



District Consultation Council Meeting

February 24, 2025

2:00 p.m.

Anaheim Campus – Chancellor’s Conference Room (9th Floor)

**Videoconferencing participation available from the Cypress College President’s Conference Room
and the Fullerton College President’s Conference Room B**

AGENDA

MEETING SUMMARY

- | | |
|-----------------------------|---------------|
| 1. January 27, 2025 Summary | Action |
|-----------------------------|---------------|

STRATEGIC GOALS & PLANNING

- | | |
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| 1. 2025-26 Budget Assumptions for the Tentative Budget | Information |
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OPERATIONAL REVIEW

- | | |
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| 1. Fullerton College Accreditation Update and Planning | Discussion |
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POLICY

- | | |
|---|-------------------|
| 1. Revised Chapter 2 Board Policies and Administrative Procedures – Review Cycle Revisions | Action |
| 2. New AP 3415, Immigration Enforcement Activities | Action |
| 3. Revised BP/AP 7600, Campus Safety Officers – Original Revisions (from February 23, 2022) | Action |
| 4. Revised BP/AP 7600, Campus Safety Officers – Newly Proposed Revisions (from DCC Workgroup) | Discussion |
| 5. Inclusive Restrooms for District Facilities | Discussion |

OTHER ITEMS

- | | |
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| 1. | |
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DISTRICT CONSULTATION COUNCIL
January 27, 2025

SUMMARY

MEMBERS PRESENT: Byron D. Clift Breland, Jennifer Carey, Karla Frizler, Sharon Kim, Bridget Kominek, Cherry Li-Bugg, Elaine Loayza, Jaclyn Magginiti, Kathleen McAlister, Flavio Medina-Martin, Jose Ramon Nuñez (for Cynthia Olivo), Jeremy Peters, Valentina Purtell, Marlo Smith, Pamela Spence, Kai Stearns, Scott Thayer, Annalisa Webber, and Fred Williams.

VISITORS: Erika Almaraz, Danielle Davy, and Naveen Kanal.

ABSENT: Ziza Delgado Noguera, Christie Diep, Geoff Hurst, Michelle Patrick Norng, Irma Ramos, and Katie Wong.

Chancellor Byron D. Clift Breland called the meeting to order at 2:04 p.m.

MEETING SUMMARY

Summary: The summary of the November 25, 2024 meeting was approved with the noted corrections to the attendees. **There was consensus to approve the summary with five abstentions** (Cherry Li-Bugg, Jenifer Carey, Karla Frizler, Jaclyn Magginiti, and Annalisa Webber).

STRATEGIC GOALS & PLANNING

Governor's 2025-26 Budget Proposal: Fred Williams, Vice Chancellor of Finance & Facilities, and Erika Almaraz, Executive Director of Fiscal Affairs, presented an overview of the Governor's 2025-26 Budget Proposal that was released on January 10, 2025.

Governor's 2025-26 Proposed Budget

- Presented a balanced budget that overall would be higher than 2024-25 by about 8% to \$322 billion and reflecting higher projected state revenues and cost reductions taken in the 2024-25 budget.
- General Fund spending would increase by 8.2% to \$229 billion.
- 2.43% COLA for apportionments and certain categorical programs, but the District does not expect COLA for apportionment until we are out of hold harmless.
- 0.5% for enrollment growth.
- Capital Outlay funds for 31 projects systemwide, including the Fullerton College STEM Vocational Center (\$1.9 million of Proposition 2 funds).
- Funding for the Master Plan for Career Education, Career Passport, Credit for Prior Learning, and a Systemwide Common Data Platform to address the State's workforce needs, allow more people to turn their real-world experience into college credit, and integrate various technology tools.

Legislative Analyst's Office Analysis

- Cautioned that reliance on a stock market rally may not be sustainable.
- Revenue projections which are lower than what is included in the Proposed Budget.

- A 3-Year forecast suggests revenues are unlikely to grow fast enough to catch up to high spending growth.
- Estimating average growth in spending of 5.8% compared to revenue growth of about 4%.
- Concluded there is no capacity for new ongoing commitments in 2025-26, as outyear estimates reflect operating deficits.
- The impact of recent wildfires is unknown.

Enrollment & Expected Revenues for 2024-25

- Cypress College and NOCE are above target FTES at P-1 and Fullerton College is below target.
- Total FTES at P-1 are below target by 254.81 FTES.
- All three campuses show an increase in FTES at P-1 compared to the prior year and while FTES are not at pre-pandemic levels yet, they are moving in the right direction.
- The District expects to be funded at our hold harmless level for 2024-25 (\$262.4 million).

Next Steps

- We expect to see a large deficit factor for the 2024-25 budget at P-1, which is likely to significantly reduce by P-2; we will know if the 2023-24 deficit factor materializes in February.
- There will be a formal budget presentation which will include the fiscal outlook and fiscal health risk analysis in March.
- The Governor's 2025-26 May Revision will be released in May.

Subsequent to the presentation, members inquired about the status of the navigators/student success advocates program and if there were plans to extend it. Chancellor Cliff Breland expressed support for the program and noted that budget adjustments to programs and services that are working in order to retain students would need to be made because if students leave, we will lose enrollment funding.

P-1 FTES Report for 2024-25: Fred Williams and Erika Almaraz also shared the P-1 FTES figures that were reported to the State Chancellor's Office. Overall, FTES were up at all three campuses which reflect a combined increase of 6.09% when compared to the previous year. They reported that P-1 actuals were 0.82% less than the targets that were established by the campuses, but highlighted that Cypress College is reporting FTES which are above their pre-pandemic levels.

POLICY

Revised Board Policies & Administrative Procedures in Chapters 1 and 2– Review Cycle Revisions: The following Board Policies and Administrative Procedure were reviewed and revised as part of the District's review cycle. Proposed revisions to these policies include reference section updates pursuant to the 2024 changes to ACCJC Accreditation Standards, to update legal citations, and legal language as provided by the CCLC Policy and Procedure Legal Updates Service. Additional revisions include minor grammar corrections in keeping with District practices.

- **BP 1000, The North Orange County Community College District**
- **BP 1002, Philosophy**
- **BP 2010, Board Membership**
- **BP 2100, Board Elections**

- **BP 2110, Vacancies on the Board**
- **AP 2110, Vacancies on the Board**

There was consensus to approve the revised Administrative Procedure and post it on the District website and forward the revised Board Policies to the Board for their consideration.

New Administrative Procedure 3415, Immigration Enforcement Activities: AP 3415, Immigration Enforcement Activities, a legally required policy, was presented for a first reading. The proposed language is provided by the CCLC Policy and Procedure service and models language provided by the Office of the California Attorney General to comply with Education Code Section 66093.3 subdivision (h).

During the discussion, member suggested adding “campus” to any mentions of “District” in the policy, using the term “campus safety” instead of campus police, and citing the Vice Chancellor of Administrative Services as one of the two designated administrators that should be notified when immigration enforcement officers are on campus.

Members also discussed whether language referencing dormitories was necessary since the District does not currently have student residences, and whether it would be legally allowable to include language barring immigration enforcement officers' access to campus spaces that are marked private/restricted. The Chancellor's Office will request a legal opinion regarding both matters and will share it by February 4.

Chancellor Cliff Breland reported that language and procedures are being developed within the District to help address questions and alleviate student concerns, including resources that would be shared districtwide. Flavio Medina Martin, District Director of Diversity, Culture, & Inclusion, briefly outlined the different services available statewide that will be shared, pertinent upcoming District professional development opportunities, and existing campus resources.

AP 3415 will return to the next DCC meeting for consideration.

Revised BP/AP 7600, Campus Safety Officers: The Council received a sixth reading of the proposed revisions to BP/AP 7600, Campus Safety Officers which were originally introduced at the February 23, 2022 DCC meeting. The revised policies were discussed at the four DCC meetings during the Fall 2024 semester with members providing feedback from their respective constituencies and expressing concern about the proposed revisions.

During the discussion, Bridget Kominek, on behalf of the Fullerton College Faculty, requested that the draft revision process start again and include campus shared governance structures, especially students, from the beginning and include the campus safety committees. She noted that philosophically the Fullerton College Faculty Senate wants AP 7600 language that makes it clear that the role of campus safety officers is to engage in observe and report activities and act more as a student support service and less like law enforcement which means removing policing language from AP 7600. In response to questions regarding BP 7600, she clarified that there were only issues with the revisions to AP 7600.

Pamela Spence and Elaine Loayza, representing CSEA, expressed various concerns including use of contradictory language regarding uniforms, the interchangeable use of the terms private

person's arrest and citizen's arrest, use of confusing law enforcement terms, impact on personal liability for campus safety officers, and the lack of training and force standards which need to be implemented. They reiterated that CSEA will demand to bargain any working conditions that impact their members as a result of changes.

Vice Chancellor Fred Williams shared that the District has decided to move forward with a new District Director of Campus Safety position that will oversee the Colleges and the Anaheim Campus.

Members then discussed disapproving the current draft of AP 7600 and developing a workgroup tasked with developing new language that would include the new district director and members from other representative groups or forming the workgroup now and having the new director review the language when they are hired. Ultimately, the Council agreed to form the workgroup comprised of DCC members, who could rely on subject matter experts as needed, and would develop language that supports a community policing approach. Fred Williams and Kai Stearns will lead the workgroup with Sharon Kim, Bridget Kominek, Elaine Loayza, and Marlo Smith expressing interest in participating.

The original proposed revisions to BP/AP 7600 will return to the next DCC meeting for action.

Next DCC Meeting: The next DCC meeting will take place on Monday, February 24, 2025 in the Chancellors Conference Room at the Anaheim Campus.

ADJOURNMENT: The meeting was adjourned at 4:03 p.m.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: February 19, 2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of February 24, 2025

1. AGENDA ITEM NAME

2025-26 Budget Assumptions for the Tentative Budget

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only	X	Second Reading	
Review/Discussion		Action	
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **15 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

To present the initial budget assumptions for the Tentative Budget and to allow members to discuss the information.

5. RECOMMENDATION:

Members are asked to receive and review the information on the budget assumptions.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Council on Budget and Facilities Members

**North Orange County Community College District
2025-26 Early Preliminary Budget
Resource Allocation Model - Budget Assumptions**

Student-Centered Funding Formula

Estimated COLA		2.43%
		January
Apportionment Base:		<u>2025-26</u>
Basic Allocation	\$	17,777,618
Credit FTES		137,052,476
Special Admit		5,812,539
Non-Credit FTES		14,190,694
CDCP		<u>11,310,462</u>
Subtotal	\$	<u>186,143,789</u>
Supplemental Allocation		43,721,464
Student Success Incentive Allocation		26,342,223
SCFF Earned Allocation	\$	256,207,476
2025-26 SCFF Total Revenue	\$	256,207,476
2025-26 SCFF Hold Harmless Allocation	\$	262,433,892 <A>
Amount available for backfill and reserves	\$	<u>6,226,416</u>

State Revenue

Enrollment Fee Waiver		
2% fee waiver administration allocation estimate:	\$	532,095 <A>
Full-Time Faculty Hiring Funds 2018-19		
Provided separately from SCFF in 2018-19 (no COLA on this since initial allocation)	\$	1,441,228 <A>
Part-Time Faculty Compensation Items		
Est. reimbursement for PT faculty office hours	\$	2,295,425 <A>
Est. reimbursement for PT faculty compensation	\$	703,647 <A>
Lottery Funds		
Unrestricted lottery projection, \$191 per FTES:	\$	6,016,170 <A>
Restricted lottery projection, \$82 per FTES:	\$	2,582,858
Mandated Costs		
Budget proposal includes funding for Mandated Block Grant, \$36.51 per FTES:	\$	1,154,664 <A>

Local Revenue/Self-Supporting Revenue

Interest & Investment Income		
Interest earnings estimate	\$	3,000,000 <A>
Miscellaneous Districtwide Income		
Other miscellaneous income estimate:	\$	10,000 <A>
Budget Center Revenues		
Budget Centers have provided for the self-supported activities for each quarter. Included in this section, Cypress College and Fullerton College have budgeted Nonresident Tuition as part of ongoing revenues.	\$	7,702,860 <A>
Interfund Transfer In		
Transfer In from Redevelopment Funds:	\$	1,000,000 <A>
Additional Contribution from OPEB Trust		
In FY 20/21, the Retiree Benefits Trust Board authorized the use of funds to pay current retiree benefit costs, capped at \$3 million.	\$	5,750,057
Total Revenues (excluding Contrib. from OPEB Trust)	\$	<u>286,289,980</u> = sum of <A>

**North Orange County Community College District
2025-26 Early Preliminary Budget
Resource Allocation Model - Budget Assumptions**

Appropriations and Expenditures

Position Control Budgets (Permanent Positions)

All Permanent Positions have been budgeted based on applicable employee step, grade, and, if applicable, longevity, premium pay, professional growth and education stipends. \$ 188,042,777

The current rates for benefits have been applied as follows:	24-25	25-26 Prelim
<u>STRS</u> : For employer share of contributions towards STRS pension costs.	19.10%	19.10%
<u>PERS</u> : For employer share of contributions toward PERS pension costs.	27.05%	27.40%
<u>OASDI</u> : For State Disability Insurance and Medicare required.	6.20% & 1.45%	6.20% & 1.45%
<u>SUI</u> : State Unemployment Insurance.	0.05%	0.05%
<u>WC</u> : Worker's Compensation Rate to contribute towards worker's comp costs.	0.50%	0.50%
<u>RB</u> : Contribution rate toward ongoing retiree health benefit costs.	0.00%	0.00%

Health Costs \$ 12,654,370
Health costs are expected to increase. This estimates an increase of 5% over prior calendar year. \$ 632,718

Dependent Care Coverage Costs
All groups' current agreements include a contribution by the District toward dependent care coverage as well as full family coverage. An estimate of these costs was added based on 24-25 employee participation. \$ 7,574,515

Total Estimated Position Control Costs \$ 208,904,380

Other Operating Expenses

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

Extended Day (including Adjunct & Overload)
Extended Day budgets estimated using 24-25 Proposed Budget. Associated benefits have been included. \$ 38,888,970
Estimated cost of increasing overload by 15% \$ 1,758,750

Health Costs
Part-time Faculty Insurance premiums \$ 4,924,500
Expected reimbursement \$ (4,924,500)

Other Budget Center Expenses: Amounts estimated based on 24-25 actuals and increased by 2.92% CPI. \$ 18,815,794

Districtwide Expenses

Districtwide expenses include budget for costs that have been approved through CBF and DCC and that will be shared across all budget centers. \$ 6,005,349

Total Expenses (net of Contrib. from OPEB Trust) \$ 274,373,243

Items not included in Budgeted Expense:

Estimated cost of increasing CSEA salary schedule by 1.5%, including statutory fringe benefits. \$ 1,196,441

Estimated cost of increasing Adjunct Faculty rates:

By 1%	\$ 328,171
By 5%	\$ 1,640,855
By 10%	\$ 3,281,710
By 15%	\$ 4,922,565

Estimated cost of adding 34 new Full-Time Faculty, including benefits

Cypress - adding 15	\$ 2,820,540
Fullerton - adding 15	\$ 2,820,540
NOCE - adding 4	\$ 752,144

Estimated cost savings from vacant positions, including benefits (using 24-25 Position Control) \$ (13,174,893)

Potential estimated cost of Job Family Study (ITS) \$ 618,954
Potential estimated cost of other Job Family Studies \$ 6,655,410

Other Budget Center costs (student food program, student advocates, book program) TBD

North Orange County Community College District
2025-26 Early Preliminary Budget
Districtwide (DW) Expenses in Fund 11200 (Ongoing Budget only)
February 6, 2025

	<u>Actuals</u> <u>2023-24</u>	<u>Budget</u> <u>2024-25</u>	<u>Budget</u> <u>2025-26</u>
Sabbatical Replacement Costs	\$ -	\$ 300,000	\$ 300,000
Related Activity (Additional Duty Days for Faculty)	\$ 442,561.68	350,000	350,000
Subtotal 10000's	\$ 442,561.68	650,000	650,000
Retiree Medical Benefits	\$ 5,395,476.93	5,750,057	5,750,057
Contribution from Retiree OPEB Trust	\$ -	(5,750,057)	(5,750,057) ***
Net Retiree Medical Benefits Cost	\$ 5,395,476.93	-	-
Part-time Faculty Insurance reimbursement program	\$ 134,095.85	215,000	225,750
Part-time Faculty Insurance premiums	\$ 2,304,834.59	4,475,000	4,698,750
Expected Reimbursement	\$ (2,333,385.59)	(4,690,000)	(4,924,500) ◆
Net Part Time Health Insurance Program Expense	\$ 105,544.85	-	-
Fringe Benefits Clearing	\$ 600,574.29	1,000,000	1,000,000
Adjustments/Fees from STRS	\$ 24,607.16	40,000	40,000
Fees from PERS	\$ -	10,000	10,000
Load Banking Benefits Accrual Adjustment*	\$ 39,409.01	15,000	45,000
Subtotal 30000's	\$ 6,165,612.24	1,065,000	1,095,000
Other (Memberships per Contracts for Employees)	\$ -	6,000	6,000
Recruiting Budget	\$ 43,761.55	55,000	55,000
Fingerprinting	\$ 19,595.00	25,000	25,000
Sabbatical Bond Reimbursements	\$ 4,446.50	4,500	4,500
Districtwide Memberships	\$ 142,042.22	143,000	143,000
Audit Expenses*	\$ 121,800.00	133,500	150,300
Information & Emergency Communication System	\$ 47,481.28	51,280	51,280
Sewer Expenses*	\$ 98,726.46	99,000	115,000
Additional Attorney Expenses	\$ 250,968.14	350,000	350,000
Waste Disposal	\$ 196,244.28	200,000	200,000
Election Expense	\$ -	300,000	150,000
Ride Share (AQMD)	\$ 100,432.78	120,000	120,000
Student Insurance*	\$ 235,394.00	236,000	280,000
Employee Assistance Program	\$ 41,437.02	60,000	60,000
Interest	\$ 66,711.23	90,000	90,000
Life insurance	\$ 171,912.25	172,000	172,000
Mandated Fees from PERS (for reports)	\$ 350.00	350	350
County Payroll Postage Charges	\$ 5,513.42	5,700	5,700
DW IT Expenses	\$ 1,551,350.03	1,907,219	1,907,219
Subtotal 50000's	\$ 3,098,166.16	3,958,549	3,885,349
FC Child Care Center Contribution (B/A 4/14/09)	\$ 250,000.00	250,000	250,000
Hospitality	\$ 195,000.00	-	- ◆
Subtotal 70000's	\$ 445,000.00	250,000	250,000
EEO Plan Implementation	\$ -	25,000	25,000
Student Success	\$ -	100,000	100,000
Subtotal 79000's (Contingencies)	\$ -	125,000	125,000
Total Districtwide Expenses	\$ 10,151,340.08	\$ 6,048,549	\$ 6,005,349
Total	10,151,340.08		

***: The Retiree Trust Board approved the use of trust fund assets for the pay-as-you-go annual costs for the health retiree benefits.

◆: We will be using the reimbursement from the state to cover the cost of the part-time faculty health insurance program.

❖: Beginning 24-25, hospitality will no longer be a districtwide shared expense. Hospitality will be budgeted at each budget center.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: December 3, 2024

From: Bridget Kominek, Associate Professor of English, FC Acting Faculty Senate President

Re: Agenda Item for District Consultation Council Meeting of February 24, 2025

1. AGENDA ITEM NAME

Fullerton College Accreditation Update and Planning

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion	X	Action	
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The Fullerton College Accreditation Steering Committee (ASC) co-chairs Danielle Fouquette and Daniel Berumen and the Fullerton College Acting Faculty Senate President Bridget Kominek will give an update on our most recent accreditation cycle and an overview of the ongoing work the FC ASC to understand the new ACCJC standards and ensure our college is aligned. They will discuss how this work can align with Cypress and the District, particularly how NOCCCD board policies are aligning with the new standards.

The District Function Map is available via [this link](#).

5. RECOMMENDATION:

We recommend DCC discuss changes to the ACCJC accreditation standards for 2024 and how these changes might affect intradistrict collaboration on efforts to meet accreditation standards.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Fullerton College's Accreditation Steering Committee

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: February 18, 2025

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of February 24, 2025

1. AGENDA ITEM NAME

Revised Board Policies & Administrative Procedures – Review Cycle Revisions

- **BP 2015, Student Members**
- **BP 2200, Board Duties and Responsibilities**
- **BP 2210, Officers**
- **BP 2220, Committees of the Board**
- **BP 2305, Annual Organizational Meeting**
- **BP 2310, Regular Meetings of the Board**
- **BP 2315, Closed Sessions**
- **BP 2320, Special and Emergency Meetings**
- **AP 2320, Special and Emergency Meetings**
- **BP 2330, Quorum and Voting**
- **BP 2340, Agendas**
- **AP 2340, Agendas**
- **BP 2345, Public Participation at Board Meetings**
- **AP 2345, Public Participation at Board Meetings**
- **BP 2350, Speakers**
- **AP 2350, Speakers**
- **BP 2355, Decorum**
- **BP 2360, Minutes**
- **AP 2360, Minutes**
- **BP 2365, Recording**
- **AP 2365, Recording**

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion		Action	X
First Reading	X	Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **20 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The BPs and AP were reviewed as part of the District’s review cycle. Proposed revisions to these policies include reference section updates pursuant to the 2024 changes to ACCJC Accreditation Standards, to update legal citations, and legal language as provided by the CCLC Policy and Procedure Legal Updates Service. Additional revisions include minor grammar corrections in keeping with District practices.

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, the revised Administrative Procedure be posted on the District website and the revised Board Policies be forwarded to the Board for their consideration.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

CCLC Legal Updates Service

BP 2015 Student Members

Reference:

Education Code Section 72023.5;
Education Code Section 70902

- 1.0 The Board of Trustees shall include one student member each from Cypress College, Fullerton College, and North Orange Continuing Education to represent the students of their campus. Student members shall be elected, and may be recalled, by the students of their campus in accordance with procedures established by the Chancellor. 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 of Trustees, but shall be recorded in the official minutes of the Board meeting, and shall be taken prior to the other votes. ~~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 and from the student body association or student organization of their campus 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 credit units or 75 semester noncredit hours in the District at the time of ~~nomination~~ **appointment** and throughout the term of service. The student members must maintain a minimum of a cumulative 2.0 grade point average or Satisfactory Progress (SP) and Pass (P) grades in noncredit classes. 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 of Trustees. 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 If the seat of a student member becomes vacant during their term, the Board of Trustees may authorize the officers of the relevant student body association or student organization to appoint an eligible student to serve the remainder of the term in accordance with procedures established by the Chancellor.
- 4.0 Student members shall be seated with the Board of Trustees **during the open session portion of meetings** and shall be recognized as full members of the Board **of Trustees** at meetings. **Student members shall have the right to attend each and all meetings of the Board of Trustees.** 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 **issues and items discussed in** closed session)~~. Student members shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.
 - 4.1 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.
- 5.0 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

BP 2015 Student Members

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 they are absent in a calendar year if the Board of Trustees, 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.

- 6.0 The Board of Trustees encourages participation of its student members in trustee-related conferences, activities, and retreats and may approve reasonable expenses that fall within the guidelines of Board policies.
- 7.0 On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student members any of the privileges noted in this policy by reviewing it for re-adoption.
- 8.0 The President of the Board of Trustees shall appoint each year a trustee to serve as mentor to the student members.

See Administrative Procedure 2015, Student Members; ~~and~~ Board Policy and Administrative Procedures 2105, Election of Student Members; [and Board Policy 2725 Board Member Compensation](#).

Date of Adoption: May 10, 2022 Re-adoption
April 27, 2021 Re-adoption
April 28, 2020 Re-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 13, 2024
April 25, 2023
February 12, 2019
May 8, 2012
January 27, 2009
June 14, 2005
April 13, 2004

BP 2200 Board Duties and Responsibilities

Reference:

ACCJC Accreditation Standard IV 4;
WASC/ACS Criterion 2, Indicator 2.1

- 1.0 The Board of Trustees governs the community colleges and education centers of the North Orange County Community College District on behalf of the residents of the District in accordance with the authority granted and duties defined in Education Code Section 70902.
 - 1.1 The Board of Trustees may initiate and carry on any lawful program or activity that is not in conflict with the purposes for which community college districts are established.
 - 1.2 The Board of Trustees shall represent the public interest and establish rules and policies consistent with applicable laws and regulations for the governance and operation of the District's community colleges and education centers.
- 2.0 The Board of Trustees is committed to fulfilling its responsibilities to:
 - 2.1 Adopt policies that define the institutional mission and set prudent, ethical, and legal standards for campus operations.
 - 2.2 Hire a Chancellor and delegate to the Chancellor the authority to implement Board policies and decisions and other duties the Board of Trustees may prescribe.
 - 2.3 Establish policies for and approve comprehensive academic and facilities plans.
 - 2.4 Establish policies for and approve courses of instruction and educational programs, academic standards and graduation requirements, and rules governing student conduct.
 - 2.5 Monitor institutional performance, educational quality, and compliance with accreditation standards.
 - 2.6 Assure fiscal health and stability including adopting operational and capital outlay budgets and determining the need for tax or bond elections.
 - 2.7 Hold and convey property for the use and benefit of the District and manage and control District property.
 - 2.8 Employ and assign all personnel and establish employment practices, salaries, and benefits for all employees.
 - 2.9 Establish procedures for effective involvement of faculty, staff, and students in local governance.
 - [2.10 Assure the Board of Trustees operates in an open, accessible, welcoming spirit, and maintains an anti-racist culture.](#)

BP 2200 Board Duties and Responsibilities

[2.11 Establish policies that ensure the District operates in an anti-racist manner.](#)

- 3.0 The Board of Trustees, by majority vote, may adopt a rule delegating authority to the District's Chancellor or any other employee or to a committee as the Board may designate. Any rule delegating authority shall prescribe the limits of the delegation. The governing board shall not delegate any power that is expressly made nondelegable by statute.

See Board Policy 2715, Board Code of Ethics/Standards of Practice.

Date of Adoption: April 24, 2007

Date of Last Revision: March 23, 2021
September 14, 2016 Chancellor's Staff
April 26, 2016
November 26, 2014 Chancellor's Staff

BP 2210 Officers

Reference:

Education Code Section 72000

1.0 At the annual organizational meeting, the Board [of Trustees](#) shall elect from among all its members a President of the Board, a Vice President, and a Secretary. The Chancellor shall serve as Executive Secretary of the Board.

The terms of officers shall be for one year.

1.1 The duties of the President of the Board are:

- 1.1.1 Preside over all meetings of the Board [of Trustees](#);
- 1.1.2 Appoint special committees;
- 1.1.3 Call emergency and special meetings of the Board [of Trustees](#) as required by law;
- 1.1.4 Consult with the Chancellor on Board meeting agendas;
- 1.1.5 Communicate with individual board members about their responsibilities;
- 1.1.6 Participate in the orientation process for new board members;
- 1.1.7 Assure Board [of Trustees'](#) compliance with policies on board education, self-evaluation, and Chancellor evaluation;
- 1.1.8 Represent the Board [of Trustees](#) at official events or ensure board representation;
- 1.1.9 Execute all documents on behalf of the Board [of Trustees](#), except as otherwise determined by law or this policy.

1.2 The duties of the Vice President of the Board are:

- 1.2.1 Perform all duties of the President in case of absence, resignation, or other disability of the President.

1.3 In the event of absence or disability of both the President and the Vice President, a President pro tem, authorized to perform all the duties of the President, may be chosen by the Board [of Trustees](#).

1.4 The duties of the Secretary of the Board are:

- 1.4.1 Sign all legal notices and advertisements;
- 1.4.2 Execute all documents on behalf of the Board [of Trustees](#) as directed by the Board.

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BOARD POLICY
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BP 2210 Officers

- 1.4.3 Perform such other duties as may be presented by the Board [of Trustees](#) or by State statutes.
- 1.5 The duties of the Executive Secretary of the Board are:
 - 1.5.1 Notify members of the Board [of Trustees](#) of regular, special, emergency, and adjourned meetings;
 - 1.5.2 Prepare and post Board meeting agendas;
 - 1.5.3 Have prepared for adoption minutes of the open session of all Board meetings;
 - 1.5.4 Maintain files of adopted minutes;
 - 1.5.5 Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
 - 1.5.6 Conduct the official correspondence of the Board [of Trustees](#);
 - 1.5.7 Certify as legally required all Board [of Trustees'](#) actions;
 - 1.5.8 Sign, when authorized by law or by Board [of Trustees'](#) action, any documents that would otherwise require the signature of the Secretary of the Board;
 - 1.5.9 Prepare and maintain a record of all polices of the Board [of Trustees](#);
 - 1.5.10 Issue all orders of the Board [of Trustees](#).

See Board Policy 2305, Annual Organizational Meeting; and Board Policy 2740, Board Education.

Date of Adoption: June 24, 2003

Date of Last Revision: February 12, 2019

BP 2220 Committees of the Board

Reference:

Education Code Section 54952

- 1.0 The Board [of Trustees](#) may, by action, establish committees that it determines are necessary to assist the Board [of Trustees](#) in its responsibilities. Any committee established by Board [of Trustees](#)' action shall comply with the requirements of the Brown Act and with these policies regarding open meetings.
 - 1.1 Board [of Trustees](#)' committees that are composed solely of less than a quorum of members of the Board [of Trustees](#) that are advisory are not required to comply with the Brown Act, or with policies regarding open meetings, unless they are a standing committee.
- 2.0 The President of the Board shall appoint all such committees, state their specific responsibilities, and set dates for their reports.
- 3.0 Board [of Trustees](#)' committees that are only advisory have no authority or power to act on behalf of the Board [of Trustees](#). Findings or recommendations shall be reported to the Board [of Trustees](#) for consideration, after which such special committees shall be considered discharged.

Date of Adoption: June 24, 2003

Date of Last Revision: February 12, 2019
January 27, 2009
November 23, 2004

BP 2305 Annual Organizational Meeting

Reference:

Education Code Section 72000 [subdivision](#) (c)(2)(A)

- 1.0 The annual organizational meeting of the Board of Trustees will be held at the first meeting in December of each year. The purpose of the annual organizational meeting is to elect a president, vice president and a secretary, and conduct any other business as required by law or determined by the Board of Trustees. All elected officers will serve until the following year's annual meeting.
- 2.0 An annual calendar of Board meetings will be adopted at this meeting.

See Board Policy 2210, Officers.

Date of Adoption: June 24, 2003

Date of Last Revision: March 26, 2019

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BP 2310 Regular Meetings of the Board

Reference:

**Education Code Section 72000 [subdivision \(d\)](#);
Government Code 54952.2, 54953 et seq., [and 54961](#)**

- 1.0 The Board of Trustees will adopt a calendar of Board meetings at its annual organizational meeting. In most months the Board [of Trustees](#) will meet on the second and fourth Tuesday. In some months the Board [of Trustees](#) may meet only once. Regular meetings of the Board [of Trustees](#) shall normally be held at the Anaheim Campus, 1830 W. Romneya Drive, Anaheim, CA, 92801 at 5:30 p.m. The calendar of Board meetings shall be published on the District website.
- 2.0 A notice identifying the location, date, and time of each regular meeting of the Board of Trustees shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.
- 3.0 All regular meetings of the Board of Trustees shall be held within the boundaries of the District except in cases where the Board [of Trustees](#) is meeting with another local agency, ~~or~~ is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District, [or is meeting during a proclaimed state of emergency](#).
- 4.0 All regular and special meetings of the Board of Trustees shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.
- 5.0 The Board of Trustees may adjourn any regular meeting to a later fixed date to complete any unfinished business. At such adjourned session, the Board [of](#) shall have all the powers of the preceding regular session. Notice of the adjourned meeting must be posted on or near the door of the meeting room within 24 hours of the adjournment.
- 6.0 Representatives directly affiliated with each of the bargaining units of District employees, the Academic/Faculty Senates, and administrative personnel as designated by the Chancellor will be seated at a Resource Table. These representatives may provide reports to the Board of Trustees from their respective organizations, provide input on agenda items, or serve as a resource to the Board [of Trustees](#) in the discussion of issues subject to Board [of Trustees](#)' guidelines.
- 7.0 The Board of Trustees may use teleconferencing for its meetings consistent with Government Code Section 54953(b). A teleconferenced meeting shall comply with all legal requirements pertaining to such meetings. All votes taken during a teleconferenced meeting shall be by roll call.
- 8.0 Matters of procedure not governed by law or Board policy shall be guided by Robert's Rules of Order.

See Board Policy 2315, Closed Sessions; Board Policy 2320, Special and Emergency Meetings; Administrative Procedure 2320, Special and Emergency Meetings; Board Policy 2330, Quorum and Voting; Board Policy 2340, Agendas; Administrative Procedure 2340, Agendas; Board Policy 2360, Minutes; and Administrative Procedure 2360, Minutes.

Date of Adoption: June 24, 2003

BP 2310 Regular Meetings of the Board

Date of Last Revision: March 23, 2021
June 1, 2004

BP 2315 Closed Sessions

Reference:

Government Code Sections ~~54956.75~~, [54954.5](#), 54956.8, 54956.9, 54957, [54957.1](#), and ~~54957.6~~; [and 11125.4](#);
Education Code Section 72122

- 1.0 Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, Government Code, and Education Code. Matters discussed in closed session may include:
 - 1.1 The appointment, employment, evaluation of performance, discipline, or dismissal of a public employee;
 - 1.2 Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
 - 1.3 Advice of counsel on pending litigation, [or the initiation of litigation](#), as defined by law;
 - 1.4 Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
 - 1.5 Real property transactions;
 - 1.6 Threats to public security;
 - 1.7 Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
 - 1.8 Discussion of student disciplinary action, with final action taken in public session;
 - 1.9 Conferring of honorary degrees;
 - 1.10 Consideration of gifts from a donor who wishes to remain anonymous; [and](#)
 - 1.11 To consider its response to a confidential final draft audit report from the Bureau of State Audits.
- 2.0 The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.
- 3.0 After any closed session, the Board of Trustees shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

BP 2315 Closed Sessions

- 4.0 All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board of Trustees or by law.

- 4.1 All members of the Board of Trustees have a duty not to disclose any statements (written and oral), discussions, opinions, deliberations, and documents, that were made, reviewed or considered during the course of a closed session. This duty shall extend to those persons invited to attend the closed sessions. The above-described duty of nondisclosure shall be a continuing duty and shall continue after the person is no longer a member of the Board of Trustees, and this duty shall continue to all persons who are invited to attend such closed session.

See Board Policy 2310, Regular Meetings of the Board

Date of Adoption: June 24, 2003

Date of Last Revision: September 10, 2019
August 26, 2014
June 14, 2005

BP 2320 Special and Emergency Meetings

Reference:

**Government Code Sections 54956, 54956.5, and 54957;
Education Code Section 72129**

- 1.0 Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board of Trustees. Notice of such meetings shall be posted at least twenty-four (24) hours before the time of the meeting, and shall be noticed in accordance with Brown Act requirements. No business other than that included in the notice may be transacted or discussed.
- 2.0 Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety. No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.
- 3.0 The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See Board Policy 2310, Regular Meetings of the Board and Administrative Procedure 2320, Special and Emergency Meetings.

Date of Adoption: June 24, 2003

Date of Last Revision: March 26, 2019
June 1, 2004

AP 2320 Special and Emergency Meetings

Reference:

Government Code Sections 54956 and 54956.5;
Education Code Sections 72023.5 and 72129

1.0 Special Meetings

1.1 Whenever a special meeting of the Board of Trustees is called, the Chancellor shall cause the call and notice to be posted at least twenty-four (24) hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

1.1.1 Written notice to each member of the Board of Trustees, including student members.

1.1.2 Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

1.2 The written notice must be received at least twenty-four (24) hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice may be waived by members of the Board of Trustees in writing either prior to or at the time of the meeting.

2.0 Emergency Meetings

2.1 Whenever an emergency meeting of the Board of Trustees is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

See Board Policy 2310, Regular Meetings of the Board and Board Policy 2320, Special and Emergency Meetings.

Date of Adoption: June 24, 2003

Date of Last Revision: February 25, 2019 District Consultation Council

BP 2330 Quorum and Voting

Reference:

Education Code Sections [15266](#), 72000 [subdivision](#) (d)(3), 81310 et seq., [81360](#), [81365](#), [81511](#), and [81432](#);
Government Code Sections [53094](#) and [54950](#) et seq.;
Code of Civil Procedure Section [1245.240](#)

- 1.0 A quorum of the Board of Trustees shall consist of four (4) members.
 - 1.1 If there is no quorum present at the time set for the meeting, the members present may adjourn to another time. Notice of the adjourned meeting shall be given as required by law for regular meetings.
- 2.0 The Board of Trustees shall act by majority vote of all of the membership of the Board [of Trustees](#), except as noted below.
- 3.0 No action shall be taken by secret ballot. The Board of Trustees will publicly report any action taken in open session and the vote or abstention of each individual member present.
- 4.0 The following actions require a two-thirds (2/3) majority of all members of the Board of Trustees:
 - 4.1 Resolution of intention to sell or lease [District](#) real property, [which is not or will not be needed by the District for school classroom buildings](#) (except where a unanimous vote is required);
 - 4.2 Resolution of intention to dedicate or convey an easement;
 - 4.3 Resolution authorizing and directing the execution and delivery of a deed;
 - 4.4 Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
 - 4.5 Appropriation of funds from an undistributed reserve;
 - 4.6 Resolution to condemn real property;
 - [4.7](#) [Resolution to pursue the authorization and issuance of bonds pursuant to paragraph \(3\) of subdivision \(b\) of Section 1 of Article XIII A of the California Constitution and subdivision \(b\) of Section 18 of Article XVI of the California Constitution.](#)
- 5.0 The following actions require a unanimous vote of all members of the Board of Trustees:
 - 5.1 Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
 - 5.2 Resolution authorizing lease of District property under a lease for the production of gas.

BP 2330 Quorum and Voting

See Board Policy 2310, Regular Meetings of the Board

Date of Adoption: June 24, 2003

Date of Last Revision: March 26, 2019
August 26, 2014

North Orange County Community College District
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BP 2340 Agendas

Reference:

Government Code Sections 54954 et seq. and 7920.000 et seq.; ~~54950 et seq. and 6250 et seq.~~;
Education Code Sections 72121 and 72121.5

- 1.0 An agenda shall be posted ~~adjacent to the place of meeting~~ **in a location physically accessible 24 hours per day**, as well as on the District's internet website at least seventy-two (72) hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. Agendas shall be developed by the Chancellor. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.
- 2.0 Business that is not on the agenda may not be acted on or discussed, except when one or more of the following apply:
 - 2.1 A majority decides there is an "emergency situation" as defined for emergency meetings;
 - 2.2 Two-thirds (2/3) of the members (or all members if less than two-thirds (2/3) are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
 - 2.3 An item appeared on the agenda and was continued from a meeting held not more than five (5) days earlier.
- 3.0 The order of business may be changed by consent of the Board of Trustees.
- 4.0 **If requested by a member of the public, a copy of the agenda, or documents constituting the agenda packet, shall be provided by mail or email.** The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.
- 5.0 Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator, contain ~~his/her~~ **their** residence or business address, and organizational affiliation, if any. The Board of Trustees reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.
 - 5.1 Agenda items submitted by members of the public must be received by the Office of the Chancellor one week prior to the regularly scheduled a Board meeting.
 - 5.2 Agenda items initiated by members of the public shall be placed on the Board's agenda following the items of business initiated by the Board of Trustees and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a ninety (90)-day period following the initial submission.

North Orange County Community College District
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Board of Trustees

BP 2340 Agendas

- 6.0 Faculty, staff and students may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item through established procedures in the Colleges and North Orange Continuing Education.

- 7.0. In accordance with BP/AP 2510, Participation in Local Decision-Making the Academic Senates may independently initiate agenda items by submitting a written summary of the item to the Chancellor. The summary must be signed by the President of the initiating Senate. The Board of Trustees reserves the right to consider and take action in closed session on items submitted by the Senates as permitted or required by law.
 - 7.1 Agenda items submitted by the Academic Senates must be received by the Office of the Chancellor one week prior to the regularly scheduled a Board meeting.

 - 7.2 Agenda items submitted by the Academic Senate shall be placed in the appropriate section of the agenda for the topic.

- 8.0 Members of the Board of Trustees may place items on the agenda by contacting the Chancellor's Office.

See Board Policy 2310, Regular Meetings of the Board, Board Policy and Administrative Procedure 2320, Special and Emergency Meetings, Administrative Procedure 2340, Agendas, Board Policy and Administrative Procedure 2345, Public Participation at Board Meetings, Board Policy and Administrative Procedure 2350, Speakers, Board Policy and Administrative Procedure 2360, Minutes, Board Policy and Administrative Procedure 2365, Recording, and Board Policy and Administrative Procedure 3300, Public Records.

Date of Adoption: June 24, 2003

Date of Last Revision: March 26, 2019
November 28, 2017
November 23, 2004

AP 2340 Agendas

Reference:

Education Code Section 72121

- 1.0 The agenda for Board meetings is compiled by the Chancellor's Office staff. Included in the agenda are: business, educational, operational, and professional matters requiring Board of Trustees' approval; policy issues; and informational items. The agenda is developed the week prior to Board meetings and distributed to trustees and staff the Friday before a regularly scheduled meeting.
- 2.0 The docket portion of the agenda, listing each of the respective agenda items, is distributed to the news media and posted in the public area of the District Office the Friday before a regularly scheduled meeting.
- 3.0 The Board of Trustees' agenda in its entirety is published on the District website the Friday before a regularly scheduled meeting and is accessible to the public and the District community.
 - 3.1 The public can receive copies of the agenda through the Chancellor's Office at the standard District charge for photocopies. Any individual can print the agenda from the District website at no charge.
- 4.0 Copies of the agenda are made available to the public at Board meetings.

See Board Policy 2340, Agendas.

Date of Adoption: June 24, 2003

Date of Last Revision: March 12, 2019 Board of Trustees
February 25, 2019 District Consultation Council

BP 2345 Public Participation at Board Meetings

Reference:

Government Code Sections 54954.3 and 54957.5;
Education Code Section 72121.5

- 1.0 The Board of Trustees shall provide opportunities for members of the general public to participate in the business of the Board of Trustees.
- 1.1 Members of the public may bring matters directly related to the business of the District to the attention of the Board of Trustees in one of two ways:
 - 1.1.1 There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.
 - 1.1.1.1 Members wishing to present such items shall submit a written request to the Board's Recording Secretary at the beginning of the meeting that summarizes the item and provides his/ ~~er~~ her name and organizational affiliation, if any. No action may be taken by the Board of Trustees on such items.
 - 1.1.2 Members of the public may place items on the prepared agenda in accordance with BP/AP 2340, Agendas.
 - 1.1.2.1 A written summary of the item must be submitted to the Chancellor at least one week prior to the Board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.
- 2.0 Members of the public also may submit written communications to the Board of Trustees on items on the agenda and/or speak to agenda items at the Board meeting. ~~Written communication regarding items on the Board's agenda should reach the Office of the Chancellor not later than five (5) working days prior to the meeting at which the matter concerned is to be before the Board of Trustees.~~ All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.
- 3.0 If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.
- 4.0 Claims for damages are not considered communications to the Board of Trustees under this rule, but shall be submitted to the District Finance and Facilities Office.

See Board Policy 2340, Agendas, Administrative Procedure 2345, Public Participation at Board Meetings, Board Policy 2350, Speakers, and Board Policy 2355, Decorum.

Date of Adoption: June 24, 2003

Date of Last Revision: March 26, 2019

AP 2345 Public Participation at Board Meetings

Reference:

Education Code Section 72121.5;
Government Code Section 54954.2

- 1.0 Members of the public may participate in Board meetings in accordance with the provisions of BP 2345, Public Participation at Board Meetings.
- 2.0 The Board of Trustees welcomes public comment on issues within the jurisdiction of the District. Comments should be limited to three (3) minutes per speaker and twenty (20) minutes per topic. A speaker who utilizes a translator will be allowed a maximum of six (6) minutes. At the Board's of Trustees' discretion, these time limits may be amended.
- 3.0 Members wishing to address the Board of Trustees shall be requested to submit a written request to the Board's Recording Secretary at the beginning of the meeting that summarizes the item and provides ~~his or~~ their name and organizational affiliation, if any. All comments should be directed to the Board of Trustees.
- 4.0 At the conclusion of public comment, the Board of Trustees may ask staff to review a matter or ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action.
- 5.0 The Board of Trustees 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.

See Board Policy and Administrative Procedure 2340, Agendas, Board Policy and Administrative Procedure 2350, Speakers, and Board Policy 2355, Decorum.

Date of Adoption: June 24, 2003

Date of Last Revision: March 12, 2019 Board of Trustees
February 25, 2019 District Consultation Council

BP 2350 Speakers

Reference:

Education Code Section 72121.5;
Government Code Sections 54950 et seq.

- 1.0 Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board [of Trustees](#).
- 2.0 Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before the Board of Trustees begins its discussion of the item and before a vote is called on the item.
- 3.0 Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comments.
- 4.0 Those wishing to speak to the Board of Trustees are subject to the following:
 - 4.1 The President of the Board of Trustees may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board [of Trustees](#) or if their remarks are unduly repetitive.
 - 4.2 Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
 - 4.3 Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board of Trustees under this policy, but they may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board [of Trustees](#) implementing that section.
 - 4.4 A written request to address the Board of Trustees is to be submitted to the Recording Secretary at the beginning of the meeting at which they wish to speak.
 - 4.5 The request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
 - 4.6 No member of the public may speak without being recognized by the President of the Board of Trustees.
 - 4.7 Each speaker will be allowed a maximum of three (3) minutes per topic. Twenty (20) minutes shall be the maximum time allotment for public speakers on any one subject, regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board of Trustees, these time limits may be extended.
 - 4.7.1 A speaker who utilizes a translator will be allowed a maximum of six [\(6\)](#) minutes to address the Board of Trustees.

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BP 2350 Speakers

- 4.8 Each speaker coming before the Board of Trustees is limited to one presentation per specific agenda item before the Board [of Trustees](#), and to one presentation per meeting on non-agenda matters.

See Administrative Procedures 2350, Speakers; Board Policy 2345, Public Participation at Board Meetings; and Board Policy 2355, Decorum

Date of Adoption: June 24, 2003

Date of Last Revision: May 14, 2019
November 28, 2017

AP 2350 Speakers

Reference:

Education Code Section 72121.5;
Government Code Section 54954.2

- 1.0 Speaker request cards are available outside the Board Room before each meeting. When completed, the cards should be turned in to the Recording Secretary of the Board.
- 2.0 Speaker request cards are to be submitted at the beginning of the meeting. Exceptions may be made at the discretion of the Board President.
- 3.0 Public comments will be summarized in the Board meeting minutes. Upon request by a speaker who is addressing the Board [of Trustees](#), a “for-the-record” statement shall be included in the Board Meeting Supplemental Minutes, with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

See Board Policy and Administrative Procedure 2345, Public Participation at Board Meetings; Board Policy 2350, Speakers; and Board Policy 2355, Decorum

Date of Adoption: June 24, 2003

Date of Last Revision: March 25, 2019 District Consultation Council
March 23, 2009 Chancellor’s Cabinet

North Orange County Community College District
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BP 2355 Decorum

Reference:

Education Code Section 72121.5;

Government Code Sections [54954.3](#) subdivision (b), [54957.9](#), and [54957.95](#)

- 1.0 The following will be ruled out of order by the presiding officer:
 - 1.1 Disrupting, [disturbing](#), or otherwise impeding, [or rendering infeasible](#) the orderly conduct of the meeting.
 - 1.2 Physical violence and/or threats of physical violence directed toward any person or property.
- 2.0 In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.
 - 2.1 Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board of Trustees for the duration of the meeting.
 - 2.2 ~~Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board of Trustees, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.~~ [Before removal for conduct other than an individual's use of force or a true threat of force, the presiding officer shall warn the individual that the behavior is disrupting the meeting and that failure to cease the behavior may result in the individual's removal. The presiding officer or their designee may then remove the individual if they do not promptly cease their disruptive behavior.](#)
 - 2.3 If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board of Trustees may order the meeting room cleared and may continue in session. The Board [of Trustees](#) shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

See Board Policy 2345, Public Participation at Board Meetings and Board Policy 2350, Speakers

Date of Adoption: June 24, 2003

Date of Last Revision: October 27, 2020
May 14, 2019

North Orange County Community College District
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BP 2360 Minutes

Reference:

**Education Code Section 72121 [subdivision \(a\)](#);
Government Code Section 54957.5**

- 1.0 The Chancellor shall cause minutes to be taken of all public meetings of the Board of Trustees. The minutes shall record all actions taken by the Board of Trustees. The adopted minutes shall be public records and shall be available to the public and the news media in accordance with the California Public Records Act, Government Code Section Sections ~~6250~~ [7920.000 et seq.](#) If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.
- 2.0 The minutes shall also record names of those present, all motions, names of those making and seconding motions, votes, major discussion points, and direction given to the Chancellor.
- 3.0 The written minutes of Board meetings, signed by the Secretary of the Board, are the official records of such meetings and constitute the only legal record of the public meeting.

See Board Policy 2310, Regular Meetings of the Board; Board Policy and Administrative Procedure 2320, Special and Emergency Meetings; Board Policy and Administrative Procedure 2340, Agendas; Board Policy and Administrative Procedure 2345, Public Participation at Board Meetings; Board Policy and Administrative Procedure 2350, Speakers; Administrative Procedure 2360, Minutes; Board Policy and Administrative Procedure 2365, Recording; and Board Policy and Administrative Procedure 3300, Public Records

Date of Adoption: June 24, 2003

Date of Last Revision: May 14, 2019
November 22, 2005

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 2
Board of Trustees

AP 2360 Minutes

Reference:

Education Code Section 72121 [subdivision](#) (a)

- 1.0 The Chancellor's Office is responsible for maintaining minutes of Board meetings according to current law and the provisions of the Brown Open Meetings Act. The minutes shall be written to include only actions proposed and/or approved by the Board of Trustees.
- 2.0 Public comments will be summarized in the Board meeting minutes. Upon request by a speaker who is addressing the Board of Trustees, a "for-the-record" statement shall be included in the Board Meeting Supplemental Minutes, with the understanding that the speaker will provide a written copy of the statement at the time it is presented.

See Board Policy 2310, Regular Meetings of the Board; Board Policy and Administrative Procedure 2320, Special and Emergency Meetings; Board Policy and Administrative Procedure 2340, Agendas; Board Policy and Administrative Procedure 2345, Public Participation at Board Meetings; Board Policy and Administrative Procedure 2350, Speakers; Board Policy 2360, Minutes; Board Policy and Administrative Procedure 2365, Recording; and Board Policy and Administrative Procedure 3300, Public Records

Date of Adoption: June 24, 2003

Date of Last Revision: March 25, 2019 District Consultation Council
March 23, 2009 Chancellor's Cabinet

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

BP 2365 Recording

Reference:

Education Code Section 72121 [subdivision \(a\)](#);
Government Code Sections [7920.000, et seq.](#), 54953.5 and 54953.6

- 1.0 Any audio or video recording of an open and public Board meeting made by or at the direction of the Board of Trustees shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections ~~6250~~ [7920.000](#) et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty (30) days following the audio or video recording.
- 2.0 Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings with an audio or video recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board of Trustees finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board of Trustees to stop the recording.

See Board Policy 2310, Regular Meetings of the Board; Board Policy and Administrative Procedure 2320, Special and Emergency Meetings; Board Policy and Administrative Procedure 2340, Agendas; Board Policy and Administrative Procedure 2345, Public Participation at Board Meetings; Board Policy and Administrative Procedure 2350, Speakers; Board Policy and Administrative Procedure 2360, Minutes; Administrative Procedure 2365, Recording; and Board Policy and Administrative Procedure 3300, Public Records

Date of Adoption: June 24, 2003

Date of Last Revision: May 14, 2019
February 26, 2013

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 2
Board of Trustees

AP 2365 Recording

Reference:

Government Code Sections [7920.000, et seq.](#), [54953.5](#), and [54953.6](#)

- 1.0 The Chancellor's Office is responsible for maintaining audio recordings of Board meetings, excluding closed sessions, for a minimum of thirty (30) days following the meeting.
 - 1.1 The audio recordings shall be made available to the public and the news media in accordance with the California Public Records Act, Government Code Sections ~~6250~~ [7920.000 et seq.](#)
 - 1.2 The agenda for each meeting shall state, in a prominent place, that the meetings are being recorded electronically.

See Board Policy 2310, Regular Meetings of the Board; Board Policy and Administrative Procedure 2320, Special and Emergency Meetings; Board Policy and Administrative Procedure 2340, Agendas; Board Policy and Administrative Procedure 2345, Public Participation at Board Meetings; Board Policy and Administrative Procedure 2350, Speakers; Board Policy and Administrative Procedure 2360, Minutes; Board Policy 2365, Recording; and Board Policy and Administrative Procedure 3300, Public Records

Date of Adoption: June 24, 2003

Date of Last Revision: March 25, 2019 District Consultation Council

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: February 18, 2025

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of February 24, 2025

1. AGENDA ITEM NAME

Administrative Procedure 3415, Immigration Enforcement Activities

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	X
Review/Discussion	X	Action	X
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **20 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

AP 3415, Immigration Enforcement Activities is a new procedure that is legally required. The proposed language is provided by the CCLC Policy and Procedure service and model language provided by the Office of the California Attorney General to comply with Education Code Section 66093.3 subdivision (h).

Recommended revisions from the January 27 DCC meeting have been incorporated regarding use of the term campus safety (instead of campus police) and citing the Vice Chancellor of Administrative Services as one of the two designated administrators that should be notified when immigration enforcement officers are on campus. Further revisions to sections 1.0, 1.1, 1.2, and 3.0 have been made after consultation with legal counsel regarding student residences and designation of private/restricted spaces.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, the District adopt AP 3415.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Chancellor’s Staff and legal counsel.

AP 3415 Immigration Enforcement Activities

Reference:

Education Code Sections 66093 and 66093.3

- 1.0 **Responding to Requests for Access for Immigration Enforcement Activities:** District campus personnel shall provide guidance and offer to ~~campus~~ employees training addressing law enforcement access to campus buildings ~~and student residences~~. This guide shall include the following required topics:
 - ~~1.1 Instructions that law enforcement officers cannot enter living quarters to make arrests without a judicial warrant, valid consent, or exigent circumstances.~~
 - ~~1.2 Instructions that District personnel, including campus police, cannot consent to the entry into a residence or dormitory for the purpose of a search or arrest, but a judicial warrant or exigent circumstances may authorize officer entry without consent.~~
 - 1.3¹ Campus safety contact information to report concerns about the presence of officers engaged in immigration enforcement on any campus property.
 - 1.4² Samples of warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
 - 1.5³ Sample responses for District campus employees to use in response to officers seeking access for immigration enforcement purposes that avoids classroom interruptions, and that preserves the peaceful conduct of the school's activities.
- 2.0 District campus personnel shall advise all students, faculty, and staff to immediately notify the Office of the Vice President of Student Services, ~~or their designee,~~ or the Office of the Vice Chancellor of Administrative Services if they are advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. Campus ~~police~~ safety should also be notified as soon as possible.
- 3.0 No personnel may consent to entry of District facilities or portions thereof (e.g., classrooms and areas restricted to staff and students such as private offices) for parties engaging in immigration enforcement activities.
- 4.0 District campus personnel shall advise all students, faculty, and staff responding to or having contact with an officer engaged in immigration enforcement executing an immigration order, to refer the entity or individual to the Office of the Vice President of Student Services, ~~or their designee,~~ or the Office of the Vice Chancellor of Administrative Services for purposes of verifying the legality of any warrant, court order, or subpoena.
- 5.0 If the officer declares that exigent circumstances exist and demands immediate access to the campus, District campus personnel should not refuse the officer's orders and immediately contact the Vice President of Student Services or the Vice Chancellor of Administrative Services.

AP 3415 Immigration Enforcement Activities

- 6.0 The Office of the Vice President, ~~or their designee,~~ or the Office of the Vice Chancellor of Administrative Services shall determine what type of authorization is being provided to support the officer's request for access:
- 6.1 **A U.S. Immigrations and Customs Enforcement (ICE) "warrant."** Immediate compliance is not required. District/campus personnel shall inform the officer that they cannot consent to any request without first consulting with the Vice President of Student Services or the or Vice Chancellor of Administrative Services. Provide a copy of the warrant to the designated administrator (where possible, in consultation with legal counsel) as soon as possible.
 - 6.2 **A federal judicial warrant (search-and-seizure warrant or arrest warrant):** Prompt compliance with such a warrant is usually legally required, but where feasible, consult with the Vice President of Student Services or the Vice Chancellor of Administrative Services before responding.
 - 6.3 **A subpoena for production of documents or other evidence:** Immediate compliance is not required. Inform the officer that the District/campus cannot respond to the subpoena until after it has been reviewed by a designated administrator. All subpoenas should be delivered to the Office of the Vice Chancellor of Administrative Services at the Anaheim Campus as soon as possible.
 - 6.4 **A notice to appear:** This document is not directed at the District. District/campus personnel are under no obligation to deliver or facilitate service of this document to the person named in the document. If a copy of the document is received, it must be given to a designated administrator as soon as possible.
- 7.0 District/campus personnel should not attempt to physically interfere with an officer, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, District/campus personnel shall make a record of the contact and forward the information to the Office of the Vice President of Student Services or the Office of the Vice Chancellor of Administrative Services.
- 8.0 In making record of the contact with an immigration enforcement officer, District/campus personnel shall provide the following information:
- 8.1 Name of the officer, and, if available, the officer's credentials and contact information;
 - 8.2 Identity of all school personnel who communicated with the officer;
 - 8.3 Details of the officer's request;
 - 8.4 Whether the officer presented a warrant, subpoena, or court order to accompany their request, what was requested in the warrant/subpoena/court order, and whether the warrant/subpoena/court order was signed by a judge;
 - 8.5 District personnel's response to the officer's request;

AP 3415 Immigration Enforcement Activities

- 8.6 Any further action taken by the immigration officer; and
- 8.7 Photo or copy of any documents presented by the agent.
- 9.0 District/[campus](#) personnel shall provide a copy of those notes, and associated documents collected from the officer, to the Office of the Vice President of Student Services [or the Office of the Vice Chancellor of Administrative Services](#).
- 10.0 In turn, the Office of Student Services shall submit a timely report to the Chancellor, Vice Chancellor of Administrative Services, and the campus public safety office regarding the officer's requests and actions and the District's response(s).
- 11.0 **Responding to Immigration Acts Against Students or Family Members:** If there is reason to suspect that a student, faculty member, or staff person has been taken into custody as the result of an immigration action, District/[campus](#) personnel shall notify the person's emergency contact that the person may have been taken into custody.
- 12.0 District/[campus](#) personnel shall designate a staff person as a point of contact for any student, faculty member, or staff person who may or could be subject to an immigration order or inquiry.
- 13.0 District/[campus](#) personnel shall not discuss the personal information, including immigration status information, of any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.
- 14.0 District/[campus](#) personnel shall maintain a contact list of legal service providers who provide legal immigration representation and provide this list free of charge to any student who requests it. At minimum, the list shall include the legal service provider's name and contact number, e-mail address, and office address.
- 15.0 If a student is detained or deported, or is unable to attend to their academic requirements because of an immigration order, the District shall make all reasonable efforts to assist the student in retaining any eligibility for financial aid, fellowship stipends, exemption from nonresident tuition fees, funding for research or other educational projects, housing stipends or services, or other benefits the student has been awarded or received subject to and in compliance with its policy.
- 16.0 District/[campus](#) personnel shall permit a student who is subject to an immigration order to re-enroll if and when the student is able to return to the District, subject to and in compliance with its policy and will make reasonable and good-faith efforts to provide for a seamless transition in the student's re-enrollment and reacquisition of campus services and support.
- 17.0 The Vice President of Student Services [or the Vice Chancellor of Administrative Services](#) shall be available to assist any student, faculty, and staff who may be subject to an immigration order or inquiry, or who may face similar issues, and whose education or employment is at risk because of immigration enforcement actions.

Date of Adoption: TBD

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: February 19, 2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of February 24, 2025

1. AGENDA ITEM NAME

Revised BP/AP 7600, Campus Safety Officers – Original Revisions (from 2/23/22)

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Seventh Reading	X
Review/Discussion		Action	X
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **5 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

At the February 23, 2022 meeting, a DCC item was submitted for proposed revisions for BP/AP 7600, Campus Safety Officers. At that meeting, changes and rationale were shared with DCC members, so that campus representatives could vet the policies/procedures concurrently and bring their recommendations back to a Safety Committee workgroup. No feedback was received, so the Vice Chancellor, Finance & Facilities was asked to start the discussion over. BP 7600 included minimal changes, but there were significant changes proposed for AP 7600. Changes included adding definitions explaining community-oriented safety philosophy and outlining the general authority and role of Campus Safety Officers, including providing guidance on use of force, conducting searches, engaging in pursuits, authorization regarding traffic and parking violations, equipment, patrolling, and training. The revision's secondary purpose is so that the Standard Operating Procedures, required by board policy, are established and documented.

At the August 26, 2024, DCC meeting, proposed revisions to BP/AP 7600 were reintroduced and it was requested that members share the proposed policies with their constituencies in order to share feedback at the next DCC meeting. The policies, including the possibility of including an asp for Campus Safety Officers, have been discussed at the September 23, October 28, and November 25 DCC meetings where members have provided feedback on preliminary discussions with their constituencies.

At the January 21, 2025, DCC meeting, a workgroup was formed to restart the revision process for BP/AP 7600, incorporating feedback received from their constituencies.

5. RECOMMENDATION:

It is recommended that DCC members discuss and reject the February 23, 2022, proposed revisions to AP/BP 7600.

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Campus Safety Workgroup and Chancellor's Staff

North Orange County Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7600 Campus Safety Officers

Reference:

Education Code Sections 72330.5 et seq.;
Government Code Sections 3300 et seq.

- 1.0 It is the policy of the Board [of Trustees](#) to protect the property of the District and to provide reasonable security measures to protect the District's students, employees, and visitors while on campus, with the understanding that students, employees, and visitors must assume the primary responsibility for their own personal safety and the security of their personal belongs.
- 2.0 The District shall employ campus safety officers, who shall provide services as security guards or patrol persons on or about the campuses owned or operated by the District. Their duties include, but are not limited to, protecting persons or property, preventing theft and vandalism of District property, and reporting any unlawful activity to the District and local law enforcement.
- 3.0 The Chancellor or designee shall enter into an agreement with local law enforcement agencies to request assistance for incidents that require resources not available to the District's safety officers and which shall provide that campus safety officers shall cooperate with local law enforcement in performing their duties. Local police agencies shall have jurisdiction on District premises to enforce Federal, State, and local laws, including criminal laws and Vehicle Code violations, and shall have the authority to investigate all criminal and moving traffic violations that occur on District property.
- 4.0 Every campus safety officer ~~who works more than twenty hours per week~~ shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5(b). An officer who is required to carry security equipment shall complete appropriate training and certification in the use of such equipment as specified by the District and state law.
- 5.0 Every campus safety officer shall meet other requirements set out in Education Code Section 72330.5.
- 6.0 The Chancellor shall establish procedures necessary for administration of campus security.

See Administrative Procedure 7600, [Campus Safety Officers](#).

Date of Adoption: June 12, 2001

Date of Last Revision: May 6, 2009 Chancellor's Staff
July 22, 2003

AP 7600 Campus Safety Officers

Reference:

Education Code Sections 72330.5 et seq.;
Government Code Sections 3300 et seq.

1.0 Definitions

1.1 “Campus Safety Officer” means an employee of Cypress College, Fullerton College, or North Orange Continuing Education with the title of Campus Safety Officer, Reserve Campus Safety Officer, Facilities Security Officer, Campus Safety Officer Coordinator, and Director of Campus Safety.

1.2 “Community-oriented safety principles” means a philosophy that combines traditional aspects of law enforcement with prevention measures, problem-solving, community engagement, and appropriate community and campus partnerships (e.g., Behavioral Intervention Team).

1.3 “Objectively reasonable” means that officers shall evaluate each situation requiring the use of force in light of the known circumstances in determining the necessity for force and the appropriate level of force.

The evaluation of the situation includes, but is not limited to, the severity of the crime, whether an individual poses an immediate or imminent threat to the safety of the Campus Safety Officer or others, and whether the individual is actively resisting.

Campus Safety Officers maintain the right to self-defense and have a duty to protect the safety of others. Campus Safety Officers are authorized to use only the amount of force that is objectively reasonable to perform their duties.

1.4 “Probable cause” – Probable cause for an arrest exists when facts and circumstances, within the Campus Safety Officer’s knowledge, would lead a reasonable officer to believe that an individual has committed or is committing a crime.

1.5 “Reasonable suspicion” – Is the basis for detention when specific facts would lead any reasonable person to believe criminal activity has taken place or is taking place, and further investigation is required. Reasonable Suspicion is not sufficient for an arrest.

2.0 Campus Safety Departments and Community-Oriented Safety Philosophy

2.1 The Campus Safety Departments will apply community-oriented safety principles, problem solving techniques and other appropriate methods to foster a safe and inclusive educational environment. The Campus Safety Departments are committed to providing a safe and inclusive campus environment for students, faculty, staff, and visitors using a community-oriented philosophy. The Campus Safety Departments shall provide the

AP 7600 Campus Safety Officers

safest possible environment within the scope of the authority, training, and job duties of its personnel. To contribute to student success in a supportive and safe environment, the Campus Safety Departments provide a variety of services and resources, such as escort services, safety awareness training and materials, traffic control, welcoming and visible presence on campus, safety patrols, and referrals to campus and community resources.

~~1.1~~ **2.2** The objectives of the ~~District's campus safety departments~~ **Campus Safety Departments** are to promote a safe and secure environment for the District's students, employees, and visitors, to provide for the protection of District property against theft and vandalism, and to increase **safety** awareness through appropriate crime prevention **and safety** programs.

~~1.2~~ The District's campus safety departments will employ community oriented security principles, problem solving techniques and other appropriate methods that fit within and contribute to the educational philosophy and processes of the District. The District's safety officers are responsible for providing the safest possible environment within the scope of their authority, training, job duties and abilities.

23.0 Campus Safety Officers

23.1 General Authority and Role of Campus Safety Officers

~~23.1.1~~ The District's safety officers **Campus Safety Officers** are non-sworn and unarmed. Their primary role, within the limits of the law and the authority granted by the Board **of Trustees**, is to protect the persons and property of the District, primarily through prevention, **deterrence, presence,** observation, and reporting. Other authorized functions may include monitoring safety standards established by the District, issuing parking citations on District premises pursuant to Section 21113(a) of the California Vehicle Code, enforcing District rules and regulations, monitoring facility access control, ~~and~~ providing assistance with special events, **and providing other general security functions.**

~~23.1.2~~ The District's safety officers **Campus Safety Officers** are not **sworn** peace officers and **thus** are not empowered with police authority to enforce laws. No ~~District safety officer~~ **Campus Safety Officer** shall impersonate a police officer, **Sheriff Deputy, School Police Officer, law enforcement official,** or use a title, wear a uniform or badge, use an insignia or identification, or make any statement with the intent to give an impression that the **Campus Safety Officer** ~~safety officer~~ is a **acting as a sworn** peace officer **when on duty for NOCCCD.**

3.1.3 Campus Safety Officers shall at all times be courteous, unbiased, and civil in accordance with NOCCCD Administrative Procedure 3050, Institutional Code of Ethics. Campus Safety Officers will act and serve with cultural intelligence and professionalism at all times.

3.1.4 During situations that require an emergency response (e.g. active shooter), Campus Safety personnel are expected to follow personal

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protection tactics, established training, policies, and procedures. This may include collaboration with District administration and local law enforcement as needed.

3.1.5 Campus Safety Officers are employees of the District. Periodically there may be a need for mutual aid and may be assigned to perform their duties at a different campus per the any current collective bargaining agreement.

3.1.6 Campus Safety Officers uphold campus safety standards throughout the student conduct and discipline process, including all applicable Board Policies and Administrative Procedures.

23.2 Authority to Question Persons

3.2.1 ~~District safety officers~~ Campus Safety Officers may question, and request identification, and/or detain of any persons on District property when ~~probable cause~~ reasonable suspicion to do so exists with respect to suspicious circumstances involving persons, accidents, assaults or complaints regarding the commission of a public offense.

3.2.2 Campus Safety Officers may detain an individual on campus for reasonable suspicion of involvement in criminal activity but short of probable cause to arrest. Detaining an individual is for investigative purposes and limited to a short period of time. If there are facts that a crime occurred, the local police department shall be immediately contacted and the situation referred to local police.

3.2.3 Campus Safety Officers have the authority to question and request identification of students when necessary, (Board Policy 5500, Standards of Student Conduct and Discipline) to investigate administrative violations of Board Policy. The authority to question does not give officers the authority to use force to detain an individual for solely violating a Board Policy that would not rise to the level of a crime or public offense. Officers shall use other means to identify the student and complete an incident report for violating the Board Policy 5500, Standards of Student Conduct and Discipline.

3.2.4 When an individual is detained, Campus Safety Officers are required to identify specific and articulable facts that would indicate to a reasonable officer that the person detained was involved in a crime or is involved in a crime. Officers are required to tell the detained person what they are investigating, and the reason for their detention.

23.3 Authority to Make Arrests

23.3.1 ~~District safety officers~~ Campus Safety Officers are authorized but not required to effect a citizen's arrest on District property pursuant to Section 837 of the California Penal Code, within the limits of established District procedure:

AP 7600 Campus Safety Officers

~~23.3.1.1~~ District safety officers **Campus Safety Officers** are authorized **but not required** to make a ~~citizen's~~ **private person's** arrest where a public offense has been committed or attempted in the officer's presence on District property and detention of the suspect is reasonably necessary to defend or regain District or personal property or to defend the officer or ~~another~~ **others** from bodily harm.

~~23.3.1.2~~ District safety officers **Campus Safety Officers** are authorized **but not required** to make a ~~citizen's~~ **private person's** arrest where a felony has been in fact committed on District property, ~~although~~ **whether or** not in the officer's presence, and the officer has ~~reasonable~~ **probable** cause for believing the person arrested to have committed it.

3.3.1.3 **A Campus Safety Officer is authorized but not required to make a private person's arrest where a public offense has been committed on District property in the presence of the officer, and the officer reasonably believes the person arrested committed the offense.**

~~23.3.2~~ District safety officers **Campus Safety Officers** are authorized, pursuant to Section 490.5 of the California Penal Code, to detain a person for a reasonable time for the purpose of conducting an investigation in a reasonable manner where there is probable cause to believe the person detained is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is probable cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property.

~~23.3.3~~ District safety officers **Campus Safety Officers** are authorized to use reasonable and necessary force, within the limitations prescribed in section ~~23.4~~ of these procedures, to make a ~~citizen's~~ **private person's** arrest or to detain a person for purposes of conducting an investigation as provided in section ~~23.3.2~~ above.

23.4 **Authorized Use of Force**

~~23.4.1~~ District safety officers **Campus Safety Officers** are authorized to use the amount of force **objectively** reasonable ~~and necessary, within the limits of established District procedure,~~ to accomplish the lawful and authorized security objectives of the District.

~~23.4.2~~ **Campus Safety Officers will use other reasonable means to gain compliance before resorting to force including: verbal commands, critical decision-making, tactical deployment and/or de-escalation techniques.** Where control of a situation cannot be accomplished through ~~advice, warnings and persuasion,~~ **these methods,** District safety officers **Campus Safety Officers** shall use only the amount of force **objectively**

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reasonable and necessary, given the facts and circumstances known at the time of the event **incident**, to accomplish the lawful and authorized security objectives of the District.

~~23.4.3~~ District safety officers **Campus Safety Officers** are authorized to use low to intermediate levels of force, defined as follows:

~~23.4.3.1~~ **Low force** is calculated to gain compliant behavior with no expectation of injury and includes the physical presence of the officer, verbal commands, request for additional personnel, gesturing, **or other similar measures**, ~~and physical contact involving a firm grip.~~

~~23.4.3.2~~ **Intermediate force** is calculated to control or overcome resistance with no expectation of great bodily injury or death, but with some possibility of injury and includes physical control tactics such as holding, pulling, pushing, the application of handcuffs, and the use of pepper spray.

3.4.3.3 Pepper spray or similar products authorized by the District will not be used at any time except as a defense measure when there is a threat of personal injury to the Campus Safety Officer or another person(s).

~~2.4.4~~ The highest level of force approved is the use of a District issued pepper spray or similar products authorized by the District. ~~Pepper spray will not be used at any time except as a defensive measure when there is an immediate threat of personal injury to the officer or another person.~~

~~2.4.5~~ District safety officers are authorized to use reasonable and necessary force, within the limitations prescribed above, to make a citizen's arrest, to defend or regain District or personal property, or to defend the officer or another from bodily harm.

23.5 Authorization to Conduct Searches

~~23.5.1~~ Except as provided in sections ~~23.5.2~~ **and 3.5.3** below, District safety officers **Campus Safety Officers** are not authorized to conduct searches of persons, property, or vehicles.

~~23.5.2~~ District safety officers **Campus Safety Officers** are authorized to conduct, pursuant to Section 490.5 of the California Penal Code, a limited and reasonable search where there is probable cause to believe that a person is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is probable cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property. Only packages, shopping bags, handbags, or other property in the immediate possession of the person

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detained, but not including any clothing worn by the person, may be searched.

Campus Safety Officers are authorized to conduct, pursuant to Section 846 of the California Penal Code, a limited and reasonable search for weapons, only if the officer has probable cause to believe that the person arrested is in possession of a weapon. Any contraband or stolen articles discovered while searching for weapons should be left on the person arrested, unless there is a likelihood the person arrested will dispose of or use the items against the officer. Any items discovered or seized should be relinquished to responding law enforcement as soon as reasonably possible.

3.5.3 Campus Safety Officers may pat-down the outer garment of an individual subject to arrest. The purpose of the pat-down is for the safety of the Campus Safety Officer when there are articulable facts that would indicate the individual(s) detained may have weapons. The pat-down is limited to accessible weapons that could harm the Campus Safety Officer.

3.6 Authorization to Engage in Pursuits

~~3.6.1~~ Except as provided in ~~3.6.2~~ below, the primary responsibility of ~~District safety officers~~ Campus Safety Officers is to observe and report information to local law enforcement where a fleeing suspect is observed leaving the scene. Campus Safety Officers should make observations ~~while following at~~ from a safe distance and immediately notify local law enforcement.

~~3.6.2~~ ~~Safety officers~~ Campus Safety Officers are authorized but not required to engage in foot or bicycle pursuits on District property to detain or arrest for criminal activity, (837 PC). ~~regain District or personal property. All pursuit shall end if the suspect exits District property. Safety officers shall not engage in foot or bicycle pursuits that may cause injury to themselves, innocent bystanders, or the suspect.~~

Campus Safety Officers may pursue off-campus if capture is imminent. It is the intent of this policy to limit pursuits to District property with few exceptions.

3.6.3 Campus Safety Officers are authorized to follow an individual who has committed a crime for the purpose of updating law enforcement as to the location of the individual.

~~3.6.3~~ 3.6.3 Vehicle pursuits, including automobiles, motorized cycles, or motorized cars and utility vehicles, are expressly prohibited (excluding providing updates under section 3.6.3).

3.7 Authorization Regarding Traffic and Parking Violations

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~~23.7.1~~ ~~Safety officers~~ **Campus Safety Officers** have the responsibility to observe and report moving traffic violations on District property, but are not authorized to make traffic stops. Violators will be identified via license plate and/or parking permit and will be referred to the appropriate campus administrator via memorandum or incident report. **Violators should not be confronted or blocked to obtain any compliance.**

~~23.7.2~~ ~~District safety officers~~ **Campus Safety Officers** may be authorized to issue parking citations on District premises for violations of parking regulations established by the District.

44.0 Equipment

~~34.1~~ Only District issued and approved equipment shall be carried or used by ~~safety officers~~ **Campus Safety Officers** while on duty. This includes uniform wear, both mandatory and optional. ~~Safety officers~~ **Campus Safety Officers** ~~may be authorized to carry and use handcuffs and pepper spray or similar products authorized by the District,~~ **may only carry authorized equipment,** subject to satisfactory completion of appropriate training and certification in the use of such equipment as specified by the District and state law. Equipment issued to ~~safety officers~~ **Campus Safety Officers** shall not be removed from District property without authorization.

~~34.2~~ ~~Safety officers~~ **Campus Safety Officers** are expressly prohibited from carrying or using any deadly weapon on District property or in the performance of their duties. Deadly weapons include, but are not limited to, firearms, knives, batons, any razor with an unguarded blade, any pipe or bar used or intended to be used as a club, and those items listed in Section ~~12020(a)(1)~~ **16590** of the California Penal Code. Flashlights are provided for illumination only and shall not be used as a weapon.

45.0 Patrolling

~~45.1~~ ~~District safety officers~~ **Campus Safety Officers** will employ community-oriented security strategies, which shall include the use of foot, bicycle, and vehicle patrols. ~~Safety officers~~ **Campus Safety Officers** will not patrol or respond to calls outside designated District property **and/or established campus** patrol boundaries.

~~45.2~~ The provisions of the state traffic laws and municipal traffic ordinances applicable to the drivers of vehicles upon the highways shall apply to the operation of all vehicles operated by ~~safety officers~~ **Campus Safety Officers** in the performance of their duties.

5.3 Use of campus safety vehicles are restricted to licensed department drivers. The vehicles are for official District business. There shall be no unapproved transportation of individuals or unapproved ride-along. Driving or patrolling shall be done in a safe manner for conditions. Consideration of conditions includes the presence of pedestrians, heavy vehicular traffic, weather and road conditions and visibility. Campus Safety Officers shall follow all standard operating procedures and obey all traffic rules.

AP 7600 Campus Safety Officers

5.4 Campus Safety Officers shall immediately report any accident to their immediate management supervisor. All facts associated with the accident shall be included in an incident report. Witnesses to the accident shall be interviewed and that information included in the incident report. For accidents on a public street, the local police department shall be requested to make an accident report.

~~5.0 **Personal Bearing:** It is essential that safety personnel be sensitive to the higher education environment. Safety officers shall at all times be courteous and civil to the public and to one another. Safety officers shall not use unnecessary harsh, profane or vulgar language when dealing with members of the public or fellow employees in an official capacity.~~

6.0 Training and Adherence to Policies and Procedures

6.1 ~~District safety officers~~ **Campus Safety Officers** shall, as a condition of employment, satisfactorily complete and maintain appropriate annual training and certification as specified by the District and state law.

6.2 Adherence to District policies and procedures governing the conduct of ~~safety officers~~ **Campus Safety Officers** is considered a condition of employment. Any violation of, deviation from, or abuse of these **Board** policies, procedures or regulations may result in disciplinary action, including termination.

7.0 **Standard Operational Procedures:** Campus safety departments shall establish written standard operational procedures consistent with these procedures, which shall be approved by the Chancellor.

8.0 **Change in Procedures:** Any change in approved procedures must be authorized by the Chancellor.

See Board Policy 7600, Campus Safety Officers.

Date of Adoption: June 12, 2001

Date of Last Revision: May 6, 2009 Chancellor's Staff
July 22, 2003

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: February 19, 2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of February 24, 2025

1. AGENDA ITEM NAME

Revised BP/AP 7600, Campus Safety Officers – Newly Proposed Revisions

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion	X	Action	
First Reading	X	Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **35 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

At the February 23, 2022 meeting, a DCC item was submitted for proposed revisions for BP/AP 7600, Campus Safety Officers. At that meeting, changes and rationale were shared with DCC members, so that campus representatives could vet the policies/procedures concurrently and bring their recommendations back to a Safety Committee workgroup. No feedback was received, so the Vice Chancellor, Finance & Facilities was asked to start the discussion over. BP 7600 included minimal changes, but there were significant changes proposed for AP 7600. Changes included adding definitions explaining community-oriented safety philosophy and outlining the general authority and role of Campus Safety Officers, including providing guidance on use of force, conducting searches, engaging in pursuits, authorization regarding traffic and parking violations, equipment, patrolling, and training. The revision's secondary purpose is so that the Standard Operating Procedures, required by board policy, are established and documented.

At the August 26, 2024, DCC meeting, proposed revisions to BP/AP 7600 were reintroduced and it was requested that members share the proposed policies with their constituencies in order to share feedback at the next DCC meeting. The policies, including the possibility of including an asp for Campus Safety Officers, have been discussed at the September 23, October 28, and November 25 DCC meetings where members have provided feedback on preliminary discussions with their constituencies.

At the January 21, 2025, DCC meeting, a workgroup was formed to restart the revision process for BP/AP 7600, incorporating feedback received from their constituencies.

5. RECOMMENDATION:

It is recommended that DCC members discuss the newly proposed revisions to BP/AP 7600 and the proposed BP/AP 7600 Workgroup Schedule.

NOTE: Please forward this form by required dates with all backup material to the Chancellor's Office.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Campus Safety Workgroup and Chancellor's Staff

BP 7600 Campus Safety Officers

Reference:

Education Code Sections 72330.5 et seq.;
Government Code Sections 3300 et seq.

- 1.0 It is the policy of the Board of Trustees to protect the property of the District and to provide reasonable security measures to protect the District's students, employees, and visitors while on campus, with the understanding that students, employees, and visitors must assume the primary responsibility for their own personal safety and the security of their personal belongs.
- 2.0 The District shall employ campus safety officers, who shall provide services as security guards or patrol persons on or about the campuses owned or operated by the District. Their duties include, but are not limited to, protecting persons or property, preventing theft and vandalism of District property, and reporting any unlawful activity to the District and local law enforcement.
- 3.0 The Chancellor or designee shall enter into an agreement with local law enforcement agencies to request assistance for incidents that require resources not available to the District's safety officers and which shall provide that campus safety officers shall cooperate with local law enforcement in performing their duties. Local police agencies shall have jurisdiction on District premises to enforce Federal, State, and local laws, including criminal laws and Vehicle Code violations, and shall have the authority to investigate all criminal and moving traffic violations that occur on District property.
- 4.0 Every campus safety officer ~~who works more than twenty hours per week~~ shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5(b). An officer who is required to carry security equipment shall complete appropriate training and certification in the use of such equipment as specified by the District and state law.
- 5.0 Every campus safety officer shall meet other requirements set out in Education Code Section 72330.5.
- 6.0 The Chancellor shall establish procedures necessary for administration of campus security.
- 7.0 The Chancellor or designee will develop procedures to ensure the District develops a "Public Safety Compact" with District stakeholders, including campus security officers. The Public Safety Compact will establish the District's requirements for the delivery of public safety related services on campus, including the respective roles and responsibilities of administrators, faculty, campus security officers, mental health social services workers, crisis counselors, community non-profits, and other related service providers in responding to the public safety needs of the campus.**

BP 7600 Campus Safety Officers

8.0 The District will establish a Public Safety Advisory Committee to make recommendations to the Chancellor related to District policies governing campus public safety services. The Public Safety Advisory Committee will include representatives from the District's constituency groups. The District will engage in active efforts to recruit advisory committee members from historically underserved communities.

See Administrative Procedure 7600, Campus Safety Officers.

Date of Adoption: June 12, 2001

Date of Last Revision: May 6, 2009 Chancellor's Staff
July 22, 2003

AP 7600 Campus Safety Officers

Reference:

Education Code Sections 72330.5 et seq.;
Government Code Sections 3300 et seq.

1.0 Campus Safety Departments-Principals and Community-Oriented Safety Philosophy

1.1 ~~The objectives of the District's campus safety departments are to promote a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism, and to increase awareness through appropriate crime prevention programs.~~ The Campus Safety Departments will apply community-oriented safety principles, problem solving techniques, and other appropriate methods to foster a safe and inclusive educational environment for students, faculty, staff, and visitors. The Campus Safety Departments shall provide the safest possible environment within the scope of the authority, training, and job duties of its personnel.

1.2 ~~The District's campus safety departments will employ community oriented security principles, problem solving techniques and other appropriate methods that fit within and contribute to the educational philosophy and processes of the District. The District's safety officers are responsible for providing the safest possible environment within the scope of their authority, training, job duties and abilities.~~ "Community-oriented safety principles" means a philosophy that combines traditional aspects of security enforcement with prevention measures, problem-solving, community engagement, and appropriate community and campus partnerships.

1.3 To contribute to student success in a supportive and safe environment, the Campus Safety Departments provide a variety of services and resources, such as escort services, safety awareness training and materials, traffic control, welcoming and visible presence on campus, safety patrols, and referrals to campus and community resources.

2.0 Campus Safety Departments

2.1 "Campus Safety Officer" means an employee of Cypress College, Fullerton College, North Orange Continuing Education, or NOCCCD with the title of Campus Safety Officer, Reserve Campus Safety Officer, Facilities Security Officer, Campus Safety Officer Coordinator, Director of Campus Safety, or District Director, Campus Safety.

2.2 The District requires that in the hiring, retention, and promotion of Campus Safety Officers that officers demonstrate a commitment to public safety with a "guardian" rather than a "warrior" mindset. Campus Safety Officers must adhere to community-oriented safety principles and evidence-based

AP 7600 Campus Safety Officers

practices as defined in the California Code of Regulations (Cal. Code Regs. Tit. 5, § 59703).

2.3 The objectives of the Campus Safety Departments are to promote a safe and secure environment for the District's students, employees, and visitors; to provide for the protection of District property against theft and vandalism; and to increase safety awareness through appropriate crime prevention and security programs.

2.03.0 Campus Safety Officers

2.43.1 General Authority and Role of Safety Officers

~~2.1.1~~ **3.1.1** ~~The District's~~ **Campus s** ~~Safety e~~ **Officers** are non-sworn and unarmed. Their primary role, within the limits of the law and the authority granted by the Board **of Trustees**, is to protect the persons and property of the District, primarily through prevention, **de-escalation, presence,** observation and reporting. Other authorized functions may include monitoring safety standards established by the District, issuing parking citations on District premises pursuant to Section 21113(a) of the California Vehicle Code, enforcing District rules and regulations, monitoring facility access control, and providing assistance with special events, **and providing other general security functions.**

~~2.1.2~~ **3.1.2** ~~The District's~~ **Campus s** ~~Safety e~~ **Officers** are not peace officers and **thus** are not empowered with police authority to enforce laws. No ~~The District's~~ **Campus s** ~~Safety e~~ **Officers** shall impersonate a police officer, **Sheriff Deputy, School Police Officer, law enforcement official,** or use a title, wear a uniform or badge **other than those issued by the District,** use an insignia or identification, or make any statement with the intent to give an impression that the **Campus s** ~~Safety e~~ **Officer** is **acting as a sworn** a peace officer **when on duty for NOCCCD.**

3.1.3 Campus Safety Officers shall at all times be courteous, unbiased, and civil in accordance with NOCCCD Administrative Procedure 3050, Institutional Code of Ethics. Campus Safety Officers will act and serve with cultural intelligence and professionalism at all times.

3.1.4 During situations that require an emergency response (e.g. active shooter), Campus Safety personnel are expected to follow personal protection tactics as well as established training, policies, and procedures. This may include collaboration with District administration and local law enforcement as needed.

3.1.5 Campus Safety Officers are employees of the District. Periodically there may be a need for mutual aid and they may be assigned to perform their duties at a different campus per any current collective bargaining agreement.

AP 7600 Campus Safety Officers

- 3.1.6** Campus Safety Officers must uphold campus safety standards throughout the student conduct and discipline process, including all applicable Board Policies and Administrative Procedures.
- 3.1.7** The District requires Campus Safety Officers to attend and participate in campus activities not involving a “security response” or other formal safety-related activities, such as participating in student events when invited, in town halls, convocations, and other similar events where informal or social interactions with other campus stakeholders is possible. (Cal. Code Regs. Tit. 5, § 59703)

2.23.2 Authority to Question, Detain, and Search Persons

District safety officers may question and request identification of persons on District property when probable cause to do so exists with respect to suspicious circumstances involving persons, accidents, assaults or complaints.

- 3.2.1** Campus Safety Officers may question and request identification of persons on District property when cause to do so exists with respect to suspicious circumstances involving persons, accidents, assaults, or complaints.
- 3.2.2** Campus Safety Officers have the authority to question and request identification of students when necessary (Board Policy 5500, Standards of Student Conduct and Discipline) to investigate administrative violations of Board Policy. The authority to question does not give officers the authority to use force to detain an individual for violating a Board Policy that would not rise to the level of a crime or public offense. Officers shall use other means to identify the student and complete an incident report for violating the Board Policy 5500, Standards of Student Conduct and Discipline.
- 3.2.3** Campus Safety Officers are authorized, pursuant to Section 490.5 of the California Penal Code, to detain a person for a reasonable time for the purpose of conducting an investigation in a reasonable manner where there is cause to believe the person detained is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property.
- 3.2.4** Except as provided in sections 3.2.4.1 and 3.2.4.2 below, Campus Safety Officers are not authorized to conduct searches of persons, property, or vehicles.

AP 7600 Campus Safety Officers

3.2.4.1 Campus Safety Officers are authorized to conduct, pursuant to Section 490.5 of the California Penal Code, a limited and reasonable search where there is cause to believe that a person is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property. Only packages, shopping bags, handbags, or other property in the immediate possession of the person detained, but not including any clothing worn by the person, may be searched.

3.2.4.2 Campus Safety Officers may pat down the outer garment of an individual when there are articulable facts that would indicate that the individual detained may have weapons. The pat-down is limited to accessible weapons that could harm the Campus Safety Officer or others.

2.3.3 Authority to Make a Private Person's Arrests

~~2.3.1~~ **3.3.1** District **Campus** ~~s~~**Safety** ~~e~~**Officers** are authorized, but not required, to ~~e~~ffect a citizen's private person's arrest on District property pursuant to Section 837 of the California Penal Code, within the limits of established District procedure:

~~2.3.1.1~~ **3.3.1.1** District **Campus** ~~s~~**Safety** ~~e~~**Officers** are authorized but not required to make a citizen's private person's arrest where a public offense has been committed or attempted in the officer's presence on District property and detention of the suspect is reasonably necessary to defend or regain District or personal property or to defend the officer or another **others** from bodily harm.

~~2.3.1.2~~ **3.3.1.2** A District **Campus** ~~s~~**Safety** ~~e~~**Officers** are is authorized to make a citizen's private person's arrest where a felony public offense has been in fact committed on District property, although not in the officer's presence, and **of** the officer, and officer reasonably believes the person arrested committed the offense, has reasonable cause for believing the person arrested to have committed it.

~~2.3.2~~ District safety officers are authorized, pursuant to Section 490.5 of the California Penal Code, to detain a person for a reasonable time for the purpose of conducting an investigation in a reasonable manner where there is probable cause to believe the person detained is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is probable cause to believe that

AP 7600 Campus Safety Officers

~~a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property.~~

~~2.3.3 District safety officers are authorized to use reasonable and necessary force, within the limitations prescribed in section 2.4 of these procedures, to make a citizen's arrest or to detain a person for purposes of conducting an investigation as provided in section 2.3.2 above.~~

2.4.3.4 Authorized Use of Force

~~2.4.1~~**3.4.1** District **Campus s**Safety **e**Officers are authorized to use the **least** amount of **objectively** force reasonable **force** and necessary, within the limits of established District procedure, to accomplish the lawful and authorized security objectives of the District.

~~2.4.2~~**3.4.2** Where control of a situation cannot be accomplished through advice, warnings and persuasion, District safety officers shall use only the amount of force reasonable and necessary, given the facts and circumstances known at the time of the event, to accomplish the lawful and authorized security objectives of the District. **Campus Safety Officers will use other reasonable means to gain compliance before resorting to force including: the physical presence of the Officer, verbal commands, critical decision-making, tactical deployment, gesturing, request for additional personnel, and/or de-escalation techniques.**

~~2.4.3~~**3.4.3** District safety officers are authorized to use low to **Where control of a situation cannot be accomplished through these methods, Campus Safety Officers are authorized to use** intermediate levels of force, defined as follows:

~~2.4.3.1~~ **Low force** is calculated to gain compliant behavior with no expectation of injury and includes the physical presence of the officer, verbal commands, request for additional personnel, gesturing and physical contact involving a firm grip.

~~2.4.3.2~~**3.4.3.1** **Intermediate force** is calculated to control or overcome resistance with no expectation of great bodily injury or death, but with some possibility of injury and includes physical control tactics such as holding, pulling, pushing, the application of handcuffs, and the use of pepper spray.

3.4.3.2 Pepper spray or similar products authorized by the District will not be used at any time except as a defense measure when there is a threat of personal injury to the Campus Safety Officer or others.

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3.4.3.3 Campus Safety Officers are not authorized to use physical force (beyond intermediate force described in 3.4.3.1) unless there are articulable facts to indicate an immediate threat of physical harm to the Officer or others.

3.4.3.4. Campus Safety Officers maintain the right to self-defense.

~~2.4.4 The highest level of force approved is the use of a District issued pepper spray or similar products authorized by the District. Pepper spray will not be used at any time except as a defensive measure when there is an immediate threat of personal injury to the officer or another person.~~

~~2.4.5 District safety officers are authorized to use reasonable and necessary force, within the limitations prescribed above, to make a citizen's arrest, to defend or regain District or personal property, or to defend the officer or another from bodily harm.~~

~~2.5~~ Authorization to Conduct Searches

~~2.5.1 Except as provided in section 2.5.2 below, District safety officers are not authorized to conduct searches of persons, property or vehicles.~~

~~2.5.2 District safety officers are authorized to conduct, pursuant to Section 490.5 of the California Penal Code, a limited and reasonable search where there is probable cause to believe that a person is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is probable cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property. Only packages, shopping bags, handbags or other property in the immediate possession of the person detained, but not including any clothing worn by the person, may be searched.~~

~~2.6~~ 3.5 Authorization to Engage in Pursuits

~~2.6.1~~ **3.5.1** Except as provided in 2.6.2 below, **the** primary responsibility of District **Campus** s**afety** e**Officers** is to observe and report information **to local law enforcement when a** where a fleeing suspect is observed leaving the scene. **Campus** Safety e**Officers** should make observations **from** while following at a safe distance **and immediately notify local law enforcement.**

~~2.6.2~~ **3.5.2** **Campus** Safety e**Officers** are authorized **but not required** to engage in foot or bicycle pursuits on District property to regain District or personal property. All pursuit shall end if the suspect exits District property. **Campus** Safety e**Officers** shall not engage in foot or bicycle pursuits that may cause injury to themselves **or others.**, innocent bystanders, or the suspect.

AP 7600 Campus Safety Officers

~~2.6.3 Vehicle pursuits, including automobiles, motorized cycles, or motorized cars and utility vehicles, are expressly prohibited.~~

2.7.3.6 Authorization Regarding Traffic and Parking Violations

~~2.7.1~~3.6.1 **Campus** Safety Officers have the responsibility to observe and report moving traffic violations on District property, but are not authorized to make traffic stops. Violators will be identified via license plate and/or parking permit and will be referred to the appropriate campus administrator via memorandum or incident report. Violators should not be confronted or blocked to obtain any compliance.

~~2.7.2~~3.6.2 **Campus** Safety Officers may be authorized to issue parking citations on District premises for violations of parking regulations established by the District.

3.04.0 Equipment

~~3.1~~4.1 Only District issued and approved equipment shall be carried or used by **Campus** Safety Officers while on duty. This includes uniform wear, both mandatory and optional. **Campus** Safety Officers may be only carry authorized to carry and use handcuffs and pepper spray or similar products authorized by the District equipment, subject to satisfactory completion of appropriate training and certification in the use of such equipment as specified by the District and state law. Equipment issued to **Campus** Safety Officers shall not be removed from District property without authorization.

~~3.2~~4.2 **Campus** Safety Officers are expressly prohibited from carrying or using any deadly weapon on District property or in the performance of their duties. Deadly weapons include, but are not limited to, firearms, knives, batons, any razor with an unguarded blade, any pipe or bar used or intended to be used as a club, and those items listed in Section 12020(a)(1) of the California Penal Code. Flashlights are provided for illumination only and shall not be used as a weapon.

4.05.0 Patrolling

~~4.1~~5.1 District **Campus** Safety Officers will employ community-oriented security strategies, which shall include the use of foot, bicycle and vehicle patrols. **Campus** Safety Officers will not patrol or respond to calls outside designated District property and/or established campus patrol boundaries.

~~4.2~~5.2 The provisions of the state traffic laws and municipal traffic ordinances applicable to the drivers of vehicles upon the highways shall apply to the operation of all vehicles operated by **Campus** Safety Officers in the performance of their duties.

5.3 Use of campus safety vehicles are restricted to licensed department drivers. The vehicles are for official District business. There shall be no unapproved

AP 7600 Campus Safety Officers

transportation of individuals or unapproved ride-along. Driving or patrolling shall be done in a safe manner for conditions. Consideration of conditions includes the presence of pedestrians, heavy vehicular traffic, weather and road conditions and visibility. Campus Safety Officers shall follow all standard operating procedures and obey all traffic rules.

5.4 Campus Safety Officers shall immediately report any accident to their immediate management supervisor. All facts associated with the accident shall be included in an incident report. Witnesses to the accident shall be interviewed and that information included in the incident report. For accidents on a public street, the local police department shall be requested to make an accident report.

~~5.0 Personal Bearing: It is essential that safety personnel be sensitive to the higher education environment. Safety officers shall at all times be courteous and civil to the public and to one another. Safety officers shall not use unnecessary harsh, profane or vulgar language when dealing with members of the public or fellow employees in an official capacity.~~

6.0 Training and Adherence to Policies and Procedures

6.1 District **Campus s**Safety **e**Officers shall, as a condition of employment, satisfactorily complete and maintain appropriate annual **regular** training and certification related to the conduct and methods of community-oriented safety, anti-bias, cultural responsibility, conflict avoidance, and de-escalation as specified by the District policies and procedures, as well as and state laws and regulations.

6.2 Adherence to District policies and procedures governing the conduct of **Campus s**Safety **e**Officers is considered a condition of employment. Any violation of, deviation from, or abuse of these policies, procedures or regulations may result in disciplinary action, including termination.

7.0 Report Regarding Complaints

7.1 The NOCCCD District Director, Campus Safety shall provide the Chancellor and/or Board of Trustees, when requested, with a report regarding complaints against Campus Safety Officers. This report must disaggregate the complainants by race, gender, religion, or any other characteristic identified. (Recommended CCLC language)

8.0 Public Safety Data

8.1 The NOCCCD District Director, Campus Safety shall receive and compile security data metrics, including key performance indicators, track data related to traffic stops and other officer-initiated contacts from the campuses; and (Cal. Code Regs. Tit. 5, § 59703)

AP 7600 Campus Safety Officers

- 8.2** Each campus shall conduct stakeholder climate surveys focused on campus public safety services. (Cal. Code Regs. Tit. 5, § 59703)
- 8.3** The NOCCCD District Director, Campus Safety will establish a process to solicit responses regarding the individual's perception of the interaction and the District's public safety practices, via an accessible method for all individuals to provide responses. Such responses shall be permitted to be anonymous. (Cal. Code Regs. Tit. 5, § 59702)
- 8.4** The NOCCCD District Director, Campus Safety shall provide to the NOCCCD Public Safety Advisory Committee an aggregated summary or otherwise anonymized version of the responses received. Retaliation against any responder, including the use of a response in a disciplinary proceeding against the responder, is prohibited. This process is separate from any disciplinary or personnel proceeding, and information, data, and records developed under this process shall not be maintained in any personnel file. (Cal. Code Regs. Tit. 5, § 59702)

7.09.0 Standard Operational Procedures:

- 9.1** The NOCCCD District Director, Campus Safety, in consultation with the Campus safety departments, shall establish written standard operational procedures consistent with these procedures, which shall be approved by the Chancellor.

8.010.0 Change in Procedures:

- 10.1** Any change in approved procedures must be authorized by the Chancellor.

See Board Policy 7600, Campus Safety Officers.

Date of Adoption: June 12, 2001

Date of Last Revision: May 6, 2009 Chancellor's Staff
July 22, 2003

Proposed BP/AP 7600 Review Schedule

NOTE: All DCC meetings are open to all employees to attend.

February 2025

- DCC Workgroup met three times to create new drafts
- Feb. 24 DCC Meeting:
 - Workgroup will present first read of DRAFT BP 7600 and AP 7600 to DCC at regular meeting for review
 - Directors/Coordinator of Campus Safety will be invited to the DCC meeting
 - DCC members will be able to share the drafts with their constituents for review
 - Changes, edits, suggestions will be sent to Fred Williams for the Workgroup to review

March 2025

- DCC Workgroup will meet the week of March 17 to look at any suggestions to BP/AP
- March 24 DCC Meeting:
 - Workgroup will present second read drafts to DCC for discussion and review
 - Directors/Coordinator of Campus Safety will be invited to the DCC meeting
 - DCC members will be able to share the drafts with their constituents for review
 - Changes, edits, suggestions will be sent to Fred Williams for the Workgroup to review

April 2025

- DCC Workgroup will meet the week of April 14 to look at any suggestions to BP/AP
- April 28 DCC Meeting:
 - Workgroup will present new drafts to **DCC to take action**.
 - Directors/Coordinator of Campus Safety will be invited to the DCC meeting

May 2025

- If DCC has passed BP/AP 7600 drafts, they will be sent to Board of Trustees at first regular meeting
- If DCC has not passed drafts, DCC Workgroup will meet again and present at May DCC meeting. Once the drafts have passed DCC, they will be sent to BOT.

DCC Workgroup: Fred Williams, Kai Stearns, Bridget Kominek, Elaine Loayza, Sharon Kim

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: February 18, 2025

From: Michelle Patrick-Norng, NOCE Academic Senate President, DSS Counselor

Re: Agenda Item for District Consultation Council Meeting of February 24, 2025

1. AGENDA ITEM NAME

Inclusive Restrooms for District Facilities

2. AGENDA ITEM ACTION (Please check all that apply.)

Information Only		Second Reading	
Review/Discussion	X	Action	
First Reading		Consent Agenda Item	

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **15 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

NOCE’s LGBTQ+ Coordinator, Christian Garcia, contacted NOCE Academic Senate President Michelle Patrick-Norng regarding the process for proposing a new Administrative Procedure (AP) that would require new construction or renovation to have all-gender inclusive restrooms. Fullerton College recently had a new building constructed that did not include an all-gender restroom. Upon discovering this situation, it was determined that there is nothing in writing (AP/BP) that made the inclusion of an all-gender restroom a requirement. On behalf of the three LGBTQ+ Coordinators, Mr. Garcia shared that having access to a single stall gender inclusive restroom would benefit trans people, nonbinary people, people with disabilities that have a different gender caretaker, students with children, and even faculty looking for more private restroom options. Mr. Garcia met with President Purtell and Vice President of Student Services, Martha Gutierrez, who expressed support for the initiative.

5. RECOMMENDATION:

It is recommended that members discuss proposals for a new or revised Administrative Procedure (AP) that makes inclusive restrooms for district buildings/facilities a priority and/or requirement.

6. OTHER PEOPLE CONSULTED, INFORMED OR ATTENDING MEETING ABOUT THIS ITEM:

Byron Clift Breland, Valentina Purtell, Martha Gutierrez, Christian Garcia, Bridget Kominek, Kathleen McAlister