



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

**MEETING:** Regular Meeting in April 2020

**DATE:** Tuesday, April 28, 2020, at 5:30 p.m.

**PLACE:** Zoom Teleconference

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

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

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

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

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

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

**AGENDA:**

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

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

- f. **Chancellor’s Report**

- g. **Comments:**  
  - Chancellor's Staff**
  - Resource Table Personnel**
  - Members of the Board of Trustees**
- h. **Approval of Minutes of the Regular Meeting of April 14, 2020.**
- i. **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 59338: FINAL DISTRICT DECISION; APPEALS TO LOCAL GOVERNING BOARD.**

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

- [a] Authorization is requested to enter into a service agreement with Westberg White Architects to serve as Campus Architect at Fullerton College in an amount not to exceed \$200,000 per fiscal year. The term of the agreement shall be for a period of three years effective July 1, 2020, through June 30, 2023, with an option to extend for an additional two-year period.
- [b] Authorization is requested for Fullerton College to accept donations to its divisions, departments, and programs.
- [c] Authorization is requested to enter into an agreement with Stamats Communications, Inc. in the amount not to exceed \$175,000 for services and development of a digital marketing campaign program for enrolment growth to recruit new adult students for sustaining long-term growth at NOCE from May 1, 2020 through February 28, 2021.

### 4. **INSTRUCTIONAL RESOURCES**

- [a] It is recommended that the Board approve the District's intention to apply for the FEMA Public Assistance grant available for the FEMA-4482-DR-CA California COVID-19 Pandemic and to seek reimbursement of allowable expenses under the this program through the California Governor's Office of Emergency Services (Cal OES) and approve the Designation of Subrecipient's Agent Resolution (Cal OES Form 130) for disaster number 4482-DR-CA.

## 5. HUMAN RESOURCES

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

Extension of Temporary Management Contract  
 Additional Duty Days @ Per Diem  
 Temporary Academic Hourly

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

New Personnel  
 Promotion  
 Voluntary Changes in Assignment  
 Leaves of Absence  
 Revised Management Job Description

- [c] Request approval of Professional Experts.

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

- e. Request approval of the following items concerning classified reclassifications:

Reclassifications  
 New Classified Job Descriptions  
 Revised Classified Job Descriptions

## 6. GENERAL

- a. It is recommended that the Board re-adopt Board Policy 2015, Student Members.
- b. It is recommended that the Board adopt Resolution No. 19/20-18, declaring the week of May 4-8, 2020, as Teacher Appreciation Week.
- c. It is recommended that the Board adopt Resolution No. 19/20-19, declaring the week of May 17-23, 2020, as Classified School Employee Week.
- d. It is recommended that the Board discuss any potential future agenda items.

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action     X      
Resolution \_\_\_\_\_  
**DATE:** April 28, 2020 Information \_\_\_\_\_  
Enclosure(s) \_\_\_\_\_  
**SUBJECT:** Enter Into Architectural Consultant  
Agreement with Westberg White  
Architects

**BACKGROUND:** On November 7, 2017, the Board approved a pool of 14 architectural firms to provide architectural and engineering services for District projects. Of the 14 approved firms, the Campus Project Manager and Assistant Project Manager identified five firms who were experienced and qualified to potentially serve in the capacity of Campus Architect to Fullerton College. In addition to professional qualifications, proximity to campus was considered. The College's Vice President of Administrative Services, campus Director of Physical Plant and Facilities, and District Director of Planning and Construction served as the selection committee in identifying the final candidate for this role and used prior experience with community colleges, cost, and professional references as criteria for selection. Three firms voluntarily withdrew from the process. Two others submitted proposals. After all proposals were reviewed, the selection committee agreed unanimously to recommend Westberg White Architects as the Fullerton College Campus Architect.

Below is a brief summary of what the Campus Architect may be requested to perform, amongst other tasks:

- Outreach/Communication – this task will include, but will not be limited to: reporting to the College/District Administration and the Board; coordinating with Academic Leadership; community/government/professional outreach.
- Long Term Planning – this task will include, but will not be limited to: coordinating the college's 5-20 year needs assessment; State Chancellor/FUSION reporting; facilitating the determination and documentation of Educating Planning, Budget Planning, and Physical Planning.
- Project Development – this task will include, but will not be limited to: identifying and prioritizing projects; generating project schedules; academic program and facilities needs assessment; project budgets; project delivery methods; RFQ/RFP preparation; design and construction team selections; debriefs.
- Project Design - this task will include, but will not be limited to: campus design guidelines; technical standards; BIM standards; project reviews.
- Operations - this task will include, but will not be limited to: staff coordination; budget/schedule reviews; program needs assessment; project budgets; DSA coordination; ADA compliance; infrastructure modernization; deferred maintenance program coordination; mediations.

Fees will be billed based on the hourly rate fee structure of Westberg White Architects. Proposals will be obtained for specific projects. The hourly rate fee structure of Westberg White Architects is comparable to the other firms evaluated and is as follows:

Partner/Principal	\$215
Project Architect	\$180
Planning & Facilities Specialist	\$170
Senior Designer	\$170
QA/QC Manager	\$140
Designer	\$135
Specification Writer	\$135
Senior Job Captain	\$125
Drafts Person, Senior	\$ 75
Drafts Person, Intermediate	\$ 60
Drafts Person, Junior	\$ 45
Clerical	\$ 55

This agenda item was submitted by Rodrigo Garcia, Vice President, Administrative Services, Fullerton College.

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

**How does this relate to Board Policy:** This item is submitted in accordance with Board Policy 6600, Capital Construction.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The proposed fees for architectural services in an amount not to exceed \$200,000 per fiscal year will be charged to a combination of Capital Outlay and Bond funds depending on the nature of services.

**RECOMMENDATION:** Authorization is requested to enter into a service agreement with Westberg White Architects to serve as Campus Architect at Fullerton College in an amount not to exceed \$200,000 per fiscal year. If additional services are required, staff will bring additional agenda items to the Board. Proposals will be obtained for specific projects, and fees will be billed based on the hourly rate fee structure of Westberg White Architects. The term of the agreement shall be for a period of three years effective July 1, 2020, through June 30, 2023, with an option to extend for an additional two-year period. Authorization is further requested for the Vice-Chancellor, Finance & Facilities, or District Director, Purchasing to execute the agreement on behalf of the District.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES Action  X   
**DATE:** April 28, 2020 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. Greg Schulz, President, Fullerton College.

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

**How does this relate to Board Policy:** This item is in 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 Counseling Division, EOPS/CARE Program:**

- *Miscellaneous Hygiene Products – Meghan Freebeck, CEO of Simply the Basics*
- *(109) LulaRoe Leggings – Kelly Darrah*
- *Baby Diapers 5,000 per month through June 2021 – Natalie Anderson, Diaper Bank Manager, Community Action Partnership of Orange County*

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

- *\$300 Check – National Association of Teachers of Singing, LA Chapter*

**To the Fullerton College Physical Education Division, Dance Team:**

- *\$100 Check – Henry Andronicos*
- *\$250 Check – R.M. Harmon Trustee*
- *\$250 Check – Momentum Dance & Performing Arts*

**To the Fullerton College Physical Education Division, Men's Soccer:**

- \$150 Check – *Roselia Aleman*
- \$200 Check – *Cristina Coello Barber and Dennis Scott Barber*
- \$200 Check – *Carmen Von Puschendorf and Dieter J. Von Puschendorf II*

**To the Fullerton College Physical Education Division, Women's Water Polo:**

- \$250 Check – *Anita Ward*

**To the Fullerton College Technology and Engineering Division, Cinema Department:**

- (95) Movie DVD's – *Charles Eric Sands*

Fred Williams

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Recommended by

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Approved for Submittal

3.b.2

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Item No.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	April 28, 2020	Resolution	<u>          </u>
<b>SUBJECT:</b>	North Orange Continuing Education Agreement with Stamats Communications, Inc. for a Digital Marketing Campaign for Enrollment Growth	Information	<u>          </u>
		Enclosure(s)	<u>          </u>

**BACKGROUND:** In an era of economic uncertainty due to the COVID-19 emergency and a growing need for effective virtual ways of engaging students, including marketing strategies, many colleges may find themselves in a position of declining enrollment. North Orange Continuing Education (NOCE) is seeking a company that would guide the institution to reach new heights and aggressively pursue new benchmarks for adult student enrollment through online marketing. The digital marketing and media buy project would look at NOCE’s enrollment processes, provide a roadmap for digital marketing, and engage in a digital media buy to increase enrollment in nearly all NOCE apportionment area programs including basic skills/high school diploma, career technical education, English as a second language, disability support services, and parenting.

NOCE would enter into a contract for digital marketing for enrollment growth with Stamats Communications, Inc. in order to develop strategies and a media buy plan that will ultimately increase enrollment.

The digital marketing and media buy project would include three different phases:

- Phase I: Campaign Kickoff and Discovery. This includes developing a detailed campaign launch plan outlining goals, key performance indicators, target audiences, media tactics, campaign budget development, and campaign timeline. Digital marketing campaigns will be established and prepared for launch. Google Analytics, Tag Manager and tracking pixels will be developed.
- Phase II: Campaign Performance Dashboard and Responsive Campaign Landing Pages. This phase includes development of a campaign performance dashboard with training for staff. The dashboard will provide 24/7 access for staff. This phase will also provide for development of two responsive landing page template concepts, revisions, and development of seven campaign landing pages.
- Phase III: Campaign Launch, Management, and Reporting. This phase includes the launch of seven key program digital marketing campaigns plus one general brand awareness campaign. Stamats will provide ongoing campaign management, testing, optimization, and monthly reporting for six months. Stamats will also provide ongoing management of digital marketing channels and oversight of media spend budget. Media buys would include Internet display, search, and retargeting advertising; social media advertising; digital video advertising; and digital audio advertising.

Stamats, Inc. has worked with several higher education institutions to expand their digital marketing plan and media buys which increased the recruitment of target student audiences into the educational pipeline. Stamats is a Google Certified Partner, investing training time each week to stay abreast of the latest trends, best practices, and increased access to Google products for their clients in digital marketing, including reduced ad costs. In addition, Stamats is the vendor NOCE is currently utilizing for the website redesign which will launch in August 2020. This is a benefit for this digital marketing project as Stamats is already familiar with and invested in the success of NOCE and our students.

The project will develop a set of bold and innovative strategies for recruiting new adult students and for sustaining long-term growth at NOCE. This investment will increase the NOCE brand presence in the community, leading to increased enrollment and partnerships.

This digital marketing and media buy project has the full support of the NOCE Academic Senate and NOCE President's Cabinet. The NOCE Digital Marketing for Enrollment Growth project with Stamats Communications, Inc. is in the amount not to exceed \$175,000 for the duration of May 1, 2020 through February 28, 2021.

This agenda item was submitted by Jennifer Perez, Director, Campus Communications, North Orange Continuing Education.

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

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

**FUNDING SOURCE AND FINANCIAL IMPACT:** Funding for this project comes from one-time, carry-over funds.

**RECOMMENDATION:** Authorization is requested for the Board of Trustees to enter into an agreement with Stamats Communications, Inc. in the amount not to exceed \$175,000 for services and development of a digital marketing campaign program for enrolment growth to recruit new adult students for sustaining long-term growth at NOCE. The timeline for the project will be May 1, 2020–February 28, 2021. Authorization is further requested for the Vice Chancellor, Finance and Facilities, or the District Director of Purchasing, to execute any agreement on behalf of the District.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>X</u>
		Resolution	<u>X</u>
<b>DATE:</b>	April 28, 2020	Information	<u></u>
		Enclosure(s)	<u>X</u>
<b>SUBJECT:</b>	Approval of Designation of Subrecipient's Agent Resolution and Acceptance of FEMA Public Assistance Grant		

**BACKGROUND:** On March 22, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant a major declaration for the State of California, pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-5207). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance.

In accordance with section 502 of the Stafford Act, eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials' may be reimbursed under Category B of the Federal Emergency Management Agency's (FEMA) Public Assistance program.

On the advice of state and local officials, NOCCCD made the decision on March 12 for all District entities to limit in-person classes. In order to provide students with the best opportunities to complete their classes, as many classes as possible were transitioned to remote instruction and support services were transitioned to remote assistance as much as possible.

As the worldwide public health crisis surrounding the novel coronavirus (COVID-19) continued to evolve, the District's immediate priorities were and have been to:

- Ensure the health and safety of NOCCCD students and employees; and
- Maintain the continuity of instruction and critical operations.

Thus, as events progressed, and directives were issued by the Governor to stay at home, the District closed its campuses and offices to the public and students until further notice. A staffing directive for all NOCCCD employees to coordinate with their managers to work from home during the foreseeable future was also issued and employees were transitioned to be able to work from home. Accordingly, the District has been maintaining only essential functions on site with limited numbers of employees.

The need to transition to working remotely and to provide our students with support to continue to take their classes as they transitioned to remote instruction required some investments in hardware, software, and personnel. These costs may be eligible for reimbursement under the FEMA Public Assistance program. Therefore, the District requests approval to apply for the FEMA Public Assistance grant available for the FEMA-4482-DR-CA California COVID-19 Pandemic and to seek reimbursement of allowable expenses under the this program through the California Governor's Office of Emergency Services (Cal OES).

The Cal OES Recovery Section acts as the grantee for FEMA's Public Assistance program and is ready to assist potential applicants with applying for a Public Assistance subgrant and understanding eligibility requirements. To be eligible to apply for funding available through this grant, authorized agents must be designated by North Orange County Community College District's Governing Body (Board of Trustees). If approved by the Board of Trustees, the authorized agents would be eligible to apply for State assistance for this current disaster, number 4482-DR-CA. The authorized agents would also be designated to review and approve assurances, agreements, applications, and other documents related to disaster/grant matters.

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

**How does this relate to the five District Strategic Directions?** This item responds to Direction #4: The District will implement best practices related to planning including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and District levels, and the allocation of resources to fund planning priorities. #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 agenda item is in accordance with Board Policy 3505 Emergency Response Plan and with Board Policy 3280 Grants (1.0) The Board will be informed about all grants received by the District; and, (2.0) The Chancellor shall establish procedures to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the District.

**FUNDING SOURCE AND FINANCIAL IMPACT:** The financial impact of this is currently unknown and ongoing. For items that are not able to be funded by other sources (i.e., categorical or other restricted funds) the District will use its available one-time funds to pay for costs associated with its response to the COVID-19 pandemic. The District will then seek to be reimbursed for all allowable expenses under the FEMA-4482-DR-CA California COVID-19 Pandemic program.

**RECOMMENDATION:** It is recommended that the Board approve the District's intention to apply for the FEMA Public Assistance grant available for the FEMA-4482-DR-CA California COVID-19 Pandemic and to seek reimbursement of allowable expenses under the this program through the California Governor's Office of Emergency Services (Cal OES) and approve the Designation of Subrecipient's Agent Resolution (Cal OES Form 130) for disaster number 4482-DR-CA. It is also requested that the Board authorize the Chancellor, or designee to sign the form and any related documents, indicating approval by the Board of Trustees.

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Trustees OF THE North Orange County Community College District  
(Governing Body) (Name of Applicant)

THAT Chancellor, OR  
(Title of Authorized Agent)

Vice Chancellor, Finance & Facilities, OR  
(Title of Authorized Agent)

District Director, Fiscal Affairs  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the North Orange County Community College District, a public entity  
(Name of Applicant)  
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the North Orange County Community College District, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) 4482-DR-CA

Passed and approved this 28th day of April, 2020

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** April 28, 2020 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
**SUBJECT:** Academic Personnel Enclosure(s) X

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

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

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

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

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

Irma Ramos

\_\_\_\_\_  
Recommended by

\_\_\_\_\_  
Approved for Submittal

5.a.1

\_\_\_\_\_  
Item No.

EXTENSION OF TEMPORARY MANAGEMENT CONTRACT

Ayon, Carlos	FC	Interim Dean, Business, CIS & Economic Workforce Development Range 32, Column G (100%) Management Salary Schedule Eff. 07/01/2020-12/31/2020
Timmermans, Dana	FC	Interim Director, Behavioral Health Services Range 20, Column G (100%) Management Salary Schedule Eff. 07/01/2020-04/23/2021

ADDITIONAL DUTY DAYS @ PER DIEM

Babad, Bruce	FC	Director of Jazz Ensemble	6 days
		Director of Jazz Band	11 days
Clasby, Candice	FC	Managing Director of Theater Prog.	3 days
		Director of Drama Production	6 days
		Artistic Director-Resident Theater Company	5.5 days
Clowes, Kevin	FC	Managing Director of Theater Prog.	3 days
		Theater Technical Director	15 days
		Resident Designer	13 days
		Coordinator H.S. Theater Festival	3 days
Dedmon, Nicola	FC	Director of Concert Choir	11 days
		Director of Chamber Singers	8 days
Espinosa, Tim	FC	Director of Drama Production	12 days
		Managing Director of Theater Prog.	3 days
Harless, Zachary	FC	Managing Director of Theater Prog.	3 days
		Resident Designer	13 days
		Coordinator H.S. Theater Festival	3 days
		Artistic Director-Resident Theater Company	5.5 days
Jowell, Joe	FC	Director of Jazz Ensemble	6 days
Lopez, David	FC	Director of Concert Band	8 days
		Director of Jazz Ensemble	6 days

Academic Personnel  
April 28, 2020

Mueller, Michael	FC	Director of Drama Production Managing Director of Theater Prog.	6 days 3 days
Scott, Mike	FC	Director of Jazz Ensemble	12 days
Shew, Jamie	FC	Director of Vocal Jazz Ensemble	16 days
Willis, Chad	FC	Director of Jazz Ensemble	18 days

TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2020 SPRING SEMESTER,  
WINTER/SPRING TRIMESTER

Suresh, Suma	CC	Column 1, Step 2
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TEMPORARY ACADEMIC HOURLY-SUBSTITUTES

Suresh, Suma	CC	Column 1, Step 2
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TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Maldonado, Marcela	FC	Myers Briggs Type Indicator Training Pt. 2 Stipend not to exceed \$150.00 Eff. 03/17/2020
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**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES

**DATE:** April 28, 2020

**SUBJECT:** Classified Personnel

Action	X
Resolution	_____
Information	_____
Enclosure(s)	X

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

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

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

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

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

Irma Ramos

\_\_\_\_\_  
Recommended by

\_\_\_\_\_  
Approved for Submittal

5.b.1

\_\_\_\_\_  
Item No.

Classified Personnel  
April 28, 2020

NEW PERSONNEL

Camacho, Adrian                      CC                      Receptionist  
12-month position (50%)  
Range 29, Step B + 5% Shift  
Classified Salary Schedule  
Eff. 05/01/2020  
PN CCC893

PROMOTION

Volcy, Tyesha                      CC                      Executive Assistant III  
12-month position (100%)  
PN CCN999

To: NOCE    Program Manager, LEAP  
12-month position (100%)  
Range 14, Column B  
Management Salary Schedule  
Eff. 05/01/2020  
PN SCM988

VOLUNTARY CHANGES IN ASSIGNMENT

Hsieh, Larry                      AC                      IT Security Analyst/System Administrator (100%)

Extension of Temporary Change in Assignment  
To:    IT Project Leader  
12-month position (100%)  
Range 57, Step C + PG&D  
Classified Salary Schedule  
Eff. 04/01/2020 – 06/30/2020

Ramirez, Joseph                      FC                      Senior Research & Planning Analyst (100%)

Extension of Temporary Change in Assignment  
To:    FC Interim Director, Inst. Research & Planning  
12-month position (100%)  
Column 30, Step B + Doctoral Stipend  
Management Salary Schedule  
Eff. 07/01/2020 – 12/31/2020

LEAVES OF ABSENCE

Aguilar, Freddy	FC	Electrician (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/18/2020 – 05/19/2020 (Consecutive Leave)
Bonilla, Irma	FC	Campus Safety Officer (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 03/16/2020 – 04/19/2020 (Consecutive Leave)
Cazales, Yadira	CC	Production Center Coordinator (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/29/2020 – 06/24/2020 (Consecutive Leave)
Miller, Jefferson	FC	Groundskeeper (100%) Family Medical Leave (FMLA/CFRA/EP SL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/01/2020 – 05/17/2020 (Consecutive Leave)
Nguyen, Chau	NOCE	Instructional Assistant, Business Skills (100%) Family Medical Leave (FMLA/CFRA) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 01/28/2020 – 07/07/2020 (Consecutive Leave)
Salazar, Kellyann	FC	Health Education Coordinator (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 02/24/2020 – 05/15/2020 (Consecutive Leave)
Sanchez, Lizeth	AC	Human Resources Coordinator (100%) Family Medical Leave (FMLA/CFRA) and Parental Leave (AB 2393) Paid Leave Using Sick Leave and Bonding Leave Until Exhausted; Unpaid Thereafter Eff. 01/09/2020 – 04/01/2020 (Consecutive Leave)

Classified Personnel  
April 28, 2020

REVISED CLASSIFIED MANAGEMENT JOB DESCRIPTION

District Manager, Audit and Contract Management  
Column 19  
Management Salary Schedule

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	District Manager, <del>Internal Audit and Contract Management</del>	Range: 19 (CL)	Management Schedule
Date Revised:	September 8, 2015	Date Approved:	September 9, 2014
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD</b>			

## PRIMARY PURPOSE

Under the direction of the Vice Chancellor of Finance and Facilities, and in conjunction with the District Director of Fiscal Affairs, this position is responsible for the internal audit functions of the District, augmenting the auditing activities of the independent external auditors, and serving as the District's technical expert on all audit matters. *In addition, this position will function as the Administrator of the Contract Management System for the District and assist in development and validation of contract language.*

## ESSENTIAL FUNCTIONS

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

1.	Develops and implements an internal audit plan for the District that tests and evaluates compliance with federal and state laws, and District policies and procedures, and determines the accuracy and reliability of accounting, financial, EDP systems, and other operating controls.
2.	<i>Prepares and presents written reports for the consideration of upper management identifying issues of noncompliance and recommendations for corrective actions. A quarterly report on the status of audits shall be provided to the Board of Trustees.</i>
3.	<del>Serves as a resource to improve the District-wide management of financial and operational responsibilities.</del>
4.	<i>Conducts internal audits, special audits (requested by management), including independent contract audits; coordinates/assists with audits conducted by external agencies (i.e., IRS, FTB, etc.). Conducts assessments of internal controls to mitigate risk of fraud, waste, and abuse.</i>
5.	Reviews audit findings with appropriate personnel, conducts follow-up reviews on the status of recommendations made by both internal and external auditors and determines whether corrective action has been taken to improve deficient conditions.
6.	<del>Reviews the means of safeguarding assets and, as appropriate, verify the existence of such assets.</del>
7.	<del>Develops and implements audit activities and procedures;</del> <i>Develops, implements and updates accounting procedures, recommend appropriate accounting treatment and recommend accounting adjustments, as necessary. for year-end adjustments and closing activities.</i>
8.	<del>Coordinates and directly assists with all audits conducted by outside agencies such as the IRS, FTB, etc.</del>
9.	<del>Keeps current on changes in laws, regulations, or audit and compliance reviews related to community colleges and brings new developments to the attention of appropriate District staff.</del> <i>Keeps abreast of District policies and procedures, current changes in local, state, and federal laws and regulations, current developments in accounting and auditing professions, or audit and compliance reviews related to community colleges; brings new developments to the attention of appropriate District staff.</i>

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

10.	<del>Prepares written reports for senior management and the Board of Trustees; interprets results to improve audit program and audit coverage; distributes a brief descriptive statement of work performed each quarter.</del>
11.	Functions as the Administrator of the Contract Management System with the overall responsibility of overseeing system functionality.
12.	Develops a thorough understanding of the Contract Management System (CMS) and system workflow; responds to CMS user issues, as necessary.
13.	Serves as the point of contact if vendor assistance is necessary for resolving problems or implementing system updates.
14.	Provides and/or assists in the training of District and college faculty and staff in the use of the Contract Management System, stressing the importance of a timely response and completion.
15.	Ensures that the objective of contract management is achieved including, efficient routing of drafts, updating contracts and maintaining e-signed copies in the central contract database.
16.	Assists various departments with their concerns regarding contractual language, as necessary; informs senior management and/or obtains legal review, as needed.
17.	<del>Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.</del>
18.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring process.
19.	Attends a variety of meetings as required, serves on committees and special projects as assigned, coordinates programs and services as appropriate with other District and college faculty and staff.
20.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
21.	Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and other ethnic backgrounds of students.
22.	<del>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.</del>
23.	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.
24.	Performs related duties as assigned.

**OTHER FUNCTIONS**

None

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

## **WORKING RELATIONSHIPS**

The District Manager, Internal Audit maintains frequent contact with college and District departments and personnel, the Orange County Department of Education, the California Community Colleges Chancellor's Office, and other outside agencies.

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## **EDUCATION AND EXPERIENCE**

### **Required Qualifications**

Bachelor's Degree from an accredited institution, with a major in accounting, finance, business or a related field.

Valid California license to practice as a Certified Public Accountant or Certified Internal Auditor.

Four years of progressively responsible experience as an auditor with an internal auditing unit or with a commercial auditing firm in financial or operational auditing with direct experience in planning, organizing and independently performing audit tasks for financial audits, compliance audits, performance or operational audits, and internal control reviews.

Four years of progressively responsible experience as an auditor with an internal auditing unit or with a commercial auditing firm in financial or operational auditing with direct experience in planning, organizing and independently performing audit tasks for financial audits, compliance audits, performance or operational audits, and internal control reviews.

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**

Master's Degree from an accredited institution in accounting, finance or business administration.

Audit experience in an educational institution with an automated accounting system.

Two years of progressive experience in reviewing contracts, affiliation agreements, and memorandum of understanding that apply to community colleges focusing on language that may result in potential liability.

Experience in reviewing contracts that obligates or benefits an institution.

Experience in shared governance in an educational setting.

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

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Experience in planning and performing financial and compliance audits of California Community Colleges.

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.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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

Knowledge of principles and practices of auditing, government auditing standards, accounting principles, and internal controls.

Knowledge of state and federal laws, regulations and audit and compliance requirements as they relate to community colleges, including Internal Revenue Service, State Chancellor's Office, Governmental Accounting Standards Board, and other regulatory agencies.

Knowledge and experience with accounting and auditing software.

Knowledge of principles, practices and methods of organizational, operational, financial, administrative, and procedural research and analysis, including program evaluation and auditing methodologies.

Knowledge of elements of contractual language

Knowledge of a shared governance model.

Knowledge of District organization, operations, policies and objectives.

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

Knowledge of record keeping procedures.

Knowledge of budget preparation and maintenance.

Knowledge of appropriate software and databases.

Ability to plan and organize all auditing functions in a manner that produces effective and efficient results.

Ability to exercise sound judgment in determining and carrying out proper audit procedures.

Ability to demonstrate skill in preparing concise written reports.

Ability to review and develop contracts.

Ability to maintain confidentiality regarding audit issues and findings.

Ability to maintain highest levels of objectivity, professionalism, and integrity in all activities.

Ability to make effective presentations to administrators and the Board of Trustees.

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

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

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

Ability to plan, organize and prioritize work.

Ability to meet schedules and 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.

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## **SPECIAL REQUIREMENTS**

None

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## **WORKING CONDITIONS**

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

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**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES

**DATE:** April 28, 2020

**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?** Not applicable.

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

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

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

Irma Ramos

\_\_\_\_\_  
Recommended by

\_\_\_\_\_  
Approved for Submittal

5.c.1

\_\_\_\_\_  
Item No.

Professional Experts  
April 28, 2020

PROFESSIONAL EXPERTS

Name	Site	Job Classification	Project Title	Max Permitted Hours per Week	Begin	End
Acevedo, Ofelia	NOCE	Project Expert	ESL Orientation Support	26	04/13/2020	05/01/2020
Acuna, Paige	FC	Project Coordinator	SDSI & Promise	26	04/29/2020	06/30/2020



Hourly Personnel  
April 28, 2020

Short-Term Hourly

<b>Name</b>	<b>Site</b>	<b>Title and Description of Service</b>	<b>Begin</b>	<b>End</b>	<b>Grade/Step</b>
Andreson, Rebecca	NOCE	Technical - Assist with DSS Adult program	04/29/20	06/26/20	TE A 1
Christian, Mar	CC	Technical - Assist with CyberPatriot program	04/29/20	06/30/29	TE A 1
Montestere, Jessica	NOCE	Technical - Assist with DSS program	04/29/20	06/26/20	TE A 1
Oliva, Christian	NOCE	Technical - Assist with DSS program	04/29/20	06/26/20	TE A 1

Hourly Substitutes

<b>Name</b>	<b>Site</b>	<b>Title and Description of Service</b>	<b>Begin</b>	<b>End</b>	<b>Grade/Step</b>
Kuria, Angela	NOCE	Direct Instr Support - Sub for Classified employee on leave	04/30/20	06/30/20	TE B 1

Full Time Students and Work Study

<b>Name</b>	<b>Site</b>	<b>Title and Description of Service</b>	<b>Begin</b>	<b>End</b>	<b>Grade/Step</b>
Uscanga, Daniel	CC	Full-time Student - Assist with CyberPatriot program	04/29/20	06/30/20	TE A 1

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TO:** BOARD OF TRUSTEES Action X  
**DATE:** April 28, 2020 Resolution \_\_\_\_\_  
Information \_\_\_\_\_  
**SUBJECT:** Classified Reclassifications Enclosure(s) X

**BACKGROUND:** The reclassification of management and classified employees contained herein are submitted for approval in compliance with the district processes as outlined in the CSEA Collective Bargaining Agreement Article 18 and District Administrative Procedure 7240-13.

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

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

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

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

Irma Ramos

Recommended by

Approved for Submittal

5.e.1

Item No.

Classified Reclassifications  
April 28, 2020

RECLASSIFICATIONS

Biatani, Azin	FC	IT Technician II 12-month position (100%) Range 44, Step E  To: IT Services Coordinator I 12-month position (100%) Range 48, Step E Classified Salary Schedule Eff. 10/01/2019 PN FCC745
Hegle, Sierra	CC	Student Services Technician, Transfer Center 12-month position (100%) Range 33, Step C + PG&D  To: Student Services Specialist, Transfer Center 12-month position (100%) Range 36, Step C + PG&D Classified Salary Schedule Eff. 10/01/2019 PN CCC799
Howard, Nicole	FC	Clerical Assistant I 12-month position (100%) Range 29, Step B  To: Administrative Assistant I 12-month position (100%) Range 33, Step B Classified Salary Schedule Eff. 10/01/2019 PN FCC733
Kossick, Julie	AC	District Director, Human Resources 12-month position (100%) Column 32, Step G  To: Associate Vice Chancellor, Human Resources 12-month position (100%) Column 37, Step G Management Salary Schedule Eff. 08/01/2019 PN DEM998

Classified Reclassifications  
April 28, 2020

Lee, Jenny	CC	Accounting Technician 12-month position (100%) Range 36, Step E + 5% Longevity + PG&D  To: Accounting Specialist 12-month position (100%) Range 40, Step E + 5% Longevity + PG&D Classified Salary Schedule Eff. 10/01/2019 PN CCC863
Menchaca, Gregory	FC	Testing and Assessment Specialist 12-month position (100%) Range 36, Step E + 20% Longevity  To: Student Services Coordinator, Counseling 12-month position (100%) Range 43, Step E + 20% Longevity Classified Salary Schedule Eff. 10/01/2019 PN FCC838
Merchant, Jennifer	FC	Career Center Coordinator I 12-month position (100%) Range 40, Step E  To: Program Coordinator 12-month position (100%) Range 45, Step E Classified Salary Schedule Eff. 10/01/2019 PN FCC812
Moreno, Amy	FC	Administrative Assistant II 12-month position (100%) Range 36, Step E + 15% Longevity  To: Office Coordinator 12-month position (100%) Range 40, Step E + 15% Longevity Classified Salary Schedule Eff. 10/01/2019 PN FCC830

Classified Reclassifications  
April 28, 2020

Nguy, Sabrina	FC	Administrative Assistant II 12-month position (100%) Range 36, Step E +PG&D  To: Administrative Assistant III 12-month position (100%) Range 41, Step E + PG&D Classified Salary Schedule Eff. 10/01/2019 PN FCC723
Pham, Thomas	FC	Buyer 12-month position (100%) Range 39, Step E + PG&D  To: Buyer II 12-month position (100%) Range 41, Step E + PG&D Classified Salary Schedule Eff. 10/01/2019 PN DEC966
Rodriguez, Gabriel	FC	Instructional Assistant, Computer Lab 12-month position (100%) Range 36, Step E + 15% Longevity  To: IT Helpdesk Coordinator 12-month position (100%) Range 41, Step E + 15% Longevity Classified Salary Schedule Eff. 10/01/2019 PN FCC838
Salkovieh, Nahid	CC	Administrative Assistant II 12-month position (100%) Range 36, Step E +15% Longevity +PG&D  To: Administrative Assistant III 12-month position (100%) Range 41, Step E + 15% Longevity + PG&D Classified Salary Schedule Eff. 10/01/2019 PN CCC919

Classified Reclassifications  
April 28, 2020

Solis, Samantha	FC	Admissions and Records Technician 12-month position (100%) Range 33, Step D + PG&D  To: Admissions and Records Specialist 12-month position (100%) Range 36, Step D + PG&D Classified Salary Schedule Eff. 10/01/2019 PN FCC984
Tran, Nghia "Danny"	AC	Purchasing Assistant 12-month position (100%) Range 33, Step D + PG&D  To: Purchasing Technician 12-month position (100%) Range 36, Step D + PG&D Classified Salary Schedule Eff. 10/01/2019 PN DEC986
West, Christopher	CC	Financial Aid Technician 12-month position (100%) Range 36, Step E  To: Financial Aid Coordinator 12-month position (100%) Range 40, Step E Classified Salary Schedule Eff. 10/01/2019 PN CCC970
Willie, Gemena	FC	Admission and Records Technician 12-month position (100%) Range 33, Step D + PG&D  To: Admissions and Records Specialist 12-month position (100%) Range 36, Step D + PG&D Classified Salary Schedule Eff. 10/01/2019 PN FCC771

Classified Reclassifications  
April 28, 2020

NEW CLASSIFIED JOB DESCRIPTIONS

Buyer II  
Range 41  
Classified Salary Schedule

IT Helpdesk Coordinator  
Range 41  
Classified Salary Schedule

Program Coordinator  
Range 45  
Classified Salary Schedule

Purchasing Technician  
Range 36  
Classified Salary Schedule

REVISED CLASSIFIED JOB DESCRIPTIONS

Administrative Assistant III  
Range 41  
Classified Salary Schedule

Financial Aid Coordinator  
Range 40  
Classified Salary Schedule

Student Services Coordinator  
Range 43  
Classified Salary Schedule

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Buyer II	Range:	41
Date Revised:		Date Approved:	

**PRIMARY PURPOSE**

This position is responsible for performing a variety of duties related to the acquisition of supplies, equipment and services in compliance with established purchasing policies, procedures, and guidelines.

**ESSENTIAL FUNCTIONS**

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

1.	Determines sources of supplies and equipment; performs quality, value, and cost analyses; receives and reviews requisitions; contacts appropriate vendors; obtains price quotes, methods of procurements and related data to complete purchase orders; prepares purchase orders for authorized signatures.
2.	Expedites purchase orders and requisitions within established procedures; follows up on late orders; forwards orders for payment upon receipt and approval.
3.	Independently prepares and conducts bid openings, bid specifications; analyzes bid terms and conditions; evaluates bids received, and recommends and prepares awards; interviews vendors regarding purchases;
4.	Independently prepares and publishes advertisements and correspondence internally/externally electronic and other platforms.
5.	Investigates and responds to complaints regarding condition and quality of merchandise; follows up on damaged or incorrect merchandise and duplicate orders. Provides information and assistance to staff regarding the status of purchases.
6.	Prepares and maintains a variety of records, files and reports related to purchasing activities; independently prepares contracts and maintenance agreements to ensure legal compliance
7.	Contacts vendors to coordinate the repair of merchandise; obtains price estimates and arranges for merchandise pick up and schedules repairs. Establishes and maintains effective relationships with outside vendors and sales representatives.
8.	Prepares and conducts training and presentations; updates and maintains purchasing manual.
9.	Provides assistance to other purchasing personnel as required.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Performs related duties as assigned.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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## OTHER FUNCTIONS

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## WORKING RELATIONSHIPS

The Buyer II maintains frequent contact with various departments, staff, and outside vendors.

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## EDUCATION AND EXPERIENCE

### Minimum Qualifications

An associate degree, or the completion of at least sixty (60) college-level semester units related to business administration, procurement, contract law or related field. Minimum four (4) years increasingly responsible experience, preferably in purchasing.

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

### Desirable Qualifications

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

## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives  
Knowledge of procurement principles, practices and procedures  
Knowledge of methods and procedures used in the purchase of supplies and equipment  
Knowledge of types and sources of supplies, materials and equipment commonly used  
Knowledge of modern office practices, procedures and equipment  
Knowledge of interpersonal skills using tact, patience and courtesy  
Ability to effectively purchase a variety of supplies, equipment and materials  
Ability to learn and interpret laws, rules and regulations affecting District supplies and equipment  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to use various software applications  
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.  
Ability to make arithmetic calculations quickly and accurately  
Ability to prepare and maintain records, files, and reports  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively orally and in writing  
Ability to establish and maintain effective working relationships with others

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## SPECIAL REQUIREMENTS

None

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## WORKING CONDITIONS

College or District office environment; subject to constant interruptions and varying noise levels; frequent interaction with others; sitting, walking, and standing for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; fine finger manipulation; vision abilities; ability to push, pull, and lift.

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<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	IT Helpdesk Coordinator	Range:	41
Date Revised:		Date Approved:	

**PRIMARY PURPOSE**

This position is responsible for planning, coordinating, and organizing a variety of programs, services, and activities to assist students and facilitate their educational goals, coordinates use of program(s) facilities with faculty, staff, and students.

**ESSENTIAL FUNCTIONS**

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

1.	Recruits and trains computer Lab Aides and Lab Techs/Help Desk hourly personnel to assist Students, Faculty and Staff in accordance with District policies. Provides training and instruction to assigned personnel to assure proper care and use of software and equipment to assist Students, Faculty and Staff to obtain educational objectives.
2.	Write instructions for Students, Faculty and Staff for use of software applications.
3.	Maintains ACT computer labs in a safe, clean and orderly condition; prepares and maintains records and reports as necessary.
4.	Coordinate the scheduling of the reserve lab for the campus and resolves lab use conflicts with Faculty/Staff as they arise.
5.	Orders, maintains, receives, and stores equipment, materials and supplies; maintains inventories to assure adequate quantities are available for timely instructional use; develops budget as assigned and monitors expenditures. Coordinate with per page print vendors to insure quality assurance and appropriate toner supplies for the campus.
6.	Prepare and process all Human Resources documents for all ACT hourly staff
7.	Under the direction of the ACT Manager, independently performs a wide variety of complex technical duties in the preparation and maintenance of the ACT hourly payroll budget, prepares reports and materials as assigned so that the ACT Manager can make informed decisions.
8.	Receives reviews, calculates and records all ACT hourly employee time sheets; inputs, updates and maintains data on all ACT hourly employee payroll records. Communicates with District Payroll to ensure the accurate and timely payment of wages for all ACT hourly employees.
9.	Communicate with outside institutions and complete documentation for employment verification of ACT hourly staff. Write letters of recommendation
10.	Address and resolve Service Requests and oversee the Fullerton College Help Desk hourly personnel address and resolve Service Requests. Assign Service Requests to the appropriate ACT staff and oversee the Fullerton College Help Desk hourly personnel Assign Service Requests to the appropriate ACT staff. Oversee the weekly reporting of Service Request data.
11.	Assist Fullerton College Desktop Services in the setup and take down of Media equipment (i.e. Mics, speakers, mobile laptop projector demo stations), at various location of the campus.
12.	Assist ACT in special projects such as software compliance and inventory.

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

13.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
14.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Program Coordinator maintains frequent contact with various departments, outside agencies, students, staff, and public.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Bachelor's degree from a regionally accredited college/university. Four (4) years training or work experience directly related to the position.

Three years of increasingly responsible professional experience within an environment with high emphasis on customer service and program coordination preferably in an educational setting.

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

Desirable Qualifications

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of district organization, policies, procedures, goals and objectives of assigned department  
Knowledge of policy, procedure, local, state and federal regulations related to department operations  
Knowledge of the principles and practices of supervision, training and direction of personnel  
Knowledge of leadership, organization and project management  
Knowledge of project planning, research, analysis and grant development and submission, etc.  
Knowledge of specialized development applications, resources, equipment, techniques and strategies  
Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary  
Knowledge of the proper methods, materials, tools and equipment used in the assigned department  
Knowledge of appropriate safety precautions and procedures  
Knowledge of instructional methods and techniques  
Knowledge of modern office practices and procedures  
Knowledge of bookkeeping, record keeping, documentations, analysis, accounting principles, budget preparation and maintenance,  
Knowledge and ability to operate computers, copiers and other standard office equipment  
Ability to present materials and to perform experiments and demonstrations in the area assigned  
Ability to assist students in understanding and applying basic principles of the assigned subject area  
Ability to make arithmetic calculations quickly and accurately  
Ability to work independently with little direction  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing

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

Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

Requires a valid California Driver's License

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**WORKING CONDITIONS**

College or District indoor office environment; subject to constant interruptions and frequent interaction with administrators, management, faculty, and staff; sitting, standing, and walking for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities and fine finger manipulation; occasional travel to other locations to attend meetings or conduct work. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.

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<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Program Coordinator	Range:	45
Date Revised:		Date Approved:	

**PRIMARY PURPOSE**

This position is responsible for planning, coordinating, and organizing a variety of programs, services, and activities to assist students and facilitate their educational goals, coordinates use of program(s) facilities with faculty, staff, and students.

**ESSENTIAL FUNCTIONS**

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

1.	Serves as the lead for institution in the strategic fiscal and operational coordination of a District or campus program or service program(s). Provides direction and coordination in the implementation of the goals, objectives, policies, and procedures of the assigned program(s). Provides technical information and expertise to students, instructors, and staff, and external partners regarding program(s) and services, collaborate with students, community partners, faculty and staff to implement organizational objectives and student programs.
2.	Responsible for independent grant development in area of responsibility including research of available grants in area or assignment, grant text, grant budget projections, staffing matrices, submission requirements, program design, and other grant requirements and deadlines.
3.	Coordinates the design, implementation and facilitation of Student Learning Outcomes (SLOs), Student Support Services Quality Review (SSQR), Student Services Master Plan (SSMP), accreditation, program review and/or other reports as assigned. Organizes, participates and services as the chair for general meetings, committee meetings, and special projects as assigned. Coordinates programs and services related to area of assignment.
4.	Develops and coordinates informational materials, presentations and workshops regarding programs and services; develops materials for distribution to promote activities and services; coordinates and participates in outreach activities to promote educational awareness, opportunities and services of the area of assignment.
5.	Researches and implements current and trending educational development theories, legal requirements, labor market statistics, outreach-marketing, and best practices to serve diverse program needs.
6.	Ensures compliance with campus, district, state and federal objectives and regulatory requirements, including program related mandates. Coordinates use of facilities with faculty, staff, and students; maintains the safety and functionality of assigned areas of responsibility. Schedules and conducts meeting with faculty and staff for program evaluations and improvement.
7.	Performs administrative duties related to the maintenance and efficiency of the assigned program(s); independently drafts and implements various forms, letters, and correspondence; maintains student attendance records, maintains confidential student information and progress data on appropriate forms and records; compiles statistical data.
8.	Responsible for the preparation of the annual program(s) budget; monitors expenditures, initiates and develops grant one-time funding requests; prepares fiscal reports as directed. Orders, maintains, receives, catalogs, and stores equipment, materials and supplies; maintains inventories to assure adequate quantities are available for timely instructional use.

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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9.	Compiles and maintains a variety of records, logs, files, and statistical reports related to the activities of assigned program(s); prepares and maintains a variety of records related to students and program activities.
10.	Develops and prepares materials for faculty and student use.
11.	Trains and provides work direction and guidance to others as directed; coordinates professional development for new and continuing employees.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
14.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Program Coordinator maintains frequent contact with various departments, outside agencies, students, staff, and public.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Bachelor's degree from a regionally accredited college/university. Four (4) years training or work experience directly related to the position.

Three years of increasingly responsible professional experience within an environment with high emphasis on customer service and program coordination preferably in an educational setting.

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

Desirable Qualifications

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of district organization, policies, procedures, goals and objectives of assigned department  
 Knowledge of policy, procedure, local, state and federal regulations related to department operations  
 Knowledge of the principles and practices of supervision, training and direction of personnel  
 Knowledge of leadership, organization and project management  
 Knowledge of project planning, research, analysis and grant development and submission, etc.  
 Knowledge of specialized development applications, resources, equipment, techniques and strategies  
 Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary

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

Knowledge of the proper methods, materials, tools and equipment used in the assigned department  
Knowledge of appropriate safety precautions and procedures  
Knowledge of instructional methods and techniques  
Knowledge of modern office practices and procedures  
Knowledge of bookkeeping, record keeping, documentations, analysis, accounting principles, budget preparation and maintenance,  
Knowledge and ability to operate computers, copiers and other standard office equipment  
Ability to present materials and to perform experiments and demonstrations in the area assigned  
Ability to assist students in understanding and applying basic principles of the assigned subject area  
Ability to make arithmetic calculations quickly and accurately  
Ability to work independently with little direction  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

Requires a valid California Driver's License

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**WORKING CONDITIONS**

College or District indoor office environment; subject to constant interruptions and frequent interaction with administrators, management, faculty, and staff; sitting, standing, and walking for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities and fine finger manipulation; occasional travel to other locations to attend meetings or conduct work. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.

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## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Purchasing Technician	Range:	36
Date Revised:		Date Approved:	

### PRIMARY PURPOSE

This position is responsible for performing a variety of specialized and complex duties in support of purchasing functions and assisting in the coordination of office functions to assure efficient operations.

### ESSENTIAL FUNCTIONS

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

1.	Performs a variety of specialized and complex duties in support of purchasing functions within established rules and regulations; coordinates daily support activities to assure efficient operations; answers questions requiring judgment, knowledge and explanation of policies.
2.	Prepares correspondence, memos, letters, board agendas, and lists; revises schedules, forms, reports, records, and other information; compiles statistical information for use in reports; attends meetings and takes minutes; initiates and answers telephone calls; screens and directs calls; schedules appointments and meetings; routes and distributes incoming mail and other materials; prepares outgoing mail and packages.
3.	Prepares and maintains a variety of complex records, files and reports related to purchasing activities as required; assists in the preparation and maintenance of materials for the annual inventory and obsolete inventory.
4.	Assists in the preparation and processing of bids according to established procedures and requirements; assists in bid awarding processes; assist in pre-qualification awards process; prepares complex and exacting legal forms and contracts.
5.	Prepares purchase orders and formal bids; verifies data for accuracy and adherence to schedules and deadlines.
6.	Answers questions from departments and vendors concerning requisitions and purchase orders; research matters related to purchasing activities; including internal and external audits.
7.	Collects and accounts for fees and other monies received; maintains ledgers and other financial records as assigned.
8.	Orders and tracks supplies and prepares purchase requisitions; assists in tracking budgets and expenditures.
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Performs related duties as assigned.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

## OTHER FUNCTIONS

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### WORKING RELATIONSHIPS

The Purchasing Assistant maintains frequent contact with various departments and personnel, faculty, students and the public.

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### EDUCATION AND EXPERIENCE

#### Minimum Qualifications

High school diploma or GED. Minimum two (2) years prior administrative experience in an office environment.

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

#### Desirable Qualifications

Prior experience working in a financial/accounting setting. 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 applicable sections of State Education Code and other applicable laws  
Knowledge of basic purchasing methods and procedures  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of basic bookkeeping procedures  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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

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**SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

College or District office environment; subject to constant interruptions and varying noise levels; frequent interaction with others; sitting, walking, and standing for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; fine finger manipulation; vision abilities; ability to push, pull, and lift.

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

Job Title:	Administrative Assistant III	Range:	41
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties to support the head of a functional activity within a college or District; and managing office functions to assure efficient operations. This requires specialized knowledge in the functional area supported (e.g. financial aid, student services, health services, various instructional areas, and any other departments).

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**ESSENTIAL FUNCTIONS**

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

1.	Performs advanced administrative duties independently at the direction of the head of a functional activity within a college or District; manages daily activities to assure efficient operations; provides information to departments, personnel, students and the public on the phone and in person; answers questions and resolves problems requiring specialized and extensive knowledge of assigned area.
2.	Prepares and maintains class schedules, <u>staff assignments</u> , room assignments, textbook orders, audio-visual, computer equipment, and associated paperwork; assists instructors with preparation of curriculum, forms, applications, and testing materials; ensures classrooms and instructional areas are maintained; assists with <u>probationary</u> tenure reviews; <u>may provide assistance in requisited clearance for registration</u> .
3.	Plans and organizes special projects, committees, receptions and events as assigned; maintains calendar of activities, events and special meetings; schedules appointments and meetings; prepares agenda items and materials as required; attends meetings and transcribes and distributes minutes. <u>Serve as a liaison with internal and external partners as appropriate in the execution of assigned responsibilities.</u>
4.	Assists in the compilation and preparation of budgets; maintains department expenditures and budgets; approves expenditures within established guidelines; calculates and submits time sheets; responds to inquiries regarding financial issues.
5.	Maintains a variety of complex records of confidential nature including information regarding Board, District, personnel, student, or controversial matters; inputs and retrieves computerized data as required. <u>Develops, maintains and updates specialized and custom forms, databases, logs, files, schedules, lists, certificates, records and reports to support work processes in areas of assigned responsibility. Reviews information, identifies discrepancies and completes analysis to resolve appropriately. Completes analysis and manipulation of data to ensure accuracy and compliance with applicable policy and regulations.</u>
6.	Composes and prepares correspondence independently; formats presentations and reports; develops and revises schedules and forms; compiles and prepares complex and difficult statistical and narrative reports from a variety of sources; greets visitors and directs to appropriate personnel; initiates and answers telephone calls; screens and directs calls; receives, opens, prioritizes, and routes mail.

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

7.	Orders supplies and equipment, and prepares purchase requisitions; tracks orders to assure delivery and payment; processes facilities maintenance requests.
8.	<u>Provides functional work direction to other administrative support staff in area of assignment.</u> Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

The Administrative Assistant III maintains frequent contact with various District departments and personnel, faculty, students and the public.

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

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

High school diploma or GED, one (1) year of college-level course work in office administration, business, office technology, information technology or closely related field,

Minimum four (4) years of administrative experience; may be supplemented by applicable college courses.

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

Desirable Qualifications

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of applicable sections of State Education Code and other applicable laws  
Knowledge of organization, policies, and rules of assigned department or program  
Knowledge of modern office practices, procedures and equipment  
Knowledge of record-keeping techniques  
Knowledge of basic bookkeeping procedures  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Knowledge of various computer software applications  
Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to type at 60 wpm from clear copy  
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.

Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to complete work efficiently with many interruptions  
Ability to work confidentially with discretion  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to understand scope of authority in making independent decisions  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

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

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**SPECIAL REQUIREMENTS**

Some departments may require a valid California Driver's License

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**WORKING CONDITIONS**

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

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

Job Title:	Financial Aid Coordinator	Range: 40	Classified Schedule
Date Revised:		Date Approved:	February 27, 2019

**PRIMARY PURPOSE**

Under general direction of the Financial Aid Director, manage, coordinate, organize, develop and direct a variety of complex technical tasks involved in the implementation of student financial aid programs and procedures in accordance with federal and state regulations. Coordinates office activities, assists in the delegation of responsibilities and training of office staff. Implements office policies and procedures and performs a variety of complex administrative duties including accounting functions.

**ESSENTIAL FUNCTIONS**

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

1.	<del>Coordinates and organizes day to day financial aid activities to ensures that work is performed in a competent and timely manner .</del>
2.	<del>Develops, implements, and maintains assigned technology, programs and software independently and collaboration with internal and external partners. Performs audit, reporting, documentation, security issues, and problem solving related to technology.</del> 3. Monitors federal and state accounts in accordance with regulations to ensure financial aid funds are accurately reported. Monitors program fund accounts to ensure students are not awarded more than their allocation.
3.	Reconciles direct loan accounts and various federal and state grant award accounts; reconciles various account ledgers; balances fund accounts with internal ledgers and other appropriate sources.
4.	Prepares financial statements and reports as directed; ensures compliance with applicable rules, regulations, policies and procedures.
5.	Assists in the preparation and monitoring of Financial Aid Office budget; processes budget transfers and prepares journal entries; monitors accounting activities of assigned BFAP-SFAA categorically-funded programs.
6.	Provides technical expertise to assist District personnel and department personnel regarding various records, budgets, accounts and programs. Coordinates communication and accounting activities with other District departments and personnel, governmental agencies, private agencies and vendors.
7.	Establishes procedures for intake and processing of student applications; guides and advises students and prospective students concerning the financial aid programs; explains complex policies and procedures. <u>Assist in student appeals process.</u>
8.	Sets up financial aid packaging parameters that other staff members can follow to establish award levels. Packages and determines award levels within established guidelines. Communicates award levels with students, sets up accounts along with disbursement and payments dates, and receives and allocates award funds from grantors.
9.	Audits staff work by reviewing student records to assure continued eligibility; verify student enrollment status and adjudicates student appeal relating to academic process; conduct the appeal process for students who have been denied financial aid.
10.	Ensures implementation and maintenance of established District policies and procedures; ensures compliance with federal and state policies and procedures related to accounting.

**Deleted:** office activities which includes accounting functions; trains and provides work direction to assigned staff

**Deleted:** discusses and reviews daily events with the Director to ensure timely and appropriate coordination of office activities; ensures that work is performed in a competent and timely manner

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

11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized and timely manner; serves as the lead financial aid technical liaison with the Director concerning District wide financial aid technical coordination.
12.	May develop, implement and evaluate default aversion strategies on assigned specialty area. Works with loan services, guarantors, and other auxiliary service providers to remedy delinquent accounts and promotes default management awareness.
13.	Develops and conducts financial aid training and information workshops regarding continuously changing regulations and procedures.
14.	Participates in annual training and professional organizations to keep abreast of new federal and state regulations and program changes.
15.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
17.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONS**

The Financial Aid Coordinator maintains frequent contact with various departments and personnel, and outside vendors, agencies and financial institutions.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

An associate degree, or the completion of at least sixty (60) college-level semester units.  
 Three years of increasingly responsible lead experience in a financial aid office in a college or university setting.  
 Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of state and federal guidelines and regulations for financial aid.  
 Knowledge of financial aid packaging and awarding policy.  
 Knowledge of financial and statistical record-keeping techniques.

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

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Knowledge of preparation, maintenance, verification and processing of financial aid records.  
Knowledge of accounting and auditing principles, practices and procedures.  
Knowledge of applicable sections of State Education Code and other applicable laws.  
Knowledge of computer-based accounting systems.  
Knowledge of office policies, procedures, and equipment, including the use of personal computers to access student information databases, word processing and spreadsheet applications.  
Ability to interpret, apply, and explain rules, regulations, policies and procedures.  
Ability to apply financial needs analysis methodology.  
Ability to train and provide work direction to others.  
Ability to make arithmetic calculations quickly and accurately.  
Ability to analyze technical and complex information and documents and make assessments according to complex policies, procedures, and mandated regulations.  
Ability to prepare complete and concise statistics, records, reports and files.  
Ability to meet schedules and deadlines.  
Ability to establish and maintain effective work direction to others.  
Ability to plan, organize and prioritize work.

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**SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

College or District office environment; subject to constant interruptions and varying noise levels; frequent interaction with others; sitting, walking, and standing for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; fine finger manipulation; vision abilities; ability to push, pull, and lift.

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**Deleted:** College or District office environment; may require standing for long periods while assisting students. May be subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.¶

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

Job Title:	Student Services Coordinator	Range:	43
Date Revised:		Date Approved:	November 12, 2019

**PRIMARY PURPOSE**

This position is responsible for coordinating one or more student services program activities; implementing policies and procedures; and performing a variety of complex program coordination duties, which may include research, facilitation, coordination of a student service program as assigned including budget functions in the absence of the designated Administrator to assure efficient operations.

**ESSENTIAL FUNCTIONS**

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

1.	Coordinates program activities, which may include orientation, outreach, research, and other functions; coordinates daily events with designated Administrator to ensure timely and appropriate coordination of program and office activities; ensures that work is performed in a competent and timely manner.
2.	Ensures implementation and maintenance of established District policies and procedures; ensures compliance with state and federal laws, policies and procedures related to student program; assists in the development of District policies and procedures, which may include projects, policy manuals, training guides, and scheduling protocols.as necessary.
3.	Serves as <u>a resource</u> to designated administrator; schedules meetings, events and appointments; prepares agenda items; maintains records and supplies; receives and processes incoming mail. Makes decisions within established policies and procedures in the absence of designated administrator. <u>Coordinates</u> the development and implementation of SLOs/SAOs and program review.
4.	Develops and coordinates outreach services, including communication with high schools, colleges, <u>professional organizations</u> , and community organizations. Develop and coordinate outreach, informational materials, trainings, and workshops
5.	Attends meetings, conferences, orientations, outreach activities, and seminars to make presentations regarding program policies and procedures. Answers questions and provides technical expertise to assist public, students, and staff regarding assigned student services programs.
6.	<u>Designs and implements related electronic platforms and applications to advance the program of assignment which may include various coding and configurations to achieve necessary deliverables.</u>
7.	<u>Provide information and guidance to students, faculty, staff, and public in a designated area of student services. Assists students in completing college related forms.</u> Coordinates communication and collaboration with other District departments and personnel, governmental agencies, private agencies and vendors.

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**Deleted:** and accreditation.

**Deleted:** Provide information and guidance to students, faculty, staff, and public in a designated area of student services. Assists students in completing college related forms

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

8.	Gathers data and prepares statistical reports as directed; ensures compliance with applicable rules, regulations, policies and procedures, and state and federal laws; maintains a variety of difficult and complex documents records, statements and reports.
9.	Assists in the preparation and monitoring of programs/department budgets; processes budget transfers and prepares journal entries; monitors budget activities of assigned categorically funded programs; prepares expenditure and progress reports as required by funding agencies.
10.	Audits program documents to assure accuracy, completeness; conduct research to resolve discrepancies as necessary.
11.	Supervises, trains, evaluates and directs the work of assigned staff as directed.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; attend and participate in diversity, equity and inclusion trainings and events; active assistance in the creation of a welcoming and inclusive work and educational environment.
14.	Performs related duties as assigned.

**OTHER FUNCTIONS**

**WORKING RELATIONSHIPS**

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

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Sixty (60) semester units and five (5) years of experience or Bachelor's degree from an accredited institution preferably in a field related to the assignment.

Three years of increasingly responsible professional experience within an environment with high emphasis on customer service and program coordination preferably in an educational setting.

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

Desirable Qualifications

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

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District organization, operations, policies and objectives  
Knowledge of federal, state, and other applicable laws or regulations pertaining to program of assignment.  
Knowledge of proper English usage, grammar, spelling, punctuation and vocabulary.  
Knowledge of project management, communications and marketing principles  
Knowledge of computer-based employee/student/program tracking, enterprise systems  
Knowledge of various computer software programs.  
Knowledge of modern office practices, procedures and equipment  
Knowledge budget and auditing principles, practices and procedures  
Knowledge of financial and statistical record-keeping principles  
Knowledge of leadership principles and practices  
Ability to understand scope of authority in making independent decisions  
Ability to interpret, apply, and explain rules, regulations, policies and procedures  
Ability to coordinate grants, categorical funding and assigned programs and assignments  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to supervise, train and provide work direction to others  
Ability to coordinate an assigned program with minimal supervision or direction  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate a variety of office equipment such as calculator, computer, copier, etc.  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, orally and in writing  
Ability to review situations accurately and determine appropriate action according to established guidelines  
Ability to establish and maintain effective working relationships with others

**SPECIAL REQUIREMENTS**

Requires a valid California Driver's License

**WORKING CONDITIONS**

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

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

<b>TO:</b>	BOARD OF TRUSTEES	Action	<u>    X    </u>
<b>DATE:</b>	April 28, 2020	Resolution	<u>          </u>
		Information	<u>          </u>
<b>SUBJECT:</b>	Chapter 2, Board of Trustees Revised Board Policy 2015, Student Members	Enclosure(s)	<u>    X    </u>

**BACKGROUND:** Section 72023.5 of the Education Code mandates a yearly adoption of rules governing the privileges of student members of the Board of Trustees prior to May 15 of each year. In compliance with the Education Code, Board Policy 2015, Student Members, Section 6.0 states:

On or before May 15 of each year, the Board shall consider whether to afford the student member any of the privileges noted in this policy by reviewing it for re-adoption.

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

**How does this relate to Board Policy:** This item is in accordance with Board Policy 2015, Student Members.

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

**RECOMMENDATION:** It is recommended that the Board re-adopt Board Policy 2015, Student Members.

Cheryl Marshall  
Recommended by

Approved for Submittal

6.a.1  
Item No.

## **BP 2015 Student Members**

Reference:

**Education Code Section 72023.5**

- 1.0 The Board shall include two student members to represent the students at large. The term of office shall be one year, commencing June 1. Student members are authorized to cast advisory votes only, which shall not be included in determining the vote required to carry any measure before the Board, but shall be recorded in the official minutes of the Board meeting. Advisory votes may not be cast on motions related to personnel and labor relations. Student members are expected to gather input and opinions from the students at large, as well as the Associated Students, on any relevant agenda items and provide such input to the Board of Trustees.
- 2.0 To be eligible for election as a student trustee, students shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student members must maintain a minimum of a cumulative 2.0 grade point average. If, on the first day of each semester, or during the term of service, a student member fails to meet the criteria of this policy, the student member shall be disqualified for service on the Board. The student member is not required to give up employment with the District.
  - 2.1 These requirements apply to the spring and fall semesters only.
- 3.0 Student members shall be seated with the Board and shall be recognized as full members of the Board at meetings. Student members may not attend closed session. Student members are entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). Student members shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.
  - 3.1 Student members may make or second open session motions, except motions underlying personnel and labor relations. Student members are encouraged to participate in the discussion of issues and agenda items in open session.
- 4.0 Student members who attend all Board meetings that they are legally allowed to attend shall receive 50 percent of the compensation afforded to other individual members of the Board of Trustees, pursuant to Education Code Section 72425. Any Board meetings missed by a student member shall result in a pro rata reduction in compensation for that month, except under the following condition: A student member may be paid for the first two meetings from which he/she is absent in a calendar year if the Board, by resolution adopted and included in its minutes, finds at the time of the meeting that the student member was ill, on jury duty, performing services outside the meeting for the District, or the absence is due to a hardship deemed acceptable by the Board.
- 5.0 The Board encourages participation of its student members in trustee-related conferences and activities and may approve reasonable expenses that fall within the guidelines of Board policies.

North Orange County Community College District  
**BOARD POLICY**  
Chapter 2  
Board of Trustees

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## **BP 2015 Student Members**

6.0 On or before May 15 of each year, the Board shall consider whether to afford the student member any of the privileges noted in this policy by reviewing it for re-adoption.

See Administrative Procedure 2015, Student Members; and Board Policy and Administrative Procedures 2105, Election of Student Members.

**Date of Adoption:** May 9, 2017  
April 12, 2016  
April 14, 2015  
April 8, 2014  
April 23, 2013  
April 26, 2011  
April 27, 2010  
May 13, 2008  
May 8, 2007  
April 11, 2006  
June 24, 2003

**Date of Last Revision:** February 12, 2019  
May 8, 2012  
January 27, 2009  
June 14, 2005  
April 13, 2004

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** April 28, 2020  
**SUBJECT:** Resolution  
Teacher Appreciation Week

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

**BACKGROUND:** The first full week of May is designated as Teacher Appreciation Week, established in 1985 by action of the National Education Association and the National Parent Teacher Association.

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

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

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

**RECOMMENDATION:** It is recommended that the Board honor the contributions made by faculty members of the North Orange County Community College District to their students, their colleges, and their learning centers, and that the Board adopt Resolution No. 19/20-18, declaring the week of May 4-8, 2020, as Teacher Appreciation Week.

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



**Resolution No. 19/20-18, Teacher Appreciation Week**

**WHEREAS**, an accessible, effective system of public education is essential to our democratic system of government; and

**WHEREAS**, the quality of public education is dependent upon the skill, dedication, and commitment of the people who teach; and

**WHEREAS**, the people of the state of California receive many direct benefits from their system of public higher education, particularly the community colleges; and

**WHEREAS**, the North Orange County Community College District is known for offering high quality education, focused on student learning and success; and

**WHEREAS**, faculty of Cypress College, Fullerton College, and North Orange Continuing Education make a significant impact on the experience of students attending these institutions; and

**WHEREAS**, it is important that the contributions of faculty members to their students, their colleges and learning centers, and to the people in the community who benefit from their endeavors be acknowledged; now,

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the North Orange County Community College District does hereby declare the week of May 4-8, 2020, be observed as Teacher Appreciation Week and urges all members of our community to acknowledge the important work of our teachers.

Dated: April 28, 2020

\_\_\_\_\_  
Ryan Bent, President

\_\_\_\_\_  
Jeffrey P. Brown, Member

\_\_\_\_\_  
Dr. Barbara Dunsheath, Vice President

\_\_\_\_\_  
Ed Lopez, Member

\_\_\_\_\_  
Jacqueline Rodarte, Secretary

\_\_\_\_\_  
Ester Plavdjian, Student Member

\_\_\_\_\_  
Stephen T. Blount, Member

\_\_\_\_\_  
Chloe Reyes, Student Member

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES

**DATE:** April 28, 2020

**SUBJECT:** Resolution  
Classified School Employee Week

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

**BACKGROUND:** The third full week of May was designated as Classified School Employee Week in California by action of the State Legislature in 1986.

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

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

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

**RECOMMENDATION:** It is recommended that the Board honor the contributions made by classified employees of the North Orange County Community College District to the educational community and that the Board adopt Resolution No. 19/20-19, declaring the week of May 17-23, 2020, as Classified School Employee Week.

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



**Resolution No. 19/20-19, Classified School Employee Week**

**WHEREAS**, classified school employees provide valuable services to the district and students of the North Orange County Community College District; and

**WHEREAS**, classified school employees contribute to the establishment and promotion of a positive instructional environment; and

**WHEREAS**, classified school employees play a vital role in providing for the welfare and safety of the North Orange County Community College District's students; and

**WHEREAS**, classified school employees employed by the North Orange County Community College District strive for excellence in all areas relative to the educational community;

**THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the North Orange County Community College District hereby recognizes and wishes to honor the contribution of the classified school employees to quality education in the state of California and in the North Orange County Community College District and declares the week of May 17-23, 2020, be observed as Classified School Employee Week.

Dated: April 28, 2020

\_\_\_\_\_  
Ryan Bent, President

\_\_\_\_\_  
Jeffrey P. Brown, Member

\_\_\_\_\_  
Dr. Barbara Dunsheath, Vice President

\_\_\_\_\_  
Ed Lopez, Member

\_\_\_\_\_  
Jacqueline Rodarte, Secretary

\_\_\_\_\_  
Ester Plavdjian, Student Member

\_\_\_\_\_  
Stephen T. Blount, Member

\_\_\_\_\_  
Chloe Reyes, Student Member

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**TO:** BOARD OF TRUSTEES  
**DATE:** April 28, 2020  
**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?** This item responds to District Strategic Direction #4: The District will implement best practices related to planning, including: transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, and the allocation of resources to fund planning priorities.

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

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

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

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

April 14, 2020

The Board of Trustees of the North Orange County Community College District met for its Regular Meeting on Tuesday, April 14, 2020, at 5:30 p.m. via Zoom teleconference and YouTube livestream.

President Ryan Bent called the meeting to order at 5:31 p.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 Student Trustees Ester Plavdjian and Chloe Reyes. Absent: None.

**RESOURCE PERSONNEL PRESENT:** Cheryl Marshall, Chancellor; Fred Williams, Vice Chancellor, Finance & Facilities; Irma Ramos, Vice Chancellor, Human Resources; Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology; Greg Schulz, President, Fullerton College; JoAnna Schilling, President, Cypress College; Valentina Purtell, President, North Orange Continuing Education; Kai Stearns Moore, District Director, Public & Governmental Affairs; Lisa Gaetje, representing the District Management Association; Tina McClurkin, representing the North Orange Continuing Education Academic Senate; Craig Goralski, representing the Cypress College Academic Senate; Kim Orlijan, representing the Fullerton College Faculty Senate; Christie Diep, representing United Faculty; Dawnmarie Neate, representing CSEA; Melissa Medich, representing Adjunct Faculty United; and Alba Recinos, Recording Secretary.

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

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

**COMMENTS: MEMBERS OF THE AUDIENCE:** The following public comments were received via email and were read into the record by the Recording Secretary:

- A. **Tina Cruz**, Fullerton College Student, expressed concern over the lack of communication and decision-making at the district level regarding the transition to an online format, the impact on several student support services, and the need for a decision regarding the Summer session.

(See Supplemental Minutes #1252 for a copy of the statement.)

- B. **John Magdesian**, Fullerton College Student, inquired about plans related to legally mandated disability accommodations during the pandemic as well as those that have

been denied. He urged the Board to provide accommodations before students need to retain lawyers to have their disputes resolved and accommodations provided.

(See Supplemental Minutes #1252 for a copy of the statement.)

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

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

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

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

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

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

## CHANCELLOR'S REPORT

- A. **Chancellor Marshall** provided a COVID-19 update to share the work that has gone into handling the transition of classes and services and thanked everyone across the District for their efforts. Dr. Marshall noted that the principles that were adhered to throughout the process were to support students and their completions; to treat employees with empathy and generosity; and to make decisions, act on those decisions, and adjust as needed when things didn't work. Highlights included:

### Instruction

- Over 90% of credit classes are online or remote. Postponed classes include Health Sciences, CTE, and PE activity.
- NOCE has transitioned over 90% of apportionment courses to asynchronous distance education mode.
- No extension of the term requested at this time for the Colleges.
- The Senates are discussing grading options including Incompletes, In Progress, and Pass/No Pass.
- Students choosing to withdraw will receive a tuition refund. Partial refunds for parking, health, and instructional material fees are also being considered.

### Support and Training

- Training and professional development for faculty and for employees on Canvas, accessibility, and Zoom meetings.
- Development of quick start guides for online instruction.
- Peer mentoring among faculty.
- Support resources and training for students to use where they can ask for help.

### Support Services

- A student survey with over 300 responses revealed key themes of technology, basic needs, mental health, financial support, and a sense of connection.
- Traditional student services moved online with many available in real time.
- Four COVID-19 websites to provide updates and resources for students and employees and those are being updated each week with any new information from the state level all the way down to the local level.
- Libraries continue to be operating and online tutoring is being provided.
- College foundations have set up emergency funds, and colleges have processes setup to continue to provide grants to students.
- Pathways of Hope partnership to provide access to a food distribution hub.
- Social media campaigns to provide emotional support and a sense of connection for students.
- Graduation Ceremonies: Cypress College will conduct a virtual ceremony on May 22; Fullerton College will have a virtual commencement experience on May 23; and NOCE is still discussing how to proceed.

### Technology

- 2,000 laptops were ordered, but only 21 were received due to back orders.
- About 100 laptops have been distributed to students and 452 to employees.
- Wi-Fi hotspots have been set up, including the Cypress College parking lot.
- Use of Ring Central to transfer college phone numbers to cell phones or laptops.
- Use of VPN so that employees can work from home and access secure files.

### Emergency Planning and Spending

- Planning and response teams at each institution to address emergency planning, operations, instruction, student support services, facilities, and safety.
- Emergency spending has included \$430,000 on hardware and software, and \$2,000 on masks.
- Upcoming expenses include up to \$3,000,000 for employee stipends and up to \$1,000,000 for student refunds related to withdrawals, parking, health fee, and materials.

### Keeping the Organization Going

- A dedicated and frequent effort to communicate with employees, students, and community members.
- The academic senates communicating with faculty.
- NOCE provided community alerts to inform students and community partners that were translated into six different languages.
- An employee survey with 780 respondents to gauge access and training needs, use of personal devices, contact with managers, and timely information.
- Signed and ratified MOUs in place with all three bargaining units.
- Honoring agreements with professional experts and hourly employees.
- Identified critical hiring positions and planning a virtual recruitment processes for those critical positions.
- Modified the payroll and timesheet processes from individual timesheets to spreadsheets.
- Prepared a COVID-19 communication protocol to balance confidentiality with the need to make those who may have been exposed aware.

- Campuses have stayed connected with their communities and their partners.

(See Supplemental Minutes #1252 for a copy of the Chancellor's Report.)

## COMMENTS

- A. **Irma Ramos** thanked Adjunct Faculty United, United Faculty, and CSEA for working with the District in signing MOUs related to COVID-19.
- B. **Valentina Purtell** thanked the NOCE team of faculty, classified, and management for being amazing during this difficult time and moving to provide remote instruction in record time with virtually no infrastructure.
- C. **JoAnna Schilling** expressed pride in the work that is taking place across the District during this time and thanked the Cypress College campus leaders for their efforts. She noted that while the College is through the emergency stage, there remains a lot more work to do, and while it will be challenging, she is grateful for all of the support.
- D. **Greg Schulz** noted that the Fullerton College Foundation master agreement on the evening's agenda reflects a partnership that is good for students in the short and long term. He expressed his gratitude to the Fullerton College campus community for their commitment to help students through this crisis and beyond, to build better lives through education.
- E. **Lisa Gaetje** acknowledged the managers districtwide and at the District who have stepped up to collaborate and support faculty. She reported that the DMA Executive Board has made a \$750 donation to Pathways of Hope who operate the campus foodbanks.
- F. **Tina McClurkin** expressed her appreciation to faculty and staff for the effort they have put in over the last two weeks –including **Julie Schoepf**, **Janet Cagley**, **Candace Lynch**, and **Jennifer Perez**– and to everyone involved so that NOCE could begin their Spring classes on April 13.
- G. **Craig Goralski** stated how proud he was of Cypress College faculty who transitioned to remote instruction and stepped up to do what they needed to do to serve students and thanked them for their hard work. He noted that the Cypress College Academic Senate met on April 2 and discussed two main items: COVID-19 and issues related to equity and diversity.
- H. **Kim Orlijan** thanked the entire Fullerton College family for their collegial work and team based effort during the past several weeks, especially faculty who shifted to rapid remote instruction to support students. She reported that the Fullerton College Faculty Senate passed three motions: 1) recommendation that all instructors not already trained with an online teaching certificate begin training this spring semester; 2) recommendation that the Pass/Not Pass option be made available to students until May 30, including retroactively to the beginning of the semester; and 3) recommendation that all Withdrawals (Ws) for the semester be Excused Withdrawals (EWs) whether the student takes the EW or the instructor drops the student.

- I. **Christie Diep** stated while there is still much ahead, united together faculty have shown their strength and professional depth which has highlighted that the District rests upon faculty and thanked the Board for freeing up resources to compensate faculty. She reported that a neutral fact finder and PERB panel are in place for the fact finding process, but are waiting to hear how the process will move forward during the current climate. She outlined the process rules and noted that negotiations can still take place during the process.
- J. **Dawnmarie Neate** reported that CSEA has an MOU with the District, but there are still some concerns for those working on site and those with medical conditions that must be disclosed due to the pandemic, but do not affect their work. She stated that classified members are disproportionately impacted by circumstances related to COVID-19 which is only going to get worse as time goes on because members have been frontline people. She also highlighted the work of student services classified staff who have continued to provide services to students.
- K. **Melissa Medich** reported that Adjunct Faculty United is working hard to support part-time employees during the difficult transition to ensure uninterrupted service to students. She reported on the signed MOU with the District, and the upcoming negotiations to support and protect the interests of part time faculty.
- L. **Student Trustee Chloe Reyes** expressed her gratitude to faculty and staff for their endless work to accommodate students. With regard to the Pass/No Pass option, she noted that students in opposition felt that their hard work would not be acknowledged fairly and worried about the university transfer impact, while those in favor feel a sense of relief in light of all of the changes related to the global situation.
- M. **Student Trustee Ester Plavdjian** thanked everyone on the campuses for their dedication to ensure student success and the distance education team for construction of Canvas to assist students. The student general consensus regarding the Pass/No Pass option would be that students should have the option of choosing whether they want to take it during this hard time.
- N. **Trustee Ed Lopez** thanked and commended staff for their work and expressed hope that everyone stayed safe and healthy.
- O. **Trustee Jeffrey P. Brown** congratulated everyone for all of their hard work during the current environment and noted that we are all going to get through it.
- P. **Trustee Barbara Dunsheath** echoed the comments regarding the great job that everyone is doing from the Chancellor down the line. She reported that on the weekly statewide trustee call the State Chancellor's Office stated that the University of California and California State University systems are making exceptions to the pass/no pass grading policies to make allowance for what is happening now.
- Q. **Trustee Jacqueline Rodarte** commended faculty and staff for the work that they have done as the District transitioned to virtual teaching. She also reported on the recent Retirement Board meeting and noted that the District has \$94 million in reserves which is down 11% in reaction to COVID-19.

- R. **Trustee Stephen T. Blount** reported on his own sheltering in place and expressed confidence in the District and the great job that has been done during the crisis.
- S. **Trustee Ryan Bent** expressed his gratitude to everyone for adapting and setting an example of what great education is as a district.

**MINUTES:** It was moved by Trustee Jeffrey P. Brown and seconded by Trustee Jacqueline Rodarte to approve the Minutes of the Regular Meeting of March 10, 2020. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

It was moved by Trustee Barbara Dunsheath and seconded by Trustee Jacqueline Rodarte to approve the Minutes of the Emergency Meeting of March 20, 2020. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

## **FINANCE & FACILITIES**

**Item 3.a:** By block vote, authorization was granted to ratify purchase order numbers P0137240 - P0138802 through March 12, 2020, totaling \$52,089,724.52, and check numbers C00501889 - C0051540, totaling \$116,834.77; check numbers F0242688 - F0245047, totaling \$650,933.73; check numbers Q0006918 - Q0006939, totaling \$1,800.16; check numbers 88501889 - 88502898, totaling \$4,020,728.94; check numbers V0031795 - V0031796, totaling \$2,504.00; check numbers 70097268 - 70098581, totaling \$273,434.00; and disbursements E8843474 - E8854381, totaling \$13,200,700.84, through March 31, 2020.

**Item 3.b:** By block vote, authorization was granted to make adjustments to General Fund and Financial Aid Fund revenue and expenditure budgets in accordance with the revised fiscal year 2019-2020 allocations and adopt a resolution to adjust budgets and authorize expenditures within the General Fund and Financial Aid Fund pursuant to the California Code of Regulations Title 5, §58308.

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

**Item 3.c:** By block vote, authorization was granted for the 2019-2020 General Fund transfers netting to the amount of \$1,779,158 and adoption of the resolution showing the summary, pursuant to the California Code of Regulations, Title 5, §58307.

**Item 3.d:** By block vote, authorization was granted to approve the allocation of \$19,609,148 of one-time funds be allocated for Capital Improvement, including ADA, to Cypress College (\$7,557,000), Fullerton College (\$7,900,000) and NOCE (\$4,152,148).

**Item 3.e:** By block vote, authorization was granted to approve Resolution No. 19/20-16, and authorize the District Director, Purchasing, to issue a purchase order and contract to Trane to upgrade the Energy Management System at the Anaheim Campus in the amount of \$495,985 plus contingency in the amount of \$50,000.

Further authorization was granted for the Vice Chancellor, Finance and Facilities or his designee to execute all required documents and contracts.

**Item 3.f:** By block vote, authorization was granted for contracted services with Concentric Sky, for an amount not to exceed \$238,584. The contract will cover services through December 30, 2021.

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

**Item 3.g:** By block vote, authorization was granted to retroactively approve an emergency temporary closure of the Fullerton College Child Development and Educational Services, Lab School effective March 16, 2020 and authorize the Chancellor to approve the reopening of the center when it is deemed safe for students and staff.

**Item 3.h:** By block vote, authorization was granted for an institutional membership to the #RealCollege California Coalition –a partnership of the Hope Center for College, Community, and Justice; Temple University; and the Community College League of California– for Fullerton College from April 1, 2020 through April 1, 2021, at a cost not to exceed \$5,000.

**Item 3.i:** It was moved by Trustee Ed Lopez and seconded by Trustee Jeffrey P. Brown to approve the updated master agreement between NOCCCD, Fullerton College, and the Fullerton College Foundation.

During the discussion, trustees inquired whether legal counsel drafted the agreement; cited incorrect legal citations and grammatical errors; and requested clarification on the parties to the agreement and salaries of the Foundation employees. Subsequent to the discussion, the Board agreed to approve the agreement pending the necessary corrections. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

(See Supplemental Minutes #1252 for a copy of the Master Agreement.)

## **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 2020. The curricula have been signed by the Campus Curriculum Chairperson and the College President, and have been approved by the District Curriculum Coordinating Committee.

**Item 4.b:** By block vote, authorization was granted to approve the summary of curriculum changes for Fullerton College, to be effective Fall 2020 or Fall 2021. 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.c:** By block vote, authorization was granted to approve the summary of curriculum changes for North Orange Continuing Education, to be effective Fall 2020. The curricula have been signed by the Campus Curriculum Committee Chairperson and the NOCE President, and have been approved by the District Curriculum Coordinating Committee.

**Item 4.d:** By block vote, authorization was granted to accept the Hazard Mitigation Grant (FEMA-4407-DR-CA, Cal OES PL0415) in the amount of \$150,000 and approve the Designation of Subrecipients Agent Resolution – Hazard Mitigation Grant Program and Pre-Disaster Mitigation Program (Cal OES Form 130), and authorize the Chancellor, or designee to sign the form and any related documents, indicating approval by the Board and adopt a resolution to accept new revenue and authorize expenditures within the General Fund, pursuant to the California Code of Regulations Title 5, Section 58308.

**Item 4.e:** The Board received as information the Cypress College Guided Pathways Self-Assessment Progress Report.

## HUMAN RESOURCES

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

### CHANGE IN SALARY CLASSIFICATION

Carrillo, Marco	CC	Librarian (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 01/27/2020
Johannsen, Jonathan	CC	Computer Science Instructor From: Class B, Step 1 To: Class B, Step 8 Eff. 01/23/2020
Yang, Allise	FC	Foreign Language Instructor (ADJ) From: Column 1, Step 1 To: Column 2, Step 1 Eff. 01/27/2020

### PAYMENT FOR INDEPENDENT LEARNING CONTRACT

Afra, Maha	CC	\$ 10.00
Aguet, Jacqueline	CC	\$170.00
Bladh, Eric	CC	\$ 40.00
Chiaromonte, Thomas	FC	\$ 30.00
Cuatt, Benjamin	FC	\$ 10.00
Daniel, William	FC	\$ 10.00
Grande, Jolena	CC	\$ 5.00
Guardado, Cynthia	FC	\$ 20.00
Halahmy, David	CC	\$ 10.00
Heusser, Willis	CC	\$ 10.00
Kirby, Brendon	FC	\$ 10.00
Lee, Callista	FC	\$ 10.00
Lopez, Brian	FC	\$ 10.00
Maher, Anthony	CC	\$ 80.00
McMillan, Marcus	CC	\$ 30.00

Minton, Jeffrey	FC	\$ 20.00
Mosqueda-Ponce, Therese	CC	\$ 25.00
Nevarez, Rachel	FC	\$ 10.00
Pinkham, Bill	CC	\$ 35.00
Ramos, Jaime	CC	\$ 70.00
Schulps, Molly	CC	\$ 5.00
Seidel, Jay	FC	\$ 20.00
Thibodeau, Jason	CC	\$ 20.00
Young, Renee	FC	\$ 10.00

### LEAVES OF ABSENCE

Chan, Theodore	FC	Chemistry Instructor Load Banking Leave With Pay (6.67%) Eff. 2020 Spring Semester
Mitts, Teri L.	CC	Radiologic Technology Instructor Rescind Load Banking Leave With Pay Eff. 2020 Spring Semester
Rodriguez, Jeanette	FC	Speech Instructor Cancellation of AB 2393 Parental Leave (100%) Eff. 04/13/2020-05/23/2020
Shrout, Cynthia	CC	Mathematics Instructor Family Medical Leave (FMLA/CFRA) (100%) Paid Leave using Regular and Supplemental Sick Leave until Exhausted; Unpaid thereafter Eff. 02/12/2020-05/23/2020

### FACULTY SABBATICAL LEAVE

Clahane, Dana	FC	Mathematics Instructor Eff. 2020/2021 Academic Year
Graves, Gary	FC	Business Management Instructor Eff. 2021 Spring Semester
Kim, Kelly	FC	Foreign Language Instructor Eff. 2020 Fall Semester

### TEMPORARY ACADEMIC HOURLY-INSTRUCTIONAL-2020 SPRING SEMESTER, WINTER/SPRING TRIMESTER

Abatay, Victoria	CC	Column 1, Step 1
Alvarado, Giancarlos	NOCE	Column 2, Step 1
Dehn, Brian	CC	Column 2, Step 1
Freiman, Diane	FC	Column 1, Step 1
Navales, Ryan	FC	Column 1, Step 1

### TEMPORARY ACADEMIC HOURLY-SPECIAL SERVICES

Calabretta, Nina	FC	Humanities Adjunct Orientation and Training Stipend not to exceed \$150.00 Eff. 01/22/2020
Curilli, Christelle	FC	Humanities Adjunct Orientation and Training Stipend not to exceed \$150.00 Eff. 01/22/2020
Fiallo, Carolina	FC	Humanities Adjunct Orientation and Training Stipend not to exceed \$150.00 Eff. 01/22/2020
Gutierrez, Kelsey	FC	Humanities Adjunct Orientation and Training Stipend not to exceed \$150.00 Eff. 01/22/2020
Hacker, Ava	FC	Humanities Adjunct Orientation and Training Stipend not to exceed \$150.00 Eff. 01/22/2020
Licata-Solaas, Anne	FC	Humanities Adjunct Orientation and Training Stipend not to exceed \$150.00 Eff. 01/22/2020
Navarro, Melissa	FC	Humanities Adjunct Orientation and Training Stipend not to exceed \$150.00 Eff. 01/22/2020
Tapia, Jessica	FC	Humanities Adjunct Orientation and Training Stipend not to exceed \$150.00 Eff. 01/22/2020
Vandever, Nicole	FC	Humanities Adjunct Orientation and Training Stipend not to exceed \$150.00 Eff. 01/22/2020
Yang, Allise	FC	Humanities Adjunct Orientation and Training Stipend not to exceed \$150.00 Eff. 01/22/2020

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

RESIGNATION

Uribe, Nordin	NOCE	Instructional Assistant/High School Lab 11-month position (40%) Eff. 04/14/2020 PN SCC858
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PROBATIONARY RELEASE

@01827911                      FC                      Student Service Specialist, Veterans Resource Ctr.  
 12-month position (100%)  
 Eff. 03/28/2020  
 PN FCC599

NEW PERSONNEL

Serna, Ingrid                      FC                      Student Services Specialist, Counseling  
 12-month position (100%)  
 Range 36, Step B  
 Classified Salary Schedule  
 Eff. 03/25/2020  
 PN FCC632

VOLUNTARY CHANGES IN ASSIGNMENT

Arroyo, Hilda                      NOCE                      Admissions & Records Technician (100%)  
 Temporary Decrease in Percent Employed  
 From: 100%  
 To: 50%  
 Eff. 04/03/2020 – 06/30/2020

Gomez, Monica                      NOCE                      Administrative Assistant II  
 Temporary Change in Assignment  
 To: Administrative Assistant III  
 12-month position (100%)  
 Range 41, Step D  
 Classified Salary Schedule  
 Eff. 03/25/2020 – 06/30/2020

Nguyen, Cattien                      AC                      Payroll Specialist (100%)  
 Postpone Temporary Change in Assignment  
 To: FC Business Office Specialist  
 12-month position (100%)  
 Postpone Until Further Notice

Olmedo, Catalina                      FC                      Business Office Specialist (100%)  
 Postpone Temporary Change in Assignment  
 To: AC Administrative Assistant III  
 12-month position (100%)  
 Postpone Until Further Notice

Padilla, Jayme                      FC                      Evaluator (100%)  
 Temporary Change in Assignment  
 To: FC Executive Assistant II  
 12-month position (100%)  
 Range 44, Step B

Classified Salary Schedule  
 Eff. 04/16/2020 – 06/30/2020  
 Eff. 07/01/2020 – 12/31/2020

PROFESSIONAL GROWTH & DEVELOPMENT

Jimenez, Martin                      FC                      HVAC Mechanic I  
 1st increment (\$400)  
 Eff. 07/01/2020

LEAVES OF ABSENCE

Aguilar, Freddy                      FC                      Electrician (100%)  
 Family Medical Leave (FMLA/CFRA)  
 Paid Leave Using Regular and Supplemental Sick  
 Leave Until Exhausted; Unpaid Thereafter  
 Eff. 03/18/2020 – 04/18/2020 (Consecutive Leave)

Arreguin, Juan                      CC                      Facilities Custodian I (100%)  
 Family Medical Leave (FMLA/CFRA)  
 Paid Leave Using Regular and Supplemental Sick  
 Leave Until Exhausted; Unpaid Thereafter  
 Eff. 03/27/2020 – 04/12/2020 (Consecutive Leave)

Boss, Brian                      FC                      Evaluator (100%)  
 Family Medical Leave (FMLA/CFRA) and Parental  
 Leave (AB 2393)  
 Paid Leave Using Sick Leave and Bonding Leave  
 Until Exhausted; Unpaid Thereafter  
 Eff. 03/17/2020 – 04/30/2020 (Consecutive Leave)

Cazales, Yadira                      CC                      Production Center Coordinator (100%)  
 Family Medical Leave (FMLA/CFRA/PDL)  
 Paid Leave Using Regular and Supplemental Sick  
 Leave Until Exhausted; Unpaid Thereafter  
 Eff. 04/23/2020 – 06/19/2020 (Consecutive Leave)

Coggi, Anita                      FC                      Administrative Assistant II–11month (100%)  
 Military Leave With Pay (USERRA)  
 Eff. 02/26/2020 (8 hours)

Cortez, Margaret                      CC                      Administrative Assistant I–11month (100%)  
 Family Medical Leave (FMLA/CFRA)  
 Paid Leave Using Family Illness Leave and  
 Personal Necessity Leave Until Exhausted;  
 Unpaid Thereafter  
 Eff. 03/03/2020 – 06/30/2020 (Intermittent Leave)

Nguy, Sabrina                      FC                      Administrative Assistant II (100%)  
 Family Medical Leave (FMLA/CFRA)

		Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 05/08/2020 – 07/17/2020 (Consecutive Leave)
Park, Lily	NOCE	Admissions and Records Specialist (100%) Unpaid Personal Leave Eff. 04/23/2020 – 06/30/2020
Willie, Gemena	FC	Admissions and Records Technician (100%) Family Medical Leave (FMLA/CFRA/PDL) Paid Leave Using Regular and Supplemental Sick Leave Until Exhausted; Unpaid Thereafter Eff. 04/06/2020 – 05/20/2020 (Consecutive Leave)

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

(See Supplemental Minutes #1252 for a copy of the professional expert personnel listing.)

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

(See Supplemental Minutes #1252 for a copy of the hourly personnel listing.)

**Item 5.e:** The Board received the initial proposal for a successor agreement between Adjunct Faculty United and the District, as submitted by the District, and set a public hearing on the proposal for April 28, 2020.

## GENERAL

**Item 6.a:** It was moved by Trustee Stephen T. Blount and seconded by Trustee Jacqueline Rodarte that the Board mark its ballot for the California Community College Board of Trustees Board of Directors for the following seven individuals: Adrienne Grey, Pam Haynes, Barbara Dunsheath, Cindi Reiss, Marisa Perez, Larry Kennedy, and Loren Steck. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

**Item 6.b:** It was moved by Jeffrey P. Brown and seconded by Trustee Barbara Dunsheath to adopt the Board of Trustees Assessment Instrument, initially adopted August 26, 1997, and last revised February 26, 2019, which will be distributed at the April 28, 2020 Board meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes, including Student Trustees Reyes and Plavdjian's advisory votes.**

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

**CLOSED SESSION:** At 7:08 p.m., Board President Ryan Bent adjourned the meeting to closed session per the following sections of the Government Code and stated that there would be no readout:

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

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

**RECONVENE MEETING:** At 7:29 p.m., Board President Ryan Bent reconvened the meeting in open session.

**ADJOURNMENT:** At 7:29 p.m., it was moved by Trustee Stephen T. Blount and seconded by Trustee Jacqueline Rodarte to adjourn the meeting. **Motion carried with Trustees Bent, Blount, Brown, Dunsheath, Lopez, and Rodarte voting yes.**

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Prepared By Recording Secretary for  
Jacqueline Rodarte, Secretary, Board of Trustees

UNAPPROVED