



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

MEETING: Regular Meeting in March 2023

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

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

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

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

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

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

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

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

AGENDA:

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

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

 Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public by contacting the Chancellor’s Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. – 5:00 p.m.).
- e. **Chancellor’s Report**
2. a. **Approval of Minutes of the Regular Meeting of February 28, 2023.**
- 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 to accept new revenue and to make adjustments to General Fund revenue and expenditure budgets in accordance with the revised and new fiscal year 2022-23 allocations totaling \$761,432 and adopt resolutions to adjust budgets, to accept new revenue and authorize expenditures within the General Fund pursuant to the California Code of Regulations Title 5 §58308. **(The Resolution is available for review in the District's Business Office.)**
- [c] Authorization is requested for the 2022-2023 General Fund, General Obligation Bond Fund, and Capital Outlay Fund transfers netting to the amount of \$2,352,802 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations Title 5, §58307. **(The Resolutions are available for review in the District's Business Office.)**
- [d] Authorization is requested to file the Notice of Completion for the Building 1200, Domestic Water Heater Replacement Project at Fullerton College with Pro-Craft Construction, Inc.
- [e] It is recommended that the Board approve Deductive Change Order for Bid #2122-17, Fullerton College Building 1200 - Domestic Water Heater Replacement Project with Pro-Craft Construction, Inc.
- [f] It is recommended that the Board adopt Resolution No. 22/23-18, Adopting Compatibility, Uniformity and Standardization of Specific Materials, Products, or Services at Fullerton College.
- [g] Authorization is requested to enter into an agreement with Stamats, Inc. for a Media Plan for Enrollment Growth: Digital Strategy and Support contract.
- [h] Authorization is requested to approve Change Order #1 to amend the agreement with OHO Interactive for the NOCCCD website redesign.
- [i] Authorization is requested to increase the agreement with Stephen Payte DSA Inspections, Inc. for DSA Inspection Services for the Fine Arts Swing Space Project at Cypress College.
- [j] Authorization is requested for NOCCCD to serve alcoholic beverages at the Opening Ceremony of the Center for Entrepreneurship at the Anaheim Campus on May 4, 2023.
- [k] Authorization is requested to allow the Cypress College Athletic Department to host the Hall of Fame Induction Event on campus on Thursday, May 11, 2023 and to allow them to serve alcoholic beverages to attendees.

4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the summary of curriculum changes for Cypress College, to be effective Spring 2023 and Fall 2023.
- [b] It is recommended that the Board approve the summary of curriculum changes for Fullerton College, to be effective Fall 2023 and Fall 2024.

5. **HUMAN RESOURCES**

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

- Retirements
- Temporary Reassignment
- Additional Duty Days @ Per Diem
- Leaves of Absence
- Temporary Academic Hourly

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

- Offer of Employment Recission
- Resignations
- New Personnel
- Reclassification
- Promotion
- Voluntary Changes in Assignment
- Stipend for Additional Administrative Duties
- Leaves of Absence
- New Classified Job Descriptions

- [c] Request approval of Professional Experts.

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

- [e] Request approval of Volunteers.

- [f] Request approval of the Academic Calendar 2023-2024.

6. **GENERAL**

- a. 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.
- b. It is recommended that the Board receive as information the revised Administrative Procedures in Chapter 6.
- c. It is recommended that the Board review Board Policy 7240, Management Employees.

- d. It is recommended that the Board discuss any potential future agenda items.

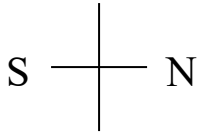
7. COMMENTS

- 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

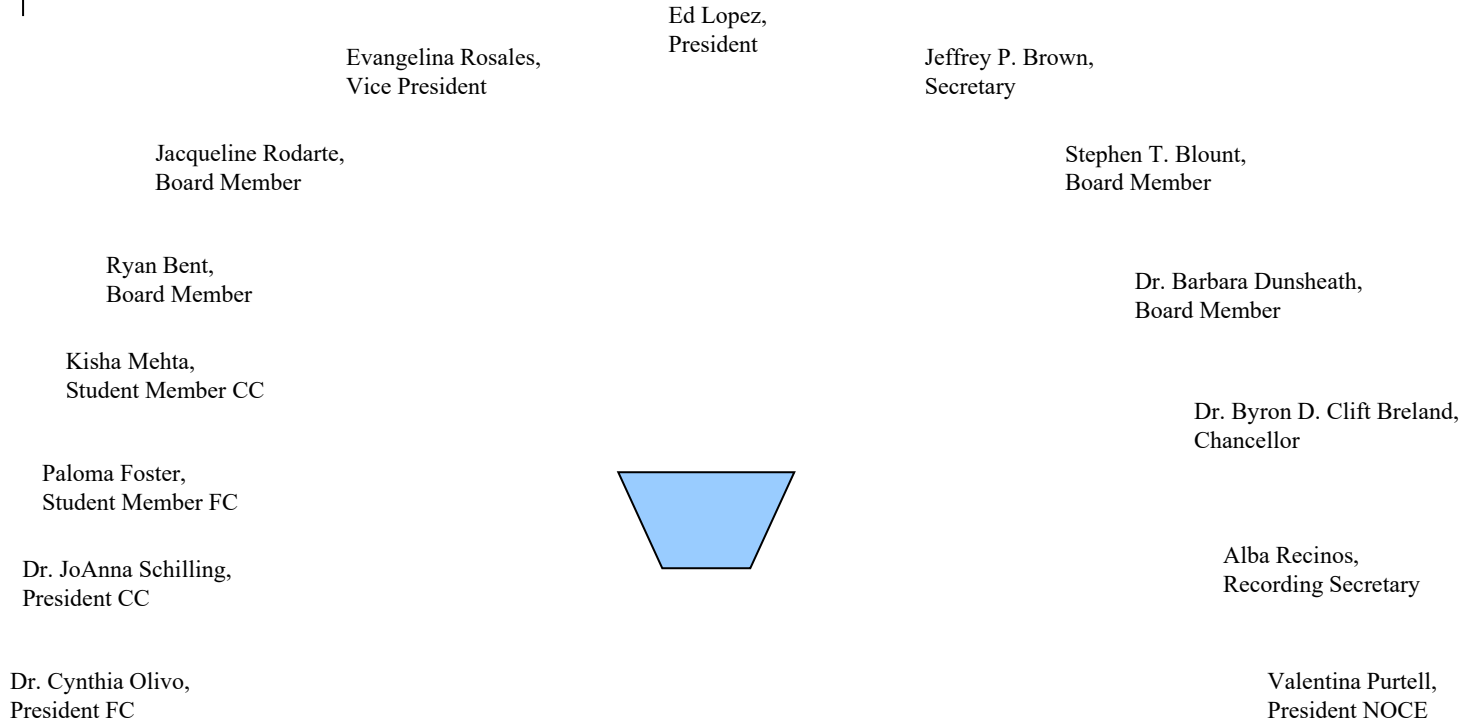
8. ADJOURN TO CLOSED SESSION: Per the following sections of the Government Code:

- 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 54957: PUBLIC EMPLOYEE: Cypress College President.
- d. Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CHANCELLOR.
- e. 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



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 14, 2023	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Ratification of Purchase Orders and Checks	Enclosure(s)	<u> X </u>

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

The purchase order numbers P0155939 - P0156615, check numbers C0054453 – C0054535; F0289991 – F0291014; 88531269 – 88532383; 70124047 – 70124816; disbursements E9086142 – E9092186; 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 "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 P0155939 - P0156615 through February 22, 2023, totaling \$3,177,612.28, and check numbers C0054453 – C0054535, totaling \$2,395,861.14; check numbers F0289991 – F0291014, totaling \$667,130.91; check numbers 88531269 – 88532383, totaling \$8,574,456.05; check numbers 70124047 – 70124816, totaling \$189,732.50; and disbursements E9086142 – E9092186, totaling \$9,721,190.80, through February 28, 2023.

Fred Williams

Recommended by


Approved for Submittal

3.a.1

Item No.

BOARD RECAP
FOR THE PERIOD JANUARY 31, 2023 THROUGH FEBRUARY 22, 2023
BOARD MEETING MARCH 14, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0155939	PBK-WLC Architects	\$ 18,955.00		AC	Architectural & Engineering Service AC Room 907
P0155953	PBK-WLC Architects	\$ 31,600.00	Bond	AC	Architectural & Engineering Services AC Exterior Shade Structure
P0155975	Case & Sons Construction Inc	\$ 10,700.00	Capital Outlay	FC	Tile Replace at FC Bldg 500 Men's Restroom
P0156038	Experis US LLC	\$ 40,800.00		AC	IT Professional Resourcing Services
P0156083	Coast Fitness Repair Shop Inc	\$ 1,805.57		FC	Fitness Equipment Repairs
P0156181	Celeste Phelps	\$ 518.20		CC	Reimbursement for Breakfast for Advisory Board
P0156182	Avalon Tent & Party Corporation	\$ 5,911.87		CC	Chair Rentals for Graduation
P0156183	The Theatre Company	\$ 8,000.00		CC	Specialty Theatre Costume Rentals
P0156184	Restaurant Supply LLC	\$ 2,520.41		CC	Culinary Equipment
P0156185	Guac N Roll Tacos	\$ 491.00		CC	Catering for Grant Meeting
P0156187	Automotive Service Councils of California (ASCCA)	\$ 50.00		FC	Institutional Membership
P0156188	Exceltox Laboratories LLC	\$ 11,920.00		FC	Covid 19 Laboratory Testing Fees
P0156189	Ogenius Productions LLC	\$ 1,200.00		CC	Acrylic Paintings
P0156190	Midtronics Inc	\$ 82.18		FC	Printer Paper
P0156198	C and K Graphix Inc	\$ 4,543.38		CC	Custom Shirts
P0156199	Orange Coast College	\$ 6,475.00		FC	Stadium Rental Fees
P0156200	Gall's	\$ 1,500.00		NOCE	Blanket Order for Safety Apparel and Supplies
P0156201	Pocket Nurse Enterprises Inc	\$ 821.85		CC	Instructional Supplies
P0156202	Embi Tec	\$ 9,533.77		FC	Laboratory Supplies
P0156203	QIAGEN Inc	\$ 936.20		FC	Instructional Supplies
P0156204	Fisher Scientific Co LLC	\$ 2,813.82		FC	Laboratory Supplies
P0156205	Pocket Nurse Enterprises Inc	\$ 586.40		CC	Instructional Supplies
P0156206	Cal Pro Specialties	\$ 989.29		AC	Promotional Materials
P0156207	Ultradent Products Inc	\$ 1,873.31		CC	Classroom Supplies
P0156208	KT Industries Inc	\$ 8,130.00	Capital Outlay	AC	Reconditioning Electrical Equipment at FC
P0156209	Purple Platypus	\$ 16,746.09		FC	Equipment Maintenance
P0156211	Home Depot	\$ 1,831.74		FC	Gas Powered Compactor
P0156212	CDW Government Inc	\$ 3,058.49		AC	Laptop
P0156213	Southwest Mobile Storage Inc	\$ 9,499.26		FC	Automotive Equipment
P0156214	CDW Government Inc	\$ 1,142.46		FC	Apple Pencils
P0156215	Regents University of California Irvine	\$ 1,750.00		CC	Conference Fees
P0156216	BJ Fine Catering	\$ 2,507.55		CC	Catering for Black History Month Event
P0156217	Extron Electronics	\$ 2,000.00		CC	Blanket Order for off-site repair services
P0156218	Sophia Le	\$ 325.00		FC	Independent Contractor for Face Painting Services
P0156219	Naveen Kanal	\$ 6,880.00		FC	Reimbursement for Rental of Golf Course
P0156220	Rolando Sanabria	\$ 836.55		FC	Reimbursement for Event Supplies
P0156221	Connie Yamashiro	\$ 833.08		FC	Reimbursement for Student and Staff Event
P0156222	Sodexo Inc and Affiliates	\$ 1,038.11		FC	Catering for CARE Single Parent's Day Event
P0156223	Coast Fitness Repair Shop Inc	\$ 2,052.92		FC	Fitness Equipment Repairs
P0156224	Grace Munoz	\$ 6,074.95		CC	Blanket Order for Child Care
P0156225	Claudia Delk	\$ 5,537.75		CC	Blanket Order for Child Care
P0156226	Ricardo Palacios	\$ 300.00		FC	Guest Speaker for Spring 2023 Orientation
P0156227	B & H Photo Video Inc	\$ 639.67		FC	Instructional Supplies
P0156228	Danielle Fouquette	\$ 265.04		FC	Reimbursement for Writing Team Event
P0156229	Broadcast Music Inc	\$ 4,554.04		CC	Copyright License Fee
P0156230	Bradlee Johnson	\$ 300.00		FC	Guest Soloist for the Spring 2023 Convocation
P0156232	Toshiba Business Solutions	\$ 5,000.00		AC	Printing Management Service for District Offices
P0156233	Education Systems LLC	\$ 2,850.00		CC	Annual Software Renewal
P0156234	iT1 Source LLC	\$ 1,026.86		NOCE	Computer Hardware

Item No. 3.a.2

BOARD RECAP
FOR THE PERIOD JANUARY 31, 2023 THROUGH FEBRUARY 22, 2023
BOARD MEETING MARCH 14, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156235	NMK Corporation	\$ 548.60		CC	Computer Hardware
P0156236	Ortiz Tractor Service	\$ 10,350.00	Capital Outlay	AC	Concrete Paving and Raised Concrete Panel at FC
P0156237	Veolia ES Technical Solutions LLC	\$ 1,415.46		CC	Hazardous Waste Removal
P0156238	Sodexo Inc and Affiliates	\$ 5,481.95		FC	Catering for Welcome Week Events
P0156239	ASCAP	\$ 5,432.47		FC	Music License Fee
P0156240	Olympic Kilns	\$ 20,660.00	Bond	AC	Kiln for CC Fine Arts Swing Project
P0156241	Rotor Riot LLC	\$ 33,924.93		FC	Drone Equipment
P0156242	Stotz Equipment	\$ 16,360.76		FC	Turf Equipment
P0156243	Sasco Electric	\$ 9,225.00		FC	Data Installation at FC
P0156244	Computerland of Silicon Valley	\$ 3,278.36		FC	Data Plan for WiFi Hotspots
P0156246	Amazon Business	\$ 228.91		FC	Textbooks
P0156257	Carol Henke	\$ 70.20		FC	Reimbursement for Art Gallery Supplies
P0156259	Kenneth Starks II	\$ 500.00		CC	Guest Speaker for Black History Month
P0156260	Amazon Business	\$ 297.44		CC	Instructional Supplies
P0156261	Amazon Business	\$ 951.61		FC	Computer Monitors
P0156262	Cal Pro Specialties	\$ 2,437.21		FC	Promotional Supplies
P0156263	Amazon Business	\$ 502.01		CC	Books
P0156264	Renee Young	\$ 75.82		FC	Reimbursement for Instructional Supplies
P0156265	George Bonnard	\$ 48.06		FC	Reimbursement for Instructional Supplies
P0156266	The Electric Company Theatre	\$ 150.00		CC	Theatre Rental Supplies
P0156267	Integrity Electric	\$ 22,700.00	Capital Outlay	CC	Automatic Gate Opener for CC Auto Shop
P0156268	The BirdDog Group	\$ 16,000.00		AC	Independent Contractor for Veteran Workshops
P0156269	Angela Buechner	\$ 160.22		FC	Reimbursement for Adjunct Meeting Supplies
P0156270	ArbiterPay Trust Account	\$ 23,761.00		FC	Sports Officials Fees Spring 2023
P0156271	The Oak Co	\$ 2,452.50		FC	Class Schedules
P0156272	Gardena Valley News Inc	\$ 349.00		CC	Journalism Department Chronicle Newspaper Print
P0156273	CSI Fullmer	\$ 9,010.96	Capital Outlay	CC	Office Furniture for Cypress College
P0156274	Raquel's Specialty Linens	\$ 168.00		CC	Custom Drapes
P0156275	National Collegiate Honors Council	\$ 650.00		CC	Annual Membership Dues
P0156276	Carolina Biological Supply Co	\$ 495.52		CC	Instructional Supplies and Materials
P0156277	Signarama of Anaheim	\$ 3,959.44		FC	Signage
P0156278	Veolia ES Technical Solutions LLC	\$ 2,598.83		FC	Dispose Preserved Animal Specimens
P0156279	Rydin	\$ 1,064.58		CC	Parking Permits
P0156280	Stepping Stones Learning Center	\$ 6,893.33		CC	Blanket Order for Child Care
P0156281	Blackhawk Networks Inc	\$ 2,020.00		CC	Student Gas Cards
P0156282	The Sporting Good LLC	\$ 420.23		CC	Athletic Supplies
P0156283	Monica Hagmaier	\$ 264.30		FC	Reimbursement for Convocation Meeting Food
P0156284	Nat Losbaker Signs	\$ 537.50		FC	Art Gallery Sinage
P0156285	Connie Yamashiro	\$ 71.79		FC	Reimbursement for Supplies for Educational Events
P0156286	Statewide California Electronic Library Consortium Inc	\$ 13.33		FC	Institutional Membership
P0156288	Amazon Business	\$ 108.83		FC	Earphones for Computer Lab
P0156289	Amazon Business	\$ 107.04		CC	Instructional Supplies
P0156290	Amazon Business	\$ 7.45		CC	Instructional Supplies
P0156291	Amazon Business	\$ 1,033.12		CC	Costumes for Theatre
P0156292	Morrow Meadows Corp	\$ 9,203.00	Capital Outlay	NOCE	Relocation of Data Lines at AC NOCE
P0156293	Delta Biologicals	\$ 3,659.82		FC	Biology Instructional Supplies
P0156295	Sodexo Inc and Affiliates	\$ 1,796.19		FC	Catering for CARE Program Halloween Workshop
P0156296	Airgas-West Inc	\$ 149.80		AC	First Aid Metal Shelf
P0156297	MyTy Inc	\$ 164.50		CC	Catering for Youth Guidance Center Event

Item No. 3.a.3

BOARD RECAP
FOR THE PERIOD JANUARY 31, 2023 THROUGH FEBRUARY 22, 2023
BOARD MEETING MARCH 14, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156298	US Bank	\$ 1,100.00		AC	Administration Fees
P0156299	California Association for Nurse Practitioners	\$ 350.00		CC	Annual Membership Fee
P0156300	Fisher Scientific Co LLC	\$ 303.44		CC	Classroom Supplies and Materials
P0156301	VWR Funding Inc	\$ 210.42		CC	Laboratory Supplies
P0156302	American College Health Association	\$ 430.00		CC	Annual Membership Due
P0156303	iT1 Source LLC	\$ 584.01		NOCE	Purchase HP Printer
P0156304	Anne-Marie Beck	\$ 268.16		CC	Reimbursement for Life Program Event Food
P0156305	Office Solutions	\$ 1,000.00		FC	Blanket Order for Office Supplies
P0156306	O'Connor Construction Management Inc	\$ 5,460.00	Capital Outlay	AC	Cost Estimate Service FC Utility Tunnel Project
P0156307	Doing Good Works	\$ 1,120.82		FC	Custom Tent
P0156309	Schindler Elevator Corporation	\$ 10,735.00	Capital Outlay	AC	Repair Stage Lift at Fullerton College Bldg 1300
P0156310	Suniya 360 Architects PC	\$ 9,600.00		CC	FUSION Assistance in Confirming CC Total WSCH Perc
P0156311	Loyola Marymount University	\$ 1,248.00		CC	Student Registration Fees
P0156312	Maria Cadena	\$ 837.77		AC	Reimbursement
P0156313	Chefs Toys - Accusharp	\$ 9,779.50		CC	Culinary Equipment
P0156314	Opti-Fit International Inc	\$ 3,889.56		CC	Athletic Supplies
P0156315	Nadia Bailon	\$ 26.00		FC	Student Fees Reimbursement
P0156316	Cyrus Burton	\$ 400.00		FC	Honorarium
P0156317	Gerardo Chagolla	\$ 500.00		FC	Honorarium
P0156318	Booker Software Inc	\$ 3,565.24		FC	Software Subscription Renewal
P0156319	Ashley Bustamante	\$ 26.75		FC	Student Fees Reimbursement
P0156320	Comdata Inc	\$ 14,880.00		FC	Starbucks Gift Cards for Students
P0156321	Sodexo Inc and Affiliates	\$ 122.77		FC	Catering for Student Outreach Event
P0156322	Thaddeus Luminarias	\$ 78.17		FC	Reimbursement for Catering for VRC Team Meeting
P0156334	Clarence Ross	\$ 1,000.00		CC	Guest Performer for Black History Month
P0156335	Laguna Clay Company	\$ 1,500.00		FC	Blanket Order for Clay Supplies
P0156336	OC Sewing & Vacuum	\$ 700.00		FC	Blanket Order for Instructional Supplies
P0156337	Sirchie Fingerprint Laboratories Inc	\$ 2,000.00		FC	Blanket Order for Instructional Supplies
P0156338	Westside Building Material Corp	\$ 1,059.00		FC	Instructional Supplies
P0156339	Cinema Secrets, Inc.	\$ 750.00		CC	Blanket Order for Instructional Supplies
P0156340	Sweetwater Sound Inc	\$ 1,503.82		CC	Instructional Supplies
P0156341	Image Grafics	\$ 6,615.85		CC	Custom shirts
P0156342	Amazon Business	\$ 47.39		FC	Computer Hardware
P0156343	Amazon Business	\$ 336.96		NOCE	Instructional Supplies
P0156344	Amazon Business	\$ 15.94		NOCE	Labels
P0156345	Amazon Business	\$ 183.16		FC	Speakers
P0156348	Amazon Business	\$ 905.62		CC	Costumes for Theatre
P0156351	Quality Copying, Inc	\$ 2,800.00		FC	Copier Maintenance Renewal
P0156352	Orange County Fire Protection	\$ 900.00		CC	Fire Flow Test on Hydrants at Cypress College
P0156353	Marla McBride	\$ 658.00		CC	Reimbursement for Purchased Subscription
P0156354	Lowe's Companies Inc	\$ 941.35		FC	Landscaping Supplies
P0156355	Open Text Inc	\$ 11,652.00		NOCE	Professional Service for Porting
P0156356	Sticker Hub	\$ 561.55		FC	Drone and Drone Lab Individual Stickers
P0156358	Pacific Plumbing Company of Santa ana	\$ 2,000.00		AC	Sewer Maintenance and Repair at Anaheim Campus
P0156360	Scantron Corporation	\$ 240.00		NOCE	Software License Renewal
P0156361	Office Solutions	\$ 1,500.00		NOCE	Blanket Order for Office Supplies
P0156362	Scantron Corporation	\$ 2,059.11		NOCE	Maintenance Agreement for Scantron Score Machines
P0156363	Toshiba Business Solutions	\$ 113.14		FC	Staple for Copiers
P0156364	People Admin Inc	\$ 36,474.44		AC	Software Annual Renewal

Item No. 3.a.4

BOARD RECAP
FOR THE PERIOD JANUARY 31, 2023 THROUGH FEBRUARY 22, 2023
BOARD MEETING MARCH 14, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156366	Western Graphics Plus	\$ 8,254.18		CC	Promotional Supplies
P0156367	Kimberly Vandervort	\$ 246.59		FC	Reimbursement for Student Welcome Event Supplies
P0156368	Office Solutions	\$ 5,000.00		CC	Blanket Order for Office Supplies
P0156369	ABC Unified School District	\$ 7,000.00		CC	Blanket Order for Transportation Fees
P0156370	Global Builders Inc	\$ 98,877.00	Capital Outlay	CC	Informal Bid #2223-11 CCCPLX 4 Floor Remodel at CC
P0156377	Amazon Business	\$ 109.85		CC	Instructional Supplies
P0156378	AMS Net Inc	\$ 15,000.00		AC	Network Support Services
P0156379	Anaheim Union High School District	\$ 15,000.00		CC	Blanket Order for Transportation Fees
P0156380	Los Alamitos Unified School District	\$ 7,000.00		CC	Blanket Order for Transportation Fees
P0156381	Computerland of Silicon Valley	\$ 1,796.49		CC	Prepayment for Software
P0156382	Garden Grove Unified School District	\$ 4,000.00		CC	Blanket Order for Transportation Fees
P0156383	Sidepath Inc	\$ 480.52		CC	Desktop Monitors
P0156384	Fullerton Joint Union HSD	\$ 2,000.00		CC	Blanket Order for Transportation Fees
P0156385	CDW Government Inc	\$ 638.92		FC	Desktop Monitors
P0156386	Single Source Supply Inc	\$ 3,000.00		CC	Blanket Order for Instructional Supplies
P0156387	OC Wraps Inc	\$ 641.12		FC	Drone Promotional Wrap
P0156388	City of Anaheim	\$ 2,546.04		AC	Planned Power Outage
P0156389	Discover Health Services	\$ 78,000.00		AC	Covid Testing Service at Anaheim Campus
P0156390	Amazon Business	\$ 107.72		FC	Chair for Disability Support Services
P0156391	SoundExchange Inc	\$ 797.60		FC	Radio Station Copyright Fees
P0156392	Doing Good Works	\$ 15,485.77		FC	Promotional Supplies
P0156393	Rachel Nevarez	\$ 117.64		FC	Reimbursement for Instructional Supplies
P0156394	The Music and Theatre Company LLC	\$ 7,100.00		FC	Set and Prop Rental for Theatre
P0156396	Heeseung Nam	\$ 85.00		FC	Student Fees Reimbursement
P0156397	YPA Microphones Inc	\$ 685.12		FC	Microphones
P0156398	Doing Good Works	\$ 21,409.84		FC	Promotional Supplies
P0156400	Dr Hydraulics Inc	\$ 720.00		CC	Dryer Repair at Cypress College
P0156401	Toshiba Business Solutions	\$ 7,518.81		NOCE	Purchase New Copier
P0156402	VWR Funding Inc	\$ 254.21		CC	Lab Instruction Materials
P0156403	South Coast Air Quality Management District	\$ 620.61		AC	Annual Renewal Fees for Generator
P0156404	Amazon Business	\$ 32.31		FC	Thermal Paper
P0156405	Krueger International Inc	\$ 10,083.97	Capital Outlay	CC	Chairs for CC Complex Bldg. 6
P0156406	Quinton Peron	\$ 2,650.00		FC	Dance Team Choreography
P0156407	Pocket Nurse Enterprises Inc	\$ 1,121.39		CC	Instructional Supplies
P0156408	Lorton Group LLC	\$ 298.34		CC	Instructional Supplies
P0156409	Dentsply Professional	\$ 4,806.49		CC	Dental Hygiene Supplies
P0156410	Sodexo Inc and Affiliates	\$ 383.26		FC	Catering for Student Development Events
P0156411	S&B Foods	\$ 177.25		CC	Catering for Black History Month Event
P0156412	Martin Luther Medical Center Association	\$ 40.62		AC	Sewer Maintenance Service
P0156413	BCT Entertainment	\$ 285.91		CC	Lighting Supplies
P0156414	Rose Brand Wipers Inc	\$ 813.52		CC	Projection Screens
P0156415	Extron Electronics	\$ 650.00		CC	Electrical Repair Service
P0156416	Nigel Beauty Emporium	\$ 225.00		CC	Blanket Order for Instructional Supplies
P0156417	Johnson Controls Fire Protection LP	\$ 10,000.00		FC	Blanket Order for Maintenance Supplies and Repairs
P0156418	Sodexo Inc and Affiliates	\$ 1,545.14		FC	Catering for FC Financial Aid Event
P0156419	CraneVeyor Corp	\$ 1,440.00		FC	Theater Chain Hoist Inspections Fee
P0156420	Fun Minds Inc	\$ 4,688.43		CC	Blanket Order for Child Care
P0156421	Gardena Valley News Inc	\$ 900.00		CC	Blanket Order for Printing Services
P0156422	Naomi Abesamis	\$ 250.00		FC	Reimbursement for Membership Fees

Item No. 3.a.5

BOARD RECAP
FOR THE PERIOD JANUARY 31, 2023 THROUGH FEBRUARY 22, 2023
BOARD MEETING MARCH 14, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156423	All In One Poster Company Inc	\$ 1,689.70		AC	Posters
P0156424	Sodexo Inc and Affiliates	\$ 1,448.54		FC	Catering for EOPS Orientation
P0156425	Therese Mosqueda-Ponce	\$ 731.62		CC	Reimbursement for Puente Program Supplies
P0156426	BCT Entertainment	\$ 236.97		CC	Theatre Supplies
P0156427	Takach Press Corp	\$ 440.00		CC	Blanket Order for Instructional Supplies
P0156428	Sodexo Inc and Affiliates	\$ 28,421.53		FC	Lunches for Children at Child Care
P0156429	CSI Fullmer	\$ 5,011.53		CC	Furniture for CC Health Dept
P0156430	iT1 Source LLC	\$ 693.91		NOCE	HP Printer
P0156431	Nu-bird Inc	\$ 10,455.20		CC	Dental Hygiene Supplies
P0156432	Amazon Business	\$ 1,095.98		CC	Costumes for Theatre
P0156433	Amazon Business	\$ 96.96		CC	Garment Steamer for Commencement
P0156434	PBK-WLC Architects	\$ 92,625.00		AC	Architectural & Engineering Services AC Board Room
P0156438	Amazon Business	\$ 128.75		CC	Office Supplies
P0156439	Amazon Business	\$ 33.77		CC	Office Supplies
P0156440	Amazon Business	\$ 533.69		FC	Books
P0156441	Amazon Business	\$ 158.28		CC	Instructional Materials
P0156442	Amazon Business	\$ 101.33		CC	Instructional Supplies
P0156443	Amazon Business	\$ 656.09		CC	Instructional Supplies
P0156444	Stater Bros Markets - A CA Corp	\$ 85,500.00		NOCE	Gift Cards - Emergency Food Assistance
P0156445	Tustin Awards Inc	\$ 60.13		CC	Engraved Name plates
P0156446	S&B Foods	\$ 25,000.00		CC	Blanket Order for Catering Services
P0156447	Blackhawk Networks Inc	\$ 33,819.00		CC	Student Gas Cards
P0156448	S&B Foods	\$ 3,300.00		CC	Blanket Order for Catering
P0156451	S&B Foods	\$ 80.17		CC	Catering for Peer Meeting
P0156452	S&B Foods	\$ 487.32		CC	Catering for Career Fair
P0156453	Cypress Florist	\$ 366.35		CC	Flowers for Commencement
P0156454	Links Sign Language & Interpreting Services	\$ 2,880.00		CC	Blanket Order for Interpreting Services
P0156461	Luellen Swayzer	\$ 410.45		FC	Reimbursement - Instructional Supplies
P0156462	Sasco Electric	\$ 7,725.00		FC	Electrical Outlets Installation at FC
P0156463	Microsoft Corporation	\$ 199,566.46		NOCE	Laptops (100) B/A: 1/24/2023
P0156464	Victoria Castle-Donovetsky	\$ 212.03		CC	Reimbursement for Fuel for Field Trip
P0156465	Amazon Business	\$ 64.33		FC	Office Supplies
P0156466	Assessment Technologies Institute LLC	\$ 95,500.00		CC	Blanket Order for Nursing Assessment Exams
P0156467	Geoffrey Hurst	\$ 480.48		AC	Reimbursement for Web Security Renewal
P0156468	Nth Generation Computing Inc	\$ 355.00		NOCE	Software Support Renewal
P0156469	Cal Pro Specialties	\$ 2,901.43		NOCE	Promotional Materials
P0156470	Case & Sons Construction Inc	\$ 4,200.00		FC	Bldg 200 Drywall Repair at FC
P0156471	S&B Foods	\$ 11,342.04		CC	Catering for Charger Friday Events
P0156472	ProtoCall Services Inc	\$ 10,000.00		CC	Agreement for After-Hours Crisis Services
P0156473	Advanced Specialties	\$ 175.00		CC	Vehicle Seat Repairs
P0156474	National Print and Promo	\$ 100.46		AC	Office Supplies
P0156475	Jeri-Elayne Smith	\$ 2,500.00		AC	Speaker - District Diversity
P0156476	Pepi Company of California LLC	\$ 3,284.19		NOCE	Catering
P0156477	Amazon Business	\$ 456.32		NOCE	Instructional Supplies
P0156479	CDW Government Inc	\$ 25,881.99		CC	Software License Renewal
P0156480	Vector Resources Inc	\$ 34,625.75		CC	Computer Network Equipment
P0156481	Kruse Feed & Supply, Inc.	\$ 323.25		FC	Blanket Order for Instructional Supplies
P0156482	Noriko Hattori	\$ 500.00		CC	Guest Musician for Cultural Festival
P0156487	Seiji Matsumura	\$ 500.00		CC	Guest performer for the Cultural Festival Event

Item No. 3.a.6

BOARD RECAP
FOR THE PERIOD JANUARY 31, 2023 THROUGH FEBRUARY 22, 2023
BOARD MEETING MARCH 14, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156488	Amazon Business	\$ 752.36		FC	Office Supplies
P0156492	4AllPromos	\$ 772.18		CC	Promotional Supplies
P0156493	MVP Promotions	\$ 1,630.56		CC	Promotional Shirts
P0156494	CSI Fullmer	\$ 22,987.54		FC	Student Workroom Furniture
P0156495	Amazon Business	\$ 492.02		CC	Instructional Supplies
P0156496	Grubhub	\$ 3,021.00		CC	Student Meal Vouchers
P0156497	MACS Worldwide	\$ 140.00		FC	Institutional Membership
P0156498	A Alvarado Painting	\$ 4,642.00		FC	Bldg 400 Wall Repair and Painting at FC
P0156499	CDW Government Inc	\$ 177.23		AC	Computer Hardware
P0156500	Celebrations!	\$ 697.60		CC	Graduation Balloon Rentals
P0156501	Office Solutions	\$ 1,000.00		NOCE	Blanket Order for Office Supplies
P0156502	CDW Government Inc	\$ 181.88		AC	Network Equipment
P0156503	Matt Coleman Consulting LLC	\$ 17,850.00		AC	Independent Contractor for Districtwide Planning
P0156504	CDW Government Inc	\$ 220.56		AC	Software Renewal
P0156505	New Management Inc	\$ 514.78		NOCE	Classroom Supplies
P0156506	Computerland of Silicon Valley	\$ 8,265.58		FC	Data Plan for WiFi Hotspots
P0156507	Narrative Cosmetics	\$ 325.00		CC	Blanket Order for Instructional Supplies
P0156508	Cosmeticcraft Inc	\$ 150.00		CC	Blanket Order for Instructional Supplies
P0156509	S&B Foods	\$ 301.20		CC	Advisory Council Meeting Catering
P0156510	Pearson Education Inc	\$ 17,928.47		NOCE	Textbooks
P0156511	Cengage Learning Inc	\$ 7,846.37		NOCE	Book and Instructional Materials
P0156512	Cambridge University Press	\$ 1,649.20		NOCE	Instructional Materials
P0156513	Amazon Business	\$ 339.33		NOCE	Instructional Materials
P0156523	Gear Connection Inc	\$ 109,132.07		CC	Graduation Audio Equipment Rentals
P0156524	Office Solutions	\$ 29,840.18		CC	Graphing Calculators
P0156525	Sodexo Inc and Affiliates	\$ 132,013.03		FC	Meals for Students during Covid 19 Pandemic
P0156526	Amazon Business	\$ 1,170.81		FC	Books
P0156527	Pocket Nurse Enterprises Inc	\$ 27,253.88		CC	Nursing Equipment
P0156528	Laerdal Medical Corp	\$ 3,935.68		CC	Nursing Supplies
P0156529	Silpak Inc	\$ 400.00		CC	Blanket Order for Instructional Supplies
P0156530	Pocket Nurse Enterprises Inc	\$ 189.64		CC	Nursing Supplies
P0156531	US Bank	\$ 990.00		FC	Podcast Subscription Fee
P0156532	McMaster Carr Supply Co	\$ 300.00		FC	Blanket Order for Instructional Supplies
P0156533	Sophia Lee	\$ 500.00		CC	Speaker - CC SEM Division Meeting
P0156534	C Austin Art	\$ 2,000.00		FC	Guest Speaker for Black History Month Event
P0156535	Sodexo Inc and Affiliates	\$ 278.45		FC	Catering for Spring Info Booths
P0156536	Blick Art Materials LLC	\$ 40.43		FC	Art Supplies
P0156537	Amazon Business	\$ 365.44		CC	Instructional Materials
P0156538	Vector Resources Inc	\$ 212,703.71	Bond	AC	Cabling for AC Swing Space Project B/A: 4/12/2016
P0156539	Trane U S Inc	\$ 676,276.00	Capital Outlay	AC	Closed-Circuit Tower Replacement at AC Tower B/A: 4/27/21
P0156540	Sodexo Inc and Affiliates	\$ 869.13		FC	Catering for Student Development Event
P0156541	Sodexo Inc and Affiliates	\$ 122.74		FC	Catering for FC Study Abroad Event
P0156542	Key Control Holding Inc	\$ 1,004.00		FC	Maintenance Agreement for Automotive Equipment
P0156543	Bees Lighting	\$ 5,117.11		FC	Lighting Supplies
P0156544	Amazon Business	\$ 532.28		FC	Instructional Supplies
P0156574	Varidesk LLC	\$ 534.58		FC	Adjustable Desk
P0156575	Grubhub	\$ 220.48		CC	Lunch Provided for New Adjunct Counselor Training
P0156576	Examity Inc	\$ 150.00		FC	Remote Assessments for Students
P0156577	OCLC Inc	\$ 701.88		FC	Library Subscription

Item No. 3.a.7

BOARD RECAP
FOR THE PERIOD JANUARY 31, 2023 THROUGH FEBRUARY 22, 2023
BOARD MEETING MARCH 14, 2023

PO	VENDOR NAME	AMOUNT	FUND	SITE	DESCRIPTION
P0156578	iSTEM Innovation Inc	\$ 5,507.14		FC	Drone Equipment
P0156579	Avidex	\$ 405.00		AC	Boardroom Connectivity Support at AC
P0156580	Sodexo Inc and Affiliates	\$ 124.28		FC	Catering for FC Hornets Tutoring Event
P0156581	Amazon Business	\$ 71.79		FC	Instructional Materials
P0156582	Online Learning Consortium Inc	\$ 2,950.00		FC	Online Learning Conference Registration Fees
P0156583	S&B Foods	\$ 275.00		CC	Box Lunches for International Students Event
P0156584	Daniel O'Brien	\$ 123.23		FC	Reimbursement for Specialized Lights
P0156585	Uline Inc	\$ 527.50		FC	Flat Shelf Cart
P0156586	Karlie Castro Kahn	\$ 50.00		FC	Reimbursement for Photography Equipment Repair
P0156587	Sodexo Inc and Affiliates	\$ 383.82		FC	Catering for FC Intl Student Center Events
P0156588	Alexander Brown	\$ 1,926.13		FC	Reimbursement for Student Center Field Trip Fees
P0156589	Sodexo Inc and Affiliates	\$ 4,983.44		FC	Catering for Fullerton College CalWORKs Events
P0156590	Samantha Solis Munoz	\$ 123.33		FC	Reimbursement for Orientation Supplies
P0156591	Avalon Tent & Party Corporation	\$ 1,411.94		CC	Furniture Rentals for Spring Orientation
P0156593	Haworth Inc	\$ 1,102.65		AC	Office Furniture
P0156594	CSI Fullmer	\$ 2,653.44		FC	President's Office Furniture
P0156595	Target Specialty Products	\$ 1,000.00		FC	Blanket Order for Grounds Supplies
P0156596	Forge Promotions LLC	\$ 1,346.88		CC	Custom Printed Pins
P0156597	Fast Signs of Brea	\$ 1,881.49		FC	Custom Flags
P0156598	Amazon Business	\$ 326.84		FC	Instructional Supplies
P0156599	Embassy Suites	\$ 3,964.61		FC	Banquet Room Rental Fees
P0156601	Sodexo Inc and Affiliates	\$ 884.08		FC	Catering for Fine Arts Division Meeting
P0156602	Deniz Fierro	\$ 59.54		FC	Reimbursement for Hiring Committee Supplies
P0156603	Spot Coolers	\$ 8,215.70	Capital Outlay	AC	Portable AC Unit for Fullerton College
P0156604	Orange County Air Conditioning	\$ 10,405.00		AC	Fan Motor and Water Pump Replacement at AC
P0156605	Sasco Electric	\$ 2,580.00		FC	Electrical Upgrades for Bldg 700 at FC
P0156606	CDW Government Inc	\$ 465.44		FC	Printer
P0156607	Tina Wilkerson	\$ 3,189.60		CC	Blanket Order for Child Care
P0156608	iT1 Source LLC	\$ 1,389.98		NOCE	Printers
P0156609	4imprint Inc	\$ 1,166.32		CC	Promotional Supplies
P0156610	GST	\$ 1,386.75		CC	Computer Hardware
P0156612	Tina Wilkerson	\$ 2,460.75		CC	Blanket Order for Child Care
P0156613	Sodexo Inc and Affiliates	\$ 159,060.20		FC	Catering for Students During Covid 19
P0156615	Julie Angevine	\$ 44.55		CC	Reimbursement - Books
		\$ 3,177,612.28			

Approved by: _____
Fred Williams, Vice Chancellor

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 14, 2023

SUBJECT: Budget Adjustments and New Grant

Action	X
Resolution	X
Information	
Enclosure(s)	X

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

The General Fund programs requiring an adjustment are:

- California Humanities
- Hazard Mitigation Grant Program (HMGP)
- Strong Workforce Program (SWP) - Regional Fund
- Student Equity and Achievement (SEA)

Revised Allocation Adjustments

SITE	PROGRAM NAME	TOTAL ADJUSTMENT	SOURCE OF ADJUSTMENT
	GENERAL FUND		
AC	HMGP SEA	\$ (150,000) 7,585	Correction to Carryover P-1 Allocation
CC	SEA	249,273	P-1 Allocation
FC	California Humanities SEA SWP - Regional Fund	15,000 345,299 225,135	Most Recent Contract P-1 Allocation Most Recent Contract
NOCE	SEA	<u>63,140</u>	P-1 Allocation
	TOTAL – BUDGET ADJUSTMENTS	<u>\$ 755,432</u>	

In addition, funding for new grant has been received for the following program.

- Golden State Education and Training Grant Program (GSETGP) Administrative Allowance funded by the California Student Aid Commission (CSAC) for administrative costs related to financial aid due to the COVID-19 pandemic. Colleges will receive an additional 1 percent of the grant funds transferred to use for award administration. An estimated of \$6,000 is being allocated to be received in the current fiscal year.

New Grant

SITE	PROGRAM NAME	TOTAL FUNDING	SOURCE OF FUNDING
	GENERAL FUND		
CC	GSETGP Administrative Allowance	\$ 3,000	New Agreement
FC	GSETGP Administrative Allowance	3,000	New Agreement
	TOTAL – NEW GRANT	\$ 6,000	

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Various programs have received revised 2022-2023 allocations and amendments since the adoption of the District Proposed Budget on September 13, 2022 or subsequent adoption of new agreements by the Board. Budget adjustments are being submitted to revise revenue and expenditure budgets totaling \$755,432 accordingly for the 2022-2023 fiscal year. Additionally, \$6,000 in funding has been received for new grant for use beginning in the current fiscal year.

RECOMMENDATION: Authorization is requested to accept new revenue and to make adjustments to General Fund revenue and expenditure budgets in accordance with the revised and new fiscal year 2022-2023 allocations totaling \$761,432. It is further requested that resolutions be adopted to adjust budgets, to accept new revenue and authorize expenditures within the General Fund pursuant to the California Code of Regulations Title 5, Section 58308. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs, to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.b.2

Item No.

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

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

<u>Campus</u>	<u>Fund</u>	<u>Account Title</u>	<u>Fund</u>	<u>Orgn</u>	<u>Account</u>	<u>Program</u>	<u>Acty</u>	<u>Locn</u>	<u>Adjustment</u>
General Fund (0101)									
AC	HMGP	Other Operating Expenses	15310	1379	50000	6770			\$ (150,000.00)
AC	HMGP	Federal Revenues	15310	1379	81900	6770			\$ (150,000.00)
AC	SEA	Other Operating Expenses	17963	1505	50000	6090			\$ 7,585.00
AC	SEA	State Revenues	17963	1505	86285	6090			\$ 7,585.00
CC	GSETGP Administrative Allowance	Other Operating Expenses	18603	3410	50000	6460			\$ 3,000.00
CC	GSETGP Administrative Allowance	State Revenues	18603	3410	86289	6460			\$ 3,000.00
CC	SEA	Other Operating Expenses	17933	3225	50000	6720			\$ 249,273.00
CC	SEA	State Revenues	17933	3225	86285	6720			\$ 249,273.00
FC	California Humanities	Other Operating Expenses	19321	5765	50000	0600			\$ 15,000.00
FC	California Humanities	Other Contract Services	19321	5765	88320	0600			\$ 15,000.00
FC	GSETGP Administrative Allowance	Other Operating Expenses	18604	6150	50000	6460			\$ 3,000.00
FC	GSETGP Administrative Allowance	State Revenues	18604	6150	86289	6460			\$ 3,000.00
FC	SEA	Other Operating Expenses	17943	7650	50000	6720			\$ 345,299.00
FC	SEA	State Revenues	17943	7650	86285	6720			\$ 345,299.00
FC	SWP - Regional Fund	Other Operating Expenses	17291	5770	50000	0900			\$ 225,135.00
FC	SWP - Regional Fund	State Revenues	17291	5770	86255	0900			\$ 225,135.00
NOCE	SEA	Other Operating Expenses	17953	9140	50000	6320			\$ 63,140.00
NOCE	SEA	State Revenues	17953	9140	86285	6320			\$ 63,140.00

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

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

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

<u>INCOME ACCOUNT</u>	<u>INCOME SOURCE</u>	<u>AMOUNT</u>
8199	Other Federal Revenues	\$ (150,000)
8629	CalWORKs, TTIP, Other	896,432
8830	Contract Services	15,000
TOTALS		\$ <u>761,432</u>
<u>EXPENDITURES ACCOUNT</u>	<u>DESCRIPTION</u>	
5000	Other Operating Expenses	\$ 761,432
TOTALS		\$ <u>761,432</u>

AYES:

NOES:
ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

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

Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy
3.b.4

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 14, 2023	Resolution	<u>X</u>
SUBJECT:	2022-2023 Budget Transfers: General Fund, General Obligation Bond Fund, and Capital Outlay 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, District Director, Fiscal Affairs.

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


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

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

RECOMMENDATION: Authorization is requested for the 2022-2023 General Fund, General Obligation Bond Fund, and Capital Outlay Fund transfers netting to the amount of \$2,352,802 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.c.1

Item No.

Budget Transfers

3-14-2023

1. 11100: Prior Year Funds - AC

Transfer to provide budget for fire sprinkler heads and cooling system variable frequency drives replacements at Anaheim Campus.

From:	7900 Reserve for Contingencies	(50,000)
To:	5000 Other Operating Expenses & Services	50,000

2. 11100: Prior Year Funds - FC

Transfer to allocate funds for HR Disability Accommodation.

From:	7900 Reserve for Contingencies	(8,000)
To:	5000 Other Operating Expenses & Services	8,000

3. 11200: Current Year Funds - CC

Transfer to cover the purchase of equipment and equipment repairs for Chemistry and Biological Sciences Departments.

From:	2400 Instructional Aides	(22,501)
To:	5000 Other Operating Expenses & Services	12,729
	6000 Capital Outlay	9,772

4. 11200: Current Year Funds - FC

Transfer to cover the costs of student workers in the Tutoring and Writing Center.

From:	2300 Noninstructional Salaries	(33,763)
To:	2400 Instructional Aides	33,739
	3900 Benefits	24

5. 17243: Strong Workforce Initiative - Local - FC

Transfer to align proposed budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(1,852,344)
To:	1400 Noninstructional Salaries	43,192
	2100 Noninstructional Salaries	262,924
	2300 Noninstructional Salaries	410,937
	2400 Instructional Aides	165,587
	3900 Benefits	151,255
	4000 Supplies & Materials	141,063
	6000 Capital Outlay	677,386

6. 17252: Strong Workforce Program - Regional - CC

Transfer to align proposed budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(81,000)
To:	2300 Noninstructional Salaries	76,000
	3900 Benefits	5,000

Budget Transfers

3-14-2023

7. 17253: Strong Workforce Program - Regional - CC

Transfer to align proposed budget with approved program plans.

From:	5000 Other Operating Expenses & Services	(371,454)
To:	2300 Noninstructional Salaries	214,126
	3900 Benefits	16,200
	4000 Supplies & Materials	27,328
	6000 Capital Outlay	113,800

8. 15413: Perkins IV - CC

Transfer budget from professional expert salaries that is available for use to cover the purchase of equipment for Culinary Arts Department.

From:	2300 Noninstructional Salaries	(11,584)
To:	6000 Capital Outlay	11,584

9. 19322: K-16 Regional Collaborative Grant - AC

Transfer to align proposed budget with approved program plans.

From:	4000 Supplies & Materials	(10,000)
	6000 Capital Outlay	(101,265)
To:	2100 Noninstructional Salaries	56,003
	3900 Benefits	19,612
	5000 Other Operating Expenses & Services	35,650

10. 4xxxx: Capital Outlay Funds - AC

Transfer to reallocate to the appropriate funds.

From:	5000 Other Operating Expenses & Services	(81,883)
To:	6000 Capital Outlay	81,883

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

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the General Fund (0101), pursuant to the California Code of Regulations Title 5, §58307;

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

FROM		TO	
Budget Classification	Amount	Budget Classification	Amount
5000	\$ 2,207,919	1400	\$ 43,192
7900	58,000	2100	318,927
		2300	655,716
		2400	181,427
		3900	192,489
		4000	164,481
		6000	709,687
TOTAL	\$ 2,265,919	TOTAL	\$ 2,265,919

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 14, 2023, and passed by a _____ vote of said Board.

 Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy

3.c.4

 Item No.

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

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the General Obligation Bond Fund (2123), pursuant to the California Code of Regulations Title 5, §58307;

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

FROM		TO	
Budget Classification	Amount	Budget Classification	Amount
5000	\$ 81,883	6000	\$ 81,883
TOTAL		TOTAL	
	\$ 81,883		\$ 81,883

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 14, 2023, and passed by a _____ vote of said Board.

 Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy

3.c.5

 Item No.

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

WHEREAS, the Board of Trustees finds there is a need to make the budget transfers between the expenditure classifications as listed below, within the Capital Outlay Fund (4040), pursuant to the California Code of Regulations Title 5, §58307;

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

FROM		TO			
Budget Classification	Amount	Budget Classification	Amount		
6000	\$ 5,000	5000	\$	5,000	
TOTAL		TOTAL			
	\$ 5,000		\$	5,000	

AYES:
 NOES:
 ABSENT:

STATE OF CALIFORNIA)
) SS
 COUNTY OF ORANGE)

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

 Vice Chancellor, Finance and Facilities

The above transfer approved on the _____ day of _____.

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

by _____, Deputy

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 14, 2023

SUBJECT: Notice of Completion - Bid 2122-17,
Fullerton College Building 1200, Domestic
Water Heater Replacement Project

Action X
Resolution
Information
Enclosure(s)

BACKGROUND: On April 12, 2022, the Board of Trustees awarded a contract to Pro-Craft Construction, Inc. for the Building 1200 Domestic Water Heater Replacement project at Fullerton College. The project is complete and filing the Notice of Completion of Work is now required.

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/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Once the contract is closed out, the final retention payment will be charged to Capital Outlay Fund.

RECOMMENDATION: Authorization is requested to file the Notice of Completion for the Building 1200, Domestic Water Heater Replacement Project at Fullerton College with Pro-Craft Construction, Inc. and pay the final retention payment when due.

Fred Williams

Recommended by


Approved for Submittal

3.d

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	March 14, 2023	Information	
		Enclosure(s)	
SUBJECT:	Deductive Change Order for Bid 2122-17, Fullerton College Building 1200, Domestic Water Heater Replacement Project		

BACKGROUND: On April 12, 2022, the Board approved to award Bid #2122-17, Fullerton College Building 1200 – Domestic Water Heater Replacement Project to Pro-Craft Construction, Inc. 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 \$25,000 for the unused allowance. The revised contract amount is \$187,500.

Original contract amount	\$	192,500
Allowance		20,000
Total Contract Amount	\$	212,500
Deductive Change Order		(25,000)
Revised Contract Amount	\$	187,500

The change order will also extend the contract time from 90 days to 266 days due to additional design and construction work resulting from a hatch modification error by the contractor. 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: There is no financial impact.

RECOMMENDATION: It is recommended that the Board approve Deductive Change Order for Bid # 2122-17, Fullerton College Building 1200 – Domestic Water Heater Replacement Project with Pro-Craft Construction, Inc. in the amount of \$25,000, reducing the contract from \$212,500 to \$187,500 and extend the contract time from 90 days to 266 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.e

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 14, 2023

SUBJECT: Adoption of Resolution No. 22/23-18 –
Adopting Compatibility, Uniformity and
Standardization of Specific Materials,
Products, or Services at Fullerton College

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

BACKGROUND: Public Contract Code § 3400 is designated to encourage contractors and manufacturers to develop and implement new and inventive materials, products, and services that function as well, in all essential respects, as materials, products, and services that are required by a contract, but at a lower cost to taxpayers. This section of the Public Contract Code allows the awarding authority, or its designee, to specify items or products by specific brand or trade name without an “or equal” product for any of the following purposes:

1. In order that a field test or experiment may be made to determine the product’s suitability for future use; or
2. In order to match other products in use on a particular public improvement either completed or in the course of completion; or
3. In order to obtain a necessary item that is only available from one source; or
4. (A) In order to respond to an emergency declared by a local agency, but only if the declaration is approved by a four-fifths vote of the governing board of the local agency issuing the invitation for bid or request for proposals.
(B) In order to respond to an emergency declared by the state, a state agency, or political subdivision of the state, but only if the facts setting forth the reasons for the finding of the emergency are contained in the public records of the authority issuing the invitation for bid or request for proposals.

(Public Contract Code § 3400 (c).)

For the past several years, working through various capital facility improvements and new construction projects, the college discovered there are certain equipment, products, and materials that have been in place and utilized uniformly across buildings within the campus. As many projects continue to progress in design, College Staff (“Staff”) from Capital Projects, Academic Computing Technology, and Maintenance and Operations have substantiated justification for many identified items. Staff recommends the District find that certain materials, products, equipment, services and/or systems are exempt from “or equal” substitution requests from bidders and/or proposers on projects. It is Staff expert opinion that it is in the District’s and taxpayer’s best interests in these circumstances to accept only specific materials, products, equipment, services and/or systems that match existing products in use on a particular public improvement either completed or in the course of completion.

Staff have prepared the attached Resolution outlining the materials, products, equipment, services and/or systems recommended for designation as sole source requirements for various capital facility improvements and new construction projects at the college. Staff has relied on basis #2 of PCC § 3400 to conclude that the items identified in the Resolution should be listed without an “or equal” to match materials, products, equipment, services and/or systems already in use. Although not required by PCC § 3400, Staff has also included the rationale and justification utilized as the basis to support the Resolution that the specified materials, products, equipment, services and/or systems are required to match existing systemic standards for both compatibility and efficient maintenance.

The Resolution has been reviewed by legal counsel, Hugh Lee of Tao Rossini, APC.

This agenda item was submitted by Oscar Saghieh, Campus Capital Projects Manager, and Fred Williams, Vice Chancellor of Finance and Facilities, NOCCCD.

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: None.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 22/23-18, Adopting Compatibility, Uniformity and Standardization of Specific Materials, Products, or Services at Fullerton College.

Fred Williams

Recommended by


Approved for Submittal

3.f.2

Item No.

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



**RESOLUTION NO. 22/23-18 ADOPTING COMPATIBILITY, UNIFORMITY AND
STANDARDIZATION OF SPECIFIC MATERIALS, PRODUCTS, OR SERVICES AT
FULLERTON COLLEGE**

WHEREAS, pursuant to California Public Contract Code section 3400 (“PCC 3400) and other applicable law, Fullerton College (“College”) wishes to establish uniform, complete and compatible materials, products, things, or services in its bids or requests for price/proposals to various suppliers/contractors in furtherance of the College’s program to operate, modernize or construct school facilities on the College and to best serve the College’s administrative and educational purposes;

WHEREAS, the College has a number of specific materials, products, equipment and services in place that satisfy the needs of the College and the delivery of its educational programs (“Designated Products”);

WHEREAS, PCC 3400 states that a community college district cannot limit the bidding, directly or indirectly, to any one specific concern, when letting contracts for the construction, alteration, or repair of public works;

WHEREAS, PCC 3400 states that its restrictions on specifying only one specific name or brand are inapplicable if the District makes a finding that is described in the invitation for bids that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- In order that a field test or experiment may be made to determine the product’s suitability for future use. (PCC 3400 (c)(1))
- In order to match other products in use on a particular public improvement either completed or in the course of completion. (PCC 3400 (c)(2))
- In order to obtain a necessary item that is only available from one source. (PCC 3400 (c)(3))
- To respond to certain emergency situations. (PCC 3400 (c)(4));

WHEREAS, on all future College modernization and new construction projects or requests for materials pricing/service proposals the College desires to specify the Designated Products set in Exhibit “A” attached hereto as the only acceptable material, product, thing, or service because these material, products, things or services have been provided and are currently in use throughout the College and are needed to match other

product(s) in use on campus to facilitate technical familiarity among faculty and staff while reducing training and increasing efficiency;

WHEREAS, the District's existing facilities already utilize the specific products/brands listed above. The District's intent is to match those existing systems and products currently in the District and to avoid the cost of designing and engineering systems that may not be compatible, could never be made compatible or could only be made compatible after expending considerable District resources and funds; and

WHEREAS, the District has determined that due to the compatibility issues which arise with systems and products listed above, the only manufacturers who may provide products are those as set forth in these documents unless overwhelming circumstances may be presented that other manufacturers can provide completely identical and compatible products.

WHEREAS, the College has established a working group "Facility Design Standards Working Group", comprised of college personnel from various program areas (i.e. facilities, maintenance, administrative services, information technology, and safety) that meet on an ongoing/as-needed basis to re-evaluate the College's findings and specifications related to the Designated Products. Based on the Facility Design Standards Working Group evaluation of other products, manufacturers, equipment, and systems, the College updates its list of Designated Products accordingly and may substitute upgraded Designated Products, as listed in this resolution, as determined to be in the best interest of the College.

NOW THEREFORE, the Governing Board of the North Orange County Community College District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That the above recitals are true and correct.

Section 2. That the items set forth in Exhibit "A" are the only acceptable material, product, thing, or service for construction, alteration or repair of College facilities, or request for materials pricing/service proposals.

Section 3. That the College/District shall designate/list in its invitation to bid for all College modernizations and new construction projects, or in its requests for materials pricing/service proposals the items set forth in Exhibit "A" as the only acceptable material, product, thing, or service and describe the purposes for the designation listed in the above recitals.

Section 4. That the Facility Design Standards Working Group may substitute upgraded Designated Products, as listed in this resolution, as determined to be in the best interest of the District.

Section 5. That the Facility Design Standards Working Group may substitute an obsolete Designated Product with the manufacturer's superseding product, should a Designated Product in this resolution become obsolete.

Section 6. This Resolution shall be effective as of the date of its adoption.

APPROVED, PASSED AND ADOPTED by the Governing Board of the North Orange County Community College District this 14th day of March, 2023, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAINED: _____

I, Ed Lopez, President of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
North Orange County Community College District

I, Jeffrey P. Brown, Executive Secretary of the Governing Board of the North Orange County Community College District, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board at a regular meeting thereof held on the 14th day of March, 2023, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the North Orange County Community College District Governing Board this 14th day of March, 2023.

Executive Secretary of the Board of Trustees
North Orange County Community College District

EXHIBIT “A” Designated Products (Fullerton College)

- A. POE Access Control – CR IN 220 (Assa Abloy)
 - a. Integrates with existing campus-wide access control software (Lenel).
 - b. Personnel is currently trained to maintain and utilize the system.

- B. Hardwired Access Control – Cardreaders (HID)
 - a. Integrates with existing campus-wide access control software (Lenel).
 - b. Personnel is currently trained to maintain and utilize the system.

- C. Audio Visual (“AV”) Equipment (Extron)
 - a. Non-proprietary and source codes are released/provided to the District.
 - b. “One stop shop” – Offers everything from one manufacturer including switcher, speakers, amplification, etc.
 - c. Locally located (headquartered in Anaheim) and will provide consistent and cost-effective maintenance, operating and repair costs. Technical support is available through the hotline 24 hours a day, 365 days a year.
 - d. Current availability of spare parts. The manufacturer is located locally and parts can be purchased and installed within a two-hour period.
 - e. Personnel is currently trained to maintain and utilize the system.
 - f. System is Internet Protocol (“IP”) based which allows for network connectivity for web-based monitoring and problem solving via the network, thus reducing the College response time. This future proofs the College’s AV infrastructure to transition into emerging generation standards of AV over IP.

- D. Building Management System (JCI Field Explorer (FX) System)
 - a. The existing Building Management System (BMS) at each building is JCI Field Explorer System.
 - b. BMS allows web-based monitoring and problem solving for personal to view equipment performance, trending, and issues at all buildings, thus reducing response time.
 - c. Utilizing a different BMS manufacture would provide a “stand alone” building from the main campus system.

- E. Digital Video Surveillance (Milestone)
 - a. The new video surveillance system cameras is Milestone and is installed in the new Instructional building.

- b. The district relies on motion alerts for video surveillance. Other comparable cameras tested required more steps and were more complex to set up motion alerts.
 - c. Spare parts are readily available.
 - d. Personnel is familiar with the configuration and management of Milestone cameras.
- F. Door Hardware – Key Lock Cylinders (Medeco High Security),
- a. Maintaining this existing keying system on campus is imperative to ensure master key system remains in place and to avoid areas being on “stand alone” keyway systems.
 - b. Locksmith is able to create keyways with this system.
 - c. Highly secured system.
- G. Door Hardware – Mortise Locks (Corbin/Russwin), Exit Devices (Von Duprin), Mechanical Closers (LCN4040XP), Auto Equalizer (LCN 4600 series)
- a. Availability of spare parts.
 - b. Personnel is currently trained to maintain and utilize the systems.
- H. Fire Alarm (Notifier)
- a. The fire alarm devices across campus on all new projects are Notifier.
 - i. Any new areas requiring fire alarm coverage must use Notifier to tie into the existing infrastructure and avoid being a “stand alone” system that doesn’t communicate to the main campus fire alarm control panel.
 - ii. Only Notifier products are compatible and able to operate with the existing fire alarm system.
 - b. Maintenance staff and Safety personnel are familiar with the specified fire alarm system.
 - c. The following parts will be Notifier brand: fire alarm control panels; voice communications systems; annunciators; notification alarm devices; power supplies; and any other equipment required for an operational system.
 - d. Spare parts are readily available.
- I. Irrigation Controller (Rainbird)
- a. The existing irrigation controllers are Rainbird.
 - b. Personnel are currently trained to maintain and utilize the system.
 - c. The controllers are easy and economical to use, program, and repair.

J. Data Cabling (SYSTIMAX Structured Cabling System (SCS))

- a. Installation of SYSTIMAX SCS by a CommScope Inc. certified authorized SYSTIMAX SCS Business Partner ensures integration, support, maintenance, and warranty by the contractor of the District existing telecommunications infrastructure
- b. The following items are to be performed by a Commscope SYSTIMAX business partner: installation, termination, splicing, and testing of copper cables, copper riser cable, and inside wiring.

K. Fiber (Sumitomo Future Flex)

- a. Installation of fiber optic cabling by an authorized/licensed Sumitomo FutureFlex supplier ensures integration, support, maintenance, and warranty by the contractor of the District existing telecommunications infrastructure

L. Wireless Access Point (Aruba)

- a. The existing wireless infrastructure is Aruba.
 - i. Any new areas requiring wireless coverage must use Aruba access points to tie into the existing infrastructure and avoid being a “stand alone” system.
 - ii. Only Aruba access points are compatible and able to operate with the existing wireless infrastructure.
 - iii. Any “stand alone” non-Aruba wireless systems will cause interference, as both systems may try to use the same limited wireless channel space. This will cause network performance degradation.
- b. Aruba devices have the capability of detecting, preventing and correcting wireless interference and other issues from other Aruba devices. This ensures that the system is constantly finetuned to operate at optimal levels. This cannot be done with non-Aruba wireless devices.
- c. Personnel are currently trained to maintain and support the Aruba controllers that manage the entire wireless system.
- d. Spare parts are readily available.
- e. The system is highly available and resilient to failure. The main Aruba controllers, located at Anaheim, Cypress, and Fullerton are backups of each other. Any site should be able to sustain the load for the entire district if necessary.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	March 14, 2023	Information	_____
		Enclosure(s)	X
SUBJECT:	North Orange Continuing Education Media Plan for Enrollment Growth: Digital Strategy and Support Contract		

BACKGROUND: In February 2023, North Orange Continuing Education (NOCE) sought proposals from several members of the NOCCCD Marketing Vendor Pool to seek a company that would perform a media plan for enrollment growth including digital strategy and web support services. The project will include digital media campaign development and campaign monitoring (professional services), advertising media buy, and website services. NOCE received five (5) proposals from the following vendors.

Vendors	Average Score	Price Estimate
25 th Hour	223.6	\$1,000,000
GradComm	251.5	\$207,000 + media buy and media management fee (not specified)
Stamats, Inc.	313.3	\$939,150
Unincorporated, Inc.	244.9	\$279,967 + media buy (not specified)
VisionPoint Marketing, Inc.	278.8	\$1,000,000

The review workgroup consisted of members of the NOCE Campus Communications team, the staff that would work directly with this vendor on a daily/weekly basis. This team includes the Director of Campus Communications, the Communications Specialist, and the Special Projects Coordinator for the Campus Communications Office.

Several factors were considered in the evaluation: relevant prior experience, price, project management, and capacity to generate quality work that would incorporate all our needs. The workgroup evaluated the proposals submitted and the group unanimously selected and recommended Stamats, Inc. to perform digital marketing and website services for NOCE. The review workgroup is confident that Stamats, Inc. can satisfactorily perform the required work by reasons of demonstrated success in the services to be provided and the positive outcomes of similar work currently being performed.

This 27-month digital marketing services contract will continue the work that has been done in the outreach portion of NOCE’s enrollment recovery strategy. The enrollment recovery plan outlines strategies to increase outcomes at key progression points of an NOCE student’s pathway: outreach, onboarding, instruction, student services and basic needs. In the past two years, NOCE’s outreach strategy has included a comprehensive marketing and advertising plan in addition to community outreach and re-engaging community partners.

The contract will include campaign development and management professional services as well as the media buy (advertising funds) at a cost of \$903,150 investment and \$36,000 for 200 hours over the life of the contract website support services at a rate of \$180/hour. Staff is requesting to enter into an agreement with Stamats, Inc. in the amount of \$939,150 from April 1, 2023 – June 30, 2025.

This agenda item was submitted by Jennifer Perez, Director, Campus Communications, North Orange Continuing Education.

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 is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project comes from one-time, carry-over funds as well as one-time marketing/outreach/retention funds provided by the state.

RECOMMENDATION: Authorization is requested to enter into an agreement with Stamats, Inc. in the amount of \$939,150 for a Media Plan for Enrollment Growth: Digital Strategy and Support contract from April 1, 2023 – June 30, 2025. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director of Purchasing, to execute any agreement on behalf of the District.

Fred Williams

Recommended by



Approved for Submittal

3.g.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 14, 2023 Resolution
Information
SUBJECT: NOCCCD Website Redesign Change Enclosure(s)
Order #1

BACKGROUND: On July 26, 2022, the Board approved an agreement with OHO Interactive in the amount not to exceed \$354,350 for services, development and implementation of a website redesign for NOCCCD from August 1, 2022 through October 1, 2023.

The project includes planning, discovery, and web strategy; information architecture and wireframes; visual design; and development, Quality Assurance testing, and deployment. The website redesign will help to enhance communication and brand presence related to NOCCCD's mission, programs and services to employees, students, community/business partners and the public. It will also lay the foundation for future projects and give the District the option to grow the site moving forward.

The project is currently in the information architecture and wireframes stage. As staff have been working at this stage, the need for an additional template to display curated new stories (news center) has been identified and requires adjustment to the scope of work and the contract amount and timeline.

The overall cost for the additional work is a not to exceed cost of \$16,900, bringing the total contract amount to \$371,250. \$400,000 was budgeted for the website redesign, in the event additional needs are identified, staff are requesting pre-approval for an overall amount not to exceed \$400,000.

Staff is also requesting an extension to the project completion date from October 1, 2023 to January 31, 2024 due to extended feedback timeframes and out-of-scope service requests.

This agenda item was submitted by Kai Sterns, District Director, Public and Governmental Affairs.

How does this relate to the five District Strategic Directions? This item responds to Direction 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 is submitted in accordance with Board Policy 6330, Purchasing/Warehouse.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project comes from District one-time, carry-over funds in the General Fund.

RECOMMENDATION: Authorization is requested to approve Change Order #1 to amend the agreement with OHO Interactive and increase the contract amount by a not to exceed cost of \$16,900, bringing the total contract amount to \$371,250. \$400,000 was budgeted for the website redesign, in the event additional needs are identified, staff are requesting pre-approval for an overall amount not to exceed \$400,000. Authorization is further requested for the Vice Chancellor, Finance & Facilities, and District Director, Purchasing, to execute the amendment or related documents to the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. dist Brad M

Approved for Submittal

3.h.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 14, 2023	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Enter into Amendment No. 1 with Stephen Payte DSA Inspections, Inc. for DSA Inspector Services for the Fine Arts Swing Space Project at Cypress College	Enclosure(s)	<u> </u>

BACKGROUND: In June 2022 the District entered into agreement with Stephen Payte DSA Inspections, Inc. for the Fine Arts Swing Space (FASS) Project at Cypress College in the amount not to exceed \$104,320. The Fine Arts Building Renovation project was approved in the 2020/21 State Budget, but in order for the renovation project to proceed into construction, the building occupants will be temporarily relocated to the existing Science, Engineering, and Math (SEM) Building. The FASS project includes minor renovation such as wall demolition, new flooring and wall finishes, new signage, new automated door openers, and new casework to temporarily house the fine arts programs within the existing building.

This is an amendment to an existing agreement for additional services due to the time impact delay required for the Fine Arts Swing Space contractor (New Dynasty). Due to these delay impacts additional services are required for Stephen Payte DSA Inspections to extend DSA inspection services beyond the originally anticipated 7-month construction schedule. This amendment will increase the original contract amount of \$104,320 by \$30,680, based on the contracted Class 2 inspector hourly rate of \$90, for a new total contract amount of \$135,000, inclusive of reimbursable expenses.

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

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

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

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

RECOMMENDATION: Authorization is requested to increase the agreement with Stephen Payte DSA Inspections by \$30,680 for a new total contract amount of \$135,000 for DSA Inspection Services for the Fine Arts Swing Space Project at Cypress College. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the amendment on behalf of the District.

Fred Williams

Recommended by

B. V. dist Brad M

Approved for Submittal

3.i.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 14, 2023 Resolution
SUBJECT: North Orange County Community College Information
District (NOCCCD) Request to Serve Enclosure(s)
Alcoholic Beverages at the Opening
Ceremony of the Center for
Entrepreneurship

BACKGROUND: The NOCCCD will host the Opening Ceremony of the Center for Entrepreneurship on the NOCCCD District Services/Anaheim campus on the evening of May 4, 2023. The Opening Ceremony of the Center for Entrepreneurship serves as the formal opening of the Center, with activities, collaboration, and ribbon cutting. The event will be held from 4:00-6:30 p.m., on the First Floor, at the Cypress Bistro. The Center is a partner with the NorthSTAR Collaborative, supporting social entrepreneurship, new venture development, and business/start-up training for community members, students, and people seeking economic mobility across the North Orange County region. Admission to the event is free. NOCCCD would like to serve alcoholic beverages, including beer and wine, to the attendees. NOCCCD will obtain the proper permits from the State of California Alcoholic Beverage Control for this event.

This agenda item was submitted by Dr. Cathleen Greiner, Director, Center for Entrepreneurship and Dr. Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: None.

RECOMMENDATION: Authorization is requested for NOCCCD to serve alcoholic beverage at the Opening Ceremony of the Center for Entrepreneurship on the Anaheim campus on May 4, 2023.

Fred Williams

Recommended by


Approved for Submittal

3.j

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 14, 2023 Resolution
SUBJECT: Cypress College Athletics Request to Host Information
the Hall of Fame Induction Event and Serve Enclosure(s)
Alcoholic Beverages

BACKGROUND: The Cypress College Athletic Department proposes to host the Athletics Hall of Fame Induction Event on the Cypress College campus on the evening of Thursday, May 11, 2023. The Athletics Hall of Fame Event serves to recognize the accomplishments of outstanding student-athlete alumni. The event will be held from 5:00pm – 8:30pm in Cypress College Gym II. Admission to the event is \$75/person and \$50 for faculty/staff which includes admission and dinner. Table sponsorships are also available for \$2,000. The Athletic Department is requesting to serve alcoholic beverages to the guests. We will work with the Foundation Office to obtain all required permits including the City of Cypress and the State of California Alcoholic Beverage Control approval. Athletics will be responsible for costs associated with the event, including and the permits.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: None

RECOMMENDATION: Authorization is requested to allow the Cypress College Athletic Department to host the Hall of Fame Induction Event on the College campus on Thursday, May 11, 2023 and to allow them to serve alcoholic beverages to attendees.

Fred Williams

Recommended by


Approved for Submittal

3.k

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

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

DATE: March 14, 2023

SUBJECT: Cypress College
Curriculum Matters

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

The Educational Master Plan has indicated that "instructional programs need to be continually reviewed as to viability and priority" and the curriculum "needs to provide state-of-the-art training in vocational programs." The assessment process, mandated by the state, provides several reasons for the proposed curricular changes: (1) to meet changing employment requirements, as per the recommendations of both the faculty and advisory committees; (2) to expand and streamline certificate programs in keeping with state mandates; (3) to provide meaningful categorization of Faculty Service Areas; (4) to provide specific courses to meet student needs; (5) to restructure programmatic curricula; (6) to provide greater consistency between Cypress and Fullerton courses; and (7) to eliminate courses that either are no longer critical or that have been subsumed into other curricular offerings.

All curricula are submitted to the President's Office for review and approval prior to submission to the District Curriculum Coordinating Committee. This agenda item is submitted by Joyce Peacock, Chair of the Cypress College Curriculum Committee.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Campus General Fund.

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

Cherry Li-Bugg

Recommended by


Approved for Submittal

4.a.1

Item No.

CYPRESS COLLEGE CURRICULUM

Board Agenda

March 14, 2023

(DCCC approved February 10, 2023)

DEACTIVATE COURSES		
COURSE ID	EFF DATE	JUSTIFICATION
PHOT 227 C Retouching and Digital Workflow	2023 Fall	Course content is redundant and repetitive from Digital and Advanced Digital.
PHOT 235 C Drone Photography and Video	2023 Fall	Under achieving/low enrolled course, bulk units for majors
PHOT 277 C Food Photography	2023 Fall	Course information is redundant from PHOT203 Studio Lighting Techniques. Unnecessarily keeps students taking classes.

NEW COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MAD 175 C Entertainment Design Studio Units: 3 Lecture: 2 Laboratory: 4	*New Course *Distance Education: Partially Online *Class Fee: \$20.00 *Prerequisite: None *Advisory: None *CSU/UC Transfer	25	Individualized Instruction 25 Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2023 Fall	This course is designed to provide students recent technology education in order to obtain entry level working skills in cutting edge technology fields such as projection design, 3D, augmented reality. Students will gain hands on skills.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ACR 150 C ACR/Special Projects Units: 2-3 Lecture: 1 Laboratory: 3-6	*Outline Update *Course number update from ACR 050 C. *Schedule Description Update *CSU Transfer	24	Class provides highly individualized one on one training both in lecture and in lab settings. NATEF certification requirement - class size 24 The Automotive Collision Repair Department follows guidelines and standards established by both: ASE - the National Institute for Automotive Service Excellence and I-CAR – the Inter-Industry Conference on Auto Collision Repair. NATEF certification is awarded to programs that implement their processes,	2023 Fall	Course number change for transferability and marketability. Outline, course number, and schedule description updated to better reflect course content.

REVISED COURSES					
COURSE ID	ACTION TAKEN	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
			procedures and testing methodologies and class size thereby establishing a baseline for quality technicians entering the workforce. STD 6.4		
AT 109 C Introduction to Toyota Automotive Technology Units: 4 Lecture: 3 Laboratory: 3	*Outline Update *Advisory: Note that this is a restricted course. Students desiring to enroll in this course must have participated a T-TEN overview meeting and/or the T-TEN orientation meeting to obtain clearance to enroll. *Catalog/Schedule Description Update *Textbook Update	24	All automotive technology courses at Cypress College involve lecture/individualized instruction and lab that involve extensive individualized feedback to develop vocational skills. With extensive involvement with our advisory committees (both general automotive and Toyota) the recommendation was follow NATEF standard of 24, which maintains a safe working environment by creating collaborative work groups of 4.	2023 Fall	Add text to course catalog and schedule of classes that this is a restricted course. The restriction requires that the student has participated in a T-TEN overview meeting and/or the T-TEN orientation meeting. Outline, add advisory, catalog/schedule description, and textbook updated to better reflect course content.
HS 030 C Calculations for Medications Units: 1 Lecture: 1 Laboratory: 0	*Add FSA: R50	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.	2023 Spring	Add FSA: R50 effective Spring 2023, previously board approved 1/28/2020.
LAR N01 C Supervised Tutoring: LAR Hours: .5-72 Lecture: 0 Laboratory: 0	*Add FSAs: A30, A95, B05, C10, C60,	999	This is an open entry lab. Students will receive individualized tutoring based on their needs.	2023 Spring	Update FSAs to include, A30 (Biological Sciences), A95 (English), B05 (ESL), C10 (Mathematics), C60 (Reading), effective Spring 2023, previously board approved 5/24/2022.
PHOT 115 C Introduction to Digital Photography Units: 3 Lecture: 2 Laboratory: 4	*Outline Update *Course number update from PHOT 215 C. *Course title update from Digital Photography. *Advisory removed. *Catalog/Schedule Description Update *Student Learning Outcomes Update *UC Transfer	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)	2023 Fall	Update SLOs and course content. Outline, course number, course title, removal of advisory, catalog/schedule description, and SLOs updated to better reflect course content.

NEW DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION												
Physics	<p>Physics Associate in Science Degree for Transfer (AS-T) This curriculum is designed to provide an opportunity for the Physics major to receive an Associate in Science Degree in Physics for Transfer to CSU (AS-T in Physics) which completes the first- and second year requirements for transfer to a four-year public California institution. Students with a degree in physics may pursue careers in a variety of fields such as science, engineering, teaching, and patent law. While at least a baccalaureate degree is a recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in Physics or a similar major at a California State University (CSU) campus. This degree provides valuable quantitative and problem-solving skills that are in demand for hiring as lab technicians in a variety of fields such as manufacturing, engineering, and education. Students should consult a counselor, the Transfer Center, and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. The completion of this curriculum will demonstrate commitment to the Physics field and provide comprehensive preparation for upper-division work. To earn an AS-T in Physics students must complete the following requirements: (1) a minimum of 24 semester units or 36 quarter units in the Physics major with a minimum grade of "C"; AP(Pass) grade is an acceptable grade for a course in the major only if the P is defined to be equivalent to a C or better (2) California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (CSU IGETC); (3) completion of 60 semester or 90 quarter units of CSU transferable coursework; and (4) have an overall GPA of 2.0. *Note: The California State University General Education Breadth pattern (CSU GE) is NOT an option for this degree. Students must use the Intersegmental General Education Transfer Curriculum (CSU IGETC) for STEM which allows students to take one Arts or Humanities course and one Social or Behavioral Science course after transfer. Students should consult with a counselor when planning to complete the degree for more information on specific university admission and transfer requirements. This degree requires a total of 24 semester units in the physics major in addition to other graduation requirements. Required Courses: (24 units)</p> <table border="1" data-bbox="342 1774 1040 1896"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>PHYS221 C</td> <td>General Physics I</td> <td>4</td> </tr> <tr> <td>PHYS222 C</td> <td>General Physics II</td> <td>4</td> </tr> <tr> <td>PHYS223 C</td> <td>General Physics III</td> <td>4</td> </tr> </tbody> </table>			Units	PHYS221 C	General Physics I	4	PHYS222 C	General Physics II	4	PHYS223 C	General Physics III	4	2023 Fall	Degree name updated from Physics Associate in Science Degree for CSU Transfer (AS-T) to remove CSU in title effective Fall 2023, previously board approved 11/8/2022.
		Units													
PHYS221 C	General Physics I	4													
PHYS222 C	General Physics II	4													
PHYS223 C	General Physics III	4													

MATH150AC	Calculus I	4
MATH150BC	Calculus II	4
MATH250AC	Multivariable Calculus	4
Total Units		24

MODIFY DEGREES/CERTIFICATES			
DEGREE		EFF DATE	JUSTIFICATION
History	<p>History Associate in Arts Degree for Transfer (AA-T)</p> <p>This curriculum is designed to provide an opportunity for the History major to achieve an Associate in Arts Degree in History for Transfer (AA-T in History) which completes the first and second year requirements for transfer to a four-year public California institution. While at least a baccalaureate degree is recommended preparation for those considering professional careers, completion of this curriculum will demonstrate commitment to the field and provide comprehensive preparation for further academic study through upper-division course work. This curriculum specifically prepares the prospective transfer student for upper division coursework in History or a similar major at a California State University (CSU) campus. Students should consult a counselor, the Transfer Center and the catalog of the transfer college or university to plan a specific program of study to meet the college or university's requirements. Note: Courses that fulfill major requirements for an Associate Degree for Transfer at Cypress College might not be the same as those required for completing the major at all transfer institutions offering a Baccalaureate Degree. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major).</p> <p>This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. History is the study of change over time. Historians analyze cause and effect, construct narratives from primary sources, and try to explain the actions of people in the past. Students in history courses learn more than dates, names, and events. They also learn how to interpret, debate, and draw conclusions. History majors acquire a broad perspective on the human experience and appreciate how the past has shaped the present. While a baccalaureate degree is still recommended, completion of this degree is excellent general preparation for careers in education, law, historical research, historical preservation, government, journalism, media, and communication. To earn an AA-T in History students must complete the following requirements: (1) a minimum of 18 semester units or 27 quarter units in the History major with a grade of C or higher; AP(Pass) grade is an acceptable grade for a course in the major only if the P is defined to be equivalent to a C or better (2) California State University General Education Breadth requirements (CSU GE Breadth) or the Intersegmental General Education Transfer Curriculum (IGETC); (3) elective courses to complete a minimum of 60 units of CSU transferable coursework; (4) have an overall GPA of 2.0. This degree requires a total of</p>	2023 Fall	*Add PSLOs *Update Catalog Description. Total units remain the same.

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																																																																																											
	<p>18 units in the major, in addition to general graduation requirements. In addition to general graduation requirements.</p> <p>Required Core: 6 units</p> <table border="1" data-bbox="347 348 1040 625"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>HIST170 C</td> <td>History of the United States I</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST170HC</td> <td>Honors History of the United States I</td> <td>3</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>HIST171 C</td> <td>History of the United States II</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST171HC</td> <td>Honors History of the United States II</td> <td>3</td> </tr> </tbody> </table> <p>List A: 6 units chosen. Students will need to take either History 110C/110HC or History 112C/112HC and History 111C/111HC or History 113C/113HC.</p> <table border="1" data-bbox="347 674 1040 1192"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>HIST110 C</td> <td>Western Civilizations I</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST110HC</td> <td>Honors Western Civilizations I</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST112 C</td> <td>World Civilizations I</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST112HC</td> <td>Honors World Civilizations I</td> <td>3</td> </tr> <tr> <td></td> <td>and</td> <td></td> </tr> <tr> <td>HIST111 C</td> <td>Western Civilizations II</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST111HC</td> <td>Honors Western Civilizations II</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST113 C</td> <td>World Civilizations II</td> <td>3</td> </tr> <tr> <td></td> <td>or</td> <td></td> </tr> <tr> <td>HIST113HC</td> <td>Honors World Civilizations II</td> <td>3</td> </tr> </tbody> </table> <p>List B Group 1: Select 3 units from the following: Any History course not pertaining to the U.S. or Europe. (History 112 C/112H C and 113 C/113H C may be taken if not used in List A)</p> <table border="1" data-bbox="347 1266 1040 1629"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>HIST112 C</td> <td>World Civilizations I</td> <td>3</td> </tr> <tr> <td>HIST112HC</td> <td>Honors World Civilizations I</td> <td>3</td> </tr> <tr> <td>HIST113 C</td> <td>World Civilizations II</td> <td>3</td> </tr> <tr> <td>HIST113HC</td> <td>Honors World Civilizations II</td> <td>3</td> </tr> <tr> <td>HIST142 C</td> <td>History of Latin America I</td> <td>3</td> </tr> <tr> <td>HIST143 C</td> <td>History of Latin America II</td> <td>3</td> </tr> <tr> <td>HIST160 C</td> <td>Asian Civilizations I</td> <td>3</td> </tr> <tr> <td>HIST161 C</td> <td>Asian Civilizations II</td> <td>3</td> </tr> <tr> <td>HIST165 C</td> <td>History of the Middle East</td> <td>3</td> </tr> <tr> <td>HIST135 C</td> <td>History of Africa</td> <td>3</td> </tr> </tbody> </table> <p>List B Group 2: 3 units: Any history course (may be taken if not used from List A or from List B Group 1)</p> <table border="1" data-bbox="347 1703 1040 1885"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>HIST110 C</td> <td>Western Civilizations I</td> <td>3</td> </tr> <tr> <td>HIST110HC</td> <td>Honors Western Civilizations I</td> <td>3</td> </tr> <tr> <td>HIST111 C</td> <td>Western Civilizations II</td> <td>3</td> </tr> <tr> <td>HIST111HC</td> <td>Honors Western Civilizations II</td> <td>3</td> </tr> <tr> <td>HIST112 C</td> <td>World Civilizations I</td> <td>3</td> </tr> </tbody> </table>			Units	HIST170 C	History of the United States I	3		or		HIST170HC	Honors History of the United States I	3		and		HIST171 C	History of the United States II	3		or		HIST171HC	Honors History of the United States II	3			Units	HIST110 C	Western Civilizations I	3		or		HIST110HC	Honors Western Civilizations I	3		or		HIST112 C	World Civilizations I	3		or		HIST112HC	Honors World Civilizations I	3		and		HIST111 C	Western Civilizations II	3		or		HIST111HC	Honors Western Civilizations II	3		or		HIST113 C	World Civilizations II	3		or		HIST113HC	Honors World Civilizations II	3			Units	HIST112 C	World Civilizations I	3	HIST112HC	Honors World Civilizations I	3	HIST113 C	World Civilizations II	3	HIST113HC	Honors World Civilizations II	3	HIST142 C	History of Latin America I	3	HIST143 C	History of Latin America II	3	HIST160 C	Asian Civilizations I	3	HIST161 C	Asian Civilizations II	3	HIST165 C	History of the Middle East	3	HIST135 C	History of Africa	3			Units	HIST110 C	Western Civilizations I	3	HIST110HC	Honors Western Civilizations I	3	HIST111 C	Western Civilizations II	3	HIST111HC	Honors Western Civilizations II	3	HIST112 C	World Civilizations I	3		
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MODIFY DEGREES/CERTIFICATES

DEGREE				EFF DATE	JUSTIFICATION
	HIST112HC	Honors World Civilizations I	3		
	HIST113 C	World Civilizations II	3		
	HIST113HC	Honors World Civilizations II	3		
	HIST135 C	History of Africa	3		
	HIST142 C	History of Latin America I	3		
	HIST143 C	History of Latin America II	3		
	HIST151 C	Survey of British History I	3		
	HIST152 C	Survey of British History II	3		
	HIST160 C	Asian Civilizations I	3		
	HIST161 C	Asian Civilizations II	3		
	HIST190 C	History of the Americas I	3		
	HIST191 C	History of the Americas II	3		
	HIST163 C	History of Mexico	3		
	HIST165 C	History of the Middle East	3		
	HIST270 C	Women in United States History	3		
	HIST275 C	History of California	3		
	Total Units		18		
Photography	<p>Digital Photography Certificate</p> <p>The Digital Photography Certificate is designed to prepare the student for entry-level employment within the Photo Lab/Service Bureau Industry. Students are trained in the use of state-of-the-art printing and processing equipment. To earn a certificate, complete the required courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires 18.5-19 units.</p>			2023 Fall	<p>Due to changes in the technical nature of this program, it is necessary to make an adjustment to the variety of courses that make up this certificate. We intend to eliminate courses which incorporate outdated technology and replace them with existing courses which deliver more current applications of our medium. This is not a major overhaul of the program, yet one which is essentially a non-substantial adjustment, maintaining the basic integrity of our certificate.</p> <p>Remove: PHOT 227 C Add: PHOT 203 C *Course number and title update: PHOT 115 C Total units remain the same.</p>
	<p>Required courses are listed in suggested sequence:</p>				
			Units		
	PHOT101 C	Introduction to Photography	3		
	PHOT103 C	Intermediate Photography	3		
	PHOT115 C	Introduction to Digital Photography	3		
	PHOT203 C	Studio Lighting Techniques	3		
	PHOT219 C	Editorial Photography	3		
	PHOT216 C	Advanced Digital Photography	3		
	PHOT148 C	Photo Laboratory Studies I	0.5 - 1		
	Total Units		18.5 - 19		
Photography	<p>Photography Associate in Arts Degree</p> <p>This program is designed to prepare students for entry into occupational photographic fields. A student may also elect to work toward a transfer into a four-year institution, in the field of Fine Arts. To earn an Associate Degree students must complete: (1) all major course requirements with a grade of C or better; (2) Cypress College Native General Education requirements; California State University General Education Breadth requirements (CSU GE Breadth) or IGETC General Education requirements; (3) the Social Justice, Equity and Sustainability and reading requirements; (4) any elective courses to complete a minimum of 60 units;</p>			2023 Fall	<p>*Update Catalog Description *Add PSLOs *Remove: PHOT 235 C *Course number and title update: PHOT 115 C Total units from 36 to 33</p>

MODIFY DEGREES/CERTIFICATES

DEGREE		EFF DATE	JUSTIFICATION																																																			
	<p>and, (5) have a minimum GPA of 2.0. At least 50% of all major course work must be completed at Cypress College. Courses that fulfill major requirements for an Associate Degree at Cypress College might not be the same as those required for completing the major at a transfer institution offering a Baccalaureate Degree. For information on specific university requirements, please consult with your counselor, or visit the Transfer Center. This degree requires a total of 33 units.</p> <p>Required Courses (33 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>PHOT101 C</td><td>Introduction to Photography</td><td>3</td></tr> <tr><td>PHOT103 C</td><td>Intermediate Photography</td><td>3</td></tr> <tr><td>PHOT104 C</td><td>Wedding and Event Photography</td><td>3</td></tr> <tr><td>PHOT109 C</td><td>Portrait Photography</td><td>3</td></tr> <tr><td>PHOT118 C</td><td>Available Light Photography</td><td>3</td></tr> <tr><td>PHOT202 C</td><td>Contemporary Photography</td><td>3</td></tr> <tr><td>PHOT203 C</td><td>Studio Lighting Techniques</td><td>3</td></tr> <tr><td>PHOT204 C</td><td>History of Photography</td><td>3</td></tr> <tr><td>PHOT115 C</td><td>Introduction to Digital Photography</td><td>3</td></tr> <tr><td>PHOT219 C</td><td>Editorial Photography</td><td>3</td></tr> <tr><td>PHOT220 C</td><td>Alternative Photo Processes I</td><td>3</td></tr> <tr><td colspan="2">Total Units</td><td>33</td></tr> </tbody> </table>			Units	PHOT101 C	Introduction to Photography	3	PHOT103 C	Intermediate Photography	3	PHOT104 C	Wedding and Event Photography	3	PHOT109 C	Portrait Photography	3	PHOT118 C	Available Light Photography	3	PHOT202 C	Contemporary Photography	3	PHOT203 C	Studio Lighting Techniques	3	PHOT204 C	History of Photography	3	PHOT115 C	Introduction to Digital Photography	3	PHOT219 C	Editorial Photography	3	PHOT220 C	Alternative Photo Processes I	3	Total Units		33														
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PHOT220 C	Alternative Photo Processes I	3																																																				
Total Units		33																																																				
Photography	<p>Photography Certificate</p> <p>The certificate program in photography allows the student to prepare for entry into an occupational photographic field. To earn a certificate, complete the required courses listed below, plus 6 additional units from the list of suggested electives listed below with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 26 units.</p> <p>Required Courses (20 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>PHOT101 C</td><td>Introduction to Photography</td><td>3</td></tr> <tr><td>PHOT103 C</td><td>Intermediate Photography</td><td>3</td></tr> <tr><td>PHOT118 C</td><td>Available Light Photography</td><td>3</td></tr> <tr><td>PHOT203 C</td><td>Studio Lighting Techniques</td><td>3</td></tr> <tr><td>PHOT115 C</td><td>Introduction to Digital Photography</td><td>3</td></tr> <tr><td>PHOT148 C</td><td>Photo Laboratory Studies I</td><td>1</td></tr> <tr><td>PHOT149 C</td><td>Photo Laboratory Studies II</td><td>1</td></tr> <tr><td>PHOT204 C</td><td>History of Photography</td><td>3</td></tr> </tbody> </table> <p>Electives - Select 2 courses (6 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr><td>PHOT109 C</td><td>Portrait Photography</td><td>3</td></tr> <tr><td>PHOT104 C</td><td>Wedding and Event Photography</td><td>3</td></tr> <tr><td>PHOT202 C</td><td>Contemporary Photography</td><td>3</td></tr> <tr><td>PHOT219 C</td><td>Editorial Photography</td><td>3</td></tr> <tr><td>PHOT220 C</td><td>Alternative Photo Processes I</td><td>3</td></tr> <tr><td>PHOT206 C</td><td>Studio Practices</td><td>3</td></tr> <tr><td colspan="2">Total Units</td><td>26</td></tr> </tbody> </table>			Units	PHOT101 C	Introduction to Photography	3	PHOT103 C	Intermediate Photography	3	PHOT118 C	Available Light Photography	3	PHOT203 C	Studio Lighting Techniques	3	PHOT115 C	Introduction to Digital Photography	3	PHOT148 C	Photo Laboratory Studies I	1	PHOT149 C	Photo Laboratory Studies II	1	PHOT204 C	History of Photography	3			Units	PHOT109 C	Portrait Photography	3	PHOT104 C	Wedding and Event Photography	3	PHOT202 C	Contemporary Photography	3	PHOT219 C	Editorial Photography	3	PHOT220 C	Alternative Photo Processes I	3	PHOT206 C	Studio Practices	3	Total Units		26	2023 Fall	<p>Due to changes in the technical nature of this program, it is necessary to make an adjustment to the variety of courses that make up this certificate. We intend to eliminate courses which incorporate outdated technology and replace them with existing courses which deliver more current applications of our medium. This is not a major overhaul of the program, yet one which is essentially a non-substantial adjustment, maintaining the basic integrity of our certificate.</p> <p>*Update Catalog Description *Add PSLOs *Add: PHOT 206 C *Remove: PHOT 235 C *Course number and title update: PHOT 115 C Total units from 23 to 26</p>
		Units																																																				
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Total Units		26																																																				
Photography	<p>Portrait and Wedding Photography Certificate</p> <p>The Portrait and Wedding Photography Certificate is designed to prepare students for starting their own business or for employment within the wedding/portrait industry. To earn a certificate, complete the required</p>	2023 Fall	<p>Due to changes in the technical nature of this program, it is necessary to make an adjustment to the</p>																																																			

MODIFY DEGREES/CERTIFICATES																																				
DEGREE		EFF DATE	JUSTIFICATION																																	
	<p>courses as listed with a grade of C or better. At least 50% of all course work must be completed at Cypress College. This certificate requires a total of 21.5-22 units.</p> <p>Required Courses (21.5 - 22)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>PHOT103 C</td> <td>Intermediate Photography</td> <td>3</td> </tr> <tr> <td>PHOT118 C</td> <td>Available Light Photography</td> <td>3</td> </tr> <tr> <td>PHOT104 C</td> <td>Wedding and Event Photography</td> <td>3</td> </tr> <tr> <td>PHOT216 C</td> <td>Advanced Digital Photography</td> <td>3</td> </tr> <tr> <td>PHOT109 C</td> <td>Portrait Photography</td> <td>3</td> </tr> <tr> <td>PHOT203 C</td> <td>Studio Lighting Techniques</td> <td>3</td> </tr> <tr> <td>PHOT219 C</td> <td>Editorial Photography</td> <td>3</td> </tr> <tr> <td>PHOT150 C</td> <td>Photo Laboratory Studies III</td> <td>0.5 - 1</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Units</td> <td></td> <td>21.5 - 22</td> </tr> </tbody> </table>			Units	PHOT103 C	Intermediate Photography	3	PHOT118 C	Available Light Photography	3	PHOT104 C	Wedding and Event Photography	3	PHOT216 C	Advanced Digital Photography	3	PHOT109 C	Portrait Photography	3	PHOT203 C	Studio Lighting Techniques	3	PHOT219 C	Editorial Photography	3	PHOT150 C	Photo Laboratory Studies III	0.5 - 1				Total Units		21.5 - 22		<p>variety of courses that make up this certificate. We intend to eliminate courses which incorporate outdated technology and replace them with existing courses which deliver more current applications of our medium. This is not a major overhaul of the program, yet one which is essentially a non-substantial adjustment, maintaining the basic integrity.</p> <p>*Update Catalog Description *Add PSLOs *Add: PHOT 216 C, PHOT 219 C *Remove: PHOT 227 C Total units from 18.5-19 to 21.5-22</p>
		Units																																		
PHOT103 C	Intermediate Photography	3																																		
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DEACTIVATE DEGREES/CERTIFICATES																																	
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Photography	<p>UAV/UAS Drone Photography and Video Certificate</p> <p>Required Courses (15-16 units)</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Units</th> </tr> </thead> <tbody> <tr> <td>ATC160 C</td> <td>UAS Drone Basic</td> <td>3</td> </tr> <tr> <td>PHOT103 C</td> <td>Intermediate Photography</td> <td>3</td> </tr> <tr> <td>GEOG230 C</td> <td>Introduction to GIS</td> <td>3</td> </tr> <tr> <td>PHOT148 C</td> <td>Photo Laboratory Studies I</td> <td>0.5 - 1</td> </tr> <tr> <td>PHOT149 C</td> <td>Photo Laboratory Studies II</td> <td>0.5 - 1</td> </tr> <tr> <td>PHOT235 C</td> <td>Drone Photography and Video</td> <td>3</td> </tr> <tr> <td>PHOT236 C</td> <td>UAV Flight Lab - Photography</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Units</td> <td></td> <td>15 - 16</td> </tr> </tbody> </table>			Units	ATC160 C	UAS Drone Basic	3	PHOT103 C	Intermediate Photography	3	GEOG230 C	Introduction to GIS	3	PHOT148 C	Photo Laboratory Studies I	0.5 - 1	PHOT149 C	Photo Laboratory Studies II	0.5 - 1	PHOT235 C	Drone Photography and Video	3	PHOT236 C	UAV Flight Lab - Photography	2				Total Units		15 - 16	2023 Fall	No longer fits with curriculum.
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

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

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

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

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

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

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

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

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for Fullerton College, to be effective Fall 2023 and Fall 2024. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by

B. V. Dift Buhl

Approved for Submittal

4.b.2

Item No.



Board of Trustees
 Agenda Attachment
 Fullerton College Curriculum

March 14, 2023 | DCCC Approved on February 10, 2023

NEW COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
ART 136 F Relief Printmaking Units: 3 Lecture: 2 Laboratory: 4	Advisory: <ul style="list-style-type: none"> • ART 120 F or • ART 131 F 	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. Individualized instruction in relief printmaking techniques and processes.	2023 Fall	This course will give students the skills they need to work in a fine art print shop that specializes in printing editions for visual artists.

REVISED COURSES					
COURSE ID	PROPOSAL TYPES	CLASS SIZE	CLASS SIZE JUSTIFICATION	EFF DATE	JUSTIFICATION
MATH 131 F Calculus for Business with Support Units: 5 Lecture: 5 Laboratory: 0	Prerequisite: <ul style="list-style-type: none"> • MATH 040 F or • MATH 041 F or assessment through the college's multiple-measures placement process <ul style="list-style-type: none"> • Catalog Description Update • Prerequisite Validation • Title Revision with Program Impacts (LIST Programs in Justification) 	35	Class time includes lecture, discussion, group learning, guided practice and individualized instruction, and student presentations of problems. Includes three or more exams and multiple homework assignments requiring demonstration of problem solving ability.	2023 Fall	Title revision FROM Enhanced Calculus for Business TO Calculus for Business with Support. This will help students understand that this is not a different business calculus course. It is the same one with an addition of support. Added MATH 131 F to UC Credit Limitation.

<p>MATH 144 F Trigonometry with Support</p> <p>Units: 5 Lecture: 5 Laboratory: 0</p>	<p>Prerequisite:</p> <ul style="list-style-type: none"> • MATH 030 F and • MATH 040 F or • MATH 041 F or assessment through the college's multiple measures placement processes. • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Prerequisite Validation • Title Revision with Program Impacts (LIST Programs in Justification) 	35	<p>Class time includes lecture, discussion, group learning, guided practice and individualized instruction, and student presentations of problems. Includes three or more exams and multiple homework assignments requiring demonstration of problem-solving ability.</p>	2023 Fall	<p>Title revision (with no impacts) FROM Enhanced Trigonometry TO Trigonometry with Support. This will help students understand that this is not a different trigonometry course. It is the same one with an addition of support.</p>
<p>PHOT 118 F 19th Century Photography</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites:</p> <ul style="list-style-type: none"> • NONE • AA GE Addition • CSU GE Addition • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Remove Distance Education(online) • Schedule Description Update • Textbooks <p>GE:</p> <ul style="list-style-type: none"> • Associate Degree General Education Requirements • Area C1: Arts and Humanities - Visual Arts, Music, Theatre and Dance 	30	<p>Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.</p>	2024 Fall	<p>Proposed for AA GE Area C1 and CSU GE Area C1 in order to increase the student enrollment beyond photography majors for this course. This course addresses the camera's impact on visual culture throughout the world and the influences in art history.</p>
<p>PHOT 119 F 20th and 21st Century Photography</p> <p>Units: 3 Lecture: 3 Laboratory: 0</p>	<p>Prerequisites:</p> <ul style="list-style-type: none"> • NONE • CSU GE Addition • Catalog Description Update • Course Content (that do not change the overall scope of the course) • Schedule Description Update 	30	<p>Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking</p>	2024 Fall	<p>Proposed for AA GE Area C1 and CSU GE Area C1 in order to increase the student enrollment beyond photography majors for this course. This course addresses the camera's impact on visual culture throughout the world and the influences in art history.</p>

	<ul style="list-style-type: none"> • Textbooks • AA GE Addition GE: <ul style="list-style-type: none"> • Associate Degree General Education Requirements • Area C1: Arts and Humanities - Visual Arts, Music, Theatre and Dance 		skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.		
PHOT 214 F Professional Portrait II Units: 3 Lecture: 2 Laboratory: 4	Prerequisite: <ul style="list-style-type: none"> • PHOT 114 F • Catalog Description Update • Prerequisite Validation • Six-Year Review • Textbooks 	25	Course necessitates the use of labs and specific equipment that requires the instructor to provide extensive individualized feedback/evaluation on a regular basis.	2024 Fall	Six-Year Review. Textbooks.

DEACTIVATION OF DEGREES/CERTIFICATES		
DEGREE	EFF DATE	JUSTIFICATION
Law Enforcement Skills Development Skills Certificate	2023 Fall	Program deactivation. Since Fullerton College and the AJ Department are not associated with the Peace Officer Standards and Training (P.O.S.T.), it has been requested to deactivate this certificate.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 14, 2023

SUBJECT: Academic Personnel

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

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by


Approved for Submittal

5.a.1

Item No.

RETIREMENTS

Bianchino, Annie	FC	Chemistry Instructor Eff. 05/24/2023 PN FCF978
Rosen, Ellen	FC	ESL Instructor Eff. 07/02/2023 PN FCF754
Sapiro, Jacob	FC	Biological Sciences Instructor Eff. 05/21/2023 PN FCF746
Shrout, Cynthia	CC	Mathematics Instructor Eff. 07/01/2023 PN CCF802
Yimenu, Tilahun	FC	Chemistry Instructor Eff. 05/21/2023 PN FCF691

TEMPORARY REASSIGNMENT

Fierro, Deniz	FC	Director, Educational Partnerships And Programs
	To:	Interim Dean, Social Sciences 12 Month position (100%) Range 32, Step B + Doctorate Management Salary Schedule Eff. 03/06/2023-06/30/2023

ADDITIONAL DUTY DAYS @ PER DIEM

Aguirre, Crystal	FC	Head Coach, Softball	15 days
Baum, Chad	FC	Head Coach, Baseball	15 days
Bevec, Gina	FC	Head Coach, Women's Track & Field	15 days
Duron, Yolanda	FC	Head Coach, Tennis	13 days
Hutting, Anthony	CC	Head Coach, Baseball	15 days
Lewin, Pamela	FC	Head Coach, Lacrosse	13 days
Rapp, Eddie	FC	Head Coach, Men's Volleyball	13 days
Rosa, Melanie	FC	Director of Dance Productions	8 days
Sheil, Sean	FC	Head Coach, Men's Track & Field	15 days
Webster, Perry	FC	Asst. Coach, Baseball	11 days
Welliver, Nancy	CC	Head Coach, Beach Volleyball	13 days

Academic Personnel
March 14, 2023

LEAVE OF ABSENCE

@01475138	CC	Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted: Unpaid thereafter Eff. 02/02/2023-03/02/2023
@01615121	FC	SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 12/14/2022 (6.5 hours), 12/15/2022 (6.5 hours), 12/16/2022 (8 hours)
@01673995	CC	SB 114 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 11/17/2022 (7 hours)
Clahane, Dana	FC	Mathematics Instructor Load Banking Leave With Pay (0.67%) Eff. 2023 Spring Semester
Higgins, Rita	FC	Nutrition/Foods Instructor Load Banking Leave With Pay (3.33%) Eff. 2023 Spring Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2023 SPRING SEMESTER

Cutler, Axiom	FC	Column 1, Step 1
Mariscal, Shelley	CC	Column 1, Step 1
Montgomery, Andrew	FC	Column 1, Step 1
Sepulveda, Rocio	CC	Column 1, Step 1
Taula, Kathy	CC	Column 1, Step 1
Vasudevan, Arya	CC	Column 1, Step 1
Wright, Corey	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Adams, Kelly	FC	Column 1, Step 1
Perez, Rosa	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Adams, Virgil	CC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
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Academic Personnel
March 14, 2023

Alrubaye, Wasan	NOCE	Curriculum Transformation Seminar Stipend not to exceed \$330.00 Eff. 01/09/2023-01/13/2023
Arellano, German	NOCE	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Cruz, Cassandra	NOCE	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Famolaro, Felix	NOCE	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Han, Il Gu	CC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Kanal, Naveen	FC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Magginetti, Giovanni	CC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Mariscal, Shelley	CC	Mandatory Hospital/Clinical Orientation Column 1, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 7 hours Eff. 03/10/2023
Martinez, Hector	FC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Ream, Timothy	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 4 hours Eff. 12/19/2022-01/13/2023

Academic Personnel
March 14, 2023

Rouhi, Samaneh	NOCE	Online Teaching Certificate Stipend not to exceed \$250.00 Eff. 01/06/2023-01/18/2023
Snow, Elizabeth	CC	Curriculum Transformation Seminar Stipend not to exceed \$1,100.00 Eff. 01/09/2023-01/13/2023
Starkey, Monique	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Not to exceed 4 hours Eff. 12/19/2022-01/13/2023
Taula, Kathy	CC	Mandatory Hospital/Clinical Orientation Column 1, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 7.5 hours Eff. 03/10/2023

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: March 14, 2023 Information _____
Enclosure(s) X
SUBJECT: Classified Personnel

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 14, 2023

OFFER OF EMPLOYMENT RESCISSION

@01985743	FC	Facilities Custodian I 12-month position (100%) PN FCC747
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RESIGNATION

Toledo, Javier	CC	Facilities Custodian I 12-month position (100%) Eff. 02/27/2023 PN CCC747
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NEW PERSONNEL

Carlos, Anita	FC	Manager, Campus Accounting 12-month position (100%) Range 16, Column G Management Salary Schedule Eff. 03/15/2023 PN FCM940
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Corona, Karina	FC	Research Analyst 12-month position (100%) Range 52, Step D Classified Salary Schedule Eff. 03/15/2023 PN FCC551
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Park, Erin	FC	IT Technician II 12-month position (100%) Range 44, Step D Classified Salary Schedule Eff. 03/15/2023 PN FCC901
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Classified Personnel
March 14, 2023

RECLASSIFICATION

Carnes, Matthew	CC	Facilities Custodian I 12-month position (100%) Range 27, Step E + 25% Longevity +PG&D To: Facilities Custodian II 12-month position (100%) Range 28, Step E + 25% Longevity +PG&D Classified Salary Schedule Eff. 05/01/2022 PN CCC855
Espinoza, Michael	CC	Facilities Custodian I 12-month position (100%) Range 27, Step E + 5% Longevity To: Facilities Custodian II 12-month position (100%) Range 28, Step E + 5% Longevity Classified Salary Schedule Eff. 05/01/2022 PN CCC782
Guzman, Elizabeth	FC	Admissions and Records Specialist 12-month position (100%) Range 36, Step E + 20% Longevity +PG&D To: Admissions and Records Specialist II 12-month position (100%) Range 38, Step E + 20% Longevity +PG&D Classified Salary Schedule Eff. 05/01/2022 PN FCC924
Kim, Vivian	CC	Administrative Assistant II 12-month position (100%) Range 36, Step E To: International Student Services Coordinator 12-month position (100%) Range 41, Step E Classified Salary Schedule Eff. 05/01/2022 PN CCC884

Classified Personnel
March 14, 2023

Leacock-Kendall,
Denise

FC

Admissions and Records Technician
12-month position (100%)
Range 33, Step E + 15% Longevity +PG&D

To: Admissions and Records Specialist
12-month position (100%)
Range 36, Step E +15% Longevity +PG&D
Classified Salary Schedule
Eff. 05/01/2022
PN FCC825

Lopez, Della

CC

Administrative Assistant I
12-month position (100%)
Range 33, Step E + 10% Shift +15% Longevity +
PG&D

To: Administrative Assistant II
12-month position (100%)
Range 36, Step E + 10% Shift +15% Longevity
+ PG&D
Classified Salary Schedule
Eff. 05/01/2022
PN CCC942

Phan, Michelle

FC

Evaluator
12-month position (100%)
Range 36, Step E +5% Longevity + PG&D

To: Evaluator Specialist II
12-month position (100%)
Range 38, Step E + 5% Longevity + PG&D
Classified Salary Schedule
Eff. 05/01/2022
PN FCC635

Richie, Cecilia

CC

Receptionist
12-month position (100%)
Range 29, Step E + 30% Longevity

To: Receptionist/Dispatcher
12-month position (100%)
Range 33, Step E + 30% Longevity
Classified Salary Schedule
Eff. 05/01/2022
PN CCC859

Classified Personnel
March 14, 2023

Santos, Martin	CC	Facilities Custodian I 12-month position (100%) Range 27, Step E + 5% Shift + 15% Longevity To: Facilities Custodian II 12-month position (100%) Range 28, Step E + 5% Shift +15% Longevity Classified Salary Schedule Eff. 05/01/2022 PN CCC840
Shonkwiler, Joseph	CC	Administrative Assistant I 12-month position (100%) Range 33, Step E To: Student Services Specialist 12-month position (100%) Range 36, Step E Classified Salary Schedule Eff. 05/01/2022 PN CCC987
Vasquez, Joseph	CC	Facilities Custodian I 12-month position (100%) Range 27, Step E + 5% Shift + 30% Longevity + PG&D To: Facilities Custodian II 12-month position (100%) Range 28, Step E + 5% Shift +30% Longevity + PG&D Classified Salary Schedule Eff. 05/01/2022 PN CCC914
Vega, Armando	CC	Campus Safety Officer 12-month position (100%) Range 31, Step E + 10% Longevity + 5% Shift To: Campus Safety Officer Coordinator 12-month position (100%) Range 40, Step E + 10% Longevity + 5% Shift Classified Salary Schedule Eff. 10/01/2021 PN CCC973

Classified Personnel
March 14, 2023

Woolner, Barbara	CC	Personnel Services Specialist 12-month position (100%) Range 41, Step E + 25% Longevity + PG&D
		To: Human Resources Generalist 12-month position (100%) Range 44, Step E + 25% Longevity + PG&D Classified Salary Schedule Eff. 05/01/2022 PN DEC922

PROMOTION

Nguyen, Hai	FC	IT Specialist, Network 12-month position (100%) PN FCC649
		To: Systems Analyst, Technology 12-month position (100%) Range 60, Step A + 25% Longevity Classified Salary Schedule Eff. 03/15/2023 PN FCC553

VOLUNTARY CHANGES IN ASSIGNMENT

Arcos-Realpe, Liz	CC	Administrative Assistant II (100%) Extension of Temporary Change in Assignment From: Physical Plant and Facilities To: Health Sciences Eff: 03/01/2023 – 04/30/2023
Evans, Malyna	NOCE	Admissions and Records Technician (100%) Return to Regular Assignment Eff. 04/01/2023

Classified Personnel
March 14, 2023

Fayad, Sabrina	CC	Receptionist (50%) Extension of Temporary Change in Assignment To: Administrative Assistant II 12-month position (100%) Range 36, Step A Classified Salary Schedule Eff. 02/17/2023 – 04/30/2023
Flores, Hugo	FC	Admissions and Records Coordinator (100%) Temporary Change in Assignment To: NOCE Interim Manager, ESL & Citizenship 12-month position (100%) Range 14, Column A + PG&D Management Salary Schedule Eff. 03/15/2023 – 06/30/2023
Hua, Henry	CC	Division Dean, Business and CIS (100%) To: FC Interim Vice President Admin. Services 12-month position (100%) Range 37, Column F + PG&D Management Salary Schedule Eff. 03/15/2023

STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

Thompson, Scott	FC	Student Services Specialist (100%) 6% Stipend Eff. 02/15/2023 – 06/30/2023
Williams, Adrienne	FC	Administrative Assistant I (100%) 6% Stipend Eff. 02/15/2023 – 06/30/2023

LEAVES OF ABSENCE

@00951545	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/20/2023 – 03/20/2023 (Consecutive Leave)
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Classified Personnel
March 14, 2023

@00903799	CC	Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 11/22/2022 – 03/22/2023 (Consecutive Leave)
@018221998	FC	Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/02/2022 – 04/09/2023 (Consecutive Leave)
@00186432	AC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/20/2023 – 03/20/2023 (Consecutive Leave)
@00004713	CC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 12/08/2022 – 02/28/2023 (Consecutive Leave)

NEW CLASSIFIED JOB DESCRIPTIONS

Admissions & Records Specialist II
Range 38
Classified Salary Schedule

Evaluator Specialist II
Range 38
Classified Salary Schedule

Human Resources Generalist
Range 44
Classified Salary Schedule

Receptionist/Dispatcher
Range 33
Classified Salary Schedule

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Admissions & Records Specialist II <i>(NEW)</i>	Range:	38
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for performing complex technical duties in the Admissions and Records Office and serving as the lead specialist in registration functions.

ESSENTIAL FUNCTIONS

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

1.	Coordinate and organize activities within an assigned service area in an Admissions and Records Office to assure efficiency of operations; research and investigate matters and identifies appropriate solutions. Work closely with the Director of Admissions and Records to develop and maintain the registration processes and special registration accommodations in the student database to support student success
2.	Assist in the preparation and monitoring of registration for each term. Communicate and collaborate with other departments on registration processes to ensure compliance with applicable rules, regulations, policies and procedures.
3.	Troubleshoot complex registration matters with students and resolve most issues and matters related to registration of cohort groups, special populations, cross enrollment, auditing of courses, special admits, dual enrollment, and registration exceptions.
4.	Research late add petitions and determines the appropriate course of actions. Audit late add documents to assure accuracy, completeness and resolves discrepancies as necessary.
5.	Provide information and assistance on the telephone or in person to students, staff and the public regarding admissions, registrations, records, enrollment, fees and other areas of student services.
6.	Process applicable fees; receive, account for, balance and deposit monies at assigned location; lock and secure office records and supplies as required.
7.	Process and maintain attendance collection, accounting and recording of student grades, degrees and vocational certificates; process application forms according to established procedures, process student program changes.
8.	Maintain accurate records and files including student transcripts; make grade changes and cumulative GPA corrections; locate and obtain various information from records as requested; prepare and maintain records for storage.
9.	Collect and post a variety of information from standardized media to various types of central records; utilize appropriate data processing programs.
10.	Provide information and assist other Admissions and Records staff, counselors, instructors, other District departments, and outside agencies as needed or assigned; assist in registration as assigned.

11.	Prepare and type correspondence, labels and other written materials as required; duplicate materials as needed; route and distribute incoming and outgoing mail.
12.	Train and provide work direction and guidance to others as directed.
13.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
14.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
15.	Perform related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

In addition to the essential functions, the Admissions & Records Specialist II trains and provides work direction to others as directed.

WORKING RELATIONSHIPS

The Admissions & Records Specialist II maintains frequent contact with co-workers in the Admissions and Records Office, various departments, outside agencies, students, faculty and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Associates Degree or equivalent

Minimum three (3) years increasingly responsible administrative experience, preferably in a college or university admissions and records office

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

Desirable Qualifications

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of local, state, and college requirements

Knowledge of applicable sections of State, Education Code and local, State, and Federal laws

Knowledge of organization, policies, and rules of assigned department or program

Knowledge of modern office practices, procedures and equipment

Knowledge of record-keeping techniques

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

Knowledge of various computer software applications

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

Ability to make arithmetic calculations quickly and accurately

Ability to operate a variety of office equipment such as calculator, computer, copier, etc.

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

Ability to plan, organize and prioritize work

Ability to work independently with little direction

Ability to complete work efficiently with many interruptions

Ability to work confidentially with discretion

Ability to meet schedules and timelines

Ability to understand and follow oral and written directions

Ability to communicate effectively, orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain effective working relationships with others

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

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Evaluator Specialist II <i>(NEW)</i>	Range:	38
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for coordinating the work of records evaluation personnel and performing complex technical duties involved in the analysis and evaluation of student records and transcripts for graduation, transfer, certification, audit articulation data enrollment in compliance with local, state, and federal standards. Incumbents must possess a thorough knowledge of all phases of admissions and records.

ESSENTIAL FUNCTIONS

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

1.	Track curriculum changes at the local and state level and ensure that student degree audits satisfy state standards and local degree requirements.
2.	Enter, update, and maintain transfer articulation data within the District's Student Information System (SIS), evaluate transfer courses for compliance with local and state requirements and general education standards.
3.	Troubleshoot degree audit coding including testing to detect and resolve inaccuracies with student degree audit data. Provide technical assistance to students, faculty and staff on the interpretation of District policies and procedures, and federal and state regulations related to admissions, transfers, graduation, etc.
4.	Coordinate and organize activities within an assigned service area in an Admissions and Records Office to assure efficiency of operations; research and investigate problems and identify appropriate solutions
5.	Assist in training designated graduation staff on the input of transfer work into the student database.
6.	Interpret course descriptions; assist departments in evaluating courses for degrees, certificate, and transfer programs.
7.	Evaluate academic records and transfer credits to determine student eligibility for admissions, general education requirements, programs, degrees and vocational certificates, coordinate printing of certificates and awards. Interpret college requirements; explain basis for evaluation made and provide information to students and faculty on evaluations and college requirements.
8.	Review non-traditional education materials for possible granting of college credits and maintains current knowledge of high school graduation requirements in California and elsewhere.
9.	Review, analyze and prepare student petitions, including academic exceptions and academic renewals; participate in meetings regarding student petitions and provide resource information.
10.	Compute statistical data for graduation and verify completion of final semester courses and calculate and track cumulative GPA; determine eligibility for graduation.
11.	Assist and advise counselors regarding student records and make appropriate recommendations and corrections; compile and verify information for State and Federal reports

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

12.	Provide information and assist other admissions and records staff, counselors, instructors, other District departments, and outside agencies as needed or assigned; assist in registration as assigned.
13.	Process attendance accounting and collection and recording of student grades, degrees and vocational certificates; process student program changes.
14.	Train and provide work direction and guidance to others as directed.
15.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
16.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
17.	Perform related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Evaluator Specialist II maintains frequent contact with co-workers in the Admissions and Records Office, various departments, outside agencies, students, faculty, and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Associate degree or equivalent

Minimum three (3) years of increasingly responsible administrative experience in a college or university admissions and records office, preferably in the evaluation/graduation areas.

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

Desirable Qualifications

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of local, state, and national college requirements
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of organization, policies, and rules of assigned department or program
Knowledge of modern office practices, procedures and equipment
Knowledge of record-keeping techniques
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of various computer software applications
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to make arithmetic calculations quickly and accurately
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to complete work efficiently with many interruptions
Ability to work confidentially with discretion
Ability to meet schedules and timelines
Ability to understand and follow oral and written directions

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

Ability to communicate effectively, orally, and in writing
Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Human Resources Generalist (NEW)	Range:	44
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties to support human resources functions as assigned by the Associate Vice Chancellor of Human Resources while maintaining compliance with law, Board policies, collective bargaining agreements, education code, and administrative policies.

ESSENTIAL FUNCTIONS

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

1.	Perform advanced administrative duties independently as assigned; coordinate daily activities to assure efficient operations; provide information to departments, employees and the public on the phone and in person; answer questions and resolve matters related to Human Resources requiring specialized and extensive knowledge. Serve as the primary liaison to the District's Human Resources team.
2.	Perform technical, analytical, and regulatory oversight duties performed independently at the direction of the Associate Vice Chancellor, Human Resources that require confidential, specialized, and compliance related knowledge of policies, procedures, regulations, and collective bargaining agreements.
3.	Provide oversight and guidance for campus administrators, managers, and administrative staff on confidential matters, procedural requirements, administrative policies, forms, prepare and distribute calendar due dates related to Human Resources functions. Prepare and assist in the completion of required forms related to the hiring of academic, classified, hourly and professional expert employee classifications; respond to questions and clarify procedures; verify accuracy of information and make needed corrections prior to submitting for final approval.
4.	Provide recommendations for Human Resources information systems and works with internal and external partners to develop and implement processes. Offer technical expertise and insight as to what affect proposed changes may have on the campuses and the workload and processes of the Human Resources Generalist and Administrative Assistants.
5.	Prepare, proof, and maintain reports for campus budgets; maintain records of faculty leave (including medical, sabbaticals, loadbank, unpaid, phase-in), reassigned time, resignations, and new employees; maintain tenure review and administrative evaluation schedules. Provide oversight for state mandated reporting at the campus; correct errors identified related to Human Resources matters/forms; update Banner with correct codes; respond to inquiries regarding budget codes, activity codes, general funds, and categorical funds.
6.	Maintain a variety of complex records of a confidential nature including information regarding Board, District, personnel; input, retrieve, and analyze computerized data as required. Assist and provide recommendation for reconciling complex and confidential issues; research, analyze and compile data for public records requests.
7.	Provide analysis and recommendation to administrators and managers in need of assistance with addressing and resolving employee issues. Coordinate accommodations, leaves, contract administration, employee relations, and other Human Resources matters.

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

8.	Compose and prepare correspondence independently; format presentations and reports; develop and revise schedules and forms; compile and prepare complex and difficult statistical and narrative reports from a variety of sources; greet visitors and direct to appropriate personnel; initiate and answer telephone calls; screen and direct calls; receive, open, prioritize, and route as appropriate.
9.	Train and provide work direction and guidance to others as directed.
10.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Perform related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Human Resources Generalist maintains frequent contact with various District departments and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED; supplemental college coursework desirable.

Minimum five (5) years of increasingly responsible administrative experience; may be supplemented by applicable college courses; preferably in an educational setting.

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

Desirable Qualifications

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of federal, state, and local laws, codes and regulations as they relate to human resources
Knowledge of modern office practices, procedures and equipment
Knowledge of record-keeping techniques
Knowledge of basic bookkeeping procedures
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of various computer software applications
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to make arithmetic calculations quickly and accurately
Ability to type at 60 wpm from clear copy
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to complete work efficiently with many interruptions
Ability to work confidentially with discretion
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing

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

Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Receptionist/Dispatcher <i>(NEW)</i>	Range:	33
Date Revised:		Date Approved:	

PRIMARY PURPOSE

This position is responsible for receiving and dispatching calls for emergency and non-emergency services to and from campus safety officers; contacts outside emergency services for assistance when needed; receives and screens all incoming visitors and calls to Campus Safety. Responsible for administrative duties as assigned.

ESSENTIAL FUNCTIONS

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

1.	Receive, screen, prioritize and dispatch calls for emergency and non-emergency services to and from campus safety officers, divisions, departments, and external agencies. Communicate with outside emergency services for assistance when appropriate. Monitor and dispatch officers to alarms received and makes appropriate safety notifications; answer calls from campus wide emergency phone campus-wide, and immediately dispatch officers to the appropriate location. Responsible for campus wide switchboard/general phone line.
2.	Monitor local police and emergency frequencies via police scanners, surveillance cameras and notify campus safety officers and others of situations that may impact the campus. Responsible for campus communications related to campus safety matters, emergency situations, maintenance issues, property damage, etc.
3.	Maintain two-way radio communication with security personnel; relay emergency information and request for assistance; call police, paramedics, or fire in emergencies. Responsible for providing information relating to incident reports, daily logs, and other programs.
4.	Maintain a daily log according to CLERY reporting standards for all requests for services, responses and activity by Campus Safety. Responsible for communications, correspondence, record keeping, and other assigned administrative duties.
5.	Provide general, and departmental information and assistance to callers and visitor; Maintain reception counter; greet and assist all office visitors and provide information; assist staff as assigned.
6.	Perform detailed administrative duties in support of the division within established rules, laws, and regulations; coordinate daily activities to assure efficient operations; provide information requiring good judgement, knowledge, and effective communication of policies and laws. assist with special projects.
7.	Train and provide work direction and guidance to others as directed.
8.	Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
9.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
10.	Perform related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Receptionist/Dispatcher maintains frequent contact with District staff, faculty, students, and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED and a minimum of two (2) years of secretarial, administrative, or dispatching experience OR equivalent college education and/or sufficient experience and training to demonstrate the knowledge, skills, and abilities listed below.

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

Desirable Qualifications

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of operation of a telephone switchboard
Knowledge and fluency of radio codes
Knowledge of First Aid techniques
Knowledge of local, state, and federal laws
Knowledge of District operations, policies, procedures, and mission, values, and goals
Knowledge of current computer software applications
Knowledge of telephone techniques and etiquette
Knowledge of modern office practices, procedures, and equipment
Knowledge of maintaining files and records
Knowledge of interpersonal skills using tact, patience, and courtesy
Ability to assess situations accurately and determine appropriate action according to established guidelines
Ability to interpret, apply, and explain laws, rules, regulations, policies, and procedures
Ability to operate telephone switchboard
Ability to learn employee and office locations and extensions, organizations, and operations
Ability to train others in the proper operation of a telephone switchboard
Ability to operate a variety of office equipment such as computers, copiers, fax machines, etc.
Ability to understand and follow oral and written directions
Ability to work independently with limited direction
Ability to organize and prioritize work
Ability to complete work efficiently with many interruptions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

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

SPECIAL REQUIREMENTS

A valid California Driver's License

Certification of a 120 hours or more of Public Dispatcher Course or equivalent (must be obtained within six months from date of hire as a condition of continued employment)

First Aid and CPR Certification issued by the American Red Cross or equivalent (must be obtained within six months from date of hire as a condition of continued employment)

WORKING CONDITIONS

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment, and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 14, 2023

SUBJECT: Professional Experts

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

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by


Approved for Submittal

5.c.1

Item No.

Professional Experts
March 14, 2023

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Agajanian, Lauren	NOCE	Project Coordinator	Rising Scholars Program Coordinator	26	02/22/2023	06/30/2023
Alizadeh, Rassoul	CC	Technical Expert II	ZTC/OER Work Group	10	01/30/2023	06/30/2023
Arellano, German	NOCE	Technical Expert I	EI Civics Assessment Scorer (NOCE ESL)	26	03/19/2023	03/25/2023
Arellano, Peggy	NOCE	Technical Expert I	EI Civics Assessment Scorer (NOCE ESL)	26	03/19/2023	03/25/2023
Campbell, Garrett	FC	Technical Expert II	Distance Education Division Representative	20	02/20/2023	05/20/2023
Carlin, Anna	FC	Technical Expert II	Faculty Mentoring Program	8	02/16/2023	06/30/2023
Carlisle, Teresa	NOCE	Project Expert	Career Pathways Specialist	22	03/27/2023	05/25/2023
Chicas Gallardo, Evangelina	FC	Project Coordinator	Strong Workforce Center for Academic Internships	20	01/23/2023	06/30/2023
Corum, Dulce	FC	Project Expert	Student Success Advocate	26	03/06/2023	06/30/2023
Costello, Jeanne	FC	Technical Expert II	Professional Learning Winter Coordination	20	12/12/2022	01/18/2023
Craig, Dale	FC	Technical Expert II	Faculty Mentoring Program	8	02/16/2023	06/30/2023
Cruz, Edward	NOCE	Project Coordinator	Community Engagement Liaison Support	26	02/16/2023	05/17/2023
Diaz, Roberto	FC	Technical Expert II	Distance Education Division Representative	20	02/20/2023	05/20/2023
Espinosa, Aaron	CC	Technical Expert II	Marketing and Recruitment Project	26	02/13/2023	06/30/2023
Fleming, Karen	FC	Technical Expert II	Weaponless Defense Safety Advisor	5	02/16/2023	05/18/2023
Floyd, Becky	CC	Technical Expert II	ZTC/OER Work Group	10	01/30/2023	06/30/2023
Ghidella, Richard	FC	Technical Expert II	Faculty Mentoring Program	8	02/16/2023	06/30/2023
Gonzales, Ryan	FC	Technical Expert II	Athletic Life Coach	20	02/28/2023	05/19/2023
Grande, Jolena	CC	Technical Expert II	SWP Regional Competency-Based Education	15	05/21/2023	06/30/2023
Graves, Gary	FC	Technical Expert II	Faculty Mentoring Program	10	02/16/2023	06/30/2023
Gregorio, Aline	FC	Technical Expert II	Program Review Reader	40	02/16/2023	04/28/2023

Professional Experts
March 14, 2023

Grote, Silvie	CC	Technical Expert II	Technical Curriculum Review	5	02/20/2023	05/15/2023
Hasan, Fouton	NOCE	Technical Expert I	EI Civics Assessment Scorer (NOCE ESL)	26	03/19/2023	03/25/2023
Hata, Tanner	CC	Certified Athletic Trainer	Certified Athletic Trainer	26	02/10/2023	06/30/2023
Haueisen, Brooke	FC	Technical Expert II	3D Printing Faculty Training and Assistance	26	02/06/2023	06/30/2023
Henderson, Angela	FC	Technical Expert II	Distance Education Division Representative	20	02/20/2023	05/20/2023
Henke, Carol	FC	Technical Expert II	Career Exploration and Mentorship	10	02/01/2023	05/31/2023
Ikeda, Nancy	FC	Technical Expert II	Math FIG	6	02/01/2023	05/20/2023
Jackson-Johnson, Shannon	FC	Project Expert	Stage Manager Assistant	26	03/15/2023	04/30/2023
Jagodina, Marianna	FC	Technical Expert II	Math FIG	6	02/01/2023	05/20/2023
Juarez, Anita	FC	Technical Expert II	Student Focus Group	20	01/01/2023	05/20/2023
Koeppel, Liana	CC	Technical Expert II	ZTC/OER Work Group	10	01/30/2023	06/30/2023
Le Cornet, Karen	CC	Technical Expert II	ZTC/OER Work Group	10	01/30/2023	06/30/2023
Lim, Emmie	NOCE	Technical Expert I	EI Civics Assessment Scorer (NOCE ESL)	26	03/19/2023	03/25/2023
Loney, Laura	FC	Technical Expert II	Math FIG	6	02/01/2023	05/20/2023
McAlister, Kathleen	CC	Technical Expert II	ZTC/OER Work Group	10	01/30/2023	06/30/2023
McCarthy, Barry	FC	Technical Expert II	Faculty Mentoring Program	8	02/16/2023	06/30/2023
McCormick, Steve	CC	Technical Expert II	Perkins V Tourism	20	02/27/2023	05/19/2023
Moore, Michael	FC	Technical Expert II	Distance Education Division Representative	20	02/20/2023	05/20/2023
Morales Gonzalez, Nancy	CC	Project Expert	Project Raiser Outreach Coordinator	26	03/08/2023	05/31/2023
Morris, Diana	FC	Project Expert	Stage Manager	20	03/15/2023	04/30/2023
Palmer, Leslie	CC	Technical Expert II	ZTC/OER Work Group	10	01/30/2023	06/30/2023
Pham, Kara	FC	Technical Expert II	Math FIG	6	02/01/2023	05/20/2023
Quihuis, Susan	NOCE	Project Expert	Career Pathway Specialist	26	04/03/2023	05/18/2023
Rhymes, Regina	CC	Technical Expert II	ZTC/OER Work Group	10	01/30/2023	06/30/2023

Professional Experts
March 14, 2023

Romo, Vincent	CC	Technical Expert II	ZTC/OER Work Group	10	01/30/2023	06/30/2023
Rosen, Lugene	FC	Technical Expert II	Distance Education Division Representative	20	02/20/2023	05/20/2023
Rouhi, Samaneh	NOCE	Technical Expert II	I-Best Revisions – Business Info Worker I for ELLs	26	03/19/2023	03/25/2023
Sampson, Kevin	FC	Technical Expert II	Distance Education Division Representative	20	02/20/2023	05/20/2023
Seidel, Jay	FC	Technical Expert II	FC Drone Pilot Apprenticeship Grant Campus Administrator	10	11/15/2022	06/30/2023
Simmons, Samantha	CC	Technical Expert II	ZTC/OER Work Group	10	02/08/2023	06/30/2023
Simoese, Nora	CC	Technical Expert II	Sole Image Faculty Coordinator	25	12/12/2022	01/20/2023
Spooner, Stephanie	CC	Technical Expert II	Technical Curriculum Review	5	02/20/2023	05/15/2023
Swayne, Nicole	FC	Project Expert	Marketing & Events Advocate	26	03/06/2023	06/30/2023
Tran, Brandon	FC	Technical Expert II	Faculty Mentoring Program	8	02/16/2023	06/30/2023
Vo, Dao	FC	Technical Expert II	Math FIG	6	02/01/2023	05/20/2023
Young, Annette	CC	Technical Expert II	ZTC/OER Work Group	10	01/30/2023	06/30/2023
Zaragoza, Juan	FC	Technical Expert II	Math FIG	6	02/01/2023	05/20/2023

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 14, 2023

SUBJECT: Hourly Personnel

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

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

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

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

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

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

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

Irma Ramos

Recommended by


Approved for Submittal

5.d.1

Item No.

Hourly Personnel
March 14, 2023

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Avina, Cynthia	FC	Technical - Assist in Counseling Office	03/15/23	06/30/23	TE A 1
Dwyer, Jamie	FC	Technical - Assist in Counseling Office	03/15/23	06/30/23	TE A 1
Franklin, Nathan	CC	Technical - Assist in Health Science office	03/15/23	06/14/23	TE A 2
Guerrero, Fernando	CC	Technical - Assist in Air Conditioning and Refrigeration	03/15/23	06/14/23	TE A 2
Ha, Ylan	FC	Technical - Assist in Digital Art (DART) Lab	03/15/23	06/30/23	TE A 1
Huck, Jenelle	FC	Tech/Paraprof - On-call Theater Crew for rental productions	03/15/23	06/30/23	TE B 2
Mayeaux, Grant	CC	Direct Instr Support - Athletic Program Assistant - Baseball	03/15/23	06/30/23	TE I 4
Monica, Kenny	CC	Technical - Assist in Air Conditioning and Refrigeration	03/15/23	06/14/23	TE A 2
Morgan-Pegues, Matthew	CC	Technical - Assist in Admissions and Records office	03/15/23	06/16/23	TE B 2
Trivedi, Vibhuti	FC	Tech/Paraprof - Assist in ACT computer lab	03/15/23	04/30/23	TE A 2

Professional Medical Employees

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Levleva, Yulia	FC	Medical - Clinical Psychologist for campus Health Center	03/15/23	06/30/23	ME C 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
DiNicola, Peter	CC	Direct Instr Support - Tutor for Math Learning Center	03/15/23	06/30/23	TE B 1
Hammaker, Armani	CC	Direct Instr Support - Tutor for the Learning Resource Center	03/15/23	06/30/23	TE A 2

Hourly Personnel
 March 14, 2023

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Garciamayen, Alberto	CC	Technical - Substitute for Classified employee on leave	03/01/23	04/01/23	TE B 2

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Basurto, Nathan	FC	Full-time Student - Assist in Campus Theatre	03/15/23	06/30/23	TE J 2
Caldwell, Minerva	FC	Full-Time - On-call Theater Crew for rental productions	03/15/23	06/30/23	TE J 2
Diaz, Seth	FC	Full-time Student - Assist in Campus Theatre	03/15/23	06/30/23	TE J 2
Fugett, Genesis	FC	Full-time Student - Assist in Counseling	03/15/23	06/30/23	TE A 1
Hui, Collin	FC	Full-Time Student - Assist in Career Center	03/15/23	06/30/23	TE A 1
Ortiz, Abigail	FC	Work Study Student - Ambassador for Academic Support Center	03/15/23	06/30/23	TE A 1
Peterson, Daniel	FC	Full-Time Student - Assist in Career Center	03/15/23	06/30/23	TE A 2
Rau, Georgia	FC	Full-time Student - Assist in Campus Theatre	03/15/23	06/30/23	TE J 2
Rivera, Yannet	FC	Full-Time Student - Assist in Career Center	03/15/23	06/30/23	TE A 1
Serrano, David	FC	Full-time Student - Assist in Math Lab	03/15/23	06/30/23	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 14, 2023

SUBJECT: Volunteers

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

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

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

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by


Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
 March 14, 2023

Volunteers

Name	Site	Program	Begin	End
Castellanos, Joceyln	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Cendjas, Maya	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Cruz, Linda	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Cuevas, Ayanna	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Espinoza, Gabriela	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Feliz, Alexis	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Flores, Steve	NOCE	DSS - Personal Service Attendant	02/21/23	06/30/23
Gaddy, Jameshia	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Garcia, Bryan	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Garcia, Isabel	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Henke, William	FC	Art Department - Printmaking & Silkscreen Production	02/28/23	06/01/23
Lopez, Alexandra	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Lu, Vivian	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Mendoza, Arly	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Mendoza, Fatima	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Nguyen, Khoa	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Norton, Caroline	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Ochoa, Juan Angel	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Park, Lauren Yoonsuh	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Resendiz, Abigal Pamela	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Reyes, Daphne	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Rubio, Giovanni	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Silva, Alberto	CC	Physical Education - Women's Soccer Team	03/15/23	06/30/23
Velazquez, Jariy	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23
Villasaldo, Diana	NOCE	ESL Department - SHINE Program	01/27/23	05/27/23

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 14, 2023	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Academic Calendar for 2023-2024	Enclosure(s)	<u> X </u>

BACKGROUND: Each year the District and United Faculty negotiate the academic calendar. The attached calendar for the 2023-2024 academic year is a result of these negotiations. For the purpose of providing information, the calendar also designate the holiday schedule for classified employees as provided in the CSEA contract.

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 Policy and Administrative Procedure 4010, Academic Calendar.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the attached Academic Calendar 2023-2024 be approved as submitted.

Irma Ramos

Recommended by


Approved for Submittal

5.f.1

Item No.

2023-2024 ACADEMIC CALENDAR FOR CREDIT AND CONTINUING EDUCATION (NON-CREDIT) INSTRUCTORS

		<u>CREDIT</u>	<u>NON-CREDIT</u>	<u>CLASSIFIED</u>
July	4, 2023	Independence Day Holiday.....	Independence Day Holiday.....	Independence Day Holiday.....
August	9	Mandatory Flex Day.....
August	10	Non-Student Duty Day.....
August	11	Fall Semester Begins.....
August	17	Mandatory Flex Day.....
August	18	Non-Student Duty Day.....
August	21	Fall Semester Begins.....
September	4	Labor Day Holiday.....	Labor Day Holiday.....	Labor Day Holiday.....
November	10	Veterans' Day Holiday.....	Veterans' Day Holiday.....	Veterans' Day Holiday.....
November	23 - 24	Thanksgiving Holidays ¹	Thanksgiving Holidays.....	Thanksgiving Holidays.....
December	9	Fall Semester Ends.....
December	16	Fall Semester Ends.....
December 11 - January	24, 2024	Winter Recess.....
December 18 - January	9, 2024	Winter Recess.....
December 22 - January	1, 2024	Winter Holidays.....	Winter Holiday.....	Winter Holidays.....
January	10	Mandatory Flex Day.....
January	11	Non-Student Duty Day.....
January	12	Spring Semester Begins.....
January	15	Martin L. King Holiday.....	Martin L. King Holiday.....	Martin L. King Holiday.....
January	25	Mandatory Flex Day.....
January	26	Non-Student Duty Day.....
January	29	Spring Semester Begins
February	9	Lunar New Year Holiday.....	Lunar New Year Holiday.....	Lunar New Year Holiday.....
February	16	Lincoln's Birthday Holiday ²	Lincoln's Birthday Holiday.....	Lincoln's Birthday Holiday.....
February	19	Presidents' Day Holiday.....	Presidents' Day Holiday.....	Presidents' Day Holiday.....
March	25-29	Spring Recess ³	Spring Recess
March	29	Spring Holiday
April	1	Cesar Chavez Holiday.....	Cesar Chavez Holiday.....	Cesar Chavez Holiday.....
May	25	Spring Semester Ends	Spring Semester Ends.....
May	27	Memorial Day Holiday.....	Memorial Day Holiday.....	Memorial Day Holiday.....
June	19	Juneteenth Holiday.....	Juneteenth Holiday.....	Juneteenth Holiday.....

¹ Includes Saturday and Sunday, November 25 and 26, which are non-instructional days

² Includes Saturday and Sunday, February 17 and 18, which are non-instructional days

³ Includes Saturday and Sunday, March 30 and 31, which are non-instructional days

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	March 14, 2023	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Board Policies in Chapter 6		

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect content revisions recommended by Chancellor’s Staff and/or CCLC as part of the 6-year review cycle or as recommended by the Board Ad Hoc Committee formed to address issues related to environmentally sustainable investments and fossil fuel divestment.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on February 27, 2023:

Chapter 6, Academic Affairs

BP 6100, Delegation of Authority, Business, and Fiscal Affairs: Revised to update the “Reference” section, make grammar corrections, and update the corresponding board policies and administrative procedures.

BP 6150, Designation of Authorized Signers: Revised to update the “Reference” section, make grammar corrections, and update the corresponding administrative procedure.

BP 6200, Budget Preparation: Revised to update the “Reference” section, make grammar corrections, and cite the corresponding board policies and administrative procedures.

BP 6300, Fiscal Management: Revised to update the “Reference” section, make grammar corrections, update job titles, and update the corresponding administrative procedure.

BP 6310, Personal Use of District Property, Facilities, and Equipment: Revised to add NOCE and change references from “College” to “District.”

BP 6320, Investments: Revised by the Board Ad Hoc Committee to add new language to section 1.0 and the addition of new language to section 6.4.7.

BP 6330, Purchasing Warehouse: Revised to edit the title, make grammar corrections, add the NOCE budget officer to the listing in section 5.0, and delete language that is no longer necessary or legally required.

BP 6350, Hospitality: Revised to make grammar corrections and remove references to “Provost” and “Executive Vice President.”

BP 6380 District Activities Involving Sale or Catering of Food: Revised to make one grammar correction.

BP 6400, Financial Audits: Revised to make grammar corrections.

BP 6450, Wireless or Cellular Telephone Use: Revised to make one grammar correction.

BP 6500, Property Management: Revised to update the “Reference” section, make grammar corrections, and cite the corresponding the board policy and administrative procedure.

BP 6520, Security for District Property: Revised to update the “Reference” section, remove “Provost” reference, make grammar corrections, and update the corresponding board policies and administrative procedures.

BP 6540, Insurance: Revised to update the “Reference” section, make grammar corrections, remove section 1.3 worker’s compensation language to reflect the Education Code, add legal reference to section 3.0, and update the corresponding board policies and administrative procedures.

BP 6550, Disposal of District Property: Revised to update the “Reference” section, make grammar corrections, and cite the corresponding administrative procedure.

BP 6600, Capital Construction: Revised to update the “Reference” section and add legally required language to section 2.0.

BP 6620, Naming of Facilities and Properties: Revised to make grammar corrections and cite the corresponding administrative procedure.

BP 6740, Citizens’ Oversight Committee: Revised to update the “Reference” section and update the corresponding board policies and administrative procedures.

BP 6800, Safety: Revised to update the “Reference” section, add legally required language to new section 1.5, make grammar corrections, and cite the corresponding board policies and administrative procedures.

BP 6900, Bookstore(s): Revised to update the title and make grammar corrections.

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.a.2
Item No.

BP 6100 Delegation of Authority, Business and Fiscal Affairs

Reference:

Education Code Sections [70902\(d\)](#), [81655](#), and [81656](#)

- 1.0 The Board [of Trustees](#) delegates to the Vice Chancellor, Finance & Facilities, the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.
- 2.0 No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board [of Trustees](#). (See Board Policy 6340, Bids and Contracts).
- 3.0 The Vice Chancellor, Finance & Facilities, shall make appropriate periodic reports to the Board [of Trustees](#) and shall keep the Board fully advised regarding the financial status of the District.

See Administrative Procedure 6100, [Delegation of Authority, Business and Fiscal Affairs and Board Policy 6340, Bids and Contracts](#).

Date of Adoption: February 12, 2002

Date of Last Revision: June 23, 2015
April 30, 2014 Chancellor's Staff

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

BP 6150 Designation of Authorized Signatures

Reference:

Education Code Sections [85232](#), [and 85233](#)

- 1.0 Authority to sign orders and other transactions on behalf of the Board [of Trustees](#) is delegated to the Chancellor and other officers appointed by the Chancellor.

The authorized signatures shall be filed with the Orange County Superintendent of schools annually or as necessary for revisions.

See Administrative Procedure 6150, [Designation of Authorized Signers](#).

Date of Adoption: February 12, 2002

BP 6200 Budget Preparation

Reference:

**Education Code Section 70902(b)(5);
Title 5, Sections 58300 et seq.;
ACCJC Accreditation Standard III.D;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3**

- 1.0 Each year, the Vice Chancellor, Finance & Facilities shall present to the Board [of Trustees](#) a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.
- 2.0 Budget development shall meet the following criteria:
 - 2.1 The annual budget shall support the District's master and educational plans.
 - 2.2 Assumptions upon which the budget is based are presented to the Board [of Trustees](#) for review.
 - 2.3 A schedule is provided to the Board [of Trustees](#) by October 15 of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
 - 2.4 Changes in the assumptions upon which the budget was based shall be reported to the Board [of Trustees](#) in a timely manner.
 - 2.5 Budget projections address long term goals and commitments.

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

Date of Adoption: February 12, 2002

Date of Last Revision: September 14, 2016 Chancellor's Staff
August 26, 2014

BP 6300 Fiscal Management

Reference:

Education Code Section 84040(c);
Title 5, Sections 58311;
ACCJC Accreditation Standard III.D;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3;
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

- 1.0 The Vice Chancellor, Finance & Facilities shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, ~~Section~~ Section 58311, including:
 - 1.1 Adequate internal controls exist.
 - 1.2 Fiscal objectives, procedures, and constraints are communicated to the Board of Trustees and employees.
 - 1.3 Adjustments to the budget are made in a timely manner, when necessary.
 - 1.4 The management information system provides timely, accurate, and reliable fiscal information.
 - 1.5 Responsibility and accountability for fiscal management are clearly delineated.
- 2.0 The Vice Chancellor, Finance & Facilities shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.
- 3.0 All bank accounts must be approved by either the Vice Chancellor, Finance & Facilities; the Director, Fiscal Affairs; the Vice President, Administrative Services; the ~~Manager~~ Director, Administrative Services; or the Manager, Campus Accounting, before establishment. Only these accounts duly approved may utilize the District's Federal Tax Identification Number.
- 4.0 The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.
- 5.0 As required by law, the Board of Trustees shall be presented with a quarterly report showing the financial and budgetary conditions of the District.
- 6.0 As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

See Administrative Procedure 6300, Fiscal Management.

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BP 6300 Fiscal Management

Date of Adoption: February 12, 2002

Date of Last Revision: November 28, 2017
September 14, 2016 Chancellor's Staff
October 13, 2015

BP 6310 Personal Use of District Property, Facilities and Equipment

- 1.0 No District employee shall use the District, ~~or~~ College, or NOCE names, facilities, equipment, or staff position in selling a commercial product or in promoting service to gain financial or material advantage.
- 2.0 The use of ~~College~~ District property for the sale of any publications or merchandise, or for the conduct of business ventures of any kind to the benefit of any individual, group, or organization not under direct control of the ~~College~~ District, shall be prohibited unless specifically authorized by the Board of Trustees.
- 3.0 Personal use of District equipment such as phones, copiers, fax machines, etc. should be kept to a minimum. District employees shall reimburse the District for all costs related to personal use.

Date of Adoption: February 12, 2002

BP 6320 Investments

Reference:

Government Code Section 53600 et seq.

- 1.0 **Investment Philosophy:** It is the policy of the North Orange County Community College District ("District") to invest surplus monies not required for immediate necessities in a manner which will provide the maximum security of principal invested with secondary emphasis on achieving the highest yield while meeting the daily cash flow needs of the District and conforming to all applicable State and County statutes governing the investment of public funds. [Investments should be consistent with the environmental goals and direction of Board Policy 3580 Sustainability Plan.](#)
- 1.1 All District funds adhere to this policy, with the exception of the Other Post Employment Benefit Irrevocable Trust, that was established to fund retiree health benefits, and that is governed by a separate Investment Policy Statement which is available on the District website.
- 2.0 **Objectives:** The primary objectives, in priority order, of the District's investment activities shall be:
- 2.1 Safety of Principal: Safety of principal is the foremost objective of the District. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- 2.2 Liquidity: Liquidity is the second most important objective of the District. The District's investments will be sufficiently liquid to enable it to meet all operating requirements that might be reasonably anticipated. "Liquidity" refers to the ability to sell at any given moment with a minimal chance of losing some portion of principal or interest.
- 2.3 Yield: Yield is the third most important objective of the District. The District's investments shall be designed to attain a short-term current market rate of return throughout budgetary and economic cycles.
- 3.0 **Delegation of Authority:**
- 3.1 The Board of Trustees of the North Orange County Community College District ("the Board") is responsible for establishing the investment policy and ensuring investments are made in compliance with this policy. The Investment Committee is charged with the responsibility of renewing the investment policy and recommending modifications to the Board.
- 3.2 The Board of Trustees delegates investment authority to the Vice Chancellor Finance & Facilities for a one-year term. Subject to review, this delegation may be renewed pursuant to this section each year. The Chancellor is ultimately responsible for compliance with this policy. The District may employ the services of a Registered Investment Advisor ("Advisor") for implementing the policy. This policy will be reviewed and approved at least annually by the Board.

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4.0 Prudence:

4.1 The standard of prudence to be used in the investment function shall be the “prudent investor” standard and shall be applied in the context of managing the overall portfolio. This standard states “investment shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as the expected income to be derived.”

4.2 The Chancellor, Vice Chancellor Finance & Facilities, or the Advisor, acting in accordance with written procedure and this policy, shall not be held personally liable for a specific security’s credit risk or market price change, provided that any unexpected deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

5.0 **Ethics and Conflicts of Interest:** Trustees, employees and investment officials involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Trustees, employees and investment officials shall disclose any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment position that could be related to the performance of the District’s portfolio.

6.0 **Authorized Investments:** To the extent not inconsistent with the objectives stated above and Investment Restrictions outlined below, all monies shall be invested according to the following guidelines:

6.1 Fund Segmentation: Given the various natures of the Fund’s obligations, a certain portion of the Fund should be allocated to a short duration/maturity fixed income portfolio while the remainder should be invested with an objective of higher, longer-term returns. The Fund’s allocation to the short duration/maturity fixed income portfolio should be conservatively based on an actuarial assessment of the Fund’s expected cash needs for withdrawals and benefits. The Chancellor, Vice Chancellor Finance & Facilities and the Board should review this allocation at least annually. Guidelines and restrictions for each approved investment portion are described below.

6.2 Maximum Maturity. Restrictions of the maximum maturity will vary on the different styles employed:

6.2.1 Short Duration/Maturity Fixed Income: Investments in the short duration/maturity portfolio are subject to a maximum stated term of three years. Term or tenure shall mean the remaining time to maturity when purchased.

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6.2.2 Core Fixed Income: Investments in the core fixed income style are restricted to five-year terms to maturity. Term or tenure shall mean the remaining time to maturity when purchased.

6.3 Permitted Investments:

6.3.1 State of California Local Agency Investment Fund (LAIF): LAIF is a pooled fund managed by the State Treasurer whose permitted investments are identified in the Government Code Section 16429.2.

6.3.2 Orange County Investment Pool (OCIP): Orange County Treasury Investment Pool is managed by the Orange County Treasurer whose permitted investments are identified in Government Code 53600, et.seq.

6.3.3 U.S. Treasuries: United States Treasury notes, bonds, bills, or certificates of indebtedness, for which the full faith and credit of the United States are pledged for the payment of principal and interest.

6.3.4 Federal Agencies: Obligations, participations, or other instruments, including those issued by or guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

6.3.5 Corporate Notes: Corporate and depository institution debt securities issued by corporations organized and operating within the United States or depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better. The maximum remaining maturity shall be five years or less and shall not exceed 30% of the District's investments. Furthermore, no more than 10% is to be invested in any one company.

6.3.6 Asset-Backed Securities: Any mortgage pass-through security, collateralized mortgage obligation, or other pay through bond, equipment lease-backed certificate, or consumer receivable pass-through certificate, consumer receivable back bond. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided for by a nationally recognized rating service. For maturity purposes the average life of the securities return of principal will be used as the implied maturity and will not exceed five years. The investments shall not exceed 20% of the District's investments.

6.3.7 Commercial Paper: Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions: (1) Is organized and operating in the United States as a general corporation, (2) has total assets in excess of five hundred million dollars (\$500,000,000), and (3) has debt other than commercial paper, if any, that

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is rated “A” or higher by a nationally recognized statistical-rating organization; or (1) Is organized within the United States as a special purpose corporation, trust, or limited liability company, (2) has program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond, and (3) has commercial paper that is rated “A-1” or higher, or the equivalent, by a nationally recognized statistical-rating organization (NRSRO). Eligible paper shall have a maximum maturity of 270 days or less. The District shall not invest more than 25% of their money in eligible commercial paper. Furthermore, the District shall not purchase more than 10% of the outstanding commercial paper of any single issuer.

- 6.3.8 Negotiable Certificates of Deposit: Negotiable certificates of deposit issued by a nationally or state-chartered bank or state or federal association with total assets of at least one billion dollars or by a state-licensed branch of a foreign bank, provided such foreign bank is one of the 75 largest foreign banks in terms of total assets. The investments shall not exceed 30% of the District’s investments.
- 6.3.9 Repurchase Agreements: Investments in repurchase agreements (pursuant to section 53601(i) “repurchase agreement”) means a purchase of securities pursuant to an agreement by which the seller will repurchase the securities on or before a specified date and for a specified amount and will deliver the underlying securities to the District by book entry, physical delivery, or by third party custodial agreement. The term of repurchase agreements shall be for one year or less. The term “securities” for the purposes of repurchase agreements shall mean securities issued or guaranteed by the U.S. Government and its agencies or instrumentalities. The Investment Restrictions enumerated below shall further limit such securities. With respect to any repurchase agreement the District will require the seller to maintain the market value of such securities that underlie the repurchase agreement at 102% of the repurchase price (including accrued interest). Furthermore, the investments provided should have certain standards of qualifications (i.e. the highest short-term rating or AA rating).
- 6.3.10 Bankers Acceptances: Known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers acceptances may not exceed 180 days maturity or 40 percent of the District’s money that may be invested pursuant to this section. However, no more than 10 percent of the District’s money may be invested in the bankers acceptances of any one commercial bank pursuant to this section.
- 6.3.11 Money Market Fund: Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940.

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6.3.12 If additional types of securities are approved for investment by public funds by State Statute, they will not be eligible for investment by the District until this policy is amended and the amendment is passed by the Board. (Calif. Govt. Code Sect 53600, et.seq.)

6.4 Investment Restrictions And Prohibited Transactions: The following types of transactions are restricted or prohibited:

6.4.1 Borrowing for investment purposes (“Leverage”) is prohibited.

6.4.2 Reverse Repurchase Agreements, as defined by California Government Code Sections 53601(i) and 53636(i) or otherwise are prohibited.

6.4.3 The District shall not invest in instruments known as Structured Notes (e.g. inverse floaters, range notes, mortgage-derived, interest-only strips, leveraged floaters, structured certificate, or deposit, equity-linked securities) or any security that could result in zero interest accrual if held to maturity. Investment in any instrument which is commonly considered a “derivative” instrument (e.g. options, futures, swaps, caps, floors, collars) is prohibited.

6.4.4 No more than 10% of total assets may be invested in securities of any one issuer with the exception of LAIF, the OCIP or obligations of the U.S. Government and its agencies or instrumentalities.

6.4.5 All investments will be U.S. dollar denominated.

6.4.6 Securities that are downgraded below the minimum acceptable rating levels should be reviewed for possible sale within a reasonable amount of time following a downgrade.

6.4.7 Direct or indirect investment in the stock market is prohibited. Indirect investments in the stock market are investments of District funds in the stock market by outside agents, brokers, or other intermediaries acting on behalf of the District.

7.0 **Diversification**: It is the policy of the District to diversify its investment portfolio. Within each investment style, invested funds shall be diversified to minimize the risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

7.1	State of California Local Agency Investment Fund (LAIF)	100%
7.2	Orange County Investment Pool	100%
7.3	U.S. Treasuries and securities having principal and interest guaranteed by the U.S. Government	100%

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7.4	U.S. Government agencies, instrumentalities and government sponsored enterprises	no more than 50%
7.5	Corporate notes	no more than 30%
7.6	Asset-backed securities	no more than 20%
7.7	Commercial Paper	no more than 25%
7.8	Fully insured or collateralized CD's	no more than 30%
7.9	Negotiable Certificates of Deposit	no more than 30%
7.10	Repurchase Agreements	no more than 50%
7.11	Bankers Acceptances	no more than 40%
7.12	Money Market Fund	no more than 10%
7.13	The Chancellor, Vice Chancellor Finance & Facilities, or the designated investment advisor shall also be required to diversify maturities, and to the extent possible, will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk.	

8.0 Authorized Financial Dealers And Institutions:

- 8.1 The Chancellor, Vice Chancellor Finance & Facilities, or Investment Advisor may place orders for the execution of transactions with or through such brokers, dealers, banks and repurchase agreement counterparties as may be selected from an approved list of broker/dealers.
- 8.2 The District or the Advisor shall maintain a list of broker/dealers that are authorized to provide investment services to the District. Institutions shall provide their most recent "Consolidated Report of Condition" (call report) at the request of the District. At a minimum, the District or the Advisor shall conduct an annual evaluation of each institution's creditworthiness to determine whether it should be on the "Qualified Institution" listing.

9.0 Performance Evaluation:

- 9.1 The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles commensurate with the investment risk constraints and the cash flow needs of the District.
- 9.2 The District shall maintain an active investment strategy. Given this strategy, the basis used by the Vice Chancellor Finance & Facilities to determine whether market yields are being achieved shall be to identify a comparable benchmark

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upon establishing the structure of the portfolio.

10.0 Reporting:

10.1 The Chancellor, Vice Chancellor Finance & Facilities, and the Advisor shall submit a monthly list of transactions to the Board of Trustees and quarterly reports to the Investment Committee and the Board of Trustees. The quarterly report shall state compliance of the portfolio to the statement of investment policy or the manner in which the portfolio is not in compliance.

10.2 The monthly reports shall include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, market value as of the date of the report, and shall include the source of this same valuation.

11.0 **Safekeeping and Custody:** All funds managed by an investment advisor shall be held by a third party custodian. All security transactions, including collateral for repurchase agreements, entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. All securities will be held by a third-party custodian except for LAIF, OCIP and money market fund because these securities are not deliverable. The Treasurer shall maintain evidence of delivery. Securities shall be held by a third-party custodian designated by and approved by the Investment Committee. The third party custodian shall be required to issue a safekeeping statement to the District listing the specific instrument, rate, maturity and other pertinent information.

12.0 **Collateralization:** In order to anticipate market changes and provide a level of additional security for all funds, collateralization shall be required on the following types of investments:

12.1 Repurchase Agreements: For repurchase agreements, the minimum collateralization level shall be 102% of the market value of principal and accrued interest.

13.0 **Bond Proceeds:** The investment of bond proceeds shall be governed by the bond documents relevant to each specific bond issuance and the County Investment Policy Statement. If the bond documents are silent as to permitted investments, then this policy shall govern the investment of bond proceeds. In such case, Guaranteed Investment Contracts (GICs) shall be deemed permitted investments, solely for the purpose of bond proceeds and shall be limited in the following manner (1) investment agreements with providers with claims-paying, financial strength, or whose obligations are fully guaranteed by a company, rated at least "AA-" and "Aa3" by S&P and Moody's, respectively or (2) collateralized investment agreements with providers with claims-paying, financial strength, or whose obligations are fully guaranteed by a company, rated at least "A-" and "A3" by S&P and Moody's, respectively.

Date of Adoption: May 10, 2022 Re-adopted
May 11, 2021 Re-adopted

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May 12, 2020 Re-adopted
May 14, 2019 Re-adopted
May 8, 2018 Re-adopted
May 9, 2017 Re-adopted
May 13, 2014 Re-adopted
May 14, 2013 Re-adopted
May 8, 2012 Re-adopted
April 26, 2011 Re-adopted
February 12, 2002

Date of Last Revision: May 10, 2016
June 14, 2005

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BP 6330 Purchasing Warehouse

Reference:

**Education Code Section 81656;
Public Contracts Code Sections 20650 and 20651**

- 1.0 The operation of the District Purchasing Department is defined in the District Purchasing Handbook, which incorporates information on policies, procedures, and requirements of State law.
- 2.0 Employees may consult the District Purchasing Handbook for information on purchase order amounts that may be initiated without prior Board [of Trustees](#) approval or written quotations; purchase order amounts that require written quotations; purchase order amounts that require prior Board approval; instances when advertising for bids is required; purchase orders for equipment replacement or capital expenditures; emergency repairs or work; ~~prohibition of warehouse stock sale to individuals~~; the unavailability of assistance with an employee's personal purchases; the determination of low bid; and bid conditions defined on a bid form.
- 3.0 The District goal regarding ~~Minority, Women and~~ Disabled Veteran Business Enterprises Pursuant to the Leroy F. Greene School Facilities Act of 1998 the District shall have a participation goal of at least 3%, per year, of the overall dollar amount expended each year by the District for disabled veteran business enterprises (Education Code [Section 17076.11](#)).
- 4.0 The Vice Chancellor, Finance & Facilities, or District Director, Purchasing is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.
- 5.0 The Manager, Campus Accounting, ~~and~~ Vice President, Administrative Services, [and Director, Administrative Services](#) are delegated the authority to purchase supplies, materials, and services related to Associated Student Body Funds, Bookstore Funds, Campus Service Funds, Food Service Funds, and Other Trust and Agency Funds. No such purchase shall exceed \$5,000 except for bookstore purchases. All such transactions shall be reviewed by the Board [of Trustees](#) every 60 days.

Date of Adoption: February 12, 2002

Date of Last Revision: November 26, 2014 Chancellor's Staff
November 27, 2012

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BP 6350 Hospitality

- 1.0 ~~It is the general policy of the North Orange County Community College~~ The District ~~to~~ encourages public participation and awareness of college and college district programs and activities through direct personal contact with individuals and community groups. The Board of Trustees believes that the authorized activities specified under section 1.1 facilitate communication and increase public participation in college/district sponsored meetings, events, and activities.
- 1.1 The Board of Trustees hereby authorizes actual, reasonable and prudent expenditures incurred by the Colleges, North Orange Continuing Education Centers, and District Office for the following:
- 1.1.1 Functions for volunteers.
 - 1.1.2 Functions for retiring employees.
 - 1.1.3 Activities honoring individuals in education.
 - 1.1.4 College Week and/or Senior Days activities.
 - 1.1.5 Educational events sponsored by the Board of Trustees and Board meetings.
 - 1.1.6 Breakfast, luncheon, and dinner meetings sponsored by state, municipal, county, or other community agencies relating to college/district activities.
 - 1.1.7 Flowers and cards for special occasions.
 - 1.1.8 Seminars and workshops only with prior approval of the Board of Trustees.
 - 1.1.9 Service club membership dues and fees at the discretion of the Chancellor and/or Vice Chancellors/President/~~Provost~~.
 - 1.1.10 Board appointed committee meetings.
 - 1.1.11 Group planning and operational meetings.
 - 1.1.12 Business related meals.
 - 1.1.13 Other activities to encourage public participation and awareness of college and district programs and activities through direct personal contact with individuals and community groups.
- 2.0 Each year in accordance with the budget requirements, the Vice Chancellor, Finance & Facilities, shall submit a hospitality budget for Board of Trustees approval. The hospitality budget may be augmented at any time during the year pursuant to statutory requirements.

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BP 6350 Hospitality

- 3.0 All expenditures authorized under ~~article~~ section 1.1 shall be paid from interest income.
- 3.1 All expenditures related to hospitality activities shall be identified and remain separate and distinct from any and all other disbursements. A separate bank account may be established for the specific use of hospitality activities. Any such account shall be authorized by a Board resolution. In order to maximize budget and expenditure control, no disbursement, in payment of hospitality expenses, shall be made unless such expenditures have been budgeted and approved for payment by an authorized signature. The Chancellor, Vice Chancellors, Presidents, and ~~Executive Vice Presidents, and Provost~~ may authorize disbursements.
- 3.2 Such approval may take the form of a disbursement order which must include where applicable, activity or event, participant(s), vendor name, quantity, unit price, and total price including applicable taxes.
- 4.0 The Chancellor will provide a financial report to the Board of Trustees on all hospitality activities/events on an annual basis.

Date of Adoption: February 12, 2002

Date of Last Revision: November 28, 2017

BP 6380 District Activities Involving Sale or Catering of Food

- 1.0 All foods sold or catered on District property potentially expose NOCCCD to a variety of general liability issues. Because of concerns that some staff members, students, or other members of the public could potentially become ill due to unsafe food handling, the following guidelines should be followed:
- 1.1 Under no circumstance can food prepared in a private residence be sold on campus.
 - 1.2 Non-campus sources of food services (restaurants and caterers) must be in possession of all currently required health and food handler permits and must provide a \$1,000,000 certificate of insurance naming the North Orange County Community College District as additional insured
 - 1.3 Food provided for sale by District organizations (e.g. clubs, athletic teams, etc.) requires either, 1) a Health Permit Waiver for the event, which must be obtained through the County of Orange Health Care Agency; or 2) the sign-off by the District's contract food service provider.

Date of Adoption: February 12, 2002

BP 6400 Financial Audits

Reference:

**Education Code Section 84040(b);
ACCJC Accreditation Standard III.D.7;
WASC/ACS Criterion 8, Indicator 8.2**

- 1.0 There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The Vice Chancellor, Finance & Facilities shall assure that an annual outside audit is completed. The Vice Chancellor, Finance & Facilities shall recommend a certified public accountancy firm to the Board [of Trustees](#) with which to contract for the annual audit.

Date of Adoption: February 12, 2002

Date of Last Revision: September 14, 2016 Chancellor's Staff
June 23, 2015

BP 6450 Wireless or Cellular Telephone Use

Reference:

Vehicle Code Sections 12810.3, 23123, and 23124;

26 U.S. Code Sections 274(d)(4) and 280(d)(4)

- 1.0 The Vice Chancellor, Finance and Facilities, shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.
- 2.0 Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in an employee's gross income.
- 3.0 The value of a cellular telephone provided by the District primarily for non-compensatory business purposes is excludable from an employee's income. Record keeping of business and personal use of District-issued cellular telephones shall not generally be required when the telephones are issued for non-compensatory business reasons.
- 4.0 These rules do not apply to wireless or cellular telephones owned by employees. Any reimbursements to employees for use of their own wireless or cellular telephones may be excluded from wages if the employee accounts for the expense pursuant to the Internal Revenue Service accountable plan.
- 5.0 The District discourages the use of a wireless or cellular telephone while driving a motor vehicle on District business. If telephone use is necessary, it must be done in compliance with California law.
- 6.0 There shall be no expectation of privacy in the use of a District-issued cellular telephone.

Date of Adoption: February 10, 2009

Date of Last Revision: August 9, 2017 Chancellor's Staff (Reference only)
November 27, 2012

BP 6500 Property Management

Reference:

Education Code Sections [81300 et seq.](#)

- 1.0 The Vice Chancellor, Finance & Facilities, is delegated the authority to act as the Board's negotiator regarding all property management matters that are necessary for the benefit of the District. No transaction regarding the lease, sale, use, or exchange of real property by the District shall be enforceable until acted on by the Board [of Trustees](#) itself, excluding facility use as described in BP 6700, [Civic Center and Other Facilities Use](#).
- 2.0 The Vice Chancellor, Finance & Facilities, shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sale, lease, use, or exchange of real property by the District.

[See Board Policy 6700, Civic Center and Other Facilities Use and Administrative Procedure 6700, Civic Center and Other Facilities Use.](#)

Date of Adoption: February 12, 2002

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BP 6520 Security for District Property

Reference:

Education Code Sections 81600 et seq.;
ACCJC Accreditation Standard III.B.1;
WASC/ACS Criterion 8, Indicator 8.4

- 1.0 The Vice Chancellor, Finance & Facilities, ~~and~~ and College Presidents, ~~and Provost~~ shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

See [Board Policy 3501, Campus Security and Access; Administrative Procedure 3501, Campus Security and Access; Administrative Procedures 6520, Security for District Property; Board Policy 6540, Insurance; and Administrative Procedure 6540, Insurance.](#)

Date of Adoption: February 12, 2002

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

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BP 6540 Insurance

Reference:

Education Code Sections 70902, 72502, 72506, and 81601, ~~81603~~; et seq.

- 1.0 The Vice Chancellor, Finance and Facilities shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:
 - 1.1 Liability for damages for death, injury to persons, or damage or loss of property;
 - 1.2 Personal liability of the members of the Board of Trustees and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of ~~his or her~~ their office or employment. The Chancellor or Vice Chancellors may authorize coverage for persons who perform volunteer services for the District.
 - ~~1.3 Worker's compensation insurance.~~
- 2.0 Insurance also shall include fire insurance and insurance against other perils.
- 3.0 The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

See [Board Policy 2735, Board Member Travel; Board Policy 3810, Claims Against the District; Administrative Procedure 3810, Claims Against the District; Board Policy 4300, Field Trips and Excursions; Administrative Procedure 4300, Field Trips and Excursions; Board Policy 5700, Intercollegiate Athletics; Administrative Procedure 6540, Insurance; Board Policy 6800 Safety, Board Policy 7400, Travel and Conference Attendance; and Administrative Procedure 7400, Travel and Conference Attendance.](#)

Date of Adoption: February 12, 2002

Note: The Service updated this policy to delete a reference to workers' compensation insurance to reflect Education Code Section 72506.

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BP 6550 Disposal of District Property

Reference:

Education Code Sections [70902\(b\)\(6\)](#), [81360](#) et seq., and [81450](#) et seq.

- 1.0 The Vice Chancellor, Finance & Facilities, or Director, Purchasing, is delegated authority by the Board [of Trustees](#) to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board [of Trustees](#) on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

[See Administrative Procedure 6550, Disposal of District Property.](#)

Date of Adoption: February 12, 2002

Date of Last Revision: April 9, 2013
November 12, 2008 Chancellor's Staff
July 25, 2006
June 1, 2004

BP 6600 Capital Construction

Reference:

Education Code Sections [81005 and 81820](#);

Title 5 Sections [57150 et seq.](#)

- 1.0 The Vice Chancellor, Finance & Facilities is responsible for planning and administrative management of the District's capital outlay and construction program.
- 2.0 District construction projects shall be supervised by the Vice Chancellor, Finance & Facilities. The District shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. **The District shall assure compliance with all laws related to the use of state funds to acquire and convert existing buildings.**
- 3.0 The Board **of Trustees** shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Vice Chancellor, Finance & Facilities shall annually update the plan and present it to the Board **of Trustees** for approval. The plan shall address, but is not limited to, the criteria contained in law.

Date of Adoption: February 12, 2002

BP 6620 Naming Facilities & Properties

- 1.0 All recommendations for naming facilities and properties shall be submitted to the Board of Trustees by the Chancellor for action.
- 2.0 All recommendations shall comply with the following:
 - 2.1 When an individual has brought extraordinary distinction, provided exemplary service, or made a significant material donation to one of the District colleges, the North Orange Continuing Education Program, or the District in general, a recommendation may be made to the Board of Trustees that a facility or property be named in honor of the individual.
 - 2.2 Once the appropriate procedures for naming a facility or property have been followed, the final authority for naming District facilities and properties rests with the Board of Trustees. This authority includes the naming of facilities and properties such as: all buildings; major portions of buildings; college roads and access routes; athletic fields; and other major areas of assembly or activity; plazas, dining commons, and other areas of campus circulation; and all other highly visible facilities and properties. The Board [of Trustees](#) delegates to the Chancellor the authority to name individual rooms, limited areas and individual features of buildings, individual landscape items or features, limited outdoor areas, and other minor properties.
 - 2.2.1 When no gift is involved:
 - 2.2.1.1 Recognition by the naming of a District facility or property may be recommended to honor any person who has achieved unique distinction through campus leadership, service to students, service to the community, uncommon achievement, and/or contributions to the advancement of the mission and goals of the District.
 - 2.2.1.2 Recognition by the naming of a District facility or property may be recommended to honor any person who has worked for the District and has made an extraordinary contribution to the District, one of its colleges or one of its programs. Proposals to name a facility or property after an individual who has worked for the District will be considered a year or more after the individual has resigned, retired, or passed away.
 - 2.2.2 When a gift is involved before or during construction of a facility or property:
 - 2.2.2.1 When a significant bequest, gift, or donation is given to one of the Colleges or to North Orange Continuing Education, or to the District in general, the naming of a District facility or property in honor of the donor may be recommended.

BP 6620 Naming Facilities & Properties

2.2.2.2 The procedures to be followed to name a District facility or property after an individual who has made a significant gift will include consultative channels as outlined in the administrative procedure for this policy. The District will take into consideration the significance and amount of the proposed gift as either or both relate to the realization or completion of a facility or property and the enhancement of its value to the District.

2.2.3 When a gift is involved after construction of a facility or property, Sections 2.2.2.1 and 2.2.2.2 above shall apply. However, the bequest, gift, or donation may instead be applied to a purpose other than funding of the facility or property to be named after the donor. In these cases, the funding will be applied to a purpose established through campus consultative channels as outlined in the administrative procedure and in keeping with District and campus missions.

See Administrative Procedure 6620, [Naming of Facilities & Properties](#).

Date of Adoption: February 12, 2002

Date of Last Revision: November 28, 2017
March 28, 2006

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

BP 6740 Citizens' Oversight Committee

Reference

Education Code Sections 15278, 15280, [and](#) 15282;
California Constitution Article XIII A Section 1(b), Article XVI Section 18(b)

- 1.0 In accordance with the conditions of Proposition 39 as defined in the California Constitution, the Chancellor shall establish a Citizens' Oversight Committee to oversee the expenditure of bond funds in accordance with the applicable law and necessary regulations.

[See Administrative Procedure 6740, Citizens' Oversight Committee.](#)

Date of Adoption: October 22, 2002

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

BP 6800 Safety

Reference:

~~49 C.F.R., Code of Federal Regulations; Part 40, 49 C.F.R. Part 655;~~
[49 Code of Federal Regulations Park 655;](#)
Title 8 Section 3203;
~~29 C.F.R., Code of Federal Regulations Parts~~ 1910.101 et seq.;;
Health & Safety Code Section 104420

- 1.0 The Vice Chancellor, Finance & Facilities shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:
 - 1.1 Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
 - 1.2 Establishment of an Injury and Illness Prevention Program in compliance with applicable [Occupational Safety and Health Administration \(OSHA\)](#) regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
 - 1.3 Establishment of all other State mandated safety programs in compliance with applicable laws and regulations governing public educational institutions and workplaces as outlined by Federal, State, and local regulations.
 - 1.4 Prohibition of the use of tobacco in all public buildings.
 - [1.5 Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.](#)

[See Board Policy 3500, Campus Safety; Administrative Procedure 3500, Campus Safety; Board Policy 3505, Emergency Response Plan; Board Policy 3510 Workplace Violence; and Administrative Procedure 3510, Workplace Violence.](#)

Date of Adoption: February 12, 2002

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

BP 6900 Bookstore(s)

Reference:

Education Code Section 81676;

Civil Code Section 1798.90

- 1.0 College bookstore[s] shall be established and operated by either the District or by a qualified vendor.
 - 1.1 If the bookstore is run by the District:
 - 1.1.1 Operational costs of the college bookstore(s) shall be paid from revenue earned from the bookstore.
 - 1.1.2 Fiscal management of the bookstore[s] shall be in accordance with the California Community Colleges Budget and Accounting Manual. An annual audit of the records and accounts of the bookstore shall be provided to the Board of Trustees.
 - 1.2 If a qualified vendor is to provide bookstore services:
 - 1.2.1 Contracts for outside vendors to operate bookstores shall be awarded by competitive bid, submitted to the Board of Trustees for approval, and awarded in the best interests of the students. Student organizations shall be encouraged to submit bids and given preference if they meet all other bid criteria.
- 2.0 College bookstore(s) shall comply with the requirements of the Reader Privacy Act.

Date of Adoption: February 12, 2002

Date of Last Revision: April 18, 2012 Chancellor's Staff

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	March 14, 2023	Information	X
		Enclosure(s)	X
SUBJECT:	Revised Administrative Procedures in Chapter 6		

BACKGROUND: The Administrative Procedures included in this agenda item were reviewed and revised to reflect content revisions recommended by Chancellor’s Staff and/or 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 27, 2023.

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

Chapter 6, Academic Affairs

AP 6300, Fiscal Management: Revised to update the “Reference” section, make grammar corrections, and cite the corresponding board policy.

AP 6364, Coordination and Direction of Legal Services: Reviewed, but no revisions were made.

AP 6365, Accessibility of Information Technology: Revised to update the “Reference” section, make grammar corrections, and cite the corresponding board policies and administrative procedures.

AP 6400, Financial Audits: Revised to update the “Reference” section, make grammar corrections, and cite the corresponding board policy.

AP 6520, Security for District Property: Revised to cite the corresponding board policies and administrative procedures.

AP 6540, Insurance: Revised to update the “Reference” section and cite the corresponding board policies and administrative procedures.

AP 6550, Disposal of District Property: Revised to make grammar corrections and cite the corresponding board policy.

AP 6740, Citizens’ Oversight Committee: Revised to update the “Reference” section, make grammar corrections, and 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 6.

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.b.2
Item No.

AP 6300 Fiscal Management

Reference

**Education Code Section 84040(c);
Title 5 Section 58311;
ACCJC Accreditation Standard III.D.9;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3;
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.**

- 1.0 **Accounts Maintained Through Campus Accounting:** The College Bursar's Offices maintain the books and records for Bursar Office activities, the Associated Students, other trust and agency funds, and the enterprise activities on campus such as the Bookstore and Food Services operations. In addition, they maintain trust accounts for various student and department activities.
- 1.1 Cash Collection: All cash receipts will be supported by adequate documentation.
- 1.2 Cash Disbursements: All cash disbursements shall be approved by a minimum of two authorized individuals and be supported by adequate documentation. Purchases shall be made in accordance with the guidelines established in the District Purchasing Handbook.
- 1.3 Financial Reporting: The College Bursar Offices will submit to the District a quarterly report showing the financial and budgetary conditions of all campus funds maintained by the Bursar's Office. These reports will then be incorporated into the quarterly financial reports provided to the Board of Trustees.

See Board Policy 6300, Fiscal Management.

Date of Adoption: February 12, 2002

Date of Last Revision: February 27, 2023 District Consultation Council
August 9, 2017 Chancellor's Staff (Reference only)
September 14, 2016 Chancellor's Staff
November 26, 2014, Chancellor's Staff

AP 6364 Coordination and Direction of Legal Services

- 1.0 The North Orange County Community College District is the client of an attorney providing legal services to the District. Accordingly, in providing services, the attorney has responsibility to consider the interests of the District as an entity and the interests of all constituents, including the Board of Trustees, administrators, faculty, staff, and District residents, and taxpayers.
- 2.0 The President of the Board of Trustees, Chancellor, and Vice Chancellors have authority to contact legal counsel for consultation or to request services.
 - 2.1 The Chancellor shall be responsible for coordinating requests for legal services from the Board of Trustees.
 - 2.2 The Vice Chancellor of Human Resources shall be responsible for coordinating requests for legal services related to the following areas:
 - 2.2.1 The Education Code and related state and federal statutes and regulations affecting community college district;
 - 2.2.2 Employment and personnel matters;
 - 2.2.3 Labor negotiations and related labor law issues;
 - 2.2.4 Student discipline, expulsion, and other student matters;
 - 2.2.5 Free speech and other state and federal constitutional law issues;
 - 2.2.6 State and federal laws relating to discrimination and accommodation in community colleges.
 - 2.3 The Vice Chancellor of Finance and Facilities shall be responsible for coordinating requests for legal services related to the following areas:
 - 2.3.1 Community college finance;
 - 2.3.2 School construction projects and facilities issues;
 - 2.3.3 Real estate and environmental matters;
 - 2.3.4 General contract, bidding, and procurement issues;
 - 2.3.5 Workers' Compensation issues;
 - 2.3.6 Litigation.
- 3.0 Except for general advice on new legal developments that impact or require District action, legal counsel shall not perform services except as requested by the persons authorized to contact legal counsel as provided in Section 2.0, above.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 6
Business and Fiscal Affairs

AP 6364 Coordination and Direction of Legal Services

Date of Adoption: April 24, 2006

Date of Last Revision: February 27, 2023 District Consultation Council (No revisions)

AP 6365 Accessibility of Information Technology

Reference

**Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794 subdivision d);
36 Code of Federal Regulations Parts 1194.1 et seq.;
Government Code Sections 7405 and 11135;
Title 5 Sections 59300 et seq.**

1.0 Whenever the District enters into a contract for the purchase, development, procurement, maintenance, or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and Internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

2.0 Each contract with such a vendor shall contain the following provision:

The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the North Orange County Community College District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement.

See Board Policy 3720 Computer and Electronic Communication Systems; Administrative Procedure 3720, Computer and Electronic Communication Systems; Board Policy 6330, Purchasing/Warehouse; and Board Policy 6340, Bids and Contracts.

Date of Adoption September 12, 2005

Date of Last Revision: February 27, 2023 District Consultation Council

AP 6400 Financial Audits

Reference:

Education Code Section 84040(b), 84040.5, and 81644;
Title 5 Section 59102;
ACCJC Accreditation Standard III.D.7;
WASC/ACS Criterion 8, Indicator 8.2

- 1.0 The Board of Trustees shall provide for an annual audit of all funds, books, and accounts under the control and jurisdiction of the District in accordance with the regulations of the Board of Governors. Arrangements for the audit for any fiscal year shall be made final no later than May 1 of the preceding fiscal year.
- 2.0 The annual audit shall be made by certified public accountants licensed by the California Board of Accountancy and shall contain the following.
 - 2.1 Identification of expenditures by source of funds.
 - 2.2 A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5.
 - 2.3 A summary of audit exceptions and management recommendations.
- 3.0 The Board of Trustees shall review the annual audit at a public meeting of the Board.
- 4.0 Not later than December 31 of the subsequent fiscal year, the annual audit for any fiscal year shall be filed with the Board of Governors and other regulatory agencies in accordance with Education Code Section 84040.5.
- 5.0 A continuing contract for services to be performed by an auditor shall not exceed five (5) years.

See Board Policy 6400, Financial Audits.

Date of Adoption: February 13, 2006

Date of Last Revision: February 27, 2023 District Consultation Council
September 14, 2016 Chancellor's Staff
August 24, 2015

AP 6520 Security for District Property

Reference

ACCJC Accreditation Standard III.B.1;
WASC/ACS Criterion 8, Indicator 8.4

1.0 Fixed Assets

- 1.1 The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$1,000.
- 1.2 The District will conduct a physical inventory of fixed assets on an annual basis. This listing will include a description, name, identification numbers, original cost, date of acquisition, location, and funding source.

2.0 Transfer of Assets

- 2.1 In the event that fixed assets are moved within District boundaries, the manager in each respective area must approve the request. In addition, notice must be sent to the site designated Inventory Control Clerk.
- 2.2 The Inventory Control Clerks will be responsible for ensuring that the inventory system is properly updated.

3.0 Releasing of College Equipment for Use Off Campus: All requests to borrow or to remove community college property from any campus for educational or district related purposes must be in writing and be cleared through immediate management. Equipment loaned for non-educational purposes, and where charges are involved, must be cleared through immediate management.

See Board Policy 3501, Campus Security and Access; Administrative Procedure 3501, Campus Security and Access; Board Policy 6310, Personal Use of District Property, Facilities, and Equipment; Board Policy 6520, Security for District Property; Board Policy 6540, Insurance; and Administrative Procedure 6540 Insurance.

Date of Adoption: February 12, 2002

Date of Last Revision: February 27, 2023 District Consultation Council
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

AP 6540 Insurance

Reference:

Education Code Sections 70902, 72502, 72506, and 81601 et seq.;
WASC/ACS Criterion 8, Indicator 8.4

- 1.0 The District will minimize the District's liability for Workers' Compensation claims by restricting authorization of the attendance of employees at special activities and/or professional conferences when they are off duty or otherwise not in a paid status.
 - 1.1 Employees who attend special activities and/or professional conferences at the request and expense of the District, while not in a paid status, will be covered by Workers' Compensation insurance.
 - 1.2 Employees not in paid status, who attend special activities and/or professional conferences at the request of the District but at their own expense, will be covered by Workers' Compensation insurance.
 - 1.3 Employees who attend special activities and/or professional conferences at their own expense, not at the request of the District and while not in paid status, will not be covered by Workers' Compensation insurance.
 - 1.4 Employees who attend special activities and/or professional conferences at District expense will be covered by Workers' Compensation insurance only for the portion of the trip involving the professional activity, and not for any portion involving personal travel or activities.

See Board Policy 2735, Board Member Travel; Board Policy 3810, Claims Against the District; Administrative Procedure 3810, Claims Against the District; Board Policy 4300, Field Trips and Excursions; Administrative Procedure 4300, Field Trips and Excursions; Board Policy 5700, Intercollegiate Athletics; Board Policy 6540, Insurance; Board Policy 6800 Safety, Board Policy 7400, Travel and Conference Attendance; and Administrative Procedure 7400, Travel and Conference Attendance.

Date of Adoption: February 12, 2002

Date of Last Revision: February 27, 2023 District Consultation Council
September 14, 2016 Chancellor's Staff

AP 6550 Disposal of District Property

Reference:

Education Code Sections 70902(b)(6), 81360 et seq., and 81450 et seq.

- 1.0 **District Personal Property:** The Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, are authorized to dispose of District personal property to the highest bidder after payment has been received by the District.
- 1.1 The disposal of District personal property and equipment will be conducted on an as needed basis and will be reported to the Board of Trustees at that time.
- 1.2 District personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The District personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.
- 1.3 The District may sell for cash/check any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use. District personal property cannot be sold until notice has been given. Notice must be posted in at least three public places in the District for not less than two weeks; notice may also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the District and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the county in which the District or any part thereof is situated. The Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, shall sell the District personal property to the highest responsible bidder, or shall reject all bids.
- 1.4 The District may also exchange for value, sell for cash/check, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:
- 1.4.1 The District determines that the personal property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
- 1.4.2 The District personal property is exchanged with, or sold or donated to a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
- 1.4.2 The receipt of the District personal property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

AP 6550 Disposal of District Property

- 1.5 If the Board of Trustees, by a unanimous vote of those members present, finds that the District personal property, whether one or more items, does not exceed in value the sum of five thousand dollars (\$5,000), the property may be sold by the Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, at private sale without advertising. If the property is of insufficient value to defray the cost of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board of Trustees, or it may be disposed of in the local public dump.
 - 1.6 Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Vice Chancellor, Finance and Facilities, or the District Director, Purchasing, at private sale without advertising.
 - 1.7 Any equipment purchased with grant funds must be disposed of in accordance with the grant-funding agency guidelines.
- 2.0 **District Real Property:** The Vice Chancellor, Finance and Facilities, is authorized to dispose of District real property to the highest bidder after payment has been received by the District.
- 2.1 The Board of Trustees may sell or lease real property belonging to the District under the following conditions:
 - 2.1.1 If the District receives only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board of Trustees, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.
 - 2.1.2 Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the District if, prior to the sale or lease, the Board of Trustees has determined that the District has no anticipated need for additional sites or building construction for the five-year period following the sale or lease.
 - 2.1.3 The proceeds from sale or lease are expended for capital outlay purposes related to qualified community college facilities and the District complies with specified conditions.

See Board Policy 6550, Disposal of District Property.

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 6
Business and Fiscal Affairs

AP 6550 Disposal of District Property

Date of Adoption: July 26, 2006

Date of Last Revision: February 27, 2023 District Consultation Council
February 25, 2013 District Consultation Council
November 24, 2008 Chancellor's Cabinet

AP 6740 Citizens' Oversight Committee

Reference:

**Education Code Sections 15278, 15280, and 15282;
California Constitution Article XIII A Section 1(b), Article XVI Section 18(b)**

The Citizen's Oversight Committee is established.

Purpose

- To inform the public about the expenditure of bond revenues;
- To review and report on the proper expenditure of taxpayers' money for school construction; and
- To advise the public as to the North Orange County Community College District's compliance with the Proposition 39 requirements as contained in the California Constitution.

Activities

- Receive and review copies of the annual, independent performance audit;
- Receive and review copies of the annual, independent financial audit;
- Inspect school facilities and grounds to ensure that bond revenues are expended properly;
- Receive and review copies of any deferred maintenance proposals or plans developed by NOCCCD; and
- Review efforts by NOCCCD to maximize bond revenues by implementing cost-saving measures.

Members

- The Committee shall consist of at least seven (7) members to serve for a term of two (2) years and for no more than three (3) consecutive terms. Members shall serve without compensation.
- The Committee shall be comprised of at least:
 - One member active in a business organization representing the business community located within the District;
 - One member active in a senior citizens' organization;
 - One member active in a bona fide taxpayers' organization;
 - One member who is a student, both currently enrolled in the NOCCCD and active in a campus group. The student may serve up to six (6) months after their graduation;
 - One member active in a support organization of the NOCCCD.

No employee, official, vendor, contractor, or consultant of NOCCCD shall be appointed to the Committee.

Assistance

- The NOCCCD shall provide the Committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

AP 6740 Citizens' Oversight Committee

Public Meetings

- Meetings shall be open to the public and notice provided in accordance with the provisions of open meetings laws.

Reports

- At least once a year the Committee shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued are a matter of public record and shall be made available on an Internet website maintained by the District.

See Board Policy 6740, Citizens' Oversight Committee.

Date Adopted: October 22, 2002

Date of Last Revision: February 27, 2023 District Consultation Council
September 26, 2016 District Consultation Council

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: March 14, 2023
SUBJECT: Board Policy 7240, Management Employees

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: Board Policy 7240, Management Employees, section 4.2, states in part that “Vice Chancellors [and Presidents] shall be appointed by the Board [of Trustees] upon recommendation from the Chancellor.”

Administrative Procedure 7120-4, Management Employee Hiring, section 9.5, interprets that Board Policy provision as follows: “The Board of Trustees will interview finalists for [Vice Chancellor and President] positions and, in consultation with the Chancellor, make a final decision regarding the candidate to be offered the position.”

The Board may wish to review Board Policy 7240, section 4.2 for clarity to ensure the consistency of policy, procedure, and practice.

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 review the Board Policy 7240, Management Employees, section 4.2.

Ed Lopez
Recommended by


Approved for Submittal

6.c.1
Item No.

BP 7240 Management Employees

Reference:

**Education Code Sections 72411 et seq., 87002(b), 87457- 87460;
Government Code Section 3540.1(g) and (m)**

- 1.0 Management employees are those employees of the District who are designated as "Management" by the Board of Trustees in accordance with the Educational Employees Relations Act of the State of California and are exempt under the Fair Labor Standards Act. The management positions designated by the Board of Trustees are the Executive Officers of the District and those positions set forth on the Management Salary Schedule and the Temporary Special Project Administrator Daily Rate Schedule.
- 2.0 Academic management employees (educational administrators) are those management employees who are employed in an academic position designated by the Board of Trustees as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the colleges or District.
- 3.0 Classified management employees are those management employees who are not employed as academic management employees (educational administrators). The probationary period for classified management employees shall be one year.
- 4.0 **Executive Officers of the District**
 - 4.1 The following management employees are designated by the Board of Trustees as the Executive Officers of the District:
 - 4.1.1 The Chancellor, who shall serve as the Executive Secretary to the Board of Trustees.
 - 4.1.2 Vice Chancellors.
 - 4.1.3 ~~College~~ Presidents.
 - 4.1.4 ~~Provost of North Orange Continuing Education.~~
 - 4.2 The Chancellor shall be appointed by the Board of Trustees consistent with California State statutes. The Vice Chancellors, College and Presidents, ~~and Provost of North Orange Continuing Education~~ shall be appointed by the Board of Trustees upon recommendation from the Chancellor.
 - 4.3 The Executive Officers shall be employed by contract for specified lengths of services, as determined by the Board of Trustees, not to exceed four (4) years.
 - 4.3.1 The terms of the employment contracts shall include, but not be limited to, the duration of the contract, work year, salary, fringe benefits, transportation allowance, vacation, and holidays.

BP 7240 Management Employees

- 4.3.2 The Chancellor's contract may be extended annually upon approval of the Board of Trustees. The contracts with the Vice Chancellors, ~~College and Presidents, and Provost of North Orange Continuing Education~~ may be extended annually upon recommendation of the Chancellor, submission of their performance reviews, and approval of the Board of Trustees.
- 4.3.3 The initial employment contract for any Executive Officer and any amendments thereto must be signed by the President of the Board of Trustees and the Executive Officer employed by the contract.
- 4.3.4 Unless provided otherwise by the terms and conditions of an employment contract or specifically excluded, the policies and administrative procedures of the Board of Trustees that are generally applicable to regular management employees of the District shall apply to the Executive Officers.

5.0 District Reorganization and Reassignment Rights

- 5.1 The Board of Trustees reserves the right to determine the management structure of the District and to reorganize and reassign management positions within the District.
- 5.2 Reassignment of Academic Management Employee to Faculty Position: The Board of Trustees may reassign an academic management employee to a faculty position for reasons satisfactory to the Board.
 - 5.2.1 The management employee shall be given written notice of the reassignment by the Board of Trustees. Where the management employee is serving under a contract of employment, the term of which is longer than one year, notice shall be given at least six months in advance of the expiration of the contract unless the terms of the contract provide otherwise. For every other management employee, notice of the reassignment shall be given on or before March 15.
 - 5.2.2 A management employee receiving notice of reassignment to a faculty position shall be entitled to receive, upon request, a written statement of the reasons for the reassignment.
 - 5.2.3 The decision of the Board of Trustees to reassign shall be final.

See Administrative Procedures:

- AP 7240-1 Management Employees - Workweek; Teaching by Managers
- AP 7240-2 Management Employees - Holidays
- AP 7240-3 Management Employees - Vacation Plan
- AP 7240-4 Management Employees - Leaves
- AP 7240-5 Management Employees - Personnel Files

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

BP 7240 Management Employees

- AP 7240-6 Management Employees - Professional Growth and Development Program
- AP 7240-7 Management Employees - Evaluation ~~Under Construction~~
- AP 7240-8 Management Employees- Academic Management Employee Retreat Rights; Classified Management Employee Layoff and Bumping Rights
- AP 7240-9 Management Employees - Disciplinary Action
- AP 7240-10 Management Employees - Salary Provisions
- AP 7240-11 Management Employees - Complaint Process
- AP 7240-12 Management Employees - Proposals by District Management Association Regarding Employee-Related Issues

Date of Adoption: May 27, 2008

Date of Last Revision: November 28, 2017

DRAFT

AP 7120-4 Management Employee Hiring

9.0 Executive Officer Positions

- 9.1 The Board of Trustees may employ a search consultant to administer the search process for executive officer positions. The provisions of section 8.1 notwithstanding, where the Board elects to retain a search consultant, the Board may designate the consultant as chair of the committee. Consultants must have the ability to recruit diverse applicants and support an equity-minded search process.
- 9.2 Campus forums and/or site visits may be conducted as part of the search process for executive officer positions.
- 9.2.1 If a site visit is conducted as part of the search process for the Chancellor position, the Board of Trustees shall determine the composition of the visiting team, which shall include one or more members of the committee.
- 9.2.2 If a site visit is conducted as part of the search process for an executive officer position other than the Chancellor, the composition of the visiting team shall be determined by the Chancellor. The visiting team shall include at least two members of the committee who shall be from different constituencies.
- 9.3 The Chancellor's Staff will interview finalists for executive officer positions and provide feedback to the Board of Trustees for the Chancellor position, and to the Chancellor for other executive officer positions.
- 9.4 The Board of Trustees will interview finalists for the Chancellor position and make a final decision regarding the candidate to be offered the position.
- 9.5 The Board of Trustees will interview finalists for all other executive officer positions and, in consultation with the Chancellor, make a final decision regarding the candidate to be offered the position.

See Board Policy 7110, Authority to Hire.

Date of Adoption: May 27, 2003

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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

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

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

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Byron D. Clift Breland
Recommended by


Approved for Submittal

6.d
Item No.

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

February 28, 2023

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, February 28, 2023, at 5:30 p.m. in the Anaheim Campus Board Room with a YouTube livestream broadcast.

Board President Ed Lopez called the meeting to order at 5:30 p.m. and asked Student Trustee Paloma Foster 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 Paloma Foster and Kisha Mehta. Absent: None.

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

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Paul de Dios, Sarah DeMartino, Kathleen Reiland, and Steven Schoonmaker from Cypress College; Rosie Kar, Megan Moscol, Jose Ramon Nuñez, and Oscar Saghieh from Fullerton College; Karen Bautista, Neshia Jenkins, and Souzan Sahakian from North Orange Continuing Education; and Simone Brown Thunder, Danielle Davy, Geoff Hurst, Julie Kossick, Chelsea Salisbury, Amita Suhrid, Kashu Vyas, and Rick Williams from the District Office.

VISITORS: 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.e, 3.g, 3.h, 3.i, 3.j, 3.k
Instructional Resources: 4.a

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

BLOCK VOTE APPROVAL OF PERSONNEL ITEMS: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Evangelina Rosales 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

Recognition of Orange County Teacher of the Year Nominees: As part of the Chancellor's Report, the Board recognized the following instructors for their selection as nominees for the Orange County Teacher of the Year Program:

Sarah DeMartino Cypress College Math Faculty
Rosie Kar Fullerton College Ethnic Studies Adjunct Faculty
Souzan Sahakian NOCE English as a Second Language & Citizenship Program Adjunct Faculty

Chancellor Byron D. Clift Breland reported on his attendance at the District sponsored tour of the African American exhibit at the Los Angeles County Museum of Art (LACMA) organized by the Professional Development committee and at the Black History Month luncheon organized by the Orange County Black Chamber of Commerce where he had the opportunity to speak to **Stan Otelie** who wrote "Shaping Orange County."

MINUTES: It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jeffrey P. Brown to approve the Minutes of the Regular Meeting of February 14, 2023. **Motion carried with Trustees Bent, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes, and Trustee Blount abstaining.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted for the nonresident tuition fee for the 2023-24 school year for the North Orange County Community College District be set at \$342 per unit with an additional charge for capital outlay of \$20 per unit. This results in \$17 per-unit increase effective for all course terms beginning or ending on or after July 1, 2023.

Item 3.b: By block vote, authorization was granted 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%).

Item 3.c: By block vote, authorization was granted to approve Resolution No. 22/23-15, to sign a letter of intent for district properties to be surveyed by the School Project for Utility Rate Reduction (SPURR) for the purpose of creating a pre-negotiated RFP for solar.

Item 3.d: It was moved by Trustee Stephen T. Blount and seconded by Trustee Evangelina Rosales to enter into a Project Management and Planning Consultant Services Agreement with Cordoba Corporation in the amount not to exceed \$388,000, with option to renew annually for up to 5 years, for multiple projects at Cypress College.

Subsequent to Trustee Blount expressing his support for Cordoba and their background, the **motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta'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: By block vote, authorization was granted to adopt Resolution No. 22/23-17 Adopting Compatibility, Uniformity and Standardization of Specific Materials, Products, or Services at Cypress College.

Item 3.f: It was moved by Trustee Stephen T. Blount and seconded by Trustee Jeffrey P. Brown to approve Change Order #2, Bid #2122-21, Fullerton College Sherbeck Field Improvements project with Woodcliff Corporation in the amount of \$76,318 increasing the contract from \$3,608,516 to \$3,684,834 with no extension to the term of the contract at this time.

During the discussion, Fred Williams, Vice Chancellor of Finance & Facilities, Oscar Saghie, Fullerton College Manager, Campus Capital Projects, and Megan Moscol, Fullerton College Assistant Manager, Campus Capital Projects, provided clarification on questions regarding whether the change order was for something that was previously omitted or something that was known and unplanned for, and whether underground items are being GPS tagged from this point on. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

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

Item 3.g: By block vote, authorization was granted to amend the existing contract with Vital Inspection Services Inc. and increase the contract by \$48,608 for a final contract amount not to exceed \$149,328 through the duration of project completion.

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

Item 3.h: By block vote, authorization was granted to amend and increase the contract with Westberg + White Architects, Architect of Record for the Sherbeck Field Improvement Project at Fullerton College in the amount of \$29,000, for a total of \$221,200, including reimbursables. The term of the agreement will continue to be effective through completion of construction.

Further authorization is requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the amendment on behalf of the District.

Item 3.i: By block vote, authorization was granted for Fullerton College to accept donations to its divisions, departments, and/or programs.

Item 3.j: By block vote, authorization was granted for the North Orange Continuing Education Basic Skills Program to accept the donation of 20 gift cards in the amount of \$20 each for a total of \$400.

Item 3.k: By block vote, authorization was granted for retroactive approval to enter into a one-year lease agreement from February 1, 2023, through January 31, 2024, with Anaheim Place Partners, LP, at 505 N. Euclid Avenue, (2nd Floor), Anaheim CA 92801 for a total of \$136,224 to house the California Adult Education Program (CAEP) personnel and serve as the regional center.

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

INSTRUCTIONAL RESOURCES

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

HUMAN RESOURCES

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

TEMPORARY REASSIGNMENT

Duran, Sonia	FC	Director, EOPS/CARE/CalWORKs and FYSI (Foster Youth Success Initiative) Range 24, Column E Management Salary Schedule
	To:	CC Director on Special Assignment, Student Services Range 24, Column E Management Salary Schedule Eff. 03/01/2023-02/29/2024

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Preston, Colin	CC	Dean, Kinesiology/Athletics (Health Science additional duties) 10% Stipend Eff. 02/01/2023-06/30/2023
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PAYMENT FOR INDEPENDENT LEARNING CONTRACT FALL 2022

Aguet, Jacqueline	CC	\$140.00
Maher, Anthony	CC	\$10.00
McMillan, Marcus	CC	\$100.00
Mosqueda-Ponce, Therese	CC	\$425.00
Ramos, Jaime	CC	\$30.00
Armale, Ron	CC	\$10.00

LEAVE OF ABSENCE

Hormel, James	CC	Theatre Arts Instructor Load Banking Leave With Pay (13.33%) Eff. 2023 Spring Semester
Wolfe, Jeana	FC	Psychology Instructor Load Banking Leave With Pay (3.33%) Eff. 2023 Spring Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2023 SPRING SEMESTER

Anahuac, Citlalli	CC	Column 1, Step 1
Kerridge, Benjamin	FC	Column 1, Step 1
Mariscal, Shelley	CC	Column 1, Step 1
Vigil, Adriana	FC	Column 1, Step 1
Villa Rosales, Elizabeth	FC	Column 3, Step 1

TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Yim, Jean	FC	Column 1, Step 1
Quintana, Martha	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Adler, Eve	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Alimahomed, Kasim	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Alizadeh, Rassoul	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Bladh, Eric	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Chiplunkar, Sujata	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Daugherty, Sarah	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Domke, Kirk	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00

		Eff. 01/03/2023-01/18/2023
Forsythe, Chris	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Garcia, Amanda	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Gargano, Amanda	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Hamer, Brittany	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Haro, Maria	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Johannsen, Jonathan	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Jones, Jeanette	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Jun, Christine	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Landis, Lenore	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Lebdeh, Layal	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Manginetti, Giovanni	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Molina, Jessica	CC	Mortuary Science Embalming Supervisor Column 1, Step 1 Lab Rate, Adjunct Faculty Salary Schedule Eff. 2023 Spring Semester

McNay, Sally	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Nguyen, Brian	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Nobuhara, Mutsumi	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Roby, Scott	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Segovia, Ronal	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Sharp, Cara	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Simoese, Nora	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023
Sutfin, Thomas	CC	Course Curriculum Redesign Audit Stipend not to exceed \$1,000.00 Eff. 01/03/2023-01/18/2023

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

RESIGNATIONS

Payan Hernandez, Martha	FC	Special Project Director, Technology & Engineering Temporary Management Position (100%) Eff. 02/08/2023 PN FCT971
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NEW PERSONNEL

Aceituno, Maria	NOCE	Instructional Designer 12-month position (100%) Range 54, Step E Classified Salary Schedule Eff. 03/01/2023 PN SCC825
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King, Elliot	NOCE	Admissions and Records Technician 12-month position (100%) Range 33, Step B Classified Salary Schedule Eff. 03/01/2023 PN SCC893
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CHANGE IN SALARY STEP

Cranz, Jon	FC	Grounds Coordinator (100%) From: Range 38, Step E To: Range 38, Step D Eff. 02/15/2023
Samra, Zinnia	FC	Student Services Specialist, DSS (100%) From: Range 36, Step A To: Range 36, Step B Eff. 02/15/2023

LEAVES OF ABSENCE

@00219782	FC	Student Services Specialist, Student Activities (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/23/2022 – 12/07/2022 (Consecutive Leave) Eff. 12/20/2022 – 02/24/2023 (Consecutive Leave)
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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 #1313 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 #1313 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 #1313 for a copy of the volunteer listing.)

GENERAL

Item 6.a: Prior to consideration of this item, the Board received the following public comment:

Pamela Spence, CSEA President, urged the Board to consider allowing all employees to provide input in the annual Board assessment and to move public comments back to the beginning of the meeting so that classified members can provide comments and get home to their families.

The Board received and reviewed the Board of Trustees Assessment Instrument, adopted August 26, 1997, and last revised March 22, 2022, in order to make recommendations for changes to the instrument for re-adoption at the March 28, 2023 Board meeting.

Trustees stated that union leaders are provided an opportunity to provide commentary on the assessment, advocated keeping the questions the same, and noted that it is a very strong evaluation instrument that is aligned with accreditation standards.

The assessment will return to the March 28 Board meeting for adoption.

Item 6.b: It was moved by Trustee Evangelina Rosales and seconded by Trustee Ryan Bent to adopt Resolution No. 22/23-16, Trustee Absence verifying that Trustee Blount was absent on February 14, 2023 due to hardship and, therefore, eligible to receive compensation for the Regular Board meeting held on that date. **Motion carried with Trustees Bent, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, and Trustee Blount abstaining.**

A signed affidavit from Trustee Blount verifying his absence due to hardship will be on file in the Chancellor's Office.

Item 6.c: Board President Ed Lopez asked if there were any requests for potential future agenda items. Trustee Barbara Dunsheath noted that, per the Board assessment, the District is to review the Mission every three years and requested an update on the current status.

CHANCELLOR'S STAFF COMMENTS

Valentina Purtell reported that NOCE hosted its first Disney employment fair on February 16 during which three NOCE students were hired on the spot and thanked the CTE team for establishing the on-going relationship with Disney. President Purtell also announced that the Parenting and Disability Support Services (DSS) programs collaborated to launch a series of courses focused on parenting children with special needs and to share future educational opportunities.

Cynthia Olivo announced that the Fullerton College Men's Basketball team is one win away from heading to the State championships, that **Isabel Oropeza**, Fullerton College Alumna, will be coming to the campus as a guest speaker in honor of Women's Herstory Month, and that the Fullerton College Drone Program is the first registered federal apprenticeship of its kind. She reported that the Disney Aspire Program was featured in an Aspen Institute publication on the value of partnerships that support large employers and provide continuous learning to employees and invited all to attend a Symphonic Winds live rehearsal on March 7 to help fundraise for the group's trip to Chicago to perform at a prestigious wind band festival.

JoAnna Schilling congratulated the Hornets Men's Basketball team and shared that the Cypress College Women's Basketball team won their most recent game and will play again on March 4. She reported on the recent Cypress College International Cultural Festival which included cooking demos, music and dance performances, and an astronomy show. President Schilling invited everyone to attend the Beauty and the Beast theater program production through March 19, and noted that the campus Career Closet is accepting donations to help reach its goal to provide one professional outfit to each student per year.

RESOURCE TABLE PERSONNEL COMMENTS

Christie Diep reported that United Faculty stands with Adjunct Faculty United with their ongoing negotiations for health care rights. She stated that despite a prior PERB finding, Human Resources has not changed their negotiating tactics which are impacting current negotiations surrounding the MOU proposal. She questioned why faculty and staff are not asked for feedback when executive officers and managers are evaluated and expressed support for allowing all employees to provide feedback on the annual Board evaluation.

Pamela Spence acknowledged the District Black History Month celebrations which CSEA members enjoyed and shared CSEA related updates regarding upcoming meetings, conference delegate selections, the reclassification process for classified employees, and CSEA's negotiated right to appoint members to shared governance committees. She reported that members are being ignored during shared governance meetings and asked managing chairs to facilitate meetings so members are not disrespected, and also expressed CSEA support for Adjunct Faculty United as they seek healthcare coverage.

Seija Rohkea congratulated **Rosie Kar** on her selection as the Fullerton College Teacher of the Year nominee and expressed her disappointment that the District has not accepted the annual state funding to provide healthcare benefits for adjunct faculty who work 40%. Adjunct Faculty United continues to outreach with their membership and stated that members are confused and angry, and would like to know why the District is not accepting the funding that would cover 100% of healthcare benefits. She urged the District to provide members with the same coverage as full-time members and thanked United Faculty and CSEA for their support.

MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

Student Trustee Paloma Foster congratulated the teachers who were nominated for Teacher of the Year and the Fullerton College Men's Basketball team for advancing in the playoffs, and reported that Associated Students are getting ready to hold elections again. She encouraged students who are going through the pressures of finishing the year to persist despite the challenges and thanked them for the opportunity to serve as Student Trustee.

Student Trustee Kisha Mehta also congratulated the Teacher of the Year nominees, reported that Cypress College Associated Students are working hard to host events for students and are preparing to kick off student elections. She expressed her excitement for renewed student reengagement and being a part of those efforts.

Trustee Ryan Bent reported that **Governor Newsom** has ended the COVID-19 related state of emergency in California on February 28 and **President Biden** plans to let the national emergency declaration expire in May, and stated he was looking forward to turning the chapter and focusing on the future.

Trustee Stephen T. Blount shared that he was unable to attend the previous Board meeting so that he could spend time with his father-in-law who subsequently passed away. **Board President Ed Lopez** offered his condolences to Trustee Blount.

Trustee Barbara Dunsheath expressed her condolences to **Trustee Stephen T. Blount**.

PUBLIC COMMENTS ON NON-AGENDA ITEMS: There were no comments from members of the audience.

CLOSED SESSION: At 6:29 p.m., Board President Ed Lopez adjourned the meeting to closed session per the following sections of the Government Code and stated there would not 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 54957: PUBLIC EMPLOYEE: Cypress College President.

Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION.

Claimant: Raymond Village Arbitration
Agency Claimed Against: NOCCCD

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

RECONVENE MEETING: At 8:34 p.m., Board President Ed Lopez reconvened the meeting in open session.

ADJOURNMENT: At 8:34 p.m., it was moved by Trustee Evangelina Rosales 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.**

Prepared By Recording Secretary for
Jeffrey P. Brown, Secretary, Board of Trustees