



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

MEETING: Regular Meeting in September 2018

DATE: Tuesday, September 25, 2018, at 5:30 p.m.

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

Welcome to this meeting of the North Orange County Community College District Board of Trustees. If you wish to address the Board, please complete a yellow card entitled, "Request to Address Board of Trustees" and submit it to the Board's Recording Secretary. These cards are available at the podium outside the Board Room.

Members of the public may address the Board regarding items on the agenda as these items are taken up by the Board, according to the rules of the Board. Members of the public wishing to address matters not on the agenda will be invited to do so under "Comments: Members of the Audience" at the beginning of the meeting. The Board reserves the right to change the order of the agenda items as the need arises.

AGENDA:

1. a. **Pledge of Allegiance to the Flag**
- b. **Board of Trustees Roll Call**
- c. **Comments: Members of the Audience:** Members of the public may address the Board regarding items on the Agenda as such items are taken up, subject to regulations of the Board. All Board meetings, excluding closed sessions, shall be electronically recorded.
- d. **Consider Non-Personnel block-vote items indicated by [] in Sections 4 & 5**
- e. **Consider Personnel block-vote items indicated by [] in Section 6**
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. Members of the public completing a card entitled, "Request to Address Board of Trustees" on an item removed from block-vote consideration will be heard prior to the Board's vote on that item.

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 at the Chancellor's Office, 1830 W. Romneya Drive, Anaheim, CA 92801, during regular business hours (8:00 a.m. to 5:00 p.m.).

f. **Reports:**

Chancellor

- * **Honor Cypress College, Fullerton College, and North Orange Continuing Education Employees of the Year**

- * **Sabbatical Report**

"The Voice of the Holocaust Survivor"

By: Clifford Lester, Retired Cypress College Instructor

- g. **Comments:**
Resource Table Personnel
Members of the Board of Trustees

2. a. **Approval of Minutes of the Regular Meeting of September 11, 2018.**

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

Per Section 54957.5: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Chancellor

3. **STUDY SESSION**

- a. It is recommended that the Board conduct a study session to review and discuss the District policy development process and any Board Policies that warrant revision.

4. **FINANCE & FACILITIES**

- a. It is recommended that the Board review the calendar for the 2018-19 budget.
- [b] Authorization is requested to pre-approve out-of-country travel for Jeremy Siskind to Shanghai, China from October 5-12, 2018.

5. **INSTRUCTIONAL RESOURCES**

- a. It is recommended that the Board receive as information the highlights relating to the Cypress College 2018-2019 Professional Development Program.
- b. It is recommended that the Board receive as information the highlights relating to the Fullerton College 2018-2019 Staff Development Program.
- [c] Authorization is requested to approve the addendum with Interact Communications, Inc. for consultant services and development/implementation of a marketing plan for AEP/NOCRC in the amount of \$219,500.

6. **HUMAN RESOURCES**

- [a] Request approval of the following items concerning academic personnel:
 Change in Salary Classification

Additional Duty Days @ Per Diem
 Leaves of Absence
 Administrative Leave With Pay
 Temporary Academic Hourly
 Correction to Board Agenda – Change in Salary Classification

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

Resignation
 New Personnel
 Promotions
 Voluntary Changes in Assignment
 Professional Growth & Development
 Leaves of Absence
 Stipend for Additional Administrative Duties

[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.

7. **GENERAL**

- a. It is recommended that the Board discuss the proposed 2018-19 Board of Trustees Goals.
- b. 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.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	September 25, 2018	Resolution	_____
SUBJECT:	Study Session: Board Policy Development and Review	Information	X
		Enclosure(s)	X

BACKGROUND: At the June 2018 Board and Chancellor planning retreat, there was strong interest in providing more opportunities for in-depth discussions on specific topics before action items are placed on the agenda. In addition, the Board wants to provide evidence of its growth to Accrediting Commission for Community and Junior Colleges (ACCJC). At the July 24, 2018 Board meeting, there was general consensus to move to a format where the first meeting of the month would be a business meeting, followed by a second discussion/study session meeting later in the month, in order to allow for effective meetings with meaningful dialogue and provide educational opportunities.

This item is presented to allow for discussion on the District's Board Policies that trustees and/or the District Consultation Council have expressed interest in reviewing and revising in 2018-19.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board conduct a study session to review and discuss the District policy development process and any Board Policies that warrant revision.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDY SESSION:

Board Policy Development and Review

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Board Policies

Board Policy (BP) is the voice of the Board of Trustees and defines the general goals and acceptable practices for the operation of the District. It implements federal and state laws and regulations. The Board, through policy, delegates authority to and through the Chancellor to administer the District. The Chancellor and District employees are responsible to reasonably interpret Board Policy as well as other relevant laws and regulations that govern the District.

Administrative Procedures

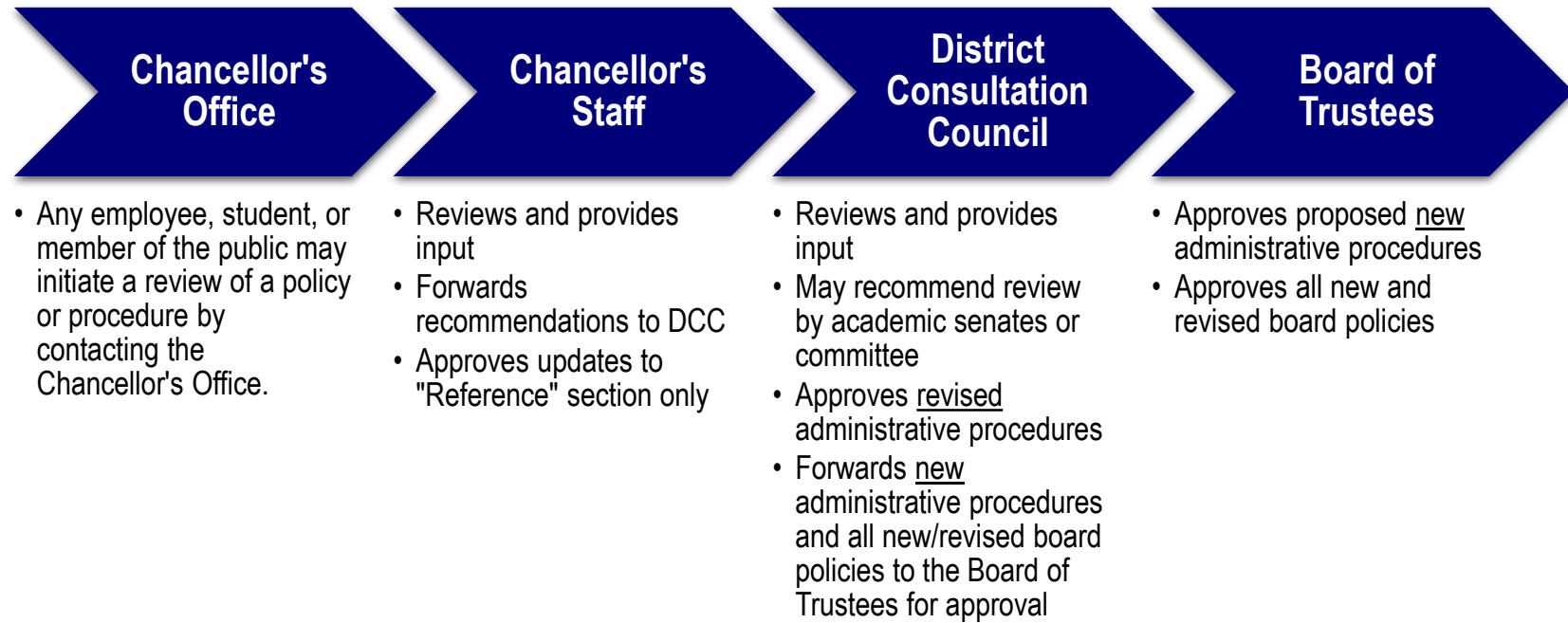
Administrative Procedures (AP) implement Board Policy, laws, and regulations. They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice. Although procedures may be developed by the Chancellor, managers, faculty, and staff, it is the administrators/managers who are held responsible for upholding the specific information delineated in the procedures. Administrative Procedures do not require Board action. Not all Board Policies have a related Administrative Procedure.

Updating Board Policies and Administrative Procedures

District Board Policies and Administrative Procedures are periodically updated to clarify or change language, as well as to stay in compliance with new or revised California and Federal law. The District reviews its policies and procedures regularly to ensure they are appropriately updated. Any of the constituencies within the District or member of the public may initiate a review of policies and procedures. Proposed changes are reviewed by Chancellor's Staff and then vetted through the District Consultation Council (DCC).

The Chancellor's Office brings proposed changes to Chancellor's Staff meetings for review, approval, and/or revision. Chancellor's Staff reviews and forwards recommendations to DCC for consideration. After approval by Chancellor's Staff, the DCC reviews the proposed new and/or revised policies and procedures. (Changes to the "Reference" section of policies and procedures become effective once they are approved by Chancellor's Staff, but are presented to DCC as information items.) Changes to an existing Administrative Procedure become effective once they are approved by DCC. New Administrative Procedures and all new and revised Board Policies continue to the Board of Trustees for a first reading and become effective upon the Board's approval.

NOCCCD Policy and Procedure Review Process



BP 2200 Board Duties and Responsibilities

Reference:

ACCJC Accreditation Standard IV
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 The Board of Trustees governs on behalf of the citizens of the North Orange County Community College District in accordance with the authority granted and duties defined in Education Code Section 70902.
- 2.0 The Board is committed to fulfilling its responsibilities to:
 - 2.1 Represent the public interest.
 - 2.2 Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations.
 - 2.3 Hire and evaluate the Chancellor.
 - 2.4 Delegate power and authority to the Chancellor to effectively lead the District.
 - 2.5 Assure fiscal health and stability.
 - 2.6 Monitor institutional performance, educational quality, and compliance with accreditation standards.
 - 2.7 Advocate for and protect the District.

Date of Adoption: April 24, 2007

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

BP 2310 Regular Meetings of the Board

Reference:

**Education Code Section 72000(d);
Government Code 54952.2, 54953 et seq., 54961**

- 1.0 Regular meetings of the Board shall be held the second and fourth Tuesday of each month. Regular meetings of the Board shall normally be held at the Anaheim Campus, 1830 W. Romneya Drive, Anaheim, CA, 92801.
- 2.0 A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.
- 3.0 All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.
- 4.0 All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.
- 5.0 The Board may adjourn any regular meeting to a later fixed date to complete any unfinished business. At such adjourned session, the Board shall have all the powers of the preceding regular session. Notice of the adjourned meeting must be posted on or near the door of the meeting room within 24 hours of the adjournment.
- 6.0 Representatives of each bargaining unit 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 from their respective organizations, provide input on agenda items, or serve as a resource to the Board in the discussion of issues.

Date of Adoption: June 24, 2003

Date of Last Revision: June 1, 2004

BP 2410 Board Policies and Administrative Procedures

Reference:

Education Code Section 70902;
ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5
WASC/ACS Criterion 2, Indicator 2.4

- 1.0 The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.
 - 1.1 The Board encourages broad participation in the initiation, formulation, and review of policies
- 2.0 The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.
- 3.0 Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.
- 4.0 Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor.
- 5.0 The Chancellor shall, annually, provide each member of the Board with any revisions to administrative procedures since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative procedures shall be readily available to District employees through the District's website and the Chancellor's Office.

See Administrative Procedure 2410.

Date of Adoption: June 24, 2003

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

BP 2510 Participation in Local Decision-making

Reference:

**Education Code Section 70902(b)(7);
Title 5, Sections 53200 et seq., (Academic Senate), 51023.5 (Staff), 51023.7
(Students);
ACCJC Accreditation Standard IV.A and IV.D.7;
WASC/ACS Criterion 2, Indicator 2.2**

- 1.0 The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action, and administrative procedures for Chancellor action, under which the District is governed and administered.
- 2.0 Each of the following shall participate as required by law in the decision-making processes of the District:
 - 2.1 Academic Senate(s): (Title 5, Sections 53200-53206.) The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.
 - 2.2 Staff: (Title 5, Section 51023.5.) Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified School Employees Association, Chapter 167, and the Confidential Personnel group, will be given every reasonable consideration.
 - 2.3 Students: (Title 5, Section 51023.7.) The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.
- 3.0 Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.
- 4.0 Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540, et seq.

See Administrative Procedure 2510

Date of Adoption: June 24, 2003

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

BP 2715 Code of Ethics/Standards of Practice

Reference:

ACCJC Accreditation Standard IV.C.11;
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 The Board 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. 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 will:

- 1.1 Avoid any situation that may constitute a conflict of interest and disqualify him/herself from participating in decisions in which he or she has a financial interest. Conflicts of interest may relate not only to the individual trustee but also to his or her family and business associates, or transactions between the District and trustees, including hiring relatives, friends, and business associates as college employees.
- 1.2 Recognize that the Board acts as a whole and that the authority rests only with the Board in a legally constituted meeting, not with individual members.
- 1.3 Maintain confidentiality of all Board discussions held in closed session and recognize that deliberations of the Board in closed session are not to be released or discussed in public without the prior approval of the Board by majority vote, in compliance with BP 2315.
- 1.4 As an agent of the public - entrusted with public funds - protect, advance, and promote the interest of all citizens maintaining independent judgment unbiased by private interests or special interest groups.
- 1.5 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.
- 1.6 In all decisions hold the educational welfare and equality of opportunity of the students of the District as his or her primary concern; Board members should demonstrate interest in and respect for student accomplishments by attending student ceremonies and events.
- 1.7 Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
- 1.8 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 Enhance his or her ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at

BP 2715 Code of Ethics/Standards of Practice

professional workshops and conferences on the duties and responsibilities of trustees.

- 1.10 Promote and maintain good relations with fellow Board members by:
 - 1.10.1 Respectfully working with other Board members in the spirit of harmony and cooperation and giving each member courteous consideration of his or her opinion.
 - 1.10.2 Respecting the opinion of others and abiding by the principle of majority rule.
- 1.11 Promote an effective working relationship with the Chancellor and district staff by:
 - 1.11.1 Providing the responsibility, necessary authority, and support to effectively perform their duties.
 - 1.11.2 Referring complaints and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board.
- 1.12 Be an advocate of the District in the community by encouraging support for and interest in the North Orange County Community College District.
- 2.0 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.
- 3.0 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.

See Administrative Procedure 2715

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

BP 2740 Board Education

Reference:

ACCJC Accreditation Standard IV.C.9;
WASC/ACS Criterion 2, Indicator 2.4

- 1.0 The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.
 - 1.1 To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

See Administrative Procedure 2740.

Date of Adoption: June 24, 2003

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

BP 2745 Board Self-Evaluation

Reference:

**ACCJC Accreditation Standard IV.C.10;
WASC/ACS Criterion 2, Indicator 2.3**

- 1.0 The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.
- 2.0 The Board shall conduct an evaluation process in April of odd-numbered years and place the results on a regular board meeting agenda for review and appropriate action.

Date of Adoption: June 24, 2003

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014, Chancellors Staff
November 25, 2003

BP 3900 Speech: Time, Place, and Manner

Reference:

Education Code Sections 66301, 76120
Penal Code Section 422.6

- 1.0 The North Orange County Community College District (“the District”) is committed to assuring that all persons may exercise their constitutional rights protected under the First Amendment to the United States Constitution and article I, section 2, of the California Constitution. The District’s commitment to the exercise of free speech and free expression is not intended to convert all of the facilities maintained and/or owned by the District into public forums, limited public or designated public forums. As any owner of property, the District reserves the right to limit the use of its facilities for the exercise of free speech and free expression consistent with the United States Constitution and the California Constitution. The District’s commitment to the exercise of free speech and free expression set forth herein is not intended to permit expression and activity utilizing District facilities which is not otherwise protected by the First Amendment or article I, section 2, of the California Constitution (e.g., obscenity, illegal activity, advertising of illegal substances, defamatory speech, and speech and activity that causes substantial disruption of the orderly operation of the District’s campuses).
- 2.0 The District desires to provide the best available curriculum and facilities in order to encourage its students to matriculate, study, graduate, obtain a place of employment, or go on to obtain a further degree. This policy is designed to encourage students who want to attend class and study in a peaceful and quiet setting to do so without substantial disruption. Maintenance of an atmosphere conducive to learning on campus in order to further the educational process is essential to the District, its students, faculty, and staff.
- 3.0 This policy is intended to further the District’s substantial interests in 1) protecting student health and safety; 2) preventing substantial disruption of the learning environment and the orderly operation of District campuses; 3) preserving District facilities for their intended use; 4) coordinating multiple uses of limited space; 5) preventing unlawful, dangerous, or impermissible uses of District facilities; and 6) assuring financial accountability for damages and litter caused by the use of District facilities for speech and advocacy purposes.
- 4.0 It is the policy of the District that its interpretation of California Education Code section 76120, be consistent with the First Amendment of the United States Constitution, article I, section 2 of the California Constitution and California Education Code section 66301, and that none of the District’s regulations shall prohibit any speech or expression unless it falls outside the protection of the First Amendment to the United States Constitution an article I, section 2 of the California Constitution.
- 5.0 The campuses of the District are non-public forums, except for those areas that are designated free speech assembly area(s), which are limited public forums. Each college shall designate at least one area where peaceful assembly may take place for the purpose of free expression, exchange of ideas, and advocacy by the students and staff of the college. Such an exchange is best achieved in an atmosphere of mutual respect on the part of the speaker and the audience, recognizing the right of the speaker to be heard and the right of the audience to listen. The Chancellor or designee shall enact such

BP 3900 Speech: Time, Place, and Manner

administrative procedures as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the designated free speech assembly area(s).

- 6.0 The administrative procedures promulgated by the Chancellor or designee shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions, and the wearing of buttons, badges, or other insignia.
- 7.0 Students shall be free to exercise their rights of free expression, subject to the requirements of this policy.
- 8.0 Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on District property or the violation of District policies or procedures, or the substantial disruption of the orderly operation of the District.
- 9.0 Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of article 2, section 2 of the California Constitution. Students may be disciplined for harassment, threats, or intimidation unless such speech is legally protected.

See Administrative Procedure 5550.

Date of Adoption: June 14, 2005

Date of Last Revision: April 14, 2015
August 26, 2014
March 14, 2006

BP 5010 Admissions and Concurrent Enrollment

Reference:

Education Code Sections 76000, 76001, 76002, and 76038;
Labor Code Section 3077;
34 Code of Federal Regulations Part 668.16(p) (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard II.C.6;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 7, Indicator 7.3

- 1.0 The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:
 - 1.1 Any person over the age of 18 and possessing a high school diploma or its equivalent.
 - 1.2 Other persons who are over the age of 18 years and who, in the judgment of the Chancellor or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
 - 1.3 Persons who are apprentices as defined in Section 3077 of the Labor Code.
- 2.0 The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California Community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.
- 3.0 The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.
- 4.0 **Admission**
 - 4.1 Any student whose age or class level is equal to grades K-12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.
 - 4.2 Any student whose age or class level is equal to grades K-12 is eligible to attend as a special full-time student.
 - 4.3 Any student enrolled in K-12 may attend summer session or any non-credit community services classes.
 - 4.4 The Chancellor shall establish procedures regarding ability to benefit and admission of high school and K-8 students.

BP 5010 Admissions and Concurrent Enrollment

5.0 Denial of Requests for Admission

- 5.1 If the Board denies a request for special full-time or part-time enrollment by a pupil who is identified as highly gifted, the Board will record its findings and the reason for denying the request in writing within 60 days.
- 5.2 The written recommendation and denial shall be issued at the next regularly scheduled Board meeting that occurs at least 30 days after the pupil submits the request to the District.
- 5.3 The Chancellor shall establish procedures regarding evaluation of requests for special full-time or part-time enrollment by a pupil who is identified as highly gifted. (Refer to AP5011, Admission and Concurrent Enrollment of High School and Other Young Students).

6.0 Claims for State Apportionment for Concurrent Enrollment

- 6.1 Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.
- 6.2 The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

See Administrative Procedure 5010.

Date of Adoption: June 14, 2005

Date of Last Revision: September 14, 2016 Chancellor's Staff
April 22, 2015 Chancellor's Staff
February 25, 2014
September 24, 2013
January 24, 2012

BP 5055 Enrollment Priorities

Reference:

Title 5, Sections 51006; 58106; 58108

- 1.0 All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.
- 2.0 The Chancellor shall establish procedures consistent with the District mission, defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations and be aligned with the Student Success Act of 2012.
- 3.0 Enrollment may be limited due to the following:
 - 3.1 Health and safety considerations
 - 3.2 Facility limitations
 - 3.3 Faculty workload
 - 3.4 Availability of qualified instructors
 - 3.5 Funding limitations
 - 3.6 Regional planning
 - 3.7 Legal requirements
 - 3.8 Contractual requirements
 - 3.9 Licensing or certification requirements.
 - 3.10 Curriculum and catalog class size enrollment specification.

See Administrative Procedures 5055

Date of Adoption: June 14, 2005

Date of Last Revision: June 11, 2013

BP 6600 Capital Construction

Reference:

**Education Code Section 81820;
Title 5, Section 57150 et seq.**

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

Date of Last Revision: February 12, 2002

BP 6620 Naming Facilities & Properties

- 1.0 All recommendations for naming facilities and properties shall be submitted to the Board of Trustees by the Chancellor for action.

- 2.0 All recommendations shall comply with the following:
 - 2.1 When an individual has brought extraordinary distinction, provided exemplary service, or made a significant material donation to one of the District colleges, the North Orange Continuing Education Program, or the District in general, a recommendation may be made to the Board of Trustees that a facility or property be named in honor of the individual.

 - 2.2 Once the appropriate procedures for naming a facility or property have been followed, the final authority for naming District facilities and properties rests with the Board of Trustees. This authority includes the naming of facilities and properties such as: all buildings; major portions of buildings; college roads and access routes; athletic fields; and other major areas of assembly or activity; plazas, dining commons, and other areas of campus circulation; and all other highly visible facilities and properties. The Board delegates to the Chancellor the authority to name individual rooms, limited areas and individual features of buildings, individual landscape items or features, limited outdoor areas, and other minor properties.
 - 2.2.1 When no gift is involved:
 - 2.2.1.1 Recognition by the naming of a District facility or property may be recommended to honor any person who has achieved unique distinction through campus leadership, service to students, service to the community, uncommon achievement, and/or contributions to the advancement of the mission and goals of the District.

 - 2.2.1.2 Recognition by the naming of a District facility or property may be recommended to honor any person who has worked for the District and has made an extraordinary contribution to the District, one of its colleges or one of its programs. Proposals to name a facility or property after an individual who has worked for the District will be considered a year or more after the individual has resigned, retired, or passed away.

 - 2.2.2 When a gift is involved before or during construction of a facility or property:
 - 2.2.2.1 When a significant bequest, gift, or donation is given to one of the Colleges or to North Orange Continuing Education, or to the District in general, the naming of a District facility or property in honor of the donor may be recommended.

 - 2.2.2.2 The procedures to be followed to name a District facility or property after an individual who has made a significant gift will include consultative channels as outlined in the administrative procedure for this policy. The District will take into consideration

BP 6620 Naming Facilities & Properties

the significance and amount of the proposed gift as either or both relate to the realization or completion of a facility or property and the enhancement of its value to the District.

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

See Administrative Procedure 6620.

Date of Adoption: February 12, 2002

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

BP 6740 Citizens' Oversight Committee

Reference

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

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

Date of Adoption: October 22, 2002

NOCCCD Board Policy and Administrative Procedure Continuous Review Cycle

Goal: To ensure familiarity with and maintain up-to-date documents as well as review all board policies and administrative procedures within the accreditation cycle.

Chapter 1 The District	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business & Fiscal Affairs	Chapter 7 Human Resources	Future Accreditation Site Visits
2 BPs 0 APs	38 BPs 18 APs	31 BPs 35 APs	22 BPs 39 APs	27 BPs 36 APs	23 BPs 38 APs	26 BPs 55 APs	
During the 2018-19 academic year, update all necessary legal update language to comply with current laws and accreditation, and select up to 10 additional BPs or APs for substantive review.							
ON-GOING REVIEWS/REVISIONS TO ENSURE LEGAL COMPLIANCE Biannual Legal Updates – Every Fall (typically late October) & Spring (typically late April)							
2018-20		2019-20	2020-22	2020-22	2022-23	2023-24	2024
2024-25		2025-26	2026-28	2026-28	2028-29	2029-30	2031
2031-32		2032-33	2033-35	2033-35	2035-36	2036-37	2038

Volume: ~ 169 Board Policies (BPs)
 + ~ 221 Administrative Procedures (APs)
 ~ 390 Total documents reviewed over the continuous review cycle

Accreditation Standards I.B.7, I.C.5, and IV.C.7

I.B.7: The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.

I.C.5: The institution regularly reviews its institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.

IV.C.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.

Note: The League’s Policy & Procedure Subscriber Service issues legal updates in Fall and Spring of each academic year. The continuous review cycle will incorporate the legal update revisions necessitated by changes to Federal/State statutes and/or regulations.

Standard IV: Leadership and Governance

The institution recognizes and uses the contributions of leadership throughout the organization for promoting student success, sustaining academic quality, integrity, fiscal stability, and continuous improvement of the institution. Governance roles are defined in policy and are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief executive officer. Through established governance structures, processes, and practices, the governing board, administrators, faculty, staff, and students work together for the good of the institution. In multi-college districts or systems, the roles within the district/system are clearly delineated. The multi-college district or system has policies for allocation of resources to adequately support and sustain the colleges.

A. Decision-Making Roles and Processes

1. Institutional leaders create and encourage innovation leading to institutional excellence. They support administrators, faculty, staff, and students, no matter what their official titles, in taking initiative for improving the practices, programs, and services in which they are involved. When ideas for improvement have policy or significant institution-wide implications, systematic participative processes are used to assure effective planning and implementation.
2. The institution establishes and implements policy and procedures authorizing administrator, faculty, and staff participation in decision-making processes. The policy makes provisions for student participation and consideration of student views in those matters in which students have a direct and reasonable interest. Policy specifies the manner in which individuals bring forward ideas and work together on appropriate policy, planning, and special-purpose committees.
3. Administrators and faculty, through policy and procedures, have a substantive and clearly defined role in institutional governance and exercise a substantial voice in institutional policies, planning, and budget that relate to their areas of responsibility and expertise.
4. Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.
5. Through its system of board and institutional governance, the institution ensures the appropriate consideration of relevant perspectives; decision-making aligned with expertise and responsibility; and timely action on institutional plans, policies, curricular change, and other key considerations.
6. The processes for decision-making and the resulting decisions are documented and widely communicated across the institution.
7. Leadership roles and the institution's governance and decision-making policies, procedures, and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

B. Chief Executive Officer

1. The institutional chief executive officer (CEO) has primary responsibility for the quality of the institution. The CEO provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.
2. The CEO plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution's purposes, size, and complexity. The CEO delegates authority to administrators and others consistent with their responsibilities, as appropriate.
3. Through established policies and procedures, the CEO guides institutional improvement of the teaching and learning environment by:
 - establishing a collegial process that sets values, goals, and priorities;
 - ensuring the college sets institutional performance standards for student achievement;
 - ensuring that evaluation and planning rely on high quality research and analysis of external and internal conditions;
 - ensuring that educational planning is integrated with resource planning and allocation to support student achievement and learning;
 - ensuring that the allocation of resources supports and improves learning and achievement; and
 - establishing procedures to evaluate overall institutional planning and implementation efforts to achieve the mission of the institution.
4. The CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Faculty, staff, and administrative leaders of the institution also have responsibility for assuring compliance with accreditation requirements.
5. The CEO assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies, including effective control of budget and expenditures.
6. The CEO works and communicates effectively with the communities served by the institution.

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. (ER 7)
2. The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.

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. (ER 7)
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.
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.
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.
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.
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. (ER 7)
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.

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.

D. Multi-College Districts or Systems

1. In multi-college districts or systems, the district/system CEO provides leadership in setting and communicating expectations of educational excellence and integrity throughout the district/system and assures support for the effective operation of the colleges. Working with the colleges, the district/system CEO establishes clearly defined roles, authority and responsibility between the colleges and the district/system.
2. The district/system CEO clearly delineates, documents, and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice. The district/system CEO ensures that the colleges receive effective and adequate district/system provided services to support the colleges in achieving their missions. Where a district/system has responsibility for resources, allocation of resources, and planning, it is evaluated against the Standards, and its performance is reflected in the accredited status of the institution.
3. The district/system has a policy for allocation and reallocation of resources that are adequate to support the effective operations and sustainability of the colleges and district/system. The district/system CEO ensures effective control of expenditures.
4. The CEO of the district or system delegates full responsibility and authority to the CEOs of the colleges to implement and administer delegated district/system policies without interference and holds college CEO's accountable for the operation of the colleges.
5. District/system planning and evaluation are integrated with college planning and evaluation to improve student learning and achievement and institutional effectiveness.
6. Communication between colleges and districts/systems ensures effective operations of the colleges and should be timely, accurate, and complete in order for the colleges to make decisions effectively.
7. The district/system CEO regularly evaluates district/system and college role delineations, governance and decision-making processes to assure their integrity and effectiveness in assisting the colleges in meeting educational goals for student achievement and learning. The district/system widely communicates the results of these evaluations and uses them as the basis for improvement.

Board Policies and Administrative Procedures with Accreditation Standards

All District BP/APs are available online at: <https://www.nocccd.edu/policies-and-procedures>

Number	Title	Accreditation Standard
BP 1001	District Mission, Vision, & Values Statement	Standard I.A
BP 2010	Board Membership	Standard IV.C.6
BP 2200	Board Duties and Responsibilities	Standard IV
BP 2410	Board Policies and Administrative Procedures	Standards I.B.7, I.C.5, IV.C.7 & IV.D.4
AP 2410	Board Policies and Administrative Procedures	Standards I.B.7, I.C.5, IV.C.7 & IV.D.4
BP 2430	Delegation of Authority to Chancellor	Standards IV.B.5, IV.C.12 & IV.D.1
AP 2430	Delegation of Authority to Chancellor	Standards IV.B.5, IV.C.12 & IV.D.1
BP 2431	Chancellor Selection	Standards IV.B & IV.C.3
BP 2435	Evaluation of Chancellor	Standard IV.C.3
AP 2435	Evaluation of Chancellor	Standard IV.C.3
BP 2510	Participation in Local Decision-Making	Standards IV.A & IV.D.7
AP 2510	Participation in Local Decision-Making	Standards IV.A & IV.D.7
BP 2715	Code of Ethics/Standards of Practice	Standard IV.C.11
BP 2740	Board Education	Standard IV.C.9
BP 2745	Board Self-Evaluation	Standard IV.C.10
AP 2745	Board Self-Evaluation	Standard IV.C.10
AP 3050	Institutional Code of Ethics	Standard III.A.13
BP 3200	Accreditation	Standard I.C.12 & 13
AP 3200	Accreditation	Standard I.C.12 & 13
BP 3225	Institutional Effectiveness	Standard I.B.5-9
AP 3225	Institutional Effectiveness	Standard I.B.5-9
BP 3250	Institutional Planning	Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3 & IV.D.5
AP 3250	Institutional Planning	Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3 & IV.D.5
BP 3410	Unlawful Discrimination	Catalog Requirements and Accreditation Eligibility Requirement 20
AP 3410	Unlawful Discrimination	Catalog Requirements and Accreditation Eligibility Requirement 20
BP 3501	Campus Security and Access	Standard III.B.1
AP 3501	Campus Security and Access	Standard III.B.1
BP 4020	Program and Curriculum Development	Standard II.A & II.A.9
AP 4020	Program and Curriculum Development	Standard II.A
AP 4021	Educational Program Discontinuance	Standard II.A.15
BP 4025	Philosophy & Criteria for Associate Degree and General Education	Standard II.A
AP 4025	Philosophy & Criteria for Associate Degree, General Education, and Bachelor's Degree	Standard II.A

Board Policies and Administrative Procedures with Accreditation Standards

All District BP/APs are available online at: <https://www.nocccd.edu/policies-and-procedures>

Number	Title	Accreditation Standard
BP 4030	Academic Freedom	Standard I.C.7 & Accreditation Eligibility Requirement 20
AP 4030	Academic Freedom	Standard I.C.7 & Accreditation Eligibility Requirement 20
BP 4040	Library and Learning Support Services	Standard II
AP 4040	Library and Learning Support Services	Standard II.B
BP 4050	Articulation	Standard II.A.10
AP 4050	Articulation	Standard II.A.10
AP 4102	Career and Technical Education Programs	Standard II.A.14
AP 4105	Distance Education	Standard II.A.1
AP 4222	Remedial Coursework	Standard II.A.4
BP 5010	Admissions and Concurrent Enrollment	Standard I.C.6
AP 5010	Admissions	Standard I.C.6
BP 5030	Fees	Standard I.C.6
AP 5030	Fees	Standard I.C.6
BP 5040	Student Records, Directory Information, and Privacy	Standard II.C.8
AP 5040	Student Records, Directory Information, and Privacy	Standard II.C.8
BP 5050	Student Success and Support Program	Standard II.C.2
AP 5050	Student Success and Support Program	Standard II.C.2
BP 5010	Counseling	Standard II.C.5
AP 5010	Counseling	Standard II.C.5
BP 5130	Financial Aid Information	Standard III.D.15
AP 5130	Financial Aid Information	Standard III.D.15
BP 5500	Standards of Student Conduct and Discipline	Standards I.C.8 & 10
AP 5500	Standards of Student Conduct and Discipline	Standards I.C.8 & 10
BP 5700	Intercollegiate Athletics	Standard II.C.4
BP 6200	Budget Preparation	Standard III.D
BP 6300	Fiscal Management	Standard III.D
AP 6300	Fiscal Management	Standard III.D.9
BP 6340	Bids and Contracts	Standard III.D.16
BP 6400	Financial Audits	Standard III.D.7
AP 6400	Financial Audits	Standard III.D.7
BP 6520	Security for District Property	Standard III.B.1
AP 6520	Security for District Property	Standard III.B.1
BP 7100	Commitment to Equal Employment Opportunity and Diversity	Standard III.A.12
BP 7120	Recruitment and Hiring	Standard III.A.1
AP 7120-3	Classified Employee Hiring	Standard III.A.1
AP 7120-4	Management Employee Hiring	Standard III.A.1
BP 7160	Professional Development	Standard III.A.14

Board Policies and Administrative Procedures Cross Reference List

All District BP/APs are available online at: <https://www.nocccd.edu/policies-and-procedures>

Number	Title	Number	Title
BP 2010	Board Membership	BP 2100 BP/AP 2710	Board Elections Conflict of Interest
BP/AP 2015	Student Members	BP/AP 2105	Election of Student Members
BP/AP 2100	Board Elections	BP 2010	Board Membership
BP/AP 2105	Election of Student Members	BP/AP 2015	Student Members
BP 2110	Vacancies on the Board	AP 2110	Vacancies on the Board
BP 2210	Officers	BP 2305 BP/AP 2430	Annual Organizational Meeting Delegation of Authority to Chancellor
BP 2305	Annual Organizational Meeting	BP 2210	Officers
BP 2310	Regular Meetings of the Board	BP/AP 2340	Agendas
BP 2315	Closed Sessions	BP 2715	Code of Ethics/Standards of Practice
BP 2320	Special and Emergency Meetings	AP 2320	Special and Emergency Meetings
BP/AP 2340	Agendas	BP 2310	Regular Meetings of the Board
BP 2345	Public Participation at Board Meetings	AP 2345	Public Participation at Board Meetings
BP 2350	Speakers	AP 2350 BP 2355	Speakers Decorum
BP 2355	Decorum	BP 2350	Speakers
BP 2360	Minutes	AP 2360	Minutes
BP 2365	Recording	AP 2365	Recording
BP 2410	Board Policies and Administrative Procedures	AP 2410	Board Policies and Administrative Procedures
BP/AP 2430	Delegation of Authority to Chancellor	BP 2210	Officers
BP 2431	Chancellor Selection	AP 2431	Chancellor Selection
BP 2435	Evaluation of Chancellor	AP 2435	Evaluation of Chancellor
BP 2510	Participation in Local Decision-Making	AP 2510 BP 4025 AP 4025 BP/AP 4100	Participation in Local Decision-Making Philosophy and Criteria for Associate Degree and General Education Philosophy and Criteria for Associate Degree, General Education, and Bachelor's Degree Graduation Requirements for Degrees and Certificates
BP 2610	Presentation of Initial Collective Bargaining Proposals	AP 2610	Presentation of Initial Collective Bargaining Proposals
BP/AP 2710	Conflict of Interest	BP 2010 BP 2715	Board Membership Code of Ethics/Standards of Practice
BP 2715	Code of Ethics/Standards of Practice	AP 2715 BP 2315 BP/AP 2710 BP/AP 3050	Code of Ethics/Standards of Practice Closed Sessions Conflict of Interest Institutional Code of Ethics

Note: Some BP/APs referenced above may only be tangentially related.

Board Policies and Administrative Procedures Cross Reference List

All District BP/APs are available online at: <https://www.nocccd.edu/policies-and-procedures>

Number	Title	Number	Title
BP 2716	Political Activity	BP 7370	Political Activity
BP 2725	Board Member Compensation	BP 7130	Compensation
BP 2730	Board Member Health Benefits	AP 7130-2	District Health and Welfare Benefits Plan
BP/AP 2735	Board Member Travel	AP 2735 BP 6360 BP 7400	Board Member Travel Travel Travel & Conference Attendance
BP 2740	Board Education	AP 2740	Board Education
BP 2745	Board Self-Evaluation	AP 2745	Board Self-Evaluation
BP/AP 3050	Institutional Code of Ethics	BP/AP 2715	Code of Ethics/Standards of Practice
BP 3100	Organizational Structure	AP 3100	Organizational Structure
BP 3200	Accreditation	AP 3200	Accreditation
BP 3225	Institutional Effectiveness	AP 3225	Institutional Effectiveness
BP/AP 3250	Institutional Planning	BP 6200	Budget Preparation
BP 3280	Grants	AP 3280	Grants
BP 3300	Public Records	AP 3300	Public Records
BP 3310	Records Retention and Destruction	AP 3310	Records Retention and Destruction
BP/AP 3410	Unlawful Discrimination	BP 3430 BP 7100 AP 6365	Prohibition of Harassment Commitment to Equal Employment Opportunity and Diversity Accessibility of Information Technology
BP 3430	Prohibition of Harassment	BP/AP 3410 BP/AP 3540	Unlawful Discrimination Sexual Assaults and Other Sexual Misconduct
BP 3500	Campus Safety	AP 3500	Campus Safety
BP 3501	Campus Security and Access	AP 3501	Campus Security and Access
BP 3510	Workplace Violence	AP 3510	Workplace Violence
BP 3515	Reporting of Crimes	AP 3515	Reporting of Crimes
BP 3518	Child Abuse Reporting	AP 3518	Child Abuse Reporting
BP 3520	Local Law Enforcement	AP 3520	Local Law Enforcement
BP 3530	Weapons on Campus	AP 3530	Weapons on Campus
BP/AP 3540	Sexual Assaults and Other Sexual Misconduct	BP/AP 3410 BP 3430	Unlawful Discrimination Prohibition of Harassment
BP 3550	Drug Free Environment and Drug Prevention Program	AP 3550	Drug Free Environment and Drug Prevention Program
BP 3560	Alcoholic Beverages	AP 3560	Alcoholic Beverages
BP 3600	Auxiliary Organizations	AP 3600	Auxiliary Organizations
TBD	Intellectual Property and Copyright (Under Construction)	AP 6365	Accessibility of Information Technology

Note: Some BP/APs referenced above may only be tangentially related.

Board Policies and Administrative Procedures Cross Reference List

All District BP/APs are available online at: <https://www.nocccd.edu/policies-and-procedures>

Number	Title	Number	Title
BP 3720	Computer and Electronic Communication Systems	AP 3720 AP 6365	Computer and Electronic Communication Systems Accessibility of Information Technology
BP 3740	Web Sites	AP 3740	Web Sites
BP 3810	Claims Against the District	AP 3810	Claims Against the District
BP 3820	Gifts and Donations	AP 3820	Gifts and Donations
BP/AP 3900	Speech: Time, Place, and Manner	BP/AP 4030	Academic Freedom
BP/AP 4010	Academic Calendar	AP 7230-2 AP 7240-2	Confidential Employees – Holidays Management Employees – Holidays
BP/AP 4020	Program and Curriculum Development	BP/AP 4021	Educational Program Discontinuance
BP/AP 4021	Educational Program Discontinuance	BP/AP 4020	Program and Curriculum Development
BP 4025	Philosophy and Criteria for Associate Degree and General Education	AP 4025 BP/AP 2510	Philosophy and Criteria for Associate Degree, General Education, and Bachelor's Degree Participation in Local Decision-making
BP 4027	Philosophy and Criteria for Continuing Education	AP 4027	Philosophy and Criteria for Continuing Education
BP/AP 4030	Academic Freedom	BP/AP 3900	Speech: Time, Place, and Manner
BP 4040	Library and Learning Support Services	AP 4040	Library and Learning Support Services
BP 4050	Articulation	AP 4050	Articulation
BP 4060	Delineation of Functions Agreement	AP 4060	Delineation of Functions Agreement
BP 4070	Course Auditing and Auditing Fees	AP 4070	Course Auditing and Auditing Fees
BP 4100	Graduation Requirements for Degrees and Certificates	AP 4100 BP/AP 2510	Graduation Requirements for Degrees and Certificates Participation in Local Decision-making
BP 4106	Nursing Program	AP 4106	Nursing Program
BP 4110	Honorary Degrees	AP 4110	Honorary Degrees
BP/AP 4220	Standards of Scholarship	AP 5013	Students in the Military
BP 4225	Course Repetition	AP 4225	Course Repetition
BP 4226	Multiple and Overlapping Enrollments	AP 4226	Multiple and Overlapping Enrollments
BP/AP 4231	Grade Changes	BP/AP 5040	Student Records, Directory Information, and Privacy
BP 4232	Pass/No Pass Grading Option	AP 4232	Pass/No Pass Grading Option
BP 4235	Credit by Examination	AP 4235	Credit by Examination
BP 4240	Academic Renewal	AP 4240	Academic Renewal

Note: Some BP/APs referenced above may only be tangentially related.

Board Policies and Administrative Procedures Cross Reference List

All District BP/APs are available online at: <https://www.nocccd.edu/policies-and-procedures>

Number	Title	Number	Title
BP 4250	Probation, Dismissal, and Readmission	AP 4250	Probation, Dismissal, and Readmission
BP 4260	Prerequisites and Corequisites	AP 4260	Prerequisites and Corequisites
BP 4300	Field Trips and Excursions	AP 4300	Field Trips and Excursions
BP/AP 4400	Community Services Programs	BP/AP 5030	Fees
BP 5010	Admissions and Concurrent Enrollment	AP 5010	Admissions and Concurrent Enrollment
AP 5013	Students in the Military	BP/AP 4220	Standards of Scholarship
BP 5015	Residence Determination	AP 5015	Residence Determination
BP/AP 5020	Non Resident Tuition	BP/AP 5030	Fees
BP/AP 5030	Fees	BP/AP 4400 BP/AP 5020	Community Services Programs Non Resident Tuition
BP 5035	Withholding of Student Records	AP 5035	Withholding of Student Records
BP/AP 5040	Student Records, Directory Information, and Privacy	BP/AP 4231 AP 5045	Grade Changes Student Records: Challenging Content and Access Log
AP 5045	Student Records: Challenging Content and Access Log	BP/AP 5040	Student Records, Directory Information, and Privacy
BP/AP 5050	Student Success and Support Program	BP/AP 5110	Counseling
BP 5052	Open Enrollment	AP 5052	Open Enrollment
BP 5055	Enrollment Priorities	AP 5055	Enrollment Priorities
AP 5070	Attendance	AP 5075	Credit Course Adds and Drops
AP 5075	Credit Course Adds and Drops	AP 5070	Attendance
BP/AP 5110	Counseling	BP/AP 5050	Student Success and Support Program
BP 5120	Transfer Center	AP 5120	Transfer Center
BP 5130	Financial Aid Information	AP 5130	Financial Aid Information
BP 5140	Disabled Student Programs and Services	AP 5140	Disabled Student Programs and Services
BP 5150	Extended Opportunity Programs and Services	AP 5150	Extended Opportunity Programs and Services
BP 5200	Student Health Services	AP 5200	Student Health Services
BP 5205	Student Accident Insurance	AP 5205	Student Accident Insurance
BP 5210	Communicable Diseases	AP 5210	Communicable Diseases
BP 5300	Student Equity	AP 5300	Student Equity
BP 5400	Associated Students Organization	AP 5400	Associated Students Organization
BP 5410	Associated Students Elections	AP 5410	Associated Students Elections
BP 5420	Associated Students Finance	AP 5420	Associated Students Finance
BP 5500	Standards of Student Conduct and Discipline	AP 5500	Standards of Student Conduct and Discipline
BP 5570	Student Credit Card Solicitation	AP 5570	Student Credit Card Solicitation

Note: Some BP/APs referenced above may only be tangentially related.

Board Policies and Administrative Procedures Cross Reference List

All District BP/APs are available online at: <https://www.nocccd.edu/policies-and-procedures>

Number	Title	Number	Title
BP 5800	Prevention of Identity Theft in Student Financial Transactions	AP 5800	Prevention of Identity Theft in Student Financial Transactions
BP 6100	Delegation of Authority, Business and Fiscal Affairs	AP 6100	Delegation of Authority, Business and Fiscal Affairs
BP 6150	Designation of Authorized Signatures	AP 6150	Designation of Authorized Signatures
BP 6200	Budget Preparation	BP/AP 3250	Institutional Planning
BP 6250	Budget Management	AP 6250	Budget Management
BP 6300	Fiscal Management	AP 6300	Fiscal Management
BP 6360	Travel	BP 7400	Travel and Conference Attendance
AP 6365	Accessibility of Information Technology	BP/AP 3410 TBD BP/AP 3720	Unlawful Discrimination Intellectual Property and Copyright (Under Construction) Computer and Electronic Communication Systems
BP 6400	Financial Audits	AP 6400	Financial Audits
BP 6520	Security for District Property	AP 6520	Security for District Property
BP 6540	Insurance	AP 6540	Insurance
BP 6550	Disposal of District Property	AP 6550	Disposal of District Property
BP 6620	Naming Facilities and Properties	AP 6620	Naming Facilities and Properties
BP 6700	Civic Center and Other Facilities Use	AP 6700	Civic Center and Other Facilities Use
BP 6740	Citizens' Oversight Committee	AP 6740	Citizens' Oversight Committee
BP 7100	Commitment to Equal Employment Opportunity and Diversity	BP/AP 3410	Unlawful Discrimination
BP 7110	Authority to Hire	BP 7120 AP 7230-9 AP 7240-9	Recruitment and Hiring Confidential Employees – Disciplinary Action Management Employees – Disciplinary Action
BP 7120	Recruitment and Hiring	TBD TBD AP 7120-3 AP 7120-4 AP 7120-5 AP 7120-6 AP 7120-7 AP 7120-8	Tenure Track Faculty Hiring (Under Construction) Adjunct Faculty Hiring (Under Construction) Classified Employee Hiring Management Employee Hiring Interim Appointment to Vacant Management Position Employment of NonClassified Short-term Employees and Substitute Employees Employment of Student Employees Employment of Professional Experts

Note: Some BP/APs referenced above may only be tangentially related.

Board Policies and Administrative Procedures Cross Reference List

All District BP/APs are available online at: <https://www.nocccd.edu/policies-and-procedures>

Number	Title	Number	Title
		AP 7120-9	Employment of Special Project Administrators
		AP 7120-10	Applicant Reimbursement
		AP 7120-11	Verification of Eligibility of Employment
		AP 7120-12	Fingerprinting
BP 7130	Compensation	AP 7130-1	Payroll
		AP 7130-2	District Health and Welfare Benefits Plan
		AP 7130-3	Retirement Systems
		BP2725	Board Member Compensation
AP 7130-2	District Health and Welfare Benefits Plan	BP 2730	Board Member Health Benefits
BP 7210	Faculty	AP 7210-1	Equivalency
		AP 7210-2	Faculty Substitute
		AP 7210-3	Recognition of Professional Degrees and Coursework
		AP 7210-4	Recognition of Academic Rank
BP 7230	Confidential Employees	AP 7230-1	Confidential Employees – Workweek, Hours, and Overtime
		AP 7230-2	Confidential Employees – Holidays
		AP 7230-3	Confidential Employees – Vacation Plan
		AP 7230-4	Confidential Employees – Leaves
		AP 7230-5	Confidential Employees – Personnel Files
		AP 7230-6	Confidential Employees – Professional Growth and Development Program
		AP 7230-7	Confidential Employees – Evaluation
		AP 7230-8	Confidential Employees – Transfer, Lay-off and Bumping Rights
		AP 7230-9	Confidential Employees – Disciplinary Action
		AP 7230-10	Confidential Employees – Salary Provisions
		AP 7230-11	Confidential Employees – Complaint Process
		AP 7230-12	Confidential Employees – Proposals by Confidential Employees Group Regarding Employee-Related Issues
		AP 7230-13	Confidential Employee Classification Review

Note: Some BP/APs referenced above may only be tangentially related.

Board Policies and Administrative Procedures Cross Reference List

All District BP/APs are available online at: <https://www.nocccd.edu/policies-and-procedures>

Number	Title	Number	Title
AP 7230-2	Confidential Employees – Holidays	BP/AP 4010	Academic Calendar
BP 7240	Management Employees	AP 7240-1	Management Employees – Workweek; Teaching by Managers
		AP 7240-2	Management Employees – Holidays
		AP 7240-3	Management Employees – Vacation Plan
		AP 7240-4	Management Employees – Leaves
		AP 7240-5	Management Employees – Personnel Files
		AP 7240-6	Management Employees – Professional Growth and Development Program
		TBD	Management Employees – Evaluation (Under Construction)
		AP 7240-8	Management Employees – Academic Management Employee Retreat Rights; Classified Management Employee Layoff and Bumping Rights
		AP 7240-9	Management Employees – Disciplinary Action
		AP 7240-10	Management Employees – Salary Provisions
		AP 7240-11	Management Employees – Complaint Process
		AP 7240-12	Management Employees – Proposals by District Management Association Regarding Employee-Related Issues
		AP 7240-13	Management Employee Classification Review
AP 7240-2	Management Employees – Holidays	BP/AP 4010	Academic Calendar
BP 7330	Certification of Freedom From Communicable Disease	AP 7330	Certification of Freedom From Communicable Disease
BP 7340	Family Medical Leave	AP 7230-4 AP 7240-4	Confidential Employees – Leaves Management Employees – Leaves
BP 7350	Resignation	AP 7350	Resignation
BP 7370	Political Activity	BP 2716	Political Activity
BP 7400	Travel and Conference Attendance	BP/AP 2735 BP 6360	Board Member Travel Travel
BP 7600	Campus Safety Officers	AP 7600	Campus Safety Officers
BP 7700	Whistleblower Protection	AP 7700	Whistleblower Protection

Note: Some BP/APs referenced above may only be tangentially related.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: September 25, 2018

SUBJECT: Calendar for the 2019-20 Budget

Action	_____
Resolution	_____
Information	X
Enclosure(s)	X

BACKGROUND: Pursuant to Board Policy 6200, Budget Preparation, a schedule must be provided to the Board that includes dates for presentation of the tentative budget, required public hearings, Board study sessions, and approval of the final budget. Accordingly, the attached budget calendar highlights significant dates for the 2019-2020 budgeting cycle.

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 item is submitted in accordance with Board Policy 6200, Budget Preparation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board review the Calendar for the 2019-2020 Budget.

Fred Williams

Recommended by

Approved for Submittal

4.a.1

Item No.

Calendar for FY 2019-20 Budget

January 15, 2019	P-1 Apportionment Attendance Report Due
January 22, 2019	Board review of Governor's January Budget and discussion on Priorities
February 26, 2019*	First Principal Apportionment Report
March 11, 2019	CBF review of Tentative Budget Assumptions and Board Priorities
March 25, 2019	DCC review of Tentative Budget Assumptions and Board Priorities
April 8, 2019	CBF review of Tentative Budget Assumptions and Board Priorities
April 19, 2019	P-2 Apportionment Attendance Report Due
April 22, 2019	DCC review of Tentative Budget Assumptions and Board Priorities
May 07, 2019	Personnel Change Forms due to Human Resources
May 13, 2019	CBF review of Tentative Budget Assumptions and Board Priorities
May 17, 2019	HR to complete Personnel Changes related to Tentative Budget
May 23, 2019	District Fiscal Affairs to finalize Personnel Budget related to Tentative Budget
May 28, 2019	Report to Board on Governor's May Budget Revisions
June 05, 2019	Budget input for NONPOS phase complete
June 07, 2019	Prepare GASB 54 Agenda item to be taken to the Board (if needed)
June 10, 2019	CBF review of Governor's May Budget Revisions and Proposed Budget Assumptions (if needed)
June 12, 2019	Completion of the Tentative Budget
June 12, 2019	Final changes for Position Control due to HR for Proposed Budget
June 16, 2019*	Second Principal Apportionment Report
June 18, 2019	HR to complete Personnel Changes related to Proposed Budget
June 20, 2019	District Fiscal Affairs to finalize Personnel Budget related to Proposed Budget
June 24, 2019	DCC review of Proposed Budget Assumptions (if needed)
June 25, 2019	Board approval of the Tentative Budget
June 26, 2019	Feed Tentative Budget (TENTAT) to Operating Ledger
July 15, 2019	Annual Apportionment Attendance Report Due
July 31, 2019	Year-end closing completed for District and Campus accounts
August 7, 2019	Carryover balances completed and distributed
Aug. 13 or 27, 2019	Board review of the Proposed Budget Assumptions
August 16, 2019	Budget input for NONPOS phase complete
August 23, 2019	Public Notice published in the Orange County Register
August 23, 2019	Completion of Proposed Budget and close FINAL phase in Banner
Sept. 6-10, 2019	Proposed Budget available for public inspection
September 10, 2019	Public Hearing on the Proposed Budget
September 11, 2019	Feed Proposed Budget (FINADJ) to the Operating Ledger

*Estimated Date

(as of 9/12/18)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 25, 2018 Resolution
Information
SUBJECT: Fullerton College - Fine Arts Division Enclosure(s)
Music Department Out-of-Country Travel

BACKGROUND: Per Board Policy 7400, Travel and Conference Attendance, all travel outside the United States must be approved in advance by the Board. To comply with the Board Policy, the CEO must approve the out of country travel before forwarding the request to the Vice-Chancellor, Finance and Facilities Office for submittal of the agenda item to the Board.

The following trip involves out-of-country travel:

- Instructor Jeremy Siskind, Fullerton College, Fall 2018, China Jazz Education Festival, Shanghai China on October 5th- October 12th 2018.

The China Jazz Education Festival, presented by “Jazz Education Abroad” at Shanghai Conservatory is the leading gathering of jazz pedagogues in China. Participation in the China Jazz Education Festival will offer the potential for recruitment and collaborative relationships with Fullerton College.

This agenda item was submitted by John Tebay, Dean of Fine Arts, Fullerton College.

How does this relate to the five District Strategic Directions? This item responds to Direction #5: The District will develop and sustain collaborative projects and partnerships with the community’s educational institutions, civic organizations, and businesses.

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 7400, Travel and Conference Attendance.

FUNDING SOURCE AND FINANCIAL IMPACT: There will be no additional cost to the District. Faculty member will be covering all expenses with personal resources.

RECOMMENDATION: Authorization is requested to pre-approve out-of-country travel for Jeremy Siskind to Shanghai China on October 5th through October 12th 2018.

Fred Williams

Recommended by

Approved for Submittal

4.b

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	September 25, 2018	Resolution	_____
SUBJECT:	Cypress College 2018-2019 Professional Development Program	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND: The mission of the Professional Development Committee (formerly Staff Development Committee) remains focused on the planning and implementation of professional development activities for all College employees. Flex activities were reintroduced beginning Fall 2017, and presently, faculty and staff are encouraged to attend the offered educational and equity opportunities. Cypress College remains supportive in making professional development a shared effort involving all employees, as a faculty and staff-driven process, where managers are included in the formation and promotion of professional development opportunities. It remains the intent of the multi-disciplinary Committee to work toward the goals of the College's Educational Master Plan, and promote and enhance our learning community in a collegial manner. The intention to expand and improve professional development opportunities collegially is also apparent in the District's progress toward a more cohesive District Professional Development Plan.

Flex Day Program

- Professional Development planned breakout sessions
- Professional Development Committee approved department and division activities

Ongoing Trainings/ Academies

- New Faculty Seminar
- Equity Practitioner Certificate Program
- Multiple Pathways to the Student Brain Part I & Part II
- Teaching and Supporting Men of Color Online Training Program

Workshops

- Lift Up: Working With Previously Incarcerated Students
- The Problem(s) and Promise of Equity: Acknowledging the Symptoms and Addressing the Disease
- District-Wide Equity Collaborative
- Lunch and Learn Series: "Equity Guest Speakers"
- White Identified Allies/Anti-Racist Advocates
- Equity, Emotional Intelligence & Diversity Workshop

Orientations/Trainings

- New Adjunct Workshop
- Canvas
- Microsoft Training
- Banner

Conference Attendance

- The Professional Development Committee continues to support opportunities to improve student learning and teaching strategies.
- The Professional Development Committee continues to ensure that available resources are allocated effectively to support ongoing educational opportunities and job training or retraining to the campus community. For example, to improve teaching strategies and utilize technology to connect with our students to improve their learning, the Professional Development Committee sponsored 30 faculty members to attend the Distance Education Online Teacher Training Conference June 2018. The Committee will continue to sponsor faculty to attend this training in June 2019.

This item was prepared by Michael Brydges and Ruth Gutierrez, Professional Development Coordinators.

How does this relate to the five District Strategic Directions? This item relates to District- wide Strategic Direction 1: *The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.* When educators are provided with meaningful and sustained opportunities for professional learning, they transform their practice and identities as educators, which contributes to a more powerful learning environment across campus, in classrooms, support centers, and the offices that support the work of the college. Clearly the goals of the Professional Development program directly relate to District Objective 1.1: *NOCCCD will provide professional development and training on factors that impact student success.* If we provide transformational learning experiences focused on best practices for educators and encourage everyone at the college to consider the ways in which professional improvement contributes to the development of a true learning institution, then we will all be aware of the factors that impact student success and empowered to incorporate them into our everyday interactions with each other and the students we serve.

How does this relate to Board Policy: BP 7160 Professional Development. Cypress College Professional Development provides support for stakeholders by *providing educational opportunities, attendance at conferences, and professional memberships.* It is consistent with the institutional mission based on identified needs.

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source for the Professional Development Program is \$85,000 from One-time College funds.

RECOMMENDATION: It is recommended that the Board receive as information the above highlights relating to the Cypress College 2018-2019 Professional Development Program.

The program's expenditures are estimated to include, but are not limited to:

- \$50,000 for conferences, workshops and on-campus speakers and presentations
- \$7,000 for Adjunct Orientation, New Faculty Seminar, and other on-campus events
- \$19,000 for Professional Expert Pay for Coordinator(s)
- \$3,000 for supplies
- \$6,000 for Clerical support (2 thirteen week Adult Hourly)

Cherry Li-Bugg
Recommended by

Approved for Submittal

5.a.3
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	September 25, 2018	Information	X
		Enclosure(s)	_____
SUBJECT:	Fullerton College 2018-2019 Staff Development Program		

BACKGROUND: The Staff Development Committee at Fullerton College supports the campus vision to transform lives and inspire positive change by providing powerful learning for our educators, so they can transform and help support our students' success. The committee believes that the college can best realize this vision and optimize equity and student success when it supports professional development for all members of the campus community to create a genuine learning institution of committed educators.

The Office of Staff Development in collaboration with the Staff Development Committee has planned events and activities for the 2018-2019 academic year that are consistent with statewide staff development guidelines, the District-wide Strategic Directions, Fullerton College goals, and accreditation standards. The planned offerings are designed to be opportunities for sustained and ongoing learning, with an emphasis on collaborative learning, rather than simply a collection of "once and done" workshops. These include:

Equity-focused Flex Day Program

- High profile keynote speakers (fall - Dr. Sarah Klotz, USC Center for Urban Education and spring – J. Luke Wood and Frank Harris III, SDSU)
- Staff Development-planned breakout sessions
- SD Committee-approved department and division activities

Ongoing Academies

- Online Teaching Certificate (OTC)
- Adjunct Academy
 - Parts I – Serving disproportionately-impacted student populations
 - Part II – Becoming an equity-minded educator
- New Faculty Seminar
- Teaching and Learning Certificate (TLC)

Monthly Professional Learning Mini Conference Themes

- Cultural Responsiveness/Equity
- Habits of Mind – Mindful Growth
- Instructional Technology
- Student Success Data Analysis

Orientations/Trainings

- Canvas
- Teaching/Supporting Men of Color Online Certificate
- BIT/Maxient

Faculty Inquiry Groups

- Mindful Growth Curriculum
- Equity

Conference Attendance

- Individual faculty attend and share learning
- Implement dissemination plans that might include
 - designing and conducting flex activities
 - designing and conducting workshops for professional learning academies
 - collaborating to create professional learning events
 - contributing to existing student success initiatives on campus
- Large, interdisciplinary team to attend National Conference on Race and Ethnicity (NCORE)

This item was prepared by Dani Wilson, Dean of the Library/Learning Resources, Instructional Support Programs and Services Division and Jeanne Costello, Staff Development Coordinator

How does this relate to the five District Strategic Directions? Our Staff Development program supports *District Strategic Direction 2: The District will annually make progress toward eliminating the documented achievement gap among race/ethnicity groups* as well as *District Objective 2.1: NOCCCD will foster an environment of equity-mindedness*. For this academic year we have brought an intentional equity focus to the majority of our professional learning efforts, whether that is our flex day programming, our adjunct academies, our Mindful Growth Initiative, or our professional learning mini conferences. The Equity Faculty Inquiry Group is researching strategies for reducing gaps in outcomes for disproportionately impacted groups of students to share during flex day breakout sessions. This group is also investigating institutional barriers to equity so the members can participate meaningfully in a variety of groups on campus to further equity goals. If Staff Development places equity at the center of our mission, then the learning we provide will support educators to examine their own practice through an equity lense and recognize barriers to student success and strategies for achieving more equitable outcomes in classrooms and student support centers.

How does this relate to Board Policy: Staff Development at Fullerton College directly relates to Board Policy 1002, Philosophy, Section 2.5: *Resources and programs will be provided to support staff and professional development through special learning opportunities, sabbatical leaves, conferences and workshops*. Certainly, this is the primary purpose of Staff Development at Fullerton College, but rather than thinking about professional development as simply “special opportunities,” we would like to support educators on campus

to make professional learning a vital component of their practice in order to foster a culture of reflection and improvement that informs everything we do. When educators are provided with meaningful and sustained opportunities for professional learning, they transform their practice and identities as educators which contributes to a more powerful learning environment across campus, in classrooms, support centers, and the offices that support the work of the college. When equity is placed at the center of this culture of learning, we can make genuine progress toward building a truly equitable institution.

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source is \$125,000 from college general funds.

RECOMMENDATION: It is recommended that the Board receive as information the above highlights relating to the Fullerton College 2018-2019 Staff Development Program.

The program's expenditures are estimated to include, but are not limited to:

- \$5,000 for software and equipment updates/repairs in the Teaching Effectiveness Center
- \$10,000 for books, supplies, materials, refreshments, and memberships (4C/SD)
- \$35,000 for campus speakers/presenters and academy coordination/expenses
- \$75,000 for conference attendance (which supports workshop facilitation for flex day, professional learning days, and OTC/TLC programs)

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 25, 2018 Resolution _____
Information _____
Enclosure(s) _____

SUBJECT: North Orange Continuing Education
Adult Education Program
Branding/Marketing Contract Addendum

BACKGROUND: In June 2018, the North Orange County Community College District Board of Trustees approved a contract with Interact Communications, Inc. to develop a marketing and communications service contract to strengthen the Adult Education Program's (AEP) North Orange County Regional Consortium (NOCRC) brand within the region. The contract for \$153,820 included a one-day retreat to develop an annual marketing/communications plan; templated publications (posters, fliers, brochures); program videos; online news center, story development, and monthly e-newsletter; and a NOCRC brand style guide.

In August 2018, the NOCRC Executive Committee approved an addendum to the contract. This addendum proposes to include photography, advertising design, and advertising placement/media buying services for \$219,500. This addendum will help to enhance the NOCRC brand throughout the region with advertising such as (but not limited to) bus advertising, billboard advertising, e-mail advertising, social media advertising, and mobile device advertising. This investment will provide an increased brand presence for NOCRC, NOCE, and the District in the community which will lead to increased enrollment and partnerships. This agenda item was submitted by Jennifer Perez, Director, Campus Communications, North Orange Continuing Education.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction 5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

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

FUNDING SOURCE AND FINANCIAL IMPACT: The cost of services will be charged to the Adult Education Program's grant fund.

RECOMMENDATION: Authorization is requested for the Board of Trustees to approve the addendum with Interact Communications, Inc. for consultant services and development/implementation of a marketing plan for AEP/NOCRC in the amount of \$219,500. The timeline for the project will be September 26, 2018-December 31, 2019. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director of Purchasing, to execute any agreement on behalf of the District.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 25, 2018 Resolution _____
Information _____
SUBJECT: Academic Personnel Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

6.a.1

Item No.

CHANGE IN SALARY CLASSIFICATION

Flores, Jessica	FC	EOPS Counselor Temporary Contract (100%) From: Class B, Step 1 To: Class B, Step 3 Eff. 07/01/2018-06/30/2019
Gentry, Anna	CC	Dental Hygiene Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 08/20/2018
Kelley, Paul	CC	Automotive Technology Instructor From: Class D To: Class E Eff. 08/16/2018
Latourelle, Elisa	FC	Counselor Temporary Contract (100%) From: Class B, Step 1 To: Class B, Step 4 Eff. 07/01/2018-06/30/2019
Reyes, Tommy	FC	Architecture Instructor Temporary Contract (100%) From: Class E, Step 1 To: Class E, Step 8 Eff. 08/16/2018-05/25/2019
Ruano, Nancy	FC	Counselor (ADJ) From: Column 1, Step 1 To: Column 1, Step 2 (Schedule B only) Eff. 08/20/2018
Sonne, Kathryn	CC	English Instructor From: Class B To: Class C Eff. 08/16/2018
White, Shelby	NOCE	Older Adults Noncredit Instructor From: Class B, Step 1 To: Class D, Step 10 Eff. 09/06/2018

Academic Personnel
September 25, 2018

ADDITIONAL DUTY DAYS @ PER DIEM

Alhadeff, Andrew	CC	Head Coach, Men's Basketball	15 days
Mohr, Margaret	CC	Head Coach, Women's Basketball	15 days
Welliver, Nancy	CC	Head Coach, Women's Volleyball	13 days

LEAVES OF ABSENCE

Blanche, Giselle	FC	Sociology Instructor Load Banking Leave With Pay (6.67%) Eff. 2018 Fall Semester
Melella, Laura	FC	Office Technology Instructor Rescind Load Banking Leave With Pay Eff. 2018 Fall Semester
Taguchi-Trieu, Tanomo	FC	Mathematics Instructor Load Banking Leave With Pay (20.00%) Eff. 2018 Fall Semester

ADMINISTRATIVE LEAVE WITH PAY

@00004009	FC	Physical Education Instructor Eff. 09/14/2018 until further notice
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2018 FALL SEMESTER,
TRIMESTER

Bennett, Jessica	NOCE	Column 2, Step 1
Cervantes, Julissa	NOCE	Column 1, Step 1
Chavez, Araceli	NOCE	Column 1, Step 1
Gilmore, Dawn	NOCE	Column 2, Step 1
Hamilton Harrill, Jodi	CC	Column 1, Step 1
Harge, Tracy	NOCE	Column 2, Step 1
Herrera, Nicole	NOCE	Column 2, Step 1
Hunter, John	FC	Column 1, Step 4
Kim, Hannah	NOCE	Column 2, Step 1
Kong, Katherine	CC	Column 1, Step 1
Lay, Nancy	NOCE	Column 2, Step 1
Lim, Geu Rim	NOCE	Column 2, Step 1
Moore, Catherine	NOCE	Column 1, Step 1
Ngo, Kristine	FC	Column 1, Step 1
Quintanar, Gilbert	NOCE	Column 2, Step 1
Quintanilla, Melissa	NOCE	Column 2, Step 1
Rezai, Maryam	NOCE	Column 2, Step 1
See, Roger	FC	Column 2, Step 1

Academic Personnel
September 25, 2018

Thurman, Chelsi	FC	Column 1, Step 1
Windle, Debra	CC	Column 1, Step 1

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Madru, Lyndsay	CC	Column 1, Step 1
Sanzon Perez, Erick	CC	Column 1, Step 1

CORRECTION TO BOARD AGENDA OF AUGUST 28, 2018
CHANGE IN SALARY CLASSIFICATION

Lakeman, Christina	NOCE	Counselor (ADJ) From: Column 1, Step 2 To: Column 2, Step 2 Eff. 09/10/2018
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 25, 2018 Resolution _____
SUBJECT: Classified Personnel Information _____
Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

6.b.1

Item No.

Classified Personnel
September 25, 2018

RESIGNATION

Armstrong, Joanne NOCE Manager, LEAP
12-month position (100%)
Eff. 10/01/2018
PN SCM988

Roberts, Ryan CC Facilities Custodian I
12-month position (100%)
Eff. 09/12/2018
PN CCC908

NEW PERSONNEL

Gonzalez, Rolando FC Campus Safety Officer
12-month position (100%)
Range 31, Step E + 5% Shift
Classified Salary Schedule
Eff. 09/26/2018
PN FCC699

Kummerman, Howard CC Executive Director, College Foundations and
Community Relations
12-month position (100%)
Range 25, Column F
Management Salary Schedule
Eff. 09/26/2018
PN CCM967

Murray, John CC Facilities Custodian I
12-month position (100%)
Range 27, Step E + 10% Shift
Classified Salary Schedule
Eff. 09/26/2018
PN CCC867

Obidah, Ruth CC Special Project Coordinator, Dual Enrollment
Temporary Management Position (100%)
Range 1, Special Proj Admin Daily Rate Schedule
Eff. 10/01/2018 – 06/30/2019
PN CCT726

Classified Personnel
September 25, 2018

Ochoa, Victor CC Facilities Custodian I
12-month position (100%)
Range 27, Step E + 10% Shift
Classified Salary Schedule
Eff. 09/26/2018
PN CCC946

Solis-Oliveras, Brian FC Campus Safety Officer
12-month position (100%)
Range 31, Step C + 10% Shift
Classified Salary Schedule
Eff. 09/26/2018
PN FCC797

Toral, Celena CC Facilities Custodian I
12-month position (100%)
Range 27, Step A + 10% Shift
Classified Salary Schedule
Eff. 09/26/2018
PN CCC905

PROMOTION

Duran, Sonia FC Student Services Specialist, EOPS
12-month position (100%)
PN FCC869

To: FC EOPS Coordinator
12-month position (100%)
Range 40, Step D + 10% Longevity + PGD
Classified Salary Schedule
Eff. 09/26/2018
PN FCC592

VOLUNTARY CHANGES IN ASSIGNMENT

Critchlow, Adam FC Theater Technician (100%)

Extension of Temporary Change in Assignment
To: FC Theater Production Coordinator
12-month position (100%)
Range 45, Step C
Classified Salary Schedule
Eff. 11/01/2018 - 1/31/2018

Classified Personnel
September 25, 2018

Ebright, Jami	FC	Accounting Technician (100%) Temporary Change in Assignment To: FC Accounting Technician 12-month position (50%) Range 36, Step E +10% Longevity + PGD FC Administrative Assistant II 12-month position (50%) Range 36, Step E + 10% Longevity + PGD Classified Salary Schedule Eff. 09/11/2018 (8 hours)
Patterson, Ryan	FC	Administrative Assistant I (100%) Temporary Change in Assignment To: FC Theater Technician 12-month position (100%) Range 41, Step B + 15% Longevity + PGD Classified Salary Schedule Eff. 09/26/2018 - 01/31/2018
Ramirez, Fabiola	FC	Administrative Assistant I (100%) Temporary Change in Assignment To: FC Administrative Assistant II 12-month position (100%) Range 36, Step E + 5% Longevity + PGD Classified Salary Schedule Eff. 07/16/2018 – 09/04/2018
Sontag, Dawn	CC	Administrative Assistant I (100%) Temporary Change in Assignment To: CC Administrative Assistant I 12-month position (50%) Range 33, Step E + 15% Longevity CC Administrative Assistant II 12-month position (50%) Range 36, Step E + 15% Longevity Classified Salary Schedule Eff. 08/16/2018 – 10/31/2018

Classified Personnel
September 25, 2018

Stockwell, Charles	AC	Production Center Specialist (100%) Extension of Temporary Change in Assignment To: AC District Mailroom Coordinator 12-month position (100%) Range 31, Step E + 20% Longevity + PGD Classified Salary Schedule Eff. 10/01/2018 – 10/15/2018
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PROFESSIONAL GROWTH & DEVELOPMENT

Apelu, Mathew	FC	Student Services Specialist, Counseling (100%) 1 st Increment (\$400) Eff. 07/01/2019
Aponte, Zola	CC	Instructional Assistant, Career Center (100%) 4 th increment (\$400) 5 th increment (\$400) Eff. 07/01/2019
Barnett, Chynna	FC	Library Assistant I (100%) 4 th Increment (\$400) 5 th Increment (\$400) Eff. 07/01/2019
Boss, Brian	FC	Evaluator (100%) 3 rd Increment (\$400) 4 th Increment (\$400) Eff. 07/01/2019
Flores, Hugo	FC	Admissions and Records Coordinator (100%) 2 nd Increment (\$400) 3 rd Increment (\$400) Eff. 07/01/2019
Haddad, Eileen	CC	Senior Research and Planning Analyst (100%) Doctoral Stipend (\$3500) Eff. 10/01/2018
Howard, Sharon	FC	Administrative Assistant III (100%) 3 rd Increment (\$400) 4 th Increment (\$400) Eff. 07/01/2019

Classified Personnel
September 25, 2018

Isaac, George	AC	IT Specialist, System Applications (100%) 6 th Increment (\$400) Eff. 07/01/2019
Kelly, Sharon	FC	Executive Assistant (100%) 6 th Increment (\$400) Eff. 07/01/2019
Megginson, Zoe	CC	Instructional Assistant 6 th increment (\$400) Eff. 07/01/2019
Osborne, Catherine	FC	Instructional Assistant/Math (100%) 1 st Increment (\$400) 2 nd Increment (\$400) Eff. 07/01/2019
Phan, Michelle	FC	Evaluator (100%) 3 rd Increment (\$400) 4 th Increment (\$400) Eff. 07/01/2019
Russell, Regina	CC	Administrative Assistant II (100%) 2 nd increment (\$400) 3 rd increment (\$400) Eff. 07/01/2019
Sanchez, Alicia	FC	Administrative Assistant I (100%) 4 th Increment (\$400) 5 th Increment (\$400) Eff. 07/01/2019
Thompson, Scott	FC	Student Services Specialist (100%) 3 rd Increment (\$400) 4 th Increment (\$400) Eff. 07/01/2019
Tran, Kevin	FC	Student Services Specialist (100%) 3 rd Increment (\$400) 4 th Increment (\$400) Eff. 07/01/2019

Classified Personnel
September 25, 2018

LEAVES OF ABSENCE

Abou Khoudou, Hussein	AC	Skilled Maintenance Mechanic (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 10/05/2018 –10/18/2018 (Consecutive Leave)
Ramirez, Joseph	FC	Research Analyst (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 10/02/2018 –10/08/2018 and 10/16/2018 – 10/19/2018 (Consecutive Leave)

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Villegas, Fatima	FC	Financial Aid Technician (100%) 6% Stipend Eff. 10/01/2018 – 06/30/2019
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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 25, 2018 Resolution _____
SUBJECT: Professional Experts Information _____
Enclosure(s) X

BACKGROUND: Professional Experts within budget.

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

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

6.c.1

Item No.

Professional Experts
September 25, 2018

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	09/10/2018	10/19/2018
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	10/29/2018	11/09/2018
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	11/13/2018	11/16/2018
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	11/26/2018	12/07/2018
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	12/17/2018	12/21/2018
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	01/07/2019	01/18/2019
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	01/22/2019	02/01/2019
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	02/11/2019	02/14/2019
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	02/19/2019	03/08/2019
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	03/18/2019	03/29/2019
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	04/08/2019	04/12/2019
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	04/22/2019	05/10/2019
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	05/20/2019	05/24/2019
Alvarado, Alejandra	FC	Project Expert	Anaheim Pledge	26	06/10/2019	06/28/2019
Clark, Lisa	CC	Technical Expert I	Baking and Pastry & Beverage Management	4	09/24/2018	11/30/2018
Edwards, Helyn	FC	Project Manager	"Academic Role Boosting" Equity Grant	26	09/12/2018	12/08/2018
Hamilton, Valencia	CC	Project Expert	Certified Athletic Trainer	26	09/17/2018	05/10/2019
Johnstone, Deborah	NOCE	Project Coordinator	SoCal Sheet Metal JATC	26	09/12/2018	09/26/2018
Kominek, Bridget	FC	Project Coordinator	Coordination of Pathway Transformation Initiative Projects	10	08/31/2018	05/31/2019
McNay, Sally	CC	Technical Expert II	Nursing Enrollment Growth Grant	5	09/10/2018	05/24/2019
Mehta, Jinal	NOCE	Project Coordinator	Processing of Integrated Planning Data and Outcomes	20	08/31/2018	12/21/2018

Professional Experts
September 25, 2018

Peters, Jeremy	CC	Technical Expert I	Baking and Pastry & Beverage Management	4	09/24/2018	11/30/2018
Ramos, Juan	FC	Project Expert	Anaheim Pledge	26	09/17/2018	09/21/2018
Ramos, Juan	FC	Project Expert	Anaheim Pledge	26	10/08/2018	11/09/2018
Ramos, Juan	FC	Project Expert	Anaheim Pledge	26	11/13/2018	11/16/2018
Ramos, Juan	FC	Project Expert	Anaheim Pledge	26	11/26/2018	12/14/2018
Ramos, Juan	FC	Project Expert	Anaheim Pledge	26	01/07/2019	01/18/2019
Ramos, Juan	FC	Project Expert	Anaheim Pledge	26	01/28/2019	02/14/2019
Ramos, Juan	FC	Project Expert	Anaheim Pledge	26	02/19/2019	03/15/2019
Ramos, Juan	FC	Project Expert	Anaheim Pledge	26	03/25/2019	04/05/2019
Ramos, Juan	FC	Project Expert	Anaheim Pledge	26	04/22/2019	05/24/2019
Ramos, Juan	FC	Project Expert	Anaheim Pledge	26	06/03/2019	06/14/2019
Rosati, Stephanie	CC	Project Manager	Baking and Pastry & Beverage Management	4	09/24/2018	11/30/2018
Putman, Elizabeth	CC	Technical Expert II	Nursing Enrollment Growth Grant	5	09/10/2018	05/24/2019
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	09/04/2018	09/14/2018
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	09/24/2018	10/12/2018
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	10/22/2018	11/09/2018
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	11/13/2018	11/21/2018
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	11/26/2018	12/07/2018
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	12/17/2018	12/21/2018
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	01/07/2019	01/18/2019
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	01282019	02/08/2019
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	02/19/2019	03/15/2019
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	03/25/2019	04/12/2019
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	04/22/2019	05/10/2019
Salazar, Valerie	FC	Project Expert	Anaheim Pledge	26	05/28/2019	06/28/2019

Professional Experts
September 25, 2018

Salcedo, Daniel	FC	Project Coordinator	Support Campus CTE and Strong Workforce Projects	26	10/01/2018	12/30/2018
Shannon, Madeline	CC	Project Expert	Certified Athletic Trainer	26	09/17/2018	05/10/2019
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	09/24/2018	10/05/2018
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	10/15/2018	10/26/2018
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	11/05/2018	11/09/2018
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	11/13/2018	11/21/2018
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	11/26/2018	12/14/2018
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	01/07/2019	01/18/2019
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	1/22/2019	2/08/2019
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	02/25/2019	03/01/2019
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	03/11/2019	03/29/2019
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	04/08/2019	04/12/2019
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	04/22/2019	05/17/2019
Shellenbarger, Annika	FC	Project Expert	Anaheim Pledge	26	05/28/2019	06/07/2019
Shulstad, Cynthia	NOCE	Technical Expert II	Disneyland Show Control Proprietary Training BFX1	12	09/04/2018	12/14/2018
Smith, Susan	CC	Technical Expert II	Nursing Enrollment Growth Grant	5	09/10/2018	05/24/2019
Trujillo, Jenny	FC	Project Coordinator	Engage in STEM – Nicholas STEM Saturday Workshops	8	09/15/2018	05/31/2019
Walker, Jane	CC	Technical Expert II	Nursing Enrollment Growth Grant	5	09/10/2018	05/24/2019

Professional Experts
September 25, 2018

NOCE TUITION PROGRAMS

Name	Salary	Trimester	Max Permitted Hours per Week
Huddleston, Roxanne	Tuition	Fall, Winter, Spring	26
Leonard, Robert	Tuition	Fall, Winter, Spring	26
Loidolt, Kimberly	Tuition	Fall, Winter, Spring	26
Prieto, Ordando	Tuition	Fall, Winer, Spring	26

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 25, 2018 Resolution _____
Information _____
SUBJECT: Hourly Personnel 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? Not applicable.

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

6.d.1

Item No.

Hourly Personnel
September 25, 2018

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Akiyama, Juri	FC	Clerical/Secretarial - Assist in the campus library	09/26/18	12/08/18	TE A 1
Bouahom, Brianne	FC	Clerical/Secretarial - Assist in Academic Computing	09/26/18	10/27/18	TE B 2
Bouahom, Brianne	FC	Clerical/Secretarial - Assist in Academic Computing	12/31/18	03/30/19	TE B 2
Catron, Delilah	FC	Instr Research Assistant - Assist with marine debris research	09/26/18	12/14/18	TE B 4
Catron, Delilah	FC	Instr Research Assistant - Assist with marine debris research	02/20/19	05/24/19	TE B 4
DeAngelo, Angelica	FC	Tech/Paraprof - Athletic Program Assistant - Softball	09/26/18	12/07/18	TE H 4
DeAngelo, Angelica	FC	Tech/Paraprof - Athletic Program Assistant - Softball	01/07/19	05/31/19	TE H 4
Diaz, Anthony	CC	Clerical/Secretarial - Assist in Campus Communications	09/26/18	06/30/19	TE A 2
Fisher, Tracey	NOCE	Clerical/Secretarial - Assist staff Disability Support Services	09/26/18	06/30/19	TE A 2
Garduno, Victor	CC	Clerical/Secretarial - Assist Campus Safety	09/26/18	11/21/18	TE A 4
Garduno, Victor	CC	Clerical/Secretarial - Assist Campus Safety	01/28/19	04/26/19	TE A 4
Huett, Ryan	CC	Clerical/Secretarial - Assist in Dual Enrollment program	09/26/18	12/21/18	TE A 2
Lara-Diaz, Jonathan	CC	Clerical/Secretarial - Assist Campus Safety	09/26/18	11/21/18	TE A 4
Lara-Diaz, Jonathan	CC	Clerical/Secretarial - Assist Campus Safety	01/28/19	04/26/19	TE A 4
Lowthorp, Tanner	CC	Clerical/Secretarial - Assist in Dual Enrollment program	09/26/18	12/21/18	TE A 2
Martin, Amanda	FC	Service/Maint - Assist Campus Safety Dept with various duties	09/26/18	12/14/18	TE B 3
Martinez Rodriguez, Jaz.	FC	Clerical/Secretarial - Assist in Dual Enrollment program	09/26/18	12/14/18	TE A 1
McCay, Ashley	CC	Clerical/Secretarial - Assist Campus Safety	09/26/18	11/21/18	TE A 4
McCay, Ashley	CC	Clerical/Secretarial - Assist Campus Safety	01/28/19	04/26/19	TE A 4
Midgely, Jennifer	FC	Tech/Paraprof - On-call theater crew for campus productions	10/05/18	06/30/19	TE I 2
Pham, Anh	FC	Instr Research Assistant - Assist the Chemistry Lab	09/26/18	12/21/18	TE A 4
Pham, Anh	FC	Instr Research Assistant - Assist the Chemistry Lab	02/25/19	05/24/19	TE A 4
Rolon, Didler David	FC	Service/Maint - Assist Campus Safety Dept with various duties	09/26/18	12/21/18	TE B 1
Santos, Ruzanne	FC	Clerical/Secretarial - Assist in Academic Computing	09/26/18	12/22/18	TE B 2
Theodora, Michael	AC	Clerical/Secretarial - Assist in Accounts Payable and Accounting	10/01/18	12/28/18	TE A 2
Theodora, Michael	AC	Clerical/Secretarial - Assist in Accounts Payable and Accounting	04/01/19	06/27/19	TE A 2

Hourly Personnel
September 25, 2018

Trujillo, Trisha	FC	Tech/Paraprof - Athletic Program Assistant - Softball	09/26/18	12/07/18	TE H 4
Trujillo, Trisha	FC	Tech/Paraprof - Athletic Program Assistant - Softball	01/04/19	05/31/19	TE H 4
Valencia Mendoza, J.	CC	Clerical/Secretarial - Assist Campus Safety	09/26/18	11/21/18	TE A 4
Valencia Mendoza, J.	CC	Clerical/Secretarial - Assist Campus Safety	01/28/19	04/26/19	TE A 4

Tutors, Interpreters, and Readers

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Alexander, Stephen	CC	Direct Instr Support - Tutor for the Learning Resource Center	09/26/18	06/30/19	TE B 1
Valencia, Isaiah	FC	Direct Instr Support - Tutor students in the campus Tutoring Center	09/26/18	06/30/19	TE A 2
Whittle, Ayrion	FC	Full-time Student - Tutor students in the campus Tutoring Center	09/26/18	06/30/19	TE A 2

Hourly Substitutes

Name	Site	Title and Description of Service	Begin	End	Grade/Step
De Avila, Danielle	FC	Clerical/Secretarial – Sub for vacant Child Care Teacher I PN FCC954	02/11/19	05/24/19	TE B 3
Flores, Lani	CC	Clerical/Secretarial - Substitute for Classified employee on leave	09/26/18	03/31/19	TE B 2
Washington, Tanya	CC	Clerical/Secretarial - Substitute for vacant Admin Assistant II PN CCC939	09/04/18	12/04/18	TE B 4

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aguilar, David	CC	Work-Study Student - Assist in the Financial Aid office	09/17/18	06/30/19	TE A 1
Bermudez, Maraya	FC	Work-study Student - Assist in the Foster Youth Success Initiative	09/26/18	05/31/19	TE A 2
Cantero, Noah	FC	Full-time Student - Assist with the marine debris research	09/26/18	12/14/18	TE B 4
Cantero, Noah	FC	Full-time Student - Assist with the marine debris research	02/20/19	05/24/19	TE B 4
Diaz, Anthony	CC	Full-time Student - Assist in Campus Communications	09/26/18	06/30/19	TE A 2
Flores, Lesley	FC	Work Study Student - Assist in Art Department	08/30/18	06/30/19	TE A 1
Gardner, Jack	CC	Full-time Student - Assist in Financial Aid office	09/26/18	06/14/19	TE A 1

Hourly Personnel
September 25, 2018

Gaskin, Isaac	CC	Work-Study Student - Assist in Assessment Center	09/24/18	06/30/19	TE A 1
Geller, Stephen	FC	Full-time Student - Assist with the marine debris research	09/26/18	05/24/19	TE B 4
Geving, Abigail	FC	Full-time Student - Assist with the marine debris research	09/26/18	05/24/19	TE B 4
Jimenez, Robert	FC	Full-time Student - Clerical assistance for the Construction Tech Dept	09/26/18	12/21/18	TE B 1
Lopez, Jesse	CC	Full-time Student - Assist in Financial Aid office	09/26/18	06/14/19	TE A 1
Moran, Vanessa	CC	Full-time Student - Assist in Puente program	09/04/18	05/31/19	TE A 2
Mugica, Anysa	CC	Full-time Student - Assist in Financial Aid office	09/26/18	06/14/19	TE A 1
Palacios, Shawntel	FC	Full-time Student - Clerical assistance for the EOPS/CARE Program	09/26/18	12/21/18	TE A 3
Palacios, Shawntel	FC	Full-time Student - Clerical assistance for the EOPS/CARE Program	01/04/19	05/31/19	TE A 3
Patino, Anaih	CC	Work-study Student - Assist in the Transfer Center	09/24/18	06/14/19	TE A 1
Poloa, Vanessa	CC	Work-Study Student - Assist in Counseling Center	09/24/18	06/15/19	TE A 1
Ramirez, Alexis	AC	Full-time Student - Assist in the Payoll Department	08/20/18	12/31/18	TE A 1
Raymond, Tonisha	CC	Work-Study Student - Assist in the Assessment Center	09/17/18	06/30/19	TE A 1
Snapp, Kalon	CC	Work Study Student - Assist in DSS	09/12/18	06/30/19	TE A 1
Sotelo, Jeanette	CC	Full-time Student - Assist in Assessment Center	10/01/18	06/30/19	TE A 1
Subedi, Arjun	CC	Work-Study Student - Assist in the Financial Aid office	09/17/18	06/30/19	TE A 1
Velazquez, Kimberly	CC	Work-Study Student - Assist in the Financial Aid office	09/17/18	06/30/19	TE A 1
White, Miyah	CC	Full-time Student - Associated Students Executive Secretary	08/20/18	06/30/19	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: September 25, 2018 Resolution _____
SUBJECT: Volunteers Information _____
Enclosure(s) X

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? Not applicable.

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

6.e.1

Item No.

Volunteer Personnel
September 25, 2018

Name	Site	Program	Begin	End
Boaz, Cierra	CC	Physical Education – Kinesiology	09/25/2018	12/07/2018
Bratcher, Alexander	CC	Physical Education - Training Room	09/25/2018	12/07/2018
Burks, Ayisha	NOCE	DSS - Personal Care Attendant	09/10/2018	06/29/2018
Giddings, Carolyn	NOCE	DSS - Personal Care Attendant	09/10/2018	06/30/2019
Huang, ShoaBing	FC	DSS – Personal Services Assistant	09/13/2018	05/24/2019
Kao, Peter	FC	Internship - Social Sciences/Sociology	09/26/2018	12/06/2018
Kim, Jin	FC	Math & Computer Science Division	08/20/2018	05/25/2019
Snetter, Miatta	FC	Veterans Administrative Work Study	10/10/2018	06/30/2019
Turner, Andrea	CC	Physical Education - Training Room	09/25/2018	12/07/2018
Wilson, Brandi	FC	Internship - Counseling & Student Dev	09/26/2018	12/21/2018
Woo, Christine	FC	Internship- Social Sciences/Psychology	09/26/2018	12/08/2018

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	September 25, 2018	Information	X
		Enclosure(s)	X
SUBJECT:	Board of Trustees Goals		

BACKGROUND: In early June, trustees held their annual planning retreat and one of the discussions involved goal setting for the Board of Trustees. Some of the possible content included updating or developing specific policies, participating in professional development, simultaneously conducting annual Board of Trustees and Chancellor evaluations, and effective board meetings.

At its August 14 Board meeting, trustees discussed the possibility of developing Board of Trustees goals for themselves and reviewed sample goals from other community colleges. The general consensus among trustees was that they wanted goals that incorporated measurements and accreditation standards, and addressed their role as a policy board, professional development, fiscal solvency, student success, and advocacy. It was agreed that Board President Rodarte would draft language for the Board's review and discussion at a later date. Enclosed are Board President Rodarte's proposed recommendations.

How does this relate to the five District Strategic Directions? This item responds to District Strategic Direction #5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

How does this relate to Board Policy: This item is in accordance with Board Policy 2200, Board Duties and Responsibilities; Board Policy 2715, Code of Ethics/Standards of Practice; and Board Policy 2745, Board Self-Evaluation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board discuss the proposed 2018-19 Board of Trustees Goals.

Cheryl Marshall
Recommended by

Approved for Submittal

7.a.1
Item No.

**North Orange County Community College District
Board of Trustees
2018-2019 Goals**

In order for the Board to support the vision and strategic directions of the district, the board will focus on the following activities:

1. Update/Introduce Board Policies (Standard IV.C.7)

District Strategic Direction 4: The District will implement best practices related to planning including transparent decision-making processes, support of strategic comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

2. Participate in professional development opportunities (Standard IV.C.9)

District Strategic Direction 4: The District will implement best practices related to planning including transparent decision-making processes, support of strategic comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities.

- Complete our version of the Excellence in Trusteeship Program
- Participate in the monthly board study sessions
- Attend CCLC/ACCT conferences
- Participate in webinars

3. Engage with our community (Standard IV.B.VI)

District Strategic Direction 5: The District will develop and sustain collaborative projects and partnerships with the community's educational institutions, civic organizations, and businesses.

- Attend campus events
- Increase participation in local events and organizations

4. Review and approve reports related to student success (IV.C.1 and IV.C.8)

District Strategic Direction 1: The District will annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.

District Strategic Direction 2: The District will annually make progress toward eliminating the documented achievement gap among race/ethnicity groups.

District Strategic Direction 3: The District will annually improve the success rate for students.

- Annual Reports for each campus
- Educational Master Plans
- Student Equity Reports
- Student Success Score Cards
- Institutional Effectiveness Reports

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: September 25, 2018

SUBJECT: Future Board Agenda Items

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

BACKGROUND: During the June annual 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? This item responds to District Strategic Direction #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

How does this relate to Board Policy: This item is 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

7.b

Item No.