



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

**MEETING: Regular Meeting in May 2023**

**DATE: Tuesday, May 23, 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. **Recognition of Student Trustees**
- d. **Consider Non-Personnel block-vote items indicated by [ ] in Sections 3 & 4**
- e. **Consider Personnel block-vote items indicated by [ ] in Section 5**

Agenda items designated as block-vote items with [ ] are considered by the Board 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.).

- f. **Chancellor’s Report**

\* **Honor Retirees**

\* **Honor Employees with 25+ Years of Service with the District**

2. a. **Approval of Minutes of the Regular Meeting of May 9, 2023.**

b. **FIRST CLOSED SESSION** (only if needed)

3. **FINANCE & FACILITIES**

[a] Authorization is requested for retroactive approval to enter into a one-year agreement with CampusLogic Inc. for subscription services.

[b] Authorization is requested for NOCE to amend the agreement with Ease Learning to extend the completion date from May 30, 2023 to September 1, 2023.

[c] Authorization is requested to allow the Soroptimist of Cypress to host a Wine Tasting Social Fundraiser on the College campus on Thursday, June 1, 2023, and to allow them to serve alcoholic beverages to attendees.

[d] Authorization is requested to enter into a travel arrangement with AIFS for the Spring 2024 Study Abroad Program in Paris, France.

[e] Authorization is requested for Fullerton College to accept the donations to its divisions, departments, and/or programs.

4. **INSTRUCTIONAL RESOURCES**

a. It is recommended that the Board approve the District Educational and Facilities Master Plan Refresh Project with a consulting fee of \$363,530.

[b] Authorization is requested for Cypress College and Fullerton College to enter into an agreement with the Foundation for California Community Colleges to each accept funding for fiscal year 2023-24.

5. **HUMAN RESOURCES**

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

- Retirements
- Change in Retirement Date
- Phase-In Retirement
- Reclassification
- Extension of Temporary Management Contract
- Change in Salary Classification
- Payment for Independent Learning Contract
- Leave of Absence
- Temporary Academic Hourly
- Revised Academic Management Job Description

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

- Resignations
- New Personnel

Extension of Contract  
 Change in Salary Step  
 Reclassification  
 Voluntary Changes in Assignment  
 Professional Growth & Development  
 Leaves of Absence  
 New Confidential Job Description  
 New Classified Management Job Description  
 Revised Classified Management Job Description

- [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 the revised Nonclassified Short-Term Hourly Employee Rate Schedule, effective July 1, 2023.
- f. Request approval of the negotiated Memorandum of Understanding inclusive of all terms and conditions specified in the written Memorandum of Understanding between Adjunct Faculty United and the District.

## 6. **GENERAL**

- a. It is recommended that the Board review the 2023 Board assessment summaries.
- b. It is recommended that the Board discuss the current vacancy for the Board representative to the Fullerton Museum Association of North Orange County.
- c. It is recommended that the Board discuss any potential future agenda items.

## 7. **COMMENTS**

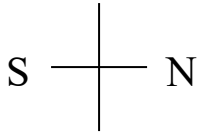
- a. Chancellor's Staff Comments
- b. Resource Table Personnel Comments
- c. Members of the Board of Trustees Comments
- d. Public Comments on Non-agenda Items

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

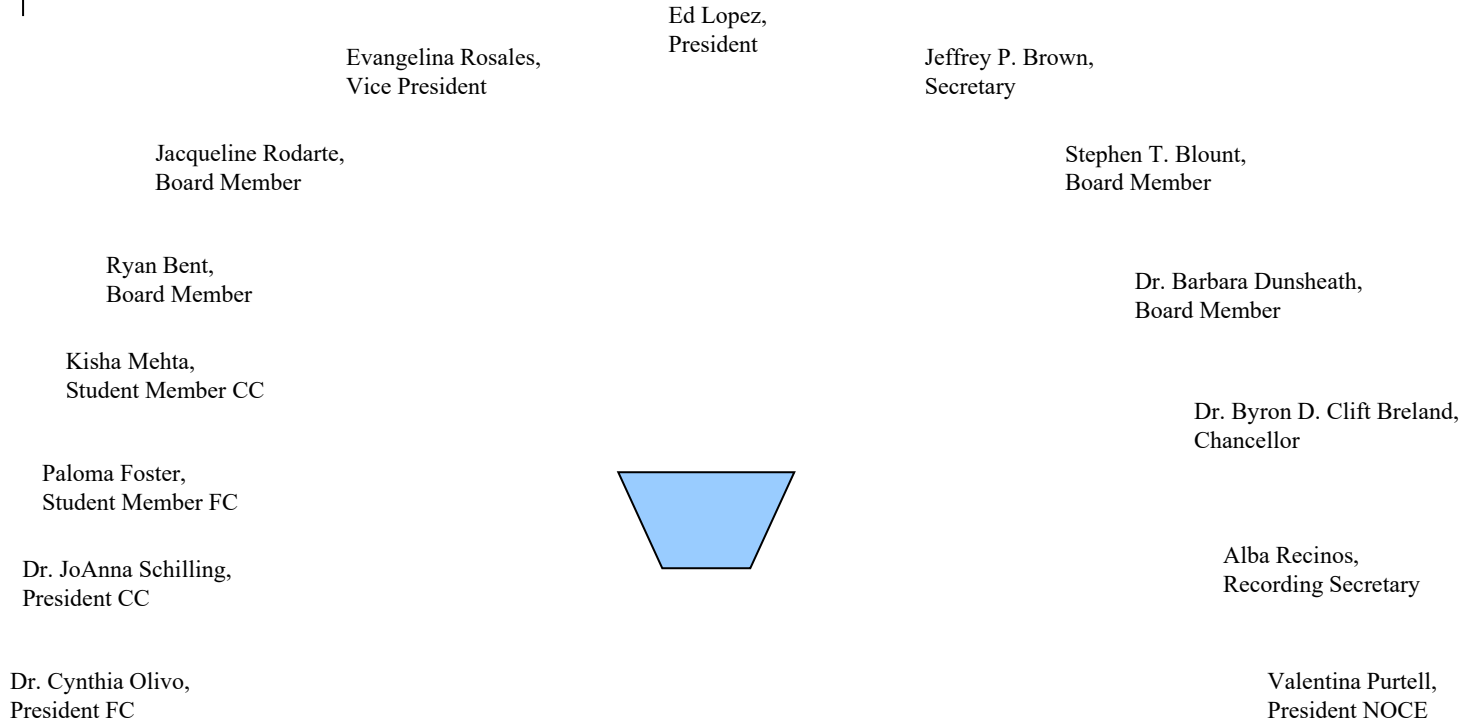
- a. Per Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR IRMA RAMOS, VICE CHANCELLOR, HUMAN RESOURCES: Employee Organizations: United Faculty/CCA/CTA/NEA, Adjunct Faculty United Local 6106, CSEA Chapter #167, and Unrepresented Employees.
- b. Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE.

- c. Per Section 54957: PUBLIC EMPLOYEE: Cypress College President.
- d. Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: CHANCELLOR.
- e. Per Section 54956.9(d)(2): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.

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



# Board Room Seating Arrangement



**Audience Seating**

Constituent Group  
Representatives

Chancellor's Staff

**Entrance**



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	May 23, 2023	Resolution	<u>          </u>
<b>SUBJECT:</b>	Agreement with CampusLogic for Subscription Services	Information	<u>          </u>
		Enclosure(s)	<u>          </u>

**BACKGROUND:** On January 26, 2021, the Board of Trustees approved a two-year agreement with CampusLogic Inc. for \$351,390 for subscription services to continue the use of StudentForms and Award Letter from April 1, 2021 through March 31, 2023 and the Virtual Advisor from March 1, 2021 – March 31, 2023.

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

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

For the last nine years, the Fullerton College Financial Aid office has used CampusLogic, Inc. that provides electronic verification forms and automated processing, which reduces the backlog and makes it faster and more convenient for students to complete the verification process. The services of CampusLogic Inc., fullcoll.studentforms.com, system have proven to be cost effective for Fullerton College and convenient for students.

Fullerton College would like to renew its subscription with CampusLogic Inc. for \$154,700 which will allow the College to continue using StudentForms and CampusCommunicator.

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

**How does this relate to the five District Strategic Directions?** This item responds to District Strategic Direction 1) Student Experience & Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their education and career goals.

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

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

**RECOMMENDATION:** Authorization is requested for retroactive approval to enter into a one-year agreement with CampusLogic Inc. for \$154,700 for the subscription services. This subscription includes the continued use of StudentForms and CampusCommunicator from April 1, 2023 through March 31, 2024. Authorization is further requested for the Vice Chancellor, Finance & Facilities, to execute the agreement and any related documents on behalf of the District.

Fred Williams

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Recommended by

*B. V. Dift BndM*  
Approved for Submittal

3.a.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
**DATE:** May 23, 2023 Resolution             
Information             
**SUBJECT:** North Orange Continuing Education Enclosure(s)             
Ease Learning Contract Extension

**BACKGROUND:** NOCE entered into an agreement with Ease Learning on June 14, 2022 to develop courses in Canvas in collaboration with NOCE full-time and adjunct faculty and staff from Ease Learning. Learning modules were developed using Open Educational Resources in Canvas and accessible course content. Ease Learning uses the Skillways platform which enables direct mapping from assessments to student learning outcomes. This real-time dashboard allows faculty to monitor student progress and to contact students to offer support during the course. Student progress data collection also allows for evaluation of the Canvas Learning activities to ensure continuous improvement of course content.

An extension of the contract is needed in order to provide dedicated faculty time and more in-depth collaboration. Authorization is requested to approve this extension from May 30, 2023 to September 1, 2023. No additional cost will be accrued.

This board agenda item is submitted by Dr. Karen Bautista, Vice President of Instruction.

**How does this relate to the five District Strategic Directions?** This item responds to District Direction #1: Student Experience and Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals.

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 4020 Program and Curriculum Development.

**FUNDING SOURCE AND FINANCIAL IMPACT:** This contract will be funded using NOCE's carryover General Funds and Strong Workforce Funds.

**RECOMMENDATION:** Authorization is requested for NOCE to amend the agreement with Ease Learning to extend the completion date from May 30, 2023 to September 1, 2023. No additional cost will be accrued. Authorization is further requested for the Vice Chancellor, Finance & Facilities, District Director, Fiscal Affairs, or District Director, Purchasing, to execute the agreement and/or related documents on behalf of NOCE.

Fred Williams

Recommended by

  
Approved for Submittal

3.b

Item No.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 23, 2023

**SUBJECT:** The Soroptimist of Cypress Request to Host a Wine Tasting Social Fundraiser and Serve Alcoholic Beverages

Action  \_\_\_\_\_  
Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_

**BACKGROUND:** The Soroptimist of Cypress proposes to host a Wine Tasting Social Fundraiser on the Cypress College campus on the evening of Thursday, June 1, 2023. The Soroptimist of Cypress Wine Tasting Social is a fundraiser benefiting Soroptimist International programs that support women and girls in the Cypress area. The event will be held from 5:30 pm – 8:00 pm at the Cypress College Veterans Resource Center. Admission to the event is \$25.

The Soroptimist of Cypress is requesting permission to serve alcoholic beverages, including beer and wine, to the guests. The Soroptimist of Cypress will obtain all required permits including the City of Cypress and the State of California Alcoholic Beverage Control approval. The Soroptimist of Cypress will be responsible for all costs associated with the event, including insurance and permits.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** None

**RECOMMENDATION:** Authorization is requested to allow the Soroptimist of Cypress to host a Wine Tasting Social Fundraiser on the College campus on Thursday, June 1, 2023, and to allow them to serve alcoholic beverages to attendees.

Fred Williams

Recommended by

  
Approved for Submittal

3.c

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
Resolution \_\_\_\_\_  
**DATE:** May 23, 2023 Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** District Study Abroad Program  
Spring 2024, Paris, France

**BACKGROUND:** Since 1987, the District has been running an International Education Program and during these years, has solicited proposals to provide travel arrangements. AIFS has been a good program and has been recommended to handle all travel arrangements for the proposed Spring 2024 Study Abroad Program in Paris, France.

The proposed Spring 2024 Study Abroad Program will begin on February 23, 2024 and end on May 18, 2024. The program will be open to all Cypress College and Fullerton College students who are in good standing and have completed a minimum of 12 units.

This board item was prepared by Dr. Dani Wilson, Dean of the Library/Learning Resources Instructional Support Programs and Services, and Administrator of the Fullerton College Study Abroad Program.

**How does this relate to the five District Strategic Directions:** This Study Abroad Program supports District Strategic Direction 1) Student Experience & Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals, and 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 is in compliance with Board Policy/Administrative Procedure 4300, Field Trips and Excursions.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Students will pay a basic program fee of \$9,925 which includes housing, some meals, travel excursions, and orientation.

**RECOMMENDATION:** Authorization is requested to enter into a travel arrangement with AIFS for the Cypress College and Fullerton College Spring 2024 Study Abroad Program in Paris, France. The basic program fee of \$9,925, which is to be paid by each student, includes housing, orientation, support staff, travel excursions, and some meals. Authorization is further requested for the Vice Chancellor, Facilities and Finance, to execute the agreement on behalf of the District. A signed copy of the travel contractor agreement will be on file in the District Business Office.

Fred Williams

Recommended by

  
Approved for Submittal

3.d

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** May 23, 2023  
**SUBJECT:** Fullerton College Donations

Action     X      
Resolution             
Information             
Enclosure(s)           

**BACKGROUND:** Businesses and individuals frequently make monetary donations or donate supplies and equipment that are of value to Fullerton College and its instructional programs.

This agenda item was submitted by Dr. Cynthia Olivo, President, Fullerton College.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** The monetary and supplies/equipment donations to Fullerton College will assist with expenses associated with the Fullerton College instructional programs and departments which would otherwise be funded through the division budgets.

**RECOMMENDATION:** Authorization is requested for Fullerton College to accept the following donations:

**To the Fullerton College P.E. Division, Athletic Hall of Fame:**

- \$500 Check – Gerald M. Padilla

**To the Fullerton College P.E. Division, for PE Activities**

- \$50 Check – Trudy D. Ertle
- \$50 Check – Glenn H. Fuller Sr. and Gerene R. Fuller
- \$50 Check – Alfred Owens Jr. and Brian Owens
- \$50 Check – Robert A. Franco and Elizabeth Franco
- \$50 Check – Robert Street and Kay Street
- \$100 Check – Terry Hermann and Linda Hermann
- \$50 Check – Bill E. Darnell
- \$50 Check – Dan Miller
- \$50 Check – Karen Miller
- \$500 Check – William H. Morris and Dolores A. Morris
- \$50 Check – Michael T. Quirk and Jane E. Quirk LIV

**To the Fullerton College Fine Arts Division, Music Department:**

- *Music for Jazz Band Courses – Hank Eggers*

**To the Fullerton College Library:**

- *(1) Vinyl Record – Everett Otero*

Fred Williams

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Recommended by

*B. V. dist BndM*

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Approved for Submittal

3.e.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action  X   
**DATE:** May 23, 2023 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Educational and Facilities Master Plan  
(EFMP) Refresh

**BACKGROUND:** As the 2011-2030 NOCCCD Educational and Facilities Master Plan was being finalized in late spring 2020, the pandemic was in full swing and had a global impact on how we worked and lived; higher education not being exempted from this impact. All teaching and learning in the District had been pivoted to the online environment by that time and majority of the staff were working from home. In the final EFMP, we stated that we would circle back in two to three years' time and conduct another comprehensive review of the teaching and learning environment as well as the working environment in the District.

Much has transpired from May 2020 – online learning continues to expand in the District and is oftentimes the preferred modality by students; skepticism regarding the quality of online learning continues to exist; the Board implemented a vaccine mandate in 2021; enrollment in some cases experienced a significant decline since the 2019-20 academic year; the Board and the Chancellor had enabled a hybrid working modality for the vast majority of the staff. Last but not least, construction costs continue to rise at a hefty rate, exhausting our bond and capital funds at an accelerated rate.

That being said, it is time to engage in the EFMP refresh process. The District has reached out to the consulting group that worked on our EFMP, Brailsford & Dunleavy, and procured a proposal from them to once again help us do this work. B&D proposed to conduct the following major activities with the District in the refresh process:

- Review, confirm or revise the prior strategic drivers in the EFMP;
- Review enrollment changes and changes in student population;
- Review any impactful pedagogical changes as result of the pandemic and changes in student population;
- Review and update regional workforce development needs;
- Conduct student services and support space utilization analysis;
- Conduct space needs projection, existing space reconciliation and sensitivity analysis;
- Conduct future space planning, and if needed, bond project reprioritization.

The District will be standing up an EFMP Refresh Committee, whose structure and composition will be the same as the EFMP Steering Committee. The Committee will have representation from all stakeholder groups including students and will provide overall guidance to this project.

Brailsford & Dunleavy has proposed the following fees for the project:

<u>EFMP REFRESH - SCOPE OF WORK</u>	<u>FEE</u>
Project Initiation	\$20,160
Demographic Analysis	\$16,340
Pedagogy Analysis	\$32,680
Regional Workforce Needs Analysis Update	\$22,150
Student Services and Support Space Utilization Analysis	\$36,490
Space Needs Projection, Existing Space Reconciliation, and Sensitivity Analysis	\$34,840
Future Space Planning / Bond Project Prioritization	\$43,370
Master Plan Concept Refresh	\$93,610
EFMP Refresh Committee	\$18,220
Decision Support & Documentation	\$38,670
TOTAL PROFESSIONAL FEES	\$356,530
PROJECTED REIMBURSABLE EXPENSES	\$7,000
TOTAL PROFESSIONAL FEES & REIMBURSABLE EXPENSES	\$363,530

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

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** General funds

**RECOMMENDATION:** It is recommended that the Board approve the District's EFMP Refresh Project with a consulting fee of \$363,530.

Cherry Li-Bugg  
Recommended by

  
Approved for Submittal

4.a.2  
Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action     X      
Resolution \_\_\_\_\_  
**DATE:** May 23, 2023 Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Cypress and Fullerton Colleges Asian  
American, Native Hawaiian, and Pacific  
Islander (AANHPI) Student Achievement  
Program Grant Award

**BACKGROUND:** Cypress and Fullerton Colleges are pleased to report a grant award from the Foundation for California Community Colleges (FoundationCCC). Each college will be receiving a total amount of \$150,697 for the 2023-24 fiscal year. This grant titled, Asian American, Native Hawaiian, and Pacific Islander (AANHPI) Student Achievement Program is the first of its kind and is currently developing its foundational strategies to ensure continued alignment with the Guided Pathways Program and the California Community College Chancellor’s Office Vision for Success. These funds were allocated under Education Code 79510-79511 and provide culturally responsive services to enhance student educational experiences and promote higher education success for low-income, underserved, and first-generation AANHPI students and other underrepresented students.

The AANHPI Student Achievement Program funds are to be invested with the following objectives: 1) Culturally responsive learning communities; 2) Advising and counseling services; 3) Mental health counseling and awareness services; 4) Career development, career readiness, and employment services; 5) Supplemental instructions and tutoring, such as English language development and support; 6) Asian American, Pacific Islander studies courses and curriculum development; and 7) Leadership development, internships, and mentorships.

This agenda item was prepared by Lisa King, District Director, Grant, NOCCCD.

**How does this relate to the five District Strategic Directions?** This funding supports the following District Strategic Directions: 1) Student Experience and Success; 2) Employee Experience; 3) Stewardship of Resources; and 4) Collective Impact and Partnerships.

**How does this relate to Board Policy:** This item is in compliance with Board Policy 3280, Grants, 1.0 and 2.0. The Board will be informed about all grants received by the District, and the Chancellor shall establish procedures to assure the timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Cypress College and Fullerton College have each been awarded \$150,697 from the Foundation for California Community Colleges

(FoundationCCC) for the 2023-24 fiscal year to provide culturally responsive services to enhance student educational experiences and promote higher education success for low-income, underserved, and first-generation AANHPI students and other underrepresented students. Funding associated with this program will be included as part of the FY 2023-24 budget.

**RECOMMENDATION:** Authorization is requested for Cypress College and Fullerton College to enter into an agreement with the Foundation for California Community Colleges (FoundationCCC) to each accept a total of \$150,697 for the fiscal year 2023-24. Further authorization is requested for the Vice Chancellor, Finance and Facilities, or the District Director, Fiscal Affairs to execute any agreements and related documents and any amendments to modify the agreements on behalf of the District.

Cherry Li-Bugg

Recommended by

  
Approved for Submittal

4.b.2

Item No.



**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES

**DATE:** May 23, 2023

**SUBJECT:** Academic Personnel

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

**BACKGROUND:** Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.a.1

Item No.

Academic Personnel  
May 23, 2023

RETIREMENTS

Hock, Richard                      CC      Air Conditioning & Refrigeration Instructor  
Eff. 05/31/2023  
PN CCF749

CHANGE IN RETIREMENT DATE

Brown, Julie                      NOCE    DSPS Noncredit Instructor  
From: 07/01/2023  
To: 05/28/2023  
PN SCF996

Dunne, Catherine                      NOCE    Pharmacy Tech Noncredit Instructor  
From: 05/28/2023  
To: 07/01/2023  
PN SCF972

Morvan, Laurie                      CC      Mathematics Instructor  
From: 07/01/2023  
To: 06/01/2023  
PN CCF758

PHASE-IN RETIREMENT

Allen, Maala                      FC      Biological Sciences Instructor  
From: Fall Sem. 83%/Spring Sem. 83%  
To: Fall Sem. 100%/Spring Sem. 0%  
Eff. 08/17/2023  
PN FCF998

Henke, Carol                      FC      Art Instructor  
From: Fall Sem. 100%/Spring Sem. 100%  
To: Fall Sem. 80%/Spring Sem. 80%  
Eff. 08/17/2023  
PN FCF651

Pope, Daniel                      FC      Art Instructor  
From: Fall Sem. 100%/Spring Sem. 100%  
To: Fall Sem. 66.66%/Spring Sem. 66.66%  
Eff. 08/17/2023  
PN FCF775

Academic Personnel  
May 23, 2023

RECLASSIFICATION

Timmermans, Dana	FC	Director, Behavioral Health Service 12-month position (100%) Range 20, Column G
	To:	Director, Behavioral Health Service 12-month position (100%) Range 24, Column G Management Salary Schedule Eff. 06/01/2023 PN FCM948

EXTENSION OF TEMPORARY MANAGEMENT CONTRACT

Fernandez, Margaret	CC	Interim Dean, Career Technical Education/Economic Development Range 32, Column F Management Salary Schedule Eff. 07/01/2023-10/31/2023
Fierro, Deniz	CC	Interim Dean, Social Sciences Range 32, Step B + Doctorate Management Salary Schedule Eff. 07/01/2023-08/31/2023
Turner, Martha	NOCE	Interim NOCE Associate Dean I, Lifeskills Education Advancement Program Range 25, Step A Management Salary Schedule Eff. 07/01/2023-01/31/2024

CHANGE IN SALARY CLASSIFICATION

Lee, Craig	CC	Administration of Justice (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 01/23/2023
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PAYMENT FOR INDEPENDENT LEARNING CONTRACT

Andrus, Angela	FC	\$ 20.00
Cuatt, Benjamin	FC	\$ 20.00
Dimitriadus, Philip	FC	\$ 10.00
Dowdalls, James	FC	\$ 10.00
Guthrie, Frank	FC	\$ 10.00

Academic Personnel  
May 23, 2023

Klippenstein, Stephen	FC	\$ 20.00
Langlois, Jessica	FC	\$ 40.00
Ray, Alan	FC	\$100.00
Roberts, Martha	FC	\$ 10.00
Sheehan, Michael	FC	\$ 10.00
Smith, Todd	FC	\$ 40.00

LEAVE OF ABSENCE

@00874209                      CC      Family Medical Leave (FMLA/PDL) (100%)  
Paid Leave using Regular and Supplemental  
Sick Leave until Exhausted; Unpaid thereafter  
Eff. 04/16/2023-05/17/2023

@00901532                      NOCE    Family Medical Leave (FMLA/CFRA) (100%)  
Paid Leave using Regular and Supplemental  
Sick Leave until Exhausted: Unpaid thereafter  
Eff. 04/15/2023-07/21/2023

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2023 SUMMER  
INTERSESSION

Kendig, Susan                      CC      Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2023 SPRING SEMESTER

Zhao, Qingguo                      NOCE    Column 2, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Heath, Sally	FC	Column 1, Step 1
Hernandez Jr., Mario	FC	Column 1, Step 1
Sosa, Raylene	FC	Column 1, Step 3
Vilchis, Rosemary	FC	Column 1, Step 1
Zamudio Galaviz, Maria	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Arellano, German                      NOCE    Online Teaching Certificate  
Stipend not to exceed \$250.00  
Eff. 04/01/2023-04/16/2023

Academic Personnel  
May 23, 2023

REVISED ACADEMIC MANAGEMENT JOB DESCRIPTION

Director, Behavioral Health Service  
Range 24  
Management Salary Schedule

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Behavioral Health Services	Range: <del>20</del> 24 (AC)	Management Schedule
Date Revised:	May 2023	Date Approved:	February 26, 2019

### PRIMARY PURPOSE

Under the direction of a college Vice President or designee, the Director of Behavioral Health Services is responsible for the oversight and provision of behavioral health counseling and assigned associated services. The Director of Behavioral Health Services performs and oversees individual and group acute therapy, crisis intervention, assessment, supervision of interns, program budget management, staff supervision, conducts consultation, and behavioral health awareness and promotion services.

### ESSENTIAL FUNCTIONS

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

1.	Provide oversight of student behavioral health services, including serving as a primary resource to the District on student behavioral health concerns and strategies.
2.	Direct a post graduate internship program in mental health counseling and serve as the primary site supervisor for post graduate interns in compliance with the Board of Behavioral Sciences and/or American Psychological Association.
3.	Follow standard protocols for psychological counseling and adhere to ethical principles as stipulated by the Board of Behavioral Sciences and/or American Psychological Association and in accordance with laws and regulations pertaining to behavioral health care in the State of California.
4.	Provide brief mental health counseling to students with emotional and social problems, conduct therapy sessions as per scope of practice; provide crisis intervention to students as needed.
5.	Review, research, and modify behavioral health protocols on an annual basis to assure compliance with laws, regulations, and generally accepted professional standards of practice.
6.	Monitor and analyze data to determine campus behavioral health trends and needs; recommend program/service modification in response to identified needs.
7.	Maintain confidential student information in accordance with FERPA and HIPAA; maintain complete, official, confidential behavioral health records as required by administrative procedures.
8.	Serve as the Chair and participate in the work of the Behavioral Intervention Team (BIT) or equivalent, including regular meetings, case reviews, and related duties.
9.	Participate in federal, state, and local billing/reimbursement programs as appropriate.
10.	Serve as a resource and liaison for the college community on issues of mental health promotion, which may include classroom presentations, resource material development, committee membership, and staff/faculty professional development activities.
11.	Direct and participate in the recruitment, selection, and training of assigned staff.
12.	Organizes, attends, or chairs a variety of meetings and Advisory Boards as required; serves on committees and special projects as assigned; coordinates program operations and activities with other campus programs and services, as appropriate.

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
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13.	Direct, supervise, train, manage, and participate in the evaluation of the performance of the assigned behavioral health professionals and support staff. Plan and implement relevant and required training programs for District personnel.
14.	Represent the College and/or department at designated campus, community, and related activities and events.
15.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Maintain current knowledge related to behavioral health services, and the role of Student Health & Wellness Services staff in the California Community College system.
17.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
18.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
19.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Director, Behavioral Health Services may participate in the development and administration of supplemental grants related to assigned programs.

**WORKING RELATIONSHIPS**

The Director, Behavioral Health Services maintains frequent contact with students, with various college and District personnel, and with representatives and service providers from the community and governmental agencies.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Licensed Marriage and Family Therapist (LMFT), OR Licensed Clinical Social Worker (LCSW), OR

Licensed Professional Clinical Counselor (LPCC), OR licensed Psychologist with appropriate clinical background.

Minimum of three (3) years of post-licensure experience in an acute mental/behavioral health care setting, facility, or private practice.

Recent clinical experience providing direct mental health services to individuals and/or groups using a brief therapy model.

Minimum three years of experience in a supervisory and managerial role.

Meet all California requirements to provide supervision to qualified individuals seeking licensure with California Board of Behavioral Sciences and/or the American Psychological Association.

Qualified to provide oversight of mental health counseling interns.

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

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

### **Desirable Qualifications (optional)**

Doctoral degree in Counseling Psychology or Clinical Psychology from an APA and regionally accredited institution (PsyD or PhD).

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of crisis intervention and demonstrated crisis intervention skills and techniques

Knowledge of guiding principles in psychological services in community college settings

Knowledge of legal and ethical standards of licensed mental/behavioral health professionals

Knowledge of clinical therapy methods with individuals, couples, and groups, preferably in a community college setting

Knowledge of District organization, operations, policies and objectives

Knowledge of state education code and Title 5 requirements and Title IX

Knowledge of federal and state laws and regulations related to students with disabilities

Knowledge of principles and practices of administration, supervision and training

Knowledge of a shared governance model in an educational setting

Knowledge of research project policies, procedures and practices, including data collection and analysis

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

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Knowledge of county and community resources.

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

Ability to assess, analyze, implement and evaluate research project activities

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

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

### **SPECIAL REQUIREMENTS**

Possession of a current and valid license as a Psychologist in the State of California issued by the California State Board of Psychology, or Licensed Marriage and Family Therapist (LMFT), Licensed



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

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Clinical Social Worker (LCSW), or Licensed Professional Clinical Counselor (LPCC) issued by the California Board of Behavioral Sciences.

A valid California driver's license

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require some off-site duties and activities.

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**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES

Action   X    
Resolution         
Information         
Enclosure(s)   X  

**DATE:** May 23, 2023

**SUBJECT:** Classified Personnel

**BACKGROUND:** Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.b.1

Item No.

Classified Personnel  
May 23, 2023

RESIGNATIONS

Moscol, Megan	FC	Asst. Project Manager, Campus Capital Projects 12-month position (100%) Eff. 06/30/2023 PN FCM949
Sarabia Jr, David	FC	Tutorial Services Coordinator 12-month position (100%) Eff. 07/31/2023 PN FCC792

NEW PERSONNEL

Delira, Mary	FC	Facilities Custodian I 11-month position (45%) Range 27, Step E Classified Salary Schedule Eff. 06/01/2023 PN FCC874
Getino, Brandon	AC	IT Security Analyst/System Administrator 12-month position (100%) Range 55, Step B Classified Salary Schedule Eff. 06/01/2023 PN ISC973
Ramirez, Daisy	CC	Research Analyst 12-month position (100%) Range 52, Step B Classified Salary Schedule Eff. 06/05/2023 PN CCC668
Salsberry, Mashonda	FC	Student Services Coordinator 12-month position (100%) Range 43, Step E Classified Salary Schedule Eff. 06/01/2023 PN FCC548

EXTENSION OF CONTRACT

Schoonmaker, Stephen	CC	Interim Vice President, Administrative Services Extension of Contract Through 6/30/2024
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Classified Personnel  
May 23, 2023

CHANGE IN SALARY STEP

Escobedo, Clarissa            FC            Administrative Assistant I (100%)  
From: Range 33, Step C  
To:    Range 33, Step D  
Eff. 05/15/2023

RECLASSIFICATION

Aikin, Carmen                AC            Executive Assistant II  
12-month position (100%)  
Range 27C, Step F + 5% Longevity  
  
To:    Executive Assistant/Human Resources  
12-month position (100%)  
Range 30C, Step F + 5% Longevity  
Confidential Salary Schedule  
Eff. 06/01/2023  
PN DEN996

Bates, Beatrice              AC            District Manager, Payroll  
12-month position (100%)  
Range 17, Column G  
  
To:    Range 19, Column G  
Management Salary Schedule  
Eff. 06/01/2023  
PN DEM992

Brown Thunder,              AC            District Manager, Human Resources  
Simone                            12-month position (100%)  
Range 17, Column G  
  
To:    District Director, Human Resources Operations  
12-month position (100%)  
Range 29, Column G  
Management Salary Schedule  
Eff. 06/01/2023  
PN DEM986

Classified Personnel  
May 23, 2023

Hoang, Christine                      AC                      Administrative Assistant, Purchasing  
12-month position (100%)  
Range 7, Column G  
Management Salary Schedule

To:    Buyer II  
12-month position (100%)  
Range 41, Step E  
Classified Salary Schedule  
Eff. 06/01/2023  
PN DEC914

Okawa, David                              CC                      Director, Student Activities  
12-month position (100%)  
Range 11, Column G

To:    Director, Student Life and Leadership  
12-month position (100%)  
Range 16, Column G  
Management Salary Schedule  
Eff. 06/01/2023  
PN CCM959

Vyas, Kashmira                              AC                      District Director, Fiscal Affairs  
12-month position (100%)  
Range 32, Column G

To:    Executive Director, Fiscal Affairs  
12-month position (100%)  
Range 37, Column G  
Management Salary Schedule  
Eff. 06/01/2023  
PN DEM987

VOLUNTARY CHANGES IN ASSIGNMENT

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. 07/01/2023 – 08/31/2023

Classified Personnel  
May 23, 2023

Salazar, Valerie	FC	Student Services Specialist (100%)  To: Interim Director, Edu. Partnerships and Programs 12-month position (100%) Range 20, Column A Management Salary Schedule Eff. 06/01/2023 – 06/30/2023
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PROFESSIONAL GROWTH & DEVELOPMENT

Le, Lynn	AC	District Accounting Specialist (100%) 2 <sup>nd</sup> Increment (\$400) Eff. 07/01/2022
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LEAVES OF ABSENCE

@00327278	NOCE	Unpaid Personal Leave Eff. 05/13/2023 – 07/31/2023 (Consecutive Leave)
@01009187	AC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/27/2023 – 05/14/2023 (Consecutive Leave)
@00742901	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/07/2023 – 10/07/2023 (Intermittent Leave)
@00537667	NOCE	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/15/2023 – 04/30/2023 (Consecutive Leave)
@01782356	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 07/21/2023 – 08/04/2023 (Consecutive Leave)
@01570687	FC	Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 06/05/2023 – 07/31/2023 (Consecutive Leave)

Classified Personnel  
May 23, 2023

@01148241	FC	Unpaid Personal Leave Eff. 04/13/2023 (4 hours); 04/14/2023 (8 hours)
@00104149	FC	Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/17/2023 – 07/17/2023 (Consecutive Leave)
@01973405	AC	Unpaid Personal Leave Eff. 04/03/2023 (8 hours); 04/04/2023 (6.5 hours); 04/05/2023 (7 hours); 04/06/2023 (8 hours); 04/07/2023 (0.5 hours); 04/10/2023 – 04/11/2023 (16 hours); 04/12/2023 (7 hours); 04/13/2023 (8 hours); 04/14/2023 (8 hours)

NEW CONFIDENTIAL JOB DESCRIPTION

Executive Assistant/Human Resources  
Range 30C  
Confidential Salary Schedule

NEW CLASSIFIED MANAGEMENT JOB DESCRIPTION

District Director, Human Resources Operations  
Range 29  
Management Salary Schedule

Executive Director, Fiscal Affairs  
Range 37  
Management Salary Schedule

REVISED CLASSIFIED MANAGEMENT JOB DESCRIPTION

District Manager, Payroll  
Range 19  
Management Salary Schedule

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Executive Assistant /Human Resources <b>(NEW)</b>	Range: 30C	Confidential Schedule
Date Revised:		Date Approved:	

**PRIMARY PURPOSE**

This position is responsible for performing a variety of comprehensive, complex and specialized administrative duties to support a senior administrator (Associate Vice Chancellor/Executive Director), which includes access to confidential information that is used to contribute significantly to the development of management positions. The duties of the position require extensive knowledge of District policies and procedures, the ability to exercise independent judgment, action, and discretion in handling confidential information and materials, and specialized knowledge of the functional area supported.

**ESSENTIAL FUNCTIONS**

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

1.	Perform advanced administrative duties independently at the direction of a designated senior administrator; this includes independently analyzing complex situations and determining course of action; verify and provide administrative forms and guidance in human resources processes, including but not limited to: disciplines, grievances, investigations, health mandates, and reasonable accommodations. Independently drafts complex reports that include District memorandums, health mandate forms, and discipline notices.
2.	Assist in the research, analysis, development, and presentation of management positions with respect to negotiations, benefits, and employer-employee relations; coordinate, gather, and compile data/information for collective bargaining groups, administrative agencies, mediators, legal counsel, and District administrators, Board of Trustees, and Chancellor Staff, as needed; prepare, organize, and gather data/information for Board Agenda items for the assigned area of responsibility, including, but is not limited to: job measurement determinations, sabbaticals, voluntary and involuntary transfers, probationary releases, and terminations.
3.	Design, implement, monitor, and maintain complex electronic platforms used in the collection of data, including but not limited to: Board of Trustee's, state, or federal health and safety mandates, reasonable accommodations, faculty reimbursements, state and federal legislative bills, employee and labor relations, and District records. Coordinate and prepare comprehensive reports of District health and safety mandate information for District administrators and Board of Trustees, as needed.
4.	Manage daily activities to assure efficient operations; schedule and confirm appointments; coordinate appointment calendar; greet visitors and direct to appropriate personnel; initiate and answers telephone calls; screen and direct calls; receive and route mail; plan and organize special projects, committees, receptions and events as assigned; maintain calendar of activities, events and meetings; take, transcribe, and distribute minutes of meetings.
5.	Coordinate, track, and participate in the collaborative interactive processes of varying levels of complexity and needs in accordance with the American with Disabilities (ADA) and the Fair Employment Housing Act (FEHA); administrate and maintain accommodation information utilizing electronic platforms; coordinate and collaborate with third-party consultants for employee accommodations.



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

6.	Independently compose and prepare a variety of materials including correspondence, purchase requisitions, proposals, and memoranda; format presentations and reports; develop and revise schedules and forms; compile and prepare complex and difficult statistical narrative reports from a variety of sources; review documents and data for accuracy and completeness; conduct research and special projects as assigned; compile, organize and abstract information and materials.
7.	Serve as liaison in communications with staff, legislators, community, civic and business representatives and the general public for the assigned area of responsibility; coordinate information and communication between District and campus administrators and personnel; provide information to departments, personnel, students and the public; answer questions and resolve problems requiring specialized and extensive knowledge of assigned area.
8.	Assist in the development and preparation of the annual preliminary budgets for assigned area of responsibility; assist in monitoring and controlling expenditures; approve expenditures within established guidelines and at the direction of the supervising administrator; maintain detailed and comprehensive reports, record and file according to programs, operations, and activities.
9.	Maintain a variety of complex records of a confidential or controversial nature including information regarding the District, personnel, students, and collective bargaining negotiations; input and retrieve computerized data as required.
10.	Oversee, track, and maintain employee background records, processes, and procedures utilizing the Department of Justice database; coordinate information and communication between employee and executive level administrators regarding background checks and live scan monitoring.
11.	Order supplies and equipment; prepare purchase requisitions; track orders to assure delivery and payment; process facilities maintenance requests.
12.	Attend a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.
13.	Train and provide work direction and guidance to others as directed.
14.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
15.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
16.	Perform related duties as assigned.

**OTHER FUNCTIONS**

None

**WORKING RELATIONSHIPS**

The Executive Assistant/Human Resources maintains frequent contact with various District administrators and personnel, faculty, students and the public.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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## **EDUCATION AND EXPERIENCE**

### Minimum Qualifications

High school diploma or GED; supplemental college coursework desirable.

Minimum four (4) years of increasingly responsible administrative experience, preferably in an educational setting.

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

### Desirable Qualifications

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

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of District organization, operations, policies and objectives
- Knowledge of laws and regulations applicable to assigned functional area of responsibility
- Knowledge of organization, policies, and procedures of assigned functional area of responsibility
- Knowledge of the policies and regulations related to accessing and processing confidential information and materials
- Knowledge of administrative office management
- Knowledge of modern office practices, procedures and equipment
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Knowledge of record keeping procedures and budget preparation and maintenance
- Knowledge of various computer software applications
- Ability to compose correspondence and other written materials independently
- Ability to proofread and edit written materials to assure accuracy and completeness
- Ability to process confidential materials and information related to collective bargaining and personnel
- Ability to make arithmetic calculations quickly and accurately
- Ability to type at 60 wpm from clear copy
- Ability to operate a variety of office equipment such as calculator, computer, copier, etc.
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to read, interpret, apply and explain laws, regulations, policies and procedures
- Ability to plan, organize and prioritize work
- Ability to work independently with little direction
- Ability to complete work efficiently with many interruptions
- Ability to work confidentially with discretion
- Ability to meet schedules and timelines
- Ability to understand and follow oral and written directions
- Ability to communicate effectively
- Ability to understand the scope of authority in making independent decisions
- Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

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

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May require a valid California Driver's License

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**WORKING CONDITIONS**

College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

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## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Director, Human Resources Operations (NEW)	Range: 29 (CL)	Management Schedule
Date Revised:		Date Approved:	
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Reporting to the Vice Chancellor of Human Resources, this position innovates, develops, delivers, and collaborates on District-wide human resources operational functions related to talent strategy, performance development, classification and compensation, Human Resources Information Systems, strategic planning, District policies and procedures, and workforce equity and belonging. In addition, this position assists the Vice Chancellor of Human Resources with negotiations and leads complex technology initiatives. This position works with senior leadership as a strategic partner to meet changing institutional and employee needs to promote a high-performance and equity-minded work culture.

### ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the development, implementation and assessment of short-term and long-term human resources strategies and goals, cascaded from the District's institutional long-term plan, including anticipating emerging issues that affect the District; continuously improve human resources processes and lead a forward-thinking, employee-oriented, human resources organization for the District; develop strategies and coach supervisors to support a culture of accountability, respect, and employee engagement and belonging.
2.	Manage the administration of human resources information systems (HRIS), including position control and state reporting; lead and manage major HRIS District-wide technology projects impacting human resources modules of the District's enterprise resource planning (ERP) system and related third-party human resource modules that integrate with and extend the functionality; collaborate with information technology staff and stakeholders; serve on District-wide committees to ensure alignment with District-wide policies, programs, and strategic initiatives.
3.	Develop, implement, and provide oversight for District-wide talent acquisition, which includes search procedures for all employee groups in accordance with applicable laws and District policies; identify and implement best practices to manage the full life-cycle search process for the District and colleges/institutions; develop, implement and evaluate effective recruitment, hiring, onboarding and existing processes District-wide; stay informed of District priorities and business needs in order to anticipate future changes in the workforce needs; collaborate with stakeholders on develop/implementation of the Equal Employment Opportunity (EEO) training for selection committees, and monitoring to ensure compliance with District policies and procedures and applicable Federal and State laws.
4.	Direct and oversee the management of the District's Applicant Tracking System (ATS), ensuring the application integrates with the District's ERP, data is accurate, and Human Resources staff are knowledgeable about the ATS software capabilities; ensure that Human Resources staff have the resources, training, and knowledge needed to deliver professional services and consultation, aligned with the District's goals, employment laws, and best practices; continuously identify and implement improvements to the District-wide search process for all employee groups.

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

5.	Provide consultation and technical expertise to administrators, faculty, staff, the public, and others concerning human resources operations and activities;
6.	Ensure human resources operations and talent acquisition policies and processes incorporate diversity, equity, inclusion, accessibility, and anti-racism (DEIAA) best practices. Stay current on knowledge and compliance with Federal, State, local laws and District policies. Direct and oversee implementation of projects and best practices that support DEIAA; provide training and guidance District-wide to support faculty, staff, and students in these efforts; lead and participate in committees at the District and State level that support DEIAA policies and best practices.
7.	Provide advice and expertise on evaluating compensation, ensuring internal equity and competitive compensation; provide leadership and guidance in establishing compensation structures that are fair and equitable within the budgetary parameters set by the Board of Trustees and administration; make recommendations to the Vice Chancellor of Human Resources, where positions are to be classified within institutional guidelines, and assure that wages are paid in accordance with the Fair Labor Standards Act (FLSA) and other pertinent federal and state requirements.
8.	Develop, advise, and assist staff in the maintenance of accurate and appropriate job descriptions for new and revised positions; direct, lead, coordinate, and participate in the job classification review process for management, confidential, and classified employees; conduct regular compensation market surveys; maintain standards/classifications, leveling structures, and job descriptions, in accordance with collective bargaining agreements, District policies, and state and federal laws.
9.	Evaluate organizational division/department structures and provide recommendations; develop and implement policies and practices related to performance management; oversee and administer performance evaluations; ensure evaluations are tracked and completed in compliance with policies, laws, and accreditation standards; consult with leadership regarding specific matters of staff performance and behavior; provide ongoing consultation to administrators related to interpersonal relations.
10.	Develop long-term human resources strategies to increase the diversity of staff and faculty; implement approved recommendations for assigned human resources functions that support the strategic plan and other planning documents; implement the philosophy and policies of the District and ensure that the human resources department adheres to and advances the District's mission, vision, and goals; ensure programs are in accordance with applicable laws, codes, policies, procedures and best practices.
11.	Advise, support, and participate in labor relations/collective bargaining processes with Full-Time Faculty, Part-Time Faculty, and Classified Staff; conduct research and provide data/information to inform strategy; implement, operationalize, and analyze agreed upon outcomes and processes.
12.	Provides leadership, direction, and assistance to evaluate and recommend structural and technological changes in support of human resources information systems and operations districtwide. Provides leadership and technical assistance to personnel in designing and implementing corrective, updated, and new processes and procedures to facilitate and improve operations and programs. Directs and maintains human resources systems for the effective monitoring and control of human resources operations; analyzes and reviews human resources procedures.

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
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13.	Oversee and evaluate districtwide human resources services and operations; lead improvements and innovations in human resources operations, including analysis and reporting of human resources data, leveraging skills of subject matter experts, as needed, to realize goals; guide the resolution of issues for the District's internal Enterprise Resource Planning system in collaboration with District IS; provide insights and leadership in applying an understanding of cross-departmental and system dependencies for successful innovations.
14.	Collaborate with constituents districtwide to provide development in human resources functions and project information; lead and guide human resources staff in the development of resources and training of districtwide human resources processes; mentor and develops future leaders to be more fluent with regards to human resources development information and to prepare to manage related processes; assist and promote the growth and success of a diverse population of employees through the development of interculturally competent and equity-minded management and leadership abilities.
15.	Supervise and provide leadership to the talent acquisition and employment services staff; evaluate employee performance and provide on-going training, development, feedback and coaching to human resources staff; encourage and develop an environment of continuous improvement and a growth mindset.
16.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
17.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
18.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
19.	Perform related duties as assigned.

**OTHER FUNCTIONS**

None

**WORKING RELATIONSHIPS**

The District Director, Human Resources Operations, maintains frequent contact with District employees, students, applicants, federal and state agencies, and outside legal counsel.

**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Bachelor's degree from an accredited institution in business administration, human resources, public administration or related field and five (5) years related experience.

One year of experience leading or managing employees

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

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

### **Desirable Qualifications**

Experience with human resources and/or payroll information systems (i.e, Ellucian, PeopleSoft).

Master's degree from an accredited institution in human resources or related field

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of a shared governance model

Knowledge of District organization, operations, policies and objectives

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

Knowledge of budget preparation and maintenance

Knowledge of employment recruitment practices and procedures

Knowledge of appropriate software and human resources database management, including position control

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

Ability to assess, analyze, implement and evaluate research project activities

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

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to work independently with little direction

Ability to work confidentially with discretion

Ability to understand and follow oral and written directions

Ability to communicate efficiently and effectively

Ability to supervise, train, coach, and provide work direction to others

Ability to establish and maintain effective working relationships with others

### **SPECIAL REQUIREMENTS**

Valid California Driver's License

### **WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; dexterity of hands and fingers to operate a computer keyboard; travel to various locations; sitting or standing for extended long periods of at a time (up to 2-3 hours); read a variety of printed materials and

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

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information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds; may require off-site duties and activities.

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

Job Title:	Executive Director, Fiscal Affairs <b>(NEW)</b>	Range: 37 (CL)	Management Schedule
Date Revised:		Date Approved:	
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO SIX-MONTH PROBATIONARY PERIOD</b>			

**PRIMARY PURPOSE**

Reporting to the Vice Chancellor of Finance and Facilities, this position is responsible for providing leadership and the overall planning, administration, and advisement of Districtwide fiscal functions and activities such as: strategic planning, policy and procedure development, fiscal resources, fiscal health, payroll and retirement, accreditation, attendance reporting, annual audits, capital outlay project's fiscal oversight, and legal compliance. This position serves as the Chief Business Officer in the absence of the Vice Chancellor, Finance and Facilities.

**ESSENTIAL FUNCTIONS**

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

1.	Plans, organizes, directs and leads activities and the operations of District Fiscal Affairs, assuring compliance with applicable laws, codes and regulations; develops strategic initiatives for district-wide fiscal management and practices; develops Fiscal policies and procedures; interprets laws and advises District and campus staff regarding policies and procedures.
2.	Provides leadership and direction for fiscal strategies, accountability, solvency, and sound business practices; provides leadership and assistance to the District's budget planning and development such as the District's Resource Allocation Model, budget proposals, multi-year forecasts and plans, and other budget allocation processes, ensuring all policies, processes and systems are implemented and executed.
3.	Provides consultation, technical expertise, strategies, and recommendations to the Vice Chancellors, Chancellor, Board of Trustees, management, and shared governance committees in budget matters, including but not limited to state funding, internal resource allocation, apportionment, attendance accounting, faculty obligation numbers; conduct research and analysis of technical subject matter in areas directly and tangentially related to fiscal and budget matters.
4.	Provides leadership in the administration, and implementation of laws, regulations, and policies; oversees and provides review, analysis and guidance of proposed legislation, laws, and regulations relating to fiscal affairs, financial matters, and community colleges; recommends and develops legislative policy and legal changes to serve the needs of the District.
5.	Leads the ongoing development and implementation of the District's internal Resource Allocation Model (RAM) and is responsible for annually reviewing the RAM and making recommendations for changes through the shared governance process; analyzing the effectiveness of the model, its ability to meet operational needs across the district, and providing direction and insights; directs and collaborates with the colleges and NOCE to develop and implement the District's annual tentative and final budgets in accordance with statutory guidelines.

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

6.	Monitors and reviews the Capital Outlay project budgets, including bond-funded projects in collaboration with the District Director, Facilities and the campus VP's. Leads the assessment, development, and implementation of new processes with the bond project management team to ensure continuity and successful completion of projects.
7.	Directs, develops, and participates in the preparation and maintenance of a variety of financial and statistical information and reports related to fiscal operations, including but not limited to financial projections, financial statements, cash flow analysis, reports to federal and state agencies; compiles information and data to create various financial and statistical reports and statements; assures accurate and timely completion and submission of reports in compliance with District procedures and legal requirements.
8.	Organizes, attends, or chairs a variety of committees and task forces related to Fiscal Affairs as required; responsible for the district-wide resource allocation model; directs and coordinates the evaluation and modification of the allocation model. Chair a twice monthly Budget Officers meeting with the campus Vice Presidents and the Director of Administrative Services to gather input, hear about emerging issues, and develop strategies for better districtwide operations. Chairs administrative and staff meetings as required; coordinates programs and services as appropriate with other District and campus personnel.
9.	Serves as NOCCCD liaison to state and other external agencies as advocate for the District and for the California Community Colleges system regarding Fiscal and related matters. Maintains communication with District and college personnel, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate fiscal operations. Represents the Fiscal Affairs Department at Board of Trustee meetings and present information as required.
10.	Provides leadership, direction, and assistance to evaluate and recommend structural and technological changes in support of budget, accounting, and payroll operations districtwide. Provides leadership and technical assistance to personnel in designing and implementing corrective, updated, and new processes and procedures to facilitate and improve operations and programs. Directs and maintains accounting and reporting systems for the effective monitoring and control of fiscal operations; analyzes and reviews accounting procedures.
11.	Oversees and evaluates districtwide central fiscal and related services and operations; leads improvements and innovations in fiscal analysis, forecasting, and reporting, leveraging skills of subject matter experts, as needed, to realize goals; guides the resolution of issues for the District's internal Enterprise Resource Planning system, Banner; provides insights and leadership in applying an understanding of cross-departmental and system dependencies for successful innovations.
12.	Serves as the District's Chief Disbursing Officer with the Orange County Department of Education, to whom the District is fiscally accountable. This position has the authority, even above the Chancellor and the Vice Chancellor, Finance & Facilities, in the legality of expenditures, and has access to legal counsel and direct access to the Board under such circumstances.
13.	Plans, organizes, directs and leads District Accounting & Fiscal Services department activities and programs including General Accounting, Controls and Financial Risk, Accounts Payable, Travel and Disbursements, Tax Compliance and Reporting, Payroll, Financial Management Support, and Student Financial Services, Contract & Grant Accounting; assures compliance with applicable federal, state and local laws and regulations.
14.	Performs accounting oversight of funds and accounts, including special programs and grants; reviews financial transactions and records to ensure solvency and conformance with generally accepted accounting principles and contract requirements; monitors expenditures and other account activities to ensure expenditures are within budget; manages the revolving cash fund.

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

15.	Plans, coordinates and facilitates annual contract auditing of fiscal operations and activities; provides for proper internal auditing and control of District, college and NOCE accounts; directs and participates in annual procedures for year-end closing of accounts.
16.	Identifies and develops appropriate communication and training on the District's Resource Allocation Model (RAM) and the State's Student Centered Funding Formula (SCFF) across the organization; guides campus Vice Presidents and Director of Administrative Services in understanding and implementing these funding formulas to ensure that the models are widely understood; acts as a resource to the Board of Trustees and to Chancellor's Staff on understanding these formulas and the impacts on districtwide decisions; plans the annual budget workshop in support of building institutional knowledge as well as in support of accreditation fiscal standards.
17.	Collaborates with constituents districtwide and the District's Professional Development Department to identify knowledge gaps for fiscal processes and information. Leads and guides the managers of accounting and payroll in the development of resources and training of districtwide fiscal and payroll processes.
18.	Mentors and develops future leaders to be more fluent with regards to fiscal information and to prepare to manage budgets and related processes. Assists and promotes the growth and success of a diverse population of employees through the development of interculturally competent and equity minded management and leadership abilities.
19.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
20.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
21.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
22.	Perform related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Executive Director, Fiscal Affairs serves as the District Office of Finance and Facilities liaison with the colleges/campuses for matters related to budgeting and financial auditing.

**WORKING RELATIONSHIPS**

The Executive Director, Fiscal Affairs maintains frequent contact with college/campus and District departments and personnel, the Orange County Department of Education, the California Community Colleges Chancellor's Office, and other outside agencies.

**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Bachelor's degree in accounting, business administration, finance, or related field from a regionally accredited institution.

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

Minimum of five years of increasingly responsible experience in a variety of accounting and fiscal operation functions, including at least one year in a supervisory position.

Demonstrated experience with financial information software applications and systems and their use in financial analysis and reporting.

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

**Desirable Qualifications**

Possession of an advanced degree in business administration, accounting, finance, or related field from a regionally accredited institution.

CPA Certification.

Five or more years of experience managing experience in public education, preferably at a community college.

Familiarity with the Banner finance system.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of budget development and analysis, accounting internal controls, contract administration, purchasing and accounts payable procedures

Knowledge of District organization, operations, policies and objectives

Knowledge of generally accepted accounting principles as they relate to governmental agencies

Knowledge of California Education Code and Title 5 requirements relating to budget and accounting

Knowledge of the Community College Budget and Accounting Manual

Knowledge of appropriate software and databases

Knowledge of accounting and record keeping procedures

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

Knowledge of a shared governance model

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

Ability to assess, analyze, implement and evaluate research project activities

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

Ability to plan, organize and prioritize work

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

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Ability to meet schedules and timelines  
Ability to supervise, train and provide work direction to others  
Ability to establish and maintain effective working relationships with others  
Ability to understand and follow directions  
Ability to communicate efficiently

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, Payroll	Range: <del>47</del> 19 (CL)	Management Schedule
Date Revised:	May 2013; May 2023	Date Approved:	September 1986
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b>			

### PRIMARY PURPOSE

Under the direction of the ~~District Director~~ Executive Director, Fiscal Affairs, this position is responsible for planning, directing and coordinating the District's centralized payroll operations and activities, including the processing of certificated, classified and hourly employee payrolls.

### ESSENTIAL FUNCTIONS

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

1.	Plans, directs and coordinates centralized District payroll operations and activities in accordance with District policies, procedures and objectives; develops and implements plans and policies to facilitate and improve payroll services and operations.
2.	Assures compliance with applicable federal, state and local laws and regulations, including federal Internal Revenue Service, State Franchise Tax Board, Social Security Administration, Public Employees Retirement System (PERS) and State Teachers Retirement System (STRS); assures compliance with applicable collective bargaining agreement contract provisions.
3.	Establishes payroll schedules and calendars to meet statutory, regulatory, and collective bargaining agreement requirements and County Office of Education procedures; maintains strict payroll controls, schedules and deadlines; coordinates the processing of voluntary employee payroll deductions, wage garnishments and automatic payroll deposits.
4.	Assures proper application, calculation and reporting of compensation, benefits and taxes; prepares and reconciles quarterly reports for federal and state taxes and unemployment insurance; reconciles and audits W-2 forms for accuracy; makes corrections and adjustments as necessary.
5.	Directs and participates in the entry, updating and auditing of a variety of payroll data in assigned Human Resources/Payroll computer systems; extracts and audits data, develops spreadsheets from queries and generates a variety of computerized records and reports related to payroll activities.
6.	Coordinates payroll functions and operations with District Human Resources, Risk Management and other District departments and personnel as necessary; coordinates activities related to personnel, workers' compensation and fringe benefits to assure compatibility with payroll functions.
7.	Maintains communication with District and college personnel, governmental agencies and various outside organizations to exchange information, resolve conflicts and issues and coordinate the activities of assigned programs and activities; serves as a technical resource in providing recommendations and information regarding payroll functions and activities.
8.	Directs and participates in the preparation and maintenance of a variety of financial and statistical information and reports related to payroll activities; compiles information and data to create various financial and statistical reports and statements; assures accurate and timely completion and submission of reports; direct the maintenance of departmental record files; maintain confidentiality of employee records.

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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9.	Maintains current knowledge of federal, state and local laws, rules and regulations related to payroll operations; maintains current knowledge of PERS and STRS regulations and procedures pertaining to payroll operations;
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
12.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
13.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and staff.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The District Manager, Payroll maintains frequent contact with college and District departments and personnel, the Orange County Department of Education and other outside agencies.

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**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Possession of a bachelor's degree, preferably in business administration, public administration, or related field from a regionally accredited institution.

Minimum of five years of increasingly responsible payroll services experience, including supervisory or managerial experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### **Desirable Qualifications**

Payroll experience in public education, preferably at a community college.

Administrative or supervisory experience in public education, preferably at a community college.

Familiarity with the Banner Human Resources and Finance systems.

Familiarity with the Orange County Department of Education payroll system.

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

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives

Knowledge of federal, state and local laws, rules and regulations related to payroll operations

Knowledge of Internal Revenue Service, State Franchise Tax Board, Social Security Administration, Public Employees Retirement System (PERS) and State Teachers Retirement System (STRS) regulations and procedures

Knowledge of Orange County Department of Education payroll system

Knowledge of appropriate enterprise software and databases relevant to the administration of payroll functions

Knowledge of financial computer tools and software, particularly as related to statistical analysis, spreadsheets and data management and manipulation

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

Knowledge of record keeping procedures

Ability to effectively direct and coordinate centralized payroll operations

Ability to perform complicated mathematical calculations and analyses

Ability to prepare clear, concise and comprehensive financial reports and other documents

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

Ability to assess, analyze, implement and evaluate research project activities

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

Ability to exercise good judgment and initiative in resolving problems and making recommendations

Ability to maintain a professional demeanor under stressful situations

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others.



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

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**SPECIAL REQUIREMENTS**

Valid California Driver's License

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require off-site duties and activities.

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# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 23, 2023

**SUBJECT:** Professional Experts

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

**BACKGROUND:** Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by

  
Approved for Submittal

5.c.1

Item No.

Professional Experts  
May 23, 2023

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Acevedo, Danielle	CC	Project Expert	LGBTQ+ Professional Expert	26	05/15/2023	06/30/2023
Awad, Abigail	CC	Technical Expert II	CORE Summer 2023 Cohort Prep	40	03/20/2023	05/19/2023
Boyd, Porsha	FC	Technical Expert II	Equity-Minded Well-Being Practices FIG	24	04/26/2023	06/30/2023
Brooks, Tami	FC	Technical Expert II	Black Student Success Week	9	04/25/2023	04/25/2023
Gray, Richard	NOCE	Technical Expert I	EL Civics SP23 Scorer Topic 2 (NOCE ESL)	26	05/29/2023	06/02/2023
Gulmesoff, Monika	NOCE	Project Coordinator	Mobility Coordinator	26	05/15/2023	06/14/2023
Hasan, Fouton	NOCE	Technical Expert I	EL Civics SP23 Scorer Topic 2 (NOCE ESL)	26	05/29/2023	06/02/2023
Hughes, Deidre	FC	Technical Expert II	Equity-Minded Well-Being Practices FIG	24	04/26/2023	06/30/2023
Jimenez, Alvin	NOCE	Technical Expert I	EL Civics Scorer SP23 Topic 2 (NOCE ESL)	26	05/29/2023	06/02/2023
Koeppel, Liana	CC	Technical Expert II	Guided Pathways Faculty Co-Chair	40	05/22/2023	06/30/2023
Morales Gonzalez, Nancy	CC	Project Expert	Outreach Coordinator	26	06/01/2023	06/30/2023
Ninmer, Andrew	CC	Technical Expert I	Musician for Cypress College Commencement	6.5	05/19/2023	05/19/2023
Ochoa, Jessica	CC	Project Expert	Project Raiser Outreach Coordinator	26	05/22/2023	06/02/2023
Ortega, Ryan	CC	Technical Expert II	UCI Clinical Orientation for New Adjunct	3	03/09/2023	03/09/2023
Richardson, Kristy	FC	Technical Expert II	Presenter – Intuitive Eating Workshop	3	05/01/2023	05/30/2023
Sahakian, Souzan	NOCE	Technical Expert I	EL Civics Scorer SP23 Topic 2 (NOCE ESL)	26	05/29/2023	06/02/2023

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** May 23, 2023

**SUBJECT:** Hourly Personnel

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

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

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

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

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

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

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

Irma Ramos

Recommended by

  
Approved for Submittal

5.d.1

Item No.

Hourly Personnel  
May 23, 2023

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Correa, Stephanie	FC	Technical - Assist in Business/CIS Department	05/24/23	06/30/23	TE A 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Kliss, Kelly	NOCE	Direct Instr Support - Assist students with disabilities	05/24/23	06/30/23	TE A 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Demery, Michael	FC	Work Study Student - Assist in Admissions and Records	05/24/23	06/30/23	TE A 1
Fernandez, Adriana	FC	Full-time Student - Assist in Admissions and Records	05/24/23	06/30/23	TE A 1
Hanson, Nicklaus	FC	Work Study Student - Assist in Admissions and Records	05/24/23	06/30/23	TE A 1
Hernandez, Elizabeth	FC	Full-time Student - Assist in Admissions and Records	05/24/23	06/30/23	TE A 1
Ramirez Jr, Jesus	AC	Full-time Student - Student Trustee Chancellor's Office	06/01/23	06/30/23	TE A 1
Serrano, Chloe	AC	Full-time Student - Student Trustee Chancellor's Office	06/01/23	06/30/23	TE A 1

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** May 23, 2023  
**SUBJECT:** Nonclassified Short-Term Hourly Employee Salary Schedule

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

**BACKGROUND:** The attached salary schedule shows adjustments to these rates that will allow recruitment of skilled temporary employees. The salary range was determined after consideration of salary market data (salary surveys) and the compensation of similar positions within surrounding Community College Districts.

**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 Board approve the revised Nonclassified Short-Term Hourly Employee Rate Schedule, effective July 1, 2023, which reflects an increase in the minimum wage.

Irma Ramos

Recommended by

  
Approved for Submittal

5.e.1

Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
NONCLASSIFIED SHORT-TERM HOURLY EMPLOYEE RATESCHEDULE  
Effective July 1, 2023**

<b>CODE</b>	<b>EMPLOYMENT CATEGORY</b>	<b>RATE 1 Entry</b>	<b>RATE 2 Semi-Skilled</b>	<b>RATE 3 Skilled</b>	<b>RATE 4 Highly Skilled</b>
<b>TE A</b>	Entry Technical	\$15.50	\$16.50	\$17.50	\$18.50
<b>TE B</b>	Intermediate Technical	\$19.00	\$20.00	\$21.00	\$22.00
<b>TE C</b>	Skilled Technical ** HR Use Only	\$22.00	\$23.00	\$24.00	\$25.00
<b>TE D</b>	Professional Positions ** HR Use Only	\$26.00	\$27.00	\$28.00	\$29.00
<b>TE E</b>	Interpreter for Deaf - Base Rate	\$24.00	\$30.00	\$38.00	\$44.00
<b>TE F</b>	Interpreter for Deaf - Differential Rate *	\$34.00	\$40.00	\$46.00	\$52.00
<b>TE G</b>	Model	\$20.00	\$22.00	\$26.00	\$28.00
<b>TE H</b>	Performance Accompanist	\$20.00	\$22.00	\$24.00	\$26.00
<b>TE I</b>	Athletic Program Assistant	\$15.50	\$17.50	\$19.50	\$21.50
<b>TE J</b>	Advanced Theater Technician	<del>\$17.50</del> <b>\$21</b>	<del>\$20.00</del> <b>\$24</b>	<del>\$22.50</del> <b>\$27</b>	<del>\$25.00</del> <b>\$30</b>
<b>ME A</b>	Health Services Specialist (RN)	\$ 25.00	\$ 28.00	\$ 33.00	\$ 36.00
<b>ME B</b>	Nurse Practitioner	<del>\$ 40.00</del> <b>\$45</b>	<del>\$ 45.00</del> <b>\$50</b>	<del>\$ 50.00</del> <b>\$55</b>	<del>\$ 55.00</del> <b>\$60</b>
<b>ME C</b>	Clinical Psychologist	\$ 40.00	\$ 45.00	\$ 50.00	\$ 55.00
<b>ME D</b>	Physician/Psychiatrist	\$ 50.00	\$ 55.00	\$ 60.00	\$ 65.00
<b>ME E</b>	Medical Director	\$ 65.00	\$ 70.00	\$ 75.00	\$ 80.00

Rate placement is based on the requirements of the temporary job and determined by the administrator.

\* Interpreter for Deaf Differential Rate may be approved when an individual interpreting assignment exceeds one and one-half hours and the assignment is not "teamed."

\*\* For use of Temporary/Substitutes only. Requires prior approval from HR

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action  X   
**DATE:** May 23, 2023 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
Enclosure(s)  X   
**SUBJECT:** Negotiated MOU Between Adjunct Faculty  
United AFT Local 6106 and the District

**BACKGROUND:** AB 190 allows districts to receive up to 100 percent reimbursement for their part-time faculty healthcare program provided they fulfill certain criteria. Adjunct Faculty United AFT Local 6106 and the District have negotiated a Memorandum of Understanding (“MOU”) that will allow Adjunct Faculty whose part-time faculty assignment in the District is forty (40) percent (.4 FTE) or greater to receive the same health insurance coverage options at the same cost as the District’s full-time faculty.

Under the MOU, Unit Members enrolled in CalSTRS whose NOCCCD assignment equals or exceeds 40 percent of the cumulative equivalent of a minimum full-time teaching assignment per semester (as defined by Education Code section 87861) will be eligible to enroll in full medical insurance benefits equal to what is provided by the District to full-time faculty. If a Unit Member selects a plan which exceeds the amount of the District contribution, the additional cost of the premium is the responsibility of the Unit Member.

Unit Members whose assignments at two or more community college districts that equal or exceed 40 percent of the cumulative equivalent of a minimum full-time teaching assignment each semester shall be eligible for health insurance premium reimbursement under this program. Unit Members must meet the criteria as outlined in the MOU.

Unit Members who do not meet the forty (40) percent NOCCCD semester assignment eligibility and work less than 40 percent in any semester will be eligible to receive district contribution up to \$157.00 monthly. If a Unit Member selects a plan which exceeds the amount of the District contribution, the additional cost of the premium is the responsibility of the Unit Member.

The Adjunct Faculty United AFT Local 6106 has ratified the Agreement.

The MOU will remain in effect through July 31, 2024.

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

**How does this relate to Board Policy:** This item relates to Board Policy 7130, Compensation, which states the Board will establish salary and benefits for employees.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Implementation of the District contribution toward the cost of the health insurance premiums is within budget.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the negotiated Memorandum of Understanding inclusive of all terms and conditions specified in the written Memorandum of Understanding between Adjunct Faculty United AFT Local 6106 and the District.

Irma Ramos

Recommended by



Approved for Submittal

5.f.1

Item No.



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
ADJUNCT FACULTY UNITED AFT LOCAL 6106  
AND  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**May 12, 2023**

This Memorandum of Understanding ("MOU") is between the North Orange County Community College District ("District") and the Adjunct Faculty United AFT LOCAL 6106 ("Adjunct Faculty"), collectively ("the Parties").

WHEREAS, AdFac United and the District are committed to improving the health care benefits available to part-time faculty working in the North Orange County Community College District. In June 2022, the California State Legislature and Governor Gavin Newsom ratified the 2022-2023 State Budget, which increased the state fund to reimburse districts providing healthcare options to part-time faculty from \$490,000 per year to \$200.49 million per year.

WHEREAS, congruent with the recently signed AB 190 (chaptered as Education Code Sections 87860 – 87868), which allows districts to receive up to 100 percent reimbursement for their part-time faculty healthcare program provided they fulfill certain criteria, AdFac United and the District have negotiated access for individuals with a part-time faculty assignment in the North Orange County Community College District 40 percent (.4 FTE credit) or greater to the same health care coverage options at the same cost as the District full-time faculty.

WHEREAS, AdFac United and District acknowledge that as information related to the 2022 expansion of the Part-Time Community College Faculty Health Insurance Program continues to be issued by the State Chancellor's office, it may be necessary to revisit this MOU.

WHEREAS, the Parties desire to enter into a one year MOU concerning Health Insurance for Adjunct Faculty.

NOW, THEREFORE, the Parties agree as follows:

1. This MOU shall be in effect:
  - a. Once this MOU ratified by AdFac United and approved by the Board of Trustees.
  - b. After the following three resolutions are approved by the Board of Trustees and filed with CalPERS to adopt Cal. Govt. Code 22807 optional provision for eligible Unit Members:
    - i. A new group resolution to elect participation for eligible Unit Members;
    - ii. A less than halftime resolution to adopt Cal. Govt. Code 22807; and
    - iii. Fifty (50) year vesting schedule resolution to adopt Cal. Govt. Code 22895
  - c. If the resolution is received by CalPERS by the 10<sup>th</sup> of any month, the effective date can be as early as the first day of the following month, with coverage commencing on the effective day of the resolution. For example, if submitted to CalPERS by July 10<sup>th</sup>, the resolution and employee enrollment can be effective August 2023.

- d. This MOU shall continue through July 31, 2024.
2. ELIGIBILITY FOR DISTRICT CONTRIBUTIONS TOWARDS MEDICAL BENEFITS: Unit Members enrolled in CalSTRS whose NOCCCD assignment equals or exceeds 40 percent of the cumulative equivalent of a minimum full-time teaching assignment per semester (as defined by Ed. Code Section 87861) are eligible to receive full medical insurance benefits equal to what is provided to full-time faculty by the District, as defined in Article 21.1 and 21.4 of the Collective Bargaining Agreement Between North Orange County Community College District and United Faculty CCA-CTA-NEA. Unit Members are not eligible to participate in the District's fringe benefits allowance, and life insurance programs. In no event shall Unit Members pay more than the actual individual premium paid by full-time faculty in the District.
3. Unit Members meeting the 40 percent NOCCCD assignment eligibility per semester shall be eligible to enroll and receive the same medical District premium contribution as full-time faculty. This District contribution has no cash value and can only be used to enroll in benefits as offered by NOCCCD.
  - a. In the event that Unit Members select a plan which exceeds the amount of the District contribution, the additional cost of the premium is the responsibility of the Unit Members and must be paid by automatic payroll deduction monthly from their payroll check to pay for the additional cost of the medical benefit premiums. If Unit Members pay is insufficient to cover this additional cost, Unit Members shall submit payment within 15 days of receiving notice of such cost. The payment shall be submitted to the Benefits Office in Human Resources for processing.
  - b. Unit Members meeting the 40 percent NOCCCD assignment eligibility for the Spring 2024 semester, will maintain eligibility through July 31, 2024.
4. Unit Members who do not meet the 40 percent NOCCCD semester assignment eligibility and work less than 40 percent in any semester will be eligible to receive district contribution up to \$157.00 monthly. This District contribution has no cash value and can only be used to enroll in benefits as offered by NOCCCD.
  - a. In the event that Unit Members select a plan which exceeds the amount of the District contribution, the additional cost of premium is the responsibility of the Unit Members and must be paid by automatic payroll deduction monthly from their payroll check to pay for the additional cost of the medical benefit premiums. If Unit Members pay is insufficient to cover this additional cost, Unit Members shall submit payment within 15 days to the Benefits Office in Human Resources for processing.
5. Unit Members or their dependents whose premiums for health insurance are paid by an employer other than a community college district are not eligible to participate in the NOCCCD program.
6. Unit Members who have enrolled in the District medical plan who become ineligible, will not receive District contributions towards medical benefits. Unit Members who become

ineligible will receive appropriate Consolidated Omnibus Budget Reconciliation Act (COBRA) notices. Unit Members will then be eligible to enroll in COBRA at their own expense according to the laws and regulations governing COBRA.

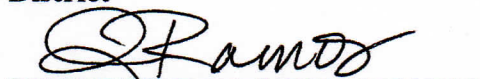

7. REIMBURSEMENT UNDER THE MULTIDISTRICT PART-TIME FACULTY PROGRAM (chaptered, Education Code Sections 87861(b), 87863(b), and 87865): To be eligible for health insurance premium reimbursement under this program, Unit Members must meet all of the following criteria:
  - a. Assignments at two or more community college districts that equal or exceed 40 percent of the cumulative Equivalent of a minimum full-time teaching assignment each semester;
  - b. Unit Members or their dependents whose premiums for health insurance are paid by an employer other than a community college district are not eligible to participate in the NOCCCD program;
  - c. Load of 40 percent at NOCCCD and whose assignment at another community college district is 40 percent or more that offers part-time faculty benefits are not eligible to participate in the NOCCCD program;
  - d. Unit Members must have individually purchased a healthcare plan.
8. CERTIFICATION: qualifying Unit Members must submit a completed and signed application reimbursement form and provide documentation as requested by the District demonstrating they meet the eligibility requirements by no later than the last day of the semester for which reimbursement is to be claimed.
9. REIMBURSEMENT: Upon certification of the required documentation and payment by Unit Members, the District shall issue a reimbursement equal to its share of this premium payment for up to six (6) months. The District's share shall be determined by dividing the total health insurance premium paid by the unit member by the total number of community college districts in which the unit member currently holds an active assignment. The District's share shall not exceed that which it would have paid if the unit member had been a full-time faculty member purchasing the District's most commonly subscribed family medical plan.
10. VESTING: Consistent with California Government Code 22895, Unit Members employed prior to July 1, 2023, or hired by the District to begin work on or after July 1, 2023, shall be entitled to District-paid post-retirement medical benefits at the same contribution rate of \$157.00 per month if the Unit Member: has been employed by the District and retires with a minimum of fifty (50) years of District credited service or Unit Members who qualify for disability retirement under the State Teachers Retirement System or the Public Employees Retirement System. California Government Codes 22897 and 22893 are not applicable.
11. If at any time CalPERS medical does not permit Unit Members to participate in the program, the District's obligation to the Unit Members will be extinguished and the terms of this agreement will be null and void.

- 12. This MOU is contingent upon state funding and if the state does not reimburse the District for 100% of the healthcare costs for Unit Members, this MOU will be extinguished and the terms of this Agreement will be null and void.
- 13. Both parties agree that the language contained in Article 12, Benefits, will remain unchanged during this MOU.
- 14. This MOU is not subject to the Grievance Procedure.
- 15. Problem Solving Meetings. During the term of this MOU, the Parties agree to meet monthly, as requested by either Party, to hold problem-solving discussions concerning this MOU. The Parties may, but will not be required to, modify this MOU as a result of these discussions. Any modifications of this MOU or the provisions of this MOU shall be in writing and signed by the Adjunct Faculty United President and the Vice Chancellor of Human Resources.
- 16. This MOU shall remain in full force through July 31, 2024 and shall expressly expire unless extended by mutual written agreement of the Parties.
- 17. This MOU is unique to its own circumstances and shall not constitute a precedent for any other agreement in the future, and furthermore, no party hereto shall cite to this MOU or its terms as a past practice for any purpose in the future, except to enforce the terms and conditions of this MOU.

Date: May 12, 2023

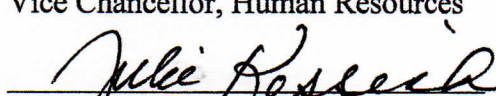
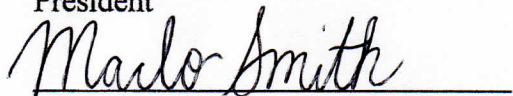
**Adjunct Faculty United**

**North Orange County Community College District**



Seija Rohkea  
President

Irma Ramos  
Vice Chancellor, Human Resources



Marlo Smith  
Chief Negotiator

Julie Kossick  
Associate Vice Chancellor, Human Resources

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
<b>DATE:</b>	May 23, 2023	Resolution	_____
<b>SUBJECT:</b>	2023 Board of Trustees Assessment	Information	X
		Enclosure(s)	X

**BACKGROUND:** In accordance with the accreditation standards recommended by the Accrediting Commission for Community and Junior Colleges, the Board of Trustees adopted an assessment process on August 26, 1997, which includes the distribution of an assessment instrument to all Board members and those District staff members who regularly participate at Board meetings. The assessment instrument was last revised at the Board meeting of March 22, 2022.

The assessment instrument was distributed electronically on April 12, 2023, and 17 completed instruments were submitted to the Chancellor's Office. Evaluation summaries are provided and include:

- Summary of seven Trustees and zero Student Trustees' responses (pages 6.a.2 – 6.a.14)
- Summary of six Resource Table and four Audience responses (pages 6.a.15 – 6.a.27)

**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 2023 Board assessment summaries.

Byron D. Clift Breland  
Recommended by

  
Approved for Submittal

6.a.1  
Item No.

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
<b>The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services.</b>					
1.	The Board has clearly defined institutional goals with desired outcomes both short and long-term.	3	43%	Excellent	<ul style="list-style-type: none"> <li>• Should align with EFMP and Chancellor's goals. With the new chancellor these need to be formalized.</li> <li>• The goals should have targets.</li> <li>• Board Goals have been established and we continue to work.</li> <li>• This will be more defined at our Board Retreat.</li> </ul>
		2.5	36%	Acceptable	
		1.5	21%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		<b>*.5 scores reflect a "2.5" rating provided by one respondent.</b>
2.	The Board's highest priority is student learning and student success.	5	71%	Excellent	<ul style="list-style-type: none"> <li>• For the most part yes, but it seems that more of our time is spent on pressing issues.</li> <li>• Institutional Reports from NOCE, Cypress, and Fullerton provide us the opportunity to ask questions and further assess Student needs and celebrate student success.</li> </ul>
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
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.	3	43%	Excellent	<ul style="list-style-type: none"> <li>• This is in the process of review.</li> <li>• With the hiring of our Chancellor and building a strong leadership for our district we will establish a better plan for the future of our colleges.</li> </ul>
		3	43%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
3b.	The Board reviews the mission and vision statements every three years.	4	57%	Excellent	<ul style="list-style-type: none"> <li>• We recently reviewed our mission and vision.</li> <li>• This will soon come to the Board.</li> </ul>
		2.5	36%	Acceptable	
		0.5	7%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		<b>*.5 scores reflect a "2.5" rating provided by one respondent.</b>

### BOARD ASSESSMENT SUMMARY

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
3c. The Board regularly reviews its policies to be consistent with its mission.	5	71%	Excellent	<ul style="list-style-type: none"> <li>We need to keep a mind toward DEIA issues.</li> <li>This is an ongoing process. A recommendation in previous years was to review policies in place. We have started this process and will continue to review policies in place.</li> </ul>
	2	29%	Acceptable	
	0	0%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>100%</b>		
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.	3	43%	Excellent	<ul style="list-style-type: none"> <li>Chancellor's goals need to be more measurable and aligned with EFMP.</li> <li>This is an ongoing priority. We need a more defined</li> </ul>
	3	43%	Acceptable	
	1	14%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>100%</b>		
5a. The Board upholds a code of ethics and conflict of interest policy.	4	57%	Excellent	<ul style="list-style-type: none"> <li>The Board recently had a Brown Act study session that reviewed conflict of interest and ethics.</li> </ul>
	3	43%	Acceptable	
	0	0%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>100%</b>		
5b. The Board has a clearly defined policy dealing with violations.	4	57%	Excellent	<ul style="list-style-type: none"> <li>This needs to continue to be reviewed and solidified with clear expectations and outcomes.</li> <li>We may want to intentionally review it versus being reactionary.</li> </ul>
	2	29%	Acceptable	
	1	14%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
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.	3	43%	Excellent	<ul style="list-style-type: none"> <li>Data was collected by NOCE, Cypress and Fullerton College. Outcomes were presented to BOT highlighting successes and opportunities for improvement for NOCE, Cypress College, and Fullerton College. Continued review &amp; assessment for programs and data will help identify key indicators.</li> </ul>
		3	43%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
7.	The Board approves appropriate resources (human, physical, technology, and financial) to support an effective student learning program.	4	57%	Excellent	<ul style="list-style-type: none"> <li>We may need to strengthen our efforts towards cybersecurity.</li> </ul>
		2.5	36%	Acceptable	
		0.5	7%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		<b>*.5 scores reflect a “2.5” rating provided by one respondent.</b>
8.	The Board regularly evaluates its processes to support continuous improvement.	5	71%	Excellent	<ul style="list-style-type: none"> <li>Changes were implemented for student trustees to have the opportunity to voice their vote before the BOT.</li> </ul>
		1	14%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>99%</b>		

**Overall rating for “The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services.”**

- 3.5
- 4
- 4 – The board is strong in the areas of policies and procedures. It would be nice to work on more initiatives and issues revolved around improving student success.
- 3.9
- 3
- 3



**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
<b>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.</b>					
9.	Directions to staff is based on a consensus of a majority of the Board. Individual Board members do not assume authority.	6	86%	Excellent	
		1	14%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
10.	Board members respect each other's opinions.	4	57%	Excellent	<ul style="list-style-type: none"> <li>• One board member in particular is not a team player.</li> <li>• This has been an areas that was improved.</li> </ul>
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
11.	Discussions are structured so that all have an opportunity to contribute to the decision.	6	86%	Excellent	<ul style="list-style-type: none"> <li>• Each member of the Board has an opportunity to speak to provide input.</li> <li>• I hope I am succinct with my thoughts/questions.</li> </ul>
		1	14%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
12.	Board members have adequate information upon which to base decisions.	5	71%	Excellent	<ul style="list-style-type: none"> <li>• District staff does a great job providing additional information when asked.</li> </ul>
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
13.	The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the Chancellor.	4	57%	Excellent	<ul style="list-style-type: none"> <li>• Outside factors in some cases seem to sway some trustees.</li> </ul>
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
14.	The Board's delegation of administrative authority to the Chancellor is clear to all parties.	2	29%	Excellent	<ul style="list-style-type: none"> <li>• Differences remain regarding this among the trustees. Some difference is acceptable but this needs to continuously be a topic of refinement.</li> <li>• The Board's mandatory vaccination policy was not fully enforced, indicating a problem in this area.</li> </ul>
		4.5	64%	Acceptable	
		0.5	7%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		<b>*.5 scores reflect a "2.5" rating provided by one respondent.</b>

**Overall rating for "The Board acts as a whole."**

- 3.5
- 4
- 4 – The Board Members have healthy working relationships and diverse viewpoints are typically respected in a way that sets a positive example for the district as a whole.
- 3.8
- 3
- 3

**Board meetings run effectively:**

15.	Board members are punctual to and attend all Board meetings to conclusion.	7	100%	Excellent	
		0	0%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
16.	The Board reviews agenda materials and is prepared for Board meetings.	4	57%	Excellent	<ul style="list-style-type: none"> <li>• Most do, most of the time.</li> <li>• The materials are received in a timely manner.</li> <li>• I'm assuming Board members ask questions before/during meetings.</li> </ul>
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
17a.	New Board members, including student trustees, receive an orientation to roles and responsibilities and District mission and policies.	3	43%	Excellent	<ul style="list-style-type: none"> <li>• Much orientation is learning on the job. This is particularly difficult for the Student Trustees who are constantly changing.</li> <li>• The Board adopted a goal last year to improve the orientation, and the Board president and Chancellor are working on that.</li> <li>• Student trustees and new Trustee members were able to provide input for orientation improvement.</li> <li>• We should continuously seek feedback from new colleagues.</li> </ul>
		3	43%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
17b.	The Board members engage in ongoing professional development.	4	57%	Excellent	<ul style="list-style-type: none"> <li>• One trustee is clearly lacking any PD. He needs it the most.</li> <li>• All BOT engage in ongoing professional development.</li> <li>• This varies by Board member.</li> </ul>
		2	29%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
18.	The Board agendas focus on policy issues that are relates to Board responsibilities.	4	57%	Excellent	
		2	29%	Acceptable	
		0	0%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
19.	The Board conducts its meetings in compliance with state laws, including the Brown Act.	7	100%	Excellent	
		0	0%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		7	100%		
20.	Agendas include legislative and state policy issues that impact the District.	3	43%	Excellent	<ul style="list-style-type: none"> <li>Some legislative issues are not on the agenda, but attachments.</li> <li>The Board adopts broad legislative guidelines but leaves it to the Chancellor to establish District positions on bills.</li> <li>We may want to be more intentional and include it more into our agendas.</li> </ul>
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		1	14%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		7	100%		
21.	Board meetings include some education or information time.	4	57%	Excellent	<ul style="list-style-type: none"> <li>There was significantly more education time included in the past year.</li> <li>This is gradually increasing with our study sessions.</li> </ul>
		3	43%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		7	100%		
22.	Board meetings provide adequate time for discussion.	6	86%	Excellent	<ul style="list-style-type: none"> <li>We are most patient with public comment. We have never prevented someone from speaking and consistently extend the 20 minutes. I like the change to address the board regarding an agenda item to directly prior to its discussion.</li> </ul>
		1	14%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		7	100%		

### BOARD ASSESSMENT SUMMARY

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
<b>Overall rating for “Board meetings run effectively.”</b>				
<ul style="list-style-type: none"> <li>• 3.5</li> <li>• 4 – The current structure of considering agenda items first, then having staff and Resource Table member reports, is a much more effective use of the meeting time.</li> <li>• 4 – The Board is excellent at running meetings effectively and the student trustees were strong participants this year, which may have attributed to them as individuals and possible evidence that the orientation process has been improved over time.</li> <li>• 3.8</li> <li>• 3</li> <li>• 3</li> </ul>				

<b>Board members are actively knowledgeable about and engaged in the District community:</b>					
23a.	Board members are knowledgeable about community college and state related issues.	3	43%	Excellent	<ul style="list-style-type: none"> <li>• Yes, but updates might help.</li> <li>• This varies by Board member.</li> </ul>
		4	57%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		
23b.	Board members are knowledgeable and take an appropriate role in the accreditation process.	4	57%	Excellent	<ul style="list-style-type: none"> <li>• We might need to be more intentional with this.</li> </ul>
		2	29%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		

### BOARD ASSESSMENT SUMMARY

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
24. The Board acts as an advocate for community colleges.	3	43%	Excellent	<ul style="list-style-type: none"> <li>Much of this is done collectively with other districts through organized legislative monitoring and advocacy.</li> <li>We passed a resolution supporting the "Schools and Communities First" initiative. Not sure what other kinds of things the Board as a whole can do in this area.</li> <li>Board represent the District by attending committees and community events.</li> <li>How we do this varies by Board member.</li> </ul>
	3	43%	Acceptable	
	0	0%	Needs Improvement	
	1	14%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>100%</b>		
25. Board members are available to District employees for comments and suggestions.	3	43%	Excellent	<ul style="list-style-type: none"> <li>This is an areas that could review opportunities for more employee comments and suggestions.</li> <li>I'm not sure how else aside from Board meetings and emails.</li> </ul>
	2.5	36%	Acceptable	
	0.5	7%	Needs Improvement	
	1	14%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>100%</b>		<b>*.5 scores reflect a "2.5" rating provided by one respondent.</b>
26. The Board shows its support for the District through members attending various events.	3	43%	Excellent	<ul style="list-style-type: none"> <li>Most do this.</li> <li>Some members attend a lot of events; others attend a few. Usually there is some Board presence at events.</li> <li>Several Board members attend campus events regularly throughout the year.</li> <li>This varies by Board member.</li> </ul>
	4	57%	Acceptable	
	0	0%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>100%</b>		
27. The Board is knowledgeable about the District's history, values, strengths, and weaknesses.	3	43%	Excellent	
	3	43%	Acceptable	
	1	14%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>100%</b>		

### BOARD ASSESSMENT SUMMARY

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
28. The Board understands, appreciates, and is responsive to the diverse community which it serves.	3	43%	Excellent	<ul style="list-style-type: none"> <li>• Yes, but study sessions on the demographics, education, employment, income, and needs in the trustee areas would be helpful.</li> </ul>
	4	57%	Acceptable	
	0	0%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>100%</b>		
29. The Board has processes in place for appropriately involving the community in relevant decisions.	5	71%	Excellent	<ul style="list-style-type: none"> <li>• The Board has included community members in the hiring process of our College Presidents.</li> </ul>
	1	14%	Acceptable	
	1	14%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>99%</b>		
30. The Board helps promote the image of the District in the community.	3	43%	Excellent	<ul style="list-style-type: none"> <li>• Being responsible stewards of the community college district as a community resource and acting in the public's interest is very important to this.</li> <li>• I'm not sure what the Board as a whole can do here. Maybe we should discuss that.</li> <li>• I think we can be more intentional with this.</li> </ul>
	3	43%	Acceptable	
	1	14%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	<b>7</b>	<b>100%</b>		

### BOARD ASSESSMENT SUMMARY

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
31. The Board understands the collective bargaining process and its role in the process.	4	57%	Excellent	<ul style="list-style-type: none"> <li>• Relations with the unions especially UF has been fraught with complications. We need to get back to focus on interest-based bargaining and not emotional issues. UF needs to stop using public comment at Board meetings to blast the BOT, the District, and HR. I understand they have a right to free speech, but I do not believe they are serving their members when they consistently chastise the district. We can and should check our viewpoint, but in all relationships it takes the will of both groups to work together for the future for the good of our students, all employees, and our mission. UF never mentioned upcoming union elections during public comment.</li> <li>• Much more than some bargaining groups believe.</li> <li>• Members gradually learn about the process through negotiations, but training would be helpful. Conferences don't really deal with it.</li> </ul>
	3	43%	Acceptable	
	0	0%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	7	100%		
32. The Board is involved in and understands the budget process and how adopted priorities are addressed within the budget.	3	43%	Excellent	<ul style="list-style-type: none"> <li>• Budgets are complicated and need continual focus and attention.</li> </ul>
	3	43%	Acceptable	
	1	14%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	7	100%		
33. The Board gives adequate attention to the mission and goals of the District.	5	71%	Excellent	
	1	14%	Acceptable	
	1	14%	Needs Improvement	
	0	0%	Unsatisfactory	
	0	0%	No Knowledge of	
<b>Totals</b>	7	99%		



**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
34.	The Board has a procedure for annual evaluations of the Chancellor.	5	71%	Excellent	<ul style="list-style-type: none"> <li>There is a procedure in an AP, and the Board conducts evaluations, but it does not generally follow the procedure in the AP.</li> <li>This is currently being reviewed.</li> </ul>
		1	14%	Acceptable	
		1	14%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>99%</b>		
35.	The Board demonstrates a good understanding of collegial consultation and related processes.	6	86%	Excellent	<ul style="list-style-type: none"> <li>The board did request that the FC Mission statement be sent back to the campus to include some suggestions from the BOT. I noticed that a comment was made by FC senate that the BOT did not appreciate the shared governance process. There remains a healthy debate considering what everyone's roles are. Collegial Consultation means that all may participate in the crafting and discussion but that does not mean than any one entity gets to dominate. Please note that the board did not unilaterally make any changes to FC mission statement - however also note the BOT had not been engaged in the process to that point. This is a good example of the BOT demonstrating a good understanding of the collegial consultation processes.</li> <li>This is always considered in every relevant Board decision.</li> </ul>
		1	14%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>7</b>	<b>100%</b>		

**Overall rating for “Board members are actively knowledgeable about and engaged in the District community.”**

- 4
- 4 – The Board is well educated on higher education issues and members take steps to continue that education. We were one of the only boards that had all of its members attend one of the CCLC trustee conferences.
- 3.4
- 3
- 3

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	7 Trustees and 0 Student Trustees

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
<b>Overall rating for the Board and general comments:</b>				
36.	In general, what rating does the Board as a whole deserve?	<ul style="list-style-type: none"> <li>• 3.5</li> <li>• 4</li> <li>• 4</li> <li>• 3.7</li> <li>• 2</li> <li>• 4</li> <li>• 3</li> </ul>		<ul style="list-style-type: none"> <li>• The board is strong in all areas, our members are highly experienced, and work collegially with one another.</li> <li>• Overall the Board is constantly reviewing ways to help improve the resources and support the needs for student success.</li> <li>• We have an opportunity to grow as a Board and District.</li> </ul>

37.	<b>General Comments/Suggestions:</b>	<ul style="list-style-type: none"> <li>• The board overall is working well. There is always means for improvement.</li> <li>• Being back in person helps the Board build cohesiveness.</li> <li>• At heart, members are good human beings and work to do the best for the district - with one exception.</li> <li>• Each board member contributes toward the district's success in their own way. There is a strong working relationship among all the members who take a collegial approach to working through challenges and opportunities to improve upon success. Overall, the NOCCCD Board of Trustees performs at a high level and our members work hard to participate in as many community and campus events as possible, while also being advocates for community colleges and students.</li> <li>• We are a good Board. Members are knowledgeable, dedicated to the mission, represent diverse backgrounds and opinions, and work well together. There are a couple of areas for improvement, but overall I give the Board high marks.</li> </ul>		
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**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
<b>The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services.</b>					
1.	The Board has clearly defined institutional goals with desired outcomes both short and long-term.	8	80%	Excellent	<ul style="list-style-type: none"> <li>The Board has institutional effectiveness and Board effectiveness goals.</li> <li>I think the Board and the District as a whole does a great job in this area.</li> <li>The NOCCCD Board strives to have clearly defined institutional goals. The outcomes portion could be further delineated and defined.</li> <li>Yes, I've seen the Board's goals on the District website and I believe the Board meets to review and evaluate these goals.</li> </ul>
		2	20%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
2.	The Board's highest priority is student learning and student success.	6	60%	Excellent	<ul style="list-style-type: none"> <li>Goal 1.1 and 1.3.</li> <li>The Board is always on top of this and it shows in their interest and excitement when they hear from actual students at meetings.</li> <li>It seems the budget is more important than students many times. Not replacing Classified staff that have transferred or resigned affects students success. Hiring a temporary hourly or special project manager should not be the solution.</li> <li>The NOCCCD Board's highest priority is student learning and success. The Board acts accordingly, which is to be commended.</li> <li>The Trustees all seem to have a keen interest in student success.</li> <li>Yes!</li> </ul>
		3	30%	Acceptable	
		1	10%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
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.	6	60%	Excellent	<ul style="list-style-type: none"> <li>Currently updating the mission and vision statement, but we haven't been consistent. Master plan was completed, currently updating the master plan.</li> <li>The Board or the District? The 2021-2030 Master Plan covers this</li> </ul>
		4	40%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
3b.	The Board reviews the mission and vision statements every three years.	6	60%	Excellent	<ul style="list-style-type: none"> <li>• Currently updating.</li> <li>• Seems the District website should state the date of last revision.</li> <li>• Unsure about this one.</li> </ul>
		4	40%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
3c.	The Board regularly reviews its policies to be consistent with its mission.	7	70%	Excellent	<ul style="list-style-type: none"> <li>• I believe our District is great at staying on top of updating/reviewing policies and procedures with the mission of the institution in mind.</li> <li>• Review does not always translate into concrete action or true understanding.</li> </ul>
		1	10%	Acceptable	
		1	10%	Needs Improvement	
		0	10%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
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.	4	40%	Excellent	<ul style="list-style-type: none"> <li>• Where can the Chancellor's goals be found on District website?</li> <li>• The Chancellor's goals should be shared more widely.</li> </ul>
		5	50%	Acceptable	
		1	10%	Needs Improvement	
		0	10%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
5a.	The Board upholds a code of ethics and conflict of interest policy.	6	60%	Excellent	<ul style="list-style-type: none"> <li>• BP &amp; AP 2715.</li> <li>• Seems only Classified employees are held to these standards. If appears only management gets reasonable and generous resolutions.</li> <li>• Yes, I believe so.</li> </ul>
		2	20%	Acceptable	
		2	20%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
5b.	The Board has a clearly defined policy dealing with violations.	3	30%	Excellent	<ul style="list-style-type: none"> <li>I feel that this policy seems clearly established, but perhaps there could be more transparency with the audience when certain decisions are made about violations.</li> <li>Same as above. [Seems only Classified employees are held to these standards. If appears only management gets reasonable and generous resolutions.]</li> <li>This isn't a clearly defined policy for violations of ethics or conflicts of interest for the upper levels of management that Trustees hire.</li> <li>Unsure about this, but I do feel that the Board cares and works through issues thoroughly when needed.</li> </ul>
		4	40%	Acceptable	
		2	20%	Needs Improvement	
		1	10%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
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	70%	Excellent	<ul style="list-style-type: none"> <li>Yes they should be doing this!</li> <li>We could improve a bit in this area, but overall the Board does a great job in reviewing key indicators in student success.</li> <li>Campus presentations are helpful to do this.</li> </ul>
		3	30%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
7.	The Board approves appropriate resources (human, physical, technology, and financial) to support an effective student learning program.	7	70%	Excellent	<ul style="list-style-type: none"> <li>The Board usually approves administration recommendations. They ask relevant questions.</li> <li>Classified staff – some departments do not have enough members to support amount of students reaching out to them.</li> <li>The Board could be more proactive in resource allocations to achieve specific goals of student equity and success.</li> </ul>
		1	10%	Acceptable	
		2	20%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
8.	The Board regularly evaluates its processes to support continuous improvement.	6	60%	Excellent	<ul style="list-style-type: none"> <li>• Annual evaluations.</li> <li>• District processes are violated by upper management.</li> </ul>
		3	30%	Acceptable	
		1	10%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**Overall rating for “The Board is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services.”**

- 4
- Overall rating is a 4 – we have an excellent Board that supports administration and strive to provide opportunities for our students.
- 4
- 3
- 4 – The Board has policies in place to ensure the integrity of the District and institutions.
- 4

**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.	Directions to staff is based on a consensus of a majority of the Board. Individual Board members do not assume authority.	7	50%	Excellent	<ul style="list-style-type: none"> <li>• I think the majority of the Board does a good job of making sure every trustee is heard and then making decisions based upon the majority.</li> <li>• It seems only a few board members speak up and share opinions or questions, while others will just go with the majority opinion. It would be good to hear from all members.</li> </ul>
		2	38%	Acceptable	
		0	13%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>101%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
10.	Board members respect each other's opinions.	5	50%	Excellent	<ul style="list-style-type: none"> <li>• Not always in agreement, but always willing to participate in discussion.</li> <li>• Yes, in that every individual is able to express their opinions. Thankfully, it seems that with the slowing of political tensions outside of the meetings, there seems to be less of an opportunity for contentious interactions amongst members.</li> <li>• Even though there may be occasions for differences in opinion and perspective by individual Board members, the Board as a whole are collegial and respectful with each other.</li> <li>• Great improvement.</li> <li>• Yes, I feel that the Board has improved in this area.</li> </ul>
		5	50%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
11.	Discussions are structured so that all have an opportunity to contribute to the decision.	9	90%	Excellent	<ul style="list-style-type: none"> <li>• Too much so.</li> <li>• Trustees should try being a member of the audience. Trustees tend to talk a lot about themselves and not ask important questions beyond relying on the inner circle of upper management.</li> </ul>
		0	0%	Acceptable	
		1	10%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
12.	Board members have adequate information upon which to base decisions.	8	80%	Excellent	<ul style="list-style-type: none"> <li>• Staff is great about providing the Board with any supportive information to assist in them making decisions.</li> <li>• Not sure they always do have adequate information for all decisions.</li> <li>• Trustees look resistant to gathering information that might be difficult for them.</li> </ul>
		1	10%	Acceptable	
		1	10%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
13.	The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the Chancellor.	8	80%	Excellent	<ul style="list-style-type: none"> <li>• There seems to be a clear sharing of information with the Board and the Chancellor.</li> <li>• Is there any accountability provided that is not in Board agenda?</li> <li>• Unknown.</li> </ul>
		1	10%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	10%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
14.	The Board's delegation of administrative authority to the Chancellor is clear to all parties.	7	70%	Excellent	<ul style="list-style-type: none"> <li>• I feel the Board has done a great job with making sure policies are updated to include language that makes this clear.</li> <li>• I'm not sure everyone understands this across the District.</li> </ul>
		2	20%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	10%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**Overall rating for "The Board acts as a whole."**

- 4
- Our Board excels at acting as a "whole" while still maintaining different viewpoints.
- 4
- 2
- 4 – The Board has a collegial process in place to delegate to the Chancellor and come to consensus as a governing body even if they all do not agree.
- 4



**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
<b>Board meetings run effectively:</b>					
15.	Board members are punctual to and attend all Board meetings to conclusion.	8	80%	Excellent	
		2	20%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
16.	The Board reviews agenda materials and is prepared for Board meetings.	6	60%	Excellent	<ul style="list-style-type: none"> <li>• Most are well prepared.</li> <li>• I think that there has been a lot of improvement in this area as the year has gone on. It seems as if every member is making an effort to come to the meetings having reviewed materials ahead of time.</li> </ul>
		3	30%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	10%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
17a.	New Board members, including student trustees, receive an orientation to roles and responsibilities and District mission and policies.	7	70%	Excellent	
		2	20%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	10%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
17b.	The Board members engage in ongoing professional development.	5	50%	Excellent	<ul style="list-style-type: none"> <li>• It looks as if DEI pro-d is more to some than others.</li> <li>• Some could improve.</li> </ul>
		2	20%	Acceptable	
		3	30%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
18.	The Board agendas focus on policy issues that are relates to Board responsibilities.	8	80%	Excellent	
		2	20%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
19.	The Board conducts its meetings in compliance with state laws, including the Brown Act.	9	90%	Excellent	
		1	10%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
20.	Agendas include legislative and state policy issues that impact the District.	7	70%	Excellent	
		3	30%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
21.	Board meetings include some education or information time.	6	60%	Excellent	
		4	40%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
22.	Board meetings provide adequate time for discussion.	9	90%	Excellent	<ul style="list-style-type: none"> <li>Trustees use a lot of time to talk about themselves. Moving public comments to the end undermines access and inclusive participation.</li> </ul>
		0	0%	Acceptable	
		1	10%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**Overall rating for “Board meetings run effectively.”**

- 4
- 4 – Board meetings usually are run effectively, sometimes our Board goes overboard on listening to the same comments. Consistently looks for ways to make the meetings more effective.
- 4
- 3
- 4
- 4

**Board members are actively knowledgeable about and engaged in the District community:**

23a.	Board members are knowledgeable about community college and state related issues.	4	40%	Excellent	<ul style="list-style-type: none"> <li>Some more than others, but all seem interested.</li> </ul>
		6	60%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
23b.	Board members are knowledgeable and take an appropriate role in the accreditation process.	4	40%	Excellent	
		5	50%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	10%	No Knowledge of	

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
<b>Totals</b>		<b>10</b>	<b>100%</b>		
24.	The Board acts as an advocate for community colleges.	8	80%	Excellent	
		1	10%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	10%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
25.	Board members are available to District employees for comments and suggestions.	8	80%	Excellent	<ul style="list-style-type: none"> <li>Email.</li> <li>This isn't really advertised or encouraged, but info is posted on district website. I don't think most employees know they contact them.</li> <li>Trustees appear to be afraid of this.</li> </ul>
		1	10%	Acceptable	
		0	0%	Needs Improvement	
		1	10%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
26.	The Board shows its support for the District through members attending various events.	4	40%	Excellent	<ul style="list-style-type: none"> <li>Most.</li> <li>Some could improve.</li> </ul>
		6	60%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
27.	The Board is knowledgeable about the District's history, values, strengths, and weaknesses.	5	50%	Excellent	<ul style="list-style-type: none"> <li>Trustees have shuffled off responsibility for knowing these things for years. Trustees appear to be mostly focused on things that serve their ambitions.</li> </ul>
		4	40%	Acceptable	
		1	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
28.	The Board understands, appreciates, and is responsive to the diverse community which it serves.	6	60%	Excellent	<ul style="list-style-type: none"> <li>Trustees still present attitudes that are patronizing and condescending.</li> </ul>
		2	20%	Acceptable	
		2	20%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
29.	The Board has processes in place for appropriately involving the community in relevant decisions.	6	60%	Excellent	<ul style="list-style-type: none"> <li>Master planning and hiring of administrators.</li> <li>It says a lot about the Trustees that the community voice has been relegated to the end of the Board meetings.</li> </ul>
		2	20%	Acceptable	
		2	20%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
30.	The Board helps promote the image of the District in the community.	5	50%	Excellent	
		4	40%	Acceptable	
		1	10%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
31.	The Board understands the collective bargaining process and its role in the process.	5	50%	Excellent	<ul style="list-style-type: none"> <li>Does the board really give HR input as it relates to grievances, discipline and negotiations?</li> <li>Trustees have become fearful of even speaking with union leadership about any issues and concerns. It seems like Trustees have been told to stop engaging in communication on any level.</li> </ul>
		3	30%	Acceptable	
		2	20%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question		Rating	%	Rating Scale	Comments
32.	The Board is involved in and understands the budget process and how adopted priorities are addressed within the budget.	6	60%	Excellent	
		4	40%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
33.	The Board gives adequate attention to the mission and goals of the District.	7	70%	Excellent	
		3	30%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
34.	The Board has a procedure for annual evaluations of the Chancellor.	9	90%	Excellent	
		1	10%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		0	0%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		
35.	The Board demonstrates a good understanding of collegial consultation and related processes.	5	50%	Excellent	
		4	40%	Acceptable	
		0	0%	Needs Improvement	
		0	0%	Unsatisfactory	
		1	10%	No Knowledge of	
<b>Totals</b>		<b>10</b>	<b>100%</b>		

**BOARD ASSESSMENT SUMMARY**

<b>Evaluation Year:</b>	April 2023
<b>Respondents:</b>	6 Resource Table Members and 4 Audience Members

(All percentages rounded to the nearest whole number)

Question	Rating	%	Rating Scale	Comments
<b>Overall rating for “Board members are actively knowledgeable about and engaged in the District community.”</b>				
	<ul style="list-style-type: none"> <li>• 4</li> <li>• 3 acceptable – some are excellent, others are so so.</li> <li>• 4</li> <li>• 3</li> <li>• 4</li> <li>• 4</li> </ul>			

<b>Overall rating for the Board and general comments:</b>				
36.	In general, what rating does the Board as a whole deserve?	<ul style="list-style-type: none"> <li>• 4</li> <li>• 3.75</li> <li>• 4</li> <li>• 4</li> <li>• 4</li> <li>• 3</li> <li>• 4</li> <li>• 3</li> <li>• 5</li> <li>• 4</li> </ul>		<ul style="list-style-type: none"> <li>• We are lucky to have a Board that supports administration and employees and usually sticks to policy issues. They also bring a diverse perspective to leading a district.</li> </ul>

37.	<b>General Comments/Suggestions:</b>
	<ul style="list-style-type: none"> <li>• I think we have a solid Board, but there are definitely some areas for improvement for individual Board members. Procedurally, I think our Board meetings are very well run, but of course technology could be improved to assist in the meetings running more smoothly.</li> <li>• Public comments and Resource members comments should be moved back to the beginning of the board meeting. The classified employees who would speak at this time have usually been working already an 8 hours or longer day. Those who have children and /or families to attend to at night are discriminated against. Making them wait 2 to 3 or more hours to say their comments is really cutting of their voice to the board.</li> <li>• NOCCCD has an highly functional and effective Board. The commitments to students and the communities are to be commended.</li> <li>• Our Board takes its role seriously, is mostly informed on the issues it votes on, seeks to understand how best to support the institutions, staff, and students, reviews policies and updates them regularly, works collaboratively together and allows the Chancellor and CEOs to run the operations of the District.</li> </ul>

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** May 23, 2023  
**SUBJECT:** Vacant Board Representative Appointment

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

**BACKGROUND:** Trustee Evangelina Rosales currently serves as the Board representative to the Fullerton Museum Association of North Orange County and due to a change in schedule must step back from her appointment.

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

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Not applicable.

**RECOMMENDATION:** It is recommended that the Board discuss the current vacancy for the Board representative to the Fullerton Museum Association of North Orange County.

Byron D. Clift Breland  
\_\_\_\_\_  
Recommended by

*Byron D. Clift Breland*  
\_\_\_\_\_  
Approved for Submittal

6.b  
\_\_\_\_\_  
Item No.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** May 23, 2023  
**SUBJECT:** Future Board Agenda Items

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

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

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

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Not applicable.

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

Byron D. Clift Breland  
Recommended by

  
Approved for Submittal

6.c  
Item No.

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

May 9, 2023

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, May 9, 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 5:33 p.m. and asked Trustee Barbara Dunsheath to lead the Pledge of Allegiance.

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

**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; Treisa Cassens, representing the District Management Association; Jennifer Combs, representing the Fullerton College Faculty 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, Kathleen Reiland, and Steven Schoonmaker from Cypress College; Daniel Berumen, Gil Contreras, Nicola Dedmon, Henry Hua, Naveen Kanal, Grant Linsell, Elaine Lipiz Gonzalez, Lisa McPheron, Jose Ramon Nuñez, and Ken Starkman from Fullerton College; and Simone Brown Thunder, Danielle Davy, Geoff Hurst, Julie Kossick, Tami Oh, Chelsea Salisbury, Amita Suhrid, and Rick Williams from the District Office.

**VISITORS:** Jackson Henry, Dash Johnson, Catherine Lee, Amari Scott, and Rhea Sigur. 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 Ryan Bent that the following non-personnel items be approved by block vote:

Finance & Facilities: 4.a, 4.b, 4.c, 4.f, 4.g, 4.h, 4.i, 4.j, 4.k, 4.l, 4.m  
Instructional Resources: 5.a, 5.b, 5.c, 5.d, 5.e, 5.f, 5.g, 5.h, 5.i, 5.j

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

**BLOCK VOTE APPROVAL OF PERSONNEL ITEMS:** It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jacqueline Rodarte that the following personnel items be approved by block vote:

Human Resources: 6.a, 6.b, 6.c, 6.d, 6.e, 6.f

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

## **CHANCELLOR'S REPORT**

**Fullerton College "State of the College" Presentation:** As part of the Chancellor's Report, **Cynthia Olivo**, Fullerton College President, presented the Fullerton College "State of the College" titled, "Where Dreams Come True" along with the Institutional Effectiveness Report.

### Spring Enrollment & Student Success

- Meeting student needs by offering hybrid, asynchronous, synchronous, and in-person instruction resulting in a 7% increase in headcount and 9% increase in enrollments.
- An increase in degrees earned since 2017-18 with 2,201 degrees earned in 2021-22.

### Honors and Recognition

- First in transfers to CSU, Fullerton and third for CSU transfers for Latinx students.
- Top 10 for CSU transfers in the State.
- 15<sup>th</sup> in the nation for enrollment of Latinx students by Hispanic Outlook Magazine.
- 24<sup>th</sup> in the nation for Asian/Pacific Islander, Black, and Latinx student graduates by Diverse Issues in Higher Education.

### Equity

- No gaps identified for Filipino students in term-to-term persistence, completion of transfer-level Math and English, and transfer/degree completion.
- No gaps identified for Latinx students in term-to-term persistence and completion of transfer-level Math and English.
- 100% of students placed in college-level English resulting in recognition by the Campaign for College Opportunity for excellence in placement and equity designation.
- **Jackson Henry** detailed his time at Fullerton College which he said genuinely changed his life, provided motivation to him, and expressed his gratitude for the experience including his involvement with UMOJA and A2MEND. He will be transferring to UCLA.

### Accomplishments

- Fullerton College Drone Lab – The first and only drone pilot apprenticeship program in California and one of only two in the nation.
- Championships in Men's Basketball, Speech & Debate, and **Catherine Lee** named statewide champion in Golf.

### Partnerships

- Western University College of Pharmacy; CSU, Fullerton; and Arizona State University.

### Facilities

- The opening of the on-campus Starbucks location.
- Breaking ground on the Performing Arts Center by the end of the year.

### Student Support

- Providing \$12 meal credits for every student beginning in Fall 2022.
- Transitioning the Cadena Cultural Center to a standalone department.
- A soft launch of the Rising Scholars program.
- Support spaces coming soon for a STEM Center Maker Space in Spring 2024 and an Athletic Academic Center in Fall 2023.
- The Puente Program, the Men of Color Program, and the *Mujeres and Males Achieving Success* events.

### Staff

- Welcoming new Deans including **Sam Foster**, Dean of Math and CSCI; **Grant Linsell**, Dean of Fine Arts; and **Kim Orlijan**, Dean of Humanities.
- Asian Pacific Islander and Desi American (APIDA) accomplishments including APIDA Heritage Month celebrations, the inaugural APIDA Graduation Celebration, and funding from the State Chancellor's Office to provide more services to this group.

### Grants & Statewide Learning Communities

- USC Men of Color grant application
- Basic Needs Statewide Community of Practice
- Leading from the Middle Academy
- Cultural Curriculum Course Redesign

### Enrollment Recovery Plan

- Motivatic social media ads
- Expansion of dual enrollment
- Expansion of re-entry
- International recruitment

### Alumni Success

- **Rafael Agustin**, author of *Illegally Yours*
- **Fernando Carsa** starring in *Acapulco*
- **HaeJung Park** named Super Bowl LVII Honorary Captain
- The naming of **Cruz Reynoso** Hall

### Return of Events

- Study abroad program in Seville, Spain.
- KinderCaminata, *Dia de los Muertos*, Love Fullerton, and the Ethnic Studies 50<sup>th</sup> Anniversary celebrations
- Student Art Competition

### Disney ASPIRE

- Fullerton College is the only California community college to have a cooperative agreement for Disney employees to obtain an education covered by the Walt Disney corporation.
- The 2022-23 cohort includes 187 participants, 620 course enrollments, and \$56,537 in tuition and fees covered.

The presentation concluded with **Amari Scott**, a soloist, performing a rendition of "It's a Small World" (also known as "A Prayer for Peace").

Subsequent to the presentation, trustees commended Fullerton College for a wonderful report that brought everything to life and allowed trustees a glimpse into the student experience, noted that they look forward to seeing the outreach efforts targeting adult learners, and expressed their gratitude to **Jackson Henry** for his comments, congratulated **Catherine Lee** on her achievement, and thanked **Amari Scott** for the lovely performance.

(See Supplemental Minutes #1318 for a copy of the presentation.)

**Chancellor Byron D. Cliff Breland** thanked **President Cynthia Olivo** and her team for the presentation and noted that during this time of year many events are taking place as students transition to the other phases in their educational careers and congratulated **Jackson Henry**, **Catherine Lee**, and **Amari Scott** on their accomplishments.

Chancellor Cliff Breland reported on his attendance at *Yom HaShoah*, thanked **Cliff Lester** and **David Halahmy** for helping to organize the event, and noted that it served as a reminder to work together to confront hate and bigotry everywhere. He also attended the Ribbon Cutting Ceremony for the Center for Entrepreneurship and thanked **Cathleen Greiner**, **Cherry Li-Bugg**, and ongoing supporters like **Senator Josh Newman** and **Assemblywoman Sharon Quirk Silva** for attending alongside **Trustees Ryan Bent** and **Stephen T. Blount**. Dr. Breland participated in the CCLC Annual Trustees Conference—with **Trustees Barbara Dunsheath** and **Evangelina Rosales**—where **Trustee Jeffrey P. Brown** was recognized for his 20 years of service as a trustee. With the semester coming to a close in a couple of weeks, he encouraged attendance at events to show support for students, faculty, and staff.

**MINUTES:** It was moved by Trustee Evangelina Rosales and seconded by Trustee Jacqueline Rodarte to approve the Minutes of the Regular Meeting of April 25, 2023. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

## **PUBLIC HEARING**

At 6:09 p.m. Board President Ed Lopez declared the public hearing open to discuss granting an easement to Southern California Edison to provide underground electrical supply systems for charging stations at Fullerton College.

After providing the public with an opportunity to comment, it was then moved by Trustee Jacqueline Rodarte and seconded by Trustee Evangelina Rosales to close the hearing at 6:10 p.m. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

**Item 3.a:** It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Barbara Dunsheath to adopt Resolution No. 22/23-25 authorizing the dedication of an easement to Southern California Edison to provide underground electrical supply systems for charging stations at Fullerton College.

During the discussion, trustees requested excellent drainage at the placement point and expressed appreciation for the continued campus sustainability efforts. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

## FINANCE & FACILITIES

**Item 4.a:** By block vote, authorization was granted to ratify purchase order numbers P0156772 - P0157564 through April 12, 2023, totaling \$5,028,207.55, and check numbers C0054643 – C0054728, totaling \$86,533.20; check numbers F0291876 – F0292311, totaling \$280,983.15; check numbers 88533408 – 88534430, totaling \$6,602,440.71; check numbers V0031917 – V0031919, totaling \$2,348.00; check numbers 70125073 – 70125150, totaling \$18,437.00; and disbursements E9105770 – E9108410, totaling \$3,009,560.70, through April 30, 2023.

**Item 4.b:** By block vote, authorization was granted to accept new revenue and make adjustments to the General Fund, Child Development and Capital Outlay Fund revenue and expenditure budgets in accordance with the revised and new fiscal year 2022-2023 allocations and adopt resolutions to adjust budgets, accept new revenue and authorize expenditures within the General Fund, Child Development Fund, and Capital Outlay Fund 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 4.c:** By block vote, authorization was granted for the 2022-2023 General Fund and Capital Outlay Fund transfers netting to the amount of \$2,236,064 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5 §58307.

**Item 4.d:** The Board received and review the District's Quarterly Financial Status Report for the quarter ended March 31, 2023, as required by Title 5 §58310.

During the discussion, Vice Chancellor Fred Williams provided report highlights that included no employee contracts or significant events for the quarter, that the District is in good shape, and that the negative figures are because the District is spending down the excess revenue from last year.

**Item 4.e:** The Board received and reviewed the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended March 31, 2023.

During the discussion, Vice Chancellor Fred Williams noted that the Irrevocable Retiree Benefits Trust is not yet fully funded at \$122 million, but is near the \$127 million liability threshold.

**Item 4.f:** By block vote, authorization was granted to declare the attached list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

**Item 4.g:** By block vote, authorization was granted for the disposal of Class 3 Disposable Records after July 1, 2022, from the District's Business Office, and the respective Bursar's Office of Cypress and Fullerton colleges and North Orange Continuing Education as listed on the attached inventory pursuant to Title 5, §59020 of the California Administrative Code.

**Item 4.h:** By block vote, authorization was granted to enter into a DSA Project Inspector Services agreement with Stephen Payte DSA Inspections, Inc. at the hourly rate of \$90, not to exceed \$137,000 inclusive of reimbursable expense allowance, for the HRC Temporary Relocation Project at Cypress College.

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

**Item 4.i:** By block vote, authorization was granted to award Bid #2223-17, Building #4 (Theater arts) & Building #13 (Tech-Ed III) Roofing project at Cypress College to Chapman Coast Roof Co., Inc. in the amount of \$996,718 with \$93,000 in allowance.

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

**Item 4.j:** By block vote, authorization was granted to award Bid #2223-16, Co-Gen Decommissioning Project at Cypress College to JRH Construction Company, Inc. in the amount of \$348,824 with \$30,000 in allowance.

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

**Item 4.k:** By block vote, authorization was granted to award RFP #2223-09, Development of a District Sustainability to DLR Group in the amount of \$300,000, plus an add-alternate of \$120,000.

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

**Item 4.l:** By block vote, authorization was granted to approve out-of-country travel for Yanet Garcia June 18 – 25, 2023 for the HACU International Symposium in Guadalajara, Mexico.

**Item 4.m:** By block vote, authorization was granted to approve out-of-country travel for Dani Wilson and Angela Henderson to London, England and Dublin, Ireland June 5 – 15, 2023, to conduct a site visit for the Dublin, Ireland Summer 2023 Study Abroad program.

## **INSTRUCTIONAL RESOURCES**

**Item 5.a:** By block vote, authorization was granted to approve the summary of curriculum changes for Cypress College, to be effective 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 5.b:** By block vote, authorization was granted to approve the summary of curriculum changes for Fullerton College, to be effective 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.

**Item 5.c:** By block vote, authorization was granted to approve the summary of curriculum changes for the North Orange Continuing Education, to be effective Fall 2023. The curricula have been signed by the Campus Curriculum Committee Chairperson and the President and

have been approved by the District Curriculum Coordinating Committee.

**Item 5.d:** By block vote, authorization was granted to approve the amendment of the 2021-2024 NOCCCD and Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

**Item 5.e:** By block vote, authorization was granted to approve the amendment of the 2021-2024 NOCCCD and Brea Olinda Unified School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

**Item 5.f:** By block vote, authorization was granted to approve the amendment of the 2021-2024 NOCCCD and Fullerton Joint Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

**Item 5.g:** By block vote, authorization was granted to approve the amendment of the 2021-2024 NOCCCD and Placentia Yorba Linda Unified High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

**Item 5.h:** By block vote, authorization was granted for NOCCCD to enter into an agreement with the California Community College Chancellor's Office (CCCCO) to accept the total of \$299,985 to create innovative DEIA-minded practices related to EEO pre-hiring interventions and adopt a resolution to accept new revenue and authorize expenditures within the General Fund, 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 5.i:** By block vote, authorization was granted for Cypress and Fullerton Colleges to enter into an agreement with the California Community College Chancellor's Office (CCCCO) to accept their awarded allocation to increase access to critical support services for current and former foster youth and adopt a resolution to accept new revenue and authorize expenditures within the General Fund, 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 5.j:** By block vote, authorization was granted for NOCE to enter into an agreement with the California Community College Chancellor's Office (CCCCO) to accept the total of \$382,500 and adopt a resolution to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5 §58308.

Further authorization is requested 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.

## **HUMAN RESOURCES**

**Item 6.a:** By the block vote, authorization was granted for the following academic personnel matters, which are within budget:





Torres, Jessica FC Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Aguiar, Emmanuel	FC	Column 1, Step 1
Anaya Jurado, Laura	NOCE	Column 1, Step 1
Baltazar, Audrey	FC	Column 1, Step 1
Flores, Cassandra	FC	Column 1, Step 1
Flores, Jennifer	NOCE	Column 1, Step 1
Martinez, Alyssa	FC	Column 1, Step 1
Medina, Ivan	NOCE	Column 1, Step 1
Ramirez, Michelle	NOCE	Column 2, Step 1
Thomas, Genola	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Abutin-Mitsch, Jeannie	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Adams, Kelly	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Anderson-McGill, Taylor	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023/2024 Academic Year
Bonakdar, Mehrdad	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Brydges, Michael	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Caldretti, Melissa	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Chang, Wayne	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Chiplunkar, Sujata	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023/2024 Academic Year
Cobb, Tonya	CC	Ascend Communities of Practice - Day of Reflection

Curtin, Brian	CC	Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023 Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Cutrona, Piero Sergio	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
De Roo, Robin	CC	Administer Chemistry Proficiency Exams and Proctor Lab Practicums for DSS Students Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023-2024 Academic Year
Draganov, Torri	CC	Administer Chemistry Proficiency Exams and Proctor Lab Practicums for DSS Students Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023-2024 Academic Year
Echolds, Nora	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Fee, Richard	CC	Administer Chemistry Proficiency Exams and Proctor Lab Practicums for DSS Students Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023-2024 Academic Year
Fike, Lawrence	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Garcia, Amanda	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Gober, Joel	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023/2024 Academic Year
Gotoh, Akiko	CC	Administer Chemistry Proficiency Exams and Proctor Lab Practicums for DSS Students Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023-2024 Academic Year

Harris, Amy	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Harry, Honour	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Hart, Danae	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Hill, Karen	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Hortua, Giovanni	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
House, Joshua	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Kanal, Naveen	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Kar, Rosie	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Kaur, Manpreet	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Khan, Amir	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Khssassi, Zineb	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Klyde, Michael	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Koeppel, Liana	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023

Kosinska-Klaehn, Magdalena	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
		Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Landis, Lenore	CC	Administer Chemistry Proficiency Exams and Proctor Lab Practicums for DSS Students Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023-2024 Academic Year
Lebdeh, Layal	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
LeCornet, Karen	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Leis, Corey	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Lelesi, Peggy	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Letcher, Annette	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Lin, Susan	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Magginetti, Giovanni	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Mays-Larson, Phyllis	CC	Administer Chemistry Proficiency Exams and Proctor Lab Practicums for DSS Students Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023-2024 Academic Year
McLaren, Erin	FC	Adjunct Faculty Orientation

		Stipend not to exceed \$160.00 Eff. 4/14/2023
Mohr, Margaret	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Moreno De Bui, Ana	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Morrison, Anna	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Nam, Victorya	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Ogoshi, Fumio	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023/2024 Academic Year
Pabla, Hardeep	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Page, Jennifer	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Palmisano, Michelle	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023/2024 Academic Year
Perez, Francisco	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023/2024 Academic Year
Perez, Kimberly	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Rajab, Adel	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023/2024 Academic Year
Ramirez, Cindy	NOCE	Adjunct Faculty Orientation

			Stipend not to exceed \$160.00 Eff. 4/14/2023
Rawal, Shaina	CC	Adjunct Faculty Orientation	Stipend not to exceed \$160.00 Eff. 4/14/2023
Robertson, Alison	CC	Ascend Communities of Practice - Day of Reflection	Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Sanchez-Duran, Jose Antonio	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule	Eff. 2023/2024 Academic Year
Sandvig, Sarah	FC	Adjunct Faculty Orientation	Stipend not to exceed \$160.00 Eff. 4/14/2023
Sato, Dee Ann	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule	Eff. 2023/2024 Academic Year
Segovia, Ronal	CC	Adjunct Faculty Orientation	Stipend not to exceed \$160.00 Eff. 4/14/2023
Sheridan-Solis, Ann	CC	Ascend Communities of Practice - Day of Reflection	Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Shieh, ROUNG-MIN	CC	Adjunct Faculty Orientation	Stipend not to exceed \$160.00 Eff. 4/14/2023
Shin, Gary	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule	Eff. 2023/2024 Academic Year
Simmons, Samantha	CC	Ascend Communities of Practice - Day of Reflection	Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Simoese, Nora	CC	Ascend Communities of Practice - Day of Reflection	Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Smith, Fawn	NOCE	Adjunct Faculty Orientation	Stipend not to exceed \$160.00

Eff. 4/14/2023

Solorzano, Alejandra	FC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Spooner, Stephanie	CC	Proctor Lab Practicums for DSS Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023/2024 Academic Year
Taylor, Vincent	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Tomooka, Craig	CC	Administer Chemistry Proficiency Exams and Proctor Lab Practicums for DSS Students Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Eff. 2023-2024 Academic Year
Torres, Cristina	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Tseng, Anh	NOCE	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Vaquera, Adriana	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023
Wada, Katherine	CC	Ascend Communities of Practice - Day of Reflection Stipend not to exceed \$200.00 Eff. 5/22/2023-5/23/2023
Wan, James	CC	Adjunct Faculty Orientation Stipend not to exceed \$160.00 Eff. 4/14/2023

**Item 6.b:** By the block vote, authorization was granted for the following classified personnel matters, which are within budget:

NEW PERSONNEL

Escobedo, Clarissa	FC	Administrative Assistant I 12-month position (100%) Range 33, Step C + 5% Shift Classified Salary Schedule Eff. 05/15/2023
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PN FCC981

PROMOTIONS

Gomez, Edgar                      FC                      Health Services Assistant  
 11-month position (100%)  
 PN FCC945

To:    Health Services Administrative Assistant  
 12-month position (100%)  
 Range 36, Step E + 5% Shift  
 Classified Salary Schedule  
 Eff. 05/10/2023  
 PN FCC878

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: 05/01/2023 – 05/31/2023

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. 05/01/2023 – 06/30/2023

Gutierrez, Celina                      AC                      Payroll Specialist (100%)

Extension of Temporary Change in Assignment  
 To:    FC Business Office Specialist  
 12-month position (100%)  
 Range 40, Step E + 5% Longevity  
 Classified Salary Schedule  
 Eff. 07/01/2023 – 09/30/2023

Guzman de la Rocha,                      CC                      Administrative Assistant I, Language Arts  
 Cindy

Temporary Change in Assignment  
 To:    Administrative Assistant III, Language Arts  
 12-month position (100%)  
 Range 42, Step B  
 Classified Salary Schedule  
 Eff. 03/01/2023 – 06/30/2023

Eff. 07/01/2023 – 08/31/2023

Jackson-Reed, Leslie	NOCE	Administrative Assistant II (100%) Basic Skills/High School Diploma Program
		Extension of Temporary Change in Assignment To: CC Physical Plan Eff. 05/01/2023 – 05/31/2023
Laveaga, Rebeca	CC	Student Services Specialist, Transfer Center (100%)
		Extension of Temporary Assignment To: Administrative Assistant III 12-month position (100%) Range 41, Step D + 15% Longevity Classified Salary Schedule Eff. 05/01/2023 – 06/30/2023
Lee, Rebekah	NOCE	Testing and Assessment Specialist
		Extension of Temporary Change in Assignment To: FC Evaluator 12-month position (100%) Range 36, Step D Classified Salary Schedule Eff. 07/01/2023 – 08/03/2023
Ponce, Yolanda	NOCE	Instructional Assistant, ESL 12-month position (40%) PN SCC896
		To: FC Administrative Assistant II, Child Development & Educational Lab 12-month position (100%) Eff. 05/15/2023 PN FCC709
Santillan, Carolina	FC	Administrative Assistant II, Business & CIS
		Extension of Temporary Change in Assignment To: Administrative Assistant III, ACT 12-month position (100%) Range 41, Step C Classified Salary Schedule Eff. 07/01/2023 – 07/14/2023
Teh, Edwin	NOCE	Instructional Aide, High School Lab
		Extension of Temporary Change in Assignment To: FC Admissions and Records Specialist 12-month position (100%)

Range 36, Step C + 5% Longevity  
Classified Salary Schedule  
Eff. 07/01/2023 – 08/03/2023

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. 07/01/2023 – 08/03/2023
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#### PROFESSIONAL GROWTH & DEVELOPMENT

Vasquez, Norma	FC	Student Services Specialist, DSS (100%) 4 <sup>th</sup> increment (\$400) Eff. 07/01/2023
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#### STIPEND FOR ADDITIONAL MANAGEMENT DUTIES

Cotton, Antionese	NOCE	Career Center Coordinator II, CTE 10% Stipend Eff. 09/01/2022 – 06/30/2023
Mora, Denise	NOCE	Student Services Coordinator, CTE 10% Stipend Eff. 09/01/2022 – 01/31/2023

#### STIPEND FOR ADDITIONAL AMINISTRATIVE DUTIES

Eng, Gregory	CC	Duplication Equipment Operator (100%) 6% Stipend Eff. 04/24/2023 – 06/30/2023
Valencia, Gilberto	FC	Cadena Center Coordinator (100%) Extension of 6% Stipend Eff. 07/01/2023 – 06/30/2024
White, Vincent	FC	Cadena Center Coordinator (100%) Extension of 6% Stipend Eff. 07/01/2023 – 06/30/2024

#### LEAVES OF ABSENCE

@00003382	FC	SB 114 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/16/2022 – 08/24/2022 (56 hours)
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**Item 6.c:** By the block vote, authorization was granted to approve the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1318 for a copy of the professional expert personnel listing.)

**Item 6.d:** By the block vote, authorization was granted to approve the hourly listing.

(See Supplemental Minutes #1318 for a copy of the hourly personnel listing.)

**Item 6.e:** By the block vote, authorization was granted for the assignment of volunteers per the volunteer listing.

(See Supplemental Minutes #1318 for a copy of the volunteer personnel listing.)

**Item 6.f:** By block vote, authorization was granted to approve a salary adjustment for United Faculty CTA/CCA/NEA Summer Intersession Salary Schedule which reflects a six-point five six percent (6.56%) funded COLA effective Summer 2023.

(See Supplemental Minutes #1318 for a copy of the salary schedule.)

## GENERAL

**Item 7.a:** The Board considered whether an increase to compensation for Board members was desired. It was moved by Trustee Steve T. Blount to approve a 5% increase to Board compensation. There was no second and the motion failed.

Board President Ed Lopez stated that he generally does support an increase, but in light of the increase last year, he does not support it at this time.

**Item 7.b:** The Board received as information the three revised Administrative Procedures in Chapters 4 and 7 that were revised 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 7.c:** Board President Ed Lopez asked if there were any requests for potential future agenda items and noted that the appointment of a trustee representative to the Fullerton Museum Board would take place at the next meeting.

## CHANCELLOR'S STAFF COMMENTS

**Valentina Purtell** wished everyone a happy Teacher Appreciation Week and reported that NOCE received the final determination of its accreditation status by the Accrediting Commission for Schools, Western Association of Schools and Colleges and was granted a full six-year accreditation status with no warnings or mid-cycle visits through June 30, 2029, which is the highest level of accreditation. NOCE is now working on continuous improvement which includes their 3-year strategic plan which is scheduled to be approved by Presidents Cabinet and is fully aligned with the WASC accreditation plan. President Purtell also reported on the Building Bridges event on May 5 which focused on exploring unmet needs of new and existing students and ways to meet those needs through program and student-service development.

**Cynthia Olivo** reported that on May 10 the Fullerton College campus would host an all-day celebration for the Ethnic Studies Program's 50<sup>th</sup> Anniversary and thanked **Ziza Delgado** for

her planning efforts. She noted that the College's ISER draft is available for feedback through May 18 and thanked faculty members, especially Danielle Fouquette, for their work. The Fullerton College baseball and softball teams have both advanced to the next stage of the playoff competition. She concluded her report by expressing her excitement for her first Fullerton College Commencement on May 19.

**JoAnna Schilling** congratulated Fullerton College and **President Cynthia Olivo** on an excellent presentation and reported on the Cypress College Associated Students Banquet to say goodbye to outgoing members and welcome the new slate including **Incoming Student Trustee Jesse Ramirez Jr.** She noted that the recent *Commit2Cypress* event included over 1,200 students committing and she praised the power of the pledge program noting that transfers to UC Irvine have increased by 55% over the last two years. President Schilling shared that Cypress College was featured in a new research brief by UC Davis on creating a sense of belonging among students and that the College's softball and baseball teams have made the playoffs with six softball players named to the All-Orange Empire Conference Team and **Coach Brad Pickler** named Coach of the Year. She encouraged attendance at upcoming events including the Athletics Hall of Fame event on May 11, the Foundation Scholarship Awards Ceremony on May 12, and Commencement on May 19.

## RESOURCE TABLE PERSONNEL COMMENTS

**Jennifer Combs** stated she was proud of the Fullerton College successes highlighted by **President Cynthia Olivo** in her presentation, congratulated **Kim Orlijan** on her appointment as Dean of Humanities, provided highlights from the Fullerton College Faculty Senate meeting, and invited all to attend the Ethnic Studies Program 50<sup>th</sup> Anniversary activities.

**Christie Diep** reported on the District's violation of faculty confidentiality when Human Resources provided confidential, personal information to American Fidelity. She noted that United Faculty requested a copy of the contract with American Fidelity, but one does not exist and noted that there was no approval process. She stated the District has a legal duty to protect confidential faculty information, and instead of there being any recourse or accountability, the Vice Chancellor and Associate Vice Chancellor continue to engage in petty reprimanding and culture of fear.

**Pamela Spence** stated that CSEA would also like to know what is being done about the sharing of classified employees' confidential information. She reported on celebrations for Asian American and Pacific Islander Heritage Month and CSEA Employees Week, the annual CSEA Breakfast on May 24, and the next CSEA meeting on May 17 via Zoom. She cited the CSEA Constitution and noted the Executive Board's desire to work with the District in the spirit of cooperation and asked for the same in return.

## MEMBERS OF THE BOARD OF TRUSTEES COMMENTS

**Trustee Ryan Bent** reported on his attendance at the Asian American and Pacific Islander Heritage Month food truck event and the Center for Entrepreneurship Ribbon Cutting.

**Trustee Jacqueline Rodarte** praised the efforts of **Lisa King**, District Director of Grants, for in securing grants for NOCE and the Colleges that are beneficial to students.

**Trustee Evangelina Rosales** wished everyone a Happy Teacher Appreciation Week, reported on her attendance at the CCLC Annual Trustees Conference, and congratulated **Trustee Jeffrey P. Brown** on his 20 years of service as a trustee.

**Trustee Jeffrey P. Brown** announced that **Student Trustee Paloma Foster** was named one of the Fullerton College Students of Distinction and was also named Woman of the Year.

**Trustee Stephen T. Blount** expressed his appreciation for **Amari Scott** and her talent.

**Trustee Barbara Dunsheath** reported on her attendance at the Cypress College *Yom HaShoah* and praised the work of **Cliff Lester** and others in planning the moving event. She also shared that she attended the CCLC Annual Trustees Conference where **Trustee Jeffrey P. Brown** was honored for his 20 years of service as a trustee, **Trustee Evangelina Rosales** and **Board President Ed Lopez** were honored for completing the Effective Trusteeship Program, and she was reelected to the California Community College Trustees Board.

## **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

**Julie Kossick**, District Associate Vice Chancellor of Human Resources, addressed the Board to provide clarification regarding employee information related to benefit administration noting that the process requires the transmittal to external partners through secured portals which maintain security standards. The District did not have the internal resources to facilitate the dependent verification review process due to increases in enrolled dependents and since American Fidelity was already providing services to the District, a determination was made that they could best assist. After objection was raised, the District communicated to employees that the review process would be postponed, and informed American Fidelity that their services would not be used for the review and directed them to delete all employee information for that purpose from their servers. She also offered to meet regularly with United Faculty in order to have an open dialogue on matters.

**CLOSED SESSION:** At 6:49 p.m., Board President Ed Lopez adjourned the meeting to closed session per the following sections of the Government Code and stated there would be a readout:

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

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

**Per Section 54957: PUBLIC EMPLOYEE: Cypress College President.**

**Per Section 59338: FINAL DISTRICT DECISION; APPEALS TO LOCAL GOVERNING BOARD**

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

**RECONVENE MEETING:** At 8:48 p.m., Board President Ed Lopez reconvened the meeting in open session and reported the following action taken in closed session:

It was moved by Trustee Stephen T. Blount and seconded by Trustee Jeffrey P. Brown to deny an appeal to the District's Administrative Determination of unlawful discrimination pursuant to Title 5 §59338. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

**ADJOURNMENT:** At 8:49 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Ryan Bent to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

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

UNAPPROVED