



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

MEETING: Regular Meeting in March 2023

DATE: Tuesday, March 28, 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 Section 3**
- d. **Consider Personnel block-vote items indicated by [] in Section 4**
 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**
 - * **Dual Enrollment Presentation**
2. a. **Approval of Minutes of the Regular Meeting of March 14, 2023.**
- b. **FIRST CLOSED SESSION (only if needed)**

3. **FINANCE & FACILITIES**

- [a] Authorization is requested to award Bid #2223-15, Anaheim Swing Space Interim Housing Project to RT Contractor Corp.
- [b] Authorization is requested to increase the agreement with HPI Architecture for the Hotel, Restaurant and Culinary Arts Program Temporary Relocation Project at Cypress College.
- [c] It is recommended that the Board approve Change Order #1 for Bid #2223-05, Site Barrier Removal Project at Fullerton College with Golden Gate Construction to increasing the amount and extend the contract time.
- [d] Authorization is requested to amend agreement #2021-09 with BNBuilders, Inc., for the design-build of the Chapman Newell Instructional Building and New Maintenance & Operations Building at Fullerton College to modify the contractual substantial completion date, increase the total estimated amount not-to-exceed for the Guaranteed Maximum Price, and increase the pre-construction contract.
- [e] Authorization is requested to award Bid #2223-14, Underground Tunnel Structural Repairs at Fullerton College to Golden Gate Steel, Inc.
- [f] Authorization is requested for approval to continue with the legal services provided by Parker & Covert through June 30, 2023.
- [g] Authorization is requested to allow Fullerton College and the Ethnic Studies Department to serve alcoholic beverages at the "Feast for our 50th: Celebrating 50 years of Ethnic Studies Scholarship at Fullerton College."

4. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:
 - Promotion
 - Temporary Contract
 - Change in Salary Classification
 - Stipend for Additional Administrative Duties
 - Leaves of Absence
 - Faculty Sabbatical Leaves
 - Temporary Academic Hourly
- [b] Request approval of the following items concerning classified personnel:
 - Resignation
 - New Personnel
 - Change in Start Date
 - Demotion
 - Voluntary Changes in Assignment
 - Doctoral Stipend
 - Stipend for Additional Administrative Duties
 - Leaves of Absence

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

5. **GENERAL**

- a. It is recommended that the Board review the Board of Trustees Assessment Instrument, make any appropriate changes, and re-adopt the instrument.
- b. It is recommended that the Board adopt the revised Board Policies in Chapter 6.
- c. It is recommended that the Board discuss any potential future agenda items.

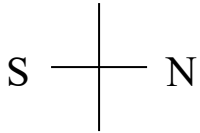
6. **COMMENTS**

- 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

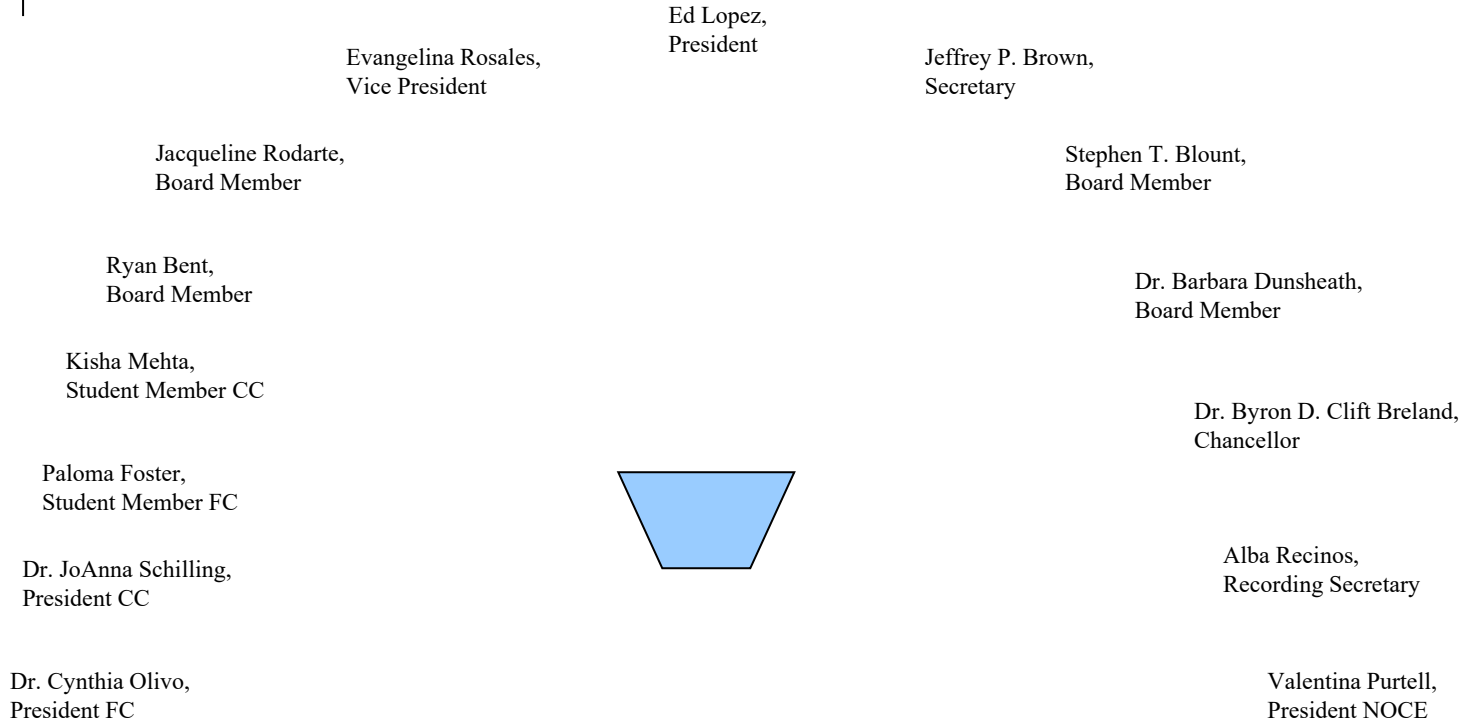
7. **ADJOURN TO CLOSED SESSION:** Per the following sections of the Government Code:

- 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	X
		Resolution	
DATE:	March 28, 2023	Information	
		Enclosure(s)	
SUBJECT:	Award Bid # 2223-15, Anaheim Swing Space Interim Housing Project		

BACKGROUND: The Anaheim Swing Space Interim Housing project provide temporary space to house the occupants of the first and second floors of the Anaheim tower in order to perform the life & safety renovation project in year 2024. This swing space interim housing project involves site preparation for installation of fourteen (14) portable modular buildings, underground site utilities, ramps, path of travel, parking, and other related scope of work.

On March 10, 2023, the Purchasing Department received eight (8) bids for the Anaheim Swing Space Interim Housing project. The lowest responsive and responsible bidder was RT Contractor Corp. in the amount of \$2,180,000 including \$200,000 in allowances. The last construction cost estimate prepared by SVA Architects on February 8, 2023 was in the amount of \$2,060,000. Below is the bid summary:

COMPANY	BASE BID	ALLOWANCE	TOTAL PRICE
RT Contractor Corp.	\$1,980,000	\$200,000	\$2,180,000
Solex Construction Inc.	\$2,227,800	\$200,000	\$2,427,800
Dalke & Sons Construction, Inc.	\$2,238,890	\$200,000	\$2,438,890
PCN3, Inc.	\$2,590,000	\$200,000	\$2,790,000
Pars Arvin Construction, Inc.	\$2,746,000	\$200,000	\$2,946,000
Astra Builders, Inc.	\$2,816,000	\$200,000	\$3,016,000
GDL Best Contractors, Inc.	\$3,250,000	\$200,000	\$3,450,000
Golden Gate Steel, Inc.	\$3,510,000	\$200,000	\$3,710,000

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

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction # 3 Stewardship of Resources: The District 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: The District will be a leader in creating accessible and sustainable facilities that support students and employee access.

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

FUNDING SOURCE AND FINANCIAL IMPACT: The services performed in this agreement in the amount of \$2,180,000 are funded by Measure J Funds.

RECOMMENDATION: Authorization is requested to award Bid #2223-15, Anaheim Swing Space Interim Housing Project to RT Contractor Corp. as the lowest responsive and responsible bidder in the amount of \$2,180,000 including \$200,000 in allowances. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. Dipt Bredm

Approved for Submittal

3.a.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 28, 2023	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Enter into Amendment No. 1 with HPI Architecture for Architectural Services for the Hotel, Restaurant and Culinary Arts Program Temporary Relocation Project at Cypress College	Enclosure(s)	<u> </u>

BACKGROUND: On April 26, 2022, the Board of Trustees approved an agreement with HPI Architecture (“HPI”) for architectural services to temporarily relocate the Hotel, Restaurant, and Culinary Arts (“HRC”) program from Anaheim to Cypress due to the scope of work involved in the District’s Water Intrusion project. The program will be temporarily housed in existing spaces in the Business Building as well as leased modular buildings for the kitchen, dining, and restroom facilities.

Board approval is now requested for amendment #1 to increase the original services agreement with HPI for costs incurred resulting from additional scope of work required by the Division of the State Architect (DSA). The additional scope of work is to include accessibility enhancements to the path of travel on Lakeshore Dr. from Valley View Street to the Theater Arts building. Enhancements include code compliant curb cuts along the existing sidewalk. The amendment #1 will increase HPI original contract amount by \$7,480 from \$330,000 to \$336,480, 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 and Capital Outlay.

RECOMMENDATION: Authorization is requested to increase the agreement with HPI Architecture for the Hotel, Restaurant and Culinary Arts Program Temporary Relocation Project at Cypress College by \$7,480 from \$330,000 to \$336,480. Authorization is further requested for the Vice Chancellor, Finance & Facilities or District Director, Purchasing to execute the agreement on behalf of the District.

Fred Williams

Recommended by

B. V. Dist Bredel

Approved for Submittal

3.b.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action X
Resolution _____
Information _____
Enclosure(s) _____

DATE: March 28, 2023

SUBJECT: Change Order #1 for Bid #2223-05, Site
Barrier Removal Project at Fullerton
College

BACKGROUND: On November 8, 2022, the Board awarded a contract to Golden Gate Construction in the amount of \$465,000 including a \$40,000 allowance for the Site Barrier Removal Project at Fullerton. Fullerton College applied the allowance amount to address unforeseen conditions encountered during construction.

Fullerton College requests the Board to approve an additional \$39,854.82 due to the unforeseen conditions such as unknown structural slabs and excessively thick concrete walkways. The revised contract amount is \$504,854.82.

Original Contract Amount	\$	425,000
Allowance		<u>40,000</u>
Total Contract Amount	\$	465,000
Change Order #1		<u>39,855</u>
Revised Total Contract amount	\$	<u>504,855</u>

The change order will also extend the contract time from 51 days to 98 days due to the unforeseen conditions and historic rainfall.

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: The cost of change order #1 will be charged to Capital Outlay.

RECOMMENDATION: It is recommended that the Board approve Change Order #1 for Bid #2223-05, Site Barrier Removal Project at Fullerton College with Golden Gate Construction

in the amount of \$39,854.82, increasing the contract from \$465,000.00 to \$504,854.82 and extend the contract time from 51 days to 98 days Authorization is further requested for the Vice Chancellor, Finance & Facilities, or the District Director, Purchasing, to execute change order #1 on behalf of the District.

Fred Williams

Recommended by

B. V. Dipt Bredl

Approved for Submittal

3.c.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	_____
DATE:	March 28, 2023	Information	_____
		Enclosure(s)	_____
SUBJECT:	Amendment to Agreement with BNBuilders, Inc. for the FC Chapman Newell Instructional Building & New Maintenance & Operations Building Design-Build		

BACKGROUND: On July 27, 2021, the Board of Trustees awarded a contract to BNBuilders, Inc. (BNB) in the amount not to exceed \$28,833,781 for the design-build of the Fullerton College New Chapman Newell Instructional Building and New Maintenance and Operations Building project.

The initial estimate was based on cost per square foot. We now have the design documents allowing us to provide an updated estimate. Therefore, staff are requesting to increase the original contract by \$7,960,291, which increases the estimated Guaranteed Maximum Price (GMP) from \$28,833,781 to \$36,794,072. We expect to have the GMP finalized once we have DSA approval which is expected by August 2023.

Cost escalations due to material cost increases and supply chain disruptions comprise the major portion of the estimated increase. Additional costs are for DSA revisions as well as some improvements requested by the City of Fullerton. Both BNB and the District's third-party consultant have been working on reconciling the cost estimates.

<u>Item Descriptions</u>	<u>Estimated Costs</u>
Original Estimated GMP	\$ 28,833,781
Current estimated increases	
• Escalation	6,798,412
• Overhead & Profit Increase	422,682
• City of Fullerton Requested Improvements	433,787
• DSA revisions	250,000 (Allowance)
• Off-Site Design Fee	55,410
Subtotal Increases	\$ 7,960,291
Total Increased Estimated GMP	\$ 36,794,072

With regards to the total project cost, there are additional components that are also impacted by similar escalation that are not part of BNB’s GMP contract. The total estimated project cost is increased as follows:

Chapman Newell and M & O Buildings	Estimated Cost
A. Total BNBuilder’s Contract (NTE)	\$ 36,794,072
B. Other Project’s Soft & Hard Cost not part of BNBuilder’s Contract	7,139,283
C. Total Projects contingencies	3,365,770
TOTAL Estimated Project Cost	\$ 47,299,125

The revised total project estimate of \$47,299,125 takes the overall project above the identified budget by \$715,939. Staff anticipate using campus local funds to cover the budget overage.

In addition to the increase to the GMP requested above, staff are requesting authorization to pre-order certain equipment critical to meeting the pre-construction timeline. Critical long-lead material and equipment must be pre-ordered as part of the pre-construction contract to mitigate the risks of additional scheduled delays and cost escalation of critical equipment and materials for the project. The cost of this pre-construction agreement is built into the GMP costs above. The entire pre-construction amount will be credited against the estimated GMP of \$36,794,072.

The costs associated with this pre-order will increase the pre-construction agreement by \$1,912,480. Therefore, as part of the request to proceed with the pre-order, staff are also requesting to amend the pre-construction agreement from \$3,214,969 to \$5,127,449 to include the following items:

Item Description	Cost
Electrical/Communication	\$ 596,000
Mechanical Equipment	629,794
Elevators (50% equipment cost)	246,524
Structural Steel Shop Drawings	95,000
Exterior Façade Shop Drawings	20,000
Utility Investigation	90,687
Design-Build Fees and Admin. Insurance.	234,475
TOTAL	\$ 1,912,480

And finally, staff requests authorization to extend the contract date from June 24, 2024, to November 8, 2024 resulting from an additional 133 days that was required during the design process to explore alternative design solutions.

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

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 3) 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 District Strategic 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.

FUNDING SOURCE AND FINANCIAL IMPACT: All costs for this project will be paid with funding from Measure J Bond Fund & Local Funds.

RECOMMENDATION: Authorization is requested to amend agreement #2021-09 with BNBuilders, Inc., for the design-build of the Chapman Newell Instructional Building and New Maintenance & Operations Building at Fullerton College to modify the contractual substantial completion date to November 8, 2024; increase the total estimated amount not-to-exceed for the Guaranteed Maximum Price from \$28,833,781 to \$36,794,072; increase the pre-construction contract from \$3,214,969 to \$5,127,449 to authorize early purchase of long-lead equipment and material under the pre-construction services of this agreement. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the amendment to the agreement on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.d.3

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 28, 2023 Resolution
Information
SUBJECT: Award Bid #2223-14, Underground Tunnel Enclosure(s)
Structural Repairs at Fullerton College

BACKGROUND: The reinforced concrete underground tunnel which carried campus utilities to buildings through the central campus has been deteriorated. The project entails complete removal and replacement of a tunnel section approximately 40’ long.

On March 20, 2023, the Purchasing Department received four bids for the Underground Tunnel Structural Repairs project at Fullerton College. The lowest responsive and responsible bidder was Golden Gate Steel, Inc. in the amount of \$1,098,000 including a \$140,000 allowance. The project cost estimate was \$1,200,000. Below is the bid summary.

COMPANY	BASE BID	ALLOWANCE	TOTAL
Golden Gate Steel, Inc	\$958,000	\$140,000	\$1,098,000
RT Contractor Corp.	\$980,000	\$140,000	\$1,120,000
HZS Engineering, Inc	\$1,088,780	\$140,000	\$1,228,780
Woodcliff Corporation	\$1,407,000	\$140,000	\$1,547,000

This agenda item was submitted by Larry Lara, 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: Funding for this project will come from Capital Outlay Funds.

RECOMMENDATION: Authorization is requested to award Bid #2223-14, Underground Tunnel Structural Repairs at Fullerton College to Golden Gate Steel, Inc. in the amount of \$1,098,000 including a \$140,000 allowance. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the contract on behalf of the District.

Fred Williams

Recommended by

B. V. dist Buhl

Approved for Submittal

3.e.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	X
		Resolution	
DATE:	March 28, 2023	Information	
		Enclosure(s)	
SUBJECT:	Agreement for Legal Services with Parker & Covert LLP		

BACKGROUND: The District Office of Human Resources is presently using the law firm Parker & Covert for legal matters of general counsel, personnel matters, investigations, training, and assistance. While there is no way to anticipate the amount of legal assistance needed throughout the year, staff wish to increase the purchase order beyond the authorized approval threshold of \$109,300 for the current fiscal year. The legal services will be billed in increments of 1/10th of an hour unless some alternative arrangement, such as single fee, is agreed to between the District and Parker & Covert. The District shall pay Parker & Covert for the services performed at the following rate for 2022-2023:

Partners	\$275-295 per hour
Associates	\$235 - \$250 per hour
Law Clerks/Paralegals	\$125 per hour

This agenda item was submitted by Fred Williams, Vice Chancellor, Finance & Facilities.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Actual legal services fee will be charged to applicable funds.

RECOMMENDATION: Authorization is requested for approval to continue with the legal services provided by Parker & Covert through June 30, 2023. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing to execute the contract on behalf of the District.

Fred Williams

Recommended by


Approved for Submittal

3.f

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
Resolution _____
DATE: March 28, 2023 Information _____
Enclosure(s) _____
SUBJECT: Fullerton College Ethnic Studies
Department Request to Host Scholarship
Fundraiser and Serve Alcoholic Beverages

BACKGROUND: The Fullerton College Ethnic Studies Department proposes to host a scholarship fundraiser for our campus and local community to honor our three founding faculty members and create endowed scholarships in their names. This event will kick off our 50th anniversary celebrations. The “Feast for our 50th” scholarship fundraiser will be hosted by the department on the Fullerton College campus Wednesday, April 26, 2023, 5:00 – 8:00 P.M. in room 224. The Fullerton College Ethnic Studies endowed scholarships will celebrate, recognize, and honor our students who represent the legacy of our discipline and are having a positive impact in their communities, including the Fullerton College campus.

The Ethnic Studies Department is requesting permission to serve alcoholic beverages, including wine and spirits to the guests. The campus will obtain all required permits including the City of Fullerton and the State of California Alcoholic Beverage Control approval.

This Board item was prepared by Dr. Ziza Delgado Noguera, chair of the Ethnic Studies Department.

How does this relate to the five District Strategic Directions? This item is related 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 Fullerton College and the Ethnic Studies Department to host the “Feast for our 50th: Celebrating 50 years of Ethnic Studies Scholarship at Fullerton College” on the Fullerton College campus Wednesday, April 26, 2023, and allow the purchase and serving of alcoholic beverages to attendees.

Fred Williams

Recommended by


Approved for Submittal

3.g

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 28, 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

B. V. dist Brub
Approved for Submittal

4.a.1

Item No.

Academic Personnel
March 28, 2023

Paek, Sylvia	CC	Mathematics Instructor Load Banking Leave With Pay (6.67%) Eff. 2023 Spring Semester
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FACULTY SABBATICAL LEAVES

Arellano, Cristina	FC	Counselor, EOPS Eff. 2023 Fall Semester
Babad, Bruce	FC	Music Instructor Eff. 2023 Fall Semester
Costello, Jeanne	FC	English Instructor Eff. 2023 Fall Semester
Cummings-Sumner, Vonn	FC	Art Instructor Eff. 2024 Spring Semester
Flores, Christy	FC	English Instructor Eff. 2023 Fall Semester
Jagodina, Marianna	FC	Mathematics Instructor Eff. 2023 Fall Semester
Loy, Michelle	FC	Nutrition/Foods Instructor Eff. 2024 Spring - 2024 Fall Semester
Mihaylovich, Kristin	FC	Art Instructor Eff. 2024 Spring - 2024 Fall Semester
Odebunmi, Mary Fola	CC	Economics Instructor Eff. 2023 Fall Semester
O'Rourke, Margaret	FC	English Instructor Eff. 2023 Fall - 2024 Spring Semester
Owen-Driggs, Janet	CC	Art Instructor Eff. 2023 Fall - 2024 Spring Semester
Siskind, Jeremy	FC	Piano Instructor Eff. 2023 Fall Semester

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2023 SPRING SEMESTER

Correa, Abel	FC	Column 1, Step 1
Vechaiem, Dia	CC	Column 2, Step 2

Academic Personnel
March 28, 2023

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Martinez Garcia, Sandra CC Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Cherney, Julia CC Dental Hygiene
Class E, Step 18
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-08/16/2023

Contreras, Kendra CC Dental Hygiene
Class E, Step 19
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-08/16/2023

Corrales, Nancy CC Director of Sonography
Class B, Step 15
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-06/30/2023

Frianeza, Michael CC Director of Radiology
Class F, Step 22
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-06/30/2023

Grande, Jolena CC Director of Funeral Services
Class E, Step 28
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-08/16/2023

Ramos, Jaime CC Director of Psychiatric Technology
Class E, Step 23
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-06/30/2023

Silva, Joel CC Dental Assisting
Class E, Step 17
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-08/16/2023

Academic Personnel
March 28, 2023

Spitler, Patricia

CC Director of Health Information Technology
Class B, Step 15
Lecture Rate, Regular and Contract Faculty
Summer Intersession Teaching Schedule
Eff. 05/22/2023-06/30/2023

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: March 28, 2023 Resolution
SUBJECT: Classified Personnel Information
Enclosure(s) X

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

4.b.1

Item No.

Classified Personnel
March 28, 2023

RESIGNATION

Rodriguez, Felipe FC Financial Aid Technician
12-month position (100%)
Eff. 03/15/2023
PN FCC818

NEW PERSONNEL

Harris, Sandra FC PE/Athletic Therapist
12-month (100%)
Range 49, Step D
Classified Salary Schedule
Eff. 04/01/2023
PN FCC547

CHANGE IN START DATE

Corona, Karina FC Research Analyst (100%)
From: 03/15/2023
To: 03/28/2023
PN FCC551

DEMOTION

@01155037 CC Facilities Custodian Coordinator II
12-month position (100%)
PN CCC979

To: Facilities Custodian I
12-month position (100%)
Range 27, Step E +10% Longevity + 10% Shift
Classified Salary Schedule
Eff. 03/29/2023

VOLUNTARY CHANGES IN ASSIGNMENT

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

Extension of Temporary Change in Assignment
To: CC Physical Plant/Maintenance and Operations
Eff. 03/01/2023 – 04/30/2023

Classified Personnel
March 28, 2023

Lee, Rebekah	NOCE	Testing and Assessment Specialist To: FC Evaluator 12-month position (100%) Range 36, Step D Classified Salary Schedule Eff. 04/01/2023 – 06/30/2023
Santillan, Carolina	FC	Administrative Assistant II, Business & CIS To: Administrative Assistant III, ACT 12-month position (100%) Range 41, Step C Classified Salary Schedule Eff. 04/01/2023 – 06/30/2023
Teh, Edwin	NOCE	Instructional Aide, High School Lab Temporary Change in Assignment To: FC Admissions and Records Specialist 12-month position (100%) Range 36, Step C + 5% Longevity Classified Salary Schedule Eff. 04/01/2023 – 06/30/2023
Vasquez, Joseph	CC	Facilities Custodian II (100%) Extension of Temporary Change in Assignment To: Skilled Maintenance Mechanic 12-month position (100%) Range 34, Step E + 25% Longevity + PG&D Classified Salary Schedule Eff. 01/01/2023 – 02/14/2023
Veloz, Gypsy	NOCE	Instructional Aide, High School Lab Temporary Change in Assignment To: FC Admissions and Records Specialist 12-month position (100%) Range 36, Step C + 5% Longevity + PG&D Classified Salary Schedule Eff. 04/01/2023 – 06/30/2023

Classified Personnel
March 28, 2023

DOCTORAL STIPEND

Corona, Karina	FC	Research Analyst (100%) Doctoral Stipend (\$3,500) Eff. 03/28/2023
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STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Tang, Kim	NOCE	Manager, NOCE CTE 10% Stipend Eff. 03/16/2023 – 04/30/2023
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LEAVES OF ABSENCE

@00384991	FC	Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 05/06/2023 – 05/17/2023 (Consecutive Leave)
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@01345000	CC	Unpaid Personal Leave Eff. 03/23/2023
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 28, 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

4.c.1

Item No.

Professional Experts
March 28, 2023

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Alofaituli, Kimberly	CC	Technical Expert I	Psych Tech Program – 195 Knowledges for Graduates	12	04/28/2023	05/05/2023
Anderson, Janna	FC	Technical Expert II	English Department Hybrid Faculty Inquiry Group - 1	5	01/17/2023	06/30/2023
Arellano, Cristina	FC	Technical Expert II	Distance Education Division Representative	20	02/20/2023	05/20/2023
Bogan, Mary	FC	Technical Expert II	English Department Hybrid Faculty Inquiry Group - 1	5	01/17/2023	06/30/2023
Brown, Anthony	CC	Technical Expert I	Psych Tech Program – 195 Knowledges for Graduates	13	03/27/2023	05/17/2023
Brown, Julie	NOCE	Technical Expert II	WISE Program	26	03/20/2023	03/26/2023
Carlin, Anna	FC	Technical Expert II	Data Coach Training	4	01/01/2023	05/20/2023
Castro, Alma	CC	Project Manager	Grant Preparation: National Science Foundation Scholarships in STEM	12	03/15/2023	06/30/2023
Donia, Richard	CC	Technical Expert II	SWP Regional ADV. Transportation & Logistics	20	01/13/2023	01/20/2023
Draganov, Torri	CC	Project Manager	Grant Preparation: National Science Foundation Scholarships in STEM	12	03/15/2023	06/30/2023
Edson, Carolina	FC	Project Expert	CE Internship Coordinator	20	03/06/2023	06/30/2023
Edwards, Arnette	FC	Technical Expert II	Distance Education Division Representative	20	02/20/2023	05/20/2023
Gomez Talavera, Melchor	FC	Project Expert	Athletic Life Coach	20	02/14/2023	05/19/2023
Gopar, Gary	CC	Technical Expert II	Commencement Music – National Anthem	15	04/24/2023	05/19/2023
Harless, Heather	FC	Project Manager	Lighting Designer	18	03/15/2023	04/30/2023
High, Lisa	NOCE	Project Expert	Allied Health Career Pathways Specialist	26	03/27/2023	06/15/2023
Loy, Michelle	FC	Technical Expert II	ANFP Faculty Advisor	10	04/11/2023	06/30/2023
Manjra, Samreen	CC	Technical Expert II	Cypress College Accounting Program (CCAP) Spring 2023 Preparation Project	5	03/29/2023	06/30/2023
McGraw, Elizabeth	NOCE	Project Manager	Assist with the Kids' College and Comm. Ed. Programs	26	04/03/2023	06/30/2023
McIntire, Samantha	NOCE	Project Expert	CASAS Test Proctor	20	02/27/2023	05/25/2023

Professional Experts
March 28, 2023

McIntire, Samantha	NOCE	Project Expert	CASAS Test Proctor	20	06/12/2023	06/15/2023
Moskal, Brianna	CC	Certified Athletic Trainer	Certified Athletic Trainer	26	03/08/2023	06/30/2023
Naranjo, Danielle	FC	Project Expert	Document Retention Project	26	04/01/2023	06/30/2023
Nelson, Terence	FC	Technical Expert II	Credit for Prior Learning for Student Veterans	26	01/03/2023	06/30/2023
Nevarez, Rachel	FC	Technical Expert II	Data Coach Training	4	01/01/2023	05/20/2023
Ojeda, Gary	CC	Technical Expert I	SWP Regional Competency Based Education	10	05/21/2023	06/02/2023
O'Rourke, Margaret	FC	Technical Expert II	Data Coach Training	4	01/01/2023	05/20/2023
Piazza, Stephanie	FC	Technical Expert II	English Department Hybrid Faculty Inquiry Group – 1	5	01/17/2023	06/30/2023
Politanoff, Ashton	CC	Technical Expert II	Sole Image Faculty Coordinator	10	01/23/2023	05/20/2023
Ramos, Jaime	CC	Technical Expert I	Psych Tech Program – 195 Knowledges for Graduates	40	04/04/2023	05/16/2023
Saunders, Mary Ann	CC	Project Expert	Perkins V Tourism	3	02/27/2023	05/19/2023
Sheridan-Solis, Ann	CC	Technical Expert II	Cypress College Accounting Program (CCAP) Spring 2023 Preparation Project	5	03/29/2023	06/30/2023
Soto Troccoly, Miguel	NOCE	Project Expert	Allied Health Career Pathways Specialist	26	03/27/2023	06/15/2023
Tellefsen, Blythe	FC	Technical Expert II	English Department Hybrid Faculty Inquiry Group – 1	5	01/17/2023	06/30/2023
Valdez, Edilberto	CC	Technical Expert II	Perkins V Tourism	5	03/08/2023	06/15/2023
Valdez, Edilberto	CC	Technical Expert II	SWP Career Pathways	5	03/13/2023	06/15/2023
Wells, Diana	NOCE	Project Expert	Project Expert, Student Access/Outreach	26	04/03/2023	06/14/2023
Williams, Courtney	NOCE	Technical Expert I	WISE Program	26	03/20/2023	03/26/2023

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 28, 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

4.d.1

Item No.

Hourly Personnel
 March 28, 2023

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
DeLeon, Ian	FC	Technical - On-call Theater Crew for Rental Productions	03/29/23	06/30/23	TE J 2
Douglas, Madison	CC	Direct Instr Support - Assist in Athletic Success Center	03/22/23	06/30/23	TE I 3
Guzman, Ines	CC	Technical - Assist in Campus Safety	04/01/23	06/30/23	TE B 4
Mendoza, Zail	FC	Technical - Assist in Admissions and Records	06/05/23	06/30/23	TE A 4
Ngo, Derek	CC	Technical - Assist in Campus Safety	03/29/23	06/30/23	TE A 4
Rodriguez, Suzanne	CC	Non-Direct Instr Support - Assist Court Reporting program	04/12/23	06/30/23	TE A 1
Vizcaino, Emmanuel	CC	Technical - Assist in Campus Safety	03/29/23	06/30/23	TE A 4
Wong, Hannah	FC	Technical - Assist in Campus Theater Events	03/29/23	06/30/23	TE J 2

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Bustos Beltran, Irving	CC	Direct Instr Support - Tutor for the English Success Center	03/29/23	06/30/23	TE B 2
Cervantez, Demi	CC	Direct Instr Support - Tutor for the English Success Center	03/29/23	06/30/23	TE B 1
Tran, Ban	CC	Direct Instr Support - Tutor for the English Success Center	03/29/23	06/30/23	TE A 4

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Brenes Martinez, Yelckin	NOCE	Technical - Substitute for Classified employee on leave	03/22/23	06/30/23	TE A 3
Rivera, Jonathan	NOCE	Technical - Substitute for Classified employee on leave	04/04/23	06/30/23	TE A 3

Hourly Personnel
 March 28, 2023

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Baker, Daniel	CC	Full-time Student - Assist in Legacy Program	03/29/23	06/30/23	TE A 1
Baker, Dylan	CC	Full-time Student - Assist in Legacy Program	03/29/23	06/30/23	TE A 1
Block, David	FC	Full-time Student - On-call Theater Crew for Rental Productions	03/29/23	06/30/23	TE J 2
Campbell, Isaiah	FC	Full-time Student - On-call Theater Crew for Rental Productions	03/29/23	06/30/23	TE J 2
Cardenas, Samantha	CC	Full-time Student - Student Ambassdor	03/29/23	06/30/23	TE A 1
Chieng, Lily	CC	Full-time Student - Student Ambassdor	03/29/23	06/30/23	TE A 1
Culberson, Jaelynn	CC	Full-time Student - Student Ambassdor	03/29/23	06/30/23	TE A 1
Duah, George	FC	Work Study Student - Assist in Admissions and Records	03/29/23	06/30/23	TE A 1
Lee, Jaemymung	FC	Full-time Student - On-call Theater Crew for Rental Productions	03/29/23	06/30/23	TE J 2
Nelson, Joya	FC	Work Study Student - Assist with Care Program	03/29/23	06/30/23	TE A 1
Parks, David	CC	Full-time Student - Assist in Legacy Program	03/29/23	06/30/23	TE A 1
Pernito, Tracy	CC	Work Study Student - Assist in Financial Aid Office	03/22/23	06/30/23	TE A 1
Ramos, Samantha	CC	Full-time Student - Student Ambassdor	03/29/23	06/30/23	TE A 1
Tolentino, Abigail	CC	Full-time Student - Student Ambassdor	03/29/23	06/30/23	TE A 1
Wiernucki, Virginia	FC	Work Study Student - Assist with Care Program	03/29/23	06/30/23	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: March 28, 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

4.e.1

Item No.

Volunteer Personnel
March 28, 2023

Volunteers

Name	Site	Program	Begin	End
Herbst, Katie	NOCE	ESL Department - SHINE Program	03/29/23	05/27/23

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	March 28, 2023	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Board of Trustees Assessment Instrument	Enclosure(s)	<u> X </u>

BACKGROUND: On February 12, 2019, the Board adopted revised Board Policy 2745, Board Self-Evaluation, with the Board of Trustees Assessment Instrument to be distributed annually during the month of April. The Instrument was last revised on March 22, 2022 to separate question 36 in order to clarify that it is intended to solicit the Board's overall rating. Trustees reviewed the instrument on February 28, 2023 and no revisions were recommended at that time.

The Board of Trustees Assessment Instrument is scheduled to be distributed at the April 11, 2023 Board meeting.

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 2745, Board Self-Evaluation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board review the Board of Trustees Assessment Instrument, make any appropriate changes, and re-adopt the instrument.

Byron D. Clift Breland

Recommended by



Approved for Submittal

5.a.1

Item No.

North Orange County Community College District

BOARD OF TRUSTEES ASSESSMENT

Accrediting Commission for Community and Junior Colleges Standard IV.C.10: “Board policies and/or bylaws clearly establish a process for Board evaluation. The evaluation assesses the Board’s effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.”

The Board assessment is very different from the political evaluation, which takes place at the ballot box. The purpose of the Board assessment is to identify those areas of Board functioning which are working well and those which may need improvement.

The Board assessment speaks to the Board as a whole, not to individual trustees. It is the evaluation process of the overall effectiveness of the Board as a group making decisions.

PROCESS

An assessment form will be distributed to all Board members and members of the District staff who regularly participate at Board meetings at the first meeting in April of each year.

The completed assessment forms shall be submitted to the Chancellor’s Office on or before the second meeting in April.

The Chancellor’s Office shall complete results of the assessment for distribution at the first meeting in May.

The assessment results shall be included as an agenda item for review and appropriate action at the second meeting in May.

Board of Trustees Assessment

Rating Scale:
4 = Excellent
3 = Acceptable
2 = Need Improvement
1 = Unsatisfactory
0 = No Knowledge of

Question	Rating	Comments/Suggestions
The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of student learning programs and services.		
1.	The Board has clearly defined institutional goals with desired outcomes both short and long-term.	
2.	The Board's highest priority is student learning and student success.	
3a.	The Board has established mission and vision statements, and a strategic plan that looks to the future, anticipating what the institution and its colleges will be like in 10 years.	
3b.	The Board reviews the mission and vision statements every three years.	
3c.	The Board regularly reviews its policies to be consistent with its mission.	
4.	The Chancellor's goals, as affirmed by the Board, establish priorities that are both strategic and manageable and provide Board direction for the administration.	
5a.	The Board upholds a code of ethics and conflict of interest policy.	
5b.	The Board has a clearly defined policy dealing with violations.	

6.	To ensure the institution is accomplishing its goals for student success, the Board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.		
7.	The Board approves appropriate resources (human, physical, technology, and financial) to support an effective student learning program.		
8.	The Board regularly evaluates its processes to support continuous improvement.		
Overall rating for “The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services.”			

Question		Rating	Comments/Suggestions
As an independent policy-making body that reflects the public interest, the Board acts as a whole. The Board advocates for and defends the institution and protects it from undue influence or political pressures:			
9.	Direction to staff is based on a consensus of a majority of the Board. Individual Board members do not assume authority.		
10.	Board members respect each other's opinions.		
11.	Discussions are structured so that all have an opportunity to contribute to the decision.		
12.	Board members have adequate information upon which to base decisions.		
13.	The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the Chancellor.		

14.	The Board's delegation of administrative authority to the Chancellor is clear to all parties.		
Overall rating for "The Board acts as a whole."			

Question				Rating		Comments/Suggestions	
Board meetings run effectively:							
15.	Board members are punctual to and attend all Board meetings to conclusion.			16.	The Board reviews agenda materials and is prepared for Board meetings.		
17a.	New Board members, including student trustees, receive an orientation to roles and responsibilities and District mission and policies.			17b.	The Board members engage in ongoing professional development.		
18.	The Board agendas focus on policy issues that relate to Board responsibilities.			19.	The Board conducts its meetings in compliance with state laws, including the Brown Act.		
20.	Agendas include legislative and state policy issues that impact the District.			21.	Board meetings include some education or information time.		

22.	Board meetings provide adequate time for discussion.		
Overall rating for “Board meetings run effectively.”			

	Question	Rating	Comments/Suggestions
Board members are actively knowledgeable about and engaged in the District community:			
23a.	Board members are knowledgeable about community college and state related issues.		
23b.	Board members are knowledgeable and take an appropriate role in the accreditation process.		
24.	The Board acts as an advocate for community colleges.		
25.	Board members are available to District employees for comments and suggestions.		
26.	The Board shows its support for the District through members attending various events.		
27.	The Board is knowledgeable about the District’s history, values, strengths, and weaknesses.		
28.	The Board understands, appreciates, and is responsive to the diverse community which it serves.		
29.	The Board has processes in place for appropriately involving the community in relevant decisions.		

30.	The Board helps promote the image of the District in the community.		
31.	The Board understands the collective bargaining process and its role in the process.		
32.	The Board is involved in and understands the budget process and how adopted priorities are addressed within the budget.		
33.	The Board gives adequate attention to the mission and goals of the District.		
34.	The Board has a procedure for annual evaluations of the Chancellor.		
35.	The Board demonstrates a good understanding of collegial consultation and related processes.		
Overall rating for “Board members are actively knowledgeable about and engaged in the District community.”			

Question		Rating	Comments/Suggestions
Overall rating for the Board and general comments:			
36.	In general, what rating does the Board as a whole deserve?		
37.	General Comments/Suggestions:		

Date of Adoption: August 1997

Date of Last Revision: March 2022; March 2021; March 2019; March 2017; March 2015; March 2013; March 2009; March 2007; March 2005; August 2001

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	March 28, 2023	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Revised Board Policies in Chapter 6	Enclosure(s)	<u>X</u>

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 revised Board Policies on February 27, 2023. The Board had a first reading of the policies on March 14, 2023 and made the revisions noted in red.

Chapter 6, Academic Affairs

BP 6100, Delegation of Authority, Business, and Fiscal Affairs: Revised to update the “Reference” section, make grammar corrections, update the corresponding board policies and administrative procedures, and to add “or designee” to section 1.0.

BP 6150, Designation of Authorized Signers: Revised to update the “Reference” section, make grammar corrections, update the corresponding administrative procedure, and to edit section 1.0 to read “as appointed by the Chancellor” and capitalize schools.

BP 6200, Budget Preparation: Revised to update the “Reference” section, make grammar corrections, cite the corresponding board policies and administrative procedures, and to add “or designee” to section 1.0.

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, add “or designee” to section 1.0, cite the corresponding administrative procedure, and to add a new section 2.0 to outline the role of the Board on the District Audit Committee.

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, cite the corresponding the board policy and administrative procedure, and to add “or designee” to sections 1.0 and 2.0.

BP 6520, Security for District Property: Revised to update the “Reference” section, remove “Provost” reference, make grammar corrections, update the corresponding board policies and administrative procedures, delete “information” from section 1.0, and add BP 3720 to listing of corresponding policies in order to cross reference.

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, update the corresponding board policies and administrative procedures, and add “or designee” to section 1.0.

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, add legally required language to section 2.0, and add a new section 4.0 to state that capital construction shall be in coordination with the District Educational and Facilities Master Plan.

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 adopt the following proposed, revised Board Policies:

- BP 6100, Delegation of Authority, Business, and Fiscal Affairs
- BP 6150, Designation of Authorized Signers
- BP 6200, Budget Preparation
- BP 6300, Fiscal Management
- BP 6310, Personal Use of District Property, Facilities, and Equipment
- BP 6320, Investments
- BP 6330, Purchasing
- BP 6350, Hospitality
- BP 6380 District Activities Involving Sale or Catering of Food
- BP 6400, Financial Audits
- BP 6450, Wireless or Cellular Telephone Use
- BP 6500, Property Management
- BP 6520, Security for District Property
- BP 6540, Insurance
- BP 6550, Disposal of District Property
- BP 6600, Capital Construction
- BP 6620, Naming of Facilities and Properties
- BP 6740, Citizens' Oversight Committee
- BP 6800, Safety
- BP 6900, Bookstore(s)

Byron D. Clift Breland

Recommended by



Approved for Submittal

5.b.3

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, **or designee** 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
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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 **as** appointed by the Chancellor.

The authorized signatures shall be filed with the Orange County Superintendent of **S**chools 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 **or designee** 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.

BP 6320 Investments

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 **or designee** 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.
- 2.0 Each year the Vice Chancellor, Finance & Facilities or designee shall convene the District Audit Committee to meet with the external audit firm.**
- 2.1 Three Board representatives will serve on the District Audit Committee.**
- 2.2 The District Audit Committee will meet with the auditors before they begin the audit to review the general scope and procedures, particularly if there are areas in which the trustees desire a special focus.**
- 2.3 The District Audit Committee will review the final audit report before it is presented to the Board of Trustees as a whole.**

See Administrative Procedure 6400, Financial Audits.

Date of Adoption: February 12, 2002

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

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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, **or designee** 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, **or designee** 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; Board Policy 3720, Computer and Electronic Communication Systems; 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

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

BP 6540 Insurance

Reference:

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

- 1.0 The Vice Chancellor, Finance and Facilities **or designee** 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.

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

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.

4.0 Capital construction planning and projects shall be in coordination with the District Educational and Facilities Master Plan.

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

DATE: March 28, 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

5.c
Item No.

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

March 14, 2023

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, March 14, 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 Trustee Jacqueline Rodarte 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; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Cynthia Olivo, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns, District Director, Public & Governmental Affairs; 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, Loyal Lebdeh, Kathleen Reiland, Steven Schoonmaker, and Vincent Taylor from Cypress College; Nick Arman, Gina Bevec, Lee Cockerill, Marcia Foster, Scott Giles, Naveen Kanal, Brenda Klingengmaier, Erin McLaren, Jose Ramon Nuñez, and Perry Webster from Fullerton College; Marc Kepler, Jennifer Perez, Julie Shields, and Souzan Sahakian from North Orange Continuing Education; and Simone Brown Thunder, Danielle Davy, Geoff Hurst, Julie Kossick, Tami Oh, Chelsea Salisbury, Amita Suhrid, and Kashu Vyas from the District Office.

VISITORS: Luis Aleman, April Bracamontes, Jeff Freitas, Jessica Hernandez, Dash Johnson, Geoffery Johnson, James McKeever, Jose Rojas, Heim Rubinoff, Marlo Smith, and Lynn Wang. Public participation was provided via YouTube livestream.

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

Finance & Facilities: 3.a, 3.b, 3.c, 3.d, 3.e, 3.f, 3.g, 3.h, 3.i, 3.j, 3.k
Instructional Resources: 4.a, 4.b

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 Barbara Dunsheath and seconded by Trustee Evangelina Rosales that the following personnel items be approved by block vote:

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

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

CHANCELLOR'S REPORT

Recognition of Fullerton College Men's Basketball Team: As part of the Chancellor's Report, Chancellor Byron D. Clift Breland introduced **Cynthia Olivo**, Fullerton College President, who presented the Fullerton College Men's Basketball Team who won the State Championship over the weekend. **Perry Webster**, Basketball Head Coach, expressed his gratitude to the Board for their continued support of the team and the student athletes.

Chancellor Byron D. Clift Breland thanked **Kai Stearns, JoAnna Schilling, Valentina Purtell**, and **Student Trustee Kisha Mehta** for joining him on legislative visits in Sacramento to highlight the positive work of community colleges, and noted the team met with **Assemblywoman Sharon Quirk-Silva** and **Senator Josh Newman** along with others. He thanked the 40+ District employees who attended the A2MEND Conference to learn best practices to support African American males in their educational journeys.

Dr. Clift Breland acknowledged the audience members present in support of adjunct faculty healthcare and thanked them and others for their advocacy efforts. He noted that the District continues to identify how to utilize the \$200 million in state funding for part-time healthcare benefits which seven of the 73 community college districts have taken advantage of. On-going discussions center on concerns related to sustainability, how the funding would be received, and how the District can navigate the restrictions associated with being a part of the CalPERS medical group. Chancellor Clift Breland emphasized that everyone is trying to do the right thing, that the Board is supportive, and that he looks forward to working with Adjunct Faculty United leadership—**Dash Johnson** and **Seija Rohkea**—on the matter.

MINUTES: It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Jeffrey P. Brown to approve the Minutes of the Regular Meeting of February 28, 2023. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Foster and Mehta's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to ratify purchase order numbers 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.

Item 3.b: By block vote, authorization was granted to adopt resolutions and accept new revenue, make adjustments to the General Fund revenue and expenditure budgets in

accordance with the revised and new fiscal year 2022-2023 allocations totaling \$761,432, pursuant to the California Code of Regulations Title 5 §58308.

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

Item 3.c: By block vote, authorization was granted 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.

Item 3.d: By block vote, authorization was granted 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.

Item 3.e: By block vote, authorization was granted to 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.

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

Item 3.f: By block vote, authorization was granted to adopt Resolution No. 22/23-18 Adopting Compatibility, Uniformity and Standardization of Specific Materials, Products, or Services at Fullerton College.

Item 3.g: By block vote, authorization was granted 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.

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

Item 3.h: By block vote, authorization was granted 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.

Further authorization was granted 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.

Item 3.i: By block vote, authorization was granted 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.

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.j: By block vote, authorization was granted for NOCCCD to serve alcoholic beverages at the Opening Ceremony of the Center for Entrepreneurship at the Anaheim Campus on May 4, 2023.

Item 3.k: By block vote, authorization was granted 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.

INSTRUCTIONAL RESOURCES

Item 4.a: By block vote, authorization was granted to approve the 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.

Item 4.b: By block vote, authorization was granted to approve the 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.

HUMAN RESOURCES

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

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
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To: CC 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

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
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
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

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

Christie Diep addressed the Board to express concerns from United Faculty about the new job description for the Human Resources Generalist position that reports to the Associate Vice Chancellor of Human Resources which handles confidential information, but is a classified position. She expressed concern over the lack of clarity of function and oversight, and the need to review and assess the job description.

It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Barbara Dunsheath to approve the classified personnel matters, which are within budget.

During the discussion, Vice Chancellor Irma Ramos and Associate Vice Chancellor Julie Kossick provided clarification on the new job description which they noted was a result of the reclassification process, that CSEA did not object to the new job description during the process, what confidential matters the job entails, and how the job description memorializes the work that is currently being done by the incumbent.

Subsequent to the discussion, the **motion carried with Trustees Bent, Brown, Dunsheath, Lopez, and Rodarte voting yes, and Trustee Rosales voting no.**

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

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

Corona, Karina FC Research Analyst
 12-month position (100%)
 Range 52, Step D
 Classified Salary Schedule
 Eff. 03/15/2023
 PN FCC551

Park, Erin FC IT Technician II
 12-month position (100%)
 Range 44, Step D
 Classified Salary Schedule
 Eff. 03/15/2023
 PN FCC901

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	<p>Admissions and Records Specialist 12-month position (100%) Range 36, Step E + 20% Longevity +PG&D</p> <p>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</p>
Kim, Vivian	CC	<p>Administrative Assistant II 12-month position (100%) Range 36, Step E</p> <p>To: International Student Services Coordinator 12-month position (100%) Range 41, Step E Classified Salary Schedule Eff. 05/01/2022 PN CCC884</p>
Leacock-Kendall, Denise	FC	<p>Admissions and Records Technician 12-month position (100%) Range 33, Step E + 15% Longevity +PG&D</p> <p>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</p>
Lopez, Della	CC	<p>Administrative Assistant I 12-month position (100%) Range 33, Step E + 10% Shift +15% Longevity + PG&D</p> <p>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</p>
Phan, Michelle	FC	<p>Evaluator 12-month position (100%)</p>

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

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

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
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)
@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

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 #1314 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 #1314 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 #1314 for a copy of the volunteer listing.)

Item 5.f: By block vote, authorization was granted to approve the 2023-24 Academic Calendar.

(See Supplemental Minutes #1314 for a copy of the Academic Calendar.)

GENERAL

Item 6.a: The Board reviewed the proposed, revised Board Policies in Chapter 6 and made the following suggestions:

- Trustee Barbara Dunsheath recommended adding “or designee” to those policies that delegate authority to the Vice Chancellor, Finance & Facilities for flexibility and there was consensus among the Board to make those revisions.
- **BP 6100, Delegation of Authority, Business, and Fiscal Affairs:** Add “or designee” to section 1.0.
- **BP 6150, Designation of Authorized Signers:** Edit section 1.0 to read “as appointed by the Chancellor” and capitalize schools.
- **BP 6200, Budget Preparation:** Add “or designee” to section 1.0.
- **BP 6400, Financial Audits:** Add “or designee” to section 1.0, cite the corresponding administrative procedure, and to add a new section 2.0 to outline the role of the Board on the District Audit Committee.
- **BP 6500, Property Management:** Add “or designee” to sections 1.0 and 2.0.
- **BP 6520, Security for District Property:** It was recommended that “information” be deleted from section 1.0 since that is addressed by BP 3720 or include a notation about BP 3720 to this policy in order to cross reference.
- **BP 6540, Insurance:** Add “or designee” to section 1.0.
- **BP 6600, Capital Construction:** Add a new section 4.0 to state that capital construction shall be in coordination with the District Educational and Facilities Master Plan.

The Board Policies in Chapter 6 will be placed on a future Board meeting agenda for action.

Item 6.b: The Board received as information the revised Administrative Procedures in Chapter 6 that were approved by the District Consultation Council.

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

Item 6.c: The Board reviewed Board Policy 7240, Management Employees to discuss section 4.2 which addresses the final stage of the hiring process for executive officers.

Board President Ed Lopez noted that currently there is some ambiguity due to varying interpretations of AP 7120-4, Management Employee Hiring and the current practice. He proposed amending section 4.2 to read, “The Vice Chancellor and Presidents shall be appointed by the Chancellor with the advice and final approval of the Board of Trustees” which clarifies BP 7240 and encapsulates the current process.

Chancellor Byron D. Cliff Breland noted that Accreditation Standard 4 requires a clear delineation between the Chancellor and the Board and expressed his appreciation to Board President Ed Lopez for presenting the item in order to clear up any ambiguity.

The general consensus among the Board was to move forward with the revision in order to provide consistency and clarity. Board President Ed Lopez asked that the revised Board

Policy come back at a later date and noted that if the language is changed, then AP 7120-4, Management Employee Hiring would also need to be revised.

Item 6.d: Board President Ed Lopez asked if there were any requests for potential future agenda items and there were none.

CHANCELLOR'S STAFF COMMENTS

Valentina Purtell reported on Developmental Disabilities Month and highlighted the NOCE Disability Support Services (DSS) Program which serves approximately 2,000 students annually via instructional programs and services. She noted the DSS Program was recently notified about a \$441,138 grant award from the Department of Rehabilitation to provide educational coaching support. President Purtell shared that NOCE is in the midst of their accreditation visit and invited all to attend the final report out on March 15 via Zoom.

Cynthia Olivo congratulated the five Fullerton College students who are semifinalists in the Jack Kent Cooke Scholarship Program including **Student Trustee Paloma Foster**. She thanked **Rolando Sanabria** for leading planning efforts for the Mujeres Achieving Success Conference and **Flor Huerta** for leading Major Declaration Day including the Hornet Heroes luncheon. She congratulated the Career Center for hosting the Career Counselor Connection event and **Naomi Abesamis** for organizing the Asian Pacific Americans in Higher Education (APAHE) social mixer for Southern California held at Fullerton College. Lastly, she welcomed **Henry Hua** as Interim Vice President of Administrative Services and thanked **Vice Chancellor Fred Williams** for his work in the interim.

JoAnna Schilling reported on the success of the Americana Awards event and noted that Yom HaShoah will take place on April 26 with free tickets available online. She shared that she is cautiously optimistic about the Cypress College Student Housing Proposal receiving state funding, asked the Board to continue their advocacy efforts, and thanked **Chancellor Cliff Breland** and **Vice President Stephen Schoonmaker** for their support.

Fred Williams reported that the budget officers hosted a budget forum earlier in the day and that the presentation is available on the District website.

Cherry Li-Bugg reported that the District had its first Partnership Resource Team (PRT) visit on March 6 that focused on enrollment management and included over 50 districtwide participants to discuss topics including dual enrollment and the academic calendar. The second PRT visit will take place on April 7. She shared that the grand opening of the Center for Entrepreneurship at the Anaheim Campus will be on May 4 with invitations forthcoming.

Kai Stearns announced **Trustee Barbara Dunsheath** will be the featured speaker for a Women's History Month speaking engagement titled, "Well Behaved Women Rarely Make History" on March 22 at the Anaheim Campus.

RESOURCE TABLE PERSONNEL COMMENTS

Christie Diep stated that United Faculty supports Adjunct Faculty United in their healthcare negotiations and publicly requested an audit of Human Resources management and functions due to the general lack of accountability and oversight to address serious systemic issues.

Pamela Spence wished everyone a Happy Women's History Month and reported that the next CSEA meeting is on March 15 to discuss several matters including nominations for CSEA Conference delegates. She stated that CSEA supports Adjunct Faculty United in their healthcare negotiations.

Seija Rohkea thanked all those in attendance to support Adjunct Faculty United as they seek healthcare benefits for adjunct faculty. She urged the District to take total advantage of the State healthcare funding which provides 100% reimbursement for offering healthcare to adjunct faculty who meet the requirements. She stated that in order to attract and retain part-time faculty, the District must provide healthcare and thanked the Board for working on this important issue.

MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

Student Trustee Paloma Foster congratulated the Fullerton College Men's Basketball Team on their State Championship and **JoAnna Schilling** on her selection as the 67th Assembly District's Woman of the Year. She expressed that Adjunct Faculty United has support of students, noting that without healthy professors you don't have student success.

Student Trustee Kisha Mehta wished all a Happy Women's History Month, and reported that she joined the District team in Sacramento to advocate for District priorities and that Cypress College Associated Students are diligently preparing for a social event on March 29. She also congratulated **JoAnna Schilling** on her selection as the 2023 Woman of the Year for the 67th Assembly District.

Trustee Ryan Bent reported on his attendance at Americana and praised the Cypress College Foundation for once again hosting a successful event.

Trustee Evangelina Rosales reported on her participation at the Fullerton College Major Declaration Day and at Americana, and congratulated the Colleges on the events.

Trustee Jeffrey P. Brown congratulated **JoAnna Schilling** on her selection as the Woman of the Year for the 67th Assembly District, reported on his attendance at Americana, and wished everyone a Happy Pi Day.

Trustee Stephen T. Blount reported on his attendance at the Cypress Chamber of Commerce Networking Breakfast where **JoAnna Schilling** was the featured speaker. He shared that a large number of administrators were on hand to support her and he was proud to be a part of it.

Trustee Barbara Dunsheath shared that the California Community Colleges Women's Caucus is co-sponsoring a workshop featuring **Melanie Ho**, congratulated **Paloma Foster** and **JoAnna Schilling** on their recent accomplishments, and reported on her attendance at Americana and a Distance Education and Educational Technology Advisory Committee (DEETAC) meeting.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Brenda Klingengmaier, Fullerton College Adjunct Faculty, addressed the Board in support of the Adjunct Faculty United healthcare proposal. She stated that she has healthcare benefits

through Coast Community College District and is grateful for the coverage, and urged the Board to accept the state funding and provide adjunct faculty with healthcare.

Erin McLaren, Fullerton College Adjunct Faculty, shared the personal impact that working at multiple districts has on her family, questioned how the District values its part-time faculty and their contributions, and urged the Board to support the unions proposal to provide healthcare.

Luis Aleman, Orange County Labor Federation Representative, supported Adjunct Faculty United citing the incredible toll the pandemic has taken on part-time faculty, how they support students, and urged them to support adjunct faculty by providing fully funded healthcare.

Lee Cockerill, Fullerton College Adjunct Faculty, expressed hope that the Board would look at the current status of healthcare benefits, prioritize the needs of part-time faculty, and implement the state-funded healthcare program.

Julie Shields, NOCE Adjunct Faculty, cited all of the committees and activities that she has participated in during her tenure at NOCE over the course of 13 years and mostly without any compensation. She stated that the current reimbursement of \$1,100/semester that the District offers doesn't cover one of her monthly healthcare premiums. District provided healthcare would be a lifeline that would help retain adjuncts and recognize their value.

Naveen Kanal, Fullerton College Golf Coach, addressed the Board to note that healthcare is something part-time faculty have fought to get and has the support of legislators and the Governor who has provided funding. While there may be some administrative discrepancies on how to implement the program in the District, he urged collaboration to make it happen.

Geoffery Johnson stated that he was in attendance to support part-time faculty healthcare which he receives as adjunct faculty at San Diego Community College District. He asked the Board if they spend money on maintenance and buildings, what are they doing to maintain faculty?

Jeff Freitas, CFT President, noted that the Governor, legislature, and the State Chancellor's Office have all supported healthcare for adjuncts and urged the Board to provide part-time faculty with the necessary wages and healthcare. He cautioned about telling employees with higher education degrees that they are not worthy of healthcare because of the message it gives to students about higher education.

Marc Kepler, NOCE Adjunct Faculty, expressed support for Adjunct Faculty United and urged the Board to accept state funding to provide healthcare benefits for part-time faculty. He shared that he receives healthcare coverage through Coast Community College District which makes him feel like he's valued and provides peace of mind over unexpected health costs.

James McKeever, AFT 1521 Faculty Guild President, attended the meeting in solidarity with Adjunct Faculty United and stated that healthcare should not be a privilege, but rather a human right that adjuncts should have. He asked the Board to put their money where their mouth is and give adjunct faculty what they deserve so they can continue to give students everything they have.

Souzan Sahakian, NOCE Adjunct Faculty, addressed the Board to raise awareness and support for the Adjunct Faculty United healthcare proposal which is imperative to faculty in

order to carry on their duties and urged the Board to reconsider, if not for adjuncts sake, then for the sake of our students.

Marlo Smith, Adjunct Faculty United Lead Negotiator, expressed her sadness at seeing so many overworked, undervalued, and underpaid part-time faculty who are also uninsured or woefully underinsured. She implored the Board and the District to show adjunct faculty—the backbone of the District—that they matter by accepting state funding to provide healthcare benefits to part-time faculty teaching over 40%.

Vincent Taylor, Cypress College Adjunct Faculty, congratulated **President JoAnna Schilling** on her recent award, thanked **Chancellor Byron D. Cliff Breland** for his opening comments in support of healthcare, and stated that the Governor has made funding available to provide adjunct faculty with healthcare benefits that the District is not taking advantage of. He urged the Board to provide part-time faculty with the same benefits provided to full-time faculty members because they all teach the same students.

Lynn Wang, President of the Cerritos College Faculty Federation, voiced her support of the Adjunct Faculty United healthcare proposal which she deemed imperative to student success, and urged the Board to do the right thing and make use of state funds to provide access to accessible healthcare.

Yelene stated that she left her husband's hospital bedside to address the Board regarding part-time faculty healthcare because that is how important the matter is to her. She shared the countless hours that instructors spend with students and the District support they need to continue to serve them.

Layal Lebdeh, Adjunct United Faculty Member, expressed her support for the Union's healthcare proposal and asked the Board to accept state funding and fully implement the healthcare program in the District.

April Bracamontes, Cerritos College Faculty, stated her support of the adjunct faculty health care proposal noting that part-time faculty have gone too long without healthcare benefits and demonstrate the respect that faculty deserve by accepting the funding.

Dash Johnson, Adjunct Faculty United Executive Director, read a statement from Fullerton College Student, **Rita Zar**, citing her experiences and support of adjunct faculty, noting that it is critical that representatives do the same by accepting state funding to provide part-time faculty with healthcare benefits, and urged the Board to take into consideration the feelings of students and the lengths they will go to in order to support adjunct faculty.

Heim Rubinoff, Student, addressed the Board to urge them to provide healthcare to part-time faculty to ensure that those without health insurance can have covered.

Mario, Santa Ana College Student, noted his support for part-time faculty healthcare.

Jose Rojas, Santa Ana College Student, thanked the previous speakers and stated that there should not be a reason for not providing healthcare to part-time faculty especially when there is funding available.

Jessica Hernandez, Santa Ana College Student, shared that with her personal medical history, she could not imagine anyone not being able to have healthcare and urged the Board to provide healthcare for part time professors.

CLOSED SESSION: At 7:40 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 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Chancellor

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

RECONVENE MEETING: At 10:01 p.m., Board President Ed Lopez reconvened the meeting in open session.

ADJOURNMENT: At 10:01 p.m., it was moved by Trustee Ryan Bent and seconded by Trustee Stephen T. Blount to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

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