



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

**MEETING:** Regular Meeting in June 2021

**DATE:** Tuesday, June 22, 2021, at 5:30 p.m.

**PLACE:** Zoom Teleconference

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 may do so virtually via the YouTube link listed on the agenda.

Public comments for Zoom teleconference meetings will only be accepted via email. Submissions should be sent to [chancellor@nocccd.edu](mailto:chancellor@nocccd.edu) with “Public Comment” noted in the email subject line and must be received by 5:00 p.m. the day of the Board meeting. All submissions received will be read into the record at the Board meeting and must comply with the three-minute time limit.

The Board of Trustees reserves the right to change the order of the agenda items as the need arises.

All Board meetings, excluding closed sessions, shall be electronically recorded.

**AGENDA:**

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** 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 via email submissions which must be received by 5:00 p.m. the day of the Board meeting. All submissions received will be read into the record at the Board meeting and must comply with the three-minute time limit. The Board does not condone any defamatory accusations or complaints, including remarks which reflect adversely on the political, religious, or economic views, character, or motives of any person. Members of the audience bear the sole legal responsibility for any defamation actions that may be brought as a result of their comments or allegations.
- d. **Consider Non-Personnel block-vote items indicated by [ ] in Sections 3 & 4**
- e. **Consider Personnel block-vote items indicated by [ ] in Section 5**  
 Agenda items designated as block-vote items with [ ] are considered by the Board of Trustees to either be routine or sufficiently supported by back-up information so that additional discussion is not required. Therefore, there will be no separate discussion on these items before the Board votes on them. Block vote items will be enacted by one motion. An exception to this procedure may occur if a Board member requests a specific item be removed from block-vote consideration for separate discussion and a separate vote.

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.

- f. **Chancellor’s Report**

- g. **Comments:**  
**Chancellor's Staff**  
**Resource Table Personnel**  
**Members of the Board of Trustees**

2. a. **Approval of Minutes of the Regular Meeting of June 8, 2021.**

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

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

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

**Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Chancellor**

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

### 3. **FINANCE & FACILITIES**

- a. It is recommended that the Board approve the Tentative Budget for Fiscal Year 2021-22 for all funds of the District. It is also recommended that the Board set a public hearing for September 14, 2021, at the Anaheim Campus Board Room at or about 6:00 p.m. pursuant to §58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to the adoption of the Proposed Budget.
- [b] Authorization is requested to renew the property and liability insurance coverage with the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and Schools Excess Liability Fund (SELF) for FY 2021-22 at the estimated amount of \$1,482,286.
- [c] Authorization is requested to extend the agreement with the law firm Atkinson, Andelson, Loya, Ruud, and Romo, effective July 1, 2021 through June 30, 2022, at the listed rates.
- [d] Authorization is requested for approval to continue with the legal services provided by Tao Rossini, effective July 1, 2021 through June 30, 2024, at the listed rates.
- [e] Retroactive approval is requested to enter into an agreement with PPL, Inc. in the amount of \$105,000, effective May 27, 2021 through December 31, 2021.
- [f] It is recommended that the Board reject the bid for Bid #1920-10, Heating Hot Water Replacement Parking Lot 10 at Fullerton College and authorize staff to rebid the project.

- [g] Authorization is requested to enter into an agreement with Pathways of Hope in the amount not to exceed \$230,318 from July 1, 2021 through June 30, 2022.

#### 4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board ratify the amendment of the 2021-24 NOCCCD and Fullerton Joint Union School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

#### 5. **HUMAN RESOURCES**

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

Resignation  
 New Personnel  
 Rehire  
 Temporary Management Contract  
 Temporary Reassignment  
 Voluntary Reassignment  
 Change in Salary Classification  
 Leaves of Absence  
 Temporary Academic Hourly

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

Retirement  
 New Personnel  
 Rehires  
 Extension of Contract  
 Voluntary Changes in Assignment  
 Reclassification  
 Professional Growth & Development  
 Leaves of Absence  
 Stipend for Additional Administrative Duties  
 New Classified Job Description  
 Revised Classified 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.

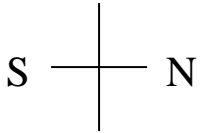
- [e] Request approval of Volunteers.

- f. Request approval of salary increase and benefits adjustment for Executive Officers for the 2021–22 and 2022–23 fiscal years and salary column advancements.

**6. GENERAL**

- a. It is recommended that the Board adopt revised BP 2715, Code of Ethics/Standards of Practice.
- b. It is recommended that the Board review the Board Retreat Summary and the Clarification of Governing Board Meetings Protocol.
- c. It is recommended that the Board discuss any potential future agenda items.

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



# Board Room Seating Arrangement

## Trustees

Dr. Barbara Dunsheath,  
President

Jacqueline Rodarte,  
Vice President

Ed Lopez,  
Secretary

Jeffrey P. Brown,  
Board Member

Stephen T. Blount,  
Board Member

Ryan Bent,  
Board Member

Evangelina Rosales  
Board Member

Meena Pandian,  
Student Member CC

Dr. Cheryl A. Marshall,  
Chancellor

Erin Lacorte,  
Student Member FC

Alba Recinos,  
Recording Secretary

Tonya Cobb,  
Adjunct Faculty United

Fred Williams, Vice Chancellor  
Finance & Facilities

Joseph Vasquez,  
CSEA

Irma Ramos, Vice Chancellor  
Human Resources

Christie Diep,  
United Faculty

## Constituent Groups

## Chancellor's Staff

Dr. Cherry Li-Bugg, Vice Chancellor  
Educational Services & Technology

Dr. Kim Orlijan,  
FC Senate

Valentina Purtell,  
President NOCE

Dr. Damon De La Cruz,  
CC Senate

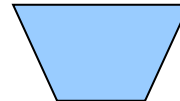
Dr. JoAnna Schilling,  
President CC

Jennifer Oo,  
NOCE Senate

Dr. Greg Schulz,  
President FC

Dr. Ty Thomas-Volcy,  
DMA

Kai Stearns,  
Public & Governmental Affairs



## Audience Seating

Entrance

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	June 22, 2021	Information	_____
		Enclosure(s)	X
<b>SUBJECT:</b>	Fiscal Year 2021-2022 Tentative Budget		

**BACKGROUND:** Pursuant to California Code of Regulations §58301 and §58305, and in accordance with Board Policy 6200, Budget Preparation, the District shall develop a Tentative Budget on or before the first day of July. In addition, the Board shall identify the date, time, and location at which a public hearing on the Proposed Budget will be held.

As in previous years, this year’s Tentative Budget is a rollover budget in order to continue operations in the 2021-22 fiscal year. For the ongoing General Fund budget, the Tentative Budget has incorporated implemented and anticipated changes in revenues and expenditures, including estimates contained in the Governor’s May Revise Budget and current budget hearings.

For the rest of the general funds as well as the other District funds, some carryover estimates have been included; however, final carryover balances will be computed as part of the year-end closing process and will be reflected in the Proposed Budget which will be presented in September. The District’s Proposed Budget will also incorporate any changes which occurred in the finalized State Budget.

Following is a comparative summary of revenues, transfers in, appropriations, and other uses for general fund of the District contained in the 2020-2021 Approved and 2021-2022 Tentative Budgets. All other funds are presented in the attached enclosures.

	<u>2020-2021</u> <u>Approved Budget</u>		<u>2021-2022</u> <u>Tentative Budget</u>
General Fund:			
Revenues	\$ 308,054,587	\$	341,217,659
Backfill from Hold Harmless*	—		4,122,445
Backfill from Carryover*	161,024		3,885,372
Transfers In – Chargebacks**	1,472,242		1,609,658
Transfers In	3,479,959		1,025,536
Appropriations	(316,387,403)		(359,169,010)
Backfill to RAM*	—		(8,007,817)
Transfers Out – Chargebacks**	(1,422,242)		(1,609,658)
Transfers Out	(6,934,088)		(1,120,679)
Contingencies	(81,971,588)		(71,049,903)
Inc/(Dec) to Beg Bal	\$ (93,547,509)	\$	(89,096,397)

\*: Backfill amounts offset each other within the General Fund.

\*\* : Chargebacks offset each other within the Resource Allocation Model.

In the above table and within the summaries in the attached enclosures, revenues consist of all revenue sources. Within the General Fund, revenues include apportionment income, taxes, categorical funding, lottery funds, etc. Backfill from Hold Harmless and Backfill from Carryover are amounts transferred to supplement the Resource Allocation Model (RAM). Chargeback Transfers In are to reimburse one budget center for costs shared with another budget center and which have been incorporated into the RAM. Transfers in are resources coming into the General Fund from other funds such as redevelopment revenues from the Capital Outlay Fund. Appropriations are the accumulation of expenditure line item budgets such as salary and benefits and operating expenses. Backfill to RAM matches the backfill provided within the General Fund. Chargeback Transfers Out match the Chargeback Transfers In incorporated into the RAM. Transfers out are funds transferred to other funds such as to the Capital Outlay Fund for scheduled maintenance, additional support to the Child Development Fund, and for Hospitality funds managed by the campus Bursars. Contingency is a category where dollars are held in reserve and/or have not been applied to specific line item budgets. In the case where there is a negative number in the "Inc/(Dec) to Beg Bal," this represents the allocation or use of carryover funds.

At this time, targeted FTES for 2021-22 have been estimated. The Student Centered Funding Formula (SCFF) rates have been adjusted to reflect the changes from the Governor's May Revised Budget, which includes the application of a 4.05% COLA to the FTES funding rate. However, the increase to the rates is impacted to a greater extent by continued declines in enrollments. 2021-22 negotiations have not been settled for faculty, executive, and classified groups. However, an attempt has been made to incorporate the possible increases that may be similar to other, settled 2021-22 agreements. The budget assumptions discussion included with the RAM provides more information on costs incorporated into the Tentative budget.

Additionally, the campuses continue to face structural deficits, which need to be addressed. Since we are continuing to be funded based on an emergency conditions provision that artificially holds our funded FTES numbers to the 2019-20 P1 levels. This additional, temporary portion of the SCFF has been allocated to the campuses to supplement the earned SCFF revenue. Additional one-time funds are being used to supplement the structural deficit. The campuses are assessing how to address these structural deficits.

This agenda item was submitted by Kashmira Vyas, District Director, Fiscal Affairs.

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

**How does this relate to Board Policy:** This agenda item is submitted in accordance with Board Policy 6200, Budget Preparation.

**FUNDING SOURCE AND FINANCIAL IMPACT:** After Board approval of the 2021-22 Tentative Budget, the budget balances will be rolled into Banner and will become the preliminary budget for the 2021-22 fiscal year. After the close of the 2020-21 fiscal year, final carryover balances and any necessary budget revisions will be incorporated and presented to the Board in September as the 2021-22 Proposed Budget.

**RECOMMENDATION:** It is recommended that the Board approve the Tentative Budget for Fiscal Year 2021-22 for all funds of the District. It is also recommended that the Board set a public hearing for September 14, 2021, at the Anaheim Campus Board Room at or about 6:00 p.m. pursuant to §58301 of Title 5, California Code of Regulations, to provide the public with an opportunity to comment on the budget prior to the adoption of the Proposed Budget.

Fred Williams

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Recommended by



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Approved for Submittal

3.a.3

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Item No.



# North Orange County Community College District

## 2021-2022 Tentative Budget

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**Comparison of 2020-21 Approved Budget vs. 2021-22 Tentative Budget by Major Fund**

**General Fund Categories**

<u>Ongoing</u>	<u>2020-2021 Approved</u>	<u>2021-2022 Tentative</u>
Revenues	\$ 217,707,651.00	\$ 224,064,879.00
Backfill from Hold Harmless	-	3,989,302.00
Backfill from Carryover	-	3,885,372.00
Chargeback Transfers In	1,472,242.00	1,609,658.00
Transfers In	1,000,000.00	1,000,000.00
Appropriations	(208,051,920.00)	(229,507,344.00)
Chargeback Transfers Out	(1,422,242.00)	(1,609,658.00)
Transfers Out	(480,649.00)	(402,768.00)
Contingencies	(10,225,082.00)	(3,029,441.00)
Inc/(Dec) to Beg Bal	-	-

Methodology Applied to Develop Tentative Budget

Ongoing costs comprise the structure of the entire District. These are the expected ongoing resources we expect to earn and the ongoing expenditures that we have built into our operations. We have updated the assumptions underlying these amounts and have provided those in the supporting documents herein.

<u>Self-Supported</u>		
Revenues	\$ 3,452,438.00	\$ 3,557,896.00
Backfill from Hold Harmless	-	133,143.00
Backfill from Carryover	161,024.00	-
Transfers In	-	-
Appropriations	(3,513,462.00)	(3,591,039.00)
Transfers Out	-	-
Contingencies	(100,000.00)	(100,000.00)
Inc/(Dec) to Beg Bal	-	-

Self-Supported activities are those that each budget center participates in that are expected to bring in sufficient revenues to cover the expected costs. At Tentative, these are budgeted to balance revenues and expenses.

<u>Carryover/ Designated/Committed</u>		
Revenues	\$ 9,621,875.00	\$ 11,490,913.00
Transfers In	-	-
Appropriations	(20,537,181.00)	(17,233,871.00)
Backfill to RAM	-	(8,007,817.00)
Transfers Out	(6,453,439.00)	(717,911.00)
Contingencies		
Nonspendable	(218,391.00)	(218,391.00)
Committed	(6,337,728.00)	(6,337,728.00)
Assigned	(9,959,024.00)	(2,867,991.00)
Uncommitted	(54,659,903.00)	(57,375,308.00)
Total Contingencies	(71,175,046.00)	(66,799,418.00)
Inc/(Dec) to Beg Bal	(88,543,791.00)	(81,268,104.00)

Carryover funds are those that we often refer to as "one-time funds". We do a detailed analysis of all settle-up costs and specifically allocated costs once we have closed the books for the current fiscal year. Consequently, for Tentative, we do not adjust these much, but balance the total to the current fund balance in Banner.

<u>Categorical/Restricted</u>		
Revenues	\$ 77,272,623.00	\$ 102,103,971.00
Transfers In	2,479,959.00	25,536.00
Appropriations	(84,284,840.00)	(108,836,756.00)
Transfers Out	-	-
Contingencies	(471,460.00)	(1,121,044.00)
Inc/(Dec) to Beg Bal	(5,003,718.00)	(7,828,293.00)

Categorical and Restricted funds are those that generally come with restrictions on what they can be used for. For Tentative, for grants, we will budget these so they balance. The remaining differences are the result of carryover funds that are restricted for Health Services, Instructional Equipment, Parking, Lottery, Veterans Services funds and Administrative Allowances.

<u>Total</u>		
Revenues	\$ 308,054,587.00	\$ 341,217,659.00
Backfill from Hold Harmless	-	4,122,445.00 *
Backfill from Carryover	161,024.00	3,885,372.00 *
Chargeback Transfers In	1,472,242.00	1,609,658.00 **
Transfers In	3,479,959.00	1,025,536.00
Appropriations	(316,387,403.00)	(359,169,010.00)
Backfill to RAM	-	(8,007,817.00) *
Chargeback Transfers Out	(1,422,242.00)	(1,609,658.00) **
Transfers Out	(6,934,088.00)	(1,120,679.00)
Contingencies	(81,971,588.00)	(71,049,903.00)
Inc/(Dec) to Beg Bal	(93,547,509.00)	(89,096,397.00)

\*: Backfill amounts offset each other within the general fund.

\*\*: Chargebacks offset each other within the Resource Allocation Model.

## Comparison of 2020-21 Approved Budget vs. 2021-22 Tentative Budget by Major Fund

### Other District Funds

	<u>2020-2021</u>	<u>2021-2022</u>
<b>Capital Outlay Funds</b>	<u>Approved</u>	<u>Tentative</u>
Revenues	\$ 4,927,961.00	\$ 11,082,871.00
Transfers In	2,127,911.00	617,911.00
Appropriations	(69,988,943.00)	(65,559,361.00)
Transfers Out	(1,000,000.00)	(1,000,000.00)
Contingencies	(12,054,546.00)	(11,301,189.00)
Inc/(Dec) to Beg Bal	<u>(75,987,617.00)</u>	<u>(66,159,768.00)</u>

#### Methodology Applied to Develop Tentative Budget

Capital Outlay Funds are budgeted to fully expend the available funds on appropriate projects. At Tentative, the remaining balances for various projects are used to calculate the budget for those items. Any remaining available funds are designated in contingency for future capital outlay or scheduled maintenance projects.

### **Bond Funds**

Revenues	\$ 2,000,000.00	\$ 1,000,000.00
Appropriations	(169,462,301.00)	(92,793,335.00)
Inc/(Dec) to Beg Bal	<u>(167,462,301.00)</u>	<u>(91,793,335.00)</u>

Bond Funds are budgeted to fully expend the available funds on approved Bond Measure projects. At Tentative, the remaining balances for various projects are used to calculate the budget for those items. Any remaining available funds are designated in contingency for scheduled future bond measure project costs.

### **Student Financial Aid Fund**

Revenues	\$ 63,268,724.00	\$ 83,699,186.00
Appropriations	(63,268,724.00)	(83,699,186.00)
Contingencies	(50,000.00)	(50,000.00)
Inc/(Dec) to Beg Bal	<u>(50,000.00)</u>	<u>(50,000.00)</u>

Student Financial Aid Funds are budgeted for the revenues to be expended for student aid disbursements.

### **Child Development Fund**

Revenues	\$ 542,921.00	\$ 551,521.00
Transfers In	422,846.00	350,000.00
Appropriations	(857,278.00)	(901,521.00)
Contingencies	(152,637.00)	(116,994.00)
Inc/(Dec) to Beg Bal	<u>(44,148.00)</u>	<u>(116,994.00)</u>

Child Development Fund is budgeted with expected revenues and expenditures that are part of the program. The shortfall in revenues is supplemented with funds designated by the Board plus additional funding from the campus as needed.

### **Retiree Benefit Fund**

Revenues	\$ 1,364,365.00	\$ 1,425,617.00
Appropriations	(2,776,145.00)	(1,426,310.00)
Inc/(Dec) to Beg Bal	<u>(1,411,780.00)</u>	<u>(693.00)</u>

Retiree Benefits Fund is budgeted to move any available fund balances to the Irrevocable Retiree Benefits Trust. At Tentative, this is estimated, but will be updated for Proposed once the final accounting entries for 2020-2021 are complete.

### **Self-Insurance Fund**

Revenues	\$ 7,422,877.00	\$ 3,986,679.00
Appropriations	(9,481,963.00)	(6,737,296.00)
Contingencies	(28,309,047.00)	(22,292,250.00)
Inc/(Dec) to Beg Bal	<u>(30,368,133.00)</u>	<u>(25,042,867.00)</u>

Self-Insurance Fund is budgeted at Tentative to reflect estimated revenues and expenses only.

# Comparison of 2020-21 Approved Budget vs. 2021-22 Tentative Budget by Major Fund

## Auxiliary Funds

### Methodology Applied to Develop Tentative Budget

Auxiliary Funds are generally budgeted at Tentative with revenues equal to expenses.

The campuses also may determine that carryover available balances for the auxiliary activities will be used and will budget additional expenditures or a contingency expecting to use those funds.

<b><u>Bookstore Funds</u></b>	<u>2020-2021 Approved</u>	<u>2021-2022 Tentative</u>
Revenues	\$ 2,180,160.00	\$ 2,541,342.00
Transfers In	1,552,348.00	-
Appropriations	(2,836,857.00)	(2,841,342.00)
Transfers Out	-	-
Contingencies	(59,494.00)	-
Inc/(Dec) to Beg Bal	<u>836,157.00</u>	<u>(300,000.00)</u>

<b><u>Food Service Funds</u></b>		
Revenues	\$ 160,000.00	\$ 260,000.00
Appropriations	(110,000.00)	(110,000.00)
Transfers Out	(50,000.00)	(150,000.00)
Contingencies	(1,871,298.00)	-
Inc/(Dec) to Beg Bal	<u>(1,871,298.00)</u>	<u>-</u>

<b><u>Associated Students Funds</u></b>		
Revenues	\$ 298,500.00	\$ 273,685.00
Transfers In	-	25,000.00
Appropriations	(282,482.00)	(283,685.00)
Transfers Out	(15,000.00)	(15,000.00)
Inc/(Dec) to Beg Bal	<u>1,018.00</u>	<u>-</u>

<b><u>Campus Services Funds/Bursar/CRPA</u></b>		
Revenues	\$ 500,573.00	\$ 502,573.00
Transfers In	231,533.00	231,533.00
Appropriations	(936,623.00)	(1,004,412.00)
Transfers Out	(85,835.00)	(85,835.00)
Contingencies	(529,033.00)	(334,231.00)
Inc/(Dec) to Beg Bal	<u>(819,385.00)</u>	<u>(690,372.00)</u>

<b><u>Other Trust Funds</u></b>		
Revenues	\$ 80,000.00	\$ 80,000.00
Appropriations	(80,000.00)	(80,000.00)
Contingencies	(2,837.00)	(2,837.00)
Inc/(Dec) to Beg Bal	<u>(2,837.00)</u>	<u>(2,837.00)</u>

North Orange County Community College District  
Tentative Budget

2021-22 Resource Allocation Model Budget Summary  
June 14, 2021

	<b>DW</b>	<b>DS</b>	<b>CC</b>	<b>FC</b>	<b>NOCE</b>	<b>Total</b>
Revenues	\$ 7,300,581	\$ 20,769,686	\$ 76,660,660	\$ 102,012,210	\$ 21,879,638	\$ 228,622,775
Net Chargebacks	-	824,348	83,968	201,557	(1,109,873)	-
	7,300,581	21,594,034	76,744,628	102,213,767	20,769,765	228,622,775
Expenses	7,175,581	20,779,848	79,087,736	104,132,429	22,325,557	233,501,151
Contingencies	125,000	814,186	-	2,190,255	-	3,129,441
	7,300,581	21,594,034	79,087,736	106,322,684	22,325,557	236,630,592
<b>Structural Deficit</b>	-	-	<b>(2,343,108)</b>	<b>(4,108,917)</b>	<b>(1,555,792)</b>	<b>(8,007,817)</b>
Backfill from One-Time Sources				-		-
Emergency Provisions Funding			1,064,205	1,502,448	1,555,792	4,122,445
Transfer in from Carryover			1,278,903	2,606,469		3,885,372
Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**North Orange County CCD**  
**2021-22 Tentative Budget**  
**General Fund Ongoing (11200) & Self-Supported/Local Revenues**  
**June 14, 2021**

	Districtwide		District Services		Cypress College		Fullerton College		N. Orange Cont. Education		Total
	\$	%	\$	%	\$	%	\$	%	\$	%	\$
<b>Revenues</b>											
SCFF 2021-22 Estimated State Apportionment	\$ -	0.00%	\$ -	0.00%	\$ 80,265,113	37.95%	\$ 108,177,115	51.15%	\$ 23,043,447	10.90%	\$ 211,485,675
Other Unrestricted Revenue	\$ -	0.00%	\$ 338,154	1.97%	\$ 6,996,133	40.82%	\$ 7,940,844	46.34%	\$ 1,861,969	10.87%	\$ 17,137,100
<b>Subtotal Revenue, 1</b>	\$ -	<b>0.00%</b>	\$ <b>338,154</b>	<b>0.15%</b>	\$ <b>87,261,246</b>	<b>38.17%</b>	\$ <b>116,117,959</b>	<b>50.79%</b>	\$ <b>24,905,416</b>	<b>10.89%</b>	\$ <b>228,622,775</b>
Revenue Allocation to District Services, 9.25%	\$ -	0.00%	\$ 21,116,327	9.25%	\$ (8,071,665)	38.22%	\$ (10,740,911)	50.87%	\$ (2,303,751)	10.91%	\$ -
<b>Subtotal Revenue, 2</b>	\$ -	<b>0.00%</b>	\$ <b>21,454,481</b>	<b>9.38%</b>	\$ <b>79,189,581</b>	<b>34.64%</b>	\$ <b>105,377,048</b>	<b>46.09%</b>	\$ <b>22,601,665</b>	<b>9.89%</b>	\$ <b>228,622,775</b>
Contribution towards Districtwide Expenditures	\$ 7,300,581	100.00%	\$ (684,795)	-9.38%	\$ (2,528,921)	-34.64%	\$ (3,364,838)	-46.09%	\$ (722,027)	-9.89%	\$ -
<b>Subtotal Revenue, 3</b>	\$ <b>7,300,581</b>	<b>3.19%</b>	\$ <b>20,769,686</b>	<b>9.08%</b>	\$ <b>76,660,660</b>	<b>33.53%</b>	\$ <b>102,012,210</b>	<b>44.62%</b>	\$ <b>21,879,638</b>	<b>9.57%</b>	\$ <b>228,622,775</b>
Chargebacks between budget centers											
FC Chargebacks	\$ -						\$ 201,557		\$ (201,557)		\$ -
CC Chargebacks	\$ -				\$ 246,302				\$ (246,302)		\$ -
NOCE Chargebacks	\$ -		\$ (151,614)		\$ (34,223)				\$ 185,837		\$ -
DS Chargebacks	\$ -		\$ 975,962		\$ (128,111)				\$ (847,851)		\$ -
<b>Net Chargebacks</b>	\$ -		\$ <b>824,348</b>		\$ <b>83,968</b>		\$ <b>201,557</b>		\$ <b>(1,109,873)</b>		\$ -
<b>Final Revenue Allocation</b>	\$ <b>7,300,581</b>	<b>3.19%</b>	\$ <b>21,594,034</b>	<b>9.45%</b>	\$ <b>76,744,628</b>	<b>33.57%</b>	\$ <b>102,213,767</b>	<b>44.71%</b>	\$ <b>20,769,765</b>	<b>9.08%</b>	\$ <b>228,622,775</b>
<b>Expenditures</b>											
Position Control Expenses	\$ -	0.00%	\$ 16,413,144	9.40%	\$ 62,479,113	35.78%	\$ 81,136,439	46.46%	\$ 14,606,640	8.36%	\$ 174,635,336
Other Operating Expenses	\$ 7,300,581	11.78%	\$ 5,180,890	8.36%	\$ 16,608,623	26.79%	\$ 25,186,245	40.63%	\$ 7,718,917	12.45%	\$ 61,995,256
<b>Total Expenditures</b>	\$ <b>7,300,581</b>	<b>3.09%</b>	\$ <b>21,594,034</b>	<b>9.13%</b>	\$ <b>79,087,736</b>	<b>33.42%</b>	\$ <b>106,322,684</b>	<b>44.93%</b>	\$ <b>22,325,557</b>	<b>9.43%</b>	\$ <b>236,630,592</b>
<b>Total Net Available Revenue</b>	\$ -	<b>0.00%</b>	\$ -	<b>0.00%</b>	\$ <b>(2,343,108)</b>	<b>29.26%</b>	\$ <b>(4,108,917)</b>	<b>51.31%</b>	\$ <b>(1,555,792)</b>	<b>19.43%</b>	\$ <b>(8,007,817)</b>



North Orange County Community College District:  
College Level SCFF Data

\* SCFF values used for State Apportionment Funding are projected based on the 2020-21 Target FTES, Headcount and Outcome data is the 19-20 final data as of March 2021 per G. Stanco.

Base Allocation	SCFF Data for District Funding			2021-22 State Apportionment Funding	2021-22 Estimated Funding	% of District Funding	Data	2021-22 Estimated Funding	% of District Funding	Data	2021-22 Estimated Funding	% of District Funding	Reported Data	Total Estimated Funding (not a final allocation)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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<td>2,034.67</td> <td>\$ 873.00</td> <td>\$ 1,776,267</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4,828.33</td> <td>\$ 582.00</td> <td>\$ 2,810,088</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3,740.00</td> <td>\$ 582.00</td> <td>\$ 2,176,680</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>16,042.33</b></td> <td><b>\$ 882.00</b></td> <td><b>\$ 15,980,553</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>939.33</td> <td>\$ 882.00</td> <td>\$ 828,489</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1,724.33</td> <td>\$ 661.50</td> <td>\$ 1,139,144</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2.00</td> <td>\$ 661.50</td> <td>\$ 1,323</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>325.67</td> <td>\$ 441.00</td> <td>\$ 143,620</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>736.67</td> <td>\$ 441.00</td> <td>\$ 324,871</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>988.33</td> <td>\$ 330.75</td> <td>\$ 326,890</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2,206.33</td> <td>\$ 220.50</td> <td>\$ 486,496</td> <td></td> <td></td> <td></td> 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Avg. (18/19-19/20, 19/20)</b>															1,777.67	\$ 2,328.00	\$ 4,138,416													1,399.33	\$ 1,746.00	\$ 2,443,230													4.33	\$ 7,560.00	\$ 7,560.00													668.00	\$ 1,164.00	\$ 777,552													1,590.00	\$ 1,164.00	\$ 1,850,760													2,034.67	\$ 873.00	\$ 1,776,267													4,828.33	\$ 582.00	\$ 2,810,088													3,740.00	\$ 582.00	\$ 2,176,680													<b>16,042.33</b>	<b>\$ 882.00</b>	<b>\$ 15,980,553</b>													939.33	\$ 882.00	\$ 828,489													1,724.33	\$ 661.50	\$ 1,139,144													2.00	\$ 661.50	\$ 1,323													325.67	\$ 441.00	\$ 143,620													736.67	\$ 441.00	\$ 324,871													988.33	\$ 330.75	\$ 326,890													2,206.33	\$ 220.50	\$ 486,496													828.33	\$ 220.50	\$ 182,647													<b>6,750.99</b>	<b>\$ 588.00</b>	<b>\$ 2,773,480</b>													1,330.67	\$ 588.00	\$ 782,434													1,061.33	\$ 441.00	\$ 468,047													4.33	\$ 441.00	\$ 1,910													481.33	\$ 294.00	\$ 141,511													1,071.67	\$ 294.00	\$ 315,071													1,404.33	\$ 220.50	\$ 309,655													3,416.33	\$ 147.00	\$ 502,201													1,696.67	\$ 147.00	\$ 249,410													<b>10,466.66</b>	<b>\$ 147.00</b>	<b>\$ 2,770,239</b>													<b>33,259.98</b>	<b>\$ 21,524.272</b>	<b>\$ 21,524,272</b>													<b>Total SCFF 2021-22 State Apportionment \$ 211,485,675</b>															<b>3 Year Average Adjustment \$ 5,083,072</b>															<b>Supplemental Adjustment \$ (546,244)</b>															<b>Student Success Adjustment \$ (627,689)</b>															<b>Total Apportionment \$ 211,485,675</b>															<b>Hold Harmless Funding \$ 222,976,588</b>															<b>DW 2019-20 P1, Campus Targets \$ 216,629,257</b>															<b>Additional Allocated HH \$ 5,143,582</b>															<b>DW Total HH Apportionment \$ 222,976,588</b>															<b>Campus earned using 2019-20 P1 \$ 216,629,257</b>															<b>DW OTF \$ 6,347,331</b>														
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colspan="15"><b>Additional Allocated HH \$ 5,143,582</b></td> </tr> <tr> <td colspan="15"><b>DW Total HH Apportionment \$ 222,976,588</b></td> </tr> <tr> <td colspan="15"><b>Campus earned using 2019-20 P1 \$ 216,629,257</b></td> </tr> <tr> <td colspan="15"><b>DW OTF \$ 6,347,331</b></td> </tr> </tbody> </table>															SCFF Data for District Funding															Basic Allocation (\$)	Funding Rate	Funding	2021-22 State Apportionment Funding	2021-22 Estimated Funding	% of District Funding	Data	2021-22 Estimated Funding	% of District Funding	Data	2021-22 Estimated Funding	% of District Funding	Reported Data	Total Estimated Funding (not a final allocation)	<b>FTES</b>															27,474.64	\$ 4,171.00	\$ 114,596,723													<b>PV Headcounts</b>															1,359.00	\$ 986.00	\$ 1,339,974													13,058.00	\$ 986.00	\$ 12,875,188													25,697.00	\$ 986.00	\$ 25,337,242													<b>40,114.00</b>	<b>\$ 986.00</b>	<b>\$ 39,552,404</b>													<b>3-Yr. Avg. (18/19-19/20, 19/20)</b>															1,777.67	\$ 2,328.00	\$ 4,138,416													1,399.33	\$ 1,746.00	\$ 2,443,230													4.33	\$ 7,560.00	\$ 7,560.00													668.00	\$ 1,164.00	\$ 777,552													1,590.00	\$ 1,164.00	\$ 1,850,760													2,034.67	\$ 873.00	\$ 1,776,267													4,828.33	\$ 582.00	\$ 2,810,088													3,740.00	\$ 582.00	\$ 2,176,680													<b>16,042.33</b>	<b>\$ 882.00</b>	<b>\$ 15,980,553</b>													939.33	\$ 882.00	\$ 828,489													1,724.33	\$ 661.50	\$ 1,139,144													2.00	\$ 661.50	\$ 1,323													325.67	\$ 441.00	\$ 143,620													736.67	\$ 441.00	\$ 324,871													988.33	\$ 330.75	\$ 326,890													2,206.33	\$ 220.50	\$ 486,496													828.33	\$ 220.50	\$ 182,647													<b>6,750.99</b>	<b>\$ 588.00</b>	<b>\$ 2,773,480</b>													1,330.67	\$ 588.00	\$ 782,434													1,061.33	\$ 441.00	\$ 468,047													4.33	\$ 441.00	\$ 1,910													481.33	\$ 294.00	\$ 141,511													1,071.67	\$ 294.00	\$ 315,071													1,404.33	\$ 220.50	\$ 309,655													3,416.33	\$ 147.00	\$ 502,201													1,696.67	\$ 147.00	\$ 249,410													<b>10,466.66</b>	<b>\$ 147.00</b>	<b>\$ 2,770,239</b>													<b>33,259.98</b>	<b>\$ 21,524.272</b>	<b>\$ 21,524,272</b>													<b>Total SCFF 2021-22 State Apportionment \$ 211,485,675</b>															<b>3 Year Average Adjustment \$ 5,083,072</b>															<b>Supplemental Adjustment \$ (546,244)</b>															<b>Student Success Adjustment \$ (627,689)</b>															<b>Total Apportionment \$ 211,485,675</b>															<b>Hold Harmless Funding \$ 222,976,588</b>															<b>DW 2019-20 P1, Campus Targets \$ 216,629,257</b>															<b>Additional Allocated HH \$ 5,143,582</b>															<b>DW Total HH Apportionment \$ 222,976,588</b>															<b>Campus earned using 2019-20 P1 \$ 216,629,257</b>															<b>DW OTF \$ 6,347,331</b>														
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Avg. (18/19-19/20, 19/20)</b>															1,777.67	\$ 2,328.00	\$ 4,138,416													1,399.33	\$ 1,746.00	\$ 2,443,230													4.33	\$ 7,560.00	\$ 7,560.00													668.00	\$ 1,164.00	\$ 777,552													1,590.00	\$ 1,164.00	\$ 1,850,760													2,034.67	\$ 873.00	\$ 1,776,267													4,828.33	\$ 582.00	\$ 2,810,088													3,740.00	\$ 582.00	\$ 2,176,680													<b>16,042.33</b>	<b>\$ 882.00</b>	<b>\$ 15,980,553</b>													939.33	\$ 882.00	\$ 828,489													1,724.33	\$ 661.50	\$ 1,139,144													2.00	\$ 661.50	\$ 1,323													325.67	\$ 441.00	\$ 143,620													736.67	\$ 441.00	\$ 324,871													988.33	\$ 330.75	\$ 326,890													2,206.33	\$ 220.50	\$ 486,496													828.33	\$ 220.50	\$ 182,647													<b>6,750.99</b>	<b>\$ 588.00</b>	<b>\$ 2,773,480</b>													1,330.67	\$ 588.00	\$ 782,434													1,061.33	\$ 441.00	\$ 468,047																																																																																																																																																																																																																																																																																																									
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**North Orange County CCD**  
**2021-22 Tentative Budget**  
**Local and Other (Unrestricted) Revenue**  
**June 14, 2021**

	Districtwide		District Services		Cypress College		Fullerton College		N. Orange Cont. Education		Total	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
<b>State Revenue</b>												
Enrollment Fee Waiver	\$ -	0.0%	\$ -	0.0%	\$ 201,255	35.8%	\$ 274,241	48.8%	\$ 87,006	15.5%	\$ 562,502	
Full-Time Faculty Hiring Funds 2018-19	\$ -	0.0%	\$ -	0.0%	\$ 515,652	35.8%	\$ 702,654	48.8%	\$ 222,972	15.5%	\$ 1,441,228	
Part-Time Faculty Compensation	\$ -	0.0%	\$ -	0.0%	\$ 437,142	35.8%	\$ 595,673	48.8%	\$ 188,982	15.5%	\$ 1,221,797	
Lottery	\$ -	0.0%	\$ -	0.0%	\$ 1,728,907	35.8%	\$ 2,355,900	48.8%	\$ 747,428	15.5%	\$ 4,832,235	
Mandated Costs	\$ -	0.0%	\$ -	0.0%	\$ 367,748	35.8%	\$ 501,112	48.8%	\$ 158,982	15.5%	\$ 1,027,842	
<b>Total</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 3,250,704</b>	<b>36.0%</b>	<b>\$ 4,429,580</b>	<b>49.0%</b>	<b>\$ 1,405,320</b>	<b>15.0%</b>	<b>\$ 9,085,604</b>	
<b>Self-Supporting/Local Revenue</b>												
<b>Allocated from DW Activity</b>												
ERAF	\$ -	0.0%	\$ -	0.0%	\$ -	35.8%	\$ -	48.8%	\$ -	15.5%	\$ -	
Interest & Investment Income	\$ -	0.0%	\$ -	0.0%	\$ 357,786	35.8%	\$ 487,538	48.8%	\$ 154,676	15.5%	\$ 1,000,000	
RDA Liquidation Revenue	\$ -	0.0%	\$ -	0.0%	\$ -	35.8%	\$ -	48.8%	\$ -	15.5%	\$ -	
RDA Pass-Through Payments	\$ -	0.0%	\$ -	0.0%	\$ -	35.8%	\$ -	48.8%	\$ -	15.5%	\$ -	
RDA Residual Revenue	\$ -	0.0%	\$ -	0.0%	\$ -	35.8%	\$ -	48.8%	\$ -	15.5%	\$ -	
Miscellaneous DW	\$ -	0.0%	\$ -	0.0%	\$ 3,578	35.8%	\$ 4,875	48.8%	\$ 1,547	15.5%	\$ 10,000	
<b>Sub Total Alloc. From DW Acty</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 361,364</b>	<b>36%</b>	<b>\$ 492,413</b>	<b>49%</b>	<b>\$ 156,223</b>	<b>15%</b>	<b>\$ 1,010,000</b>	

	Districtwide		District Services		Cypress College		Fullerton College		N. Orange Cont. Education		Total
	\$	%	\$	%	\$	%	\$	%	\$	%	
<b>Budget Center Activity</b>											
Class Audit Fees	\$ -	0%	\$ -	0%	\$ 1,000	100%	\$ -	0%	\$ -	0%	\$ 1,000
Coin Operated Copier	\$ -	0%	\$ -	0%	\$ 36,000	51%	\$ 35,000	49%	\$ -	0%	\$ 71,000
Community Service Classes	\$ -	0%	\$ -	0%	\$ -	0%	\$ 25,000	100%	\$ -	0%	\$ 25,000
Continuing Education Tuition Classe	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 87,500	100%	\$ 87,500
Contract Instructional Services	\$ -	0%	\$ -	0%	\$ 10,069	9%	\$ 100,000	91%	\$ -	0%	\$ 110,069
Contractor Commission	\$ -	0%	\$ -	0%	\$ 150,000	100%	\$ -	0%	\$ -	0%	\$ 150,000
Contrib, Gifts, Grants, & Endowment	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -
Enrollment Status Verification	\$ -	0%	\$ -	0%	\$ 2,600	100%	\$ -	0%	\$ -	0%	\$ 2,600
Graduation Application Fee	\$ -	0%	\$ -	0%	\$ 100	100%	\$ -	0%	\$ -	0%	\$ 100
Health Services	\$ -	0%	\$ -	0%	\$ 20,000	33%	\$ 40,000	67%	\$ -	0%	\$ 60,000
Instructional Materials Fees	\$ -	0%	\$ -	0%	\$ 163,060	100%	\$ -	0%	\$ 500	0%	\$ 163,560
International Student Appl. Fee	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -
Miscellaneous	\$ -	0%	\$ 278,511	32%	\$ 35,200	4%	\$ 560,449	64%	\$ 2,000	0%	\$ 876,160
Non-Resident Tuition	\$ -	0%	\$ -	0%	\$ 983,600	40%	\$ 1,500,000	60%	\$ -	0%	\$ 2,483,600
Other Contract Services	\$ -	0%	\$ -	0%	\$ 23,150	27%	\$ 11,102	13%	\$ 50,000	59%	\$ 84,252
Other Student Fees & Charges	\$ -	0%	\$ -	0%	\$ 11,500	28%	\$ 30,000	72%	\$ -	0%	\$ 41,500
Baccalaureate Degree Enroll. Fees	\$ -	0%	\$ -	0%	\$ 30,000	100%	\$ -	0%	\$ -	0%	\$ 30,000
Miscellaneous District Services	\$ -	0%	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -
Parking Meters & Fines	\$ -	0%	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -
Refund Processing Fees	\$ -	0%	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -	#DIV/0!	\$ -
Rentals & Leases	\$ -	0%	\$ 59,643	4%	\$ 1,500,000	90%	\$ 110,969	7%	\$ -	0%	\$ 1,670,612
Return Check Charges	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 250	100%	\$ 250
Student Records	\$ -	0%	\$ -	0%	\$ 60,000	33%	\$ 118,793	66%	\$ 2,500	1%	\$ 181,293
Vending Commissions	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 3,000	100%	\$ 3,000
<b>Sub-Total Budget Center Acty</b>	\$ -	<b>0%</b>	\$ <b>338,154</b>	<b>6%</b>	\$ <b>3,026,279</b>	<b>50%</b>	\$ <b>2,531,313</b>	<b>42%</b>	\$ <b>145,750</b>	<b>2%</b>	\$ <b>6,041,496</b>
<b>Total</b>	\$ -	<b>0%</b>	\$ <b>338,154</b>	<b>5%</b>	\$ <b>3,387,643</b>	<b>48%</b>	\$ <b>3,023,726</b>	<b>43%</b>	\$ <b>301,973</b>	<b>4%</b>	\$ <b>7,051,496</b>
<b>Carry Over Revenue/Prior Year Adj.</b>											
Interfund Transfers In	\$ -	0.0%	\$ -	0.0%	\$ 357,786	35.8%	\$ 487,538	48.8%	\$ 154,676	15.5%	\$ 1,000,000
Intrafund Transfers In	\$ -	0.0%	\$ -	0.0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
<b>Total</b>	\$ -	<b>0.0%</b>	\$ -	<b>0.0%</b>	\$ <b>357,786</b>	<b>36.0%</b>	\$ <b>487,538</b>	<b>49.0%</b>	\$ <b>154,676</b>	<b>15.0%</b>	\$ <b>1,000,000</b>
<b>Total Unrestricted Revenue</b>	\$ -	<b>0%</b>	\$ <b>338,154</b>	<b>2%</b>	\$ <b>6,996,133</b>	<b>41%</b>	\$ <b>7,940,844</b>	<b>46%</b>	\$ <b>1,861,969</b>	<b>11%</b>	\$ <b>17,137,100</b>

**North Orange County CCD**  
**2021-22 Tentative Budget**  
**General Fund Ongoing (11200) & Self-Supported/Local Expenditures**  
**June 14, 2021**

	Districtwide	District Services	Cypress College	Fullerton College	N. Orange Cont. Education	Total
	\$	\$	\$	\$	\$	\$
	%	%	%	%	%	%
<b>General Fund Ongoing (11200) Expenses</b>						
01 Academic Salaries	\$ 650,000	\$ 857,046	\$ 40,386,453	\$ 53,375,222	\$ 10,088,155	\$ 105,356,876
02 Classified Salaries	\$ -	\$ 10,924,658	\$ 15,281,654	\$ 19,659,872	\$ 5,998,703	\$ 51,864,887
03 Benefits	\$ 2,925,679	\$ 4,980,554	\$ 19,003,223	\$ 24,488,661	\$ 5,292,300	\$ 56,690,417
04 Supplies	\$ -	\$ 286,666	\$ 547,378	\$ 963,906	\$ 122,712	\$ 1,920,662
05 Other Operating	\$ 3,209,902	\$ 3,048,270	\$ 3,193,087	\$ 4,445,704	\$ 532,026	\$ 14,428,989
06 Capital Outlay	\$ -	\$ 299,500	\$ 306,276	\$ 257,966	\$ -	\$ 863,742
08 Other Outgo/Contingencies	\$ 515,000	\$ 859,186	\$ (1,673,014)	\$ 2,100,040	\$ 12,768	\$ 1,813,980
<b>Total</b>	<b>\$ 7,300,581</b>	<b>\$ 21,255,880</b>	<b>\$ 77,045,057</b>	<b>\$ 105,291,371</b>	<b>\$ 22,046,664</b>	<b>\$ 232,939,553</b>
<b>Self-Supporting/Local Expenses</b>						
01 Academic Salaries	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ 7,000
02 Classified Salaries	\$ -	\$ 78,709	\$ 267,910	\$ 371,472	\$ 168,344	\$ 886,435
03 Benefits	\$ -	\$ 33,558	\$ 104,598	\$ 74,808	\$ 45,145	\$ 258,109
04 Supplies	\$ -	\$ 78,800	\$ 292,762	\$ 183,526	\$ 31,127	\$ 586,215
05 Other Operating	\$ -	\$ 147,087	\$ 1,372,871	\$ 171,194	\$ 32,277	\$ 1,723,429
06 Capital Outlay	\$ -	\$ -	\$ -	\$ 114,313	\$ 2,000	\$ 116,313
08 Other Outgo/Contingencies	\$ -	\$ -	\$ 4,538	\$ 109,000	\$ -	\$ 113,538
<b>Total</b>	<b>\$ -</b>	<b>\$ 338,154</b>	<b>\$ 2,042,679</b>	<b>\$ 1,031,313</b>	<b>\$ 278,893</b>	<b>\$ 3,691,039</b>
<b>Total Expenditures</b>	<b>\$ 7,300,581</b>	<b>\$ 21,594,034</b>	<b>\$ 79,087,736</b>	<b>\$ 106,322,684</b>	<b>\$ 22,325,557</b>	<b>\$ 236,630,592</b>

**North Orange County Community College District**  
**2021-22 Tentative Budget Assumptions**  
**Districtwide Expenses in Fund 11200 (Ongoing Budget only)**  
**June 14, 2021**

	<u>Actuals</u> <u>2019-20</u>	<u>Budget</u> <u>2020-21</u>	<u>Budget</u> <u>2021-22</u>
Sabbatical Replacement Costs	\$ 105,941.47	\$ 300,000	\$ 300,000
Related Activity (Additional Duty Days for Faculty)	\$ 450,004.48	350,000	350,000
Subtotal 10000's	555,945.95	650,000	650,000
Retiree Medical Benefits	\$ 5,272,744.16	5,686,877	5,710,679
Contribution from Retiree OPEB Trust	\$ -	-	(3,000,000) ***
Net Retiree Medical Benefits Cost	5,272,744.16	5,686,877	2,710,679
Part-time Faculty Insurance	155,156.88	215,000	215,000
Subtotal 30000's	5,427,901.04	5,901,877	2,925,679
Other (Memberships for Contract Employees)	\$ 2,450.00	6,000	6,000
Recruiting Budget	5,138.37	40,000	40,000
Fingerprinting	15,615.25	25,000	25,000
Sabbatical Bond Reimbursements	10,435.50	3,000	3,000
Districtwide Memberships	158,251.15	160,000	160,000
Audit Expenses	116,700.00	111,200	111,200
Information & Emergency Communication System (One Call)	44,375.04	45,000	45,000
Sewer Expenses	93,720.06	99,000	99,000
Additional Attorney Expenses	614,672.09	350,000	350,000
Waste Disposal	87,758.68	160,000	160,000
Election Expense	-	150,000	150,000
Ride Share (AQMD)	73,261.01	120,000	120,000
Utility Expenses	3,086,208.36	-	- *
CC Cogen Maintenance	172,217.78	-	- *
Student Insurance	214,125.00	217,101	217,101
Employee Assistance Program	22,893.24	30,000	30,000
Interest	65,664.33	70,000	70,000
Life insurance	150,000.00	150,000	150,000
DW IT Expenses			1,473,601 **
Subtotal 50000's	4,933,485.86	1,736,301	3,209,902
FC Child Care Center Contribution (B/A 4/14/09)	250,000.00	250,000	250,000
Hospitality	100,591.67	140,000	140,000
Subtotal 70000's	350,591.67	390,000	390,000
EEO Plan Implementation		25,000	25,000
Student Success		100,000	100,000
Subtotal 79000's (Contingencies)	-	125,000	125,000
Total Districtwide Expenses	\$ 11,267,924.52	\$ 8,803,178	\$ 7,300,581

\*: Utility Expense and CC Cogen Maintenance will be budgeted at the Campus Level in the Resource Allocation Model.

\*\* : DW IT Expenses: These costs are associated with specified items which have been identified as being used throughout the District. The items were vetted by the District's Technology Committee and the Budget Officers, and has been recommended by CBF and DCC for inclusion in the shared Districtwide expenses.

\*\*\*: Contribution from Retiree OPEB Trust: Expected to be provided from the OPEB Trust towards the cost of the pay as you go retiree medical costs.

North Orange County CCD  
Chargeback Methodology

		Budget	Chargebacks					
		21-20	% Rates	Anaheim	Cypress	Fullerton	NOCE	
<b>11200 Anaheim Campus to CC and NOCE</b>								
1320 Maintenance & Operations (Custodial 21-22 POSCTL)		983,511.00						
1xxx	Electricity (52510 - estimated budget based on 20-21 budget)	450,000.00						
1xxx	Gas (52520 - estimated budget based on 20-21 budget)	25,000.00						
1xxx	Water (52530 - estimated budget based on 20-21 budget)	85,000.00						
		<u>1,543,511.00</u>						
ASF - 2014 Space Inventory								
	District Services	50,976.00	36.77%					
	CC - Culinary Arts	11,500.00	8.30%	8.30%	128,111.00			
	NOCE	76,154.00	54.93%	54.93%	(847,851.00)		847,851.00	
	Total	<u>138,630.00</u>	<u>100.00%</u>		<u>(975,962.00)</u>	<u>128,111.00</u>	<u>-</u>	<u>847,851.00</u>
<b>11200 NOCE to Anaheim Campus and CC</b>								
9706 Security (POSCTL 21-22)		375,230.00						
9706 Other Operating - estimated budget based on 20-21 budget)		37,100.00						
Security Operating Budget		<u>412,330.00</u>						
ASF - 2014 Space Inventory								
	District Services	50,976.00	36.77%	36.77%	151,614.00		(151,614.00)	
	CC - Culinary Arts	11,500.00	8.30%	8.30%		34,223.00	(34,223.00)	
	NOCE	76,154.00	54.93%					
	Total	<u>138,630.00</u>	<u>100.00%</u>		<u>151,614.00</u>	<u>34,223.00</u>	<u>-</u>	<u>(185,837.00)</u>
<b>11200 Cypress College to NOCE</b>								
Maintenance & Operations (21-22 POSCTL) Prog 6500-6590		6,535,970.00						
4340 Security (21-22 POSCTL)		114,988.00						
2xxx-4xxx	Electricity (52510 - estimated budget based on 20-21 budget)	920,000.00						
2xxx-4xxx	Gas (52520 - estimated budget based on 20-21 budget)	100,000.00						
2xxx-4xxx	Water (52530 - estimated budget based on 20-21 budget)	270,000.00						
		<u>7,940,958.00</u>						
OGSF - 2014 Space Inventory								
	CC	811,193.00	95.77%					
	Tech Ed II NOCE & NOCE Cypress	35,826.00	4.23%	4.23%	(335,903.00)		335,903.00	
	Total	<u>847,019.00</u>	<u>100.00%</u>					
8390	Less custodial costs paid by NOCE (POSCTL)				89,601.00		(89,601.00)	
	Net Costs				<u>-</u>	<u>(246,302.00)</u>	<u>-</u>	<u>246,302.00</u>
<b>11200 Fullerton College to NOCE</b>								
Maintenance & Operations (21-22 POSCTL) Prog 6500-6590		6,493,854.00						
Less 37.9 FTE Facilities Custodians in Prog 6530		(3,581,112.00)						
Less 5.5 FTE Groundskeepers in Prog 6550		(537,926.00)						
M&O personnel whose work is not supplemented by NOCE		2,374,816.00						
7250 Security (21-22 POSCTL)		369,142.00						
5xxx-7xxx	Electricity (52510 - estimated budget based on 20-21 budget)	1,700,000.00						
5xxx-7xxx	Gas (52520 - estimated budget based on 20-21 budget)	350,000.00						
5xxx-7xxx	Water (52530 - estimated budget based on 20-21 budget)	200,000.00						
		<u>4,993,958.00</u>						
OGSF - 2014 Space Inventory								
	FC	815,734.00	96.91%					
	Wilshire	26,000.00	3.09%	3.09%		(154,313.00)	154,313.00	
	Total	<u>841,734.00</u>	<u>100.00%</u>					
<u>Addback for Supplemental Facilities Custodial Time by FC</u>								
Facilities Custodians		3,581,112.00						
Average Facilities Custodian ( Total /37.9 FTE )		94,488.44						
50% time supplementing NOCE's Direct Custodial Staff's time		47,244.00				(47,244.00)	47,244.00	
<u>Addback for Supplemental Groundskeeping Time by FC</u>								
Groundskeepers		537,926.00						
Average Groundskeeper ( Total /5.5 FTE )		97,804.73						
0% time supplementing NOCE's Direct Groundkeeping Staff's time		-						
	Net Costs				<u>-</u>	<u>(201,557.00)</u>	<u>201,557.00</u>	

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**2021-22 Tentative Budget Assumptions**  
**Resource Allocation Model**  
**June 14, 2021**

**Student-Centered Funding Formula**

Estimated COLA

**4.05%**

Apportionment Base:

Basic Allocation  
 Credit FTES  
 Special Admit  
 Non-Credit FTES  
 CDCP

2021-22  
 \$ 11,224,923  
 114,596,723  
 2,948,389  
 8,477,296  
 13,161,668  
150,408,999

Subtotal - 2020-21 Funding from Base Allocation

Supplemental Allocation  
 Student Success Incentive Allocation  
**SCFF Earned Allocation**

39,552,404  
 21,524,272  
**\$ 211,485,675**

Hold Harmless Allocation - Emergency Provisions Funding

**Apportionment Allocation 2020-21**

Additional SCFF Hold Harmless Allocation  
 Total SCFF Apportionment

5,143,582  
**\$ 216,629,257**  
 6,347,331  
\$ 222,976,588

**State Revenue**

**Enrollment Fee Waiver**

2% fee waiver administration allocation estimate:

\$ 562,502

**Full-Time Faculty Hiring Funds 2018-19**

Provided separately from SCFF in 2018-19 (no COLA was provided this year):

\$ 1,441,228

**Part-Time Faculty Compensation Items**

Estimated reimbursement for part-time faculty office hours and benefits:

Estimated SB 739 funding for part-time faculty compensation:

\$ 654,500  
 \$ 567,297  
\$ 1,221,797

**Lottery Funds**

Unrestricted lottery projection per FTES:  
 Restricted lottery projection per FTES:

20-21 Res+N/R  
 32,214.90  
 32,214.90

\$ 150.00  
 \$ 49.00

**Mandated Costs**

The budget proposal included funding for the Mandated Block Grant. The District will annually reevaluate whether it is prudent to continue selecting this option.

Mandated cost revenue projection per FTES:

20-21 P2 FTES

\$ 30.61  
 \$ 1,027,842

*Late NOTE: 20-21 P2 FTES used should have been 31,603.25, reducing the allocation by ~\$60.5K. Will be corrected for Proposed.*

**Local Revenue/Self-Supporting Revenue**

**Interest & Investment Income**

Interest earnings estimate:

\$ 1,000,000

**Miscellaneous Districtwide Income**

Other miscellaneous income estimate:

\$ 10,000

**Budget Center Revenues**

Budget Centers have provided for the self-supported activities for each center. Included in this section, Cypress and Fullerton Colleges have budgeted Nonresident Tuition as part of ongoing revenues.

\$ 6,041,496

**Interfund Transfer In**

Transfer In from Redevelopment Funds:

\$ 1,000,000

**Additional Contribution from OPEB Trust**

The Trust assets have continued to increase in value and we are able to utilize some of that value to pay for the current retiree benefits costs (a.k.a. the pay as you go portion). The Retiree Benefits Trust Board authorized the use of funds for that purpose, capped at \$3 million for 2021-22. We have included this potential contribution as an offset to expenses in the Districtwide Expenses (see below).

\$ 3,000,000



## Appropriations and Expenditures

### Position Control Budgets (Permanent Positions)

All Permanent Positions have been budgeted based on applicable employee step, grade, and, if applicable, longevity, premium pay, professional growth and education stipends.

\$ 164,356,702

**Managers:** Salary increase assumptions and reduction in fringe have been incorporated based on settled agreement for 2021-22.  
**Confidentials:** Salary increase assumptions and reduction in fringe have been incorporated based on settled agreement for 2021-22.  
**Full-Time Faculty:** Negotiations for 2021-22 have not been settled. A salary increase of 4.05% and associated benefit costs have been added as an estimate. \$ 3,234,554  
**Classified:** Negotiations for 2021-22 have not been settled. A salary increase of 3.55% and associated benefit costs have been added as an estimate. \$ 1,683,182  
**Executives:** No additional salary increase assumptions have been incorporated at this time.

The current rates for benefits have been applied as follows:

STRS: For employer share of contributions towards STRS pension costs. 15.92%  
 PERS: For employer share of contributions towards PERS pension costs. 22.91%  
 OASDI: For State Disability Insurance and Medicare required. 6.20% & 1.45%  
 SUI: State Unemployment Insurance. Rate has significantly increased due to pandemic. 1.23%  
 WC: Worker's Compensation Rate to contribute towards worker's comp costs. 0.50%  
 RB: Retiree Benefits Rate to contribute towards ongoing retiree health benefit costs. 1.00%

### Health Costs

Health costs have been budgeted at the current calendar 2021 rates. The rates that will be applicable for the new calendar year are not yet available. The District expects the rates to be significantly higher than the current rates (as much as 15-20% higher).

### Dependent Care Coverage Costs

Full-Time Faculty, Managers, and Confidential groups' current agreements include a contribution by the District towards dependent care coverage, capped at \$8,058. An estimate of these costs has been added, estimating that 68% of members will participate. \$ 3,843,666

Similar estimates have been incorporated for Classified and Executive groups, with a similar reduction in fringe already incorporated in the above agreements, resulting in a estimated possible net cost. \$ 1,517,232

### Other Operating Expenses

The remaining costs outside of position control have been budgeted to help meet departmental needs at each budget center. Included herein are estimated costs for Adjunct faculty.

**Adjunct Faculty:** Extended Day budgets have been estimated by each campus based on anticipated needs for the 2021-22 academic year, using divisional plans and previously experienced cost levels. \$ 32,413,377

AdFac negotiations for 2021-22 have not been settled. An overall increase in costs of 4.05% and associated benefit costs have been added as an estimate. \$ 1,312,740

### Districtwide Expenses

Districtwide expenses include budget for costs that have been approved through CBF and DCC and that will be shared across all budget centers. \$ 7,300,581

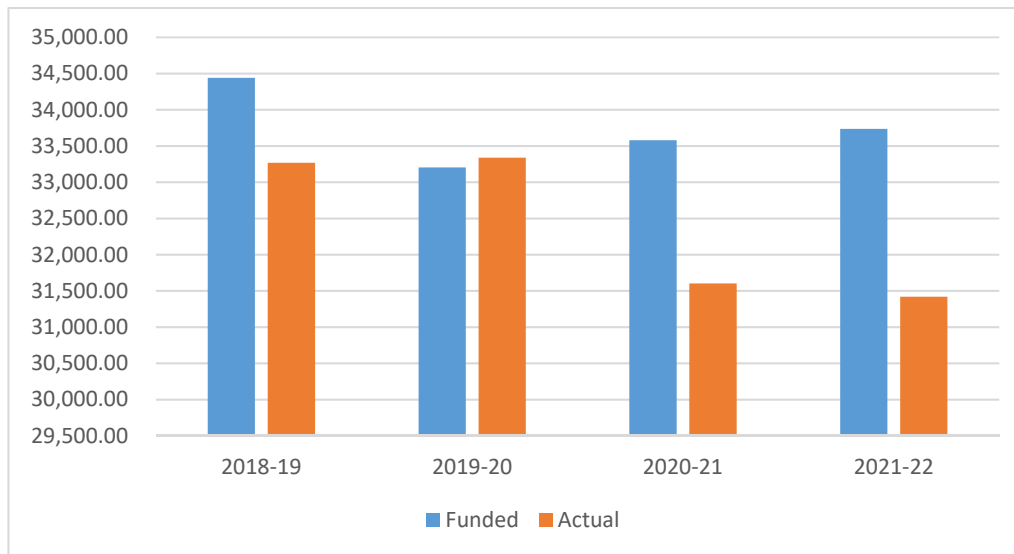
**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**2021-22 Tentative Budget**  
**Supplemental Information**  
**June 14, 2021**

**Impact of Employer Rate Changes on Tentative Budget**

<u>Rate</u>	<u>2019-20</u>	<u>2020-21</u>	<u>Inc(Dec)</u>	<u>Impact to Position Control Budget in RAM</u>	<u>W/Updated STRS Rate * (Not reflected in Tentative)</u>
STRS	16.15%	15.92%	-0.23%	(147,444.02)	493,616.00
PERS	20.70%	22.91%	2.21%	1,126,903.46	1,126,903.46
OASDI	7.65%	7.65%	0.00%	-	-
SUI	0.05%	1.23%	1.18%	1,442,319.73	1,442,319.73
WC	0.50%	0.50%	0.00%	-	-
RB	1.00%	1.00%	0.00%	-	-
				<b>2,421,779.18</b>	<b>3,062,839.20</b>

\* Late Note: STRS rate for 2021-22 has been approved at 16.92%

**FTES Trend**



Funded: Based on 3-yr Credit FTES average used in SCFF.

Actuals: Reflect the final reported FTES for the Fiscal Year. Target FTES are used for 2021-22.

<u>FY</u>	<u>Funded</u>	<u>Actual</u>
2018-19	34,440.73	33,268.05
2019-20	33,202.82	33,337.45
2020-21	33,578.64	31,603.25
2021-22	33,735.67	31,420.00

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
Resolution \_\_\_\_\_  
**DATE:** June 22, 2021 Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Property & Liability Insurance Coverage  
for 2021-22 through the Alliance of  
Schools for Cooperative Insurance  
Programs (ASCIP) and Schools Excess  
Liability Fund (SELF)

**BACKGROUND:** The District has been a member of Alliance of Schools for Cooperative Insurance Programs Joint Powers Authority (ASCIP JPA) since 1998-99. This non-profit JPA is a self-insurance group that provides the broadest coverage at the most competitive cost. Through this JPA, the District is provided loss control services and coverage for general liability, automobile comprehensive/collision/liability, professional liability, property, equipment breakdown, and employee dishonesty (Crime).

For general liability coverage, ASCIP JPA covers the first \$5 million, and Schools Excess Liability Fund (SELF), a statewide consortium of K-12 and community college districts (another JPA) provides the next layer of coverage up to \$55 million per occurrence. ASCIP's program also includes Cyber coverage, Terrorism, and Legal Defense Cost coverage (for excluded claims) with sub-limits ranging between \$50,000 - \$20 million.

SELF's rate continues to increase largely due to the rise in the sexual molestation claims in K-12 and the huge verdicts and the consequential increased settlement value associated with this type of claims. The major hike in rate started in 2015-16, and the upward trend in losses and rates have been continuous since then. However, CCD members' rate is 40% lower than K-12 members' rate due to the lower risk.

ASCIP JPA's Liability (general liability, Childhood Sexual Assault, auto liability) program premium decreased by 2% due to the improved loss experience for the community college districts.

Property coverage limit is \$500 million per occurrence. However, there are sub-limits to coverage for Fine Art, Pollutant Clean Up, Earthquake Sprinkler Leakage, Equipment Breakdown, and Crime (employee dishonesty) ranging between \$25,000 - \$100,000 per occurrence. Property premium went up by 9% from last year due to the large losses in the pool and the increased reinsurance cost, and the District property value has increased by ASCIP's inflationary adjustment of 1.7% or by \$13,173,000 since its valuation last year. The premium for this coverage will be higher than the current estimate once the new buildings are completed and increase the District's Total Insurable Value.

The ASCIP-B is a Booster Club or Auxiliary Group coverage, and the District's Foundations are covered for liability through this program up to \$1 million.

Following is the District's coverage with the ASCIP JPA and SELF, the actual premium for FY 2020-21, and the estimated premium for FY 2021-22

	<u>2020-21</u>	<u>2021-22</u>
ASCIP Liability	\$572,832	\$561,359
SELF	299,433	327,087
Property	527,925	575,514
Employee Dishonesty	12,927	12,927
Automobile Physical Damage	4,524	4,611
ASCIP-B (Booster/Auxiliary/Foundation Coverage)	750	788
<b>TOTAL</b>	<b><u>\$1,418,391</u></b>	<b><u>\$1,482,286</u></b>

This agreement will be on file in the District Business Office.

This agenda item was submitted by Tami A. Oh, District Director, Risk Management.

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 6540, Insurance.

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding will be made through the Self Insurance Fund and will be included in the Annual Proposed Budget.

**RECOMMENDATION:** Authorization is requested to renew the property and liability insurance coverage with the Alliance of Schools for Cooperative Insurance Programs (ASCIP) and Schools Excess Liability Fund (SELF) for FY 2021-22 at the estimated amount of \$1,482,286. Further, authorization is requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the insurance policies on behalf of the District.

Fred Williams

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Recommended by




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Approved for Submittal

3.b.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
Resolution \_\_\_\_\_  
**DATE:** June 22, 2021 Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Agreement for Legal Services, Atkinson,  
 Andelson, Loya, Ruud, and Romo

**BACKGROUND:** The District has been using the law firm Atkinson, Andelson, Loya, Ruud, and Romo as counsel for Human Resources, construction, real property, and general business matters since 2004. The firm has announced that it has increased its fee schedule. Following are the revised rates for fiscal year 2021-2022 compared with the previous year (2020-21) rates:

	2020-2021	2021-2022
Senior Partners	\$330	\$340
Partners/Senior Counsel	\$320	\$330
Senior Associates	\$310	\$320
Associates	\$300	\$310
Electronic Technology Litigation Specialist	\$270	\$275
Non-Legal Consultants	\$210	\$215
Senior Paralegals/Law Clerks	\$185	\$190
Paralegals/Legal Assistants	\$165	\$170

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

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Actual attorney fees will be charged to applicable funds.

**RECOMMENDATION:** Authorization is requested to extend the agreement with the law firm Atkinson, Andelson, Loya, Ruud, and Romo, effective July 1, 2021 through June 30, 2022, at the following hourly rates, plus reimbursable expenses:

	2021-2022
Senior Partners	\$340
Partners/Senior Counsel	\$330
Senior Associates	\$320
Associates	\$310
Electronic Technology Litigation Specialist	\$275
Non-Legal Consultants	\$215
Senior Paralegals/Law Clerks	\$190
Paralegals/Legal Assistants	\$170

Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to sign the agreement on behalf of the District.

Fred Williams

Recommended by



Approved for Submittal

3.c.2

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	June 22, 2021	Information	_____
		Enclosure(s)	_____
<b>SUBJECT:</b>	Agreement for Legal Services with Tao Rossini		

**BACKGROUND:** The District had been using the law firm Tao Rossini to provide legal services for construction, real property, contracts, and general facilities matters. The District is requesting to continue with the services provided by Tao Rossini at the hourly rates commencing July 1, 2021, through June 30, 2024:

	2021-2022	2022-23	2023-24
Partners	\$330	\$345	\$355
Associates	\$310	\$310	\$310
Paralegals/Legal Assistants	\$185	\$195	\$205
Law Clerks	\$175	\$185	\$195

The legal services will be billed in increments of one-tenth of an hour, with a two-tenths minimum. A fixed rate may be established for specially identified projects, subject to prior approval.

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

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

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

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

**RECOMMENDATION:** Authorization is requested for approval to continue with the legal services provided by Tao Rossini, effective July 1, 2021 through June 30, 2024, at the following hourly rates, plus reimbursable expenses:

	2021-2022	2022-23	2023-24
Partners	\$330	\$345	\$355
Associates	\$310	\$310	\$310
Paralegals/Legal Assistants	\$185	\$195	\$205
Law Clerks	\$175	\$185	\$195

Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to sign the agreement on behalf of the District.

Fred Williams

Recommended by



Approved for Submittal

3.d.2

Item No.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
**DATE:** June 22, 2021 Resolution             
Information             
**SUBJECT:** Consulting Services Agreement with PPL, Inc. Enclosure(s)           

**BACKGROUND:** Cypress College is proposing to enter into an agreement with PPL, Inc. to review and assess division and program needs across the Health Sciences Division to support to faculty in completing the ACEN accreditation response, assist with the clinical contract processes, support staff in reviewing and revising programmatic Standard Operating Procedures, support the move to an online application process, and make recommendations for improvement in collaboration with faculty program experts, with the goal of establishing operationally well-defined procedures and processes for the division of Health Sciences as they transition to new division and program leadership.

The proposal fee is not to exceed \$105,00.00 for a maximum of 500 hours at a rate of \$210.00 per hour for services rendered pursuant to this Agreement. PPL, Inc. shall commence providing services under this agreement on May 27, 2021 and will diligently perform as required and complete performance by December 31, 2021.

This Board agenda item was submitted by JoAnna Schilling, Cypress College President.

**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 6340, Bids and Contracts.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The consulting fee of \$105,000 shall be paid from the general fund.

**RECOMMENDATION:** Retroactive approval is requested to enter into an agreement with PPL, Inc. in the amount of \$105,000, effective May 27, 2021 through December 31, 2021. Authorization is further requested for the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, to execute the agreement on behalf of the Cypress College.

Fred Williams

Recommended by



Approved for Submittal

3.e

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 22, 2021

**SUBJECT:** Rejection of Bid  
Bid #2021-10, Heating Hot Water  
Replacement Parking Lot 10 at Fullerton  
College

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

**BACKGROUND:** On June 10, 2021, the Purchasing Department received one (1) bid for bid #2021-10, Heating Hot Water Replacement Parking Lot 10 at Fullerton College. After reviewing the bid, staff determined that it would be in the best interest of the District to reject the bid and rebid the project.

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

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** None.

**RECOMMENDATION:** It is recommended that the Board reject the bid for Bid #1920-10, Heating Hot Water Replacement Parking Lot 10 at Fullerton College and authorize staff to rebid the project.

Fred Williams

Recommended by



Approved for Submittal

3.f

Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	June 22, 2021	Resolution	<u>          </u>
<b>SUBJECT:</b>	Agreement with Pathways of Hope	Information	<u>          </u>
		Enclosure(s)	<u>          </u>

**BACKGROUND:** Pathways of Hope is a non-profit organization that provides access to food, shelter, and housing to individuals experiencing hunger and homelessness in Orange County. An initial one-year agreement with Pathways of Hope was approved by the Board of Trustees on May 14, 2019, in the amount of \$197,800, to operate food banks at Cypress College, Fullerton College and Anaheim Campus for NOCE. The contract was renewed for the 2020/21 in July 2020.

According to the #RealCollege survey for California Community Colleges conducted by the Hope Center for College, Community, and Justice at Temple University, close to half of community college students system-wide experience food insecurity. By partnering with Pathways of Hope, the District is able to better address the needs of students who struggle to meet basic needs such as food and housing.

Following the campus closures in response to COVID-19, the services provided by Pathways of Hope were modified to include access to their Hub of Hope in Fullerton, drive-by food distributions and issuance of vouchers to local grocery stores, rather than operating the on-campus food pantries.

The District recommends continuing a partnership with Pathways of Hope to serve the District's most vulnerable students struggling with food insecurity and extending the contract through the 2021/22 academic year. In response to COVID-19, certain levels of service contained in the agreement are unknown at this time, therefore, authorization is requested to enter into a not to exceed contract with Pathways of Hope in the amount of \$230,318.

This Board agenda item is being submitted by the Campus Presidents.

**How does this relate to the five District Strategic Directions?** This item responds to Direction #1 and #4. District Strategic 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. Strategic Direction #4) Collective Impact and Partnerships: NOCCCD will develop and sustain collaborative projects and partnerships with educational institutions, community based organizations, and business to create positive change in the region.

**How does this relate to Board Policy:** N/A

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding for this district-wide partnership

would come from the Hunger Free Campus Initiative provided by the California Community College Chancellor's Office or other designated district or campus funding.

**RECOMMENDATION:** Authorization is requested to enter into an agreement with Pathways of Hope in the amount not to exceed \$230,318, from July 1, 2021 through June 30, 2022. Authorization is further requested for the Vice Chancellor, Finance and Facilities or District Director, Purchasing, to execute the agreement on behalf of the District.

Fred Williams

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Recommended by



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Approved for Submittal

3.g.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	June 22, 2021	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Amendment of Fullerton College NOCCCD FJUHSD CCAP Dual Enrollment Partnership Agreement 2021-2024	Enclosure(s)	<u>    X    </u>

**BACKGROUND:** At its April 27, 2021 meeting, the NOCCCD Board of Trustees approved the NOCCCD FJUHSD CCAP Dual Enrollment Partnership Agreement 2021-2024.

As of June 22, 2021, the CCAP agreement between NOCCCD - Fullerton College and FJUHSD will be amended by the addition of four educational program: ETHS 150 F "Introduction to Chicana/o Studies (formerly ETHS 140 F)" at Fullerton High School, JOUR 110 F "Mass Media Survey" at Buena Park High School, and WELD 120 F "Gas Shielded Arc Welding" at Sonora and La Habra High School. This amendment was created in response to a request received from FJUHSD regarding expanding course offerings. This change is limited to the addition of four educational program listed, the entire remainder of the original agreement remains in full force.

This agenda item was prepared by Ericka Adakai, Interim Director, Educational Partnerships and Programs/Dual Enrollment and Dr. José Ramón Núñez, Vice President, Instruction.


**How does this relate to the five District Strategic Directions?** This item responds to Strategic 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 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 submitted in accordance with Board Policy 3250: Institutional Planning

**FUNDING SOURCE AND FINANCIAL IMPACT:** AB 288 makes it possible for community college districts to collect apportionment for CCAP Partnership Agreement classes offered at high schools provided that attendance requirements for high schools are met; therefore, this has the potential to not only increase student access but also generate more funding for NOCCCD.

**RECOMMENDATION:** It is recommended that the Board ratify the amendment of the NOCCCD FJUHSD CCAP Dual Enrollment Partnership Agreement 2021-2024

Cherry Li-Bugg  
Recommended by

  
Approved for Submittal

4.a.2  
Item No.

**AMENDMENT TO  
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2021-2024**

As of June 22, 2021, the agreement entitled College and Career Access Pathways Partnership Agreement (“CCAP Agreement”) between Fullerton College (“COLLEGE”), a college of the North Orange County Community College District (“NOCCCD”), and Fullerton Joint Union High School District (“SCHOOL DISTRICT”) will be amended by adding four educational programs (ADDENDUM A).

This change is only the addition of four educational programs; the entire remainder of the original agreement remains in full force.

This Amendment may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on June 22, 2021

By: \_\_\_\_\_  
Fullerton Joint Union High School District  
Sylvia Kaufman Ed. D.  
Assistant Superintendent, Education Services

By: \_\_\_\_\_  
Fullerton College  
José Ramón Núñez, Ph.D.  
Vice President, Instruction

By: \_\_\_\_\_  
North Orange County Community College District  
Cherry Li-Bugg, Ph.D.  
Vice Chancellor, Educational Services and Technology

North Orange County Community College District Board Meeting: *June 22, 2021*  
School District Board Meeting: *July 20, 2021*

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*Note: All referenced Sections from AB 288 (Education Code 76004)*

**ADDENDUM A**

- 1. CCAP AGREEMENT PROGRAM YEAR** – college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor; and employer of record.

**PROGRAM YEAR: 2021-2024**

**COLLEGE: Fullerton College**

**EDUCATIONAL PROGRAMS: Ethnic Studies, Journalism and Welding**

**SCHOOL DISTRICT: Fullerton Joint Union High School District**

**HIGH SCHOOLS: Fullerton, Buena Park, Sonora and La Habra**

TOTAL NUMBER OF STUDENTS TO BE SERVED: 120 students	TOTAL PROJECTED FTES: 16 FTES
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	EMPLOYER	LOCATION
1. Introduction to Chicana/o Studies (formerly ETHS 140 F)	ETHS 150 F	Fall 2021	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Fullerton HS
2. Mass Media Survey	JOUR 110 F	Fall 2021	TBD	TBD	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Buena Park HS
3. Gas Shielded Arc Welding	WELD 120 F	Fall 2021	3:15 – 5:18	M - R	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS Sonora HS
4. Gas Shielded Arc Welding	WELD 120 F	Fall 2021	3:15 – 5:18	M - R	TBD	<input checked="" type="checkbox"/> CC <input type="checkbox"/> HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS La Habra HS

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (*Sec. 2 (c)(1)*):

The courses have been offered previously to college bound high school students to support a successful transition into college level coursework and improve matriculation.
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*Note: All referenced Sections from AB 288 (Education Code 76004)*



2. **BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST	OTHER INSTRUCTIONAL MATERIALS	COST
1. Introduction to Chicana/o Studies (formerly ETHS 140 F)	TBD	TBD	TBD	TBD
2. Mass Media Survey	Media Essentials, 5th Edition by Richard Campbell, ISBN 978-1319208172	\$37.99	N/A	N/A
3. Gas Shielded Arc Welding	TBD	TBD	TBD	TBD

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*Note: All referenced Sections from AB 288 (Education Code 76004)*

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** June 22, 2021  
**SUBJECT:** Academic Personnel

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

**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  
June 22, 2021

RESIGNATION

Schulz, Gregory	FC	President Eff. 06/30/2021 PN FCX999
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NEW PERSONNEL

Hampton, Bradley	CC	Vocal Jazz & Theory Instructor First Year Probationary Contract Class B, Step 1 Eff. 08/19/2021 PN CCF925
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Perkins, Deborah	NOCE	Director, Student Equity and Success 12-month Position (100%) Range 24, Column D Management Salary Schedule Eff. 06/23/2021 PN SCM976
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REHIRE

Phelps, Celeste	CC	Director, Disability Support Services 12-month Position (100%) Range 24, Column G Management Salary Schedule Eff. 07/19/2021 PN CCM998
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TEMPORARY MANAGEMENT CONTRACT

Schoonmaker, Stephen	CC	Interim Dean, Health Sciences 12-month Position (100%) Range 32, Column E + Doctorate Management Salary Schedule Eff. 07/01/2021-12/31/2021 PN CIM992
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Academic Personnel  
June 22, 2021

TEMPORARY REASSIGNMENT

Contreras, Gilbert                      FC              Vice President, Student Services

To:              FC Acting President  
12 Month position (100%)  
President, Step A + Doctorate  
Executive Officer Salary Schedule  
Eff. 06/25/2021-07/31/2021  
PN FCX999

VOLUNTARY REASSIGNMENT

Bogan, Mary                              FC              Reading Instructor

To:              FC English Instructor  
Class B, Step 12  
Eff. 08/19/2021  
PN FCF832

Salzameda, Bridget                      FC              Chemistry Instructor

To:              FC Interim Dean, Natural Sciences  
12-month Position (100%)  
Range 32, Column B+ Doctorate  
Management Salary Schedule  
Eff. 07/01/2021-06/30/2022  
PN FIM994

CHANGE IN SALARY CLASSIFICATION

Prell, Megan                              NOCE              DSS NonCredit Instructor  
From:    Class C, Step 1  
To:              Class C, Step 2  
Eff. 01/14/2021

LEAVE OF ABSENCE

Arman, Nick                              FC              Counselor  
Family Medical Leave (FMLA/CFRA) (100%)  
Paid Leave using Regular and Supplemental  
Sick Leave until Exhausted; Unpaid thereafter  
Eff. 05/19/2021-07/07/2021

Academic Personnel  
June 22, 2021

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2021 SUMMER  
INTERSESSION

Baloy, Czarina AI	CC	Column 3, Step 1
Casillas, Francisco	FC	Column 1, Step 1
Weckerly, Michelle	FC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2021 FALL SEMESTER

Brothwell, Eric	CC	Column 2, Step 1
Charlston, Hayan	FC	Column 3, Step 1
Hernandez, Desiree	FC	Column 1, Step 1
Le, Dream	CC	Column 1, Step 1
Lertpanit, Long	CC	Column 1, Step 1
Mack, Jillian	FC	Column 1, Step 1
McFarland, Garrett	NOCE	Column 2, Step 2
Palmer, Cleveland	CC	Column 1, Step 1
Wilcox, Erin	CC	Column 3, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Baaz Medina, Maria	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Angelov, Katalin	CC	Planning Meetings for Fine Arts Building Remodel Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 20 hours Eff. 06/14/2021-08/18/2021
Carter, Kelly	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class C Not to exceed 2 hours Eff. 06/03/2021
Coronado, Michael	CC	Planning Meetings for Fine Arts Building Remodel Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class C Not to exceed 20 hours Eff. 06/14/2021-08/18/2021

Academic Personnel  
June 22, 2021

Galich, Jennifer	CC	Nursing Department Mandatory Orientation and Training at Clinical Sites Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 3 hours Eff. 06/08/2021
Gopar, Gary	CC	Planning Meetings for Fine Arts Building Remodel Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 20 hours Eff. 06/14/2021-08/18/2021
Jackson, Donald	CC	Planning Meetings for Fine Arts Building Remodel Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 20 hours Eff. 06/14/2021-08/18/2021
Lakeman, Christina	NOCE	Hiring Committee Service Adjunct Faculty Salary Schedule Column 2, Step 3 Not to exceed 30 hours Eff. 06/01/2021-06/02/2021
Magginetti, Giovanni	CC	Title V Summer Training Stipend not to exceed \$75.00 Eff. 05/25/2021
Maher, Anthony	CC	Planning Meetings for Fine Arts Building Remodel Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 20 hours Eff. 06/14/2021-08/18/2021

Academic Personnel  
June 22, 2021

McMillan, Marcus	CC	Planning Meetings for Fine Arts Building Remodel Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 20 hours Eff. 06/14/2021-08/18/2021
Ortega, Ryan	CC	Nursing Department Mandatory Orientation and Training at Clinical Sites Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 3 hours Eff. 06/08/2021
Pham, Thu	CC	Nursing Department Mandatory Orientation and Training at Clinical Sites Lecture Rate, Regular and Contract Faculty Overload Teaching Schedule Class F Not to exceed 3 hours Eff. 06/08/2021
Pueblos, Daniel	CC	Title V Summer Training Stipend not to exceed \$75.00 Eff. 05/25/2021
Schulps, Molly	CC	Planning Meetings for Fine Arts Building Remodel Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class C Not to exceed 20 hours Eff. 06/14/2021-08/18/2021
Vo, Thu-Hang	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 2 hours Eff. 06/03/2021

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** June 22, 2021  
**SUBJECT:** Classified Personnel

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

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

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.b.1

Item No.



Classified Personnel  
June 22, 2021

RETIREMENT

Neate, Dawnmarie            FC            IT Services Coordinator I  
12-month position (100%)  
Eff. 07/01/2021  
PN FCC715

NEW PERSONNEL

Spencer-Lonetti, Anna      CC            Special Project Director, Mental Health Services  
Temporary Management Position (100%)  
Range 3, Special Project Admin Daily Rate Schedule  
Eff. 07/01/2021 – 06/30/2022  
PN CCT705

Velasco, Zoot                FC            Executive Director, College Foundation and  
Community Relations  
12-month position (100%)  
Range 25, Column C  
Management Salary Schedule  
Eff. 06/24/2021  
PN FCM943

Ventura, Bryan                CC            Director, Institutional Research & Planning  
12-month position (100%)  
Range 30, Column G  
Management Salary Schedule  
Eff. 07/19/2021  
CCM963

REHIRES

Flores, Nancy                 NOCE        Special Projects Coordinator, Campus  
Communication  
Temporary Management Position (100%)  
Range 1, Special Project Daily Rate Schedule  
Eff. 07/01/2021 – 06/30/2022  
PN SCT968

Hunter, Brent                 FC            Special Projects Director, FC Planned Giving  
Temporary Management Position (100%)  
Range 3, Special Project Daily Rate Schedule  
Eff. 07/01/2021 – 09/30/2021  
PN FCT981

Classified Personnel  
June 22, 2021

Kiesselbach, Kenneth	NOCE	Special Projects Manager, CAEP Temporary Management Position (100%) Range 2, Special Project Daily Rate Schedule Eff. 07/01/2021 – 12/31/2021 PN SCT967
Mora, Denise	NOCE	Special Projects Coordinator, CTE Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2021 – 12/31/2021 PN SCT957
Rivera, Hilda	NOCE	Special Projects Coordinator, CAEP/AEBG ESL Temporary Management Position (100%) Range 1, Special Project Admin Daily Rate Schedule Eff. 07/01/2021 – 06/30/2022 PN SCT968

EXTENSION OF CONTRACT

Padilla, Jayme	FC	Evaluator (100%)  Extension of Temporary Change in Assignment To: FC Executive Assistant II 12-month position (100%) Range 44, Step B + 10% Longevity Classified Salary Schedule Eff. 07/01/2021 – 08/31/2021
Ramirez, Joseph	FC	Sr. Research and Planning Analyst (100%)  Extension of Temporary Change in Assignment To: FC Interim Dir., Inst. Research/Planning 12-month position (100%) Range 30, Column C + Doctorate Management Salary Schedule Eff. 07/01/2021 – 07/23/2021 Eff. 07/01/2021 – 08/31/2021

VOLUNTARY CHANGES IN ASSIGNMENT

Arenas, Gonzalo	CC	Instructional Assistant (100%)  Permanent Increase in Months Employed From: 11-months To: 12-months PN CCC696
Del Campo, Veronica	CC	Administrative Assistant (100%)  Permanent Increase in Months Employed From: 11-months To: 12-months PN CCC735
Georgieva-Cauble Tanya	CC	Instructional Aide (100%)  Permanent Increase in Months Employed From: 10.5-months To: 12-months PN CCC775
Megginson, Zoe	CC	Instructional Aide (100%)  Permanent Increase in Months Employed From: 10.5-months To: 12-months PN CCC922
Peery, Kevin	CC	Instructional Assistant (100%)  Permanent Increase in Months Employed From: 11-months To: 12-months PN CCC740
Rodriguez Valadez, Juan	CC	Instructional Aide (100%)  Permanent Increase in Months Employed From: 10.5-months To: 12-months PN CCC692

RECLASSIFICATION

Armijo, Gabriel	FC	Campus Safety Officer 12-month position (100%) Range 31, Step C  To: Campus Safety Officer II 12-month position (100%) Range 36, Step C Classified Salary Schedule Eff. 10/01/2020 PN FCC853
Borillo, Maureen	NOCE	IT Specialist, Systems Applications 12-month position (100%) Range 44, Step D  To: IT Project Leader 12-month position (100%) Range 57, Step D Classified Salary Schedule Eff. 10/01/2020 PN SCC887
Brown, Alexander	FC	Student Services Specialist, Int'l Students Center 12-month position (100%) Range 36, Step D  To: International Students Services Coord. 12-month position (100%) Range 41, Step D Classified Salary Schedule Eff. 10/01/2020 PN FCC670
Brown, Jonathan	FC	Campus Safety Officer 12-month position (100%) Range 31, Step E + 10% Longevity  To: Campus Safety Officer II 12-month position (100%) Range 36, Step E + 10% Longevity Classified Salary Schedule Eff. 10/01/2020 PN FCC866

Classified Personnel  
June 22, 2021

Cano, Carlos	FC	Campus Safety Officer 12-month position (100%) Range 31, Step E + 10% Longevity + PG&D  To: Campus Safety Officer II 12-month position (100%) Range 36, Step E + 10% Longevity+ PG&D Classified Salary Schedule Eff. 10/01/2020 PN FCC751
Cortez, Michael	FC	IT Specialist, Systems Applications 12-month position (100%) Range 50, Step E + 20% Longevity  To: Systems Analyst Applications 12-month position (100%) Range 60, Step E + 20% Longevity Classified Salary Schedule Eff. 10/01/2020 PN FCC952
Dzida, Albert	FC	Campus Safety Officer 12-month position (100%) Range 31, Step E + 5% Longevity  To: Campus Safety Officer II 12-month position (100%) Range 36, Step E + 5% Longevity Classified Salary Schedule Eff. 10/01/2020 PN FCC741
Gonzalez, Rolando	FC	Campus Safety Officer 12-month position (100%) Range 31, Step E + 10% Shift  To: Campus Safety Officer II 12-month position (100%) Range 36, Step E + 10% Shift Classified Salary Schedule Eff. 10/01/2020 PN FCC699

Classified Personnel  
June 22, 2021

Gutierrez Gamboa,  
Daniel

FC

Campus Safety Officer  
12-month position (100%)  
Range 31, Step E + 5% Longevity

To: Campus Safety Officer II  
12-month position (100%)  
Range 36, Step E + 5% Longevity  
Classified Salary Schedule  
Eff. 10/01/2020  
PN FCC633

Heine, Tracey

CC

Laboratory Technician, Culinary Arts  
11-month position (100%)  
Range 36, Step E + 15% Longevity

To: Culinary Laboratory Coordinator  
11-month position (100%)  
Range 40, Step E + 15% Longevity  
Classified Salary Schedule  
Eff. 10/01/2020  
PN CCC792

Herrera, Erubiel

FC

Campus Safety Officer  
12-month position (100%)  
Range 31, Step E + 5% Longevity

To: Campus Safety Officer II  
12-month position (100%)  
Range 36, Step E + 5% Longevity  
Classified Salary Schedule  
Eff. 10/01/2020  
PN FCC824

Louie-Jeu, Kim

FC

Evaluator  
12-month position (100%)  
Range 37, Step E + 20% Longevity + PG&D

To: Admissions and Records Coordinator  
12-month position (100%)  
Range 40, Step E + 20% Longevity + PG&D  
Classified Salary Schedule  
Eff. 10/01/2020  
PN FCC864

Classified Personnel  
June 22, 2021

Plescher, Sarah	FC	Admissions and Records Technician 12-month position (100%) Range 33, Step E + 5% Longevity  To: Admissions and Records Specialist 12-month position (100%) Range 36, Step E + 5% Longevity Classified Salary Schedule Eff. 10/01/2020 PN FCC999
Rodriguez Valadez, Juan	CC	Instructional Aide, LRC and MLC 10.5 month position (100%) Range 30, Step E + PG&D  To: Instructional Assistant, LRC and MLC 10.5 month position (100%) Range 36, Step E + PG&D Classified Salary Schedule Eff. 10/01/2020 PN CCC692
Serrato, Melissa	FC	Campus and Marketing Outreach Assistant 12-month position (100%) Range 36, Step E + 5% Longevity  To: Communications Specialist 12-month position (100%) Range 40, Step E + 5% Longevity Classified Salary Schedule Eff. 10/01/2020 PN FCC653
Sixtos, Danielle	FC	Admissions and Records Technician 12-month position (100%) Range 33, Step D  To: Admissions and Records Specialist 12-month position (100%) Range 36, Step D Classified Salary Schedule Eff. 10/01/2020 PN FCC982

Classified Personnel  
June 22, 2021

Solis, Brian	FC	Campus Safety Officer 12-month position (100%) Range 31, Step D + 10% Shift  To: Campus Safety Officer II 12-month position (100%) Range 36, Step D + 10% Shift Classified Salary Schedule Eff. 10/01/2020 PN FCC797
Stoermer, Curtis	FC	Admissions and Records Technician 12-month position (100%) Range 33, Step E + 5% Longevity  To: Admissions and Records Specialist 12-month position (100%) Range 36, Step E + 5% Longevity Classified Salary Schedule Eff. 10/01/2020 PN FCC642
Tran, Long	FC	IT Technician II 12-month position (100%) Range 44, Step E + 15% Longevity + PG&D  To: IT Services Coordinator I 12-month position (100%) Range 48, Step E + 15% Longevity + PG&D Classified Salary Schedule Eff. 10/01/2020 PN FCC902

PROFESSIONAL GROWTH & DEVELOPMENT

Albrecht, Mary Helen	NOCE	Instructional Assistant, Learning Center (60%) 1 <sup>st</sup> Increment (\$240) 2 <sup>nd</sup> Increment (\$240) Eff. 07/01/2021
Aponte, Zola	CC	Instructional Assistant, Career Center (100%) 6 <sup>th</sup> Increment (\$400) Eff. 07/01/2021



Classified Personnel  
June 22, 2021

Davis, Julia	AC	Human Resources Technician (100%) 4 <sup>th</sup> Increment (\$400) Eff. 07/01/2021
Galvez, Curtis	AC	IT Security Analyst/System Administrator (100%) 2 <sup>nd</sup> Increment (\$400) 3 <sup>rd</sup> Increment (\$400) Eff. 07/01/2021
Kagawa, Marcie	CC	Communications Specialist (100%) 4 <sup>th</sup> Increment (\$400) Eff. 07/01/2021
Nava, Crystal	NOCE	Student Services Technician (100%) 1 <sup>st</sup> Increment (\$400) 2 <sup>nd</sup> Increment (\$400) Eff. 07/01/2021
Wiederholt, Kristen	FC	Administrative Assistant II (100%) 1 <sup>st</sup> Increment (\$400) 2 <sup>nd</sup> Increment (\$400) Eff. 07/01/2021

LEAVES OF ABSENCE

Bonilla, Irma	FC	Campus Safety Officer Coordinator (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/04/2021 – 06/11/2021 (Consecutive Leave)
@01629223	AC	Facilities Custodian I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/03/2021 (8 hours); 03/24/2021 (8 hours)
Diaz, Luis	CC	Groundskeeper (100%) Classified Staff Development Leave With Pay Eff. 08/01/2021 – 09/30/2021
Galvez, Curtis	AC	IT Security Analyst/Systems Administrator Unpaid Personal Leave Eff. 05/03/2021 – 06/04/2021

Classified Personnel  
June 22, 2021

Legaspi, Connie	CC	Administrative Assistant I (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/16/2021 – 05/30/2021 (Consecutive Leave)
@01137290	CC	Facilities Custodian I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 05/24/2021 (8 hours); 05/25/2021 (8 hours); 05/27/2021 (8 hours)
Sanchez, Alicia	FC	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 06/04/2021 – 06/13/2021 (Consecutive Leave)
Sloan, Crystal	NOCE	Account Clerk II (100%) Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 07/15/2021 – 10/07/2021 (Consecutive Leave)

STIPEND FOR ADDITIONAL ADMINSTRATIVE DUTIES

Arredondo, Amabel	NOCE	Administrative Assistant I (100%) Extension of 6% Stipend Eff. 07/01/2021 – 06/30/2022
Booze, David	CC	Registrar (100%) Extension of 10% Stipend Eff. 10/01/2021 – 12/31/2021
Sanchez, Lizeth	AC	Human Resources Coordinator (100%) Extension of 6% Stipend Eff. 07/01/2021 – 06/30/2022

NEW CLASSIFIED JOB DESCRIPTION

Campus Safety Officer II  
Range 36  
Classified Salary Schedule

Classified Personnel  
June 22, 2021

Culinary Laboratory Coordinator  
Range 40  
Classified Salary Schedule

International Student's Services Coordinator  
Range 41  
Classified Salary Schedule

REVISED CLASSIFIED JOB DESCRIPTION

Campus Safety Officer Coordinator  
Range 40  
Classified Salary Schedule

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Campus Safety Officer II (NEW)	Range:	36
Date Revised:		Date Approved:	

### PRIMARY PURPOSE

This position is responsible for performing a wide range of activities to promote campus safety, to support traffic and parking control, and to ensure the security of buildings and equipment.

### ESSENTIAL FUNCTIONS

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

1.	Patrols campus and parking lots as assigned on foot, bicycle or in vehicle; responds to emergency and dispatches calls according to District policies and procedures and established guidelines; administers first aid as needed; assists injured individuals; escorts students, staff, and general public as necessary. Participates in campus safety drills.
2.	Enforces campus safety, security and traffic/parking rules and regulations, including citation issuance, in accordance with laws, policies and procedures; assures proper signage for parking control, building safety and ensure they comply with established codes; assures installation and maintenance of signs as needed.
3.	Monitors buildings, parking lots and grounds for safety hazards and prepares hazard reports; notifies appropriate authorities according to established procedures; unlocks and secures designated buildings and classrooms, raises and lowers flags.  Assists in the maintenance and repair of various department equipment including parking meters, assigned vehicles, AED machine and other equipment
4.	Observes, reports, and investigates unauthorized persons or activities on campus, notifies appropriate authorities according to established procedures; conducts preliminary investigations and reports. Responds to a variety of reported crimes, disturbances and incidents; assists in the investigation and interviews witnesses independently and as required by outside law enforcement agencies. Prepares, completes and maintains a variety of records and reports including activity log, accident and incident reports; prepares and presents oral reports as necessary. Testify in court on citations and criminal matters.  Campus safety officers may search, detain, pursue, make citizen's arrests, and interact with person's who display resistance, issues of self-harm, and/or in the process of criminal activities in compliance with BP/AP 7600 Campus Safety Officer.
5.	Responds to campus emergencies or disasters; conducts evacuations of buildings; investigates and reports safety incidents. Observes mental health of students and implement intervention if appropriate. Responsible for campus safety measures including but not limited to parking safety, safety drills, emergency exiting/evacuation procedures. Monitors electronic security systems, lighting systems, video surveillance systems, fire alarm systems, emergency generators, and emergency telephones; notifies appropriate authorities when systems are inoperable and ensure appropriate corrective actions are implemented when necessary.
6.	Plans, organizes, and ensures safe conditions for activities and special events. Assures parking control signs, markings comply with established codes, on and off campus, participates in directing traffic flow as necessary; assists visitors, students, and staff by providing directions and other assistance as necessary; escorts staff from various offices in the delivery of cash receipts to appropriate office. Collects and transports monies as directed.

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
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7.	Assists students, staff, or visitors with inoperative vehicles by providing lockout or battery assistance; contacts appropriate emergency road service agency; checks parking control devices for proper operating condition and performs minor repair work as necessary.  Operates a variety of equipment including bicycles, motor vehicles, electric carts, two-way radios, cell phones, computers, parking meters, and small hand tools.
8.	Communicates with various public safety/law enforcement agencies, vendors and others to provide and receive information and assistance.
9.	Trains and provides work direction and guidance to staff and temporary employees as directed.
10.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
11.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Performs related duties as assigned.

**OTHER FUNCTIONS**

In addition to the essential functions, the Campus Safety Officer may be required to train and provide work direction to assigned personnel.

**WORKING RELATIONSHIPS**

The Campus Safety Officer maintains frequent contact with District personnel, faculty, students and the public.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

High school diploma or GED and certification in 832 Penal Code Laws of Arrest or certificate of CA POST Basic Academy AND Sufficient related training and experience to demonstrate the knowledge, skills and abilities listed.

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, policies and procedures
- Knowledge of law enforcement and security methods
- Knowledge of traffic laws and vehicle control procedures
- Knowledge of report writing techniques
- Knowledge of fire safety equipment
- Knowledge of record-keeping techniques

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

Ability to read, learn, understand, explain and apply applicable laws, penal codes, health and safety rules and regulations and other laws, rules, policies and procedures  
Ability to communicate effectively using two-way radio and telephone and before large groups  
Ability to operate a vehicle and ride a bicycle  
Ability to walk and stand for long periods of time  
Ability to recognize and recall facts, faces, figures, details and discern a wide range of sounds  
Ability to administer first aid and CPR  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

Possession of a certificate of completion of Penal Code 832 Course or certificate of CA POST Basic Academy Course  
A valid California Driver's License  
First Aid and CPR Certification issued by the American Red Cross or equivalent

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**WORKING CONDITIONS**

Indoor and outdoor environment under various weather conditions; subject to lifting, pushing, pulling or carrying (up to 50 lbs. unassisted). Requires running, or climbing stairs, ladders, fences, and walls; extended periods of walking and standing; subject to working with individuals displaying antisocial or criminal behavior. Subject to frequent interruptions and shifting priorities. Requires fine and gross motor skills in the use of tools and equipment. Driving required.

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## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Culinary Laboratory Coordinator ( <b>NEW</b> )	Range: 40	Classified Schedule
Date Revised:	March 22, 2021	Date Approved:	

### PRIMARY PURPOSE

Under general supervision of the Division Dean, provides lab and instructional assistance to students and faculty within subject matter areas Culinary Arts; provides assistance and support on instruction and learning and related technologies, equipment and appliances; responsible to ensure culinary laboratories are orderly, safe, and well-maintained including the acquisition of equipment and supplies.

### ESSENTIAL FUNCTIONS

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

1.	Conducts regular inspection of department laboratory including equipment to promote safe and sanitary conditions; enforces culinary lab policies, procedures and rules; initiates corrective action to eliminate safety hazards. Provide routine safety checks on gas, electrical and refrigeration appliances to ensure that equipment is properly tested and inspected with appropriate regulatory agencies. Conduct required adjustments and or repairs necessary. Initiate and coordinate facilities equipment repairs quickly to minimize impact to instruction. Approves invoices for payment. Maintains appropriate maintenance logs and files, including official certificates, tags, files and reports for government agencies and district. Maintains current knowledge of new and pending legislation as related to policies and procedures enforced by government regulatory agencies
2.	Contacts vendors to coordinate the repair of specialized culinary equipment; obtains price estimates and arranges for equipment repair on or offsite. Establishes and maintains effective relationships with external vendors and sales representatives. Performs specialized duties related to the planning, purchasing, implementation and maintenance of specialized culinary equipment while adhering to governmental agencies regulations; OSHA, NSF, ServSafe and Health Department while maintaining district guidelines and procedures. Provides data/reports for semi-annual Health Department inspections. Update MSDS sheets for all chemicals used in the department.
3.	Culinary and baking food knowledge to support effective purchasing for all labs, catering, and the Bistro. Orders, maintains and tracks inventory supplies. Researches and responds to reports regarding condition and quality of specialized supplies and merchandise. Work with vendors to secure specialty culinary, baking and pastry products including small wares, utensils, and cooking appliances; Ensure safe product usage and/or consumption. Drive district vehicle to pick up supplies that are not deliverable. Maintain laboratory and/or storeroom in a safe, clean, and orderly condition
4.	Maintains Instructor, Proctor and other certifications as required for working in the lab. Post all necessary certificates. Ensures processes and procedures are followed to maintain certifications requirements for program(s).
5.	Trains and provides work direction to students and temporary employees. Provides clear, concise and accurate explanations and demonstrations to facilitate student understanding and reinforce instructors' teaching; utilizes appropriate instructional methods and materials to facilitate the student's learning process; Assist and provide instructor, staff and students technical support on use of a variety of materials, computer hardware, software, equipment and appliances.

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

	Manage department work study program and student internships as needed. Participate in and assist with preparing and organizing industry advisory committees. Assists in outreach events such as open houses, career days, and campus events. Provide current HRC outreach materials. Advises students about certificate/degree deadlines and assures that certificate/degree checklists are available for the students.
6.	Coordinates with the public for culinary service requests for Bistro and catering events. Assists faculty in and students in preparing for and presenting at banquet events Reservations, banquet event orders, supplies to include menus, food, linen, decorations, IT, room set up and break down. Manage all billing, invoices, cash drawer management, deposits and provide all financial documentation and reports as needed in accordance with district policies.
7.	Coordinates with the public for culinary service requests for Bistro and catering events. Assists faculty in and students in preparing for and presenting at banquet events Reservations, banquet event orders, supplies to include menus, food, linen, decorations, IT, room set up and break down. Manage all billing, invoices, cash drawer management, deposits and provide all financial documentation and reports as needed in accordance with district policies.
8.	Responds to routine inquiries and requests from students and instructors; provides information, guidance and support to students on subject matters within scope of authority and knowledge. Tutor students individually or in small groups, reinforcing or following-up on instructions provided by the instructor. Provide relevant information to instructors regarding student progress.
9.	Researches concerns, accidents and incidents to identify unsafe conditions and practices and provides district with appropriate incident report as pertains to the situation. Guides student or staff with district policies with emergency care and actions necessary. Provide first aid to student or staff that may become injured during the course of instruction and may require pre-medical attention. Including burns, cuts, fainting, and slip and falls. Participates and provides training in safe practices.
10.	Performs a variety of administrative and clerical duties, as assigned; develops and maintains a variety of program/department records, and other documents; drafts clear, concise and accurate written materials, including course marketing flyers; answers telephones; performs data entry related to the duties described above. Assists in development, preparation, maintenance and presentation of instructional, educational and reference materials in various formats and media; assists faculty with developing new instructional support materials, including handouts, manuals, websites and other learning guides and tools.
11.	Coordinates the preparation and monitoring of department budget; Prepares, processes, audits, and analyzes various documents involved in financial transactions, such as requisitions, petty cash vouchers, deposits for cash and checks and performs year end closing for the HRC Dept. Maintains accounting records, ledgers, statements and reports for the HRC Dept. to include the Bistro, catering, lab classes, maintenance operations and office supplies. Coordinates communication and accounting activities with other District departments, personnel, and vendors.
12.	Learns and applies new and existing technologies as needed (i.e. Banner 9, Service Request System, Argos, and new payroll system. Attends a variety of meetings, training sessions, seminars and workshops as required.
13.	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.



# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

## OTHER FUNCTIONS

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### WORKING RELATIONSHIPS

The culinary lab coordinator maintains frequent contact with various campus departments, staff, and students, elected officials, media representatives, consultants, vendors, and the public.

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### EDUCATION AND EXPERIENCE

#### Minimum Qualifications

Two (2) years of college-level course work in culinary arts or closely related field. Minimum three (3) years increasingly responsible experience in the operation of an restaurant, hotel, catering field, including supervisory 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 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 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 communications, marketing and outreach strategies and techniques

Knowledge of food preparation and pastry baking; kitchen lab operations; food materials and ingredients; basic kitchen equipment, utensil and appliance operations.

Knowledge of Sanitation practices applicable to food preparation, cooking, serving, and storage.

Knowledge of culinary arts methods, procedures, and practices.

Knowledge of basic methods and practices of student instruction and tutoring.

Knowledge of District and departmental policies, procedures and information related to areas of assigned responsibility.

Knowledge to operate computer hardware, printers, standard business software and specialized software applicable to Culinary Arts.

Knowledge of principles and practices of sound business communication; Correct English usage, including spelling, grammar and punctuation

Knowledge of administrative and accounting practices and procedures, including purchasing, budget balance monitoring, and record keeping.

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

Knowledge of branding and messaging strategies

Knowledge of communications and media relations techniques and principles

Knowledge of copyrights and licensing

Knowledge of graphic design and software applications

Ability to Provide effective tutoring, instruction and guidance to students in subject matter area of Culinary Arts; accurately and clearly answer students' subject matter questions.

Ability to organize, set priorities in a dynamic environment and exercise sound independent judgment within areas of responsibility.

Ability to Provide day-to-day technical support for computer hardware, peripherals and software, Culinary Arts equipment and appliances.

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# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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Ability to Walk students through uses and operations of specialized hardware, software, equipment, and appliances.

Ability to Organize and maintain a variety of records and files.

Ability to Communicate clearly and effectively, both orally and in writing.

Ability to Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.

Ability to Establish and maintain effective working relationships with instructors, faculty, staff, vendors, students, the public and others encountered in the course of work

Ability to write, edit and prepare written marketing materials

Ability to communicate effectively, both orally and in writing

Ability to use a variety of computer software to perform functions such as word processing, desktop and website publishing

Ability to assign and review the work of others.

Ability to learn and use new and emerging technologies

Ability to analyze situations accurately and identify 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 establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

A valid California Driver's License; ServSafe Food Protection Manager Certification within 30 days of hire.

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## **WORKING CONDITIONS**

Professional environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); Standing for long periods of time (2-3 hours), repetitive use of upper extremities, fine finger manipulations, including hand coordination activities; driving to a variety of locations to attend or make arrangements for activities and events.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit for long periods of time; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; fine finger manipulation; grasping; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

### Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work with constant interruptions and interact with District management, faculty, staff, students and others encountered in the course of work. The employee may occasionally be required to interact with disruptive or abusive students.

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	International Student's Services Coordinator <b>(NEW)</b>	Range: 41 Contracts w/ other countries	Classified Schedule
Date Revised:	March 22, 2021	Date Approved:	

### PRIMARY PURPOSE

This position is responsible for coordinating one or more international student's program activities; implementing policies and procedures; and performing a variety of complex program coordination duties, which may include research, facilitation, and coordination of an international student program as assigned including budget functions to assure efficient operations.

### ESSENTIAL FUNCTIONS

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

1.	Coordinates program activities, which may include orientation, outreach, research, and other functions; coordinates daily events with designated Administrator to ensure timely and appropriate coordination of program and office activities; ensures that work is performed in a competent and timely manner.
2.	Develops and coordinates outreach services, including communication with high schools, colleges, professional organizations and community organizations. Develops and coordinates outreach, informational materials, trainings, and workshops. Coordinate program activities throughout the year, including both on and off campus activities, such as field trips, as well as bi-weekly and monthly events. Coordinate, facilitate, and present new student orientations.
3.	Serve as a Designated School Official (DSO) and assist in the admission of international students, including use of the Student and Exchange Visitor Information System (SEVIS) to maintain accurate records and compliance with mandated immigration regulations; explains, interprets, and applies immigration regulations relating to international students; monitors admissions to ensure compliance with District admission policy; prepares and maintains records and files regarding program students. Conduct research to resolve discrepancies. Additionally, supports the matriculation process for international students, including orientation, assessment testing, academic counseling, and registration. Communicates with governmental agencies (DOJ, DHS, CBP, EducationUSA, foreign government offices, etc.), private agencies and vendors.
4.	Serves as a resource to designated administrator; schedules meetings, events and appointments; prepares agenda items; maintains records and supplies; receives and processes incoming mail. Responsible to make decisions within established regulations, policies and procedures in the absence of designated administrator. Coordinates in the development and implementation of SLOs/SAOs and program review.
5.	Assists in the compilation and preparation of budgets; maintains department expenditures and budgets; Submits purchase requisitions, budget transfers, journal entries, approves expenditures within established guidelines; calculates and submits hourly time sheets; responds to inquiries regarding financial issues. Responsible for office cash control, including the receiving/depositing of money in office safe, as well as preparing and arranging deposits. Prepare expense reports including marketing and recruitment activities to present to manager and those required by funding and audit agencies.

<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
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6.	Ensures implementation and maintenance of established District policies and procedures; ensures compliance with state and federal laws, policies and procedures related to assigned program; assists in the development and maintenance of department policies and procedures, which may include projects, policy manuals, training guides, and scheduling protocols as necessary ensuring compliance with District policy and other regulations.
7.	Supervises, trains, evaluates, and directs temporary staff as directed by immediate manager; oversees and counsels student mentorship program.
8.	Research and compiles data and prepares statistical reports as directed; ensures compliance with applicable rules, regulations, policies and procedures, and state and federal laws; maintains a variety of complex documents records, statements and reports.
9.	Provide advice and assistance to international students', including support services, MyGateway issues/questions, CCC Apply, ISC forms, acculturation events and opportunities, housing resources, F-1 employment resources, foreign financial aid and scholarships, health insurance coverage, and other college related forms required by District departments, governmental agencies, private agencies and universities and home country agencies. Provide assistance related to Serve as resource person to provide information and guidance to students, faculty, staff, and the public on both international and domestic topics as it relates to the program.

**WORKING RELATIONSHIPS**

The International Student's Coordinator maintains frequent contact with various departments, outside agencies, students, staff, and public.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Sixty (60) college semester units and three (3) years of experience or Bachelor's degree from an accredited institution, and one (1) year of experience preferably in a field related to the assignment.

Increasingly responsible professional experience within an environment with high emphasis on customer service and program coordination, 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 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 communications, marketing and outreach strategies and techniques
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
- Knowledge of branding and messaging strategies
- Knowledge of communications and media relations techniques and principles

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

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Knowledge of copyrights and licensing  
Knowledge of graphic design and software applications  
Ability to write, edit and prepare written marketing materials  
Ability to communicate effectively, both orally and in writing  
Ability to Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.  
Ability to use a variety of computer software to perform functions such as word processing, desktop and website publishing  
Ability to assign and review the work of others.  
Ability to learn and use new and emerging technologies  
Ability to analyze situations accurately and identify 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 establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

A valid California Driver's License;

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**WORKING CONDITIONS**

Professional environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); Standing for long periods of time (2-3 hours),repetitive use of upper extremities, fine finger manipulations, including hand coordination activities; driving to a variety of locations to attend or make arrangements for activities and events.

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## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Campus Safety Officer Coordinator	Range:	34-40
Date Revised:	April 19, 2021	Date Approved:	April 8, 2003

### PRIMARY PURPOSE

This position serves as the initial point of contact for inquiry into the Campus Safety office. Responsible for organizing and directing various security and general facilities activities; and supervising the work of assigned personnel.

### ESSENTIAL FUNCTIONS

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

1.	<u>Coordinates day to day campus safety department functions including, but not limited to, coordination of campus events, distribution of work assignments, department work schedule, overtime distribution, equipment distribution, time, and attendance. Coordinates officer's logs, incident reports, investigations, safety drills, annual Clery reporting, and compliance measures. Supervises and participates in various security and general facilities activities; performs regular security and safety inspections on foot or in a vehicle. Escort students, staff, and general public as necessary.</u>
2.	<u>Represents the campus safety department in absence of the director of Campus Safety in committee meetings, forums, taskforce, workgroups, and presenting campus safety trainings or presentations.</u>
3.	<u>Plans and organizes staffing security for regular and special events in compliance with rules, regulations, and policies; assures parking control signs and markings comply with established codes. Ensures parking lots are paved and restriped for safety and enforcement. Maintains staff and visitor log as appropriate.</u>
4.3.	<u>Responsible for responding to matters over the telephone, by radio, and in person, providing routine and emergency dispatching of officers. Coordinates and assigns staff according to priorities to all routine and urgent matters. Ensures and provides expedient response to calls and positive resolution experience.</u>
5.4.	<u>Communicates with various public safety agencies, vendors, and others to provide and receive information and assistance. Notifies managers and campus executives of emergent or unusual events.</u>
6.5.	<del>Responds to a variety of reported crimes, disturbances, and incidents; assists in the investigation and interviews witnesses as directed by outside law enforcement agencies.</del> <u>Coordinates and provides response to campus emergencies, crimes, disturbances, or disasters; investigates and reports safety incidents, and works with outside law enforcement agencies. Observes mental health of students and implement intervention if appropriate through campus resources. Coordinates and staff's campus safety measures including but not limited to parking safety, safety drills, emergency exiting/evacuation procedures. Coordinates and staff's the monitoring of electronic security systems, lighting systems, video surveillance systems, fire alarm systems, emergency generators, and emergency telephones; notifies appropriate authorities when systems are inoperable and ensure appropriate corrective actions are implemented when necessary.</u>

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

7. <del>6.</del>	Prepares, maintains, and reviews a variety of logs, records and reports including daily activity logs, incident and accident reports and personnel and maintenance records. <u>Responsible for managing calendars, drafting correspondence, tracking/compiling data and statistics required for state and federal reporting.</u>
8. <del>7.</del>	<del>Supervises and assists</del> Coordinates in the maintenance and repair of various District equipment including parking meters, assigned vehicles, <u>communications equipment</u> and various <u>department equipment</u> . <u>Responsible for maintaining PPE safety equipment, emergency signs, etc. for department and campus.</u>
9. <del>8.</del>	Operates a variety of equipment including <u>bicycles</u> , motor vehicles, electric carts, two-way radios, <u>cell phones, computers, office equipment, parking meters</u> , and small hand tools. <u>May be responsible for assigning, programming, and maintaining campus issued keys and key fobs using the Lenel Software System.</u> Programs and maintains software for campus safety electronic key box, key box system or similar systems.
10. <del>9.</del>	Attends <u>and/or presents</u> a variety of meetings and workshops as required; assures the adequate supply of supplies and equipment. <u>Attends and/or presents for professional development training/conferences.</u> Trains campus safety officers ensuring compliance with policy, procedures, and required state and federal mandates. <u>Responsible for designing and delivery of safety training as assigned.</u>
11.40	Supervises and coordinates the work schedules and assignments of security personnel; may evaluate the work of assigned personnel; participates in the selection of personnel as appropriate.
12.44	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.12	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.
14.43	<u>Establishes and maintains professional work relationships with campus safety office, campus community, public, and local police/fire agencies.</u> Performs related duties as assigned.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

## **OTHER FUNCTIONS**

In addition to the essential functions, the Campus Safety Officer Coordinator may be required to respond to calls for medical aid and administer first aid as needed.

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## **WORKING RELATIONSHIPS**

The Campus Safety Officer Coordinator maintains frequent contact with various District departments and personnel; faculty, students and the public; and appropriate law enforcement and public agencies.

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## **EDUCATION AND EXPERIENCE**

### Minimum Qualifications

High school diploma or GED

Minimum of three (3) years experience as a security guard, supplemented by required basic P.O.S.T. certification.

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, policies and procedures  
Knowledge of law enforcement and security methods  
Knowledge of traffic laws and vehicle control procedures  
Knowledge of basic investigation techniques and procedures  
Knowledge of record keeping techniques  
Knowledge of the principles and practices of supervision and training  
Ability to plan and organize security for special events  
Ability to enforce pertinent laws, rules, and regulations with tact, firmness and diplomacy  
Ability to operate, service and make minor repairs on equipment  
Ability to work independently with little direction  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to recognize and recall facts, faces, figures, details and discern a wide range of sounds  
Ability to maintain records and prepare reports  
Ability to administer first aid and CPR  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to train and direct the work of others  
Ability to establish and maintain effective working relationships with others

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

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**SPECIAL REQUIREMENTS**

~~Possession of a certificate of completion of Penal Code 832 Course~~  
A valid California Driver's License  
First Aid and CPR Certification issued by the American Red Cross

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**WORKING CONDITIONS**

Indoor and outdoor environment under various weather conditions; subject to ~~occasionally~~ lifting, pushing, pulling or carrying (up to 50 lbs. unassisted). Requires running, or climbing stairs, ladders, fences, and walls; extended periods of walking and standing; subject to working with individuals displaying antisocial or criminal behavior. Subject to frequent interruptions and shifting priorities. Requires fine and gross motor skills in the use of tools and equipment. Driving required.

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# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 22, 2021

**SUBJECT:** Professional Experts

Action	X
Resolution	_____
Information	_____
Enclosure(s)	X

**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  
June 22, 2021

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Abutin-Mitsch, Jeannie	CC	Technical Expert II	Perkins V Professional Development	40	05/28/2021	06/15/2021
Adams, Virgil	CC	Technical Expert II	Black Student Resource Guide Project	40	06/09/2021	06/30/2021
Aguet, Jacqueline	CC	Technical Expert II	Student Engagement Enhancement Outdoor Space	5	06/07/2021	06/30/2021
Calsita, Ciara	NOCE	Project Coordinator	C2C Project Coordinator	26	06/07/2021	06/30/2021
Castellanos, Kenneth	FC	Assistant Coach 4	Assistant Coach 4 – Men's Soccer Assistant Coach	26	06/01/2021	06/30/2021
Castro-Kahn, Karlie	FC	Technical Expert I	Digital Photography Technical Expert	26	06/07/2021	06/30/2021
Cobler, Timothy	FC	Technical Expert II	Faculty Inquiry Group Faculty	3	05/24/2021	06/30/2021
Costello, Jeanne	FC	Technical Expert II	Professional Learning Coordinator	10	06/01/2021	06/30/2021
Deeble, Emma	FC	Project Expert	AJ Pathway Program College Liaison	20	06/09/2021	06/30/2021
Doherty, Doreen	NOCE	Technical Expert II	PCA IBEST Prep	26	05/31/2021	06/06/2021
Dunsmore, Pamela	FC	Technical Expert II	Humanities Division Professional Learning Day – May 2021	4	05/24/2021	05/27/2021
Faraci, Michael	CC	Technical Expert II	NOVA Grant – ACEN Accreditation	5	06/15/2021	06/30/2021
Fouquette, Danielle	FC	Technical Expert II	Accreditation Writing Lead	10	05/24/2021	06/30/2021
Gallegos, David	FC	Technical Expert II	POS System Technical Expert for Cosmetology	26	06/07/2021	06/30/2021
Gargano, Amanda	CC	Technical Expert II	Perkins V Professional Development	30	05/28/2021	06/15/2021
Grote, Silvie	CC	Technical Expert II	Curriculum	5	06/07/2021	06/30/2021
Grote, Silvie	CC	Technical Expert II	HRSA HCOP Grant	10	06/09/2021	06/30/2021
Guilford, Melinda	FC	Technical Expert II	Professional Learning Day – May 2021	4	05/24/2021	05/27/2021
Hanson, Michelle	FC	Project Expert	Land as Kin Exhibition Website	26	05/24/2021	06/30/2021
Howard, Donivan	CC	Technical Expert II	Black Student Resource Guide Project	15	06/09/2021	06/30/2021
Larsen, Chris	FC	Technical Expert II	Faculty Inquiry Group Lead Facilitator	3	05/24/2021	06/30/2021

Professional Experts  
June 22, 2021

Mangan, Michael	FC	Technical Expert II	Humanities Division Professional Learning Day – May 2021	4	05/24/2021	05/27/2021
Martinez Hernandez, Catalina	FC	Project Expert	Teacher Pathway Program	26	06/07/2021	06/30/2021
McNay, Sally	CC	Technical Expert II	NOVA Grant – ACEN Accreditation	2	06/15/2021	06/30/2021
Melella, Laura	FC	Technical Expert II	Distance Education Division Representative	10	06/07/2021	06/30/2021
Nevarez, Rachel	FC	Technical Expert II	CTE Faculty Externship	10	06/01/2021	06/30/2021
Nielson, Toni	FC	Technical Expert II	Humanities Division Professional Learning Day – May 2021	4	05/24/2021	05/27/2021
O'Brien, Daniel	FC	Technical Expert II	CTE Faculty Externship	10	06/01/2021	06/30/2021
Oo, Jennifer	NOCE	Technical Expert II	PCA Curriculum Development and IBEST Prep and PCA/MA Lab	26	05/31/2021	06/06/2021
Orlijan, Kim	FC	Technical Expert II	Academic Senate President	24	05/24/2021	06/30/2021
Penesa, Brandon	CC	Project Coordinator	SWP Regional Adv. Manufacturing Engineering	26	06/01/2021	06/24/2021
Price, Rene	FC	Technical Expert II	Faculty Inquiry Group Faculty	3	05/24/2021	06/30/2021
Rangel, Jacquelyn	FC	Technical Expert II	HRSA HCOP Grant	5	06/09/2021	06/30/2021
Rhymes, Regina	CC	Technical Expert II	Legacy	5	06/14/2021	06/30/2021
Rosen, Ellen	FC	Technical Expert II	Humanities Division Professional Learning Day – May 2021	6	05/24/2021	05/27/2021
Salcedo, Joel	FC	Technical Expert II	Humanities Division Professional Learning Day – May 2021	4	05/24/2021	05/27/2021
Saleh, Massoud	CC	Technical Expert II	SWP Regional Adv. Manufacturing Engineering	20	06/01/2021	06/30/2021
Samano, Jeffrey	FC	Technical Expert II	Humanities Division Professional Learning Day – May 2021	4	05/24/2021	05/27/2021
Shah, Ketan	FC	Technical Expert II	Faculty Inquiry Group Faculty	3	05/24/2021	06/30/2021
Stanojkovic, Alli	NOCE	Technical Expert II	Curriculum Specialist	26	05/29/2021	06/30/2021
Tiangco, Jefferson	FC	Technical Expert II	Humanities Division Professional Learning Day – May 2021	6	05/24/2021	05/27/2021
Torres, Denise	CC	Project Expert	Maxient Professional Expert	20	06/14/2021	06/23/2021
Vandervort, Kimberly	FC	Technical Expert II	Guided Pathways Workgroup	15	06/01/2021	06/30/2021
Vo, Dao	FC	Technical Expert II	Faculty Inquiry Group Faculty	3	05/24/2021	06/30/2021
Walker, Jane	CC	Technical Expert II	NOVA Grant – ACEN Accreditation	2	06/15/2021	06/30/2021
Wang, Charles	CC	Technical Expert II	HRSA HCOP Grant	5	06/09/2021	06/30/2021

Professional Experts  
June 22, 2021

Young, Calvin	FC	Technical Expert II	Program Review-Reader	5	06/01/2021	06/30/2021
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# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** June 22, 2021  
**SUBJECT:** Hourly Personnel

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

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

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

**How does this relate to the five District Strategic Directions?** 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  
June 22, 2021

Short-Term Hourly

<b>Name</b>	<b>Site</b>	<b>Title and Description of Service</b>	<b>Begin</b>	<b>End</b>	<b>Grade/Step</b>
Aguliar, Flor	FC	Technical - Assist the CalWORKS Center	07/01/21	09/30/21	TE A 4
Aguliar, Flor	FC	Technical - Assist the CalWORKS Center	12/02/21	03/03/22	TE A 4
Aldadah, Aya	FC	Technical - Assist in campus bookstore	07/12/21	10/08/21	TE A 1
Alvarado, Samantha	FC	Technical - Assist in campus bookstore	07/12/21	10/08/21	TEA 1
Amarillas, Cindy	FC	Technical - Assist the CalWORKS Center	07/01/21	09/30/21	TE A 1
Amarillas, Cindy	FC	Technical - Assist the CalWORKS Center	12/02/21	03/03/22	TE A 1
Arellano, Eliza	FC	Technical - Assist the CalWORKS Center	07/01/21	09/06/21	TE A 2
Arellano, Eliza	FC	Technical - Assist the CalWORKS Center	11/08/21	02/07/22	TE A 2
Arseo, Dylan	FC	Technical - Assist the Admissions and Records Office	07/01/21	08/23/21	TE A 1
Aul, Ruth	FC	Technical - Assist in Health Center	06/09/21	06/30/21	TE A 2
Bears, Rebekah	CC	Technical - Assist in Counseling Center	07/05/21	09/14/21	TE A 1
Carreno, Janet	FC	Technical - Assist in Counseling Center	07/01/21	09/24/21	TE A 2
Carreno, Janet	FC	Technical - Assist in Counseling Center	11/29/21	12/17/21	TE A 2
Carreno, Janet	FC	Technical - Assist in Counseling Center	02/21/22	05/27/22	TE A 2
Castaneda, Ivy	CC	Service/Maint - Assist in M&O office	07/01/21	09/01/21	TE A 2
Cho, Eric	FC	Technical - Assist in the Health Center	06/09/21	06/30/21	TE A 2
Cisneros, Perla	FC	Technical - Assist in campus bookstore	07/12/21	10/29/21	TE A 1
Cisneros, Perla	FC	Technical - Assist in campus bookstore	07/12/21	10/29/21	TE A 1
Clark, Amy	FC	Technical - Assist the Cosmetology department	06/09/21	06/30/21	TE A 4
Cox, Kyle	NOCE	Non-Direct Instr Support - Kids College summer swim program	06/23/21	06/30/21	TE I 1
Cox, Kyle	NOCE	Non-Direct Instr Support - Kids College summer swim program	07/01/21	08/12/21	TE I 1
Davisson, Marissa	FC	Technical - Assist the EOPS Office	07/01/21	09/06/21	TE A 1
Davisson, Marissa	FC	Technical - Assist the EOPS Office	11/08/21	02/07/22	TE A 1
Diwa, Marilitz	FC	Technical - Assist in campus bookstore	07/12/21	10/29/21	TE A 1
Flores, Andrew	FC	Technical - Assist in Counseling Center	07/05/21	10/02/21	TE A 1

Hourly Personnel  
June 22, 2021

Flores, Andrew	FC	Technical - Assist in Counseling Center	12/06/21	03/05/22	TE A 1
Flores, Steve	FC	Technical - Assist in Counseling Center	07/05/21	10/02/21	TE A 1
Flores, Steve	FC	Technical - Assist in Counseling Center	12/06/21	03/05/22	TE A 1
Franklin, Hayley	NOCE	Non-Direct Instr Support - Kids College summer swim program	06/23/21	06/30/21	TE I 1
Franklin, Hayley	NOCE	Non-Direct Instr Support - Kids College summer swim program	07/01/21	08/12/21	TE I 1
Galindo, Sophia	FC	Technical – Assist in campus bookstore	07/12/21	10/08/21	TEA 1
Gomez, Christopher	CC	Direct Instr Support - Athletic Program Assistant - Women's Volleyball	07/20/21	05/09/21	TE I 4
Gomez, Rafael	FC	Technical - Assist in Health Center	07/01/21	09/30/21	TE A 2
Gonzalez, Ana	CC	Technical – Assist in Photography lab	08/30/21	11/5/21	TE A 3
Gonzalez, Diana	FC	Technical - Assist in Counseling Center	07/05/21	10/02/21	TE A 2
Gonzalez, Diana	FC	Technical - Assist in Counseling Center	12/06/21	03/05/22	TE A 2
Gonzalez, Elizabeth	FC	Technical - Assist with Educational Partnerships and Programs	07/06/21	10/01/21	TE A 2
Gonzalez, Elizabeth	FC	Technical - Assist with Educational Partnerships and Programs	01/03/22	04/08/22	TE A 2
Gonzalez, Elizabeth	FC	Technical - Assist with Educational Partnerships and Programs	06/13/22	06/30/22	TE A 2
Guan, Cindy	CC	Technical - Assist in Counseling Center	07/26/21	10/22/21	TE A 3
Guan, Cindy	CC	Technical - Assist in Counseling Center	01/03/22	04/01/22	TE A 3
Guan, Cindy	CC	Technical - Assist in Counseling Center	06/02/22	06/30/22	TE A 3
Hofstetter, Andrew	CC	Non-Direct Instr Support - Assist in campus photography lab	07/05/21	09/13/21	TE A 3
Hwee, Mikayla	AC	Technical - Assist in District Payroll Office	07/01/21	09/30/21	TE A 2
Im, Yeon	FC	Instr Research Assistant – Assist in the Horticulture Dept	07/01/21	06/30/21	TE A 1
Jalabi, Reem	FC	Technical – Assist in campus bookstore	07/12/21	10/08/21	TEA 1
Jalabi, Reem	FC	Technical – Assist in campus bookstore	07/12/21	10/29/21	TE A 1
Jimenez, Gustavo	CC	Technical - Assist in Dual Enrollment	07/01/21	09/30/21	TE A 1
Jimenez, Gustavo	CC	Technical - Assist in Dual Enrollment	12/15/21	03/23/22	TE A 1
Kim, Lynn	CC	Technical - Assist in Dual Enrollment	07/01/21	09/30/21	TE A 1
Kim, Lynn	CC	Technical - Assist in Dual Enrollment	12/15/21	03/23/22	TE A 1
Kirabo Kirya, Noleen	FC	Technical – Assist in campus bookstore	07/12/21	10/08/21	TE A 1
Kobular, John	FC	Instr Research Assistant - Assist in the Horticulture Dept	07/01/21	06/30/22	TE A 2



Hourly Personnel  
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Luna, Alexis	FC	Instr Research Assistant – Assist in the Horticulture Dept	07/01/21	06/30/22	TE A 1
Lung, Marc	CC	Paraprof - Assist with stage productions	07/06/21	12/11/21	TE J 1
Lybook, Shanara	FC	Technical – Assist in campus bookstore	07/12/21	10/29/21	TE A 1
Lybrook Shanara	FC	Technical – Assist in campus bookstore	07/12/21	10/08/21	TEA 1
Magin, Cynthia	FC	Paraprof - Emergency state-mandated coverage in Child Care Center	07/01/21	10/28/21	TE B 2
Martinez, Antonietta	FC	Technical – Assist in campus bookstore	07/12/21	10/29/21	TE A 1
Martinez, Jaime	FC	Technical - Assist in Counseling Center	07/06/21	10/01/21	TE A 1
Martinez, Jaime	FC	Technical - Assist in Counseling Center	01/03/22	04/08/22	TE A 1
Martinez, Jaime	FC	Technical - Assist in Counseling Center	06/13/22	06/30/22	TE A 1
Morales, Margarita	FC	Technical – Assist in campus bookstore	07/12/21	10/08/21	TE A 1
Naranjo, Danielle	FC	Technical – Assist in Admissions and Records	08/12/21	11/12/21	TE B 4
Nava, Cindy	FC	Technical - Assist with Educational Partnerships and Programs	07/01/21	08/22/21	TE A 1
Nguyen, Hannah	FC	Technical - Assist in Counseling Center	07/05/21	10/02/21	TE B 1
Nguyen, Hannah	FC	Technical - Assist in Counseling Center	12/06/21	03/05/22	TE B 1
Nguyen, Huy	CC	Technical – Assist in Admissions and Records office	07/01/21	08/23/21	TE A 1
Noel, Cari	FC	Paraprof - On-call theater crew for campus productions	07/01/21	06/30/21	TE J 2
Palacios, Shawntel	FC	Technical - Assist in EOPS Office	07/01/21	09/30/21	TE A 3
Palacios, Shawntel	FC	Technical - Assist in EOPS Office	01/06/22	03/07/22	TE A 3
Penilla, Evelyn	FC	Technical - Assist in Counseling Center	07/01/21	09/24/21	TE A 2
Penilla, Evelyn	FC	Technical - Assist in Counseling Center	11/29/21	12/17/21	TE A 2
Penilla, Evelyn	FC	Technical - Assist in Counseling Center	02/21/22	05/27/22	TE A 2
Poloa, Vanessa	CC	Technical - Assist in Counseling Center	07/05/21	10/01/21	TE A 3
Poloa, Vanessa	CC	Technical - Assist in Counseling Center	12/06/21	02/04/22	TE A 3
Poloa, Vanessa	CC	Technical - Assist in Counseling Center	05/09/22	06/30/22	TE A 3
Rifkin, Mikayla	FC	Paraprof - On-call theater crew for campus productions	07/01/21	06/30/22	TE J 4
Rivas, Andrew	FC	Paraprof - On-call theater crew for campus productions	07/01/21	06/30/22	TE J 3
Rivera, Stephanie	FC	Technical - Assist in Counseling Center	07/01/21	08/21/21	TE A 1
Roman, Ricky	FC	Technical - Assist in Counseling Center	08/02/21	10/29/21	TE A 2

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Roman, Ricky	FC	Technical - Assist in Counseling Center	01/03/22	04/08/22	TE A 2
Roman, Ricky	FC	Technical - Assist in Counseling Center	06/13/22	06/30/22	TE A 2
Romero Cardenas, I.	CC	Non-Direct Instr Support - Assist in campus photography lab	08/30/21	11/05/21	TE A 3
Sahagun, Lance	CC	Technical - Assist in Dual Enrollment	07/01/21	09/30/21	TE A 1
Sahagun, Lance	CC	Technical - Assist in Dual Enrollment	12/15/21	03/23/22	TE A 1
Tigolo, Alfredo	CC	Technical - Assist in Dual Enrollment	07/01/21	09/30/21	TE A 3
Tigolo, Alfredo	CC	Technical - Assist in Dual Enrollment	12/15/21	03/23/22	TE A 3
Truong, Amy	FC	Paraprof - On-call theater crew for campus productions	07/01/21	06/30/22	TE J 4
Van Brink, Quarin	CC	Technical - Assist in Dual Enrollment	07/01/21	09/30/21	TE A 1
Van Brink, Quarin	CC	Technical - Assist in Dual Enrollment	12/15/21	03/23/22	TE A 1
Velasquez, Aleena	FC	Technical - Assist in EOPS Office	07/01/21	09/30/21	TE A 3
Velasquez, Aleena	FC	Technical - Assist in EOPS Office	12/02/21	03/03/22	TE A 3
Venegas, Juan	FC	Technical – Assist in campus Health Center	07/01/21	09/30/21	TE A 2
Zaidi, Shan-E-Fatima	FC	Technical - Assist with Educational Partnerships and Programs	08/02/21	10/29/21	TE A 2
Zaidi, Shan-E-Fatima	FC	Technical - Assist with Educational Partnerships and Programs	01/03/22	04/08/22	TE A 2
Zaidi, Shan-E-Fatima	FC	Technical - Assist with Educational Partnerships and Programs	06/13/22	06/30/22	TE A 2
Zeff, John	NOCE	Non-Direct Instr Support - Kids College summer swim program	06/23/21	06/30/21	TE I 1
Zeff, John	NOCE	Non-Direct Instr Support - Kids College summer swim program	07/01/21	08/12/21	TE I 1

Professional Medical Employees

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Henley, Nadine	FC	Medical - Clinical Psychologist for campus Health Center	07/01/21	06/30/22	ME C 4
Linderholm, Wendy	CC	Medical - Provide mental health counseling	07/01/21	06/30/22	ME C 4
Polanco, Janet	FC	Medical - Clinical Psychologist for campus Health Center	07/01/21	06/30/22	ME C 4

Hourly Personnel  
June 22, 2021

Tutors, Interpreters, and Readers

<b>Name</b>	<b>Site</b>	<b>Title and Description of Service</b>	<b>Begin</b>	<b>End</b>	<b>Grade/Step</b>
Acosta, Carolina	NOCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/06/21	07/16/21	TE A 2
Acosta, Carolina	NOCE	Direct Instr Support - Tutor for Basic Skills/High School Program	08/16/21	12/17/21	TE A 2
Acosta, Carolina	NOCE	Direct Instr Support - Tutor for Basic Skills/High School Program	01/18/22	05/27/22	TE A 2
Ahrens, Lisa	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE F 4
Ahrens, Lisa	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE E 4
Amaya, Jennifer	FC	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 2
Aronson, Elliott	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE E 3
Aronson, Elliott	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE F 3
Blaine, James	FC	Direct Instr Support - Provide support for students with disabilities	07/01/21	06/30/22	TE B 4
Brown, Andrew	FC	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 3
Camacho, Alexa	FC	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 4
Colin, Marc	NOCE	Direct Instr Support - Tutor for Anaheim Learning Center	07/06/21	07/16/21	TE A 2
Colin, Marc	NOCE	Direct Instr Support - Tutor for Anaheim Learning Center	08/16/21	12/17/21	TE A 2
Colin, Marc	NOCE	Direct Instr Support - Tutor for Anaheim Learning Center	01/18/22	05/27/22	TE A 2
Cope, Kelli	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE F 2
Cope, Kelli	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 2
Deleon, Jennifer	NOCE	Direct Instr Support - Tutor for Anaheim Learning Center	07/06/21	07/16/21	TE A 2
Deleon, Jennifer	NOCE	Direct Instr Support - Tutor for Anaheim Learning Center	08/16/21	12/17/21	TE A 2
Deleon, Jennifer	NOCE	Direct Instr Support - Tutor for Anaheim Learning Center	01/18/22	05/27/22	TE A 2
Doan, Johnny	CC	Direct Instr Support - Tutor in the Math Learning Center	07/01/21	06/30/22	TE A 4
Dunn, Amber	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE E 4
Dunn, Amber	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE F 4
Gill, Maricela	NOCE	Direct Instr Support - Tutor students with disabilities	07/01/21	06/30/22	TE A 2
Harris, James	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE E 3
Harris, James	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE F 3

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Hernandez, Anahi	FC	Direct Instr Support - Tutor students for Promise Career Pathways	06/09/21	06/30/22	TE A 2
Hernandez, Ashely	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 3
Hernandez, Ashely	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE F 3
Howell, Kandyce	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 1
Howell, Kandyce	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE F 1
Huynh, Tho	CC	Direct Instr Support - Tutor for Learning Resource Center	07/01/21	06/30/22	TE B 2
Huynh, Tho	CC	Direct Instr Support - Tutor for Learning Resource Center	06/23/21	06/30/21	TE B 2
Inouye, Chris	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE E 3
Inouye, Chris	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE F 3
Johnson, Jason	FC	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 3
Laughlin, Laurel	FC	Direct Instr Support - Tutor for the Promise Career Pathway Grant	07/01/21	06/30/22	TE B 2
Leomiti, Alika	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 4
Leomiti, Alika	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE F 4
Lim, Linnara	FC	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 2
Lopez, Saul	FC	Direct Instr Support - Tutor for the campus Math Lab	07/01/21	06/30/22	TE A 2
Maldonado, Elizabeth	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 2
Maldonado, Elizabeth	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE F 2
Marin, Jessie Manuel	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE F 1
Marin, Jessie Manuel	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 1
Medina, Ivan	NOCE	Direct Instr Support - Provide support for students with disabilities	07/01/21	06/30/22	TE A 2
Morales, Jackeline	NOCE	Direct Instr Support - Provide support for students with disabilities	07/01/21	06/30/22	TE A 1
Munro, Sarah	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE E 4
Munro, Sarah	CC	Direct Instr Support - Tutor for deaf and hard of hearing students	07/01/21	06/30/22	TE F 4
Myer, Jasmine	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE F 1
Myer, Jasmine	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 1
Nelson, Megan	FC	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 3
Nunez, Abigail	FC	Direct Instr Support - Tutor for the Promise Career Pathway Grant	07/01/21	06/30/22	TE A 2
Obara, Theresa	FC	Direct Instr Support - Provide support for students with disabilities	07/01/21	06/30/22	TE A 1

Hourly Personnel  
June 22, 2021

Oropeza, Argelia	NOCE	Direct Instr Support - Provide support for students with disabilities	07/01/21	06/30/22	TE A 1
Pacheco, Susan	FC	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 4
Ritner, Christina	FC	Direct Instr Support - Provide support for students with disabilities	07/01/21	06/30/22	TE A 3
Rodriguez, Mayra	FC	Direct Instr Support - Tutor for the Promise Career Pathway Grant	07/01/21	06/30/22	TE A 2
Romero, Lianna	FC	Direct Instr Support - Tutor for the Promise Career Pathway Grant	07/01/21	06/30/22	TE A 2
Shiham, Fathima	FC	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 2
Simmons, Lisa	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE E 1
Simmons, Lisa	NOCE	Direct Instr Support - Interpreter for hearing-impaired students	07/01/21	06/30/22	TE F 1
Smith, Ryan	CC	Direct Instr Support - Tutor in the Math Learning Center	07/01/21	06/30/22	TE A 4
Tillett, Bertram	NOCE	Direct Instr Support - Tutor for Basic Skills/High School Program	07/06/21	07/16/21	TE A 2
Tillett, Bertram	NOCE	Direct Instr Support - Tutor for Basic Skills/High School Program	08/16/21	12/17/21	TE A 2
Tillett, Bertram	NOCE	Direct Instr Support - Tutor for Basic Skills/High School Program	01/18/22	05/27/22	TE A 2
Whitson, Beau	NOCE	Direct Instr Support - Provide support for students with disabilities	07/01/21	06/30/22	TE A 1
Younis, Malath	NOCE	Direct Instr Support - Tutor for NOCE AC & CC Learning Centers	07/06/21	07/16/21	TE A 2
Younis, Malath	NOCE	Direct Instr Support - Tutor for NOCE AC & CC Learning Centers	08/16/21	12/17/21	TE A 2
Younis, Malath	NOCE	Direct Instr Support - Tutor for NOCE AC & CC Learning Centers	01/18/21	05/27/22	TE A 2

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Cruz, Jethro	AC	Full-time Student - Assist in District Purchasing Dept	07/01/21	06/30/22	TE A 4
Jacques, Dominik	FC	Full-time Student - Assist in Horticulture Dept	07/01/21	06/30/21	TE A 1
Mallari, Russel	CC	Work Study Student - Assist in Financial Aid office	06/23/21	06/30/21	TE A 1
Mallari, Russel	CC	Work Study Student - Assist in Financial Aid office	07/01/21	06/30/22	TE A 1
Nunez, Abigal	FC	Full-time Student - Assist with Promise Career Pathways Grant	06/09/21	06/30/21	TE A 2
Padilla, Pedro	FC	Full-time Student - Assist the Counseling Center	08/23/21	06/30/21	TE A 1
Rivera, Stephanie	FC	Full-time Student - Assist the Counseling Center	08/23/21	06/30/21	TE A 1

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 22, 2021

**SUBJECT:** Volunteers

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

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

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

**How does this relate to Board Policy:** Not applicable.

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.e.1

Item No.

Volunteer Personnel  
June 22, 2021

<b>Name</b>	<b>Site</b>	<b>Program</b>	<b>Begin</b>	<b>End</b>
Nguyen, Day	CC	Physical Ed. Women's Tennis Team	07/01/2021	06/30/2022
Tran, Jacklynn	CC	Physical Ed. Women's Basketball Camp	08/02/2021	08/06/2021

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	X
		Resolution	_____
<b>DATE:</b>	June 22, 2021	Information	_____
		Enclosure(s)	X
<b>SUBJECT:</b>	Executive Officer Contract Renewal & Column Advancement		

**BACKGROUND:** Effective January 1, 2017, the Brown Act, at California Government Code section 54953(c)(3), as amended, requires that the local governing body shall, before taking final action, orally report a summary of the recommendation for final action on the salary, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken.

In 2018, Executive Officers received a 1% on-schedule increase and \$3,242.29 towards fringe benefits. In 2019, they received a 2% off-schedule increase, while in 2020, they received a 1% off-schedule increase. No further on-schedule increases have occurred since 2018. Given the current and future openings, data was gathered from multi-college districts in Southern California to assess competitive packages for Executive Officers (see below). At the same time, management, confidential, and faculty groups have shifted away from a fringe-only benefit package to the option of coverage for employee + 1 and a smaller fringe package to help cover other health costs. This same change is being proposed for the Executive Officers and will result in a reduction in the annual fringe benefit allowance from \$8,028.00 to \$4,646.10.

We have gathered salary, benefits and “other” data from the following multi-college districts: Coast, Rancho, Riverside, Los Angeles, San Bernardino, Ventura, San Diego and Grossmont-Cuyamaca (SOCCCD was excluded). For salary, we used the top salary step, and for benefits, we used the cost of the top benefit package; “other” includes item allowances such as tax-sheltered annuities, mileage, doctorate, and cell phone. The table below shows the averages for these districts and the subsequent table shows the actual data collected.

Multi-College District Averages		2021–22	2022–23
Salary		\$274,230	\$277,741
Benefits		\$23,419	\$23,419
Other		\$7,132	\$7,132
<b>Total</b>		<b>\$304,781</b>	<b>\$308,292</b>

North Orange – President/VC	Current	2021–22 (6.05%) *	2022–23 (4.4%)
Salary	\$252,736	\$273,081 **	\$285,097
Benefits	\$21,448	\$26,124	\$26,124
Other	\$5,055	\$0	\$0
<b>Total</b>	<b>\$279,239</b>	<b>\$299,205</b>	<b>\$311,221</b>

\* Includes 2%, which is associated with the reduction in annual fringe benefits allowance and to equalize with the other groups plus 4.05% COLA  
 \*\* The 6.05% above, plus 2% for shifting the contractual fringe benefits allotment, for a total of 8.05%



<b>Orange County (Excluding SOCCCD)</b>				
	President/VC 2021-22			President/VC 2022-23
<b>Coast</b>	Salary	\$264,823		\$268,213
	Benefits	\$17,776		\$17,776
	Other	\$6,480		\$6,480
	<b>Total</b>	<b>\$289,079</b>		<b>\$292,469</b>
<b>Rancho Santiago</b>	Salary	\$297,959		\$301,773
	Benefits	\$33,375		\$33,375
	Other	\$6,948		\$6,948
	<b>Total</b>	<b>\$338,282</b>		<b>\$342,096</b>

<b>Other Multi-College Districts in Southern California</b>				
<b>Riverside</b>	Salary	\$279,456		\$283,033
	Benefits	\$24,962		\$24,962
	Other	\$9,648		\$9,648
	<b>Total</b>	<b>\$314,066</b>		<b>\$317,643</b>
<b>Los Angeles</b>	Salary	\$266,611		\$270,024
	Benefits	\$31,975		\$31,975
	Other	\$6,000		\$6,000
	<b>Total</b>	<b>\$304,586</b>		<b>\$307,999</b>
<b>San Bernardino</b>	Salary	\$265,869		\$269,272
	Benefits	\$14,346		\$14,346
	Other	\$15,480		\$15,480
	<b>Total</b>	<b>\$295,695</b>		<b>\$299,098</b>
<b>Ventura</b>	Salary	\$254,896		\$258,159
	Benefits	\$23,752		\$23,752
	Other	\$900		\$900
	<b>Total</b>	<b>\$279,948</b>		<b>\$282,811</b>
<b>San Diego</b>	Salary	\$277,388		\$280,939
	Benefits	\$22,773		\$22,773
	Other	\$0		\$0
	<b>Total</b>	<b>\$300,161</b>		<b>\$303,712</b>
<b>Grossmont-Cuyamaca</b>	Salary	\$286,841		\$290,512
	Benefits	\$18,394		\$18,394
	Other	\$11,600		\$11,600
	<b>Total</b>	<b>\$316,835</b>		<b>\$320,506</b>

To remain competitive with the other districts, an increase of 6.05% and shifting of the contractual fringe benefits allotment of 2% for at total of 8.05% is recommended for the 2021–22 fiscal year and an increase of 4.4% for 2022–23. With these increases, the total compensation for Executive Officers will range from a low of \$258,968 to a high of \$299,205 for 2021-22 and from a low of \$280,056 to a high of \$311,221 for 2022–23. These ranges are a result of the benefit package selected by each Executive Officer and their current step placement.

AP 7240-10 provides for salary column advancement for Executive Officers if recommended by the Chancellor, effective July 1 of the fiscal year.

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

**How does this relate to Board Policy:** This item is in compliance with Chapter 7, Human Resources, Administrative Procedure 7240-10, Section 2.0, and Board Policy 7130 Compensation, which states the Board will establish salary and benefits for employees.

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

**RECOMMENDATION:** It is recommended that the Board approve the following salary increase and benefits adjustment for Executive Officers for the 2021–22 and 2022–23 fiscal years and the listed salary column advancements:

**Adjustment For The 2021–22 Fiscal Year — Effective July 1, 2021**

Executive Officers will be provided an on-schedule salary increase of 4.05% for COLA, plus 2%, which is associated with the reduction in annual fringe benefits allowance and to equalize with the other groups, and 2% for shifting the contractual fringe benefits allotment, for a total of 8.05%, across the schedule.

The \$4,646.10 annual fringe benefit dollar allowance shall be the same as that which is provided for the District's twelve-month management employees. The District will contribute a maximum up to \$8,058.00 towards dependent care medical premiums. The above amounts are in addition to the standard medical benefits available to District employees.

JoAnna Schilling, President, Cypress College, from step E to F, two hundred fifty-three thousand, seven hundred thirty-eight dollars (\$253,738).

Valentina Purtell, President, North Orange Continuing Education, from step F to G, two hundred sixty-three thousand, two hundred twenty-one dollars (\$263,221).

**Adjustment For The 2022–23 Fiscal Year — Effective July 1, 2022**

Executive Officers will be provided an on-schedule salary increase of 1.28% for COLA and 3.12%, which is associated with the reduction in annual fringe benefits allowance and to equalize with the other groups, for a total of 4.4%, across the schedule.

**Further Recommendations**

It is further recommended that the attached Executive Officer Salary Schedule which reflects the 8.05% on-schedule increase effective July 1, 2021, be approved.

It is further recommended that the attached Executive Officer Salary Schedule, which reflects the 4.4% on-schedule increase effective July 1, 2022, be approved.

In addition, the contract period is extended through June 30, 2024 for the following Executive Officers, and the original employment contracts amended to reflect the salary increases and extension:

- Fred Williams, Vice Chancellor, Finance and Facilities
- Irma Ramos, Vice Chancellor, Human Resources
- JoAnna Schilling, President, Cypress College
- Valentina Purtell, President, North Orange Continuing Education
- W. Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology

Irma Ramos

Recommended by



Approved for Submittal

5.f.3

Item No.

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**EXECUTIVE OFFICER ANNUAL SALARY SCHEDULE**

**Effective July 1, 2021**

**VICE CHANCELLOR / PRESIDENT**

<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>	<b><u>Step G</u></b>	<b><u>Step H</u></b>
211,532	219,325	227,428	235,857	244,625	253,738	263,221	273,081

Initial salary placement for executive officers new to the District shall be Step A, provided that an exception to placement on Step A may be considered, if recommended by the Chancellor, subject to the following:

- (1) The employee has recent experience (within one year of hire date) in a full-time position that is directly related or equivalent to the executive officer position. This full-time experience must equal the number of years represented by the recommended step;

AND

- (2) The employee's most recent base salary (within one year of hire date) is greater than the Step A salary amount.

Where the employee qualifies under (1) and (2) above, the employee may be recommended for the first step wherein there is no decrease in base pay.

A current employee who is promoted to an executive officer position from a non-management position or from a lower level management position shall be placed on the first step which results in an increase in base pay of at least four percent, except the employee may not be placed on a step higher than the employee's current step.

Board Approved:

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**EXECUTIVE OFFICER ANNUAL SALARY SCHEDULE**

**Effective July 1, 2022**

**VICE CHANCELLOR / PRESIDENT**

<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>	<b><u>Step G</u></b>	<b><u>Step H</u></b>
220,839	228,975	237,435	246,235	255,389	264,902	274,803	285,097

Initial salary placement for executive officers new to the District shall be Step A, provided that an exception to placement on Step A may be considered, if recommended by the Chancellor, subject to the following:

- (1) The employee has recent experience (within one year of hire date) in a full-time position that is directly related or equivalent to the executive officer position. This full-time experience must equal the number of years represented by the recommended step;

AND

- (2) The employee's most recent base salary (within one year of hire date) is greater than the Step A salary amount.

Where the employee qualifies under (1) and (2) above, the employee may be recommended for the first step wherein there is no decrease in base pay.

A current employee who is promoted to an executive officer position from a non-management position or from a lower level management position shall be placed on the first step which results in an increase in base pay of at least four percent, except the employee may not be placed on a step higher than the employee's current step.

Board Approved:

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
<b>DATE:</b>	June 22, 2021	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Revised Board Policy 2715, Code of Ethics/Standards of Practice	Enclosure(s)	<u>X</u>

**BACKGROUND:** On September 25, 2018 the Board conducted a study session to review and discuss the District’s policy development process. During that study session, Board Policy 2715, Code of Ethics/Standards of Practice was one of the policies referred to the Board Policy Subcommittee for review.

The Board Subcommittees recommendations to BP 2715 included revisions to expand on the expectations of trustees (Sections 1.0 – 1.16); clarify the formal complaint process related to trustee misconduct (Sections 2.0 – 5.0); make grammatical corrections; include gender neutral language; and to cite the corresponding policies and procedures. Those revisions were shared with the Board on November 24, 2020 and are noted in [blue](#).

During the November 24, 2020 Board meeting, all trustees discussed the proposed revisions, and made additional recommendations. Those revisions are noted in [red](#). At the time, BP 2715 was referred back to the District Consultation Council (DCC) for further review and input.

DCC first reviewed BP 2715 at its January 25, 2021 meeting. Questions arising from that discussion were relayed to the Board Policy Subcommittee and they made additional language recommendations. The revisions made by the Subcommittee to clarify DCC questions are noted in [blue](#).

Ultimately, DCC reviewed BP 2715 during the entire Spring semester with input from the campuses over the course of five meetings. DCC made revisions to Sections 1.1, 1.4, 1.8, 1.9, 1.15, 2.0, 3.0, 3.1, 3.2, 4.0, and 4.1; those revisions are noted in [green](#).

Additional DCC feedback received that was not included in the revisions was the recommendation that if trustee violations include 9+1 or 10+1 matters that additional non-trustee members should be added to the ad hoc committee that is formed (Section 3.1).

The District Consultation Council reviewed, discussed, and reached consensus on BP 2715 on May 24, 2021.

During the first reading on June 8, the Board made revisions in Sections 1.15, 3.1, and (the newly numbered) 3.3. Those revisions are noted in [red](#). Trustees requested the deletion of proposed DCC language in Section 3.1 and moving it to Section 3.3. Proposed language in Section 3.2 was also deleted for not being legally allowable (not allowing the trustee in question to vote) or not necessary (not addressing the same complaint issue twice).

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

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

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

**RECOMMENDATION:** It is recommended that the Board adopt revised BP 2715, Code of Ethics/Standards of Practice.

Cheryl Marshall  
\_\_\_\_\_  
Recommended by

*Cheryl Marshall*  
\_\_\_\_\_  
Approved for Submittal

6.a.2  
\_\_\_\_\_  
Item No.

## **BP 2715 Code of Ethics/Standards of Practice**

Reference:

[Government Code Section 8314](#);  
[Penal Code Section 424](#);  
ACCJC Accreditation Standard IV.C.11;  
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 The Board of Trustees maintains high standards of ethical conduct for its members. ~~Members of the Board are responsible to establish and uphold, implement and enforce all laws and codes applying to the District.~~ The Board of Trustees recognizes a responsibility to observe all applicable legal and ethical standards of conduct in the performance of its duties. Given this basic charge, the activities and deliberations of the Board of Trustees will be governed by the following Code of Ethics.

Each member of the Board of Trustees will:

- 1.1 Avoid any situation that may constitute a conflict of interest and disqualify ~~him/herself~~ themselves from participating in decisions in which ~~he or she has~~ they have a financial interest. Conflicts of interest may relate not only to the individual trustee but also to ~~his or her~~ their family ~~and~~ or business associates, or transactions between the District and trustees, including hiring relatives, friends, ~~and~~ or business associates as ~~college~~ District employees.
- 1.2 Avoid any prohibited use of public resources for campaign activity or a personal purpose, in compliance with Government Code Section 8314.
- 1.3 Maintain confidentiality of all Board of Trustees discussions held in closed session and recognize that deliberations of the Board of Trustees in closed session are not to be released or discussed in public without the prior approval of the Board of Trustees by majority vote, in compliance with ~~BP 2315~~ Government Code Section 54963.
- 1.4 Always act in a collegial and civil manner, promote an atmosphere of civility and collegiality and encourage others to do the same.
- ~~1.25~~ 1.5 Recognize that the Board of Trustees acts as a whole and that the authority rests only with the Board of Trustees in a legally constituted meeting, not with individual members.
- 1.46 As an agent of the public – entrusted with public funds – protect, advance, and promote the interest of all ~~citizens~~ residents, maintaining independent judgment unbiased by private interests or special interest groups.
- ~~1.57~~ 1.6 Do their best to ensure ~~Ensure~~ that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices.

## **BP 2715 Code of Ethics/Standards of Practice**

- 1.6~~8~~ In all decisions hold the educational welfare and equality of opportunity of the students of the District as ~~his or her~~ **their** primary concern; Board members should demonstrate **an** interest in and respect for students **in their words and actions** ~~accomplishments~~ **and also** by attending student ceremonies and events.
- 1.7~~9~~ Attend and participate in all **Board of Trustees** meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
- 1.8~~10~~ **Make every effort to ensure that the Board of Trustees conducts** ~~Conduct~~ all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.
- 1.9~~11~~ Enhance ~~his or her~~ **their** ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.
- 1.40~~12~~ Promote and maintain good relations with fellow Board members by:
- 1.40~~12~~.1 Respectfully working with other Board members in the spirit of harmony and cooperation and giving each member courteous consideration of ~~his or her~~ **their** opinion.
  - 1.40~~12~~.2 Respecting the opinion of others and abiding by the principle of majority rule.
- 1.44~~13~~ Promote an effective working relationship with the Chancellor and ~~e~~**D**istrict staff by:
- 1.44~~13~~.1 Providing the responsibility, necessary authority, and support to effectively perform their duties.
  - 1.44~~13~~.2 Referring complaints and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board **of Trustees**.
- 1.42~~14~~ Be an advocate of the District in the community by encouraging support for and interest in the North Orange County Community College District.
- 1.15 Make use of an opinion disclaimer when publicly expressing personal views while using their trustee or Board title. Such a A printed disclaimer should be easily visible and any disclaimer shall clearly state that the opinions expressed are those of the trustee and do not represent those of the District or of the Board of Trustees.**
- 1.16 Use their District email account, and avoid use of any personal email account, for District business.**



## BP 2715 Code of Ethics/Standards of Practice

2.0 **Filing a Complaint:** ~~All Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. A Board member may be subject to a resolution of censure by the Board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.~~ **A complaint of trustee misconduct may be filed with the Board President or the Chancellor by any student, employee, or trustee. A filed complaint shall be shared with all members of the Board of Trustees. To be acted upon, a complaint must:**

**2.1 Be in writing;**

**2.2 Include the names of and contact information for the complainant(s);**

**2.3 Allege specific actions and include dates or approximate dates of such actions;**

**2.4 Identify provisions of the Code of Ethics, laws, or other standards that have allegedly been violated;**

**2.5 Be filed within 12 months of the alleged violation(s), or within 12 months of the time the complainant(s) first learned of the alleged violation(s), or within any applicable statute of limitations.**

3.0 **Addressing a Complaint:** ~~A complaint of trustee misconduct will be referred to an ad hoc committee composed of three trustees not subject to the complaint. In a manner deemed appropriate by the committee, a fact finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board's Code of Ethics as defined in policy. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board for action. A complaint alleging a violation of the Code of Ethics will be addressed by the Board President who will first discuss the violation with the Board member to reach a resolution and then report on the resolution during a Board meeting. If the Board member in question is the Board President, the Board Vice President is authorized to pursue resolution and in the absence of the Board Vice President, the Board Secretary is authorized to do so.~~

**3.1 If resolution is not achieved and further action is deemed necessary by the Board of Trustees, the Board President may will appoint an ad hoc committee composed of three trustees to examine the matter and recommend a course of action to the Board of Trustees within three Board meetings, but not to exceed 60 days, within a reasonable period. The affected trustee shall be provided an opportunity to present information to the committee.**

## BP 2715 Code of Ethics/Standards of Practice

- 3.2 Sanctions, if any, will ~~may~~ be determined by the Board of Trustees and may include censure, ~~or~~ removal from a Board officer position, or other actions of less severity. ~~The ruling and/or sanctions of the ad hoc committee will be voted on by the entire Board of Trustees (excepting the Trustee/s named in the complaint) in open session, and the ensuing decision will be deemed the final say on the matter. Ad hoc committees will not address the same complaint more than once.~~
- 3.3 If the Board member in question is the Board President, the Board Vice President is authorized to pursue resolution and in the absence of the Board Vice President, the Board Secretary is authorized to do so.
- 4.0 Sanctions: Censure is an official expression of disapproval passed by the Board. Sanctions of ~~including~~ censure or removal from a Board officer position shall require a vote of two-thirds of the members of the Board of Trustees. Less severe sanctions require a majority vote of the Board of Trustees.
- 4.1 Examples of less severe sanctions may include removal from committees, requirements for professional development, and that the trustee tender an apology at a Board meeting.
- 5.0 The Board President and the Chancellor are authorized to consult with legal counsel if a complaint alleges violations of pertinent laws or regulations including but not limited to those dealing with conflict of interest, misuse of public resources, and confidentiality of closed session information. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

See Board Policy 2200, Board Duties and Responsibilities; Board Policy 2315, Closed Sessions; Board Policy 2710, Conflict of Interest; Administrative Procedure 2710, Conflict of Interest; Administrative Procedure 2715, Code of Ethics/Standards of Practice; Board Policy Board 2740, Board Professional Development; Administrative Procedure 2740, Board Education; Board Policy 3050, Institutional Code of Ethics; Administrative Procedure 3050, Institutional Code of Ethics; Board Policy 3410, Unlawful Discrimination; and Administrative Procedure 3410, Unlawful Discrimination.

Also see the Community College League of California publication "The Ethical and Lawful Board of Trustees California Community Colleges" and the Institute for Local Government publication "Walking the Line: What to Do if You Suspect an Ethics Problem."

Date of Adoption: June 24, 2003

Date of Last Revision: September 14, 2016 Chancellor's Staff  
November 26, 2014 Chancellor's Staff  
April 24, 2007

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
<b>DATE:</b>	June 22, 2021	Information	X
		Enclosure(s)	X
<b>SUBJECT:</b>	Board Retreat Summary and Governing Board Meetings Protocol		

**BACKGROUND:** On May 15, 2021, the Board of Trustees met for a Special Board Meeting/Retreat that was facilitated by consultant Brice Harris. The retreat included the following:

**Review of the 2021 Board Evaluation Results** (See pages 6.b.6 – 6.b.33)

1. Dr. Harris tabulated answers from trustees and resource table for the four areas: Board assures quality, integrity and effectiveness of student learning; The Board acts as a whole and advocates for and defends the institution from undue influence or political pressure; Board meetings run effectively; Board members are actively knowledgeable about and engaged in the District community.
2. Items with an asterisk indicate there was one outlier of the Board who rated the Board lower than the other six members.
3. Items with two scores indicate answers where the resource table rated the Board significantly lower than the Board's own rating.
4. Items 11, 15, 19, and 34 received perfect scores of 4.00.
5. Items 10, 14, and 30 received average marks below 3.00 indicating "Needs Improvement."
6. No item received an average score indicating "Unsatisfactory."
7. Recent events including the ethics investigation of a board member, difficult labor negotiations and general partisanship across the country negatively impacted this evaluation.
8. Dr. Harris complimented the Board as a whole, for working effectively while acknowledging certain challenges.
9. This retreat fulfills Accreditation Standard IV.C.10 "Board policies and /or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness...The governing board regularly evaluates its practices and performance. ...The results are used to improve board performance, academic quality, and institutional effectiveness."

## **Discussion on Improving Performance**

1. A review of BP 2200, Board Duties and Responsibilities. While differences remain among trustees regarding specific applications of this policy, agreement along three areas emerged:
  - a. There is no bright line determining Board/CEO responsibilities.
  - b. Both the Board and the Chancellor need to trust each other and engage in continuous honest and transparent communication. Mindfulness of tone is critical.
  - c. All communication needs to go through the Chancellor, even if apparently minor.
2. All trustees and Chancellor Marshall desire a successful chancellor search, onboarding process, and retention.
  - a. An additional retreat should be scheduled in Fall 2021 to set goals of the Chancellor/Board. These goals should be one and the same and be based on the application criteria and EFMP.
  - b. The new Chancellor should engage in professional development such as the Wheelhouse or Vineyard Symposium to support in his/her transition.
  - c. The Board wishes to engage in frequent communication with the new Chancellor regarding progress of goals for him/herself and the District. Since these are tied to the Chancellor evaluation they will take place in closed session, should be embedded into their contract, and should not be viewed as punitive rather as proactive.
3. A separate memo from the Board entitled “Clarification of Governing Board Meetings Protocol” (See pages 6.b.3 – 6.b.5) outlines agreed upon alignment of existing Board Policies and minor adjustment to Board Meeting Protocol in order to:
  - a. Ensure robust input from the community and constituent groups;
  - b. Improve the flow of NOCCCD Board meetings and professionalize the atmosphere;
  - c. Align with existing BPs;
  - d. Enhance the ability of the Board to discuss action items.

## **Reaffirmation for District Core Value of Civility**

In conclusion, the Board unanimously reaffirms NOCCCD’s core value of civility. Board members commit themselves to be models of civility, and urge all members of the district to conduct themselves professionally. \* Civility is claiming and caring for one’s identity, needs and beliefs without degrading someone else’s in the process (Spath & Dahnke, 2020)

**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 and Board Policy 2310, Regular Meetings of the Board.


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

**RECOMMENDATION:** It is recommended that the Board review the Board Retreat Summary and the Clarification of Governing Board Meetings Protocol.

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Cheryl Marshall  
Recommended by

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Approved for Submittal

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6.b.2  
Item No.

**Clarification of Governing Board Meetings Protocols  
for the  
North Orange County Community College District  
6/15/2021**

**Goals:** The NOCCCD Board of Trustees desires to clarify BOT meeting protocols in order to enhance effectiveness of Board meetings, ensure effective participation, promote robust respectful discussion, and align with existing Board policies. These clarifications result from the Board's recent self-evaluation process and have the following goals.

It should be noted that the Board of Trustees is the ultimate decision-maker in those areas assigned to it by law and regulations. (BP 2510; ACCJC Accreditation Standards IV.A, IV.D.7; Title 5 sections 53200, 51023.5, 51023.7)

1. **Ensure robust input from the community and constituent groups.** The revised protocols for the conduct of Board meetings are designed to enhance the impact of constituent and public input into the meetings by aligning that input with the appropriate agenda items.
2. **Improve the flow of NOCCCD Board meetings and professionalize the atmosphere of those meetings.** Current Board meetings can be overly lengthy and occasionally appear unorderedly. The revised protocols will help improve the flow of meetings and ensure that those meetings are orderly and productive.
3. **Align with existing Board Policy.** BP 2350 Speakers; BP 2355 Decorum; BP 2510 Participation in Local Decision-making; BP 2345 Public Participation at Board Meetings; and BP 2310 Regular Meetings of the Board (in particular 6.0).<sup>1</sup>
4. **Enhance the ability of the Board to discuss action items and reach a decision once stakeholder input has been received.** The current meeting conduct has the effect of mixing both Board and stakeholder input together and does not allow the Board to discuss issues among themselves without interruption before taking a vote.

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<sup>1</sup> BP 2310 6.0 "Representatives directly affiliated with each of the bargaining units of District employees, the Academic/Faculty Senates, and administrative personnel as designated by the Chancellor will be seated at a Resource Table. These representatives may provide reports to the Board of Trustees from their respective organizations, provide input on agenda items, or serve as a resource to the Board in the discussion of issues subject to Board guidelines."

**Meeting Protocols:** The following clarifications in the conduct of NOCCCD Board meetings will be implemented when the Board returns to regular in-person meetings.

1. **People wishing to address the Board will be asked to register to do so:**<sup>2</sup> Anyone wishing to address the Board (other than members of the Resource Table and Chancellor's Staff) will be asked to complete a card prior to their testimony. The card will simply ask for the individual's name, the organization they represent, if any, and which item on the agenda they wish to address. If they wish to address an item not on the agenda, they may check a box indicating that and leave that section of the card blank.
2. **Aligning public comment on agenda items with the items:** Currently all public comments take place near the beginning of the Board meetings. Going forward individuals wishing to comment on an item on the Board agenda will be asked to do so when that item is heard by the Board. If an individual wishes to comment on a block-vote item, the Board President will remove the item from block-vote consideration for separate discussion. All cards of those wishing to address the item will be given to the Recording Secretary and the President will call those to testify in order. The current time limit of three minutes for addressing the Board will remain in effect.
3. **Action items on the Board agenda will be moved near the beginning of the meeting:** The main responsibility of the Board is to consider action items at each meeting. In order to ensure that the Board completes this important work those items will be moved to appear on the agenda immediately after the roll call of the Board members.
4. **Process for considering an action item:** Action items will be considered as follows.
  - The item will be introduced by staff.
  - The Board President will call each member of the public or staff wishing to comment on the item to address the Board from the podium (three-minute limit).
  - The Board will close public comment and discuss the item.
  - The Board may request additional information from a member of the Resource Table to provide clarity on the agenda item.
  - The Board will discuss and vote on the action item.
5. **Process for non-action items:** Non-action items will be considered as follows.
  - The item will be presented by staff (or others, if the item is not from staff).
  - The Board President will call each member of the public or staff wishing to comment on the item to address the Board from the podium (three-minute limit).
  - The Board will then ask any questions or have any discussion on the item.
6. **Process for reports and comments to the Board from Resource Table members and Trustees:** Reports and comments to the Board will follow the format below.

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<sup>2</sup> BP 2350 4.5 "Speakers Request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed."

- Reports from the Chancellor, Chancellor’s Staff, and Resource Table personnel will be given from their seats. Comments on agenda items from the Chancellor, Chancellor’s Staff, and Resource Table personnel will be given from the podium.
  - Reports and comments on agenda items from the Chancellor’s Staff and Resource Table personnel will be subject to a three-minute time limit.
  - No Resource Table member will be allowed to cede their seat to an individual not representing their organization.<sup>3</sup>
  - Reports from Trustees will be given from their seats.
7. **Public comments on issues/items not on the agenda:** Public comments on any items not on the agenda will be received by the Board immediately prior to adjournment to any closed session or, in the absence of a closed session, at the conclusion of all other public session business. People wishing to address the Board on non-agenda items will be asked to complete a registration card and the Board President will call on those individuals to address the Board from the podium. The normal three-minute limit will apply.
8. **Multiple individuals offering repetitive public testimony:**<sup>4</sup> In order to enhance the impact of public testimony to the Board, individuals from the public or the staff who have testimony that is identical or nearly identical to testimony already given on the same item will be asked to simply state their name and their agreement with that previous testimony and to refrain from repeating it in full. Speakers are also asked to limit their comments to the subject matter at hand.
9. **NOCCCD Board Meeting decorum:** The Board of Trustees fully respects and supports the freedom of speech. In addition, the Board wishes to maintain appropriate decorum and civility at its meetings. Individuals attending and participating in a meeting of the Board of Trustees are asked to be civil and respectful in their conduct and comments.<sup>5</sup>

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<sup>3</sup> BP 2350 4.2 “Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.”

<sup>4</sup> BP 2350 Speakers 4.1 “The president of the BOT may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.”

<sup>5</sup> AP 3050, 5.2 states that “Employees of the District are expected to treat other members of the District and members of the public with courtesy, honesty, professionally, and civility.” BP 2715, 1.10 Promote and maintain good relations with fellow Board members and 1.11 Promote an effective working relationship with the Chancellor and district staff.

# ***2021 North Orange County CCD Board Self-Evaluation***

## ***Today's discussion***

- **Relevance of Board evaluation process**
- **Summary of current Board-completed self-evaluation instrument**
- **Summary of Resource Table & Audience members Board evaluation instrument**
- **Summary of individual Board member conversations**
- **Analysis of evaluation material**
- **Discussion on improving performance**



# *Board Self-Evaluation Relevance*

## *Accreditation Standards*

### C. Governing Board

1. The institution has a governing board that has authority over and responsibility for **policies** to assure the academic quality, integrity, and effectiveness of the **student learning** programs and services and the **financial stability** of the institution.
2. The governing board **acts as a collective entity**. Once the board reaches a decision, all board members act in support of the decision.

## *Accreditation Standards*

3. The governing board adheres to a clearly defined policy for **selecting and evaluating the CEO** of the college and/or the district/system.
4. The governing board is an **independent, policy-making body** that reflects the public interest in the institution's educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure.

## *Accreditation Standards*

5. The governing board **establishes policies** consistent with the college/district/system mission **to ensure the quality**, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has **ultimate responsibility for educational quality, legal matters, and financial integrity and stability**.

## *Accreditation Standards*

6. The institution or the governing board **publishes the board bylaws and policies** specifying the board's size, duties, responsibilities, structure, and operating procedures.

7. The governing board **acts in a manner consistent with its policies and bylaws**. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

## *Accreditation Standards*

8. To ensure the institution is accomplishing its goals for student success, the governing **board regularly reviews key indicators of student learning** and achievement and institutional plans for improving academic quality.

9. The governing board has an **ongoing training program for board development**, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

## *Accreditation Standards*

10. Board policies and/or bylaws clearly **establish a process for board evaluation**. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. **The governing board regularly evaluates its practices and performance**, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.

## *Accreditation Standards*

11. The governing **board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code**. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

## *Accreditation Standards*

12. The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.

## *Accreditation Standards*

13. The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college's accredited status, and supports through policy the college's efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.

# *2021 North Orange County CCD Governing Board Self-Evaluation Process*

## *2021 Self-Evaluation Process*

- 1. Board completion of self-evaluation instrument**
- 2. Resource Table & Audience Members evaluation instrument**
- 3. Conversations with individual Board members**
- 4. Analysis of surveys and interviews and consultant recommendations**
- 5. Facilitated open conversation at retreat**

# *Board Evaluation Survey Analysis*

## *Evaluation Components*

- Assurance of quality, integrity and effectiveness of student learning and services
- Reflecting public interest, acting as a whole and advocating and protecting the institution from undue influence and political pressure

## *Evaluation Components*

- Effectively run Board meetings
- Actively knowledgeable and engaged in the District community
  
- Comments

## *Instrument Specifics*

- 41 total questions in four areas
- Scale includes 4 rating options
  - 4 = Excellent
  - 3 = Acceptable

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  - 2 = Needs Improvement
  - 1 = Unsatisfactory
- Seven trustees
- Thirteen resource table & audience



<b>Board assures quality, integrity and effectiveness of student learning</b>	<b>AVERAGE RESPONSE</b>
1. The Board has clearly defined institutional goals and desired outcomes both short and long-term.	<b>3.9</b>
2. The Board's highest priority is student learning and student success.	<b>3.7</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.	<b>3.9</b>
3b. The Board reviews the mission and vision statements every three years.	<b>3.4</b>
3c. The Board regularly reviews its policies to be consistent with its mission.	<b>3.0</b>

<b>Board assures quality, integrity and effectiveness of student learning</b>	<b>AVERAGE RESPONSE</b>
1. The Board has clearly defined institutional goals and desired outcomes both short and long-term.	<b>3.9</b>
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3c. The Board regularly reviews its policies to be consistent with its mission.	<b>3.0</b>

<b>Board assures quality, integrity and effectiveness of student learning</b>	<b>AVERAGE RESPONSE</b>
1. The Board has clearly defined institutional goals and desired outcomes both short and long-term.	<b>3.9 3.2</b>
2. The Board's highest priority is student learning and student success.	<b>3.7</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.	<b>3.9</b>
3b. The Board reviews the mission and vision statements every three years.	<b>3.4</b>
3c. The Board regularly reviews its policies to be consistent with its mission.	<b>3.0</b>

<b>Board assures quality, integrity and effectiveness of student learning</b>	<b>AVERAGE RESPONSE</b>
4. Chancellor's goals affirmed by the Board, establish priorities that are both strategic and manageable and provide Board direction.	<b>3.3*</b>
5a. The Board upholds a code of ethics and conflict of interest policy.	<b>3.1</b>
5b. The Board has a clearly defined policy dealing with violations.	<b>3.1</b>
6. The Board regularly reviews key indicators of student learning and achievement and plans for improving academic quality.	<b>3.9</b>
7. The Board approves appropriate resources to support an effective student learning program.	<b>3.3</b>
8. The Board regularly evaluates its processes to support continuous improvement.	<b>3.3</b>

<b>Board assures quality, integrity and effectiveness of student learning</b>	<b>AVERAGE RESPONSE</b>
1. The Board has clearly defined institutional goals and desired outcomes both short and long-term.	<b>3.9</b>
2. The Board's highest priority is student learning and student success.	<b>3.7</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.	<b>3.9</b>
3b. The Board reviews the mission and vision statements every three years.	<b>3.8</b>
3c. The Board regularly reviews its policies to be consistent with its mission.	<b>3.6</b>

<b>Board assures quality, integrity and effectiveness of student learning</b>	<b>AVERAGE RESPONSE</b>
4. Chancellor's goals affirmed by the Board, establish priorities that are both strategic and manageable and provide Board direction.	<b>3.3*</b>
5a. The Board upholds a code of ethics and conflict of interest policy.	<b>3.2*</b> <b>2.2</b>
5b. The Board has a clearly defined policy dealing with violations.	<b>3.1*</b> <b>2.1</b>
6. The Board regularly reviews key indicators of student learning and achievement and plans for improving academic quality.	<b>3.9</b>
7. The Board approves appropriate resources to support an effective student learning program.	<b>3.6*</b>
8. The Board regularly evaluates its processes to support continuous improvement.	<b>3.3*</b> <b>2.6</b>

<b>The Board acts as a whole, and advocates for and defends the institution from undue influence or political pressure.</b>	<b>AVERAGE RESPONSE</b>
9. Directions to staff are based on a consensus of a majority of the Board. Individual Board members do not assume authority.	<b>3.4*</b>
10. Board members respect each other's opinions.	<b>2.9*</b>
11. Discussions are structured so that all have an opportunity to contribute to the decision.	<b>4.0</b>
12. Board members have adequate information upon which to base decisions.	<b>3.4*</b>
13. The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the Chancellor.	<b>3.8</b>
14. The Board's delegation of administrative authority to the Chancellor is clear to all parties.	<b>2.6</b>

<b>Board meetings run effectively:</b>	<b>AVERAGE RESPONSE</b>
15. Board members are punctual to and attend all meetings to conclusion.	<b>4.0</b>
16. The Board reviews agenda materials and is prepared for Board meetings.	<b>3.6</b>
17a. New Board members, including student trustees, receive an orientation to roles and responsibilities and District mission and policies.	<b>3.1</b>
17b. The Board members engage in ongoing professional development.	<b>3.4*</b>
18. The Board agendas focus on policy issues that are related to Board responsibilities.	<b>3.6</b>

<b>Board meetings are run effectively:</b>	<b>AVERAGE RESPONSE</b>
19. The Board conducts its meetings in compliance with state laws, including the Brown Act.	<b>4.0</b>
20. Agendas include legislative and state policy issues that impact the District.	<b>3.5*</b>
21. Board meetings include some education or information time.	<b>3.5</b>
22. Board meetings provide adequate time for New Board members, including student trustees, receive an orientation to roles and responsibilities and District mission and policies.	<b>3.9</b>

<b>Board members are actively knowledgeable about and engaged in the District community:</b>	<b>AVERAGE RESPONSE</b>
23a. Board members are knowledgeable about community college and state-related issues.	<b>3.5</b>
23b. Board members are knowledgeable and take appropriate role in the accreditation process.	<b>3.4*</b>
24. The Board acts as an advocate for community colleges.	<b>3.0</b>
25. Board members are available to District employees for comments and suggestions.	<b>3.3*</b>
26. The Board shows its support for the District through members attending various events.	<b>3.3*</b>

<b>Board members are actively knowledgeable about and engaged in the District community:</b>	<b>AVERAGE RESPONSE</b>
27. The Board is knowledgeable about the District's history, values, strengths, and weaknesses.	<b>3.3</b>
28. The Board understands, appreciates, and is responsive to the diverse community which it serves.	<b>3.2*</b> <b>2.5</b>
29. The Board has processes in place for appropriately involving the community in relevant decisions.	<b>3.4*</b>
30. The Board helps promote the image of the District in the community.	<b>2.7</b>
31. The Board understands the collective bargaining process and its role in the process.	<b>3.2*</b> <b>2.8</b>

Board members are actively knowledgeable about and engaged in the District community:	AVERAGE RESPONSE
32. The Board is involved in and understands the budget process and how adopted priorities are addressed within the budget.	3.3
33. The Board gives adequate attention to the mission goals of the District.	3.6*
34. The Board has a procedure for annual evaluation of Chancellor.	4.0
35. The Board demonstrates a good understanding of collegial consultation and related processes.	3.8 2.7
36. In general, what rating does the Board as a whole deserve?	3.1* 2.8

*Board  
Member  
Comments on  
Survey*

### ***Sample Positive Board member comments***

- The Board is actively engaged in reviewing its policies
- The Board has been solid with new policy decisions and has regularly reviewed existing Board policies
- I appreciate how we all have an opportunity to chime in
- In a difficult year, the Board should be proud of what was achieved
- If we need more information we get it promptly
- The Board is full of knowledgeable and experienced Trustees

### ***Sample Board member concerns***

- As we go into a Chancellor search we are not on the same page regarding the role of the Board
- I don't think the Board is an advocate for the colleges
- Some Trustees seem overly influenced by constituent groups
- Some Trustees need to more fully understand the delegation of administrative authority
- There is disagreement among Board members on roles
- Mission statement needs to be revisited



# *Summary of Individual Board Member Interviews*

## *Individual interview questions*

1. Do you think NOCCCD is headed in the right or wrong direction?
2. What do you think is the role of the Board?
3. What do you think the Board does well?
4. What does it not do as well?

### *Individual interview questions*

5. How is the Board perceived by the external community?
6. How is the Board perceived internally by staff and students?
7. Is the Board focused on teaching and learning?
8. What are your top three concerns about the future of the district?

### *Individual interview questions*

9. What advice do you have for making the Board more effective?
10. What areas in Board operation need attention?
11. What have I not asked you about that you think I should know or about which you want to comment?

## *Right direction – wrong direction?*

- Solid district headed in the right direction
- Generally yes
- Yes, but too much personal drama
- Colleges are, but District may not be
- Right direction, good finances, but enrollment is a challenge
- We are increasingly political
- We have no insurmountable problems

## *What is the role of the Board?*

- Policy-making
- Providing direction to the Chancellor
- Serve as change agents
- Focus on policy and work collectively
- Provide direction on policy and budget
- We have complete authority by statute for the District
- Set mission, vision and values
- Represent the public and look out for their interests

## ***What does the Board do well?***

- We are respectful of one another
- We care about educational quality and students
- Everyone has opportunity for input
- The Board prepares well for meetings
- We tend to follow procedures and policies
- We are good on fiscal issues
- We are good in closed session
- We really care about the staff and students

## ***What does the Board not do as well?***

- We have too many political agendas
- We don't admit our mistakes
- We don't always understand our role
- We tend to micro-manage
- We don't always respect the input of members
- Don't get out into the community enough
- Too much new vs old Board members
- Need to be more respectful of one another
- We sometimes don't wait for all the facts

## ***How is the Board perceived in the community?***

- Most people don't know anything about us
- Recent incident has raised several questions
- We are viewed favorably
- We had a good presence but that has changed lately because of incidents at the colleges
- People know individual members but not the Board as a whole
- We used to hear this is a good board, but not so much recently

## ***How is the Board perceived internally by staff and students?***

- We are not well thought of
- Recent email suggest it is very divisive
- Generally good
- Staff morale is low
- Negotiations with the faculty took a toll
- Folks are very concerned about a new Chancellor
- What people hear about us is negative

## *Is the Board focused on teaching and learning?*

- Most of the Board most of the time
- Usually except for budget and labor negotiations
- Yes, we are dealing with issues concerning students
- Not usually, too much political division
- Yes, student success is why we are all on the Board

## *What are your top three concerns about the future of the District?*

- Hiring a good Chancellor
- Labor negotiations and budget
- We need to be less political
- Meeting the changing needs of the changing demographics in the region
- Remaining fiscally responsible with hold harmless approaching
- Making sure we stay current as a Board

## *What advice do you have on making the Board more effective?*

- We need much more professional development
- We need to do a better job of delegating authority
- Better goal-setting as a group
- Don't assume we know what the community wants and needs
- Communicate better with our Chancellor
- Get on the same page as a Board
- Meet in person again
- Cut out some of the numerous resolutions

## *What have I not asked about that you think I should know?*

- We need to discuss the Chancellor selection process as a Board
- Don't feel my concerns are being listened to by rest of the Board
- Sometimes we have a mismatch of discussion and action on the Board
- I enjoy being a Trustee!

# *Analysis of the Survey and Interviews*

## *Analysis of Board Performance*

- This is a Board made up of people who desire to help students and serve their community
- The Board is still relatively new in tenure as a group, and will take time to “jell”
- Members are still working to understand one another’s style and approach
- Board members generally like one another, but are also occasionally frustrated by one another



## *Analysis Board Performance*

- There is confusion and disagreement among members on the appropriate role of the Board
- The Board finds it difficult to deal with significant differences of opinion among members
- The Board performs best when they deal with issues related to students, teaching and learning
- Board members feel they spend too much time on issues that are more political in nature

## *Analysis Board Performance*

- Individual Board members sometimes feel as if their opinions are not valued
- Survey results show at least one member with a significantly different view of Board performance
- The Board is uncertain on how to move forward to improve their performance
- The Board is aware of and committed to the process of identifying a new Chancellor

### *To Improve the Board Should*

- Always put students, teaching and learning first
- Embrace differences of opinion on the Board
- Develop positive relationships with one another and the Chancellor
- Listen to one another
- Be willing to make decisions even in the face of a significant difference of opinion

### *To Improve the Board Should*

- Disagree with one another with respect and civility
- Attempt to limit the number of resolutions considered as a Board to only those that directly impact students, teaching and learning
- Strive to debate issues and refrain from comments that could be considered personal
- As Trustees, conduct yourselves as role models for students

## *To Improve the Board Should*

- Withstand the public criticism that goes with serving as an elected official in today's environment
- Take the District issues seriously while not taking yourselves too seriously
- Have a frank discussion (including the Chancellor) and ultimately agree on the role of the Board...then abide by that agreement
- Strive to enjoy your service as a Trustee

*Let's have an  
open and honest  
conversation!*

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** June 22, 2021

**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.

\_\_\_\_\_  
Cheryl Marshall  
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

June 8, 2021

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, June 8, 2021, at 5:30 p.m. via Zoom teleconference and YouTube livestream.

President Barbara Dunsheath called the meeting to order at 5:32 p.m. Fullerton College Student David Odinigwe led the Pledge of Allegiance to the Flag and provided a statement on what democracy means to him.

**TRUSTEE ROLL CALL:** Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Ed Lopez, Jacqueline Rodarte, Evangelina Rosales, and Student Trustees Erin Lacorte and Meena Pandian. Absent: None.

**RESOURCE PERSONNEL PRESENT:** Cheryl Marshall, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Greg Schulz, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns, District Director, Public & Governmental Affairs; Lisa McPheron, representing the District Management Association; Damon De La Cruz, representing the Cypress College Academic Senate; Kim Orlijan, representing the Fullerton College Faculty Senate; Christie Diep, representing United Faculty; Pamela Spence representing CSEA; Tonya Cobb, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

**OTHER ADMINISTRATORS AND EMPLOYEES PRESENT:** Paul de Dios, Lee Douglas, and Alex Porter from Cypress College; Gil Contreras, Rod Garcia, Jose Ramon Nuñez, and Joe Ramirez from Fullerton College; Terry Cox from North Orange Continuing Education; and Danielle Davy from the District Office.

**VISITORS:** David Odinigwe. Public participation was provided via YouTube livestream.

**COMMENTS: MEMBERS OF THE AUDIENCE:** No public comments were received.

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

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

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

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

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

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

### CHANCELLOR'S REPORT

- A. **Seating of Student Trustees:** As part of the Chancellor's Report, **Erin Lacorte**, from Fullerton College, and **Meena Pandian**, from Cypress College, were introduced as the new Student Trustees. **Board President Barbara Dunsheath** then administered the Oath of Office to both and welcomed them to the Board of Trustees.

### COMMENTS

- A. **Fred Williams** reported that the District 2021-22 Tentative Budget will be presented at the June 22 Board meeting.
- B. **Valentina Purtell** reported that NOCE honored 483 students at their Commencement and Student Success Event and thanked those on hand to celebrate. She noted that NOCE hosted a Connect to Success event before the start of the summer term that provided students with registration assistance and counseling appointments. President Purtell also noted that Program Directors are in the midst of coordinating activities to ease transition back to campus in August.
- C. **JoAnna Schilling** thanked classified professionals for their work and reported on Cypress College Classified Appreciation Day events. She shared that 88 Cypress College faculty, staff, and students participated in the virtual National Conference on Race and Ethnicity (NCORE). Dr. Schilling congratulated the Cypress College Women's Softball Team on being named the Orange Empire Conference champions after beating Fullerton College in the championship game.
- D. **Greg Schulz** thanked **David Odinigwe** for leading the Pledge of Allegiance and welcomed **Erin Lacorte** as the new Fullerton College Student Trustee. He congratulated Cypress College on their softball championship and praised them and the Fullerton College team on their successful seasons. He reported on the passing of two members of the Fullerton College alumni family: Professor Emeritus **Allan Schoenherr** and former Fullerton College quarterback and NFL Coach **Jim Fassel**.
- E. **Lisa McPheron** stated that it was her last Board meeting as DMA President. **Ty Volcy** is the new DMA President and **Raine Hambly** is the DMA President Elect.
- F. **Kim Orlijan** welcomed the new Student Trustees and **Damon De La Cruz** and noted her pleasure in working with them during the upcoming year.
- G. **Christie Diep** reported that United Faculty looks forward to their upcoming negotiations with the District and that they stand with their CSEA colleagues. She too welcomed **Erin Lacorte**, **Meena Pandian**, and **Damon De La Cruz**.

- H. **Pamela Spence** reported on CSEA events in celebration of Classified School Employee Week including drive-thru giveaway event and virtual game night. She also thanked United Faculty for their on-going support during negotiations with the District and welcomed the new Student Trustees.
- I. **Student Trustee Erin Lacorte** reported on the Fullerton College “Car-mmencement” and expressed gratitude to the student life and leadership team and the volunteers who contributed towards the successful event and also reported on plans to host “Trustee Tuesdays” on Instagram to connect with students.
- J. **Student Trustee Meena Pandian** thanked everyone for the warm welcome, expressed her hope to make a difference for the better, and announced the new Cypress College Associated Students Cabinet.
- K. **Trustee Ryan Bent** welcomed Student Trustees **Erin Lacorte** and **Meena Pandian** and **Damon De La Cruz** and also reported on his attendance at the NOCE Commencement drive-thru event.
- L. **Trustee Ed Lopez** also welcomed the Student Trustees, congratulated them on their election, and expressed hope that they find the experience enjoyable and educational.
- M. **Trustee Stephen T. Blount** reported on the passing of NBA player **Mark Eaton** and shared his personal experiences with him while attending Cypress College together.
- N. **Trustee Evangelina Rosales** echoed the welcome remarks and thanked **Lisa McPheron** for representing DMA at Board meetings.
- O. **Trustee Barbara Dunsheath** also welcomed the new Student Trustees and thanked Lisa McPheron for her service. She reported that a Board Subcommittee, comprised of **Trustees Jeffrey P. Brown** and **Ed Lopez**, will investigate a way forward for **Trustee Ryan Bent** with regard to the recommendations outlined by the ad hoc committee report that investigated the formal complaint involving his actions.

**MINUTES:** It was moved by Trustee Jacqueline Rodarte and seconded by Trustee Evangelina Rosales to approve the Minutes of the Regular Meeting of May 25, 2021. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Lacorte and Pandian’s advisory votes.**

## **FINANCE & FACILITIES**

**Item 3.a:** By the block vote, authorization was granted to ratify purchase order numbers P0139883 - P0145268 through May 13, 2021, totaling \$4,668,728.17 and check numbers C0052584 – C0052632, totaling \$3,043,816.81; F0272999 – F0275135, totaling \$457,395.82; Q0000000 – Q0000000, totaling \$0.00; 88512574 – 88513465, totaling \$10,699,141.63; V0031836 – V0031837, totaling \$1,715.00; 70115437 – 70115690, totaling \$56,447.79; and disbursements E8955238 – E8965254, totaling \$5,167,589.85, through May 31, 2021.

**Item 3.b:** By the block vote, authorization was granted to make adjustments to the General Fund, Child Development Fund, and Financial Aid Fund revenue and expenditure budgets in accordance with the revised fiscal year 2020-2021 allocations and adopt resolutions to adjust

budgets and authorize expenditures within the General Fund, Child Development Fund, and Financial Aid Fund pursuant to the California Code of Regulations Title 5, Section 58308.

Further authorization was granted 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.

**Item 3.c:** By the block vote, authorization was granted for the 2020-2021 General Fund and Capital Outlay Fund transfers netting to the amount of \$260,448 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

**Item 3.d:** By block vote, authorization was granted to adopt the resolution authorizing the County Superintendent of Schools to make any necessary transfers between contingencies and expenditure classifications.

**Item 3.e:** By block vote, authorization was granted to use the estimated \$36,993,108 of Education Protection Account proceeds resulting from the passage of Proposition 55 to partially fund instructional salaries and benefits.

**Item 3.f:** By the block vote, authorization was granted for the Institutional Memberships exceeding \$1,000 for the 2020-2021 school year for the organizations listed.

**Item 3.g:** By block vote, authorization was granted to enter into a contract with First Class Vending to provide vending services to Cypress College, Anaheim Campus and Fullerton College beginning July 1, 2021 to June 30, 2026 at no cost to the campuses.

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

**Item 3.h:** By block vote, authorization was granted to award Bid #2021-11, Fullerton College Boiler B-1 Repair Project in the amount of \$218,980 including an allowance of \$20,000.

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

## **INSTRUCTIONAL RESOURCES**

**Item 4.a:** By block vote, authorization was granted to ratify the amendment of the 2021-24 NOCCCD and Anaheim Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

**Item 4.b:** By block vote, authorization was granted to ratify the amendment of the 2021-24 NOCCCD and Fullerton Joint Union High School District College and Career Access Pathways (CCAP) Dual Enrollment Partnership Agreement.

**Item 4.c:** By block vote, authorization was granted to approve the summary of curriculum changes for Cypress College to be effective Fall 2021 and Fall 2022. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and approved by the District Curriculum Coordinating Committee.

## **HUMAN RESOURCES**





Timmermans, Dana	FC	Director, Behavior Health Services 12-month Position (100%) Range 20, Column G Management Salary Schedule Eff. 06/09/2021 PN FCM948
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TEMPORARY CONTRACT

Awad, Abigail	CC	Accounting Instructor Temporary Contract (100%) Pursuant to E.C. 87482 Class F, Step 1 Eff. 08/19/2021-12/11/2021
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EXTENSION OF TEMPORARY REASSIGNMENT

Adakai, Ericka	FC	Interim Director, Educational Partnerships and Programs Range 20, Step B (100%) Management Salary Schedule Eff. 07/01/2021-08/31/2021
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PAYMENT FOR INDEPENDENT LEARNING CONTRACT

Aguet, Jacqueline	CC	\$115.00
Angelov, Katalin	CC	\$ 5.00
Bladh, Eric	CC	\$ 80.00
Luther, Mihoko	CC	\$ 45.00
McMillan, Marcus	CC	\$ 30.00
Mosqueda-Ponce, Therese	CC	\$ 75.00
Pinkham, Bill	CC	\$ 40.00
Schulps, Molly	CC	\$ 15.00
Young, Brandy	CC	\$ 10.00

LEAVE OF ABSENCE

@00207104	FC	Counselor SB 95 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 04/13/2021 (8 hours) Eff. 04/14/2021 (8 hours)
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@01565952	CC	Counselor SB 95 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 01/05/2021 (5 hours) Eff. 01/06/2021 (5 hours) Eff. 01/07/2021 (5 hours) Eff. 01/08/2021 (5 hours)
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Adams, Virgil	CC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Aguet, Jacqueline	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
Balma, Jodi	FC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Baloy, Czarina	CC	Supervising Dentist (DH Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2021 Summer
Bridges, Michael	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
Cadenda, Maria Leonor	FC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Collins, Lori	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 25 hours Eff. 05/24/2021-07/29/2021
Costello, Jeanne	FC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Cutrona, Piero	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
De Dios, Angela	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
DeRoo, Robin	CC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Frianeza, Michael	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty

Overload Teaching Schedule  
Class F  
Not to exceed 25 hours  
Eff. 05/24/2021-07/29/2021

Gutierrez, Ruth	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
House, Joshua	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
Jepson, Jane	CC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Jo, Jiwoon Jeannie	CC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Jones, Sarah	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
Larez, Jennie	CC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Letcher, Annette	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
McGuthry, Katheryn	FC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Nabahani, Melanie	CC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Ortega, Ryan	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 25 hours Eff. 05/24/2021-07/29/2021
Pacheco, Elizabeth	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule

Class D  
 Not to exceed 25 hours  
 Eff. 05/24/2021-07/29/2021

Pham, Thu	CC	Assistant Director of Nursing Class F, Step 11 Lecture Rate, Regular and Contract Faculty Summer Intersession Teaching Schedule Eff. 05/24/2021-08/12/2021
Ramos, Jaime	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class E Not to exceed 25 hours Eff. 05/24/2021-07/29/2021
Robertson, Alison	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
Rhymes, Regina	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
Sabau, Biana	FC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Sato, Dee Ann	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
Simmons, Samantha	CC	LBCC Summer Cultural Curriculum Audit Project Stipend not to exceed \$1000.00 Eff. 06/21/2021-07/11/2021
Spitler, Patricia	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule Class B Not to exceed 25 hours Eff. 05/24/2021-07/29/2021
Troy, Kathleen	CC	Future Instructor Training Program Stipend not to exceed \$800.00 Eff. 01/20/2021-05/22/2021
Velasco, Kendra	CC	Hiring Committee Service Lab Rate, Regular and Contract Faculty Overload Teaching Schedule

Class E  
 Not to exceed 25 hours  
 Eff. 05/24/2021-07/29/2021

Whitsett, Catherine                      CC      ESL 109 C Level Norming Project  
 Stipend not to exceed \$400.00  
 Eff. 05/24/2021-05/25/2021

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

RETIREMENT

Whelchel, Carolyn                      FC      Administrative Assistant II  
 12-month position (100%)  
 Eff. 06/30/2021  
 PN FCC667

RESIGNATION

Lopez, Amanda                              FC      Administrative Assistant II  
 10-month position (100%)  
 Eff. 07/01/2021  
 PN FCC779

ADMINISTRATIVE REORGANIZATION

Selby, Steven                              FC      Director, Campus Public Safety  
 12-month position (100%)  
 Range 11, Column G  
 Management Salary Schedule  
 PN FCM976

To:      Director, Campus Safety  
 12-month position (100%)  
 Range 20, Column B  
 Management Salary Schedule  
 Eff. 05/12/2021  
 PN FCM976

VOLUNTARY CHANGES IN ASSIGNMENT

Cao, Khanh                                  CC      Instructional Assistant, Business and CIS (50%)

Temporary Increase in Percent Employed  
 From: 50%  
 To:      100%  
 Eff. 07/01/2021 – 06/30/2022

Xie, Zifeng	CC	IT Specialist, Systems Applications (100%)  Extension of Temporary Change in Assignment To: AC IT Project Leader 12-month position (100%) Range 57, Step A + 15% Longevity Classified Salary Schedule Eff. 07/01/2021 – 12/31/2021
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PROFESSIONAL GROWTH & DEVELOPMENT

Luminarias, Marwin	FC	Curriculum Specialist (100%) 2 <sup>nd</sup> Increment (\$400) Eff. 07/01/2021
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LEAVES OF ABSENCE

@00901548	CC	Administrative Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/29/2021 (3 hours); 04/20/2021 (4 hours)
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@00644694	AC	Facilities Custodian I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/14/2021 (8 hours)
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@00007596	CC	Groundskeeper (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/24/2021 (2 hours); 04/21/2021 (2 hours)
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@01618468	NOCE	Student Services Specialist, ESL SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 05/06/2021 (7 hours); 05/07/2021 (8 hours)
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@01630681	FC	Facilities Custodian I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 04/15/2021 (8 hours)
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STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Quach, Tony	FC	Student Services MIS Analyst Extension of 6% Stipend Eff. 06/01/2021 – 06/30/2021 Eff. 07/01/2021 – 12/31/2021
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Schoepf, Julie	NOCE	Executive Assistant III Extension of 6% Stipend
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Eff. 07/01/2021 – 06/30/2022

Valle, Marcela	NOCE	Admissions and Records Specialist Extension of 6% Stipend Eff. 07/01/2021 – 06/30/2022
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**Item 5.c:** By the block vote, authorization was granted for the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1278 for a copy of the professional expert personnel listing.)

**Item 5.d:** By the block vote, authorization was granted for the hourly listing.

(See Supplemental Minutes #1278 for a copy of the hourly personnel listing.)

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

(See Supplemental Minutes #1278 for a copy of the volunteer listing.)

## GENERAL

**Item 6.a:** The Board reviewed the proposed, revised BP 2715, Code of Ethics/Standards of Practice. Board President Barbara Dunsheath shared that several iterations of BP 2715 have been drafted: initially with the Board Policy Subcommittee, then with the District Consultation Council, and back to the Board for a first read.

During the discussion, trustees shared comments and suggestions that included:

- Section 1.15: Revise the second sentence to read, “A printed disclaimer should be easily visible and any disclaimer shall clearly state that the opinions...”
- Section 3.0: Move the last sentence back to its original placement and number it 3.3.
- Section 3.1: Change “will” back to “may”
- Section 3.1: Change “within three Board meetings, but not to exceed 60 days” back to “within a reasonable period” although there was not consensus on the change.
- Section 3.2: Delete the DCC proposed language because the sentences are either not legally allowable or necessary.
- Section 1.1: Change “themselves” to “them”
- Section 4.1: Delete the DCC proposed language because the Board cannot enforce the examples.
- Delete all of the DCC proposed language revisions because they do not add anything that improves the policy and go back to the original version.
- Clarification on who served on the Board Policy Subcommittee.
- Both support and opposition for having student trustees serve on the ad hoc committee tasked with investigating ethics violations.
- Suggestion to include language to exclude student trustees from ad hoc committees related to ethics violations.
- Support for leaving the formation of ethics related ad hoc committees at the discretion of the Board President.



Board President Barbara Dunsheath concluded the discussion by noting that she would work with staff to incorporate changes to BP 2715 before presenting it for a second reading.

**Item 6.b:** The Board received as information revised Administrative Procedure 7240-3, Management Employees – Vacation Plan which was revised to outline the payout of vacation leave upon termination of employment and ensure compliance with current regulations regarding the payment of earned vacation leave.

**Item 6.c:** Board President Barbara Dunsheath asked if there were any requests for potential future Board agenda items and there were none.

**CLOSED SESSION:** At 6:54 p.m., Board President Barbara Dunsheath adjourned the meeting to closed session per the following sections of the Government Code and stated that there would not be a readout:

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

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

**Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Chancellor**

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

**RECONVENE MEETING:** At 9:15 p.m., Board President Barbara Dunsheath reconvened the meeting in open session.

**ADJOURNMENT:** At 9:15 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Evangelina Rosales to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**