plus reimbursable expenses not to exceed \$6,000, increasing the contract from \$657,390 to \$843,820.

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

Item 3.c: By block vote, authorization was granted to file the Notice of Completion for the Districtwide Network Refresh with Vector Resources, Inc. dba: VectorUSA and pay the final retention payment when due.

Item 3.d: It was moved by Trustee Ryan Bent and seconded by Trustee Barbara Dunsheath to retroactively enter into an agreement with Sundt Construction, Inc. for Phase 2 Construction Management Services for the Fine Arts Renovation Project at Cypress College in the amount of \$5,462,000, inclusive of reimbursable expense allowance.

During the discussion, Trustee Barbara Dunsheath expressed her appreciation for the thorough answers that were provided by staff (via the Additional Information listing) which helped make a lot more sense of the agenda item. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes.**

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

Item 3.e: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to approve agreements with (AJG) Arthur J. Gallagher & Company and Captive Insurance for Public Agencies to obtain insurance for the Cypress College Fine Arts Building Renovation for the estimated amount of \$870,569.31. This amount will be adjusted at the end of the project based on actual hard construction costs of the project. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes.**

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

Item 3.f: By block vote, authorization was granted to enter into an agreement with Ninyo & Moore in the amount not to exceed \$187,863.50 to provide Lab of Record services for the Business Building 300 Modernization project at Fullerton College starting April 1, 2024, until project completion. If additional special inspections are requested by the DSA or regulatory authorities, the contract will be charged based on hourly rates submitted in the proposal.

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

Item 3.g: By block vote, authorization was granted to approve out-of-country travel for Edward Kim to attend the Anatomia Italiana del Sud, in Italy for from June 1–15, 2024.

Item 3.h: By block vote, authorization was granted to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College Fall 2024 Study Abroad Program in Kyoto, Japan. The basic program fee of \$12,695, which is to be paid by each student, includes housing, orientation, support staff, travel excursions, and some meals.

Further authorization was granted for the Vice Chancellor, Facilities & Finance, to execute the agreement on behalf of the District. A signed copy of the travel contractor agreement will be on file in the District Business Office.

Item 3.i: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Evangelina Rosales to approve out-of-country travel for Dani Wilson, Angela Henderson, and Dr. Cynthia Olivo to Paris, France, March 9–16, 2024, to conduct a site visit for the Paris, France Spring 2024 Study Abroad program. The projected expense for each attendee is \$1,450.00 for a total of \$4,350.00, to be funded by the Fullerton College LLRISPS's Library budget.

Trustee Ed Lopez inquired about the financing of the trip and why it was arranged so that the contractor, AIFS Abroad, pays for a portion of the travel costs. He expressed concern with the impression that AIFS can potentially influence the awarding of the contract and that they are providing a gift to the District. If employees are doing district work, then the District should pay for the travel expenses.

Trustee Jeffrey P. Brown noted that he could see Trustee Ed Lopez's point if AIFS Abroad had not already been selected as part of a competitive process. He pointed out that AIFS Abroad already had the contract, and the trip expenses appear to be part of the marketing efforts since they have already been chosen.

Trustee Ryan Bent expressed support for the trip and its nature to interview NOCCCD students, but expressed concern with the number of people traveling.

Trustee Ed Lopez noted that it is a renewable contract that gives the appearance of influence, didn't seem like a good idea, and questioned whether it would be considered a gift to the employees that would need to be reported on a Form 700 filing.

Trustee Jeffrey P. Brown shared that the agenda item was inexact in characterizing the travel expenses that resulted in further questioning, and requested that more care be given when drafting and reviewing agenda items.

Subsequent to Trustee Ryan Bent suggesting that the item be approved with the understanding that the District would pay for all of the travel expenses, Trustee Ed Lopez inquired if the District was amenable to that. Chancellor Byron D. Clift Breland responded yes, noting that support for international travel is commendable because it highlights community colleges internationally.

Trustee Barbara Dunsheath asked if the opportunity to extend a site visit was part of the original contract with AIFS Abroad, and it was noted that it is always part of the contract and a service that all vendors in the field provide. She expressed confusion on how it could be deemed unfair if it was part of the contract and would be saving taxpayer dollars if the District didn't have to cover the unknown costs.

Trustee Ed Lopez asked why it was three travelers this year instead of two, and President Cynthia Olivo responded that she was invited to attend last year as well, but declined because it was her first year, but felt it would be okay this year.

Trustee Jeffrey P. Brown stated that if it is common practice for all companies to offer a site visit, and it appears that it is, then that takes away the appearance of undue influence because it is standard practice.

It was then moved by Trustee Ed Lopez and seconded by Trustee Ryan Bent to amend the motion to note that the District pay for all of the expenses associated with the travel. **Motion carried with Trustees Bent, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes, and Trustees Stephen T. Blount, Jeffrey P. Brown, and Barbara Dunsheath voting no.**

In the ensuing discussion, Trustee Barbara Dunsheath expressed concern about the Board "floating into the weeds" regarding an approved contract that included a site visit, and it was clarified that any reimbursement to AIFS Abroad would be used towards students.

The Board then voted on the amended motion to approve out-of-country travel for Dani Wilson, Angela Henderson, and Dr. Cynthia Olivo to Paris, France, March 9–16, 2024, to conduct a site visit for the Paris, France Spring 2024 Study Abroad program with all travel expenses funded by the Fullerton College LLRISPS's Library budget, and the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes.**

INSTRUCTIONAL RESOURCES

Item 4.a: By block vote, authorization was granted for the attached summary of curriculum changes for Fullerton College, to be effective Fall 2024 and Fall 2025. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Item 4.b: The Board revisited the tabled discussion from the November 14, 2023 meeting where the following amended motion occurred: "It was moved by Trustee Stephen T. Blount and seconded by Trustee Evangelina Rosales that the Board amend the revised Fullerton College Mission to delete "dismantle oppressive institutional structures" and replace it with "remove barriers to student success" and table the amended motion to the second meeting in February where it will be presented as an action item."

The motion before the Board was to consider approval of the revised Fullerton College Mission State which read, "Fullerton College advances student learning and achievement by developing clear pathways for students from our diverse communities who seek educational and career growth, certificates, associate degrees, and transfer. We build a supportive and inclusive environment for students to be successful learners, responsible leaders, and engaged community members. We remove barriers to student success in order to achieve educational justice."

Chancellor Byron D. Cliff Breland introduced the discussion by stating that Fullerton College engaged in further campus-level discussions since the November 14, 2023 Board meeting and noted that the Board would decide whether to vote on their original motion or amend it based on the presentation.

President Cynthia Olivo conducted a short presentation where she thanked the Board for their recommendations, highlighted discussion in President's Advisory Council to approve a recommendation to remove the last sentence of the Mission Statement, and plans for the next mission review which will occur in Spring 2025 and will include all campus constituency groups as well as the Board.

Subsequent to clarification on the edits to the original draft agenda item, a friendly amendment to strike the last sentence from the Mission Statement—to read, "Fullerton College advances student learning and achievement by developing clear pathways for students from our diverse communities who seek educational and career growth, certificates, associate degrees, and transfer. We build a supportive and inclusive environment for students to be successful learners, responsible leaders, and engaged community members."—was accepted. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes.**

Item 4.c: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to approve the District's 2023 Educational and Facilities Master Plan Refresh.

Vice Chancellor Cherry Li-Bugg shared that the final version incorporated the Board feedback that was received during the first reading in January and noted that printed copies of the full report would be provided to the Board. Subsequently, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes.**

HUMAN RESOURCES

Item 5.a: By block vote, authorization was granted for the following academic personnel matters, which are within budget:

EXTENSION OF TEMPORARY MANAGEMENT CONTRACT

Turner, Martha	NOCE	Interim NOCE Associate Dean I, Lifeskills Education Advancement Program Range 25, Step A Management Salary Schedule Eff. 02/01/2024-06/30/2024
----------------	------	---

PROBATIONARY CONTRACT EXTENSION

Filip, Dragana	CC	Psychiatric Technician Instructor From: 2023/2024 academic year To: 2024/2025 academic year
----------------	----	---

CHANGE IN SALARY CLASSIFICATION

Franco, Arnold	CC	Psychiatric Technician Instructor (ADJ) From: Column 2, Step 1 To: Column 3, Step 1 Eff. 01/29/2024
----------------	----	--

Qin, Zhen	CC	Dental Hygiene Instructor (ADJ) From: Column 3, Step 1 To: Column 3, Step 2 Eff. 01/29/2024
-----------	----	--

Rueckert, Daniel	NOCE	ESL Noncredit Instructor (ADJ) From: Column 1, Step 1 To: Column 3, Step 1 Eff. 01/31/2024
------------------	------	---

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Abutin, Albert	FC	Dean, Enrollment Services 10% Stipend From: 12/01/2023-06/30/2024 To: 12/01/2023-02/15/2024
----------------	----	--

LEAVE OF ABSENCE

@00005319	NOCE	Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 01/12/2024-04/15/2024
@00874209	CC	AB 2393 Parental Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 01/25/2024-04/25/2024
@01923253	CC	AB 2393 Parental Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 02/06/2024-03/22/2024
Barsamian, Aram	FC	Music Instructor Change in Load Banking Leave with Pay From: 8.33% To: 3.33% Eff. 2024 Spring Semester
Brydges, Michael	CC	Speech Instructor Load Banking Leave With Pay (20.00%) Eff. 2024 Spring Semester
Chiang-Schultheiss, Darren	FC	English Instructor Load Banking Leave With Pay (60.00%) Eff. 2024 Spring Semester
DeMartino, Sarah	CC	Mathematics Instructor Load Banking Leave With Pay (6.67%) Eff. 2024 Spring Semester
Gutierrez, Ruth	CC	English Instructor Load Banking Leave With Pay (20.00%) Eff. 2024 Spring Semester
Herman, Jenelle	CC	ESL Instructor Load Banking Leave With Pay (20.00%) Eff. 2024 Spring Semester
Kroupa, Kaitlin	FC	Anatomy/Physics Instructor Load Banking Leave With Pay (46.67%) Eff. 2024 Spring Semester
Lee, Monica	FC	Music Instructor Load Banking Leave With Pay (1.67%) Eff. 2024 Spring Semester
Loy, Michelle	FC	Nutrition/Foods Instructor Load Banking Leave With Pay (34.00%)

Eff. 2024 Spring Semester

Mayfield, Philip	FC	English Instructor Load Banking Leave With Pay (41.67%) Eff. 2024 Spring Semester
------------------	----	---

Nabahani, Melanie	CC	Mathematics Instructor Load Banking Leave With Pay (26.67%) Eff. 2024 Spring Semester
-------------------	----	---

Shedd, Kristen	FC	History Instructor Load Banking Leave With Pay (60.00%) Eff. 2024 Spring Semester
----------------	----	---

St. John, Paul	FC	Accounting Instructor Load Banking Leave With Pay (33.33%) Eff. 2024 Spring Semester
----------------	----	--

Vescial, Keith	CC	Reading Instructor Load Banking Leave With Pay (20.00%) Eff. 2024 Spring Semester
----------------	----	---

Wada, Kathryn	CC	ESL Instructor Load Banking Leave With Pay (26.67%) Eff. 2024 Spring Semester
---------------	----	---

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2024 SPRING SEMESTER

Godoy, Esmeralda	CC	Column 1, Step 1
------------------	----	------------------

Item 5.b: By the block vote, authorization was granted for the following classified personnel matters, which are within budget:

NEW PERSONNEL

Kitchen, leisha	FC	Special Projects Manager, Rising Scholars Temporary Management Position (100%) Range 2, Special Projects Admin Daily Rate
Schedule		Eff. 03/01/2024 – 06/30/2024 PN FCT579

Rios, Brianna	CC	Administrative Assistant II 12-month position (100%) Range 36, Step E Classified Salary Schedule Eff. 03/01/2024 PN CCC951
---------------	----	---

PROMOTION

Wong, Jessica	NOCE	Administrative Assistant I 11-month position (100%) PN SCC984
		To: Administrative Assistant II 12-month position (100%) Range 36, Step E + 5% Longevity Classified Salary Schedule Eff. 03/01/2024 PN SCC976

VOLUNTARY CHANGES IN ASSIGNMENT

Manjarrez, Janeth	NOCE	Director, Adult Education Blocked Grant/AEBG (100%) Temporary Change in Assignment To: FC Interim Executive Director, College Foundation & Community Relations 12-month position (100%) Range 25, Column G Management Salary Schedule Eff. 03/01/2024 – 06/30/2024 Eff. 07/01/2024 – 12/31/2024 PN FCM943- TR
Tang, Kim	NOCE	Program Manager, Career Technical Education (100%) Temporary Change in Assignment To: Interim Director Grants/ Economic & Workforce Development 12-month position (100%) Range 21, Column D Management Salary Schedule Eff. 03/01/2024 – 06/30/2024

Veloz, Gypsy	NOCE	Instructional Aide, High School Lab (50%) Temporary Change in Assignment To: FC Instructional Assistant/Math Lab 12-month position (100%) Range 36, Step C + 5% Longevity + PG&D Classified Salary Schedule Eff. 03/01/2024 – 06/30/2024
--------------	------	--

STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

Guillen, Rebecca	AC	Graphic Designer (100%) 6% Stipend Eff. 02/01/2024 – 03/31/2024
Williams, Adrienne	FC	Administrative Assistant I (100%) Extension of 6% Stipend

Eff. 01/01/2024 – 01/20/2024

STIPEND FOR ADDITIONAL MANAGEMENT DUTIES

Carlos, Antia	FC	Manager, Campus Accounting (100%) 10% Stipend Eff. 02/01/2024 – 6/30/2024
---------------	----	---

LEAVE OF ABSENCE

@01595901	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 1/8/2024 – 3/1/2024 (Consecutive Leave)
@01337157	FC	Family Medical Leave (FMLA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 3/11/2024 – 5/6/2024 (Consecutive Leave)
00005217	AC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 2/12/2024 – 5/13/2024 (Consecutive Leave)
@01216737	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 1/3/2024 – 2/7/2024 (Consecutive Leave)
@01173571	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 2/16/2024 – 3/29/2024 (Consecutive Leave)

Item 5.c: By the block vote, authorization was granted to approve the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1334 for a copy of the professional expert personnel listing.)

Item 5.d: By the block vote, authorization was granted to approve the hourly listing.

(See Supplemental Minutes #1334 for a copy of the hourly personnel listing.)

Item 5.e: By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1334 for a copy of volunteer personnel listing.)

GENERAL

Item 6.a: It was moved by Trustee Ryan Bent and seconded by Trustee Stephen T. Blount to re-adopt the Board of Trustees Assessment Instrument with the proposed revisions to the cover page. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Ramirez and Serrano's advisory votes.**

Item 6.b: Board President Evangelina Rosales asked if there were any requests for potential future agenda items. Trustee Barbara Dunsheath shared that she attended a workshop on artificial intelligence (AI) and would like to know what the District has been doing with AI including possibilities and concerns. Trustees expressed an interest in potential degrees in AI, how AI relates to cyber security and makes companies vulnerable, student use of AI, and guidance for instructors on whether they should be using detection tools.

Chancellor Byron D. Cliff Breland stated that he would work with his team to provide information to the Board, ideally, by the end of the semester.

CHANCELLOR'S STAFF COMMENTS

Valentina Purtell provided an update on the progress of the Vision 2030 Noncredit Workgroup which highlighted the composition of the group and the tasks they are undertaking. President Purtell reported that as part of their 50th anniversary, NOCE engaged in a campaign to select a new institutional mascot which was led by **Jennifer Perez**, Director of Campus Communications. The campaign, which began during the Fall 2023 semester, included submissions which were voted on by students, staff, faculty, and community partners. After hosting an open forum, the falcon was selected as the new NOCE mascot. Next steps include the selection of a vendor to work with NOCE to develop a persona, image, costume, and promotional items and clothing.

Cynthia Olivo congratulated Fullerton College students **Dayou Ku, Esther (Sue-Bin) Ahn,** and **Thomas Oh,** for their impressive performance at the William Lowell Putnam Mathematical Competition, and thanked the Math faculty and staff who invested their time and energy to support them. She also congratulated the Men's Basketball Team who will compete in the State Championship Tournament beginning on March 2, reported that cheerleading will return to Fullerton College under the leadership of **Vicky Calhoun,** and that the College has plans to offer a dual enrollment course to all ninth graders in the Anaheim Union High School District. President Olivo announced that Fullerton College will host a job fair on April 16 and welcomed any employers that are interested in participating.

Scott Thayer reported on the successful Cypress College STEM2 and MESA orientation and thanked **Yanet Garcia** for coordinating. He also thanked **Gary Gopar** and the student jazz ensemble for entertaining California administrators during the ACCCA Conference, and noted that they also performed earlier in the day at the Day of Expression event as part of the Black History Month celebrations. President Thayer shared that he recently met **US Representative Michelle Steele** at the Veterans Advisory Committee that she hosted at the Cypress College Veterans Resource Center, and that he along with members of President's Staff met with the night shift maintenance and operations team since they could not participate in the daytime Opening Day events. He touched on the week of programming currently being hosted by the Rising Scholars Program, his presentation at ACCCA, and the Americana event on March 16.

RESOURCE TABLE PERSONNEL COMMENTS

Kathleen McAlister read a resolution into the record—that was adapted from a similar Fullerton College Faculty Senate resolution—in support of classified colleagues regarding workload issues in the division offices including support for reinstatement of a local catalog coordinator.

(See Supplemental Minutes #1334 for a copy of the resolution.)

Jeanette Rodriguez reported that Fullerton College will host a curriculum forum to discuss Title 5 revisions which will be forwarded to the Fullerton College Faculty Senate, and that the Senate supports the Cypress College Academic Senate resolution and stands in solidarity with their classified colleagues.

Elaine Loayza thanked the managers who support classified participation in shared governance meetings and encouraged more managers to do the same. She reported that CSEA met with the District on the job families MOU and scheduled another meeting because there was no new language proposed. She shared background information on the District's CSEA chapter and noted that they would be happy to add trustees and Chancellor's Staff members to their meeting agendas.

Marlo Smith reported that Adjunct Faculty United began negotiations with the District to renew the healthcare agreement for part-time faculty. She also reported that AdFac will send members to the March in March event in Sacramento, that they stand in solidarity with CSEA, and on the upcoming Executive Board meeting.

MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

Student Trustee Chloe Serrano reported on her attendance at the Fullerton College Men's Basketball game and encouraged all to attend the next game on March 2, shared that she attended the ACCCA Conference and was honored to deliver the land acknowledgement, and that the Asian Pacific Islander Desi American (APIDA) Advisory Committee hosted author **Curtis Chin** for an on-campus speaking engagement. She announced that Fullerton College Associated Students will send a group of their executives and senators to the General Assembly Conference in April to submit a resolution at the state-level, and that she will represent the APIDA Club at the Club Rush event on February 28.

Student Trustee Jesus Ramirez Jr. reported on several Cypress College Associated Students past and upcoming events including elections for new Executive Board positions, Club Rush, voter registration efforts, Spring Fest, Associated Students Showcase, and an Associated Students Town Hall. He shared that Cypress College will send a delegation of 14 students to the General Assembly to present two resolutions for consideration.

Trustee Jacqueline Rodarte reported on her attendance at a Fullerton Museum Board meeting and encouraged attendance at several exhibitions including the Fullerton College Artist in Residence events and a literary arts festival on March 3.

Trustee Barbara Dunsheath thanked the District for sending advocacy letters in support of establishing a Nursing baccalaureate degree.

Trustee Ryan Bent congratulated NOCE on their new falcon mascot selection and Fullerton College on reinstating a cheerleading program.

Board President Evangelina Rosales announced that the Fullerton College KinderCaminata event will occur on April 12 and thanked **President Scott Thayer** for his efforts to include the College's evening staff in events because often times they are left unnoticed. She highlighted the NOCE student success story of **Ann Stoeber**, congratulated **Maryam Rezai** on her selection as the NOCE Orange County Teacher of the Year nominee, and celebrated NOCE's new falcon mascot.

PUBLIC COMMENTS ON NON-AGENDA ITEMS: There were no public comments on non-agenda items.

CLOSED SESSION: At 7:14 p.m., Board President Evangelina Rosales adjourned the meeting to closed session per the following sections of the Government Code and stated there would be a readout:

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

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54956.95(a): AMENDED LIABILITY CLAIMS:

Claimant: Jose Enrique Siordia
Agency Claimed Against: NOCCCD

Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

RECONVENE MEETING: At 8:45 p.m., Board President Evangelina Rosales reconvened the meeting in open session and reported the following action taken in closed session:

It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to reject the Claim presented by Jose Enrique Siordia. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

ADJOURNMENT: At 8:46 p.m., it was moved by Trustee Jacqueline Rodarte and seconded by Trustee Stephen T. Blount to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**