



District Consultation Council Meeting

October 28, 2024

2:00 p.m.

New Location: Cypress College – College Complex Room 414

Videoconferencing participation available from the Fullerton College President's Conference Room B

AGENDA

MEETING SUMMARY

1. September 23, 2024 Summary **Action**

STRATEGIC GOALS & PLANNING

1. Impact of NOCCCD's Winter Term on Student Outcomes Report **Information**

OPERATIONAL REVIEW

- 1.

POLICY

1. Revised AP 7230-2, Confidential Employees – Holidays; and Revised AP 7240-3, Management Employees – Vacation **Action**
2. Revised Chapters 6 & 7 Board Policies & Administrative Procedures – Reference Revisions **Action**
3. Revised BP/AP 7600, Campus Safety Officers **Discussion**

OTHER ITEMS

- 1.

DISTRICT CONSULTATION COUNCIL
September 23, 2024

SUMMARY

MEMBERS PRESENT: Byron D. Clift Breland, Archie Delshad, Karla Frizler, Geoff Hurst, Cherry Li-Bugg, Elaine Loayza, Jaclyn Magginetti, Kathleen McAlister, Flavio Medina-Martin, Cynthia Olivo, Michelle Patrick Norng, Valentina Purtell, Irma Ramos, Marlo Smith, Pamela Spence, Kai Stearns, Scott Thayer, Annalisa Webber, and Fred Williams.

Jennifer Carey attended remotely and did not participate in voting.

VISITORS: Erika Almaraz and Danielle Davy.

Chancellor Byron D. Clift Breland called the meeting to order at 2:04 p.m. and led a round of introductions.

MEETING SUMMARY

Summary: The summary of the August 26, 2024 meeting was approved, with the noted correction to the budget update discussion on page 2, with one abstention (Archie Delshad).

STRATEGIC GOALS & PLANNING

2024-25 Budget Presentation: Fred Williams, Vice Chancellor of Finance & Facilities, and Erika Almaraz, District Director of Fiscal Affairs, presented the District's 2024-25 Proposed Budget which highlighted ending fund balances, the State budget, the California Community College System budget, the District budget, the structural deficit, six-year forecasts, and other considerations.

Ending Fund Balance (Carryovers)

Non-spendable	\$ 190,000
Restricted	\$ 10,590,000
Assigned By Campus Action	\$ 57,870,000
Assigned One Time Funds	\$ 17,370,000
Assigned – Other	\$ 396,000
Board Policy Reserve	\$ 46,500,000
Unallocated Districtwide	\$ 5,980,000
Unallocated Budget Centers	\$ <u>2,630,000</u>
Total	\$ <u>141,520,000</u>

It was noted that the 5.9 million in unallocated districtwide reserves has been adjusted to reflect the \$4.49 million that was allocated for network refresh funding as approved by DCC.

Board Policy Reserves

The Board Policy on reserves changed from 5% of general fund unrestricted expenditures to two months of general fund expenditures. Two months of a \$279 million ongoing operating expense budget equals \$46.5 million.

Prior 5% Reserve	\$ 14,900,000
Committed Fund Balance	\$ 6,300,000
2022-23 Emergency Conditions	\$ 10,900,000
2023-24 Emergency Conditions	\$ 10,900,000
Unallocated Resources Transfer	\$ 1,200,000
Unallocated Resources Transfer	\$ <u>2,300,000</u>
Board Policy Reserve for 2023-24	\$ 46,500,000

State Budget

- The State is taking a two-year budget approach with multi-year budget deficits of \$45 billion in 2024-25 and \$30 billion in 2025-26.
- Measures include cuts to government operations, reductions to programs, and a pause on new investments including a 7.95% reduction to operations and permanently eliminating 10,000 vacant positions beginning in 2025-26.
- There are no major reductions to core community college programs or services, but the State is utilizing deferrals and reserves to balance the budget.

Community College System Budget

- COLA 1.07% for apportionment and select categoricals
- Enrollment growth funding 0.5% to address unfunded growth in the system
- Reallocation of unspent funds for 2020 Strong Workforce Programs and the 2022 Student Success Completion Grant

General Fund Summary

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
Beg. Balance	\$ 130,930,000	\$ 10,590,000	\$ 141,520,000
Revenues	\$ 287,420,000	\$ 96,250,000	\$ 383,670,000
Expenditures	\$ 308,600,000	\$ 107,780,000	\$ 416,380,000
Other Sources	\$ <u>(17,170,000)</u>	\$ <u>1,990,000</u>	\$ <u>(15,180,000)</u>
Net	\$ <u>(38,350,000)</u>	\$ <u>(9,540,000)</u>	\$ <u>(47,890,000)</u>
Ending Balance	\$ 92,580,000	\$ 1,050,000	\$ 93,630,000

Structural Deficit

	<u>23-24 Proposed Budget</u>	<u>24-25 Proposed Budget</u>
Earned Revenues	\$ 227,500,000	\$ 247,800,000
Other Revenue	\$ <u>22,600,000</u>	\$ <u>21,300,000</u>
Estimated Expenses	\$ <u>272,100,000</u>	\$ <u>278,800,000</u>
Deficit	\$ (22,000,000)	\$ (9,700,000)

Emergency Conditions	\$ 18,200,000	\$ 9,100,000
Stability Funding	\$ <u>20,100,000</u>	\$ <u>0</u>
Hold Harmless	\$ <u>0</u>	\$ <u>5,600,000</u>
Overall Surplus	\$ 38,300,000	\$ 14,700,000

FTES Trend

For 2024-25 the target is 31,230.95 based on the following FTES trends:

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
FTES	33,268.05	33,337.45	31,842.56	26,071.85	26,565.68	29,199.56

Why is the District in a Different Position?

- Funding received in 2024-25 creates the District's new hold harmless "funding floor" and no future COLA will be applied to the new floor.
- Earned revenues will need to grow above the new funding floor to receive additional dollars.
- Growth in FTES show that the District is moving in the right direction.

Six-Year Forecast

The following five different scenarios were provided, each illustrating the different impacts:

- Scenario 1: Uses the 2024-25 budget expenses and 2023-24 FTES, and assumes that any COLA increases are passed through as salary increases and benefit costs increase by COLA as well. \$17,202,609 budget deficit by 2029-30.
- Scenario 2: Includes the Scenario 1 assumptions, less the \$5.395 million in retiree benefit contribution. \$7,443,303,000 budget surplus by 2029-30.
- Scenario 3: Includes Scenario 2 assumptions, uses the 2024-25 FTES targets. \$20,227,237 budget surplus by 2029-30.
- Scenario 4: Includes Scenario 3 assumptions, but illustrates the impact of annual step and column increases in out years and the impact of the Consumer Price Index increases to non-personnel costs. \$4,355,542 budget deficit by 2029-30.
- Scenario 5: Includes the Scenario 4 assumptions, but illustrates 1% annual growth in FTES. \$4,118,967 budget deficit by 2029-30.

Other Considerations

- Deficit Factor: 6.8538% deficit factor (\$18 million) used for 2024-25 Advance Revision (page 51) and a 1% deficit factor (\$2.6 million).
- Negotiations for all groups have not been settled.
- Job Family Studies are still in-progress. The IT family study is expected to increase the budget by approximately \$900,000.
- Change in Attendance Accounting Formula: A systemwide change to standardize calculations for credit FTES is estimating a 2% decline in calculated FTES based on existing class schedules and rosters.
- As federal COVID funds used to support student basic needs are exhausted, impact to enrollments is uncertain.
- Fullerton College Construction Program: The College started a lot of capital projects but is running out of funds to complete them due to continuing escalation of prices in the construction industry.

District and Campus Specific Budget Updates

Finance staff will host in-person budget discussions to share an overview of the ending fund balance, the State budget, the California Community College System budget, the District budget, campus-specific budgets on the following dates:

- District Office: Monday, September 30 at 3:00 p.m.
- Fullerton College: Monday, October 21 at 3:00 p.m.
- NOCE: Wednesday, October 23 at 3:00 p.m.
- Cypress College: Thursday, October 24 at 3:00 p.m.

Chancellor Clift Breland asked members to encourage attendance at the campus budget forums and noted that enrollment growth is the other piece of the budget and highlighted the need to build pathways to noncredit, engage in innovative programs, increase marketing and access for students, and look at specific places where we can do better based on what students are choosing.

Vice Chancellor Williams concluded the presentation by stating that the District tends to focus on the 70% of the Student Centered Funding Formula that is based on enrollment, but pointed to the remaining 30% of the formula that is based on student achievements and demographics.

Calendar for the 2025-26 Budget: Vice Chancellor Fred Williams presented the calendar for the 2025-26 budget which highlights significant dates related to the budget preparation process, including dates for presentations of the tentative budget, required public hearings, Board study sessions, and approval of the final budget. The schedule will be shared with the Board at the October 8, 2024 Board meeting.

POLICY

Revised AP 7220-9, Employment of Special Project Administrators: Revisions to AP 7120-9 were presented because currently it does not allow Special Project Administrators (SPAs) to serve in more than one role with the District. The ability to assign a SPA to another assignment within the District has been requested by the campuses. This is important in critical areas where there are insufficient numbers of adjunct faculty to meet student course demands. As an example, NOCE has not been able to meet student demand for ESL courses. SPAs are FLSA Exempt. This amendment will enable the use of SPAs to serve a dual role so that campuses can better manage resources and address critical needs in real-time, which is essential for meeting student demands and maintaining educational quality.

During the discussion, Valentina Purtell, NOCE President, expressed her gratitude for the proposed revisions which will help NOCE employ Special Project Administrators who meet minimum qualifications in areas of rapid growth where it is difficult to hire adjunct faculty in a timely manner.

Members supported the revisions and **there was consensus to approve AP 7120-9 and post it to the District website with one member abstaining** (Archie Delshad).

Revised AP 5015, Residence Determination; Revised AP 5020, Nonresident Tuition; Revised AP 5030, Fees; and Revised AP 7120-11, Verification of Eligibility of Employment: These administrative procedures were revised to replace the terms “illegally” and “alien” with alternate language and to update pronoun usage. Updates to AP 5015 also reflect legally recommended revisions per the Community College League of California (CCLC) Policy and Procedure Service’s legal updates.

During the discussion, members inquired about the impact on international students, whether Human Resources forms would also be revised, provided minor grammatical corrections, requested clarification on the intent of the language regarding College and Career Access Pathways in AP 5020, and noted that AB 1096 was signed by Governor Newsom in 2021 to discontinue the use of the term “alien” in state law.

Members supported the revisions and **there was consensus to approve AP 5015, AP 5020, AP 5030, and AP 7120-11 and post them to the District website.**

Revised BP/AP 7600, Campus Safety Officers: At the February 23, 2022 meeting, a DCC item was submitted by Interim Fullerton College Vice President, Student Services 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 and 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 for review and discussion. It was requested that members share the proposed policies with their constituencies and be prepared to share feedback at the next DCC meeting.

Chancellor Cliff Breland reminded the group that the Board wants a follow-up discussion these policies in October after having an initial discussion in August.

In the ensuing discussion, members shared the following:

- Whether the policies have been discussed at campus PAC meetings?
- A suggestion to revise section 1.1 to reflect that the District is the employer, not the campuses.
- At NOCE, the proposed policies were discussed at the September 18 PAC meeting where the group suggested adding training to interact with special populations, had a recommendation that the role of observer be added, that training on how to respond to an attack on an officer be specified, concern that the appearance of a baton could be triggering for students, and if it is added it should be inconspicuous.
- The addition of a baton/retractable baton could present additional concerns.
- Could the Board make changes to the AP after DCC has approved it?
- Any changes regarding equipment would have to be negotiated with CSEA.
- The use of pepper spray is authorized and noted in 3.4.3.3.
- It would be helpful to know what direction the campuses want to move towards in order to better help guide the conversation.

- Clarification is needed as to what level of physical force would be allowable and it needs to be better defined.
- Community policing needs to be included in section 6.0.
- When will action take place so it can be agendized properly by the members with their constituencies?
- At Fullerton College, during preliminary discussions with the Faculty Senate and some campus individuals, most were opposed to the addition of batons or asps, seemed to be OK with pepper spray, and liked that a flashlight was prohibited from being used to defend. There is a difference between policing and campus safety because that's not their job.
- At Cypress College, there was a lot of discussion on detaining with the use of baton or using the baton to defend themselves, and concern with the detainment aspect.
- Use of batons requires licensing.
- Has the use of this equipment and training been priced out and does it mean there could be the termination of any existing officers?
- The campuses have existing MOUs with local law enforcement agencies.
- Local police departments rely on campus safety officers.
- Concern about how students would be affected. Have we looked into rogue officers that have racially profiled students?
- Would like to come up with something that makes people feel safe but also allows people to do their jobs.
- It is challenging to have the discussion because the current draft doesn't include the use of a baton and it is also difficult to make a concrete decision without data about the types of incidents or physical altercations that we are seeing at the campuses. We only know about one incident, and we don't want to sway the discussion based on only that.
- It seems like we do not have a clear understanding of what the campus safety officers do and we need to identify what their roles and responsibilities are.
- Personal safety concerns about having to rely on campus safety officers as a person of color.
- Do Clery reports include when campus safety officers call on police departments?
- What might be the negative impact of having campus safety officers that look more like a police officers which could be triggering for students and employees. What do you have to gain from potentially triggering people in that way when our focus is to serve underrepresented groups?
- At Fullerton College, the Faculty Senate, Classified Senate, and Associated Students have had their first discussion and instructed their members to bring feedback to the next meeting to vote at PAC. If there was a theme in the discussions, it would be concern for students.
- At NOCE, a report was requested regarding the types of incidents that campus safety officers are responding to and at the Anaheim Campus it is low crime campus with most incidents being theft or injuries that require medical attention.
- The climate would remain the same – the campus safety officers aren't going to change into different people.
- What could change is the perception of campus safety officers with the availability of new equipment including how they interact with others and how that equipment can be used against them.
- We need to start here in order to move forward in the direction that people are OK with.
- Concern that the policies could lead to an expansion of powers for campus safety officers without the necessary infrastructure, training, or oversight in place. Before expanding this, much less adding equipment, we need to have an enormous expansion of oversight. Batons cannot be added without adding bodycams and who has access to the footage.

- We need to determine what the big picture is and bring someone in to develop the policy language because this is much bigger than an equipment question.
- It is important to get the student voice in the discussion.
- Can we get a police response time to the campuses because that aspect does influence the conversation.

Chancellor Clift Breland noted the need to define what question is being answered: the language in the policy or the philosophy of who we want to be as a district? He stated that we have police departments in our cities so that we don't over police, but did note that districts have moved towards an enforcement-type model, despite the State recommending that we move towards community-based policing.

This item will be kept as a running item on future DCC meeting agendas.

OTHER ITEMS

Next DCC Meeting: The next DCC meeting will take place on Monday, October 28.

ADJOURNMENT: The meeting was adjourned at 3:58 p.m.

DRAFT

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 17, 2024

From: Cherry Li-Bugg, Vice Chancellor, EST
 Gabrielle Stanco, District Director, Research, Planning and Data Management

Re: Agenda Item for District Consultation Council Meeting of October 28, 2024

1. AGENDA ITEM NAME

Impact of NOCCCD’s Winter Term on Student Outcomes Report

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

Information Only	<input checked="" type="checkbox"/>	Second Reading	<input type="checkbox"/>
Review/Discussion	<input type="checkbox"/>	Action	<input type="checkbox"/>
First Reading	<input type="checkbox"/>	Consent Agenda Item	<input type="checkbox"/>

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

In the 2023-2024 academic year, NOCCCD offered a winter term/intersession for students with asynchronous online course offerings. The District has partnered with researchers in the UCLA Department of Statistics and Data Science to help examine the impact of enrolling in the online winter term on various academic outcomes.

In May 2024, an overview report sharing descriptive statistics of student enrollment, demographics, and course success rates, including some general comparisons with fall 2023 student data was shared.

This new report provides more advanced statistical analysis of winter outcomes, using causal inference methods and statistically controlling for student demographics and characteristic variables. Across the different analysis methods, there is generally a statistically significant positive relationship between students enrolled in winter term and their academic outcomes, even when accounting for varied student characteristics and social contexts. The impact is notable for the following outcomes:

- **Spring term enrollment (winter students more likely to enroll in spring after winter)**
- **Transfer-level Math/English completion (winter students more likely to complete transfer-level English and math courses)**
- **Degree/certificate completion (winter students more likely to earn a degree/certificate)**
- **Units earned (winter students earned more units during winter/spring combined than those who did not enroll in winter)**

The *Impact of NOCCCD’s Winter Term on Student Outcomes Report* is being shared with DCC for information.

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

5. RECOMMENDATION:

It is recommended that DCC receive the *Impact of NOCCCD's Winter Term on Student Outcomes Report* as information.

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

Davis Vo, Graduate Student Researcher, University of California, Los Angeles and Dr. Chad Hazlett, Professor of Political Science & Professor of Statistics, University of California, Los Angeles

Impact of NOCCCD’s Winter Term on Student Outcomes

October 2024

Introduction and Methodology

During the 2023-24 academic year, North Orange County Community College District (NOCCCD) offered a winter term/intersession at Cypress and Fullerton Colleges for students with asynchronous 4-week course offerings. This report aims to provide insight on several research questions.

Research Questions (RQs)	Analytic Method
1. What are the similarities and differences between the composition of students enrolled in an online winter term at NOCCCD and students enrolled during different terms of the same academic year (summer, fall, spring)? <ol style="list-style-type: none"> How similar/different are course success rates and units attempted in each of these terms? What is the winter-2024-to-spring-2024 retention rate? 	Descriptive Analysis: Analyze student enrollment, course success rates, units attempted across multiple terms and academic years. Disaggregate by various student characteristics and social contexts. ¹ Winter-to-spring-2024 retention rates are also calculated.
2. What is the effect of a personalized text message encouragement on enrollment in an online winter term?	Inferential/Causal Analysis: Examine the relationship between receiving a randomized, last-ditch text message campaign and enrolling in winter 2024 using two ordinal least squares (OLS) regression models—one that uses covariates to account for varying student characteristics and one that does not.
3. What is the effect of enrolling in an online winter term on various academic outcomes? ²	Inferential/Causal Analysis: Examine the relationship between enrolling in winter 2024 and various student outcomes. To ensure the validity of the results, this analysis utilizes various regression models and causal inference methods, including propensity score matching. ³

¹ Throughout this report, any mention of student characteristics, social contexts, and/or covariates references an extensive list of variables that may include (when appropriate): gender, race/ethnicity, age group, student type, full/part-time enrollment status, total accumulated credit units, educational goal, overall college GPA, student with disability status, Pell Grant recipient, Board of Governors (BOG)/Community College Promise Grant (CCPG) status, and Perkins economically disadvantaged status.

To maintain confidentiality, instances of subgroups whose n-size is less than 10 have been omitted from dissemination. For example, for race/ethnicity, this includes: American Indian, Alaska Native, Filipina/o/x, and Pacific Islander. For student type, this includes adult school student and NA/K-12 special students.

² This includes spring term enrollment, transfer-level English completion in winter/spring, transfer-level Math completion in winter/spring, united earned in winter/spring, certificate awarded in winter/spring, associate’s degree awarded in winter/spring.

³ This includes propensity score matching [PSM], PSM with stabilized inverse probability weights, ordinary least squares (OLS) regression with doubly robust standard errors, and Lin (2013) regression.

Key Findings

Winter Term Student Snapshot

- 3,878 students were enrolled during winter 2024 Districtwide.
- The composition of winter 2024 students was somewhat different than students enrolled in other terms.
 - The majority of winter 2024 students were female, 24 years old or younger, and continuing from a prior term.
 - Latine/x students made up the largest racial/ethnic group of winter term students, followed by Asian, White, and multiracial students.
 - Relative to other terms in the 2023-24 academic year, winter enrollment had larger proportions of students who were female, were Latine/x, were younger than 25 years-old, had a higher college GPA, were BOG/CCPG or Pell Grant recipients, were identified as Perkins Economically Disadvantaged, were continuing from a prior term, and had an education goal related to transfer.

Winter Term Student Course Success & Retention

- The average success rate in winter term (80%) was 2 percentage points higher than summer 2023 (78%), 11 percentage points higher than fall 2023 (69%), and 10 percentage points higher than spring 2024 (70%).
- Students who were identified as male, Black/African American, multiracial, white, students with lower GPAs, adult learners, having an educational goal of transfer, and financial aid recipients (Pell, BOG/CCPG, and Perkins Economically Disadvantaged identified) experienced notably higher course success during the winter term compared to other terms in the 2023-24 academic year.
- Across the district, the winter-to-spring-2024 retention rate was 84% and, on average, students who were enrolled in winter 2024 enrolled in more credit units in the subsequent spring term 2024 (11.9 Districtwide) relative to spring 2024 students who were not enrolled in winter 2024 (8.2 Districtwide).

Text Message Campaign Effect

- Accounting for students' varied characteristics and social contexts, there was not a statistically significant relationship between the randomized text message encouragement campaign and student enrollment in the winter 2024 term. Note that this text message campaign occurred after winter enrollment had begun in November 2023.

Winter Term Impact

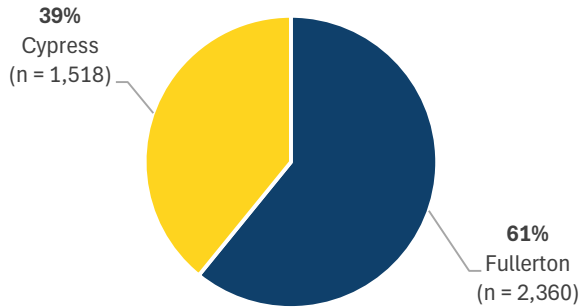
- Across various inferential/causal analyses, there is generally a statistically significant positive relationship between students enrolled in winter term and their academic outcomes, even when accounting for varied student characteristics and social contexts.
- The impact is statistically significant for the following outcomes:
 - Spring term enrollment (winter students more likely to enroll in spring after winter)
 - Transfer-level Math/English completion (winter students more likely to complete transfer-level English and math courses)
 - Degree/certificate completion (winter students more likely to earn a degree/certificate)
 - Units earned (winter students earned more units during winter/spring combined than those who did not enroll in winter)

Descriptive Analysis (RQ1 and RQ2)

Winter 2024 Student Composition

Unduplicated Student Enrollment: Winter 2024

Figure 1. Winter 2024 Unduplicated Headcount Enrollment (n = 3,878)



As displayed in Figure 1, there were 3,878 students (unduplicated headcount) that were enrolled during winter 2024 at Cypress and Fullerton Colleges combined. At Cypress College, there were 1,518 students enrolled and this represents 39% of total winter 2024 term student enrollments Districtwide. At Fullerton College, there were 2,360 students enrolled, representing 61% of all students enrolled during the winter term.

As displayed in the Figures in Appendix A, the majority of winter 2024 students at both Cypress and Fullerton Colleges were female (57%), 24 years old or younger (75%), and continuing from a prior term (85%). Latine/x students (55%) made up the largest racial/ethnic group of winter term students, followed by Asian (15%), White (14%), and multiracial (11%) students.

Subgroups with Proportional Differences in Enrollment: Winter 2024 vs. Other Terms in 2023-24 Academic Year

Table 1 summarizes notable proportional differences in districtwide enrollment between winter 2024 relative to other terms in the same academic year (summer 2023, fall 2023, and spring 2024) across different student subgroups (see Appendix A for detailed figures). Relative to other terms in the 2023-24 academic year, winter enrollment had larger proportions of students who were female, were Latine/x, were younger than 25 years-old, had a higher college GPA, were BOG/CCPG or Pell Grant recipients, were identified as Perkins Economically Disadvantaged, were continuing from a prior term, and had an education goal related to transfer.

Table 1. Subgroups with Proportional Differences in Enrollment: Winter 2024 vs. Other Terms in 2023-24 Academic Year

Winter 2024 enrollment, relative to other terms (summer 2023, fall 2023, and spring 2024) generally comprise larger proportions of students who:

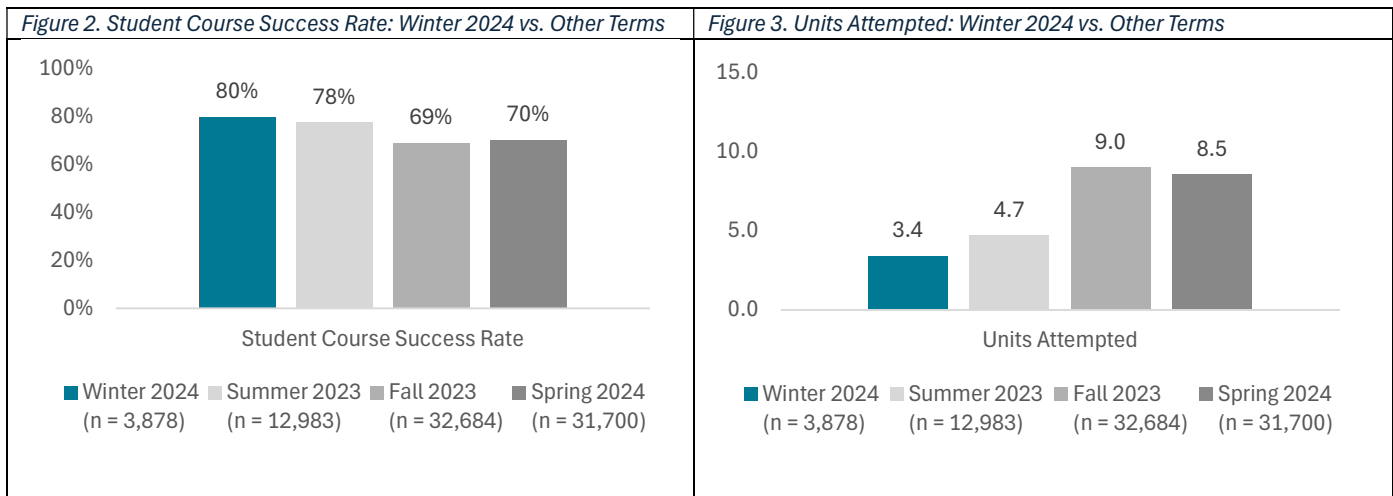
- Were **female**
- Are identified as **Latine/x or Hispanic**
- Had a **higher college GPA**
- Were **continuing from a prior term**
- **Younger than 25 years-old**
- **Had an educational goal of transfer**
- Were **Pell Grant** recipients
- Were **BOG/CCPG** recipients
- Were identified as **Perkins Economically Disadvantaged**

Winter 2024 Course Success Rates

Overall Course Success Rates: Winter 2024 vs. Other Terms in 2023-24 AY

The average winter 2024 course success rates at Cypress (81%) and Fullerton College (79%) were similar (data not displayed). Combined, the course success rate was 80% districtwide (see Figure 2). The average success rate in winter term (80%) was 2 percentage points higher than summer 2023 (78%), 11 percentage points higher than fall 2023 (69%), and 10 percentage points higher than spring 2024 (70%).

As displayed in Figure 3, the average units attempted in winter 2024 was 3.4. Not surprisingly, students attempted more units in fall 2024 (9.0) and spring 2024 (8.5) terms relative to winter 2024 (3.4) and summer 2023 (4.7).



Subgroups with Proportional Differences in Course Success Rates: Winter 2024 vs. Other Terms in 2023-24 AY

Course success rates were compared by different terms in 2023-24 across different student characteristics and social contexts (see Appendix C for detailed figures). Generally, the course success rates across different subgroups were notably higher during the winter 2024 term than summer 2023, fall 2023, or spring 2024. This was particularly the case for students who were identified as male, Black/African American, multiracial, white, students with lower GPAs, adult learners, having an educational goal of transfer, and financial aid recipients (Pell, BOG/CCPG, and Perkins Economically Disadvantaged identified).

Winter-2024-to-Spring-2024 Retention Rates

Winter-2024-to-spring-2024 retention rate calculations identify the percentage of students who were in winter 2024 that were also enrolled in spring 2024. Across the district, the winter-to-spring-2024 retention rate was 84% (see Figure 4). In other words, 3,273 out of the 3,878 students enrolled in winter 2024 were also enrolled in spring 2024. These percentages are similar at both Cypress (85%) and Fullerton (84%) college. As displayed in Figure 5, on average, students who were enrolled in winter 2024 enrolled in more credit units in spring 2024 (11.9 Districtwide) relative to spring 2024 students who were not enrolled in winter 2024 (8.2 Districtwide).

Figure 4. Winter-2024-to-Spring-2024 Retention Rates

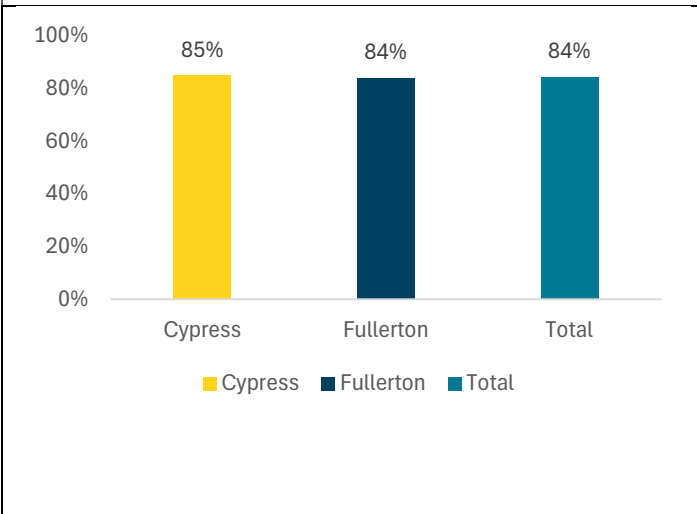
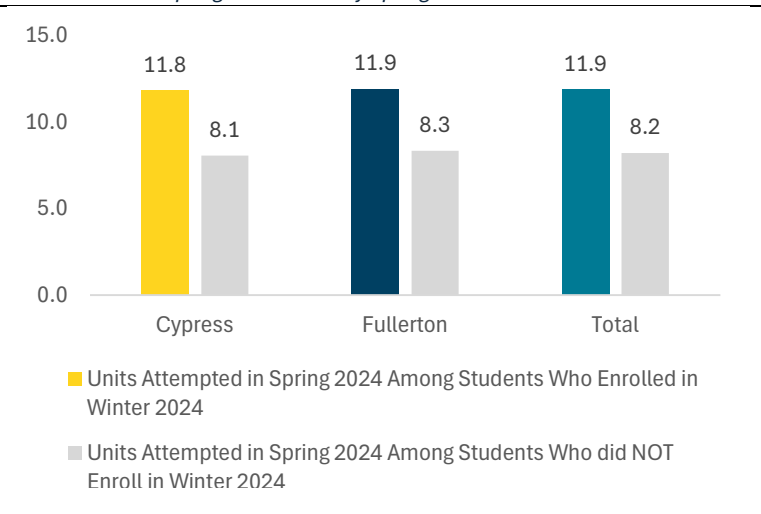


Figure 5. Units Attempted in Spring 2024 Among Students Enrolled in Both Winter and Spring 2024 and Only Spring 2024.



Inferential and Causal Analysis (RQ3 and RQ4)

RQ3: Impact of Text Message Campaign

Two ordinal least squares (OLS) regression models—one model that uses covariates to account for varying student characteristics and social contexts, and one model that does not—were developed to examine the relationship between receiving a randomized, last-ditch text message campaign and enrolling in winter 2024. This campaign was sent out to students currently enrolled in fall 2023 (hereafter “Current Students”) and Exited Students at Fullerton College.⁴

As displayed in Table 2, the results across multiple analytic samples and methods indicate that there was not a statistically significant or practically significant impact of the last-ditch text message campaign on winter 2024 enrollment.

Table 2. OLS Regression Results of a Text Message Campaign on Winter Term Enrollment

Analytic Sample & Method	Estimate (β)	Standard Error (SE)	p-value
Current Students, OLS Regression with Doubly Robust SEs - Covariates	0.001	0.004	0.83
Current Students, OLS Regression with Doubly Robust SEs - No Covariates	0.002	0.004	0.66
Exited Students, OLS Regression with Doubly Robust SEs - Covariates	0.001	0.001	0.45
Exited Students, OLS Regression with Doubly Robust SEs - No Covariates	0.001	0.001	0.38

⁴ Students who were previously enrolled (as of census) at Cypress or Fullerton College during a recent academic year (2020-21, 2021-22, or 2022-23), completed at least 12 community college units at the college, but were not enrolled at the college in the subsequent academic year.

RQ4: Impact of Winter Term on Student Outcomes

Various regression models and causal inference methods were utilized to examine the relationship between enrolling in winter 2024 and various student outcomes, while accounting for various student characteristics and social contexts. The application of various analytic strategies is useful in understanding the extent that estimates of the impact of winter term on these various student outcomes are reliable.

Analytic Sample & Strategy: Treatment and Comparison Groups

To discern the effect of a winter term on student outcomes, there are three relevant groups relating to the full sample of both Cypress and Fullerton College students:

- **Treatment Group:** Students who Enrolled in Fall 2023 and Winter 2024
- **Comparison Group #1:** Students who Enrolled in Fall 2023 only (and not Winter 2024)
- **Comparison Group #2:** Students who Enrolled in Fall 2022 only (and not Winter 2023⁵)

The goal is to find comparison groups close enough to the treatment group to isolate the impact of winter term enrollment. However, there is inherent selection bias as students in the treatment groups do differ across multiple student characteristics and social contexts relative to the two comparison groups. For example, students in the treatment group are more likely to have a higher college GPA, more likely to be first-time students (and less likely to be transfer [1st time or returning]), less likely to be adult learners, more likely to have an educational goal of transfer, and more likely to be a financial aid recipient (Pell, BOG/CCPG, Perkins Economically Disadvantaged identified).

As such, multiple analytic strategies were utilized to account for variation in student characteristics and social contexts in the treatment and comparison groups:

- The application of regression methods aims to control for student characteristics that may explain some of the variation in student outcomes.
- The application of causal inference methods like propensity score matching aims to match students with other students in the treatment and comparison groups who have similar student characteristics and social contexts. For example, these methods identify students in the treatment group who are similar across the extensive list of covariates to students in the comparison group. After this matching, outcomes are compared between these two groups to discern causal effects.

The inclusion of the extensive student characteristics and social contexts as covariates accounts for potential observed confounding variables and as much as possible, isolates and quantifies the impact of winter term enrollment. Moreover, sensitivity analyses were conducted to examine how unobserved confounding variables could alter the conclusions of this analysis.

⁵ The Winter 2023 term consisted of less than 20 course sections across both Cypress and Fullerton Colleges with the majority of course offerings in the Kinesiology/Physical Education departments.

Results

This report summarizes the results of all the analytic models in which covariates are accounted for and takes the average estimated impact of winter term enrollment on various student outcomes Districtwide for both causal inference and regression methods, respectively (see Table 3).

For ease of interpretation, this report focuses on the implications of the average estimates of causal inference methods. These results suggest that accounting for various student characteristics and social contexts, students who enrolled in winter term are, on average...

- **27 percentage points more likely to enroll in the spring term** than students who did not enroll in the winter term.
- **4 percentage points more likely to complete transfer-level English during the winter/spring** than students who did not enroll in the winter term.
- **6 percentage points more likely to complete transfer-level math during the winter/spring** than students who did not enroll in the winter term.
- **7 percentage points more likely to receive a certificate during the winter/spring** than students who did not enroll in the winter term.
- **8 percentage points more likely to receive an associate's degree during the winter/spring** than students who did not enroll in the winter term.
- **Earn 4.88 more credit units during the winter/spring** than students who did not enroll in the winter term.

Across all analytic strategies, the results consistently show statistically significant positive effects of winter term enrollment on various student outcomes. Sensitivity analyses results are generally robust to unobserved confounders. Notable exceptions are with respect to transfer-level English and math completion in winter/spring, respectively, whose average estimates and sensitivity analyses suggest that these impacts are less robust, with varying statistical significance.

Table 3. Inferential/Causal Analysis of the Impact of Winter Term Enrollment on Various Student Outcomes

Outcome Variable	Causal Inference Methods: Average Estimate (Min - Max)	Regression Methods: Average Estimate (Min - Max)
Spring Term Enrollment	0.27 (0.12 - 0.63)	0.19 (0.15 - 0.23)
Transfer-Level English Completion in Winter/Spring	0.04 (0.03 - 0.09)	0.04 (0.03 - 0.04)
Transfer-Level Math Completion in Winter/Spring	0.06 (0.05 - 0.09)	0.06 (0.05 - 0.07)
Certificate Awarded in Winter/Spring	0.07 (0.06 - 0.08)	0.06 (0.04 - 0.07)
Associate's Degree Awarded in Winter/Spring	0.08 (0.07 - 0.10)	0.07 (0.03 - 0.09)
Units Earned in Winter/Spring	4.88 (4.05 - 6.81)	4.35 (3.88 - 4.74)

Note 1. All outcome variables are respective to the winter/spring term. For example, spring term enrollment for the fall 2023 sample is spring 2024 enrollment whereas for fall 2022, it is referencing spring 2023.

Note 2. Causal inference methods used include propensity score matching (PSM) and PSM with stabilized inverse probability weights.

Note 3. Regression methods used include ordinal least squares (OLS) regression with doubly robust standard errors and Lin regression.

Appendix A

Figure 6. Winter 2024 vs. Other Term Enrollment by Gender

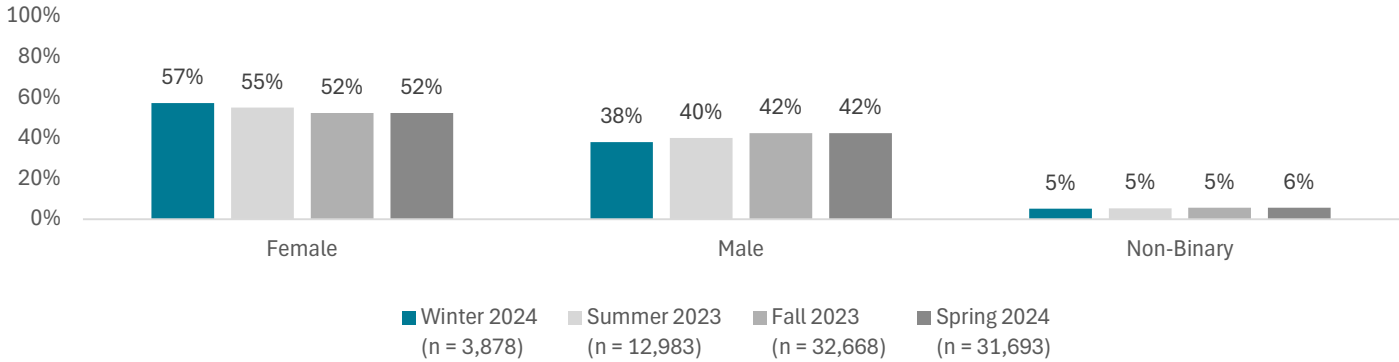


Figure 7. Winter 2024 vs. Other Term Enrollment by Race/Ethnicity

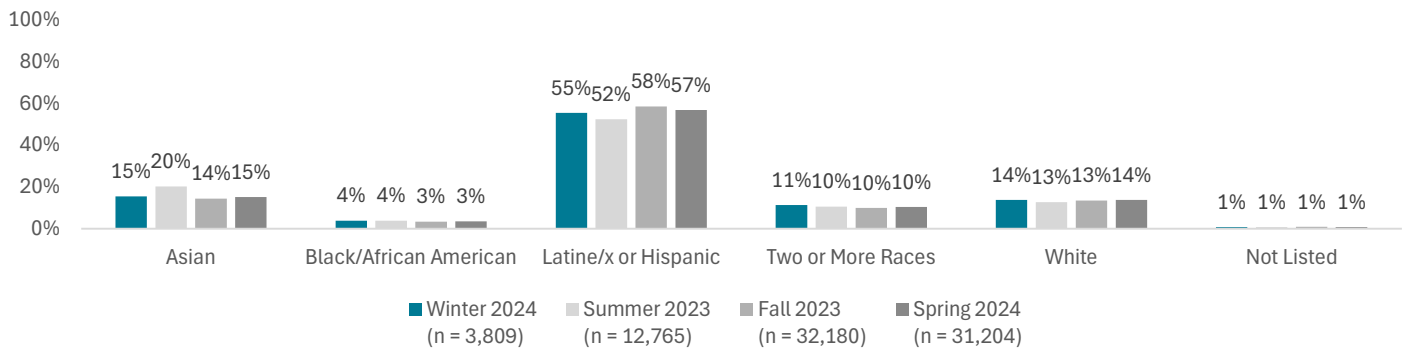


Figure 8. Winter 2024 vs. Other Term Enrollment by GPA Group

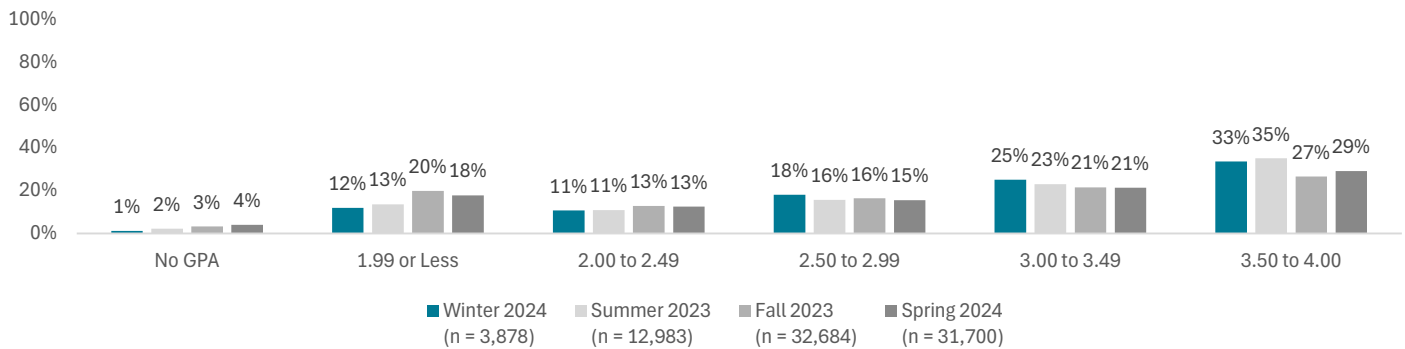


Figure 9. Winter 2024 vs. Other Term Enrollment by Student Type

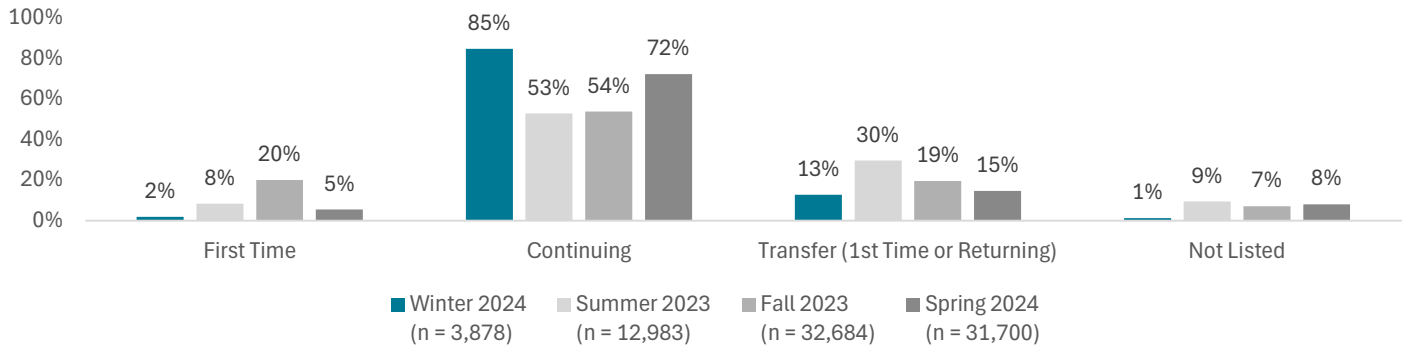
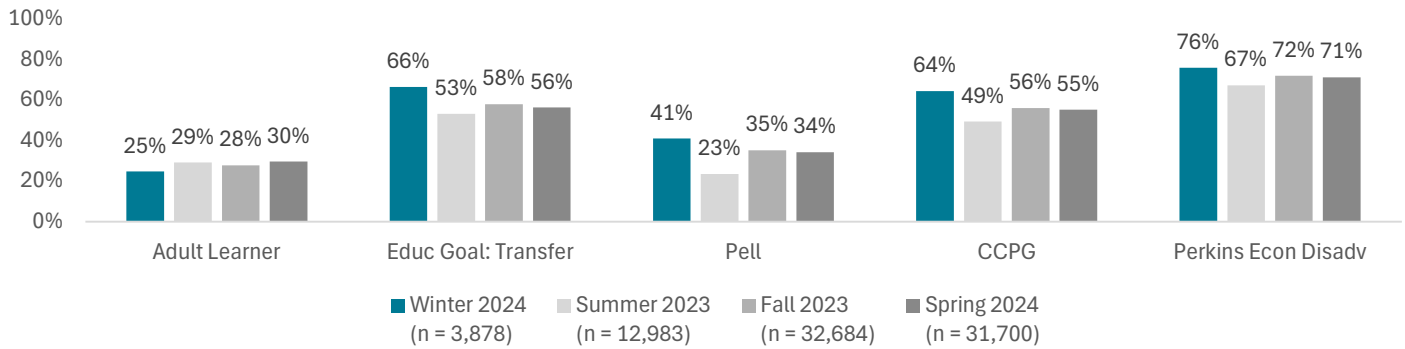


Figure 10. Winter 2024 vs. Other Term Enrollment by Age Group, Educational Goal, and Financial Aid Status



Appendix B

Figure 11. Winter 2024 vs. Other Term Course Success Rate by Gender

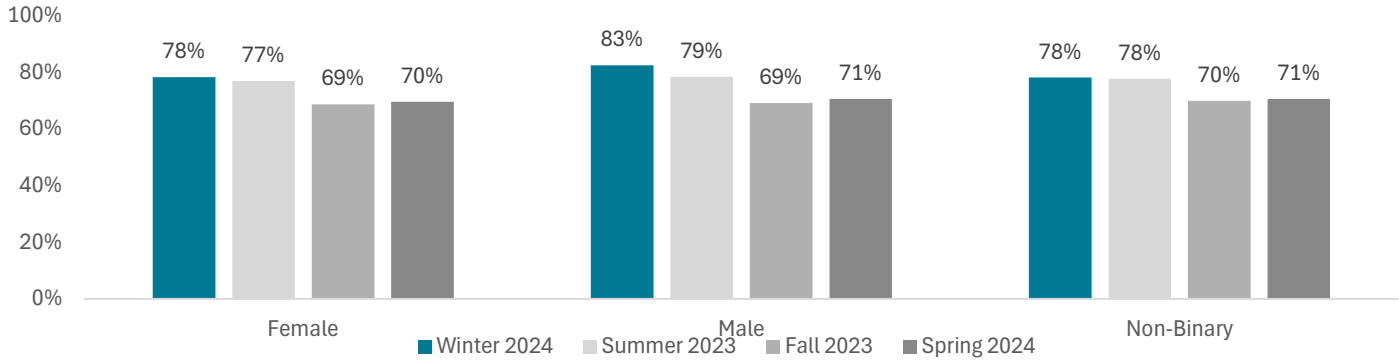


Figure 12. Winter 2024 vs. Other Term Course Success Rate by Race/Ethnicity

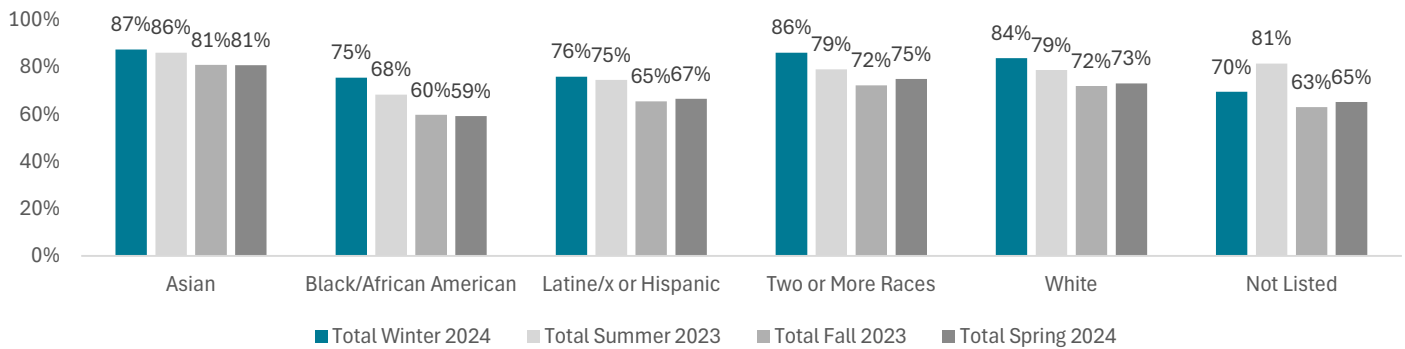


Figure 13. Winter 2024 vs. Other Term Course Success Rate by GPA Group

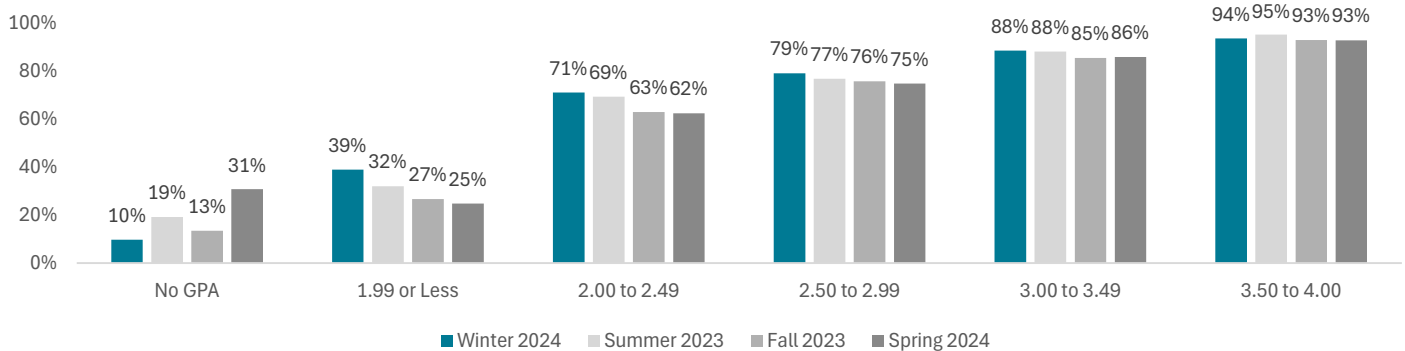


Figure 14. Winter 2024 vs. Other Term Course Success Rate by Student Type

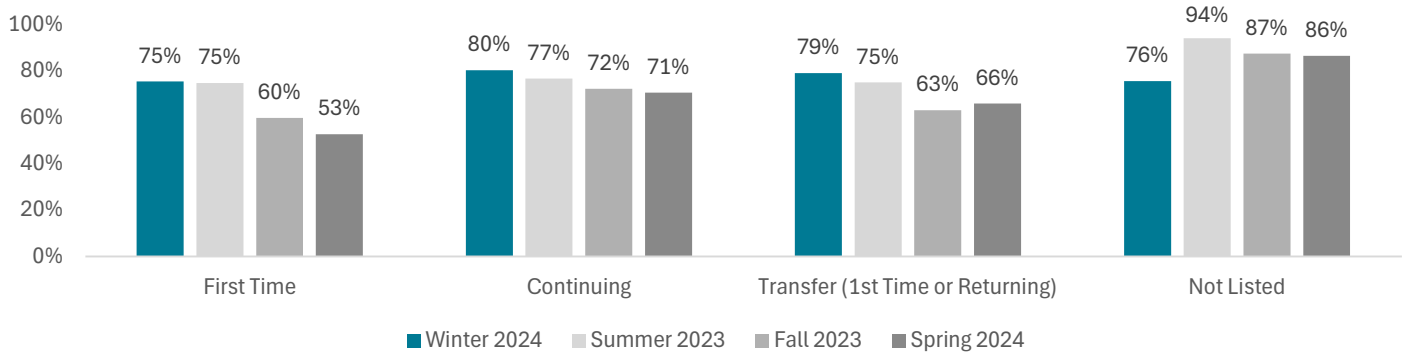
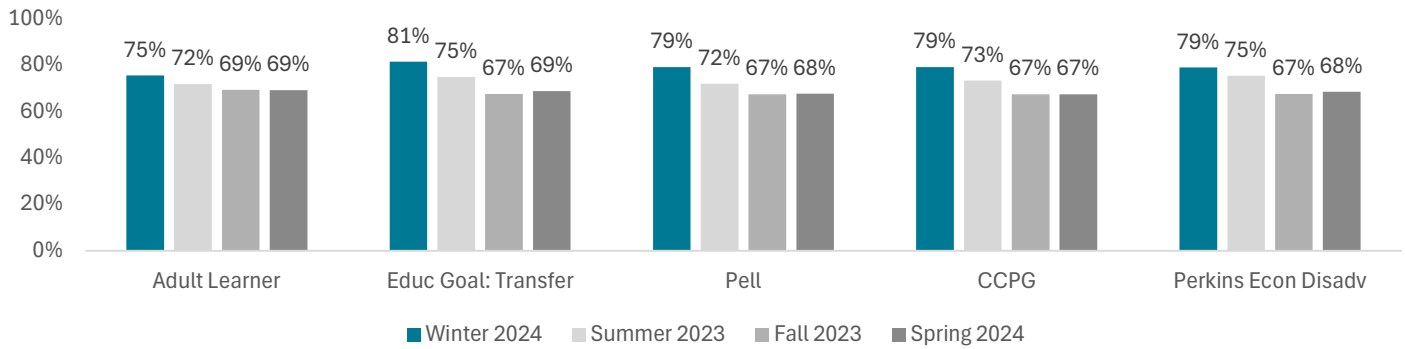


Figure 15. Winter 2024 vs. Other Term Course Success Rate by Age Group, Educational Goal, and Financial Aid Status



DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 21, 2024

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of October 28, 2024

1. AGENDA ITEM NAME

**Revised AP 7230-2, Confidential Employees – Holidays; and
Revised AP 7240-3, Management Employees – Vacation**

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

AP 7230-2, Confidential Employees – Holidays was updated to reflect increasing the number of hours, from 8 to 10, for the Juneteenth holiday per the Side Letter of Understanding approved by the Board in 2024.

AP 7240-3, Management Employees – Vacation was updated to reflect increasing the number of vacation days (from 44 to 50) that a manager can accumulate per the Side Letter of Understanding approved by the Board in 2024.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, revised AP 7230-2 and AP 7240-3 be posted on the District website.

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

Human Resources

AP 7230-2 Confidential Employees – Holidays

Reference:

Education Code Sections 79020 and 79021

- 1.0 **Holiday Calendar:** Confidential employees will be paid for the holidays listed below, provided they were in paid status during any portion of the working day immediately preceding or succeeding the holiday.

New Year's Day
Martin Luther King Day
Lunar New Year
Lincoln's Birthday
President's Day
Cesar Chavez Day
Spring Holiday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Friday after Thanksgiving
Day Preceding Christmas Day
Christmas Day
Three Days between Christmas Day and New Year's Eve
Day Preceding New Year's Day

- 2.0 **Holidays on Saturday and Sunday:** When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday. When a holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday. The operation of this section shall not cause any confidential employee to lose any of the designated holidays.

- 3.0 Confidential employees who are not normally assigned to duty during the winter and spring recesses shall be paid for those holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

4.0 **Holiday Pay Computation:**

4.1 Holidays for confidential employees who are employed full-time (100%) shall be compensated on the basis of an eight (8) hour workday at the employee's rate of pay in effect at the time of the holiday.

4.2 Holiday compensation for confidential employees who are employed less than full-time shall be prorated by the percentage of employment.

4.3 For those ~~unit members~~ **confidential employees** who are assigned to work ten-hour days, if the **Juneteenth holiday or the** Independence Day holiday falls on a ten (10) hour workday, that day becomes a ten (10) hour paid holiday. For those

AP 7230-2 Confidential Employees – Holidays

unit members who work less than a ten-hour day, Unit Members on the alternative schedule who do not have sufficient accrued vacation time to comply with this provision may be advanced two (2) hours of vacation leave which shall be deducted from future vacation accrual or may elect to take two (2) hours of unpaid leave.

See Board Policy and Administrative Procedure 4010, Academic Calendar

Date of Adoption: March 25, 2008

Date of Last Revision: April 24, 2023 District Consultation Council
November 26, 2018 District Consultation Council

AP 7240-3 Management Employees – Vacation Plan

1.0 Regular Management Employees:

1.1 Eligibility

1.1.1 Vacations with pay will be granted to academic management employees who are employed twelve (12) months per year and to classified management employees.

1.1.2 Academic management employees who are employed fewer than twelve (12) months per year do not earn vacation leave, but shall receive an increased daily salary rate that includes pro rata vacation pay in lieu thereof.

1.2 Management employees who are employed full-time (100%) shall earn vacation leave at the rate of two and sixteen hundredths (2.16) days for each calendar month (26 days per fiscal year) in which the employee is in paid status for more than one-half (1/2) of the working days in the month. Management employees who are employed less than full-time shall earn a proportionate share of vacation leave, prorated by the percentage of employment.

1.3 Vacation leave must be earned before it can be used. A management employee may not elect to be paid in lieu of taking vacation leave.

1.4 Requests for vacation leave must normally be submitted in writing and the use of vacation leave must be approved in advance by the employee's immediate management supervisor.

1.5 Vacation Carryover: Earned vacation leave which is not used in a fiscal year may be carried over to the next fiscal year, but in no event will a management employee be allowed to accumulate more than ~~44~~ **fifty (50)** vacation days. When a management employee's accumulated vacation balance is at the maximum allowable amount, the employee will not earn and accrue additional vacation leave. Once the vacation balance falls below ~~44~~ **fifty (50)** days, the employee will continue to earn vacation days until the maximum allowable amount.

1.6 Illness During Vacation: A management employee who becomes ill during the employee's prescribed vacation period may use sick leave days in lieu of vacation days where the illness is of a nature that would preclude the effective use of vacation leave and would prevent the performance of the employee's normal duties if the employee were scheduled for duty. The management employee must furnish the District with a medical statement from a licensed physician verifying the illness and the period of disability. The medical statement and a request to use sick leave days in lieu of vacation days must be submitted to the District Office of Human Resources within five (5) working days of the employee's return to duty. The District shall have no obligation to extend the vacation period beyond the schedule as originally approved.

1.7 Holidays During Vacation: When a holiday falls during the scheduled vacation of a management employee, the holiday will not be charged against the employee's

AP 7240-3 Management Employees – Vacation Plan

earned vacation leave.

1.8 Vacation Pay Upon Termination

1.8.1 A management employee will be compensated for any vacation leave earned and accumulated through the last day in paid status. Payment will be made in a lump-sum at the employee's current regular rate of pay.

1.8.2 At the time of separation from employment, any vacation leave taken and not earned by the date of termination of employment will be deducted from the employee's final paycheck.

2.0 **Temporary Management Employees:**

Temporary management employees may be granted vacations with pay in accordance with the terms of an applicable contract for employment and subject to the provisions of Administrative Procedure 7120-9.

Date of Adoption: May 27, 2008

Date of Last Revision: August 28, 2023 District Consultation Council
May 24, 2021 District Consultation Council

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 23, 2024

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of October 28, 2024

1. AGENDA ITEM NAME

Revised Board Policies & Administrative Procedures – Reference Revisions

- **BP 6200, Budget Preparation**
- **BP 6300, Fiscal Management**
- **AP 6300, Fiscal Management**
- **BP 6340, Bids and Contracts**
- **BP 6400, Financial Audits**
- **AP 6400, Financial Audits**
- **BP 6520, Security for District Property**
- **AP 6520, Security for District Property**
- **BP 7100, Commitment to Equal Employment Opportunity and Diversity**
- **BP 7120, Recruitment and Hiring**
- **AP 7120-3, Classified Employee Hiring**
- **AP 7120-4, Management Employee Hiring**
- **BP 7160, Professional Development**
- **BP 7340, Employee Leaves**

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: **10 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The BPs and APs were revised to update the reference section pursuant to the 2024 changes to ACCJC Accreditation Standards or to update citations as provided by the CCLC Policy and Procedure Legal Updates Service.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, the revised Administrative Procedures 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

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

BP 6200 Budget Preparation

Reference:

**Education Code Section 70902(b)(5);
Title 5, Sections 58300 et seq.;
ACCJC Accreditation Standard III.D 3;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3**

- 1.0 Each year, the Vice Chancellor, Finance & Facilities or designee shall present to the Board of Trustees a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.
- 2.0 Budget development shall meet the following criteria:
 - 2.1 The annual budget shall support the District's master and educational plans.
 - 2.2 Assumptions upon which the budget is based are presented to the Board of Trustees for review.
 - 2.3 A schedule is provided to the Board of Trustees by October 15 of each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
 - 2.4 Changes in the assumptions upon which the budget was based shall be reported to the Board of Trustees in a timely manner.
 - 2.5 Budget projections address long term goals and commitments.

See Administrative Procedure 6200 Budget Preparation; Board Policy 6250, Budget Management; Administrative Procedure 6250, Budget Management; Board Policy 6300 Fiscal Management; Administrative Procedure 6300, Fiscal Management.

Date of Adoption: February 12, 2002

Date of Last Revision: March 28, 2023
September 14, 2016 Chancellor's Staff
August 26, 2014

BP 6300 Fiscal Management

Reference:

**Education Code Section 84040(c);
Title 5, Sections 58311;
ACCJC Accreditation Standard ~~III.D~~ 3;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3;
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.**

- 1.0 The Vice Chancellor, Finance & Facilities shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:
 - 1.1 Adequate internal controls exist.
 - 1.2 Fiscal objectives, procedures, and constraints are communicated to the Board of Trustees and employees.
 - 1.3 Adjustments to the budget are made in a timely manner, when necessary.
 - 1.4 The management information system provides timely, accurate, and reliable fiscal information.
 - 1.5 Responsibility and accountability for fiscal management are clearly delineated.
- 2.0 The Vice Chancellor, Finance & Facilities shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.
- 3.0 All bank accounts must be approved by either the Vice Chancellor, Finance & Facilities; the Director, Fiscal Affairs; the Vice President, Administrative Services; the Director, Administrative Services; or the Manager, Campus Accounting, before establishment. Only these accounts duly approved may utilize the District's Federal Tax Identification Number.
- 4.0 The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.
- 5.0 As required by law, the Board of Trustees shall be presented with a quarterly report showing the financial and budgetary conditions of the District.
- 6.0 As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

See Administrative Procedure 6300, Fiscal Management.

Date of Adoption: February 12, 2002

North Orange County Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6300 Fiscal Management

Date of Last Revision: March 28, 2023
November 28, 2017
September 14, 2016 Chancellor's Staff
October 13, 2015

AP 6300 Fiscal Management

Reference

**Education Code Section 84040(c);
Title 5 Section 58311;
ACCJC Accreditation Standard ~~III.D.9~~ 3;
WASC/ACS Criterion 8, Indicators 8.1, 8.2, and 8.3;
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.**

- 1.0 **Accounts Maintained Through Campus Accounting:** The College Bursar's Offices maintain the books and records for Bursar Office activities, the Associated Students, other trust and agency funds, and the enterprise activities on campus such as the Bookstore and Food Services operations. In addition, they maintain trust accounts for various student and department activities.
- 1.1 Cash Collection: All cash receipts will be supported by adequate documentation.
- 1.2 Cash Disbursements: All cash disbursements shall be approved by a minimum of two authorized individuals and be supported by adequate documentation. Purchases shall be made in accordance with the guidelines established in the District Purchasing Handbook.
- 1.3 Financial Reporting: The College Bursar Offices will submit to the District a quarterly report showing the financial and budgetary conditions of all campus funds maintained by the Bursar's Office. These reports will then be incorporated into the quarterly financial reports provided to the Board of Trustees.

See Board Policy 6300, Fiscal Management.

Date of Adoption: February 12, 2002

Date of Last Revision: February 27, 2023 District Consultation Council
August 9, 2017 Chancellor's Staff (Reference only)
September 14, 2016 Chancellor's Staff
November 26, 2014, Chancellor's Staff

BP 6340 Bids and Contracts

Reference:

Education Code Sections 81641 et seq.;
Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et. seq.;
Government Code Section 53060;
~~**ACCJC Accreditation Standard III.D.16;**~~
WASC/ACS Criterion 8, Indicators 8.2 and 8.3;
2 Code of Federal Regulations Part 200.318;
Title 5 Sections 59130 et seq.

- 1.0 The Board of Trustees delegates to the Vice Chancellor, Finance & Facilities, or District Director, Purchasing the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:
 - 1.1 Contracts are not enforceable obligations until they are ratified by the Board of Trustees.
 - 1.2 Contracts for work to be done, services to be performed, or for goods, equipment, or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contract Code Section 20651 shall require prior approval by the Board.
 - 1.3 When bids are required according to Public Contract Code Section 20651, the Board of Trustees shall award each such contract to the lowest responsive, responsible bidder who meets the specifications published by the District and who shall give such security as the Board of Trustees requires, or reject all bids.
 - 1.4 When the District determines that, according to Public Contract Code Section 20651.7, it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may select and award the contract based on best value. The bidder shall give such security as the Board of Trustees requires and may reject all bids.
 - 1.5 When the Chancellor, in consultation with the Vice Chancellor, Finance & Facilities or District Director, Purchasing, determines that, the District can obtain a contract for goods or services through the California Community Colleges Chancellor's Office CollegeBuys Program for the Procurement of Goods and Services for Community College Districts at a lower price upon the same terms, conditions and specifications, the Vice Chancellor, Finance & Facilities or District Director, Purchasing may proceed with the contract without conducting a formal bidding process.
- 2.0 In addition, positions included under Administrative Procedure 6150, Designation of Authorized Signatures, have been authorized to enter into agreements with certain restrictions.
- 3.0 If the Vice Chancellor, Finance & Facilities, or District Director, Purchasing, concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contract Code Section 20651.5, pre-qualification may be conducted in

BP 6340 Bids and Contracts

accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

- 4.0 If the best interests of the District will be served by a contract, lease, requisition, or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Vice Chancellor, Finance & Facilities, is authorized to proceed with a contract.

See Administrative Procedure 6150, Designation of Authorized Signers.

Date of Adoption: February 12, 2002

Date of Last Revision: April 25, 2023
August 9, 2017 Chancellor's Staff (Reference only)
September 14, 2016 Chancellor's Staff
June 23, 2015
May 14, 2014, Chancellor's Staff

BP 6400 Financial Audits

Reference:

Education Code Section 84040(b);
ACCJC Accreditation Standard III.D.7 ~~3~~ 3;
WASC/ACS Criterion 8, Indicator 8.2

- 1.0 There shall be an annual outside audit of all funds, books, and accounts of the District in accordance with the regulations of Title 5. The Vice Chancellor, Finance & Facilities or designee shall assure that an annual outside audit is completed. The Vice Chancellor, Finance & Facilities shall recommend a certified public accountancy firm to the Board of Trustees with which to contract for the annual audit.
- 2.0 Each year the Vice Chancellor, Finance & Facilities or designee shall convene the District Audit Committee to meet with the external audit firm.
 - 2.1 Three Board representatives will serve on the District Audit Committee.
 - 2.2 The District Audit Committee will meet with the auditors before they begin the audit to review the general scope and procedures, particularly if there are areas in which the trustees desire a special focus.
 - 2.3 The District Audit Committee will review the final audit report before it is presented to the Board of Trustees as a whole.

See Administrative Procedure 6400, Financial Audits.

Date of Adoption: February 12, 2002

Date of Last Revision: March 28, 2023
September 14, 2016 Chancellor's Staff
June 23, 2015

AP 6400 Financial Audits

Reference:

Education Code Section 84040(b), 84040.5, and 81644;
Title 5 Section 59102;
ACCJC Accreditation Standard III.D.7 3;
WASC/ACS Criterion 8, Indicator 8.2

- 1.0 The Board of Trustees shall provide for an annual audit of all funds, books, and accounts under the control and jurisdiction of the District in accordance with the regulations of the Board of Governors. Arrangements for the audit for any fiscal year shall be made final no later than May 1 of the preceding fiscal year.
- 2.0 The annual audit shall be made by certified public accountants licensed by the California Board of Accountancy and shall contain the following.
 - 2.1 Identification of expenditures by source of funds.
 - 2.2 A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5.
 - 2.3 A summary of audit exceptions and management recommendations.
- 3.0 The Board of Trustees shall review the annual audit at a public meeting of the Board.
- 4.0 Not later than December 31 of the subsequent fiscal year, the annual audit for any fiscal year shall be filed with the Board of Governors and other regulatory agencies in accordance with Education Code Section 84040.5.
- 5.0 A continuing contract for services to be performed by an auditor shall not exceed five (5) years.

See Board Policy 6400, Financial Audits.

Date of Adoption: February 13, 2006

Date of Last Revision: February 27, 2023 District Consultation Council
September 14, 2016 Chancellor's Staff
August 24, 2015

BP 6520 Security for District Property

Reference:

Education Code Sections 81600 et seq.;
ACCJC Accreditation Standard ~~III.B.1~~ [3.8](#);
WASC/ACS Criterion 8, Indicator 8.4

- 1.0 The Vice Chancellor, Finance & Facilities and Presidents shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property and equipment from theft, loss, or significant damage.

See Board Policy 3501, Campus Security and Access; Administrative Procedure 3501, Campus Security and Access; Board Policy 3720, Computer and Electronic Communication Systems; Administrative Procedures 6520, Security for District Property; Board Policy 6540, Insurance; and Administrative Procedure 6540, Insurance.

Date of Adoption: February 12, 2002

Date of Last Revision: March 28, 2023
September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff

AP 6520 Security for District Property

Reference

ACCJC Accreditation Standard III-B-1 ~~3.8~~ 3.8;
WASC/ACS Criterion 8, Indicator 8.4

1.0 **Fixed Assets**

- 1.1 The District will maintain a fixed asset inventory system. Fixed assets include furniture, computers, vehicles, etc. costing in excess of \$1,000.
- 1.2 The District will conduct a physical inventory of fixed assets on an annual basis. This listing will include a description, name, identification numbers, original cost, date of acquisition, location, and funding source.

2.0 **Transfer of Assets**

- 2.1 In the event that fixed assets are moved within District boundaries, the manager in each respective area must approve the request. In addition, notice must be sent to the site designated Inventory Control Clerk.
- 2.2 The Inventory Control Clerks will be responsible for ensuring that the inventory system is properly updated.

- 3.0 **Releasing of College Equipment for Use Off Campus:** All requests to borrow or to remove community college property from any campus for educational or district related purposes must be in writing and be cleared through immediate management. Equipment loaned for non-educational purposes, and where charges are involved, must be cleared through immediate management.

Date of Adoption: February 12, 2002

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

BP 7100 Commitment to Equal Employment Opportunity and Diversity

Reference:

Education Code Section 87100 et seq.;
Title 5 Sections 53000 et seq.;
Accreditation Standards ~~III.A.411 and 12.3~~;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success and committed to an inclusive, anti-racist campus culture, and the District's mission, vision, and values. The Board of Trustees recognizes that equal opportunity employment and diversity, equity, inclusion, anti-racism, and accessibility in the academic environment fosters cultural awareness, mutual understanding and respect, and provides suitable role models for all students. A diverse and inclusive workforce furthers its mission of preparing students for success in a diverse and global society and is essential to creating the robust academic environment in which students and employees thrive.
- 2.0 The Board of Trustees is strongly committed to employment and professional development processes that support the goals of equal opportunity, diversity, equity, inclusion, anti-racism, and accessibility, provide equal consideration for all qualified candidates, and create an anti-racist academic and employment environment.
- 3.0 Employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria that are responsive to the District's needs.
- 4.0 The minimum qualifications for all positions within the District, require that individuals demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- 5.0 District employees shall actively promote diversity in recruitment and employment within the District.
- 6.0 The District shall provide, as appropriate, professional development activities and training to promote an understanding of diversity.
- 7.0 Diversity is a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability, and socio-economic backgrounds.
- 8.0 Diversity includes principles of inclusion, social justice, equity, intercultural proficiency, and multiculturalism.

See Board Policy 1001, District Mission, Vision, & Values Statement.

**BP 7100 Commitment to Equal Employment Opportunity
and Diversity**

Date of Adoption: March 13, 2012

Date of Last Revision: March 26, 2024
May 28, 2019

BP 7120 Recruitment and Hiring

Reference:

Education Code Sections 70901.2, 70902(b)(7) &(d), 87100 et seq., ~~and~~ 87458, [and 87604.5](#);
Title 5 Sections 51023.5, and 53000, et seq.;
ACCJC Accreditation Standard ~~III-A-1~~ [3](#);
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:
 - 1.1 Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors of the California Community Colleges.
 - 1.2 Classified employees shall possess the required qualifications prescribed for their positions by the Board of Trustees.
- 2.0 The procedures for hiring faculty shall be established and implemented in accordance with Board policies and procedures regarding the Academic Senate's role in local decision making.
- 3.0 The procedures for hiring classified employees shall be established after first affording classified employees an opportunity to participate in the development of the Board's policies and procedures regarding local decision making.
- 4.0 The procedures for hiring management employees shall be established after first affording management employees an opportunity to participate in the development of the Board's policies and procedures regarding local decision making.

See Administrative Procedures:

AP 7120-1	Tenure Track Faculty Hiring
AP 7120-2	Adjunct Faculty Hiring
AP 7120-3	Classified Employee Hiring
AP 7120-4	Management Employee Hiring
AP 7120-5	Interim Appointment to Vacant Management Position
AP 7120-6	Employment of Short-Term Employees and Substitute Employees
AP 7120-7	Employment of Student Employees
AP 7120-8	Employment of Professional Experts
AP 7120-9	Employment of Special Project Administrators
AP 7120-10	Applicant Reimbursement
AP 7120-11	Verification of Eligibility of Employment
AP 7120-12	Fingerprinting

Date of Adoption: May 27, 2003

Date of Last Revision: August 9, 2017 Chancellor's Staff (Reference only)
September 14, 2016 Chancellor's Staff
November 26, 2014
February 12, 2008

AP 7120-3 Classified Employee Hiring

Reference:

Education Code Sections 87100, et seq., 87400 and 88003;
ACCJC Accreditation Standard III.A.1 3;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 **Application:** This procedure shall apply to the selection of classified bargaining unit positions and confidential employee positions within the North Orange County Community College District.
- 2.0 **Allocation of Classified Positions:** The need for hiring of classified bargaining unit and confidential employees and staff allocations shall be determined by the Chancellor, in consultation with the executive officers of the District, taking into consideration local staffing recommendations developed in accordance with established planning processes, District-wide planning needs, and budgetary considerations.
- 3.0 **Screening Committee Composition and Role**
 - 3.1 The screening committee will be comprised of either three (3) or five (5) persons and shall include the following:
 - 3.1.1 The supervising administrator, who shall serve as chair of the committee;
 - 3.1.2 One (1) to two (2) classified representatives selected by CSEA based on their knowledge of the position and expertise in recommending a qualified candidate, depending on whether the composition of the committee is three or five.
 - 3.1.3 Additional employees of the District selected by the supervising administrator based on their knowledge of the position and expertise in recommending a qualified candidate.
 - 3.2 In special circumstances, if approved by the Vice Chancellor of Human Resources or designee, an uncompensated expert who is not an employee of the District may serve as a member of the committee.
 - 3.3 The role of the screening committee is advisory to the Executive Officer.
- 4.0 **Responsibilities of Screening Committee Members**
 - 4.1 Responsibilities of All Committee Members
 - 4.1.1 Committee members shall participate in all aspects of the process, including, but not limited to, the following:
 - 4.1.1.1 Training in the classified hiring procedure and equal opportunity employment efforts of the District.
 - 4.1.1.2 Development of rating criteria and interview questions.

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- 4.1.1.3 Establishing timelines for screening and interviewing.
- 4.1.1.4 Development of protocol for performance tests.
- 4.1.1.5 Evaluation and rating of candidates.
- 4.1.1.6 Interviewing of candidates.
- 4.1.1.7 Recommendation of finalists.
- 4.1.2 Committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is completed.
- 4.1.3 A committee member who fails to participate in any aspect of the process may, at the discretion of the committee, be removed from the committee.
- 4.2 Responsibilities of Committee Chair
 - 4.2.1 The committee chair shall be responsible for the following:
 - 4.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the hiring process.
 - 4.2.1.2 Convening and conducting committee meetings, according reasonable consideration to the schedules of committee members.
 - 4.2.1.3 Coordination of candidate interviews.
 - 4.2.1.4 Communicating with applicants, as required.
 - 4.2.1.5 Maintaining committee records.
 - 4.2.1.6 Conducting reference checks.
 - 4.2.1.7 Performing other duties determined by agreement with the committee.
 - 4.3 The committee chair shall ensure that no candidate is discriminated against on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran, or marital status and shall serve as the committee liaison to the District Director of Human Resources, with responsibility for reporting noncompliance.

5.0 Development and Distribution of Job Announcement

5.1 Development of Job Announcement

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- 5.1.1 The job announcement for the position shall be developed by the District Office of Human Resources in collaboration with the supervising administrator and shall include the following information:
 - 5.1.1.1 Job title.
 - 5.1.1.2 Description of the position and duties.
 - 5.1.1.3 Required and desirable qualifications for the position.
 - 5.1.1.4 Percentage and months per year of employment.
 - 5.1.1.5 Starting date, current position location, schedule and shift.
 - 5.1.1.6 Salary range.
 - 5.1.1.7 Statement that the schedule and shift are subject to change in accordance with operational needs.
- 5.1.2 The District Office of Human Resources shall review the job description for accuracy, clarity, and consistency with legal requirements and District policy, and shall prepare and publish a final job announcement, which shall include complete information regarding the application procedure and requirements.

5.2 Distribution of Job Announcement

- 5.2.1 Positions will be posted for a minimum of ten (10) working days.
- 5.2.2 In addition to the regular District employment opportunity bulletin, the District Office of Human Resources will advertise and distribute position announcements, as practical and appropriate.

6.0 Application Requirements

- 6.1 Applications shall be submitted to the District Office of Human Resources.
- 6.2 A complete application packet must include the following:
 - 6.2.1 Completed District application form, signed by the applicant.
 - 6.2.2 Additional documentation as may be required by the screening committee, including, but not limited to, the following:
 - 6.2.2.1 Required licenses/certificates (unofficial documentation may be submitted with application; candidates selected for employment will be required to provide official documentation prior to the first day of service).
 - 6.2.2.2 Current letters of recommendation.

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6.2.2.3 Current job description.

- 6.3 Except for letters of recommendation, additional application materials must be submitted with the District application, as a complete packet. Applicants shall bear the sole responsibility for ensuring that application packets are complete when submitted. Facsimile (FAX) applications, applications/materials received after the closing date, and loose materials submitted independently of the application packet (with the exception of letters of recommendation), will not be accepted. Examination of application packets for completeness will be the responsibility of the screening committee.
- 6.4 Applicants who apply for more than one position must submit a separate and complete application packet for each position.

7.0 Screening Committee Operating Procedures

- 7.1 The initial meeting of the screening committee shall be convened by the supervising administrator, who shall provide each member of the committee with a copy of the hiring procedure. The committee, in consultation with the supervising administrator, shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of the final candidates
- 7.2 The screening committee shall develop the following for use in evaluating candidates against the advertised job announcement, which shall be reviewed by the District Office of Human Resources prior to consideration of applicant materials by the screening committee:
- 7.3.1 Paper screening criteria and interview questions.
 - 7.3.2 Protocol for a performance test, writing sample, and/or other performance indicators appropriate for the position.
 - 7.3.3 Parameters for conducting interviews and the administration of performance tests.
- 7.3 No additions or replacements to the committee membership shall be made subsequent to completion of the paper screening process, unless approved by the District Director of Human Resources.
- 7.4 Initial Screening of Applications
- 7.4.1 The screening committee, or such representatives of the committee as the committee may designate, will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement.
 - 7.4.2 Incomplete applications will not be considered.

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- 7.4.3 After completion of the initial screening, the candidates remaining in the applicant pool shall be independently assessed by each member of the screening committee, using the rating criteria developed by the committee.
- 7.4.4 Committee members shall avoid any discussion of ratings, rankings, or recommendations of candidates until independent evaluations of all candidates have been completed by each committee member.
- 7.4.5 The committee will then discuss the ratings and evaluate the merits of the candidates to determine if there is an adequate pool of professionally qualified candidates with which to continue the selection process.
 - 7.4.5.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
 - 7.4.5.2 If the pool is not deemed adequate by the committee, the supervising administrator shall discuss the matter with the Chief Executive Officer or designee, who shall determine the action to be taken after consultation with the District Office of Human Resources.

7.5 Selection of Candidates for Interview

- 7.5.1 The screening committee shall determine an initial pool of potential candidates for interview. Prior to any notification to the candidates and scheduling of interviews, if the position requires a mandatory skills test (e.g., typing, shorthand), the committee chair shall direct the potential candidates for interview to contact the District Office of Human Resources to arrange for testing. The Office of Human Resources will notify the committee chair of the candidates who successfully complete the skills test and are otherwise cleared for interview.
- 7.5.2 After determination of the candidates cleared for interview as provided above, the committee chair shall:
 - 7.5.2.1 Establish an interview schedule and notify the candidates to be interviewed.
 - 7.5.2.2 Mail to each interview candidate a confirmation letter detailing the interview appointment and place, a map and parking permit, and other appropriate materials.

7.6 Interview and Performance Tests

- 7.6.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable.

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7.6.2 Each committee member shall independently assess each candidate using the rating criteria developed by the committee.

7.6.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests have been completed and independent evaluations have been completed by each committee member.

7.7 Selection of Finalists

7.7.1 Following the interviews, the committee chair shall lead discussion, which shall focus on the strengths and weaknesses of the candidates to determine the candidates to be recommended as finalists.

7.7.2 The committee chair shall be responsible for conducting reference checks of each of the recommended finalists, which shall include investigation of professional experience and personal qualities relevant to performance of the position.

7.7.3 Following a discussion of the results of the reference checks, the committee shall make a final determination of the candidates to be recommended as finalists.

7.7.4 The committee chair shall consult with the Vice Chancellor of Human Resources or designee, to ensure that all candidates selected as finalists possess the required qualifications for the position.

7.7.5 After discussion with the committee, the supervising administrator will recommend to the appropriate Chief Executive Officer the candidate to be offered the position. If approved by the Chief Executive Officer, the supervising administrator shall notify the successful candidate and confirm the candidate's acceptance.

7.7.6 In the event the successful candidate does not accept the offer of employment, the appropriate Chief Executive Officer or designee, in consultation with the District Office of Human Resources, shall determine the next action to be taken.

8.0 Notification to Unsuccessful Candidates: After notification by the supervising administrator that a candidate has accepted the position, the District Office of Human Resources will notify the unsuccessful candidates.

Date of Adoption: February 12, 2008

Date of Last Revision: September 14, 2016 Chancellor's Staff
November 26, 2014 Chancellor's Staff
March 10, 2008 Chancellor's Cabinet

AP 7120-4 Management Employee Hiring

Reference:

Education Code Sections 87100, et seq., 87400 and 88003;
Title 5 California Code of Regulations Section 53024
ACCJC Accreditation Standard III.A.1 3;
WASC/ACS Criterion 2, Indicator 2.4; Criterion 3, Indicators 3.1 and 3.2

- 1.0 **Application:** This procedure shall apply to the selection of administrators for regular management positions within the North Orange County Community College District. This procedure shall not apply to the selection of temporary special project administrators.
- 2.0 **Allocation of Administrative Positions:** The need for administrator hiring and administrative staff allocations shall be determined by the Chancellor, in consultation with the executive officers of the District, taking into consideration local College and District staffing recommendations and procedures developed in accordance with established planning processes, District-wide planning needs and budgetary considerations.
- 3.0 The Office of Diversity shall review the composition of the search committee and may require the committee to select alternate committee members to ensure a diverse committee composition to allow a variety of perspectives in the assessment of applicants. If it is determined that alternate committee members are required, the search committee chair and Executive Officer will be notified, and the appropriate constituency group(s) will be consulted to provide alternate committee member(s) that will satisfy 5 CCR § 53024. If the committee disagrees with the determination, the Chancellor will be consulted to provide the final determination and approval of the search committee composition.
 - 3.1 Diversity: For the purpose of this procedure, diversity is defined as outlined in the District's EEO Plan.
- 4.0 **Search Committee Composition**
 - 4.1 Chancellor: The search committee (committee) for the position of Chancellor shall be determined by the Board of Trustees and shall include representation broadly reflective of the District's constituencies and will include an Equal Employment Opportunity/Diversity representative. (See AP 2431, Chancellor Selection.)
 - 4.2 President/Vice Chancellor (Executive Officers): The committee for the position of President or Vice Chancellor shall be comprised of the following:
 - 4.2.1 The Vice Chancellor of Human Resources or designee.
 - 4.2.2 Two (2) management representatives selected by the District Management Association.
 - 4.2.3 Four (4) management representatives selected by the Chancellor, broadly reflective of the Campus or District community, as appropriate.
 - 4.2.4 One (1) faculty representative selected by the United Faculty.
 - 4.2.5 One (1) faculty representative selected by the Adjunct Faculty United.

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- 4.2.6 Five (5) faculty representatives selected by the campus Academic/Faculty Senate or one (1) from each Senate, for a total of three (3), for the Vice Chancellor recruitment.
- 4.2.7 Two (2) classified representatives selected by California School Employees Association (CSEA).
- 4.2.8 One (1) confidential representative selected by the Confidential Employees Group.
- 4.2.9 One (1) student representative selected by the respective Associated Student Body/Student Leadership Program (NOCE) for the President recruitment or one from each Associated Body/Student Leadership Program (NOCE), for a total of three (3), for the Vice Chancellor recruitment.
- 4.2.10 One (1) community representative selected by the Chancellor (optional).
- 4.2.11 A non-voting Equal Employment Opportunity/Diversity representative selected by the Chancellor.
- 4.3 Vice President/Dean: The committee for the position of Vice President or Dean shall be comprised of the following:
 - 4.3.1 Two (2) management representatives selected by the District Management Association.
 - 4.3.2 Three (3) management representatives selected by the President broadly reflective of the campus community.
 - 4.3.3 One (1) faculty representative selected by the Adjunct Faculty United.
 - 4.3.4 One (1) faculty representative selected by the United Faculty.
 - 4.3.5 Three (3) faculty representatives selected by the campus Academic/Faculty Senate for the Vice President recruitment or four (4) faculty representatives selected by the campus Academic/Faculty Senate for the Dean recruitment.
 - 4.3.6 Two (2) classified representatives selected by CSEA.
 - 4.3.7 One (1) student representative selected by the Associated Student Body/Student Leadership Program (NOCE).
 - 4.3.8 One (1) community representative selected by the President (optional).
 - 4.3.9 A non-voting Equal Employment Opportunity/Diversity representative selected by the President.
- 4.4 Other Administrator Positions

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- 4.4.1 The committees for other administrator positions shall be determined by the appropriate Executive Officer and supervising administrator using the appropriate consultation process. The committee shall include representatives of applicable constituencies related to the nature of the position.
- 4.4.2 The committees for other administrator positions shall include a non-voting Equal Employment Opportunity/Diversity representative selected by the Executive Officer.

5.0 Responsibilities of Search Committee Members

5.1 Responsibilities of All Committee Members

- 5.1.1 Committee members shall be active participants in all aspects of the search process, with certain exceptions for a student representative (per 5.1.4 and 8.3) and replacement committee member (per 8.3). This includes, but is not limited to the following:
 - 5.1.1.1 Completion of training identified by Human Resources to meet the employment objectives of the District, which includes equal employment opportunity; diversity, equity, inclusion, and anti-racism in the search process; and standard search committee procedures.
 - 5.1.1.2 Development of evaluative criteria and interview questions.
 - 5.1.1.3 Development of protocol for performance tests, if conducted.
 - 5.1.1.4 Evaluation and rating of applicants.
 - 5.1.1.5 Interviewing of candidates.
 - 5.1.1.6 Recommendation of finalists.
- 5.1.2 Committee members and administrative support staff assigned to assist the committee shall sign a confidentiality agreement and maintain strict confidentiality throughout the entire search process and after the process is completed.
- 5.1.3 A committee member who fails to participate in applicant material evaluation and all interviews shall be removed from the committee with the exception of the student representative.
- 5.1.4 A student representative serving on the committee may participate in one or more of the activities below after completion of required search committee training (per 5.1.1.1):
 - 5.1.4.1 Development of evaluative criteria, interview questions and protocol for performance tests, if conducted.

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5.1.4.2 Evaluation, rating, and selection of candidates to be interviewed.

5.1.4.3 Interviewing of candidates and recommendation of finalists.

5.1.4.4 Final interviews of candidates with campus Executive Officers.

5.2 Responsibilities of Committee Chair

5.2.1 The committee chair shall be responsible for the following:

5.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the search process.

5.2.1.2 Convening and conducting committee meetings, with reasonable consideration to the schedules of committee members.

5.2.1.3 Reviewing applicant demographic data in relation to availability data; consult with the Office of Human Resources, if needed.

5.2.1.4 Coordination of candidate interviews.

5.2.1.5 Communicating with applicants, as required.

5.2.1.6 Maintaining committee records (includes the collection and submission of all committee materials to the Office of Human Resources).

5.2.1.7 Maintaining communication with the Office of Human Resources during all phases of the search process to update applicant workflows in the applicant tracking system.

5.2.1.8 Ensuring the equity, diversity, and inclusion qualifications and criteria are meaningfully applied.

5.2.1.9 Performing other duties determined by agreement with the committee.

5.2.2 The hiring site will be responsible for providing clerical assistance to the chair.

5.2.3 The chair may be removed for nonperformance of duties specified in this section, by mutual agreement of the Executive Officer and a majority of the members of the search committee.

5.3 Responsibilities of the Equal Employment Opportunity/Diversity Representative

5.3.1 The Equal Employment Opportunity (EEO)/Diversity Representative shall ensure that no candidate is discriminated against on the basis of race,

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color, gender, gender identity, sexual orientation, religion, national origin, age, disability, veteran, or marital status (for the most current categories review the unlawful discrimination policy) and shall serve as the committee liaison to the Executive Officer, with responsibility for reporting noncompliance.

5.3.2 The EEO/Diversity Representative shall ensure that all equity, diversity, and inclusion qualifications and criteria are meaningfully applied throughout the evaluation process.

5.3.3 Any allegation of noncompliance shall be investigated by the District Director, EEO and Compliance, Office of Human Resources and reported to the Executive Officer, who shall take appropriate corrective action, if warranted.

5.3.4 At the first committee meeting, the EEO/Diversity Representative shall review and discuss with the committee the EEO/Diversity Representative Checklist related to implicit bias in the search process.

5.3.5 The EEO/Diversity Representative will be a non-voting member of the committee. The EEO/Diversity Representative shall not be a direct report of the hiring manager conducting the search.

6.0 Development and Distribution of Job Announcement

6.1 Development of Job Announcement

6.1.1 The job announcement for the position shall be developed by the Office of Human Resources in collaboration with the hiring manager and the search committee, and shall include the following information:

6.1.1.1 The position title.

6.1.1.2 The major duties of the position as specified in the approved District job description, which shall also include the following statement: "Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff."

6.1.1.3 The qualifications for the position, which shall include the minimum qualifications for service as required by law, and/or such other qualifications as established by the District.

6.1.1.4 The desirable qualifications for the position, which would clearly render the applicant better able to perform the job, but which are not required for satisfactory performance. Desirable qualifications must be bona fide occupational qualifications, which are specific and directly reflective of the evaluative criteria to be utilized in the selection process.

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6.1.1.5 The required diversity minimum qualification; the required diversity desirable qualification; and a minimum of one (1) additional diversity desirable qualification, as approved by the Office of Human Resources.

6.1.2 The job announcement shall be reviewed by the committee chair for final approval.

6.1.3 The Office of Human Resources shall review the job announcement for accuracy, clarity, and consistency with legal requirements and District policy, and shall prepare and publish a final job announcement, which shall include complete information regarding the application procedure and requirements.

6.2 Distribution of Job Announcement

6.2.1 The Office of Human Resources, in consultation with the committee chair, shall determine the closing date for the position such that the job announcement will be distributed at least three weeks prior to the closing date.

6.2.2 The Office of Human Resources will advertise and distribute position announcements, as practicable and appropriate, to include diverse advertising sources and networks.

7.0 Application Requirements

7.1 Applications shall be submitted electronically through the District's applicant tracking system.

7.2 A complete online application must include the following:

7.2.1 Completed application, certified by the applicant.

7.2.2 Cover letter which demonstrates how the candidate's knowledge and expertise apply to the position.

7.2.3 Resume of education and professional experience.

7.2.4 Academic transcripts, when applicable (unofficial transcripts may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official transcripts prior to the first day of service).

7.2.5 Documentation of required licenses/certificates (unofficial documentation may be submitted with application or at the finalist phase, per the job announcement; candidates selected for employment will be required to provide official documentation prior to the first day of service).

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7.2.6 Additional requirements may be requested by the committee, including, but not limited to, the following:

7.2.6.1 Current letters of recommendation.

7.3 Except for letters of recommendation, required application materials must be submitted through the District's applicant tracking system to be considered complete. Applicants shall bear the sole responsibility for ensuring that applications are complete when submitted. Application materials submitted outside of the applicant tracking system or after the closing date of the job announcement (with the exception of letters of reference) will not be accepted. Examination of application materials for completeness will be the responsibility of the Office of Human Resources.

7.4 Applicants who are interested in more than one position must submit a separate and complete online application for each position.

8.0 Search Committee Operating Procedures

8.1 The initial meeting of the committee shall be convened by the Executive Officer or designee. The committee shall establish the decision-making process and the level of agreement required to act, particularly with respect to the selection of final candidates.

8.2 The committee members, in consultation with the Executive Officer or designee, shall select a chair from among the committee membership.

8.3 With the exception of the student representative, no additions or replacements to the committee membership shall be made subsequent to the first scheduled candidate interview. If a replacement is made prior to the first candidate interview, the replacement committee member must participate in all aspects of the search process, except for 5.1.1.2 and 5.1.1.3 (optional for replacement committee members). Student representatives may participate in any phase of the search process (per 5.1.4).

8.4 The committee shall develop the following for use in evaluating applicants which shall be approved by the Office of Human Resources prior to consideration of applicant materials by the committee:

8.4.1 Evaluative criteria, interview questions, and diversity, equity, and inclusion competencies, to be evaluated throughout the search process.

8.4.2 Protocol for an administrative demonstration, writing sample, and/or other performance indicators appropriate for the position.

8.4.3 Parameters for conducting interviews and if conducted, administration of performance tests.

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8.5 Initial Evaluation of Applications

- 8.5.1 After the job announcement has closed, the Office of Human Resources shall examine each applicant's materials for completeness and analyze the demographics of the initial applicant pool compared to the availability data. If approved by Human Resources, the applicant pool will be released to the chair. Incomplete applications will not be considered.
- 8.5.2 If the applicant pool is not approved by Human Resources, the Vice Chancellor of Human Resources or designee will make recommendations that may include extending the application deadline (repost), increasing recruitment efforts, or cancelling the recruitment. If the recruitment efforts have offered an opportunity for participation of a wide diversity of potential applicants or further recruitment efforts would be futile, Human Resources will notify the Chair to move forward in the search process.
- 8.5.3 Once the applicant pool is released to the chair, those remaining in the applicant pool shall be independently assessed by each member of the committee using their established evaluative criteria.
- 8.5.4 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the applicants until independent evaluations of all applicants have been completed and entered into the District's applicant tracking system by each committee member.
- 8.5.5 The committee will then discuss the ratings and evaluate the merits of the applicants to determine if there is an adequate and qualified pool with which to continue the selection process.
 - 8.5.5.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.
 - 8.5.5.2 If the pool is not deemed adequate by the committee or the Office of Human Resources, the committee shall discuss the matter with the Executive Officer or designee, who shall determine the action to be taken after consultation with the committee.
- 8.5.6 If adverse impact is found at any phase in the applicant review process, Human Resources may remove any nonessential qualifications that may have caused the adverse impact; extend the recruitment; or close the recruitment (per Title 5, sections 53023 and 53024).
- 8.5.7 The Office of Human Resources shall analyze (on an annual basis) the applicant pool demographics of those who initially applied compared to the demographics of those who are minimally qualified, selected for interview, and hired to determine if adverse impact exists.

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8.6 Selection of Candidates for Interview

8.6.1 The committee shall determine an initial pool of potential candidates for interview. Prior to scheduling of interviews, the committee chair or committee designee shall notify the Vice Chancellor of Human Resources or designee of the recommended interview candidates so that Human Resources can ensure they all possess the required experience and qualifications for the position.

8.6.2 After determination of the candidates cleared for interview pursuant to section 8.6.1, the committee chair shall:

8.6.2.1 Notify the committee regarding the candidates cleared for interview.

8.6.2.2 Establish an interview schedule and notify the candidates to be interviewed.

8.6.2.3 Notify each interview candidate with information detailing the interview appointment time and place, a map and parking permit, and other appropriate materials.

8.6.3 The Office of Human Resources will notify the candidates not selected for interview.

8.7 Interview and Performance Tests

8.7.1 The circumstances of each interview and performance test, if conducted, shall be as similar as is practicable and provided to all interview candidates.

8.7.2 Each committee member shall independently assess each candidate using the criteria developed by the committee.

8.7.3 Committee members shall avoid any discussion of ratings, rankings, or recommendations of the candidates until all interviews and performance tests, if conducted, have been completed and independent evaluations have concluded.

8.8 Selection of Finalists

8.8.1 The committee chair shall lead the discussion, which shall focus on the strengths and weaknesses of the candidates to determine those to be recommended as finalists to the supervising administrator. The committee chair or committee designee shall provide a list of the finalists to the Office of Human Resources.

8.8.2 Through the District's applicant tracking system, the Office of Human Resources will conduct reference checks, verify educational minimum qualifications, and any additional required qualifications for the selected finalist(s) and provide the results to the committee chair and/or designee.

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- 8.8.3 The committee chair and/or designee conduct a verbal reference check of the finalist(s) with a Supervisor, which shall include investigation of professional experience and personal qualities relevant to performance in the position.
- 8.8.4 The supervising administrator, committee chair, and/or the appropriate Executive Officer may conduct independent reference checks and interviews of the finalist(s).
- 8.8.5 The supervising administrator will recommend to the appropriate Executive Officer the finalist to be offered the position. Where the position is at the salary level of Dean or above, final recommendation of the finalist to be offered the position will be determined by the Executive Officer in consultation with the Chancellor. If approved, the supervising administrator shall notify the successful finalist (offer contingent upon the successful completion of a background check and any District employment requirements) and confirm the finalist's acceptance. Upon notification by the supervising administrator that a finalist has accepted the position, the committee chair or Executive Officer shall notify the Office of Human Resources. The employment of the finalist will not be authorized until approved by the Board of Trustees (BP 7110, section 2.0). The Office of Human Resources will notify the remaining candidates.
- 8.8.6 In the event the successful finalist does not accept the offer of employment the supervising administrator, in consultation with Human Resources, shall determine the next action to be taken.
- 8.8.7 In the event the new hire does not continue employment within six (6) months of their hire date, the supervising administrator in consultation with Human Resources may select a finalist from the original recruitment.

9.0 Executive Officer Positions

- 9.1 The Board of Trustees may employ a search consultant to administer the search process for executive officer positions. The provisions of section 8.1 notwithstanding, where the Board elects to retain a search consultant, the Board may designate the consultant as chair of the committee. Consultants must have the ability to recruit diverse applicants and support an equity-minded search process.
- 9.2 Campus forums and/or site visits may be conducted as part of the search process for executive officer positions.
 - 9.2.1 If a site visit is conducted as part of the search process for the Chancellor position, the Board of Trustees shall determine the composition of the visiting team, which shall include one or more members of the committee.
 - 9.2.2 If a site visit is conducted as part of the search process for an executive officer position other than the Chancellor, the composition of the visiting team shall be determined by the Chancellor. The visiting team shall include

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at least two members of the committee who shall be from different constituencies.

- 9.3 The Chancellor's Staff will interview finalists for executive officer positions and provide feedback to the Board of Trustees for the Chancellor position, and to the Chancellor for other executive officer positions.
- 9.4 The Board of Trustees will interview finalists for the Chancellor position and make a final decision regarding the candidate to be offered the position.
- 9.5 The Board of Trustees will interview finalists for all other executive officer positions. The Vice Chancellors and Presidents shall be selected by the Chancellor with the advice and final approval of the Board of Trustees.

See Board Policy 7110, Authority to Hire.

Date of Adoption: May 27, 2003

Date of Last Revision: March 27, 2023 District Consultation Council
January 23, 2023 District Consultation Council
September 25, 2017 District Consultation Council
September 14, 2016 Chancellor's Staff
February 23, 2015 District Consultation Council
July 28, 2008 (correction to section 5.1.1)
February 12, 2008

BP 7160 Professional Development

Reference:

Education Code Sections 87150 et seq.;
ACCJC Accreditation Standards ~~III.A.14 and IV.C.9~~ [3.2](#)
WASC/ACS Criterion 3, Indicator 3.6

- 1.0 The District plans for and provides all personnel with opportunities within available resources for continued professional development, consistent with the institutional mission and based on identified needs.
- 2.0 It is the intent of the District to maximize the professional development opportunities for all of its employees and Board members. The District promotes professional development for all employees through its support of the Professional Development Program including educational opportunities, attendance at conferences, and professional memberships.
- 3.0 The District encourages employees to continue to develop their professional expertise through academic, scholarly, and professional endeavors beyond those skills, proficiencies, and attainment presented at the time of initial employment with the District.

See Board Policy 2740, Board Professional Development

Date of Adoption: September 26, 2017

Date of Last Revision: March 26, 2024

BP 7340 Employee Leaves

Reference:

Education Code Sections 87763 et seq. and 88190 et seq. and cites below;
[Government Code Section 12945.6;](#)
Labor Code Sections 245 et seq.

- 1.0 The Chancellor shall establish procedures for employee leaves as authorized by law and any collective bargaining agreements entered into by the District.
- 2.0 In addition to these procedures and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

See Administrative Procedures:

AP 7230-3 Confidential Employees – Vacation Plan
AP 7230-4 Confidential Employees – Leaves
AP 7240-3 Management Employees – Vacation Plan
AP 7240-4 Management Employees – Leaves
AP 7340 Family Medical Leave (FMLA/CFRA)

Date of Adoption: April 24, 2007

Date of Last Revision: March 26, 2019

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: October 22, 2024

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of October 28, 2024

1. AGENDA ITEM NAME

Revised BP/AP 7600, Campus Safety Officers

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

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

3. ESTIMATED TIME REQUIRED FOR PRESENTATION/DISCUSSION: **45 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

At the February 23, 2022 meeting, a DCC item was submitted by Interim Fullerton College Vice President, Student Services 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 and 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 for review and discussion. It was requested that members share the proposed policies with their constituencies and be prepared to share feedback at the next DCC meeting. The policies were discussed again at the September 23, 2024 DCC meeting where members provided feedback on preliminary discussions with their constituencies and noted that they were not prepared to make recommendations.

5. RECOMMENDATION:

It is recommended that DCC members discuss the proposed revisions to AP/BP 7600 and provide feedback from their constituencies.

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

Campus Safety Workgroup and Chancellor's Staff

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

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

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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

AP 7600 Campus Safety Officers

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:

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 7
Human Resources

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.

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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