



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

MEETING: Regular Meeting in November 2021

DATE: Tuesday, November 23, 2021, at 5:30 p.m.

PLACE: Zoom Teleconference

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

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

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

Members of the public may address the Board under “Comments: Members of the Audience” at the beginning of the meeting. If you wish to address the Board, please email chancellor@nocccd.edu with “Public Comment” noted in the email subject line to receive a link to the meeting.

The Board of Trustees is no longer accepting written public comments in advance of the meeting and reserves the right to change the order of the agenda items as the need arises.

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

AGENDA:

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

Public records related to the public session agenda, that are distributed to the Board of Trustees less than 72 hours before a regular meeting, may be inspected by the public by contacting the Chancellor’s Office.
- f. **Chancellor’s Report**
- g. **Comments:**

**Chancellor's Staff
Resource Table Personnel
Members of the Board of Trustees**

2.
 - a. **Approval of Minutes of the Special Meeting of November 4, 2021; Approval of Minutes of the Special Closed Session Meeting of November 6, 2021; and Approval of Minutes of the Regular Meeting of November 9, 2021.**
 - b. **CLOSED SESSION: Per the following sections of the Government Code:**

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

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

Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Fullerton College President.

Per Section 54956.9(a): CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: One (1) Potential Case.
3. **FINANCE & FACILITIES**
 - [a] It is recommended that the Board adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations. **The Resolutions are available for review in the District's Business Office.)**
 - [b] Authorization is requested to extend the contract with PlanNet Consulting to June 30, 2022 and increase the amount by \$111,150, from \$372,840 to \$483,990.
 - [c] Authorization is requested for Fullerton College to accept donations to its division, departments, and/or programs.
 - [d] Authorization is requested for North Orange Continuing Education to accept a donation to its Disability Support Services program.
 - [e] Authorization is requested for an institutional membership to the VR/AR Association for Fullerton College beginning December 1, 2021 through November 30, 2022, at a cost not to exceed \$1,800.
4. **INSTRUCTIONAL RESOURCES**
 - a. It is recommended that the Board receive as information the highlights relating to the Cypress College 2021-2022 Professional Development Program.

- b. It is recommended that the Board receive as information the highlights relating to the Fullerton College 2021-2022 Staff Development Program.
- c. It is recommended that the Board receive as information the highlights relating to the NOCE 2021-2022 Professional Development Program.
- d. It is recommended that the Board receive as information the highlights relating to the District Services 2021-2022 Professional Development Program.
- [e] It is recommended that the Board approve the curriculum changes for NOCE to be effective Spring 2022 and Fall 2022.

5. **HUMAN RESOURCES**

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

Change in Salary Classification
 Additional Duty Days @ Per Diem
 Payment for Independent Learning Contracts Fall 2021
 Temporary Academic Hourly

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

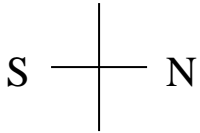
Retirement
 New Personnel
 Rehires
 Promotion
 Transfer
 Voluntary Changes in Assignment
 Professional Growth & Development
 Stipend for Additional Administrative Duties
 Leaves of Absence
 Revised Management Job Classification

- [c] Request approval of Professional Experts.
- [d] Request approval of short-term, tutors, interpreters and readers, professional medical employees, work-study/work experience, full-time students, and substitute (hourly) personnel.
- [e] Request approval of Volunteers.
- f. Request the appointment of Dr. Byron D. Clift Breland to the position of Chancellor.
- g. It is recommended that the Board receive as information the District Institutional Commitment to Diversity, Five Year Report 2016/17 – 2020/21.

6. GENERAL

- a. It is recommended that the Board schedule on the agenda for November 23, 2021, the establishment of December 14, 2021, as the date of its Organizational Meeting.
- b. It is recommended that the Board adopt Resolution No. 21/22-12 reauthorizing remote teleconference Board meetings through December 23, 2021, pursuant to AB 361 and resume in-person Board meetings beginning in January 2022.
- c. It is recommended that the Board adopt the revised Board Policies in Chapter 4.
- d. It is recommended that the individual listed be appointed to serve on the Citizens' Oversight Committee.
- e. It is recommended that the Board adopt Resolution No. 21/22-13, Trustee Absence, and Resolution No. 21/22-14, Trustee Absence, verifying that Trustees Ryan Bent and Ed Lopez were absent on November 4, 2021 due to hardship.
- f. It is recommended that the Board discuss any potential future agenda items.

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



Board Room Seating Arrangement

Trustees

Dr. Barbara Dunsheath,
President

Jacqueline Rodarte,
Vice President

Ed Lopez,
Secretary

Jeffrey P. Brown,
Board Member

Stephen T. Blount,
Board Member

Ryan Bent,
Board Member

Evangelina Rosales
Board Member

Meena Pandian,
Student Member CC

Fred Williams,
Interim Chancellor

Erin Lacorte,
Student Member FC

Alba Recinos,
Recording Secretary

Dash Johnson,
Adjunct Faculty United

Kashu Vyas, District Director
Fiscal Affairs

Joseph Vasquez,
CSEA

Irma Ramos, Vice Chancellor
Human Resources

Christie Diep,
United Faculty

Constituent Groups

Chancellor's Staff

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

Dr. Kim Orlijan,
FC Senate

Valentina Purtell,
President NOCE

Dr. Damon De La Cruz,
CC Senate

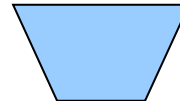
Dr. JoAnna Schilling,
President CC

Jennifer Oo,
NOCE Senate

Dr. Gil Contreras,
Interim President FC

Raine Hambly,
DMA

Kai Stearns,
Public & Governmental Affairs



Audience Seating

Entrance

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> X </u>
DATE:	November 23, 2021	Information	<u> </u>
		Enclosure(s)	<u> </u>
SUBJECT:	Separate Bank and Investment Accounts		

BACKGROUND: Pursuant to §84030 of the Education Code and in accordance with §58311 of Title 5 of the California Code of Regulations, it is the intent of the Legislature, Board of Governors, and the State Chancellor's Office to encourage sound fiscal management practices among community college districts. To that end, the Board of Governors has recognized district needs to maintain authorized bank accounts for certain types of district/college functions and activities. Accordingly, the governing board of any community college district may, for the purpose of expediting business service transactions and in accordance with sound business practices, establish separate bank accounts. All income derived from governing-board-approved activities or functions shall be deposited in these accounts for authorized expenditures in accordance with rules and regulations of the governing board.

In addition, the governing board of any community college district may establish clearing accounts for the deposit of any miscellaneous receipts (including receipts from the sale of property or materials pursuant to §81457 or §81458 of the Education Code) and provide for withdrawals from such accounts. All money in any such bank accounts shall be paid into the appropriate county treasury within a reasonable time period. However, cashier's checks, certified checks, and money placed in the custody of the community college district as security that a bidder will faithfully perform a contract may be deposited in a bank account, but shall not be paid into the county treasury unless forfeited or not claimed by the bidder for a period of 12 months. Also, the governing board of a community college district may establish a revolving cash fund account for the payment of services, material purchases, and supplemental salary payments when it has been determined that an error has been made in calculating or reporting employee payrolls. This agenda item was submitted by Ivy Hwee, District Manager, Fiscal Affairs.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6150, Designation of Authorized Signatures.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt a resolution establishing separate bank, saving, clearing, and revolving accounts pursuant to the California Community College Budget and Accounting Manual as authorized by §84030 of the Education Code, and in accordance with Education Code §58311 of Title 5 of the California Code of Regulations.

3.a.1

Item No.

It is further requested that previous resolutions be rescinded and that any accounts not listed on this resolution and still open be closed immediately. It is further requested that in order to adequately safeguard and manage District assets, two authorized signatures be required on each check on every account. It is further requested that account signers, banks, and credit unions not be authorized to issue counter checks or cashier's checks on any of the accounts.

Kashmira Vyas

Recommended by



Approved for Submittal

3.a.2

Item No.

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

WHEREAS, the Board of Trustees finds there is a need to establish separate bank, saving, clearing and revolving accounts and;

WHEREAS, pursuant to the California Community College Budget and Accounting Manual as authorized by **§84030 of the Education Code**, and in accordance with **§58311 of Title 5 of the California Code of Regulations**, the Board of Trustees is authorized to establish such accounts;

NOW, THEREFORE, BE IT RESOLVED that the accounts and custodians/account signers listed are duly authorized and approved.

EXISTING ACCOUNTS:

Bank of America

401 N. Harbor Blvd., Fullerton, CA 92832

Account Name: NOCCCD Clearing Fund

Account #: XXXXX-X2727

Type: Checking Account

Purpose: Clearing account for the deposit and withdrawal of miscellaneous receipts. This account is maintained at the County Department of Education's request. Due to the large volume of checks received by NOCCCD each month, those checks received which are under \$1,000 are deposited into this account, which is cleared out every month with a single check sent to the County.

This account is also used to accept any monies via wire transfer that cannot be received as a check since some organizations only make payments via wire transfers. The County does not currently permit ongoing, regular receipt of wire transfers in lieu of checks for deposit. These payments are cleared out as they are received and sent to the County.

Authorized Signatures: (two signatures required)

Fred Williams, Jenney Ho, Irma Ramos, Julie Kossick, Kashmira Vyas

Account Name: NOCCCD Workers' Compensation Account

Account #: XXXXXXXX7030

Type: Checking Account

Purpose: This revolving cash account of \$50,000 is maintained for payment of Workers' Compensation claims.

Hazelrigg Claims Management Services Inc. (HCMS)

Authorized Signatures: (two signatures required)

(Checks greater than \$2,000 must also have a third signature.)

Fred Williams, Kashmira Vyas, Tami A. Oh, Arlene Hazelrigg, Dan Madrigal

East West Bank**9300 Flair Drive, Suite 106, El Monte, CA 91731**

Account Name: Cypress College Bursar's Office
Account #: XX-XXXX1940
Type: CD
Purpose: Investment/Interest Income
Authorized (two signatures required)
Signatures: Joanna Schilling, Alexander Porter, Dao Do

Local Agency Investment Fund (LAIF)**P. O. Box 942809, Sacramento, CA 94209-0001**

Account Name: LAIF
Account #: XX-X0-009
Type: Investment Account
Authorized Password required; transfers only to and from the District's Clearing
Signatures: Account or directly with the Orange County Treasurer's Office.
Fred Williams, Kashmira Vyas, Ivy Hwee,

NuVision Federal Credit Union**7812 Edinger Ave, Huntington Beach, CA 92647**

Account Name: Cypress College Bursar's Office
Account #: XXXXXXXXX-XX3841 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized (two signatures required)
Signatures: Joanna Schilling, Alexander Porter, Dao Do

SchoolsFirst Federal Credit Union**P. O. Box 11547, Santa Ana, CA 92711-1547**

Account Name: Community College Foundation of North Orange County
Account #: XX0626
Type: Savings Account
Purpose: This is a holding account for revenue generated from contributions to special scholarship funds and general unrestricted foundation funds.
Authorized (two signatures required)
Signatures: Kai Stearns Moore, Terry Cox, Kashmira Vyas, Chelsea Salisbury

Account Name: Cypress College Bursar (ASB)
Account #: XXXX93-40
Type: CD
Purpose: CDs are rolled over usually on alternating three-year terms to be used for A.S. approved expenditures if needed. These numbers change with renewal.

Authorized (two signatures required)
Signatures: Joanna Schilling, Alexander Porter, Dao Do

Account Name: Cypress College Bursar's Office
Account #: XXXX93-41 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized (two signatures required)
Signatures: Joanna Schilling, Alexander Porter, Dao Do

SchoolsFirst Federal Credit Union (continued)
P. O. Box 11547, Santa Ana, CA 92711-1547

Account Name: Cypress College Foundation
Account #: XX4605
Type: CD
Purpose: Investment/Interest Income
Authorized: (two signatures required)
Signatures: Joanna Schilling, Howard Kummerman, Ken Vecchiarelli, Phil Wendel

Account Name: North Orange County Community College District - Fullerton College
Account #: XX2554
Type: CD
Purpose: CDs are rolled over usually on alternating three-year terms to be used for A.S. approved expenditures if needed. Numbers change with renewal.
Authorized: (two signatures required)
Signatures: Malmi Vitharanage, Linh Quan, Catalina Olmedo, Vivian Gaytan

Union Bank
445 S. Figueroa Street, 8th floor, Los Angeles, CA 90071

Account Name: North Orange County CCD (NOCCCD) North Orange Continuing Education (NOCE) Clearing Account
Account #: XXXXX6063
Type: Checking Account
Purpose: All tuition and lab fees are deposited in this account.
Authorized: (two signatures required)
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

Account Name: North Orange County CCD (NOCCCD) North Orange Continuing Education (NOCE) Savings Account
Account #: XXXXXX6071
Type: Savings Account
Purpose: Holding funds from previously-issued student refund checks which have expired.
Authorized: (two signatures required)
Signatures: Valentina Purtell, Martha Gutierrez, Terry Cox, Karen Bautista

Union Bank
1980 Saturn Street, Monterey Park, CA 91755-7417

Account Name: NOCCCD Fullerton College
Account #: XXXXXX6098
Type: Checking Account
Purpose: This is the general checking account used for Bursar, Bookstore, Food Services, and Campus Services.
Authorized: (two signatures required)
Signatures: Malmi Vitharanage, Linh Quan, Rodrigo Garcia, Catalina Olmedo, Vivian Gaytan

Union Bank (continued)**1980 Saturn Street, Monterey Park, CA 91755-7417**

Account Name: Cypress College General
Account #: XXXXXX6101
Type: Checking Account
Purpose: General checking account used for Associated Students account, club accounts, Bookstore, Food Services, Bursar's Office, and Bursar holding accounts, CRPA, and Financial Aid Loan Fund.
Authorized Signatures: (two signatures required)
Joanna Schilling, Alexander Porter, Dao Do

Account Name: Cypress College Credit Card Depository
Account #: XXXXXX6128
Type: Checking Account
Purpose: Clearing account for all credit card activities
Authorized Signatures: (two signatures required)
Joanna Schilling, Alexander Porter, Dao Do

Account Name: Cypress College Bursar's Office
Account #: XXXXXX4668 (Numbers change with renewal)
Type: CD
Purpose: Investment/Interest Income
Authorized Signatures: (two signatures required)
Joanna Schilling, Alexander Porter, Dao Do

Account Name: Cypress College Foundation
Account #: XXXXXX6136
Type: Checking Account
Purpose: General checking account for the Foundation Office including scholarship funds and other Foundation holding accounts.
Authorized Signatures: (two signatures required)
Joanna Schilling, Howard Kummerman, Ken Vecchiarelli, Phil Wendel

Union Bank**445 S. Figueroa Street, 16th floor, Los Angeles, CA 90071**

Account Name: North Orange County CCD (NOCCCD) Revolving Fund
Account #: XXXXX7182
Type: Checking Account
Purpose: Revolving cash fund for securing or purchasing services, materials, and payment of supplemental salary due to payroll errors.
Authorized Signatures: (two signatures required)
Fred Williams, Jenney Ho, Kashmira Vyas
Irma Ramos, Julie Kossick

**Wells Fargo Bank
1300 SW Fifth Avenue, Ste 2500, Portland, OR 97201**

Account Name: North Orange County Community College District, Alliance of Schools for Cooperative Insurance Program as Agent
Account #: XXXXXX5354
Type: Commercial Checking Account Public Funds
Purpose: This revolving cash account of \$25,000 is maintained for payment of self-insurance claims.
Authorized Signatures: (two signatures required) Checks over \$5,000 require District approval prior to issuance.
Fred Williams, Kashmira Vyas, Tami A. Oh, Fritz Heirich, Lynn Tuong, Jeff Grubbs

**Wells Fargo Bank, N.A. (through the Treasurer's Office)
3440 Flair Drive, 5th Floor, El Monte, CA 91731**

Account Name: County of Orange, Department of Education, Accounts Payable
Account #: XXXXXX8619
Internal Account Name: Cash in County Treasury
County Designation For District: 88
Type: Checking/Depository Account
Purpose: Checking account used for operations including disbursement to vendors, payroll and financial aid.
Authorized Signatures for Checks: (two signatures required)
Fred Williams, Kashmira Vyas
Authorized Signatures for Wire Transfers: (two signatures required)
Fred Williams, Jenney Ho, Irma Ramos, Julie Kossick, Kashmira Vyas

Account Name: County Superintendent of Schools
Account #: XXXXXX5122
Internal Account Name: Cash in County Treasury
County Designation For District: 88
Type: Investment/Depository Account
Purpose: Cash concentration account used for the Orange County Education Investment Pool, which earns interest on these funds.

Authorized Signatures: Transactions are managed by the Department of Education.

New Account:

Farmers & Merchants Bank
315 N Harbor Blvd, Fullerton, CA 92832

Account Name: Friends of Fullerton College

Account #: XXXXXX9255

Type: Checking Account

Purpose: General checking used for Foundation activities.

Authorized Signatures: (two signatures required) Gilbert Contreras, Rodrigo Garcia, Zoot Velasco,

Malmi Vitharanage.

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
) SS
COUNTY OF ORANGE)

I, Barbara Dunsheath President of the Board of Trustees of the North Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a Regular Meeting thereof held on November 23, 2021, and passed by a _____ vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 23rd day of November 2021.

President of the Board of Trustees

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

Action	X
Resolution	
Information	
Enclosure(s)	

DATE: November 23, 2021

SUBJECT: Network Refresh - Amend Project Management Contract for PlanNet Consulting

BACKGROUND: On November 13, 2018, the Board approved a contract for project management professional services with PlanNet Consulting for the implementation phase of the Network Refresh Project at 70 hours a month (1,260 hours) at an hourly rate of \$175, for a total contract amount of \$220,500 through May 31, 2020.

On February 12, 2019, the Board approved an additional scope to the PlanNet Consulting contract to include vendor management, scheduling of resources, and facilitation of decision-making forums to help the migration of the Network Refresh project for an additional amount of \$8,170, increasing the total contract amount to \$228,670.

On June 23, 2020 the Board adopted Resolution No. 19/20-23 to approve the overall Network Refresh Project by adding in hardware and extending the Network Refresh Project completion date to December of 2021.

On November 24, 2020, the Board further approved the extension of PlanNet’s contract for technical oversight, project management, financial accounting reviews of the Network Refresh Project to December 2021 at a cost of \$144,170, increasing the total contract amount to \$372,840.

Staff is requesting to extend the PlanNet Consulting contract to June 30, 2022, in the amount of \$105,520 to provide technical oversight, project management and financial accounting reviews of the Network Refresh Project. In addition, the District network standards were updated as a result of the Network Refresh Project and will need assistance from PlanNet Consulting to update and document the District’s technical standards in networking at a cost of \$6,630. Total additional amount to the contract is \$111,150.

Below is the detailed breakdown of project management and consulting services by PlanNet Consulting:

Extend existing contract for technical oversight and Project Management	\$85,800
Project financial accounting reviews	\$18,720
Update and document District Network Standards	\$6,630
Total Not to Exceed	\$111,150

This agenda item was submitted by Cherry Li-Bugg, Vice Chancellor, Educational Services and Technology, in consultation with Melony Myers, District Director, IT Infrastructure and Operations.

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

How does this relate to Board Policy: This agenda item is submitted in accordance with Board Policy 6330, Purchasing/Warehouse and Board Policy 3720, Computer and Electronic Communications Systems.

FUNDING SOURCE AND FINANCIAL IMPACT: Funding for this project is from Capital Outlay, supplemented by Measure J funds.

RECOMMENDATION: Authorization is requested to extend the contract with PlanNet Consulting to June 30, 2022 and increase the contract amount by \$111,150, from \$372,840 to \$483,990. Authorization is further requested for the Vice Chancellor, Finance and Facilities, District Director, Fiscal Affairs, or the District Director, Purchasing, to execute any agreement and related documents on behalf of the District.

Kashmira Vyas

Recommended by



Approved for Submittal

3.b.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 23, 2021 Resolution _____
Information _____
SUBJECT: Fullerton College Donations Enclosure(s) _____

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

This agenda item was submitted by Dr. Gilbert Contreras, Interim President, Fullerton College.

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

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

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

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

To the Fullerton College Library/Learning Resources and Instructional Support Programs & Services Division:

- (10) Books on Madagascar – Christiane Shannon
- (29) Boxes of Books – The Vargas-Kotroubas Family Trust
- (4) Torch Annuals and 1969 Yearbook – Patricia O’Toole

To the Fullerton College P.E. Division, Football:

- \$100 Check – The Clay Family Trust
- \$250 – Gerald M. Padilla

To the Fullerton College P.E. Division, Men’s Soccer:

- \$400 Check – Stephanie A. Coombs and Jim L. Coombs
- \$50 Check – Clarence Becker

Kashmira Vyas

Recommended by



Approved for Submittal

3.c

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 23, 2021 Resolution _____
Information _____
SUBJECT: North Orange Continuing Education Enclosure(s) _____
Disability Support Services
Program Donations

BACKGROUND: North Orange Continuing Education (NOCE) Disability Support Services Program (DSS) receives monetary donations from families and persons in the community who value the services we provide and desire to show their appreciation by donating funds in lieu of participating in our annual See's Candy Fundraiser.

This agenda item was submitted by Dr. Adam Gottdank, Director, NOCE Disability Support Services Program (DSS).

How does this relate to the five District Strategic Directions? This item relates 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 compliance with Board Policy 3820 Gifts and Donations.

FUNDING SOURCE AND FINANCIAL IMPACT: The monetary donation will support NOCE DSS programs and students. The funding will offset expenses that would have been incurred by NOCE Disability Support Services and supplement NOCE's resources to serve students. This donation will be deposited into NOCE-CC Bursar WISE Fundraiser account.

RECOMMENDATION: Authorization is requested for the North Orange Continuing Education Disability Support Services program to accept the following donation to offset expenses that would have been incurred by NOCE Disability Support Services and supplement NOCE's resources to serve students:

- \$1,000 Check Donation – Kim and Christopher Pham

Kashmira Vyas

Recommended by



Approved for Submittal

3.d

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 23, 2021
SUBJECT: Institutional Membership, VR/AR Association

Action X
Resolution
Information
Enclosure(s)

BACKGROUND: Historically, the North Orange County Community College District has maintained memberships in state and national organizations that represent and serve the interests of community colleges. Each year, the District pays the membership dues for these organizations, many of which are oriented toward a specific instructional area or toward the instructional program in general. Many of them are required or strongly recommended as part of an accreditation, while others provide professional development to staff or establish linkages between the District and the business or private sector. The Board has delegated the approval process for memberships under \$1,000; consequently, items presented for approval are those memberships that exceed \$1,000.

Fullerton College is requesting an Institutional Membership to the VR/AR Association for \$1,800. As entrepreneurship and CIS gaming expand into the growing world of virtual reality & augmented reality, Fullerton College is looking to help expose students to the possibilities and new career paths in this growing business field. This membership will provide targeted resources, training, and networking events necessary to support the mission of the Entrepreneurship Gaming Incubator Strong Workforce Project.

This agenda item was submitted by Carlos Ayon, Business & CIS Division Dean, Fullerton College.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6100, Delegation of Authority.

FUNDING SOURCE AND FINANCIAL IMPACT: The membership dues will be charged to the appropriate fund and organization codes that best represent the purpose of the membership.

RECOMMENDATION: Authorization is requested for an institutional membership to the VR/AR Association for Fullerton College beginning December 1, 2021 through November 30, 2022, at a cost not to exceed \$1,800.

Kashmira Vyas

Recommended by



Approved for Submittal

3.e

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 23, 2021

SUBJECT: Cypress College
2021-2022 Professional
Development Program

Action	_____
Resolution	_____
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. Virtual Flex activities continued throughout Fall 2020 to Fall 2021 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 and Opening Day Program

Fall 2021: Joint FLEX Day with Fullerton College

- Keynote Speaker: Dr. Janet Zadina
- Workshops:
 - Teaching and Learning in the Presence of Anxiety, Stress, or Trauma: Science and Strategies
 - Strategies for Student Engagement in Live Online Classes
 - B-Well Cypress: Launched on a Mission to Mental Wellness
 - Implementing Trauma-Informed Care; Supporting Foster Youth within the Classroom
 - ChAT
 - Cypress College Return to Campus Protocols
 - Grading for Equity
 - Tips for Preparing Your Canvas Course
 - FERPA and DE Open Lab Support

Ongoing Speakers/ Academies

- Loretta Ross, "Calling in the Calling Out Culture.
- A Conversation with Angela Davis
- Spoken Word Poet and Hip Hop Artist, Kane Smego
- Dr. Frank Harris: Racial Inequity and the Digital Divide
- Joy DeGruy – Presentation and Workshop

Workshops

- 2021 On Course Fall 1-Day Energizer Conference
- Continue with the Wellness Workshops
- Decentering Whiteness Webinar through USC Race and Equity Center
- Resilience and "Havening" Workshop
- Equity Retreats 1-3 – Developing a DEIA Framework
- 3CSN Summer 2021 Design Labs
- Mindful Writing with Richard Koch
- Allyship: Mastering the Practice of Inclusion
- You, Me & White Supremacy
- 3CSN Learning Labs
- Curriculum Equity Audits
- Turnitin - Humanizing Academic Integrity in Higher Education

Orientations/Trainings

- New Adjunct Workshop
- Canvas Training
- Microsoft Training
- Banner Training
- On Course Training

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.
 - Professional Development Committee sponsored 16 faculty and staff members to attend the On Course Conference.
 - Professional Development Committee, along with SEA sponsored 20 faculty, 8 managers, 6 classified employees and 12 students to attend the National Conference on Race and Ethnicity (NCORE) 2021

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 2, The Employee Experience: *NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees.* When educators are provided with meaningful and sustained opportunities for professional learning, they transform their practice and identities as educators, contributing to a more powerful learning environment across campus, in classrooms, support centers, and the offices that support the work of the college. The goals of the Professional Development program directly relate to District Objective 2.2: *The District will regularly offer professional development and training opportunities for all employees.* By providing transformational learning experiences focused on best practices for educators and encouraging all employees to consider the ways in which professional


improvement contributes to the development of a true learning institution; we will enhance the learning experience for 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 \$50,000 from the College General Fund and \$40,000 from the College's Guided Pathway funding.

RECOMMENDATION: It is recommended that the Board receive as information the above highlights relating to the Cypress College 2021-2022 Professional Development Program.

Cherry Li-Bugg
Recommended by



Approved for Submittal

4.a.3
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	November 23, 2021	Resolution	_____
SUBJECT:	Fullerton College 2021-2022 Staff Development Program	Information	_____ X _____
		Enclosure(s)	_____

BACKGROUND: The Professional Learning Committee (PLC) at Fullerton College supports the campus vision to transform lives and inspire positive change by providing powerful learning for our educators, so they can positively impact the student learning experience. The committee recognizes that the college can best realize this vision and optimize equity and student success by providing professional development that is aligned with our Pathways Initiative, informed by our Antiracism Task Force recommendations, and targeted to the needs of specific groups of educators within the campus community.

The Office of Staff Development in collaboration with the Professional Learning Committee has planned activities for the 2021-22 academic year that are consistent with statewide staff development guidelines, the Districtwide 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 meeting educators where they are, rather than simply providing a collection of “once and done” workshops. These include:

Flex Day Programs

Fall: Joint remote program with Cypress

- Keynote: Dr. Janet Zadina on Teaching and Learning in the Presence of Anxiety, Stress, or Trauma
- Staff Development-planned breakout sessions
 - Canvas and Zoom instructional strategies
 - Information on gradual return to campus protocols
 - Wellness and well-being
- SD Committee-approved department and division activities

Spring: Joint remote program with Cypress

- Keynote: TBA (focused on theme of building trust and empathy)
- Staff Development-sponsored sessions
 - TBA
- SD Committee-approved department and division activities

Instructional Success Teams Pilot

- Training and Team development in Fall
 - Equity Coach
 - Professional Learning Coach
 - Student Support Coach
 - Data Coach

- Teams support identification and implementation of targeted instructional interventions in Spring

CCC Racial Equity Leadership Alliance with USC Race and Equity Center eConvenings

- Team Follow-up Activities
- Alignment with campus DEIA efforts

Ongoing Academies/Communities of Practice/Initiatives

- New Faculty Seminar: smaller cohort, bimonthly check-in sessions
- Teaching and Learning Certificate (TLC)
- Equitable Grading Community of Practice
- Mindful Growth
- Ally Trainings (Vet, LGBTQIA, Undocumented, FYSI)

Online Teaching Certification Options

- Online Teaching Certificate (OTC): Summer 2022
- Association of Career Technical Education (series of four classes)
- @One (series of two classes)
- Online Learning Consortium (series of two classes)
- Macmillan's National Institute of Scientific Teaching program

Monthly Professional Learning Mini Conference Day Themes

- Wellness and well-being
- Equity and antiracism
- Supporting online teaching and remote working

Adjunct Professional Learning

- Adjunct Academy reboot for Spring 22
- Division Adjunct Professional Learning Days

Classified Professional Learning

- First Friday Series
- New Leaf Time Management and Work Life Balance Series

Faculty Inquiry and Book Study Groups

- Purpose and Belonging-Informed Educators Series w/ Tim Klein
- Open Educational Resources
- Culturally Responsive Curriculum
- Department-driven inquiry questions

Conference Attendance (some virtual, some face-to-face)

- Provide group conference access (OLC Innovate and Accelerate)
- Individual faculty attend and share learning
- Implement dissemination plans

Pathways Collaboration

- PSLO Redesign Coaching
- Instructional Success Teams

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

How does this relate to the five District Strategic Directions? Our Staff Development program supports *District Strategic Direction 1: Student Experience and Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals.* We will continue to bring 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. Our Equity-focused faculty inquiry groups will be investigating culturally inclusive classroom practices and also how institutional practices are informed by whiteness, and we will be recruiting a team of educators to be trained during the fall in culturally responsive and anti-biased practices so they can lead our spring flex day program. 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 lens 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 2021-2022 Staff Development Program. Expenditures are estimated to include, but are not limited to:

- \$5,000 for books (for Equitable Grading Community of Practice and Faculty Inquiry and Book Study groups) and memberships (4C/SD and Online Learning Consortium)
- \$32,000 for Faculty Inquiry Groups, including Purpose and Belonging-Informed Educators
- \$25,000 for Adjunct Professional Learning Days and Adjunct Academy
- \$18,000 for speakers/presenters and academy coordination/expenses
- \$45,000 for virtual conference attendance and online trainings (which support workshop facilitation for flex day, professional learning days, and OTC/TLC program)

Cherry Li-Bugg

Recommended by



Approved for Submittal

4.b.3

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
DATE:	November 23, 2021	Resolution	_____
		Information	_____ X _____
SUBJECT:	North Orange Continuing Education Professional Development Program	Enclosure(s)	_____

BACKGROUND: The mission of the North Orange Continuing Education (NOCE) Professional Development team (ProD) is to provide innovative and meaningful support to all NOCE employees. It is our goal is to provide professional development opportunities that improve student success and access from all points in our operations, both seen and unseen to our student population. Below are the highlights of the NOCE ProD activities planned for 2021–2022.

After the Fall 2021 Opening Day, employees from all groups communicated their needs for professional development by completing the Fall 2021 ProD Needs Assessment Survey. The NOCE Professional Development Committee has examined the employee feedback and has chosen to incorporate the topics listed below. Participant evaluations will be used for each activity for further planning and fine-tuning of future offerings. The NOCE Professional Development Committee will also oversee NOCE’s Flexible Calendar Program (FLEX) as well as approve funding applications for individual professional development opportunities for faculty and staff. We will be working closely with the District Professional Development office as well as with our colleagues at Cypress and Fullerton Colleges when possible and relevant in terms of joint planning, sharing of information, and collaboration in areas of mutual interest.

Professional Development Topics (Most Requested via Fall 2021 ProD Needs Assessment Survey):

- Creating an interactive online learning environment
- Addressing specific student needs in an online environment
- Improving accessibility for students
- Humanizing online teaching
- Advanced Canvas skills
- Canvas basics and support
- SLO reporting and tracking
- Assisting students who have minimal computer skills
- Managing remote teaching and counseling more effectively
- Cultural sensitivity
- Principles of inclusivity
- Minimizing negative impacts for students
- Equity minded decision making
- NOCCCD/NOCE ins and outs

Flex Program Elements

Fall Mandatory FLEX: The NOCE ProD committee hosted a day of workshops on relevant and timely topics for faculty, including “SLOs” presented by NOCE faculty member Tina McClurkin, “Course Design and Digital Equity” presented by NOCE faculty member Janet Cagley, “Dashboards, Institutional Effectiveness Report and Program Review & Planning,” presented by Dulce Delgadillo, NOCE Director of OIRP and “Universal/Inclusive Design: Building on the Lessons of the Last Year,” presented by Jamie Axelrod, Director of Disability Resources at Northern Arizona University.

Spring Mandatory FLEX: The NOCE ProD Committee is planning a day of events on relevant topics such as resilience, maintaining self-care, and managing a hybrid workspace.

Ongoing Professional Development Opportunities

First Fridays: Professional development opportunities will be offered on first Fridays.

- Fall Series: Lessons from *Culturally Responsive Teaching & The Brain*
 - October 2021: Academic Mindset Mind Shift & Building Intellectual Capacity
 - November 2021: Trust Generators & Equitable Grading
- Upcoming Sessions:
 - Spring 2022 TBD

One Book, One School Initiative:

The workgroup is convening to select a professional development book to be launched in Spring 2022. The focus is on DEIA and furthering the conversation about systemic racism and student barriers.

Other Workshops

The NOCE ProD committee is committed to providing professional growth opportunities for faculty, administrators and staff in the areas of need identified on the Fall 2020 ProD Needs Assessment Survey as well as other identified needs.

- Future training opportunity, workshop dates, and topics are to be determined

Professional Development for Classified Professionals

NOCE partnered with Dynamic Cultures to offer a professional development series for classified employees. The series started on October 29, 2021, and will include the following topics over the next six months:

- “Strategies to get the most out of your workday”
- “Positive mindset and turning challenges into opportunities”
- “Practical tools for how to work with talkative and angry callers”
- “How to avoid taking on the stress of others”
- “Transitioning back to in person work”
- “How to optimize your effectiveness”

Management Team

Each manager is encouraged to select at least one training in alignment with their job. If the professional development activity requires funding, requests are submitted for review and approval at President’s Staff. In addition, the following activities have been planned:

- District Management Association participation and leadership
- Monthly book study and discussion based on the Leadership book by John Maxwell. The study sessions centers on effective change management and innovation.
- Monthly leadership sessions with Dynamic Cultures focusing on organizational culture
- Individual coaching sessions with Dynamic Cultures
- Association of Continuing and Community Education (ACCE) annual fall workshop and spring conference

Additionally, NOCE managers attended the annual California Adult Education Program (CAEP) Summit that included a best-practice presentation by NOCE's Director of Institutional Research and Planning, Dulce Delgadillo, on data-driven resource allocation decisions.

NOCE Administrative Professionals Team

The NOCE Administrative Professionals Team, consisting of all administrative assistants across NOCE, is provided monthly team training. The team collaborates to determine which trainings would create consistency and efficiency school-wide, keeping in mind the goals of the NOCE Strategic Plan.

A variety of trainers are invited to attend to provide training in their area of expertise. Trainers for 2021-2022 will include: team coordinator Julie Schoepf, NOCE managers and faculty, admin team members, and district staff.

The team will receive the following trainings for the 2021-2022 school year:

- Using the District and NOCE websites to your benefit
- TEA and PE contract process
- Canva: NOCE's Tool for Making Great Flyers
- Diversity Appreciation
- Excel Quick Tips
- Accreditation: What's your role?
- Best practices used to make NOCE shine
- Electronic Personnel Action Form (EPAF)
- Independent Contractor Agreements (ICA)
- Banner Training

This item was prepared by Candace Lynch, Professional Development Committee Chair.

How does this relate to the five District Strategic Directions? The NOCE 2021-2022 Professional Development Program was developed with the current needs and challenges of faculty, staff, and students in mind, given the dynamic nature of external forces that shape and alter the education environment. Our focus is first and foremost student success driven. The District Strategic Directions and Goals (July 2020) are the key drivers of our professional development efforts. Those that have formulated our focus for the year are highlighted here: District Strategic Direction: Student Experience and Success: NOCCCD will provide comprehensive support, equitable opportunities, co-curricular programming, and clear pathways to ensure that students achieve their educational and career goals. This first District Strategic Direction will be addressed by

the NOCE Professional Development committee's focus on improving teaching and learning. It is our goal to prepare students for the next step in their journeys, and we will partner with our credit colleagues to foster opportunities for students to make those transitions more seamlessly. District Strategic Direction: Employee Experience: NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees. This key principle will be woven through all of our learning and training opportunities. Our focus is to provide opportunity for all NOCE employees to grow professionally to the betterment of our institution and the students we serve.

How does this relate to Board Policy? The NOCE Professional Development Program relates to the following Board Policies: BP 1001 District Mission, Vision & Values Statements; We are committed to student success and lifelong learning, and value high standards, adaptability, professionalism, respect and inclusiveness. BP 4020 Program and Curriculum Development; our focus is on creating high quality and relevant educational opportunities for our students. BP 7100: Commitment to Equal Employment Opportunity and Diversity; our professional development opportunities will aim to promote an understanding of diversity. BP 7160: Professional Development; we support and encourage all NOCE employees to continue to develop their professional expertise through a variety of modes.

FUNDING SOURCE AND FINANCIAL IMPACT: The funding source for NOCE Professional Development is the Carryover Fund.

RECOMMENDATION: It is recommended the Board receive as information the above highlights relating to the NOCE 2021-2022 Professional Development Program. The program's budget will include:

- \$39,990 for conferences, workshops, and on-campus speakers and presentations
- \$20,000 for management professional development opportunities

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	_____
		Resolution	_____
DATE:	November 23, 2021	Information	_____ X _____
		Enclosure(s)	_____
SUBJECT:	NOCCCD District Services 2020-2021 Professional Development Program		

BACKGROUND: The District proudly supports the professional development of all its employees. District Services is committed to supporting the District's mission and vision and regularly offers Professional Development opportunities to its employees so they can, in turn, support our students. District Services regularly identifies areas where there are gaps and anticipates professional development needs based on District's Strategic Directions, Objectives, and Goals. Several methodologies, including surveys, are used to identify employee needs. Using committees, District Services collaborates with campuses and employee groups to identify, develop, and offer timely and relevant professional development programs for its employees.

The following summary highlights professional development activities offered District-wide, and training provided by District Services departments in 2020-21.

DISTRICT-WIDE TRAININGS

Trainings in 2020-2021

Classified Professionals Training Academy (New):

The inaugural cohort of the new Classified Professionals Training Academy launched in January 2021 and concludes in November 2021. The objectives of the program are to:

- Offer an opportunity for professional growth.
- Improve knowledge, skills, and abilities.
- Foster a culture of learning.
- Develop awareness of the vital role of classified staff in the shared governance process.

Detailed information about the program can be found at <https://nocccd.edu/classified-professionals-training-academy>.

Management Development Program:

The second cohort of the Management Development Program launched in January 2021 and concludes in November 2021. The program has the following goals:

- Provide managers with the skillset necessary to be effective leaders.
- Promote access to and dialogue with leaders and other managers throughout the District.
- Learn District specific practices and challenges and how to address them.

Detailed information about the program can be found at <http://nocccd.edu/management-development-program>.

Mentorship Program:

The third cohort of the Mentorship program began in September 2020 and concluded in May 2021. The program is available to all full-time faculty, staff, and managers. Below are the objectives of the program:

- Develop professional/career goals and work towards achieving these goals.
- Understand the roles and responsibilities of their mentor and their mentor's department as well as the high-level perspective of how they support the institution and student success.
- Cultivate relationships and networks across the District.

Detailed information about the program can be found at <http://nocccd.edu/mentorship-program>.

Managers' Training by Franklin Covey – Online and Live Online (New):

- Complete online library of all Franklin Covey trainings was available to all managers via EdVantage, District's Learning Management System.
- Three one-day trainings by a Franklin Covey trainer followed by a 6-week discussion led by District PD. The programs included:
 1. Leading at the Speed of Trust
 2. Multipliers: How the Best Leaders Ignite Everyone's Intelligence
 3. The 6 Critical Practices for Leading a Team.

Jhana Newsletter (New):

This weekly management reference newsletter by Jhana (a Franklin Covey Company) offered bite-size just-in-time articles, videos, tip sheets, and tools on management and leadership topics.

Mandatory Trainings:

- AB1825 compliance trainings moved online (new): To provide flexible learning during COVID and beyond, NOCCCD launched its new Learning Management System (LMS), EdVantage, and the following trainings were moved online. Utilizing the LMS features, these trainings will be re-assigned every two years, helping us remain compliant.

1. Workplace Harassment Prevention Compliance Training for employees (other than managers) – 1 hour
 2. Sexual Harassment & Unlawful Discrimination Training for Managers – 2 hours
- EEO/Diversity Search Committee Training moved online (new) – 45 minutes
 - EEO/DEI Extended Search Committee Training – 3.5 hours
 - Electronic Personnel Action Forms (EPAFs) Training – 1 hour, 18 sessions

Pluralism, Inclusion, and Equity Series (P.I.E.)

Pluralism, Inclusion, and Equity annual series included:

- Employing Culturally Affirming & Equity-Minded Teaching and Learning Practices:
Discussed the role all faculty must embrace to advance and achieve institutional equity and proposed culturally affirming teaching and learning strategies that must be employed by all classroom faculty to address inequity and disproportionate impact.
- Orange County Civil Rights History:
As a part of the PIE Series, this virtual presentation explored Orange County's often unknown civil rights history and the extraordinary contributions of local residents who have worked towards bringing equity to Orange County and the nation.
- A Dangerous Idea:
A very dangerous idea has been threatening American society for many years- it is based on biological determinism.
- Dia de los Muertos Lecture (sponsored by Latino Faculty and Staff Association):
Celebrating 25 years of the Puente Program at Cypress College.
- "Caste" Book Discussion and Presentation:
This discussion and presentation took a deep dive into the linguistic, ideological, and cultural categorization of "Caste" laid out in Isabel Wilkerson's, "Caste."

Infusing Diversity, Equity & Inclusion in the Curriculum Seminar

In this week-long seminar in Spring 2021, faculty cohorts engaged in cooperative learning and discussions designed to assist them in developing material on diversity, equity, and inclusion that can be integrated into their course content and/or teaching approach.

Employee Orientations

The District offered New Employee Orientation as follows:

- New Employee/Faculty Orientation – 7.5-hour training, 2 times a year
- Adjunct Faculty Orientation - 4 hours, 2 times a year

Topics included the History of the District, Sexual Harassment, Title IX, Benefits, Risk, Payroll, Technology in Classroom, Disability Support Services, and Health Services. Orientations allowed employees from all locations to meet and network with their peers. Additionally, union representatives had an opportunity to meet with their members. Future orientations will include Diversity, Equity, and Inclusion training.

First Aid and CPR/AED Workplace Training

Trainings are offered in the fall and spring each year at all three locations.

Diversity Coffee Breaks

Diversity Coffee Breaks highlight religious or cultural days of celebration with background or history and links for additional information or resources. The Coffee Breaks also highlight the contributions of individuals from underrepresented and marginalized groups.

FINANCE AND FACILITIES

Accounting

In addition to the training below, the Accounting Department supplements campus trainings as needed. These need-based trainings focus on Banner navigation, finance module, budget, requisitions, payroll redistributions, grant reporting, travel process, mileage, and petty cash reimbursement.

- Budget Allocation Forums - held at each campus to explain the District's budget model. Included participation by the campus Budget Officers to expand the discussion to include the campus processes.
- Participation in the Management Development Program, presentations on the budget, accounting processes, and payroll.

Risk Management

- Cyber Security Training/Review (F&F Specific)
- F&F Coordinated Campus Safety Officer Trainings (report writing, handcuff, etc.)
- Workers Compensation Training (ASCIP) 2 sessions

- Bloodborne Pathogens
- Respiratory Questionnaire, training
- Hearing Conservation/Testing
- Fit Testing for PPE

EDUCATIONAL SERVICES & TECHNOLOGY

In addition to offering the trainings below, the ES&T collaborates and supports other District-wide departments in providing technology-related training.

- Banner Navigation w/ Security Awareness (2020-21) for new employees – 22 sessions
- ARGOS Reporting - 10 sessions

Trainings in 2021-2022

All District Services departments will continue to offer trainings outlined in 2020-21. Conference sponsorships will change pending budget approvals and COVID-19 guidelines. Below are additional programs and updates for 2021-22.

Diversity, Equity, Inclusion, & Anti-Racism Academy

Coming in Summer 2022.

Classified Professionals Training Academy

The Classified Professionals Training Academy will run its second cohort in January 2022. Detailed information about the program can be found at <http://www.nocccd.edu/classified-professionals-training-academy>.

Leadership Academy

The Leadership Academy started its fourth cohort in September 2021. For the first time, adjuncts were invited to the program on a pilot basis. Detailed information about the program can be found at <http://www.nocccd.edu/leadership-academy>.

Monthly Managers Meetings (new)

Monthly one-hour 'Lunch and Learn' meetings are organized as training opportunities for managers who would like to grow professionally and learn from each other. Each month discussions are focused on a topic of interest and it allows time for open discussions.

Leadership Institute for Tomorrow

The District sponsored employees to the Leadership Institute for Tomorrow (LIFT). LIFT is a one-year program created to mentor, coach, and LIFT a diverse group of professionals who want to progress as leaders in higher education.

Districtwide Learning Opportunities Offered Through the Latino Faculty Staff Association in collaboration with Cypress College, Fullerton College, and North Orange Continuing Education

The following events took place in September & October 2021:

- Opening Day Lecture with Associate Professor of English at East Los Angeles College, Obed Silva "Engaging Community-What are you doing today to support the Hispanic Community?" lead by Cypress College Counselor Dr. Therese Mosqueda-Ponce
- Day of Expression lead by Cypress College Dance Instructor Maha Afra and District Manager, Student Success & Equity (NOCE) Raquel Murillo Foster a culture of learning
- "Equity Gaps Latinos Face" presentation by Arturo Ocampo, District Director, Diversity & Compliance
- Student Panel: Being a Latino/a/x in the North Orange County Community College District (NOCCCD) lead by Fullerton College Cadena Cultural Center
- Indigenous People Day lead by Fullerton College Cadena Cultural Center
- Virtual Tour & Scavenger Hunt, "Judy Baca: Memories de Nuestra Tierra" with the Museum of Latin American Art presented by Cypress College Art History faculty Janet Owen Driggs and English Professor, Dr. Kathryn Sonne
- Dia de los Muertos Presentation with Self Help Graphics lead by Cypress College Dance Instructor Maha Afra

Online Asynchronous Trainings (New)

To better support our employees and to offer flexibility during COVID and beyond, District Services is moving towards providing more online asynchronous trainings.

- PD, Payroll, and Risk are collaborating with IS to develop Online Payroll Training and Online Risk Training for New Employees. Both will be available on EdVantage in Spring 2022.
- FERPA training via EdVantage will be available in Spring 2022.
- Information Security training will be available in EdVantage in Spring 2022.
- Microsoft Application Trainings are offered monthly (started in Fall 2021) and will repeat annually. They include beginning and advanced training in Word, Excel, Teams, Outlook, PowerPoint, SharePoint, and One Drive.

District Services is intentional about expanding and regularly providing professional development programs and opportunities to all employee groups and is continually searching for methods to remove barriers in employee development and promote a culture of learning. New programs include the Classified Professions Training Academy and Franklin Covey Courses. Jhana newsletter provided just-in-time support to managers and included tools to manage during COVID. Job-related training support employees to be effective in what they do. EdVantage, our new LMS, has expanded offerings to thousands, allowing employees to train in area of their interest at the time convenient to them. Programs such as the P.I.E. series, Infusing Diversity, Equity, and Inclusion into Curriculum, promote an inclusive, equitable, and welcoming environment. EEO and Hiring Committee training help increase equity in the recruitment process and move the District towards a true reflection of the diverse community it serves.

How does this relate to the five District Strategic Directions? The Professional Development program offered by District Services directly supports District Strategic Direction 2: Employee Experience - NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees as well as District Goal 2.2: The District will regularly offer professional development and training opportunities for all employees.

How does this relate to Board Policy? District Services professional development programs support BP 1001 Mission, Vision, and Values (1.1, 3.7); BP 1002 Philosophy (2.5); and BP 7160 Professional Development (1.0, 2.0, 3.0). Professional Development programs support the District's mission by providing continuous learning opportunities for all employees to strengthen their practice so we may better serve our students. Besides offering training programs internally, District Services sponsors employees to conferences, seminars, and workshops, so they learn and apply new knowledge and skills to enhance their job performance. Regular EEO Hiring Committees training and Diversity training are offered to promote equity, inclusiveness, and anti-racism.

FUNDING SOURCE AND FINANCIAL IMPACT: District Services Professional Development activities are supported with general funds.

RECOMMENDATION: It is recommended that the Board receive as information highlights of the District Services 2020-2021 Professional Development

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
		Resolution	<u> </u>
DATE:	November 23, 2021	Information	<u> </u>
		Enclosure(s)	<u> X </u>
SUBJECT:	North Orange Continuing Education Curriculum Matters		

BACKGROUND: The Office of Instruction, the North Orange Continuing Education Curriculum Committee, and the District Curriculum Coordinating Committee have approved the attached summary of curriculum changes. All changes serve the mission of North Orange Continuing Education and are within the allocated budget for staff and facilities.

The Educational Master Plan has indicated that "instructional programs need to be continually reviewed as to viability and priority" and the curriculum "needs to provide state-of-the-art training in vocational programs." The assessment process, mandated by the state, provides several reasons for the proposed curricular changes: (1) to meet changing employment requirements, as per the recommendations of both the faculty and advisory committees; (2) to expand and streamline certificate programs in keeping with state mandates; (3) to provide meaningful categorization of Faculty Service Areas; (4) to provide specific courses to meet student needs; and (5) to restructure programmatic curricula.

All curriculum is submitted to the President's Office for review prior to submission to the District Curriculum Coordinating Committee. This agenda item is being submitted by Dr. Kimberley H. Stiemke, Chair of the North Orange Continuing Education Curriculum Committee and Dr. Karen Bautista, Vice President of Instruction.

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

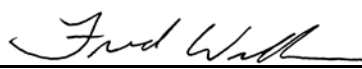
How does this relate to Board Policy? The curricula are being submitted to the Board for approval as outlined in Board Policy 4020, Program and Curriculum Development.

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

RECOMMENDATION: It is recommended that the Board approve the attached summary of curriculum changes for the North Orange Continuing Education, to be effective Spring 2022 and Fall 2022. The curricula have been signed by the Campus Curriculum Committee Chairperson and the President and has been approved by the District Curriculum Coordinating Committee.

Cherry Li-Bugg

Recommended by



Approved for Submittal

4.e.2

Item No.

Pending Board approval on November 23, 2021.

Approved by District Curriculum Coordinating Committee on October 15, 2021.

Approved by North Orange Continuing Education Curriculum Committee
 on September 14, 2021.

Revised Courses				
Crs Id	Title	Hours	Justification	Effective Term
Career Technical Education / Business Management				
BMGR 421	Successful Negotiations	18	Course updated to reflect current negotiation practices.	Spring 2022
BMGR 423	Introduction to Employment Law	18	Update course to reflect current employment law.	Spring 2022
BMGR 452	Understanding Business Contracts	18	Update course to reflect current contract law.	Spring 2022
Career Technical Education / Bookkeeping				
BUSA 102	Payroll Fundamentals for Bookkeepers	36	Updated student learning outcomes and methods of evaluation. Added textbook.	Spring 2022
Lifeskills Education Advancement Program/ Parenting				
PARN 306	BTIC: Human Trafficking Awareness and Prevention	24	Update course material.	Spring 2022
Career Technical Education/ Pharmacy				
PTEC 310	Pharmacy Technician Certification Exam Review	36	Update textbook, course hours, and content to include test preparation skills and stress reduction techniques to prepare for the certification exam.	Spring 2022

New Courses

Crs Id	Title	Hours	Justification	Effective Term
English as a Second Language				
ESLA 250	American Idioms- Beginning	36- 72	This course is a specialty course and is a part of 2-level course series that is designed to meet students' needs based on their levels of proficiency.	Spring 2022
ESLA 251	American Idioms - Intermediate, Advanced	36- 72	This course is a specialty course and is a part of 2-level course series that are designed to meet students' needs based on their levels of proficiency.	Spring 2022
ESLA 260	ESL for Community Involvement, Beginning	180- 252	The ESL program used to offer two courses off-site, Multilevel and Family Literacy which are outdated. Those two courses were merged and updated to reflect current pedagogical trends in ESL and higher education.	Spring 2022
ESLA 261	ESL for Community Involvement, Intermediate to Advanced	180- 252	The ESL program used to offer two courses off-site, Multilevel and Family Literacy which are outdated. Those two courses were merged and updated to reflect current pedagogical trends in ESL and higher education.	Spring 2022
ESLA 850	Citizenship Preparation, Beginning	72- 90	The ESL program currently offers one Citizenship Preparation course, ESLA 803. However, due to the multilevel nature of ESLA 803 there is a large range of student levels in one class. Splitting ESLA 803 into a beginning course (ESLA 850) and intermediate-advanced course (ESLA 851) ensures all students' needs are being met. In addition, this aligns with the program's newer specialty class offerings which include beginning and intermediate - advanced sections.	Spring 2022
ESLA 851	Citizenship Preparation, Intermediate/Advanced	72- 90	The ESL program currently offers one Citizenship Preparation course, ESLA 803. However, due to the multilevel nature of ESLA 803 there is a large range of student levels in one class.	Spring 2022

New Courses

Crs Id	Title	Hours	Justification	Effective Term
			Splitting ESLA 803 into a beginning course (ESLA 850) and intermediate-advanced course (ESLA 851) ensures all students' needs are being met. In addition, this aligns with the program's newer specialty class offerings which include beginning and intermediate - advanced sections.	
Career Technical Education/ Business Office Technology				
O TEC 200	Computer Concepts and Applications II A	20	To allow students not interested in completing the certificate program the opportunity to gain knowledge in their area of interest.	Spring 2022
O TEC 201	Computer Concepts and Applications II B	20	To allow students not interested in completing the certificate program the opportunity to gain knowledge in their area of interest.	Spring 2022
O TEC 202	Computer Concepts and Applications II C	20	To allow students not interested in completing the certificate program the opportunity to gain knowledge in their area of interest.	Spring 2022
O TEC 205	Computer Concepts and Applications III A	18	To allow students not interested in completing the certificate program the opportunity to gain knowledge in their area of interest.	Spring 2022
O TEC 206	Computer Concepts and Applications III B	18	To allow students not interested in completing the certificate program the opportunity to gain knowledge in their area of interest.	Spring 2022
Lifeskills Education Advancement Program/ Parenting				
PARN 237	Raising Thoughtful Children (Ages 1.5-2.5)	18	The course will assist parents with guiding their child in social-emotional learning. Content brings awareness of mindfulness, thoughtfulness, developing growth mindset, developing identity, developing awareness of	Spring 2022

New Courses

Crs Id	Title	Hours	Justification	Effective Term
			diversity that surrounds us, and anti-bias philosophy.	
PARN 238	Raising Thoughtful Children (Ages 2.5-5)	18	The course will assist parents with guiding their child in social-emotional learning. Content brings awareness of mindfulness, thoughtfulness, developing growth mindset, developing identity, developing awareness of diversity that surrounds us, and anti-bias philosophy.	Spring 2022
PARN 295	Understanding Anti-Bias Framework	15	This course is a foundational overview of an Anti-Bias course pathway under LEAP Parenting and teaches the four components of Anti-Bias Framework that are being integrated into k-12 curriculum. This is the first of a 5 course series.	Spring 2022
PARN 307	Building Trauma Informed Communities: Internet Safety and Awareness	12	This course is a part of the Building Trauma Informed Communities/ Communal Parenting curriculum under LEAP Parenting and teaches the importance of internet safety and awareness as a preventative and protective measure for adverse childhood experiences (ACEs).	Spring 2022
PARN 308	Building Trauma Informed Communities: Understanding Addiction	12	This course is a part of the Building Trauma Informed Communities/ Communal Parenting curriculum under LEAP Parenting and teaches the importance of understanding addiction as a preventative and protective measure for adverse childhood experiences (ACEs).	Spring 2022

New Program

Career Technical Education

Program and Program Description	Effective Term	Justification
<p>Business Information Worker II</p> <p>The Business Information Worker II (BIW II) certificate is designed, as the second level in a series of certificate options, to prepare students for office and administrative support in a variety of fields or businesses. Students can be expected to learn the following: basic computer application skills, including QuickBooks, Access, and PowerPoint, fundamentals of electronic record keeping, and introduction to customer relation management. With a solid foundation in QuickBooks and Microsoft Access and PowerPoint, students will be better prepared to meet the workforce demands of today's business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Access and PowerPoint.</p>	<p>Spring 2022</p>	<p>The Business Information Worker II (BIW II) certificate is designed, as the second level in a series of certificate options, to prepare students for office and administrative support in a variety of fields or businesses. Students can be expected to learn the following: basic computer application skills including QuickBooks, Access, and PowerPoint, fundamentals of electronic record keeping, and introduction to customer relation management. With a solid foundation in QuickBooks and Microsoft Access and PowerPoint, students will be better prepared to meet the workforce demands of today's business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Access and PowerPoint.</p>
Course ID	Title	Hours
Core Courses (399-408 hours)		
COMP 685	Computer Keyboarding - Beginning	36
OTEC 100	Office Essentials	24

OTEC 210	Computer Concepts and Applications I	36
OTEC 105	Microsoft Outlook Fundamentals	12
OTEC 211 or OTEC 200 & OTEC 201 & OTEC 202	Computer Concepts and Applications II or Computer Concepts and Applications II A and Computer Concepts and Applications II B and Computer Concepts and Applications II C	60
BMGR 415	Written Communications-Business	18
OTEC 110	Business Math for Office Technology	24
OTEC 212 or OTEC 205 & OTEC 206	Computer Concepts & Applications III or Computer Concepts & Applications IIIA and Computer Concepts & Applications IIIB	36
OTEC 230	Electronic Records Management	45-54
BMGR 431	Finance for the Non-Financial Manager	18
OTEC 225	MS Office Integrated Projects	36
COMP 650	QuickBooks Fundamentals for Financial Office Applications	36
OTEC 111	Customer Relation Management (CRM), Introduction	18
Total Required Core Hours:		399 - 408

Elective Courses (18-180 hours) (Must choose <u>1</u> of <u>3</u> courses)		
COMP 510	Computer Keyboarding, Mastery I	30
WFPR 100	Career Skills and Resource Lab	18-180
WFPR 101	Virtual Career Skills and Resource Lab	36
Total Required Elective Hours:		18-180

TOTAL HOURS: 417-588

New Program

Career Technical Education

Program and Program Description		Effective Term	Justification
<p>Classroom Essentials for Program Success</p> <p>The Classroom Essentials for Program Success certificate is designed to prepare students for entry into a short term vocational program. Students can be expected to learn the following: computer terminology, the usage of the major business applications (word processing, database, spreadsheets, graphics, and communication), develop a career path to assist them in their educational journey, and choose from a variety of options such as, but not limited to study skills, online education, keyboarding, and employability skills.</p>		Spring 2022	The Classroom Essentials for Program Success certificate is designed to prepare students for entry into a short term vocational program. Students can be expected to learn the following: computer terminology, the usage of the major business applications (word processing, database, spreadsheets, graphics, and communication), develop a career path to assist them in their educational journey, and choose from a variety of options such as, but not limited to study skills, online education, keyboarding, and employability skills.
Course ID	Title	Hours	
Core Courses (24 hours)			
O TEC 091	Computer Basics	12	
O TEC 092	Software Essentials	12	
Total Required Core Hours:			24
Elective Courses (36 hours) (Must choose <u>1</u> of <u>2</u> courses)			
WFPR 100	Career Skills and Resource Lab	36	
WFPR 101	Virtual Career Skills and Resource Lab	36	
Total Required Elective Hours:			36
TOTAL HOURS: 60			

Program Revision

English as a Second Language

Program and Program Description		Effective Term	Justification
<p>ESL Specialty Courses</p> <p>This is a focused language certificate program for English as a Second Language (ESL) Beginning to Advanced students. The program has one required course (ESL Learning Center) and at least one elective course: ESL Skill Building or ESL Reading Skills or ESL Writing Skills or ESL Grammar Review or ESL Speaking Skills or ESL Vocabulary Review or Computer Skills for ESL or American Idioms or ESL & the Arts. Students can choose the area of focus based on their personal goals and needs. The ESL Learning Center offers an opportunity to practice English through various instructional media. Students learn through ESL software and/or receive individual and group tutoring to improve their speaking, listening, reading, and writing skills.</p>		Fall 2022	The ESL Specialty Certificate courses aim at building English literacy skills. The classes are geared at giving students the instruction and practice in building academic skills needed for achieving that aim. Students could use the skills honed in the beginning level classes to prepare for the intermediate to advanced level specialty courses. Students who complete the intermediate to advanced level specialty courses can transition to another course of study within NOCE. The skills attained can be used for personal growth, job advancement or for entry into other educational programs.
Course ID	Title	Hours	
Core Courses (12 hours)			
ESLA 001	ESL Learning Center	12	
Total Required Core Hours:		12	
Elective Courses (36-180 hours) (Must choose <u> 1 </u> of 16 <u> </u> courses)			
ESLA 211	ESL Skill Building, Intermediate to Advanced	180	
ESLA 180	ESL Reading Skills, Beginning	36	
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36	
ESLA 185	ESL Writing Skills, Beginning	36	
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36	
ESLA 222	ESL Grammar Review, Beginning	36	

ESLA 223	ESL Grammar Review, Intermediate to Advanced	36	
ESLA 182	ESL Speaking Skills, Beginning	36	
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36	
ESLA 225	ESL Vocabulary Review, Beginning	36	
ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	36	
ESLA 801	Computer Skills for ESL, Beginning	36	
ESLA 815	Computer Skills for ESL, Intermediate to Advanced	36	
ESLA 250	American Idioms, Beginning	36	
ESLA 251	American Idioms, Intermediate/Advanced	36	
ESLA 804	ESL & the Arts	36	
Total Required Elective Hours:		36-180	
TOTAL HOURS: 48-192			

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 23, 2021 Resolution _____
SUBJECT: Academic Personnel Information _____
Enclosure(s) X

BACKGROUND: Academic personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.a.1

Item No.

CHANGE IN SALARY CLASSIFICATION

Cheng, Vanessa	CC	Biological Science Instructor (ADJ) From: Column 1, Step 1 To: Column 3, Step 1 Eff. 08/23/2021
Doria, Alaric	CC	Physics Instructor From: Class B, Step 1 To: Class B, Step 3 Eff. 08/19/2021

ADDITIONAL DUTY DAYS @ PER DIEM

Austin, Phil	FC	Asst. Coach, Men's Basketball	11 days
Foster, Marcia	FC	Head Coach, Women's Basketball	15 days
Webster, Perry	FC	Head Coach, Men's Basketball	15 days

PAYMENT FOR INDEPENDENT LEARNING CONTRACTS FALL 2021

Assef, Celia	FC	\$30.00
Balma, Jodi	FC	\$60.00
Keller, Jonathan	FC	\$10.00
Langlois, Jessica	FC	\$20.00
O'Brien, Daniel	FC	\$30.00

TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Ramalho, Kaitlyn	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Baloy, Czarina	CC	Dental Hygiene Mandatory Adjunct Training Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022
Catalano, Meghan	CC	Dental Hygiene Mandatory Adjunct Training Column 1, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022

Academic Personnel
November 23, 2021

Cruz, Tammy	CC	Dental Hygiene Mandatory Adjunct Training Column 1, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022
Falls, Emily	CC	Dental Hygiene Mandatory Adjunct Training Column 1, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022
Im, Robin	CC	Dental Hygiene Mandatory Adjunct Training Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022
Kazim, Amir	CC	Dental Hygiene Mandatory Adjunct Training Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022
Lelesi, Peggy	CC	Dental Hygiene Mandatory Adjunct Training Column 1, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022
McKnight, Lisa	CC	Dental Hygiene Mandatory Adjunct Training Column 1, Step 3 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022
Namiri-Kalantari, Ryan	CC	Supervising Dentist (DH Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. Fall 2021 Dental Hygiene Mandatory Adjunct Training Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022

Academic Personnel
November 23, 2021

Rafferty, Jennifer	CC	Dental Hygiene Mandatory Adjunct Training Column 1, Step 5 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022
Smith-Norman, Ravipan	CC	Dental Hygiene Mandatory Adjunct Training Column 3, Step 3 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022
Van, Jennifer	CC	Dental Hygiene Mandatory Adjunct Training Column 1, Step 3 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022
Welch-Wheatley, Janine	CC	Dental Hygiene Mandatory Adjunct Training Column 3, Step 5 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 01/20/2022

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES Action X
DATE: November 23, 2021 Resolution _____
Information _____
SUBJECT: Classified Personnel Enclosure(s) X

BACKGROUND: Classified personnel matters within budget.

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.b.1

Item No.

Classified Personnel
November 23, 2021

RETIREMENT

Bataran, Sharon	CC	Heath Services Administrative Assistant 12-month position (100%) Eff. 12/31/2021 PN CCC911
Bustos, Raymond	FC	Financial Aid Technician 12-month position (100%) Eff. 12/31/2021 PN FCC969
Jeffredo, Marcia	CC	Locksmith 12-month position (100%) Eff. 12/31/2021 PN CCC969
Jenkins, Jana	FC	Health Services Specialist 11-month position (100%) Eff. 12/31/2021 PN FCC882
Kehoe, John	FC	Landscape Coordinator 12-month position (100%) Eff. 12/31/2021 PN FCC875
Kelly, Sharon	FC	Executive Assistant II 12-month position (100%) Eff. 12/31/2021 PN FCC662
Kraft, George	CC	Carpenter 12-month position (100%) Eff. 12/31/2021 PN CCC949
Morgan, Robert	FC	Facilities Custodian II 12-month position (100%) Eff. 12/31/2021 PN FCC664
Nickell, James	FC	Laboratory Technician, Art Gallery 10-month position (75%) Eff. 06/30/2022 PN FCC822

Classified Personnel
November 23, 2021

Peto, Anna Marie	CC	Administrative Assistant III 12-month position (100%) Eff. 12/31/2021 PN CCC851
Ramos, April	FC	Bookstore Shipping/Receiving Specialist 12-month position (100%) Eff. 12/31/2021 PN FCC905
Rodriguez, Steven	AC	Payroll Specialist 12-month position (100%) Eff. 06/30/2022 PN DEC974
Schneider, Gary	AC	IT Technician II 12-month position (100%) Eff. 12/31/2021 PN ISC996

NEW PERSONNEL

Arias Carbajal, Maria	FC	Facilities Custodian I 12-month position (100%) Range 27, Step C Classified Salary Schedule Eff. 12/01/2021 PN FCC739
Bongco, Timothy	FC	Interim Director, Child Development and Educational Studies Laboratory School 12-month position (100%) Range 18, Column A Management Salary Schedule Eff. 12/01/2021 PN FCM947
Chomchuenjitra, David	NOCE	Grants and Special Projects Assistant 12-month position (100%) Range 41, Step D Classified Salary Schedule Eff. 12/01/2021 PN SCC831

Classified Personnel
November 23, 2021

Islas, Leonardo	NOCE	Instructional Assistant, ESL 12-month position (40%) Range 36, Step E Classified Salary Schedule Eff. 12/01/2021 PN SCC991
Ku Chi, Nubia	NOCE	Instructional Assistant, ESL 12-month position (40%) Range 36, Step E Classified Salary Schedule Eff. 12/01/2021 PN SCC828
Mendez, Ronald	FC	Facilities Custodian I 12-month position (100%) Range 27, Step E Classified Salary Schedule Eff. 12/01/2021 PN FCC747
Orozco Victoria, Laura	FC	Facilities Custodian I 12-month position (55%) Range 27, Step E Classified Salary Schedule Eff. 12/01/2021 PN FCC990
Ponce, Yolanda	NOCE	Instructional Assistant, ESL 12-month position (40%) Range 36, Step B Classified Salary Schedule Eff. 12/01/2021 PN SCC896
Sanchez, Jose	CC	Director, Academic Computing Technologies 12-month Position (100%) Range 25, Column A Management Salary Schedule Eff. 01/04/2022 PN CCM972

Classified Personnel
November 23, 2021

Sanchez-Landeros, Belinda FC Student Services Specialist, Transfer Center
12-month position (100%)
Range 36, Step B
Classified Salary Schedule
Eff. 11/29/2021
PN FCC563

Somiari, Sylvia NOCE Instructional Assistant, ESL
12-month position (40%)
Range 36, Step E
Classified Salary Schedule
Eff. 12/01/2021
PN SCC924

REHIRES

Mora, Denise NOCE Special Projects Coordinator, CTE
Temporary Management Position (100%)
Range 1, Special Project Admin Daily Rate Schedule
Eff. 01/01/2021 – 06/30/2022
PN SCT957

PROMOTION

Serna, Ingrid FC Student Services Specialist
12-month position (100%)
PN FCC632

To: Care Coordinator
12-month position (100%)
Range 40, Step B
Classified Salary Schedule
Eff. 12/01/2021
PN FCC585

TRANSFER

Kim, AeYoung CC From: Executive Assistant, Vice President of
Administrative Services Office
12-month position (100%)
PN CCC923

To: Executive Assistant, President's Office
12-month position (100%)
Eff. 11/24/2021

VOLUNTARY CHANGES IN ASSIGNMENT

Douglass, Julie	FC	Instructional Assistant (100%) Temporary Increase in Months Employed From: 10 months To: 10 months + 5 days Eff. 01/03/2022 – 01/07/2022 PN FCC998
Ponce, Yolanda	FC	Instructional Assistant (40%) Temporary Change in Assignment To: Instructional Assistant 12-month position (40%) Administrative Assistant II 12-month position (60%) Range 36, Step B Classified Salary Schedule Eff. 12/01/2021 – 03/15/2022 PN FCC709

PROFESSIONAL GROWTH & DEVELOPMENT

Yanez, Julie	FC	Student Services Technician (45%) 2 nd Increment (\$180) Eff. 07/01/2022
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STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Asavakulpanus, Nipa	AC	Accounting Specialist 6% Stipend Eff. 11/01/2021 – 12/31/2021
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LEAVES OF ABSENCE

@00003374	FC	Administrative Assistant II (100%) Military Leave With Pay Uniformed Services Employment and Reemployment Rights Act (USERRA) Eff. 10/04/2021 10/22/2021 (Consecutive Leave)
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Classified Personnel
November 23, 2021

@01827224	FC	Administrative Assistant II (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Family Illness Leave and Personal Necessity Leave Until Exhausted; Unpaid Thereafter Eff. 11/19/2021 – 12/09/2021 (Consecutive Leave)
@01148764	FC	Student Services Specialist, Counseling (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 11/15/2021 – 02/11/2022 (Consecutive Leave)
@01560167	CC	Financial Aid Coordinator (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/17/2021 – 12/14/2021 (Consecutive Leave)
@01223090	FC	Campus Safety Officer(100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/15/2021 – 01/24/2022 (Consecutive Leave)

REVISED MANAGEMENT JOB CLASSIFICATION

Director, Academic Computing and Technologies
From: Academic Management
To: Classified Management

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Academic Computing Technologies	Range: 25 (AG CL)	Management Schedule
Date Revised:	August 22, 2007	Date Approved:	July 1, 1997

PRIMARY PURPOSE

Under the direction of a college Vice President or designee [or North Orange Continuing Education President or designee], this position is responsible for a variety of administrative and supervisory duties related to the planning, implementation and coordination of campus technology resources and services to facilitate and support student learning and administrative functions.

ESSENTIAL FUNCTIONS

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

1.	Provides leadership in the planning, development and implementation of campus technology; anticipates trends in technology; assists in development of technology plans for individual departments; coordinates and communicates campus technology needs.
2.	Plans, implements and manages the campus-wide network; works with administration, faculty, staff and students to represent network needs and encourage technological advancement on campus.
3.	Selects and evaluates computer and computer-related hardware and software; directs the installation, maintenance and repair of equipment; manages applications development.
4.	Coordinates campus technology needs with District Information Services.
5.	Manages and coordinates campus computer laboratories and other campus technology-related activities as assigned.
6.	Develops and prepares the annual preliminary budget for campus information technology and systems programs and activities; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding operations and activities.
7.	Provides leadership in motivating students, staff, faculty, and administration to learn, use and excel in the available technology in the academic environment.
8.	Evaluates training and technological development needs for faculty and staff; provides staff development training and educational opportunities for campus personnel to maintain and upgrade technology skills.
9.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
10.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.
11.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves and committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
12.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g. computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

<p>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</p>
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13.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
14.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
15.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
16.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, in the North Orange Continuing Education, this position may be responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the Computer Instruction program, including curriculum development, course scheduling and faculty assignments, and enrollment management.

WORKING RELATIONSHIPS

The Director of Academic Computing Technologies maintains frequent contact with college and District administrators, faculty, staff and students.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree and at least one year of formal training, internship, or leadership experience reasonably related to the position.

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

Desirable Qualifications

At least two years of recent experience related to managing and planning a technology department (including Enterprise Network) in an educational, commercial, government or industrial organization.

Experience in Internet/Intranet systems planning, design and maintenance.

Experience in designing a technology plan for an organization or company.

Experience with planning, setup and design of an Enterprise Network with current and emerging technologies.

Experience in teaching or training.

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

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of state education codes and requirements including Title 5
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

DATE: November 23, 2021

SUBJECT: Professional Experts

Action	X
Resolution	_____
Information	_____
Enclosure(s)	X

BACKGROUND: Professional Experts within budget.

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.c.1

Item No.

Professional Experts
November 23, 2021

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Cavazzi, Bentley	NOCE	Technical Expert II	I-Best Business Information Worker for English Language Learners Program	26	12/20/2021	01/14/2022
Chen, Erick Ho	CC	Certified Athletic Trainer	Certified Athletic Trainer	26	11/15/2021	06/30/2022
Gentry, Anna	CC	Technical Expert I	Perkins V Health Science Cluster	2	11/08/2021	05/27/2022
Hafer, Melissa	FC	Technical Expert I	KinderCaminata	26	11/16/2021	12/23/2021
Hafer, Melissa	FC	Technical Expert I	KinderCaminata	26	01/04/2022	04/29/2022
Hafter, Melissa	FC	Technical Expert	KinderCaminata	26	04/16/2022	05/14/2022
Istad, Robert	FC	Technical Expert I	Professional Adjudicator	17.5	11/03/2021	11/05/2021
MacPherson, Carolyn	AC	Project Expert	Accommodations, Leaves and COVID-19 Tracking	26	11/16/2021	06/30/2022
Montoya, Andrea	CC	Project Manager	ESC Coordinator	26	01/03/2022	03/18/2022
Montoya, Andrea	CC	Project Manager	ESC Coordinator	26	03/28/2022	05/20/2022
Penesa, Brandon	CC	Project Coordinator	SWP Regional Adv. Manuf. & STEM WBL	20	11/08/2021	12/31/2021
Penesa, Brandon	CC	Project Coordinator	SWP Regional Adv. Manuf. & STEM WBL	20	01/25/2022	06/15/2022
Stadel, Tara	CC	Project Expert	LIFE Program Leader	20	11/22/2021	12/17/2021
Trader, Amie	FC	Project Expert	CTE Outreach Ambassador	15	11/15/2021	12/15/2021

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 23, 2021
SUBJECT: Hourly Personnel

Action X
Resolution _____
Information _____
Enclosure(s) X

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

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

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

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

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

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

Irma Ramos

Recommended by



Approved for Submittal

5.d.1

Item No.

Hourly Personnel
November 23, 2021

Short-Term Hourly

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aguayo, Ana	FC	Technical - Assist with Cosmetology Dispensary	11/29/21	12/10/21	TE B 4
Aguayo, Ana	FC	Technical - Assist with Cosmetology Dispensary	01/03/22	02/23/22	TE B 4
Alakeli, Ayah	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	06/30/22	TE A 2
Alapati, Marvin	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	06/30/22	TE A 2
Alapati, Shakespeare	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	06/30/22	TE A 2
Antunez Lagunas, M.	FC	Technical - Remote assistance for Admissions and Records	01/03/22	04/01/22	TE A 1
Azizi, Nahid	CC	Technical - Assist in Campus Safety	11/24/21	02/18/22	TE A 4
Azizi, Nahid	CC	Technical - Assist in Campus Safety	04/25/22	06/30/22	TE A 4
Bakhom, Hoda	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	02/26/22	TE A 2
Bakhom, Hoda	FC	Technical - Assist with Campus Call Center for Counseling	05/02/22	06/30/22	TE A 2
Felix, Daniella	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	06/30/22	TE A 2
Guzman, Benjamin	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	06/30/22	TE A 2
Huynh, Tho	CC	Technical - Assist in Academic Computing	11/03/21	12/11/21	TE D 3
Jurado, Yvette	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	06/30/22	TE A 2
Khatib, Zaina	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	06/22/22	TE A 2
Mathews, Cherie	FC	Technical - On-Call Theatre crew for campus/rental productions	11/24/21	06/30/22	TE B 4
Melendrez, Tatiana	CC	Technical - Assist in Campus Safety	11/24/21	02/18/22	TE A 4
Melendrez, Tatiana	CC	Technical - Assist in Campus Safety	04/25/22	06/30/22	TE A 4
Nunez, Diana	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	02/26/22	TE A 2
Nunez, Diana	FC	Technical - Assist with Campus Call Center for Counseling	05/02/22	06/30/22	TE A 2
Padilla, Samantha	FC	Technical - Assist in Admissions and Records	12/06/21	03/04/22	TE A 4
Varona, Roger	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	06/30/22	TE A 2
Veith, Maria	FC	Technical - Assist in Admissions and Records	12/06/21	03/04/22	TE A 4
Zepeda, Jasmin	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	06/30/22	TE A 2
Zepeda, Joseph	FC	Technical - Assist with Campus Call Center for Counseling	11/29/21	06/30/22	TE A 2

Hourly Personnel
November 23, 2021

Full Time Students and Work Study

Name	Site	Title and Description of Service	Begin	End	Grade/Step
Aguilar, Cindy	FC	Work Study Student - Assist in Financial Aid Office	11/24/21	06/30/22	TE A 1
Olivar, Alexandra	FC	Work Study Student - Off campus tutor with Raymond Elementary	11/24/21	06/30/22	TE A 1
Teng, Tobias	FC	Work Study Student - On-call Theatre crew for campus rentals/productions	11/24/21	06/30/22	TE A 1
Wu, Qi	FC	Full-time Student - Assist in Communications Office	11/24/21	05/30/22	TE A 1

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 23, 2021
SUBJECT: Volunteers

Action X
Resolution _____
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? NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees.

How does this relate to Board Policy: Not applicable.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Irma Ramos

Recommended by



Approved for Submittal

5.e.1

Item No.

Volunteer Personnel
November 23, 2021

Name	Site	Program	Begin	End
Barron, Elizabeth	NOCE	DSS – Personal Care Assistant	08/16/2021	05/27/2021

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	November 23, 2021	Resolution	_____
SUBJECT:	Appointment to the Position of Chancellor	Information	_____
		Enclosure(s)	_____

BACKGROUND: At the meeting of November 6, 2021, the Board authorized the Vice Chancellor of Human Resources to offer the position of Chancellor of the North Orange County Community College District to Dr. Byron D. Clift Breland. Dr. Breland will commence his employment with the District effective January 18, 2022.

How does this relate to the five District Strategic Directions?

District Strategic Direction 2: NOCCCD will provide an inclusive, equitable, and welcoming environment to support the wellbeing and professional growth of all employees.

District Strategic Direction 3: NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision making and integrated planning.

How does this relate to Board Policy: This item is in 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 Dr. Byron D. Clift Breland be appointed to the position of Chancellor of the North Orange County Community College District, effective January 18, 2022, through June 30, 2025, in accordance with the terms and conditions of the employment contract hereby approved.

In summary, the employment for the Chancellor includes the following related to salary and compensation paid in the form of fringe benefits:

- Base annual salary of \$358,089 effective January 18, 2022, with 4% increases in each following academic year, resulting in base annual salary of \$372, 413 effective July 1, 2022, \$387,310 effective July 1, 2023, and \$402,802 effective July 1, 2024;
- Relocation expenses of \$17,000, less withholding, and \$3,800 per month for transitional houses costs for up to six (6) months or until the Chancellor has purchased a home in the area, whichever is earlier. These expenses must be repaid to the District if the Chancellor seeks to terminate his contract before completing 18 months of employment;

- A yearly optional fringe benefit dollar allowance that is the same as that which is provided by the Board for the District's twelve-month management employees, in addition to standard medical benefits available to all employees;
- 12 sick leave days per year and 26 vacation days per year; and
- District paid dues for two professional organizations of his choice that are reasonably related to the performance of his duties as Chancellor.

Irma Ramos

Recommended by



Approved for Submittal

5.f.2

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 23, 2021
SUBJECT: Institutional Commitment to Diversity
Five Year Report
2016/17 – 2020/21

Action _____
Resolution _____
Information X
Enclosure(s) _____

BACKGROUND: Human Resources will present its annual report on the District’s institutional commitment to diversity. Our institutional commitment to diversity continues to be a priority as we hire faculty and staff to ensure continued student success. The data in this report includes demographics of new full-time faculty, administrator/management, and classified hires for 2020-21, a comparison of state and local employee demographics, an analysis of the diversity of NOCCCD applicants and hires for the last five years, the demographics of NOCCCD employees, and a summary of the accomplishments under the 2019-2022 EEO Plan. The report is presented to the Board of Trustees pursuant to NOCCCD’s 2019-2022 Equal Employment Opportunity Plan with the understanding that transparency promotes shared institutional interests and inquiry.

How does this relate to the five District Strategic Directions? District Strategic Direction 2 and 3. NOCCCD will provide an inclusive, equitable, and welcoming environment to support the well-being and professional growth of all employees. NOCCCD will promote a shared vision of responsible stewardship of District resources through transparent and inclusive decision-making and integrated planning.

How does this relate to Board Policy: This item is in compliance with Board Policy 7100 Commitment to Equal Employment Opportunity and Diversity.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Institutional Commitment to Diversity Five Year Report 2016/17 – 2020/21 as presented by Human Resources be received as an information item. Here is the link to the report:

https://www.nocccd.edu/files/eoo-institutional-commitment-to-diversity-report-2021-web_75605.pdf

Irma Ramos

Recommended by



Approved for Submittal

5.g

Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES

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

DATE: November 23, 2021

SUBJECT: Organizational Meeting and
2022 Board Calendar

BACKGROUND: The Board is asked to establish Tuesday, December 14, 2021, as the date of its annual Organizational Meeting. At the Organizational Meeting, the Board must establish its calendar for 2022. The second and fourth Tuesdays of each month in 2022 have been listed as the tentative meeting dates. At its November 9, 2021 meeting, the Board directed that the first meeting in the months of January and July be canceled, and the first meeting in August be listed as tentative. A probable calendar is now presented so the Board may review all of the dates. When known, the dates of national or state conventions or conferences have been listed so that the Board can determine possible scheduling conflicts.


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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board establish Tuesday, December 14, 2021, as the date of its Organizational Meeting and to so inform the County Superintendent. It is further recommended that the Board amend, if necessary, the suggested 2022 meeting calendar.

Fred Williams
Recommended by



Approved for Submittal

6.a.1
Item No.



North Orange County Community College District
2022 Board Meeting Calendar

January 2022	
First Regular Meeting in January	Second Tuesday, January 11, 2022
Second Only Regular Meeting in January	Fourth Tuesday, January 25, 2022
	CCLC Effective Trustee Workshop January 28-30, 2022 – Sacramento, CA
	CCLC Annual Legislative Conference January 30-31, 2022 – Sacramento, CA
February 2022	
	ACCT National Legislative Summit February 6-9, 2022 – Washington, DC
First Regular Meeting in February	Second Tuesday, February 8, 2022
Second Regular Meeting in February	Fourth Tuesday, February 22, 2022
	ACCCA Annual Conference February 23-25, 2022 – Monterey, CA
March 2022	
First Regular Meeting in March	Second Tuesday, March 8, 2022
Second Regular Meeting in March	Fourth Tuesday, March 22, 2022
	NOCCCD Spring Recess March 21 – 25, 2022
April 2022	
First Regular Meeting in April	Second Tuesday, April 12, 2022
	ACCT Governance Leadership Institute April 2022 – Location TBD
Second Regular Meeting in April	Fourth Tuesday, April 26, 2022
May 2022	
	CCCT Annual Trustees Conference April 29-May 1, 2022 – Dana Point, CA
	AACC Annual Convention April 30-May 3, 2022 – New York, NY
First Regular Meeting in May	Second Tuesday, May 10, 2022
Second Regular Meeting in May	Fourth Tuesday, May 24, 2022

June 2022	
First Regular Meeting in June	Second Tuesday, June 14, 2022
Second Regular Meeting in June	Fourth Tuesday, June 28, 2022
July 2022	
First Regular Meeting in July	Second Tuesday, July 12, 2022
Second Only Regular Meeting in July	Fourth Tuesday, July 26, 2022
August 2022	
First Regular Meeting in August (<i>Tentative</i>)	Second Tuesday, August 9, 2022
	CCLC Student Trustees Workshop August 2022 – Location TBD
Second Regular Meeting in August	Fourth Tuesday, August 23, 2022
September 2022	
First Regular Meeting in September	Second Tuesday, September 13, 2022
Second Regular Meeting in September	Fourth Tuesday, September 27, 2022
October 2022	
First Regular Meeting in October	Second Tuesday, October 11, 2022
	ACCT Leadership Congress October 2022 – Location TBD
Second Regular Meeting in October	Fourth Tuesday, October 25, 2022
November 2022	
First Regular Meeting in November	Second Tuesday, November 8, 2022
	CCLC Annual Convention November 17-19, 2022 – San Francisco, CA
Second Regular Meeting in November	Fourth Tuesday, November 22, 2022
December 2022	
Only Regular Meeting in December	Second Tuesday, December 13, 2022

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	November 23, 2021	Resolution	<u>X</u>
		Information	<u></u>
SUBJECT:	Resolution No. 21/22-12, Authorizing Remote Teleconference Board Meetings Pursuant to AB 361	Enclosure(s)	<u>X</u>

BACKGROUND: In response to the COVID-19 pandemic and the Governor's Executive Orders modifying the Brown Act, District Board meetings have taken place exclusively via Zoom teleconference with a live broadcast via YouTube livestream since April 2020. In June 2021, the Governor issued a new Executive Order rescinding all prior temporary modifications to the Brown Act effective September 30, 2021.

Assembly Bill 361 was then signed into law and allows for the continuation of remote Board meetings with modified Brown Act requirements when a gubernatorial state of emergency has been issued and remains active. A local agency may determine by majority vote that sufficient risks exist to the health or safety of attendees as a result of the emergency and pass a resolution to that effect. These criteria also permit a local agency to meet remotely in the event that there is a state of emergency declaration while state or local officials have recommended or required measures to promote social distancing. If a local agency passes a resolution by majority vote that meeting in-person during the state of emergency would present imminent risks to the health or safety of attendees, the resolution would permit meeting under the provisions of AB 361 for a maximum period of 30 days.

After 30 days, the local agency would need to renew its resolution if it desires to continue meeting under the modified Brown Act requirements. In order to renew the resolution, a local agency must: 1) reconsider the circumstances of the state of emergency, and 2) determine that the state of emergency continues to directly impact the ability of the members to meet safely in person. AB 361 requires that the renewal of the resolution effecting the transition to the modified Brown Act requirements must be based on findings that the state of emergency declaration remains active, the local agency has thoughtfully reconsidered the circumstances of the state of emergency, and the local agency has either identified A) ongoing, direct impacts to the ability to meet safely in-person or B) active social distancing measures as directed by relevant state or local officials.

In light of California remaining in a state of emergency, it is recommended that the Board adopt Resolution No. 21/22-12 to re-authorize the continuation of remote Board meetings and public comment requirements pursuant to AB 361 through December 23, 2021. As part of the temporary reauthorization to conduct remote Board meetings, public comments will be delivered in real time by the individual.

At its October 26, 2021 meeting, trustees discussed a return to in-person Board meetings and at that time, all trustees expressed a desire to return to in-person meetings, with a majority in favor of resuming in-person meetings beginning in January 2022.

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


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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 21/22-12 reauthorizing remote teleconference Board meetings through December 23, 2021, pursuant to AB 361 and resume in-person Board meetings beginning in January 2022.

Fred Williams

Recommended by



Approved for Submittal

6.b.2

Item No.

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



**Resolution No. 21/22-12, Proclaiming a Local Emergency, Ratifying the
Proclamation of a State of Emergency by Governor Newsom, and Authorizing
Remote Teleconference Meetings of the North Orange County Community
College District Board of Trustees for 30 Days Pursuant to Brown Act Provisions**

WHEREAS, the North Orange County Community College District is committed to preserving and nurturing public access and participation in meetings of the Board of Trustees; and

WHEREAS, all meetings of North Orange County Community College District Board of Trustees are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Trustees previously adopted a Resolution No. 21/22-09 on October 26, 2021 finding that the requisite conditions exist for the legislative bodies of the North Orange County Community College District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Trustees must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Trustees has done so; and

WHEREAS, such conditions now exist in the District, specifically, Governor Newsom's declaration of a statewide emergency arising from COVID-19 on March 4, 2020; and

WHEREAS, the North Orange County Community College District is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. Over the course of the pandemic, the District has implemented a variety of safety protocols following guidelines from the Center for Disease Control (CDC), Cal OSHA, and other agencies including physical distancing, use of face coverings, and frequent cleaning. Most employees have been working remotely over the past year and faculty have taught the majority of courses online. We have encouraged our students to take classes online, as appropriate; and

WHEREAS, the Board of Trustees has implemented a Districtwide vaccine mandate in order to ensure that all employees, students, and volunteers who come on campus are fully vaccinated and provide proof of being fully vaccinated against COVID-19 with participation in regular testing until proof is shown; and

WHEREAS, the North Orange County Community College District has imposed various safety measures to combat the COVID-19 pandemic, including: requiring the use of face coverings for employees, students, and visitors while on-site; providing enhanced cleaning procedures for classrooms, offices, and public spaces; creating physical barriers between people in high-traffic areas; and limiting facility capacities as appropriate; and

WHEREAS, the Board of Trustees does hereby find that the COVID-19 pandemic has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of a state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Trustees does hereby find that the Board of Trustees of the North Orange County Community College District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Trustees of the North Orange County Community College District will conduct open meetings and ensure public access to its remote teleconferenced meetings by broadcasting meetings via YouTube livestream and allowing members of the public to address the Board of Trustees directly, via remote access, and in real time during meetings.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Determination of Recitals. All of the recitals set forth above are true and correct, and are incorporated into this resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Trustees hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and as Orange County continues to see approximately 350 new cases of COVID-19 daily, herd immunity has not been reached in Southern California, and estimates of State immunization rates are approximately 58%.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board of Trustees hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Chancellor and Board of Trustees of the North Orange County Community College District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) December 23, 2021, or such time the Board of Trustees adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Trustees of the North Orange County Community College District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

BE IT FURTHER RESOLVED, that these findings apply to all North Orange County Community College District-related legislative bodies that operate subordinate to the Board of Trustees; and

BE IT FURTHER RESOLVED, that based on the findings herein, the Board of Trustees and all related legislative and subordinate bodies shall hold meetings via teleconference as permitted by Government Code section 54953(e) for the next thirty (30) days from the date of this Resolution.

APPROVED, PASSED AND ADOPTED by the Governing Board of Trustees of the North Orange County Community College District this 23rd day of November 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

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

I, Ed Lopez, Secretary of the Governing Board of Trustees of the North Orange County Community College District, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board at a regular meeting thereof held on the 23rd day of November 2021, by the above-described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Governing Board of Trustees of the North Orange County Community College District this 23rd day of November 2021.

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

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u> X </u>
DATE:	November 23, 2021	Resolution	<u> </u>
		Information	<u> </u>
SUBJECT:	Revised Board Policies	Enclosure(s)	<u> X </u>

BACKGROUND: The Board Policies included in this agenda item were reviewed and revised to reflect content revisions recommended by Chancellor’s Staff and/or CCLC as part of the 6-year review cycle.

The District Consultation Council reviewed, discussed, and reached consensus on the following revised Board Policies on October 25, 2021, and the Board had a first reading of the policies on November 9, 2021:

Chapter 4, Academic Affairs

BP 4010, Academic Calendar: Revised to include grammar corrections and update the corresponding administrative procedure.

BP 4021, Educational Program Discontinuance: Revised to update the “Reference” section, make grammar corrections, and update the corresponding board policies and administrative procedures.

BP 4025, Philosophy and Criteria for Associate Degree and General Education: Revised to update the “Reference” section, make grammar corrections, update the corresponding administrative procedure, and include CCLC recommended language in Section 1.1 which mirrors the policy of the Board of Governors.

BP 4027, Philosophy and Criteria for Continuing Education: Revised to update the “Reference” section, make a grammar correction, and update the corresponding administrative procedure.

BP 4030, Academic Freedom: Revised to update language in Section 1.0 and cite the corresponding administrative procedure.

BP 4050, Articulation: Revised to update the corresponding administrative procedure and make a grammar correction.

BP 4060, Delineation of Functions Agreements: Revised to update the title, correct the “Reference” section, make grammar corrections, and add the corresponding administrative procedure.

BP 4070, Course Auditing and Auditing Fees: Revised to make a grammar correction and update the corresponding administrative procedure.

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt the following proposed, revised Board Policies:

- BP 4010, Academic Calendar
- BP 4021, Educational Program Discontinuance
- BP 4025, Philosophy and Criteria for Associate Degree and General Education
- BP 4027, Philosophy and Criteria for Continuing Education
- BP 4030, Academic Freedom
- BP 4050, Articulation
- BP 4060, Delineation of Functions Agreements
- BP 4070, Course Auditing and Auditing Fees

BP 4010 Academic Calendar

Reference:

Education Code Section 70902(b)(12)

- 1.0 The Chancellor shall, in consultation with the appropriate groups, develop and submit [an academic calendar](#) to the Board [of Trustees](#) for approval ~~an academic calendar~~.
- 2.0 The work year calendar is a mandatory subject of bargaining under Government Code Sections [s](#) 3540, et seq. and must be negotiated through the collective bargaining agreement.

See Administrative Procedure ~~AP~~4010, [Academic Calendar](#).

Date of Adoption: June 22, 2004

BP 4021 Educational Program Discontinuance

Reference:

Education Code Section 78016;
Title 5 Section 51022 and 55130;
[ACCJC Accreditation Standard II.A.15](#)

- 1.0 ~~It is the policy of the~~ **The** District **shall** ~~to~~ review its credit and non-credit educational programs on a regular basis for institutional effectiveness and compliance with state and federal requirements. In response to realignment of educational or strategic objectives, decline in program quality or demand, resource availability, budget constraints, external factors, etc., the Board of Trustees may approve the discontinuance of an educational program identified as no longer appropriate to the mission and/or goals of the District in accord with Administrative Procedure 4021, **[Educational Program Discontinuance](#)**.
- 2.0 For purposes of this policy, an “educational program” is defined as an organized sequence of courses consisting of applicable coursework leading to a degree or certificate approved by the California Community Colleges Chancellor’s Office.
- 3.0 The discontinuance of an educational program means that the sequence of courses will no longer be offered in a form that will lead to the approved degree or certificate, although all or part of the curriculum may be retained.
- 4.0 The District endorses the principle of collegial consultation with the Academic Senates regarding the establishment of a process for educational program discontinuance, which shall be consistent with the provisions of Education Code Section 78016 and the authority of the Board of Trustees to initiate and approve the discontinuance of the District’s educational programs in accord with BP 2510, Participation in Local Decision-Making.
- 5.0 The discontinuance of any educational program under its charge is subject to approval by the Board **[of Trustees](#)**.

See Administrative Procedure 4021, **[Educational Program Discontinuance; Board Policy 4020, Program and Curriculum Development; and Administrative Procedure 4020, Program and Curriculum Development](#)**.

Date of Adoption: February 14, 2012

BP 4025 Philosophy and Criteria for Associate Degree, General Education, and Bachelor's Degree

Reference:

Title 5 Section 55061;
ACCJC Accreditation Standard II.A;
WASC/ACS Criterion 1, Indicator 1.4; [and](#) Criterion 4, Indicator 4.1

- 1.0 Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy:
 - 1.1 The awarding of an Associate degree and/or a Bachelor's Degree is intended to represent more than an accumulation of units. **It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights.** It is to facilitate measurable student learning outcomes in ~~vocational~~ **career and technical** and liberal arts education. Among these are the ability to think and to communicate clearly and effectively both orally and in writing, to adequately utilize mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and, to develop the capacity of self-understanding.
- 2.0 The Chancellor, in consultation with the faculty, as stated in BP/AP 2510, **Participation in Local Decision-Making** shall establish procedures to assure that courses used to meet general education, Associate degree, and Bachelor's Degree requirements meet the standards in this policy.

See Administrative Procedure 4025, **Philosophy and Criteria for Associate Degree, General Education, and Bachelor's Degree**.

Date of Adoption: June 22, 2004

Date of Last Revision: November 28, 2017
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
August 20, 2008 Chancellor's Staff

BP 4027 Philosophy and Criteria for Continuing Education

Reference:

Education Code Sections ~~84757, 88500, 8510, 8530-8538,~~ [and 84757](#)

- 1.0 In accordance with legislative intent, and through mutual agreement with local K-12 districts, the District may offer a comprehensive program of continuing education.
- 2.0 Courses and programs that are designated as continuing education may include adult basic education, which includes English as a Second Language and citizenship; high school diploma programs; vocational and occupational training and retraining; parent education; home economics and consumer education; civic education; courses specifically designed for older adults; health and safety education; courses for students with disabilities; education in special fields; education in the arts and humanities; and other courses or programs designed to meet the particular needs of the local community.
 - 2.1 Students may be awarded a high school diploma upon successful completion of a Board-approved curriculum.
 - 2.2 Students may be awarded a vocational certificate upon successful completion of the Board-approved curriculum.

See Administrative Procedure 4027, [Philosophy and Criteria for Continuing Education](#).

Date of Adoption: June 22, 2004

BP 4030 Academic Freedom

Reference:

Title 5, Section 51023;
ACCJC Accreditation Eligibility Requirement 20 and
Accreditation Standard I.C.7;
WASC/ACS Criterion 2, Indicator 2.2 and Criterion 3, Indicator 3.5

1.0 ~~It is the policy of the~~ **The** North Orange County Community College District ~~to~~ **support**s the principles of academic freedom, built upon the free expression and exchange of ideas that are inherent in the search for scholarly truth and on which a free and democratic society depends. The District endorses the general principles of academic freedom outlined in the American Association of University Professors and the Association of American Colleges Statement of Principles of Academic Freedom and Tenure (1940). The principles of academic freedom shall extend to all faculty.

2.0 Academic freedom must be balanced with the obligation of the District to protect the right of students to learn in an environment characterized by civility, open inquiry, and rigorous attention to the search for the truth, free of unlawful discrimination.

See Administrative Procedure 4030, Academic Freedom.

Date of Adoption: February 12, 2008

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

BP 4050 Articulation

Reference:

**Title 5 Section 51022(b);
Education Code Sections 66720-66744;
ACCJC Accreditation Standard II.A.10;
WASC/ACS Criterion 1, Indicator 1.6 and Criterion 5, Indicator 5.1**

- 1.0 The Chancellor shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.
- 2.0 The procedures also may support articulation with other institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.
- 3.0 Each campus shall designate a certificated or classified staff member to serve as the articulation officer and support staff as appropriate. The articulation officer will act for the campus in initiating and maintaining articulation efforts with appropriate high school and baccalaureate institutions.

See Administrative Procedure AP 4050, [Articulation](#).

Date of Adoption: June 22, 2004

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
October 9, 2007

BP 4060 Delineation of Functions Agreements

Reference:

Education Code Section 8535 [and](#) 8536

- 1.0 Whenever state law requires a mutual agreement with a school district or other educational entity relating to responsibility for non-credit continuing education programs, the Chancellor shall present an appropriate memorandum of understanding to the Board [of Trustees](#) for approval.

[See Administrative Procedure AP 4060, Delineation of Functions Agreements.](#)

Date of Adoption: June 22, 2004

BP 4070 Course Auditing and Auditing Fees

Reference:

Education Code Section 76370

- 1.0 Students in good standing may audit a course only if they are ineligible to take the course for credit.
- 2.0 If a fee for auditing is charged the fee shall be no more than \$15 per unit.
- 3.0 Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer units per semester.
- 4.0 No student auditing a course may be permitted to change their ~~his or her~~ enrollment in that course to receive credit for the course.
- 5.0 Priority in class enrollment shall be given to students desiring to take the course for credit toward a degree or certificate.
- 6.0 Classroom attendance of students auditing a course shall not be included in computing the apportionment due to the District.
- 7.0 The Chancellor shall establish procedures and criteria for the auditing of courses, and ensure that they are published in the college catalog.

See Administrative Procedure 4070, [Course Auditing and Auditing Fees](#).

Date of Adoption: June 22, 2004

Date of Last Revision: October 25, 2016

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 23, 2021
SUBJECT: Citizens' Oversight Committee Appointment

Action X
Resolution
Information
Enclosure(s)

BACKGROUND: At its August 10, 2021, meeting, the Board reviewed the application process and approved staff to advertise for committee memberships. During that time, advertisements were placed in the Orange County Register (print and web publications), sent to city councils, posted on the District website, and campus social media channels.

The following individual has expressed interest in serving on the committee:

1. **Fiza Valiulla** – Has expressed interest in serving as a member active in a Student Organization. Fiza is a Political Science major at Fullerton College who is currently the Associated Students Senator, a member of the Muslim Students Association, and is an active participant in the Honors program. While attending classes at Fullerton College, she also works at the Southern California Eye Consultants.

It is recommended that Fiza Valiulla be appointed to the committee. Staff will continue to solicit for a senior citizens' organization and taxpayer association representative until the positions are filled.

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

How does this relate to Board Policy: This item is submitted in accordance with Board Policy 6740, Citizens' Bond Oversight Committee.

FUNDING SOURCE AND FINANCIAL IMPACT: There is no financial impact. All positions on the Citizens' Bond Oversight Committee are voluntary.


RECOMMENDATION: It is recommended that the individual listed be appointed to serve for a term of two years, and for a maximum of three consecutive terms, without compensation, on the Citizens' Oversight Committee for the North Orange County Community College District bond projects.

Individual
Fiza Valiulla

Category
Student Organization

Term
November 2021 – November 2023

Kashmira Vyas
Recommended by


Approved for Submittal

6.d
Item No.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO:	BOARD OF TRUSTEES	Action	<u>X</u>
DATE:	November 23, 2021	Resolution	<u>X</u>
SUBJECT:	Resolutions Board of Trustees Excused Absences	Information	<u> </u>
		Enclosure(s)	<u>X</u>

BACKGROUND: Pursuant to Board Policy 2725, Board Member Compensation, Board members may be paid for meetings when they are absent, if the Board adopts a Resolution verifying that the absence is excused.

Education Code Section 7425, Subdivision (c) reads as follows:

A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes, finds that at that time of the meeting he or she is performing services outside of the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. This compensation shall be a charge against the funds of the district.


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

How does this relate to Board Policy: This item is in accordance with Board Policy 2725, Board Member Compensation.

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

RECOMMENDATION: It is recommended that the Board adopt Resolution No. 21/22-13, Trustee Absence, and Resolution No. 21/22-14, Trustee Absence, verifying that Trustees Ryan Bent and Ed Lopez were absent on November 4, 2021 due to hardship and, therefore, eligible to receive compensation for the Special Board meeting held on that date. Signed affidavits from Mr. Bent and Mr. Lopez verifying their absences due to hardship will be on file in the Chancellor's Office.

Fred Williams
Recommended by


Approved for Submittal

6.e.1
Item No.

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



Resolution 21/22-13, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Special Board meeting of November 4, 2021, due to hardship, and therefore, eligible to receive compensation for the meeting held on that date.

TRUSTEE

Ryan Bent

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: November 23, 2021

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



Resolution 21/22-14, Trustee Absence

WHEREAS, Education Code Section 72425(c) states:

(c) A member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board. This compensation shall be a charge against the funds of the district.

NOW, THEREFORE, BE IT RESOLVED that the Trustee named below was absent from the Special Board meeting of November 4, 2021, due to hardship, and therefore, eligible to receive compensation for the meeting held on that date.

TRUSTEE

Ed Lopez

AYES:

NOES:

ABSENT:

ABSTAINING:

DATE ADOPTED: November 23, 2021

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TO: BOARD OF TRUSTEES
DATE: November 23, 2021
SUBJECT: Future Board Agenda Items

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

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

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

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

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

FUNDING SOURCE AND FINANCIAL IMPACT: Not applicable.

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

Fred Williams
Recommended by

Fred Williams
Approved for Submittal

6.f
Item No.

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

November 4, 2021

The Board of Trustees of the North Orange County Community College District met for its Special Meeting on Thursday, November 4, 2021, at 8:50 a.m. in the Cypress College Theater.

Board President Barbara Dunsheath called the meeting to order at 8:56 a.m. and led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Present: Stephen T. Blount, Jeffrey P. Brown, Barbara Dunsheath, Jacqueline Rodarte, Evangelina Rosales, and Student Trustees Meena Pandian and Erin Lacorte. Absent: Ryan Bent and Ed Lopez.

RESOURCE PERSONNEL PRESENT: Fred Williams, Interim Chancellor; Kashu Vyas, Vice Chancellor, District Director, Fiscal Affairs; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; JoAnna Schilling, Cypress College President; Gil Contreras, Interim Fullerton College President; Valentina Purtell, North Orange Continuing Education President; Kai Stearns, District Director, Public & Governmental Affairs; Ty Volcy, representing the District Management Association; Kim Orlijan, representing the Fullerton College Faculty Senate; Christie Diep, representing United Faculty; Dashiell Johnson, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Stephanie Acosta, Guadalupe Bautista, Ashley Berry, Kelly Carter, Julio Davila, Temperance Dowdle, Lisa Gaetje, Alaa Halwani, Angela Haugh, Henry Hua, Marbelly Jairam, Chrystal Johnson, Cari Jorgenson, Marcia Kagawa, Jenny Lee, Kisha Meta, David Okawa, Celeste Phelps, Alex Porter, Marc Posner, Elizabeth Putman, AnnMarie Ruelas, Joseph Shonkweiler, Aidin Tehrani, Jeanne Thompson, David Vakil, and Barbara Woolner from Cypress College; Naomi Abesamis, Nick Arman, Cecilia Arriza, Josh Ashenmiller, Ki-Hong Bae, Jodi Balma, Azin Biatani, Leonor Cadena, Elisa Cirrito, Alicia Contreras, LeS-Sie' Crockrom, Jeanne Costello, Archie Delshad, Sonia Duran, Deniz Fierro, Jean Foster, Monica Hagmaier, Nitztya Hamblet, Heather Halverson, Rabia Kahn, Sharon Kelly, Jennifer LaBounty, Larry Lara, Elaine Lipiz-Gonzalez, Rena Martinez-Stluka, Lisa McPheron, Jennifer Merchant, Jose Ramon Nunez, Christi O'Daniel, Ryan Osborn, Denise Parra, Mark Pavlovich, Stephanie Rodriguez, Eddie Roth, Ken Starkman, and Dana Timmermans from Fullerton College; Miranda Bates, Raine Hambly, Jayzelle Mata, Jennifer Perez, Deb Perkins, Kim Tang, and Stacy Webb from North Orange Continuing Education; and Beatrice Bates, Simone Brown Thunder, Danielle Davy, Rosanne Gerardo, Geoff Hurst, Julie Kossick, Chelsea Salisbury, Pamela Spence, Amita Suhrid, and Leslie Tsubaki from the District Office.

VISITORS: John Ayala.

OPEN FORUM: Beginning at 9:00 a.m., the following three finalists for the position of Chancellor took 45 minutes each to conduct a question and answer session: Dr. Jack Kahn, Dr. Byron Breland, and Dr. Chris Villa.

RECESS: At 11:45 a.m., the meeting was recessed to 1:20 p.m. to the Fullerton College, College Center Rooms 224-228 at 321 East Chapman Avenue, Fullerton, 92832.

RECONVENE MEETING: At 1:20 p.m., Board President Barbara Dunsheath reconvened the meeting and beginning at 1:30 p.m. the following three finalists for the position of Chancellor took 45 minutes each to conduct a question and answer session: Dr. Jack Kahn, Dr. Byron Breland, and Dr. Chris Villa.

ADJOURNMENT: At 4:15 p.m., it was moved by Trustee Jacqueline Rodarte and seconded by Trustee Jeffrey P. Brown to adjourn the meeting. **Motion carried with Trustees Brown, Dunsheath, Rodarte, and Rosales voting yes.**

Prepared By Recording Secretary for
Ed Lopez, Secretary, Board of Trustees

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UNAPPROVED
MINUTES OF THE SPECIAL CLOSED SESSION MEETING
OF THE BOARD OF TRUSTEES OF THE
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

November 6, 2021

The Board of Trustees of the North Orange County Community College District met for its Special Meeting on Saturday, November 6, 2021, at 8:30 a.m. in Room 105/107 at the Anaheim Campus.

Board President Barbara Dunsheath called the meeting to order at 8:59 a.m. and led the Pledge of Allegiance to the Flag.

TRUSTEE ROLL CALL: Present: Ryan Bent, Stephen T. Blount, Jeffrey P. Brown, Barbara, Dunsheath, Ed Lopez, Jacqueline Rodarte, and Evangelina Rosales. Absent: None.

RESOURCE PERSONNEL PRESENT: Fred Williams, Interim Chancellor and Irma Ramos, Vice Chancellor, Human Resources.

VISITORS: Joan Smith.

PUBLIC COMMENTS: There were no comments from the public.

CLOSED SESSION: At 8:59 a.m., Board President Barbara Dunsheath adjourned the meeting to closed session per the following sections of the Government Code: **Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Chancellor**

RECONVENE MEETING: At 4:10 p.m., Board President Barbara Dunsheath reconvened the meeting in open session.

ADJOURNMENT: At 4:10 p.m., it was moved by Trustee Jacqueline Rodarte and seconded by Trustee Ryan Bent to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

Prepared By Recording Secretary for
Ed Lopez, Secretary, Board of Trustees

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

November 9, 2021

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, November 9, 2021, at 5:30 p.m. via Zoom teleconference and YouTube livestream.

President Barbara Dunsheath called the meeting to order at 5:30 p.m. Cypress College Student David Enriquez and Fullerton College Student Jason La Croix led the Pledge of Allegiance to the Flag and provided statements on what democracy means to them.

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

RESOURCE PERSONNEL PRESENT: Fred Williams, Interim Chancellor; Kashu Vyas, District Director, Fiscal Affairs; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Gil Contreras, Interim President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns, District Director, Public & Governmental Affairs; Raine Hambly, representing the District Management Association; Jennifer Oo, representing North Orange Continuing Education Academic Senate; Damon De La Cruz, representing the Cypress College Academic Senate; Kim Orlijan, representing the Fullerton College Faculty Senate; Mohammad Abdel Haq, representing United Faculty; Joseph Vasquez, representing CSEA; Dash Johnson, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

OTHER ADMINISTRATORS AND EMPLOYEES PRESENT: Paul De Dios, Alex Porter, and Kathleen Reiland from Cypress College; Rod Garcia, Elaine Lipiz-Gonzalez, and Jose Ramon Nuñez from Fullerton College; Karen Bautista from North Orange Continuing Education; and Danielle Davy and Devin Griffith from the District Office.

VISITORS: David Enriquez and Jason La Croix. Public participation was provided via YouTube livestream.

COMMENTS: MEMBERS OF THE AUDIENCE:

- A. **Jaquel Pitts**, Fullerton College Student, addressed the Board to state that after viewing the Chancellor Finalists Open Forums, and based on his personal religious beliefs, his first choice is **Jack Kahn** followed by **Byron Breland**; he would not recommend **Chris Villa**. He also stated that the Board should bypass the hiring process and name **Gil Contreras** as the permanent Fullerton College President.

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

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

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

BLOCK VOTE APPROVAL OF PERSONNEL ITEMS: It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Evangelina Rosales that the following personnel items be approved by block vote with the removal of AeYoung Kim from the lateral transfer listing:

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

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

CHANCELLOR'S REPORT

- A. **Chancellor's Report: Interim Chancellor Fred Williams** reported that no announcement related to the chancellor search has been made, but the topic is agendaized for discussion in closed session with the Board.

COMMENTS

- A. **Irma Ramos** reported that the District reached agreement with Adjunct Faculty United on a Spring 2022 MOU and thanked **Tonya Cobb** and her team for their work.
- B. **Cherry Li-Bugg** recognized the District enterprise applications team—led by **Geoff Hurst** and including **Allan Abutin, Phil Lau, and George Isaac**—for their work to implement the District vaccine mandate.
- C. **Valentina Purtell** reported that she and **Ashley Walker**, District Policy Advisor, met with **Ellen Cesaretti-Monroy**, consultant for the State Assembly Higher Education Committee, to discuss the impact of COVID-19 on noncredit students and plans for an upcoming noncredit legislative briefing to discuss the 60% decline in enrollment across the State. President Purtell noted that NOCE would continue to exhaust every outreach effort in their enrollment recovery.
- D. **JoAnna Schilling** thanked both veteran students for leading the Pledge of Allegiance, saluted all veterans across the District, and reported on the various Cypress College events for Veterans Appreciation Week. She noted that the Campaign for College Opportunity named Cypress College and Fullerton College 2021 Equity Champions of Higher Education and that Cypress College was also named as an Aspen Prize Top 150 U.S. Community College and is eligible to apply for the 2023 Aspen Prize for Community College Excellence.
- E. **Gil Contreras** echoed the statements acknowledging veterans and shared the various Fullerton College activities for Veterans Appreciation Week including the Field of Heroes on the campus quad and the Annual Veterans Golf Classic. He reported on his attendance at a live choir performance in the parking structure—which was the first live performance on campus since the pandemic closure—and a Friends of Fullerton College Foundation alumni event. He congratulated the entire Fullerton College

community for being honored as a 2021 Equity Champion of Higher Education and thanked them for their efforts to make the campus a special place to learn and grow.

- F. **Kai Stearns** reported that the District won seven National Council for Marketing and Public Relations (NCMPR) Paragon Awards at the regional conference and congratulated **Chelsea Salisbury, Vinh Dang, and Rebecca Guillen**.
- G. **Raine Hambly** thanked and honored all the veterans in the District, and also thanked the Colleges and district staff for hosting the chancellor candidate forums.
- H. **Jennifer Oo** reported that the NOCE Academic Senate has invited members of the Academic Senate for California Community Colleges (ASCCC) to present to the NOCE Curriculum Committee on vocational course coding and that the Senate continues working on their Distance Education Plan.
- I. **Damon De La Cruz** reported that the Cypress College Academic Senate invited ASCCC and the Community College League of California (CCLC) to provide a presentation on collegiality in action, and also reported on attendance at the ASCCC Fall Plenary where voting on resolutions that were enacted statewide occurred.
- J. **Kim Orlijan** reported on attendance at the ASCCC Fall Plenary and Accrediting Commission for Community and Junior Colleges (ACCJC) training.
- K. **Mohammad Abdel Haq** reported that United Faculty has met with the District negotiating team over several months and were surprised to receive a best and final offer from the District at the last meeting despite no meaningful movement. He stated that faculty are angry and distrustful of the District because they have failed to pass COLA to faculty, force them to pay for dependent health benefits despite large reserves and carryover funds, and a failure to treat faculty respectfully that contradicts the District mission.
- L. **Joseph Vasquez** expressed support for veterans, reported on Green Zone training at Cypress College in order to make the campus more veteran friendly, and announced that classified stand with United Faculty.
- M. **Dash Johnson** thanked all veterans for their service to our country and community, stated that Adjunct Faculty United is in solidarity with United Faculty during their negotiations process, reported on the agreed upon COVID-19 MOU with the District MOU, and plans to continue monthly meetings with the Chancellor once the next chancellor is selected.
- N. **Student Trustee Erin Lacorte** noted that November is Native American History Month and encouraged attendance at the Pluralism, Inclusion, and Equity (P.I.E.) Series "Beyond Land Acknowledgement to Land (and Life) Back" presentation, and also reported that fundraising for the Fall Harvest is currently taking place in order to provide students with holiday baskets.
- O. **Student Trustee Meena Pandian** solicited donations for the Cypress College Thanksgiving Food Drive by November 17 and reported that Associated Students' elections were taking place.

- P. **Trustee Ryan Bent** thanked those who served on the Chancellor selection committee and expressed his appreciation to those who provided feedback on the open forums.
- Q. **Trustee Jacqueline Rodarte** thanked everyone who submitted comments related to the Chancellor Search.
- R. **Trustee Stephen T. Blount** reported on his attendance at the Cypress Chamber of Commerce Networking Breakfast and thanked all veterans for their service.
- S. **Trustee Evangelina Rosales** congratulated Cypress College dual enrollment counselors for being featured in a talent education publication, Fullerton College for being recognized for their transfer rates among Latinx students, and NOCE student **Amanda Coelho** on her completion of an Early Childhood Education certificate. She also thanked all of the veterans across the District for their service.
- T. **Board President Barbara Dunsheath** congratulated the colleges on their recognition as equity champions by the Campaign for College Opportunity and Cypress College on their Aspen Prize selection. She reported that the State Chancellor's Office Distance Education and Education Technology Advisory Committee (DEETAC) revised Title V for distance education with changes related to the definition of accessible, substantive interaction, and publication of all course standards. Dr. Dunsheath also thanked everyone who participated in the Chancellor search process and noted that no announcement had been made, but hoped it would be soon.

MINUTES: It was moved by Trustee Stephen T. Blount and seconded by Trustee Ryan Bent to approve the Minutes of the Regular Meeting of October 26, 2021. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Lacorte and Pandian's advisory votes.**

FINANCE & FACILITIES

Item 3.a: By block vote, authorization was granted to ratify purchase order numbers P0148136 - P0148392 through October 19, 2021, totaling \$4,237,511.15, and check numbers C0053189 – C0053250, totaling \$86,551.72; check numbers F0278252 – F0280318, totaling \$759,853.13; check numbers Q0000000 – Q0000000, totaling \$0.00; check numbers 88516623 – 88517600, totaling \$10,744,425.37; check numbers V0031851 – V0031858, totaling \$11,477.00; check numbers 70119211 – 70119582, totaling \$69,897.32; and disbursements E8985017 – E9004347, totaling \$29,578,408.02, through October 31, 2021.

Item 3.b: The Board received and reviewed the District's Quarterly Financial Status Report for the quarter ended September 30, 2021, as required by §58310 of Title 5.

Item 3.c: By block vote, authorization was granted to approve the 2021-2022 General Fund and Capital Outlay Fund transfers netting to the amount of \$184,733 and adopt the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

Item 3.d: The Board received and reviewed the Quarterly Investment Report and the Irrevocable Retiree Benefits Trust Report for the quarter ended September 30, 2021.

Item 3.e: By block vote, authorization was granted to declare the attached list of items as surplus and for the Liquidation Company to conduct an auction for the sale of the surplus

items. Proceeds collected by the auction company will be split between the District (55%) and the auction company (45%).

Item 3.f: By block vote, authorization was granted to approve Deductive Change Order #1 for Bid #2021-12, Cypress College Roof Replacement – Business Building #9 & Gym II Building #11 in the amount of \$49,579.03.

Further authorization was granted for the Interim Chancellor, Vice Chancellor, Finance & Facilities, District Director, Fiscal Affairs, or the District Director, Purchasing, to execute the deductive change order #1 on behalf of the District.

Item 3.g: By block vote, authorization was granted to file the Notice of Completion for the Bid #2021-12, Cypress College Roof Replacement – Business Building #9 & Gym II Building #11 with Best Contracting Services, Inc. and pay the final retention payment when due.

Item 3.h: By block vote, authorization was granted for the District to enter into an agreement with Dovetail Decision Consultants, Inc. to provide Furniture, Fixture & Equipment (FF&E) Coordination Consulting Services for Fullerton College Chapman Newell Instructional Building Complex for a total amount not to exceed \$112,650, including all project-related expenses. The term of the agreement will begin in December 2021 until the project is complete.

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

Item 3.i: By block vote, authorization was granted for the District to enter into an agreement with Dovetail Decision Consultants, Inc. to provide Furniture, Fixture & Equipment (FF&E) Coordination Consulting Services for Fullerton College M&O Building Complex for a total amount not to exceed \$92,700, including all project-related expenses. The term of the agreement will begin in December 2021 until the project is complete.

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

Item 3.j: By block vote, authorization was granted to amend the contract with Ease Learning to provide additional training to NOCE Distance Education faculty and coordinator in the amount of \$37,800, which will bring the total contract to \$210,550.

Further authorization was granted for the Interim Chancellor, Vice Chancellor, Finance & Facilities District Director, Fiscal Affairs, or District Director, Purchasing, to execute the agreement and/or related documents on behalf of the District.

Item 3.k: By block vote, authorization was granted to allow the Soroptimist International of Cypress to host Wine and Jazz Social Fundraiser at Cypress College campus on Wednesday, November 17, 2021, and to allow them to serve alcoholic beverages to attendees.

Item 3.l: By block vote, authorization was granted to allow the Cypress College Foundation to host the Curtis Scheetz Veterans' Resource Center Dedication Event at Cypress College on Friday, November 19, 2021, and to allow them to serve alcoholic beverages to attendees.

INSTRUCTIONAL RESOURCES

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

Item 4.b: By block vote, authorization was granted to approve the summary of curriculum changes for Fullerton College to be effective Spring 2022, Fall 2022, and Fall 2023. The curricula have been signed by the Campus Curriculum Chairperson, and the College President, and have been approved by the District Curriculum Coordinating Committee.

HUMAN RESOURCES

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

RETIREMENTS

Snyder, Peter	FC	Physical Education Eff. 12/15/2021 PN FCF732
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CHANGE IN RETIREMENT DATE

Greenhalgh, Mark	FC	Dean, Mathematics/Computer Science From: 12/31/2021 To: 06/30/2022 PN FCM973
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Young, Eldon	CC	Dean, Language Arts From: 12/31/2021 To: 06/30/2022 PN CCM982
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TEMPORARY REASSIGNMENT

Arman, Nick	FC	Counselor
	To:	FC Interim Dean, Student Support Services Range 32, Column A + Doctorate (100%) Management Salary Schedule Eff. 11/10/2021-06/30/2022

CHANGE IN SALARY CLASSIFICATION

Armstrong, Joanne	NOCE	Parenting Noncredit Instructor (ADJ) From: Column 2, Step 1 To: Column 3, Step 1 Eff. 08/16/2021
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ADDITIONAL DUTY DAYS @ PER DIEM

Alhadeff, Andrew	CC	Head Coach, Men's Basketball	15 days
Canner, Mark	CC	Head Coach, M&W's Water Polo	13 days
Mohr, Margaret	CC	Head Coach, Women's Basketball	15 days
Welliver, Nancy	CC	Head Coach, Women's Volleyball	13 days

LEAVE OF ABSENCE

@00001572	FC	Counselor SB 95 (SPSL) Paid Leave using Supplemental Paid Sick Leave Eff. 01/28/2021-02/15/2021 (49.50 hours)
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@01370838	FC	Instructor AB 2393 Parental Leave (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 11/29/2021-12/11/2021
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TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2021 FALL SEMESTER,

Zou, Carol	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-NONINSTRUCTIONAL

Jimenez, Joseph	CC	Column 1, Step 1
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Acosta, Cynthia	CC	Psychiatric Technician Mandatory Clinical Orientation Column 2, Step 2 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 10/18/2021
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Alofaituli, Kimberly	CC	Psychiatric Technician Mandatory Clinical Orientation Column 2, Step 2 Lecture Rate, Adjunct Faculty Salary Schedule Not to exceed 5 hours Eff. 10/18/2021
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Baloy, Czarina	CC	Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Spring Semester
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Ford, Julie	CC	Supervising Dentist (Dental Assisting Program) Column 3, Step 4 Lab Rate, Adjunct Faculty Salary Schedule Eff. 2022 Spring Semester
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Im, Robin	CC	Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Spring Semester
Kazim, Amir	CC	Supervising Dentist (Dental Hygiene Program) Column 3, Step 1 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Spring Semester
Smith Norman, Ravipan	CC	Supervising Dentist (Dental Hygiene Program) Column 3, Step 3 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Spring Semester
Suresh, Suma	CC	Simulation and Skills Lab Specialist Column 3, Step 2 Lab Rate, Adjunct Faculty Salary Schedule Eff. 11/01/2021-12/10/2021
Welch Wheatley, Janine	CC	Supervising Dentist (Dental Hygiene Program) Column 3, Step 4 Lecture Rate, Adjunct Faculty Salary Schedule Eff. 2022 Spring Semester

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

CHANGE IN RETIREMENT DATE

Karvia, Nick	FC	Director, Bookstore 12-month position (100%) Eff. 06/30/2022 PN FCM990
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RESIGNATION

Aceves, Alicia	NOCE	Grants and Special Projects Assistant 12-month position (100%) Eff. 10/26/2021 PN SCC831
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CHANGE IN HIRE DATE

Kirkpatrick, Rachael	CC	PE/Athletic Therapist 10-month position (100%) From: 09/15/2021 To: 09/20/2021 PN CCC679
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NEW PERSONNEL

Gutaskus, Mary FC Instructional Assistant/Math Lab
 12-month position (100%)
 Range 36, Step E
 Classified Salary Schedule
 Eff. 12/15/2021
 PN FCC890

LATERAL TRANSFER

Dodson, Lanicesha, FC From: Bookstore Assistant
 12-month position (100%)
 PN FCC947

To: Clerical Assistant II
 12-month position (100%)
 Eff. 11/15/2021
 PN FCC561

Gorrie, Susan FC From: Textbook Buyer
 12-month position (100%)
 PN FCC953

To: Administrative Assistant II
 12-month position (100%)
 Eff. 11/15/2021
 PN FCC606

Paulsen, Angela FC From: Bookstore Assistant
 12-month position (100%)
 PN FCC835

To: Lab Clerk/Nutrition and Food
 12-month position (100%)
 Eff. 11/15/2021
 PN FCC620

VOLUNTARY CHANGES IN ASSIGNMENT

Maertens, Tina FC Admissions and Records Technician (100%)

Temporary Change in Assignment

To: Evaluator
 12-month position (100%)
 Range 36, Step E +15% Longevity + PGD
 Classified Salary Schedule
 Eff. 11/15/2021 – 12/31/2021

Sanchez, Alicia FC Administrative Assistant II (100%)

Temporary Change in Assignment

To: Evaluator

12-month position (100%)
 Range 36, Step E + 5% Longevity + PGD
 Classified Salary Schedule
 Eff. 11/15/2021 – 03/15/2022

Solis Munoz, Samantha FC

Admissions and Records Specialist (100%)

Temporary Change in Assignment

To: International Students Services Coordinator
 12-month position (100%)
 Range 41, Step D + 5% Longevity
 Classified Salary Schedule
 Eff. 11/15/2021 – 06/30/2022

RECLASSIFICATION

Asavakulpanus, Nipa AC

Accounting Specialist
 12-month position (100%)
 Range 40, Step D

To: District Accounting Specialist
 12-month position (100%)
 Range 43, Step D
 Classified Salary Schedule
 Eff. 04/01/2021
 PN DEC967

Funaoka, Lisa FC

Admissions and Records Specialist
 12-month position (100%)
 Range 36, Step E + 15% Longevity

To: Business Analyst I, Enrollment Services
 12-month position (100%)
 Range 52, Step E + 15% Longevity
 Classified Salary Schedule
 Eff. 04/01/2021
 PN FCC648

Le, Lynn AC

Accounting Specialist
 12-month position (100%)
 Range 40, Step E

To: District Accounting Specialist
 12-month position (100%)
 Range 43, Step E
 Classified Salary Schedule
 Eff. 04/01/2021
 PN DEC927

Villasenor, Elizabeth AC

Accounting Specialist
 12-month position (100%)

Range 40, Step E + 5% Longevity

To: District Accounting Specialist
12-month position (100%)
Range 43, Step E + 5% Longevity
Classified Salary Schedule
Eff. 04/01/2021
PN DEC934

Vitharanage, Malmi AC

Account Specialist
12-month position (100%)
Range 40, Step E + 5% Longevity

To: District Accounting Specialist
12-month position (100%)
Range 43, Step E + 5% Longevity
Classified Salary Schedule
Eff. 04/01/2021
PN DEC963

STIPEND FOR ADDITIONAL ADMINISTRATIVE DUTIES

Hagmaier, Maite FC Clerical Assistant II (100%)
6% Stipend
Eff. 10/04/2021 – 10/30/2021

Merchant, Jennifer FC Program Coordinator (100%)
6% Stipend
Eff. 10/18/2021 – 12/31/2021

Salazar, Kellyann FC Health Education Coordinator (100%)
6% Stipend
Eff. 10/18/2021 – 12/31/2021

LEAVES OF ABSENCE

@01194985 AC Skilled Maintenance Mechanic (100%)
SB 95 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 09/16/2021 – 09/17/2021 (16 hours)

@01152750 CC Special Project Coordinator, Transfer Coach (100%)
SB 95 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 09/02/2021 – 09/03/2021 (16 hours)

@01201830 AC IT Project Leader (100%)
SB 95 (SPSL)
Paid Leave Using Supplemental Paid Sick Leave
Eff. 09/27/2021 – 10/08/2021 (78 hours)

@01250082	CC	Instructional Assistant, Career Center (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/27/2021 – 10/08/2021 (74 hours)
@01346628	NOCE	Alternate Media Specialist (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/21/2021 (4.5 hours)
@01029453	CC	Administrative Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/09/2021 (1.5 hours)
@00234724	NOCE	Manager, Instructional Technology Services (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/17/2021 – 09/24/2021 (48 hours)
@01145227	AC	Facilities- Security Officer (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/02/2021 – 09/03/2021 (16 hours); 09/30/2021 (8 hours); 10/1/2021 (8 hours); 10/4/2021 (8 hours)
@00742901	FC	Facilities Custodian I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/03/2021 – 09/16/2021 (80 hours)
Dam, Linh	AC	Payroll Specialist (100%) Family Medical Leave (FMLA/CFRA/CAPDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 11/22/2021 – 01/22/2022 (Consecutive Leave)
De Santiago, Luisa	AC	Human Resources Technician (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 09/20/2021 – 11/16/2021 (Consecutive Leave)
Garrett, Taylor	CC	Administrative Assistant III (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 10/27/2021 – 01/27/2022 (Consecutive Leave)

@00004008	FC	Student Services Specialist, Financial Aid (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/17/2021 (8 hours); 08/19/2021 (8 hours)
@01324612	CC	Student Services Specialist, CalWorks/ EOPS(100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 08/02/2021 – 08/12/2021 (75 hours);
@01822498	CC	Groundskeeper (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/02/2021 (4 hours); 09/03/2021 (8 hours)
@01262637	CC	Skilled Maintenance Mechanic (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 02/01/2021 – 02/08/2021 (48 hours); 03/05/2021 (4 hours)
@00003216	FC	Library Assistant III (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 03/25/2021 – 03/26/2021 (12 hours); 04/22/2021 – 04/23/2021 (12 hours)
@01150186	NOCE	Director, Student Equity and Success (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/10/2021 (8 hours)
@00353287	FC	Facilities Custodian II (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/01/2021 – 09/10/2021 (56 hours)
@00619448	NOCE	IT Services Coordinator I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 07/27/2021 – 08/03/2021 (48 hours)
@00158806	FC	Facilities Custodian I (100%) SB 95 (SPSL) Paid Leave Using Supplemental Paid Sick Leave Eff. 09/28/2021 (8 hours)

NEW CLASSIFIED JOB DESCRIPTION

Business Analyst I/[Department]
Range 52

Classified Salary Schedule

District Accounting Specialist
Range 43
Classified Salary Schedule

REVISED CLASSIFIED JOB DESCRIPTION

Evaluator Coordinator
Range 43
Classified Salary Schedule

Item 5.c: By the block vote, authorization was granted to approve the assignment of professional expert personnel per the professional expert listing.

(See Supplemental Minutes #1287 for a copy of the professional expert personnel listing.)

Item 5.d: By the block vote, authorization was granted to approve the hourly listing.

(See Supplemental Minutes #1287 for a copy of the hourly personnel listing.)

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

(See Supplemental Minutes #1287 for a copy of the volunteer listing.)

GENERAL

Item 6.a: The Board directed that the agenda for November 23, 2021 include the establishment of December 14, 2021 as the date of its Organizational Meeting and received as information the tentative dates for Board meetings in 2022, along with the dates of national and state conferences and conventions.

In reviewing the Tentative Board Meeting Calendar for 2022, the Board requested that the first meeting in the months of January and July be cancelled, and that the first meeting in August be marked as tentative, with the meeting only taking place if deemed necessary.

Item 6.b: The Board received the following proposed, revised Board Policies as a first reading and directed that they be placed on a future Board meeting for action:

- BP 4010, Academic Calendar
- BP 4021, Educational Program Discontinuance
- BP 4025, Philosophy and Criteria for Associate Degree and General Education
- BP 4027, Philosophy and Criteria for Continuing Education
- BP 4030, Academic Freedom
- BP 4040, Library and Learning Support Services
- BP 4050, Articulation
- BP 4060, Delineation of Functions Agreements
- BP 4070, Course Auditing and Auditing Fees

During the discussion, Trustee Ed Lopez recommended adding the following language from AP 4030 to BP 4030 as a new section 2.0: “Academic freedom must be balanced with the obligation of the District to protect the right of students to learn in an environment characterized by civility, open inquiry, and rigorous attention to the search for the truth, free of unlawful discrimination.” Board President Barbara Dunsheath requested that the College Presidents and Academic Senate Presidents share BP 4040 with their librarians for feedback before it returns for action by the Board.

Item 6.c: The Board received the following revised Administrative Procedures as information:

- AP 4010, Academic Calendar:
- AP 4021, Educational Program Discontinuance:
- AP 4025, Philosophy and Criteria for Associate Degree and General Education:
- AP 4026, Philosophy and Criteria for International Education:
- AP 4027, Philosophy and Criteria for Continuing Education:
- AP 4030, Academic Freedom:
- AP 4040, Library and Learning Support Services:
- AP 4050, Articulation:
- AP 4060, Delineation of Functions Agreements:
- AP 4070, Course Auditing and Auditing Fees:

During the discussion, Trustee Ed Lopez noted the following corrections to the reference section citations: delete “California Code of Regulations” from AP 4027 and correct the spelling of “WASC” in AP 4030.

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

Item 6.d: It was moved by Trustee Stephen T. Blount and seconded by Trustee Jacqueline Rodarte to appoint the following individuals to serve for a term of two years, for a maximum of three consecutive terms, and without compensation to the Citizens’ Oversight Committee for the North Orange County Community College District bond projects:

- Paulette Chaffey – College Support Organization, November 2021 – November 2023
- Richard Rams – Community Member, November 2021 – November 2023
- Carla Rogers Skorkin – Community Member, November 2021 – November 2023

During the discussion, Interim Chancellor Fred Williams shared that after advertising the vacancies, only three applications were received and the District still needs representatives for the senior citizen and tax-payer organization categories. He requested that trustees share the names of any individuals that could fulfill either category and also noted that an application for a Fullerton College student representative was recently received and would be included on the next Board agenda. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes, including Student Trustees Lacorte and Pandian’s advisory votes.**

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

Dr. Dunsheath did ask whether the campuses would be offering food bank services during the holiday closure. She then thanked staff for the responses to the class size questions included in the "Additional Information" listing and while she expressed her appreciation for the work of the curriculum committees, she also expressed a desire for more consistency across the District on class size and suggested a report to address the discrepancies.

CLOSED SESSION: At 6:34 p.m., Board President Barbara Dunsheath adjourned the meeting to closed session per the following sections of the Government Code and stated that there would not be a read out:

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

Per Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Per Section 54957: PUBLIC EMPLOYEE APPOINTMENT: Chancellor and Fullerton College President.

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

RECONVENE MEETING: At 8:21 p.m., Board President Barbara Dunsheath reconvened the meeting in open session.

ADJOURNMENT: At 8:21 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Evangelina Rosales to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, Rodarte, and Rosales voting yes.**

Prepared By Recording Secretary for
Ed Lopez, Secretary, Board of Trustees