



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
CYPRESS COLLEGE | FULLERTON COLLEGE
NORTH ORANGE CONTINUING EDUCATION

District Consultation Council Meeting

September 22, 2025

2:00 p.m.

Chancellor's Conference Room (9th Floor)

Note: Temporary Location

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

AGENDA

MEETING SUMMARY

1. August 25, 2025 Summary

Action

STRATEGIC GOALS & PLANNING

1. 2025-26 Budget Presentation

Discussion

OPERATIONAL REVIEW

- 1.

POLICY

1. Revised Chapter 3 Board Policies and Administrative Procedures – Annual Review Cycle
2. New AP 3440, Service Animals
3. Revised AP 7400, Employee Travel and Conference Attendance
4. Revised AP 3415, Immigration Enforcement Activities

Action

Discussion

Discussion

Action

OTHER ITEMS

- 1.

DISTRICT CONSULTATION COUNCIL
August 25, 2025

SUMMARY

MEMBERS PRESENT: Byron D. Clift Breland, Christie Diep, Karla Frizler, Bridget Kominek, Elaine Loayza, Candance Lynch, Jaclyn Magginetti, Flavio Medina-Martin, Cynthia Olivo, Michelle Patrick Norng, Jeremy Peters, Valentina Purtell, Irma Ramos, Gabrielle Stanco (for Jennifer Vega La Serna), Scott Thayer, Annalisa Webber, and Fred Williams.

VISITORS: Danielle Davy.

ABSENT: Khaoi Mady, Marlo Smith, Pamela Spence, and Kai Stearns.

Chancellor Byron D. Clift Breland called the meeting to order at 2:09 p.m.

MEETING SUMMARY

Summary: The summary of the April 28, 2025 meeting was approved as submitted. **There was consensus to approve the summary with three abstentions** (Christie Diep, Candace Lynch, and Gabrielle Stanco).

STRATEGIC GOALS & PLANNING

District Consultation Council 2025-26: Chancellor Byron D. Clift Breland led discussion related to the following:

Meeting Schedule: The 2025-26 DCC meeting dates are scheduled through June 2026 with the December 2025 and June 2026 meetings taking place only if needed. The need for a December meeting will be revisited in October to make a final determination. Chancellor Clift Breland asked members to hold May 18, 2025 as an alternate meeting date, due to the Memorial Day holiday, to ensure that the DCC meeting takes place when faculty are on contract.

Membership Listing: The 2025-26 DCC membership list was reviewed. It was noted that all three student representative positions from the campuses were vacant and that the campuses should solicit representatives.

Budget Update: Fred Williams, Vice Chancellor of Administrative Services, provided information to assist with the review of the budget proposal, including the 2025-26 Joint Analysis of the Governor's May Revise Budget, put together by the California Community Colleges Chancellor's Office with the Association of California Community College Administrators (ACCCA), the Association of Chief Business Officials (ACBO), and the Community College League of California. He also shared the 2024-25 settle-up, the ending fund balance, the allocation of one-time funds, FTES, and the 2025-26 budget summary. He noted that staff are in the final stages of preparing the 2025-26 Proposed Budget and Financial Report, which is scheduled to be presented for Board approval at the September 9, 2025 meeting and that campus-specific budget forums will also take place to discuss the 2025-26 budget.

Vice Chancellor Williams highlighted that the District is above last year's FTES target and praised campus efforts to restore FTES lost during the pandemic. However, he expressed

concern with the spending rate of the campuses which was much faster than expected, and noted a decline in campus carryovers with an increase in District Services which was only due to a transfer authorized by DCC. He was also concerned with the State budget which treated community colleges favorably and includes COLA and growth funding, but has a \$12 billion deficit. He noted that the District will likely come out of hold harmless status, anticipates the budget will trigger the salary contingency language for faculty (and other groups if Board-approved), and that if the District continues to meet FTES targets or even maintains current FTES levels it will receive COLA in 2026-27.

During the discussion, members asked if there was guidance on how to approach budget discussions related to program impact and the evaluation process. In response, Vice Chancellor Williams noted that enrollment numbers are a critical factor, Chancellor Clift Breland emphasized the need to spend within parameters due to the end of one-time funding, and Bridged Kominek suggested looking at district and campus strategic plans to inform decision-making.

Members also pointed out that use of contingency language was a creative way to address inflation for employees and expressed a desire to see campus budget committees adhere to Brown Act meeting requirements to ensure transparency.

The Chancellor pointed out a need to review the resource allocation model to determine what is working and what isn't. Vice Chancellor Williams stated that the campus forums would be a good place to raise the question and have dialogue, and noted that evaluation of the resource allocation model occurs annually in October with the Council on Budget and Facilities.

2026-2030 Districtwide Strategic Plan Development: Gabrielle Stanco, District Director, Research, Planning and Data Management, provided background on the District Integrated Planning Manual which outlines the development of two short-term strategic plans that describe how the District Strategic Directions will be achieved. The first plan is the Districtwide Strategic Plan 2022–2026 which concludes in summer 2026. To ensure continuity and alignment, the next plan, the District-wide Strategic Plan 2026–2030, should be developed during the 2025–2026 academic year and ready for implementation in fall 2026. Consistent with past practice and the collaborative planning process described in the Integrated Planning Manual, the new plan will be co-developed by stakeholders from across the District and will include measurable objectives and strategies that advance progress toward the strategic directions over the next three years. A proposed timeline and process for the development of the 2026-2030 District-wide Strategic Plan including membership for a workgroup (“design team”) and expected responsibilities were presented to DCC for approval.

During the discussion, members agreed to the following workgroup membership listing:

- Vice Chancellor, Educational Services and Institutional Effectiveness (Chair)
- District Director, Research, Planning, & Data Management
- Director, Institutional Research & Planning – CC, FC, and NOCE
- One faculty from each site appointed by the Academic/Faculty Senate – CC, FC, and NOCE
- One faculty appointed by United Faculty
- One faculty appointed by Adjunct Faculty United
- One Manager/Administrator from each site appointed by DMA - CC, DS, FC, and NOCE
- One Classified representative from each site appointed by CSEA - CC, DS, FC, and NOCE
- One Confidential employee representative

- One student (compensated) from each site (as available) – CC, FC, and NOCE

There was consensus to approve the Workgroup (“Design Team”) to develop the 2026-2030 Districtwide Strategic Plan, including district objectives and measures for achieving the District Strategic Directions.

The 2026-2030 Districtwide Strategic Plan Development process will be presented to the Board on September 23, 2025.

POLICY

Revised AP 3415, Immigration Enforcement Activities: This procedure was reviewed in light of recent activities in order to better provide guidance to staff and students regarding immigration-related inquiries. The first reading included proposed revisions to the reporting delegation which were recommended by the Vice Chancellor of Administrative Services, the District Director of Public & Governmental Affairs, the NOCE Vice President of Student Services, and the NOCE Campus Safety Officer Coordinator, but the language in sections 12.0, 14.0, and 17.0 prompted further questions and required additional clarification from DCC.

During the discussion, the following points were made:

- The revisions coincide with the current practice of having Campus Safety be the first point of contact.
- Recommend separating the language in sections 12.0 through 17.0 to differentiate between the practices that pertain to faculty/staff and those that pertain to students. A vice president would be the appropriate point of contact for employees, but a lower authority would be acceptable for students.
- The need to allow sufficient time for members to gather feedback from their constituencies with a goal of voting on the revisions no later than October 27.

Chancellor Byron D. Clift Breland stated that the District is looking to protect students and inform staff on how to proceed on campus and in the community, and praised NOCE for their efforts to support students by moving to pilot hyflex environments to support students during the fall semester.

Revised Chapter 3 Board Policies and Administrative Procedures – Annual Review Cycle: The following board policies and administrative procedures were reviewed and revised as part of the District’s annual review cycle. Proposed revisions included reference section updates pursuant to the 2024 ACCJC Standards changes and the updating of titles referenced.

- **BP 3050, Institutional Code of Ethics**
- **BP 3100, Organizational Structure**
- **AP 3100, Organizational Structure**
- **BP 3200, Accreditation**
- **BP 3280, Grants**
- **AP 3280, Grants**

During the discussion, members recommended adding “as outlined in AP 2710” to end of section 2.2 in BP 3050 and citing AP 2710 and BP 2710 to the listing of corresponding policies. There

was also agreement to update AP 3280 to replace the mentions of “Vice Chancellor” in sections 2.0 and 3.0 with “District Director, Grants.”

Subsequent to the discussion, **there was consensus to approve the revised Administrative Procedures and post them on the District website and forward the revised Board Policies to the Board for their consideration.**

OTHER

Emeritus Faculty Email Addresses: Bridget Kominek shared a request from the Fullerton College Faculty Senate to allow emeritus faculty to retain use of their campus email address in retirement. It was noted that the issue was previously discussed by the District Technology Committee and will be revisited to determine how to allow the practice. Members stated that if the practice is allowed for one constituent group it should be approved for all groups.

Hiring Process for Interim Positions: Jaclyn Magginetti shared that the Cypress College Academic Senate requested a review of the process used to hire interim positions including the committee composition. The Chancellor emphasized the difference between “acting” and “interim” roles, and agreed to clarify what the process looks like while also recognizing the autonomy of the campuses.

Next DCC Meeting: The next DCC meeting will take place on Monday, September 22, 2025 in the Chancellors Conference Room at the Anaheim Campus.

ADJOURNMENT: The meeting was adjourned at 3:31 p.m.

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: September 17, 2025

From: Fred Williams, Vice Chancellor, Administrative Services

Re: Agenda Item for District Consultation Council Meeting of September 22, 2025

1. AGENDA ITEM NAME

2025-26 Budget Presentation

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

Staff presented the [2025-26 Proposed Budget](#) to the Board of Trustees at the September 9, 2025, Board meeting. For DCC, staff will present the presentation and answer any questions related to the presentation and proposed budget book.

5. RECOMMENDATION:

Members are asked to review the information.

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

Members of Council on Budget and Facilities

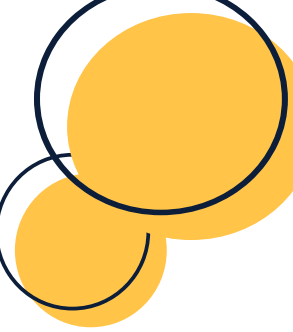


2025 -26 PROPOSED BUDGET

Presented by:

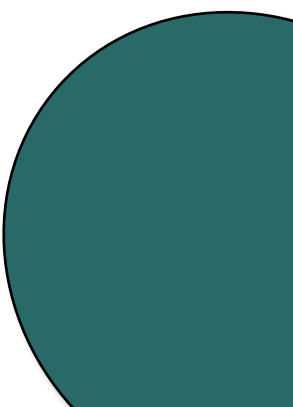
Fred Williams, Vice Chancellor, Administrative Services

Erika Almaraz, Executive Director, Fiscal Affairs



PRESENTATION OVERVIEW

- State Budget
- Community College System Budget
- District Budget Overview
 - Ending Fund Balances (Carryovers)
 - District Budgeted Revenues & Expenses
 - Other Considerations
- Operational Efficiencies
- Four-year Forecasts
- Proposed Budget Plan



STATE BUDGET

- From January to the May Revise, the State went from anticipating a slight surplus to projecting a \$12B budget deficit.
 - Stock market volatility
 - Potential impact of federal tariffs
 - Increase in program costs (Medi-Cal)
 - Potential federal cuts to health and social service programs.
- The final enacted budget is balanced through a combination of reserves, program reductions, and deferrals.
- **NO** major core reductions to community college programs or services.

For more information: <https://ebudget.ca.gov/>.



SYSTEM BUDGET

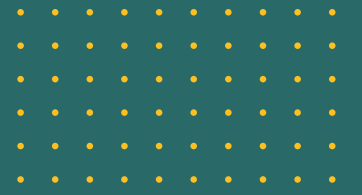
- Focus is on maintaining stability. No core ongoing reductions to programs or services, with overall funding roughly flat compared to 2024-25.
- COLA of 2.30% for the Student Centered Funding Formula and select categorical programs.
- Funding to cover enrollment growth of 2.35% over two years.
- Increase of \$10M Ongoing for Rising Scholars.
- \$60M One-Time for a Student Support Block Grant.

Additional resources:

- 2025 Budget Workshop Presentation
- Joint Analysis of the Enacted 2025-26 Budget

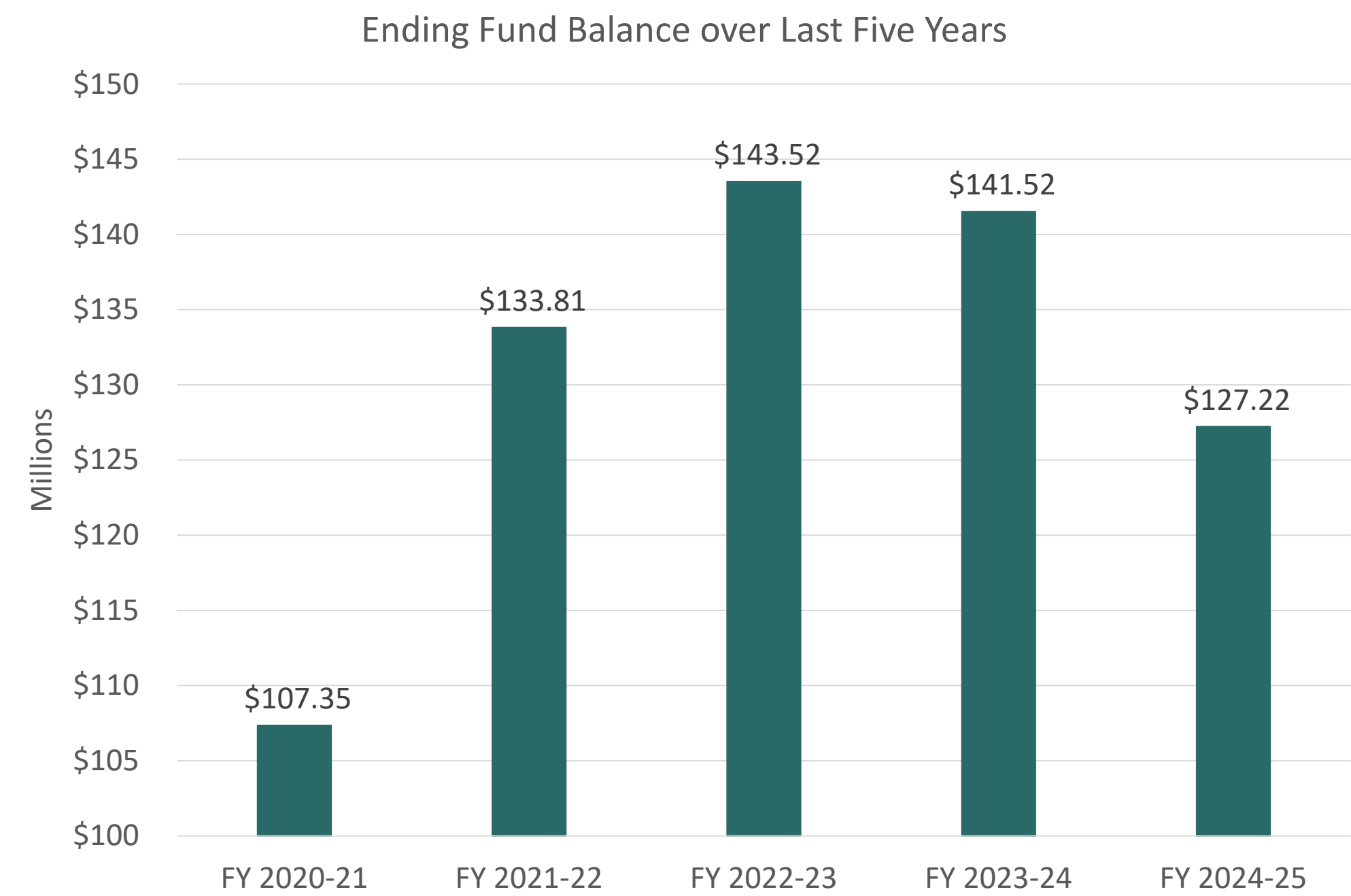


District Budget Overview



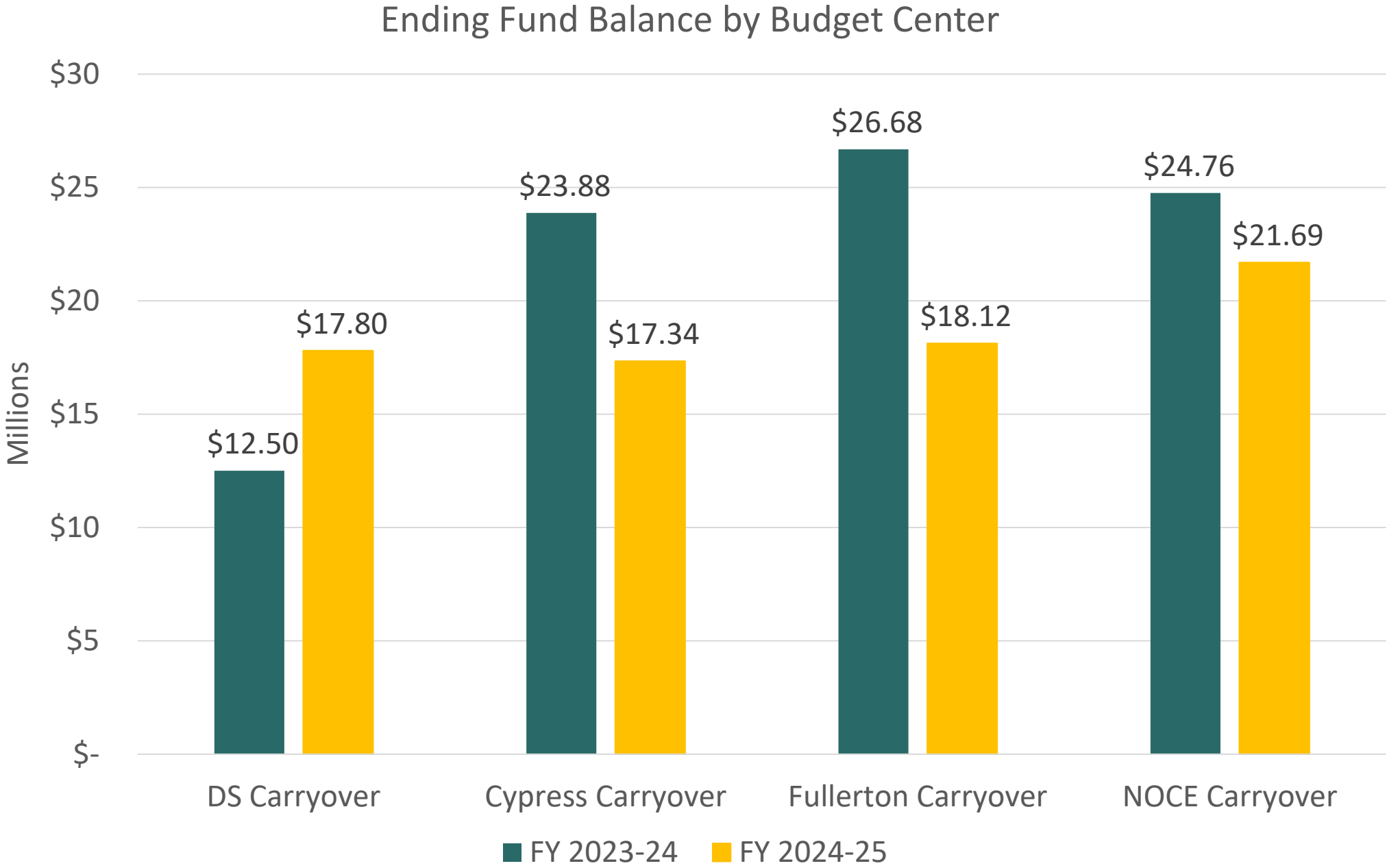
The budget is balanced. All permanent positions are budgeted. Employee groups received an increase to the salary schedule. The District increased its contribution toward the cost of health benefits. The District will likely be moving out of Hold Harmless in 2025-26. No deficit factor is anticipated at this point. While enrollments are still trending up, we're cautiously budgeting for a slower growth rate in FTES this year. In addition, the campuses have allocated about \$75M in One-Time funding. 2025-26 is still a good budget year. However, our landscape is changing and a greater focus on operational efficiency is needed to continue to make investments in our students, programs, faculty and staff.

ENDING FUND BALANCE (CARRYOVERS)



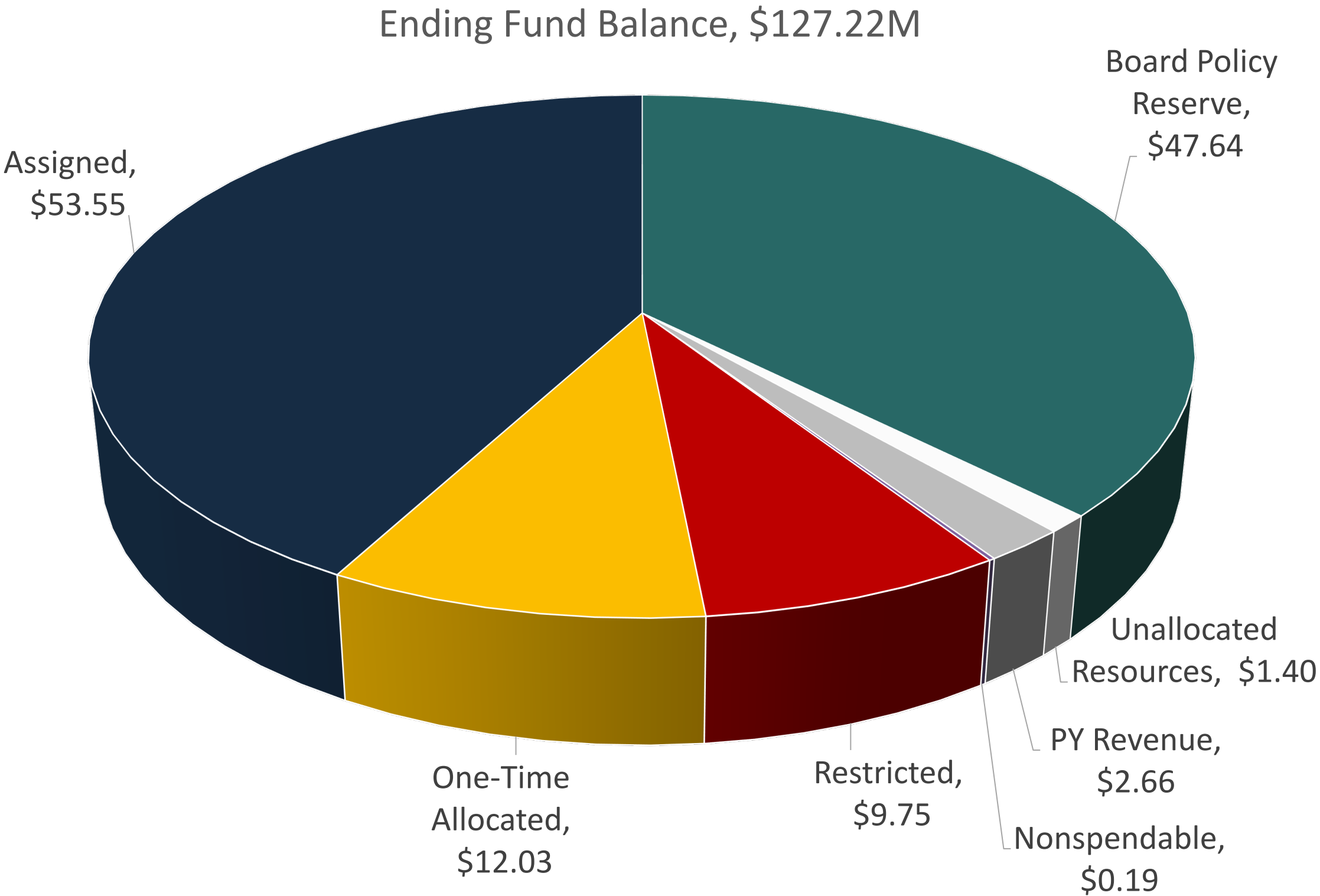
- The District finished 2024-25 with \$127.2 million in its ending fund balance, which is a decrease of \$14.3 million from the prior year.
- This includes the 2024-25 Settle-Up which resulted in a \$25.5M surplus flowing into the carryover fund.

ENDING FUND BALANCE (CARRYOVERS)



- Significant spend down of one-time allocations:
 - ✓ Campus Enrollment Support
 - ✓ Student Success Advocates
 - ✓ Student Book Grants
 - ✓ Transfers to supplement Gen Fund operations & facility improvements
- DS increase is due to \$4.5M allocation for five-year network refresh.

ENDING FUND BALANCE (CARRYOVERS)



BOARD POLICY RESERVES

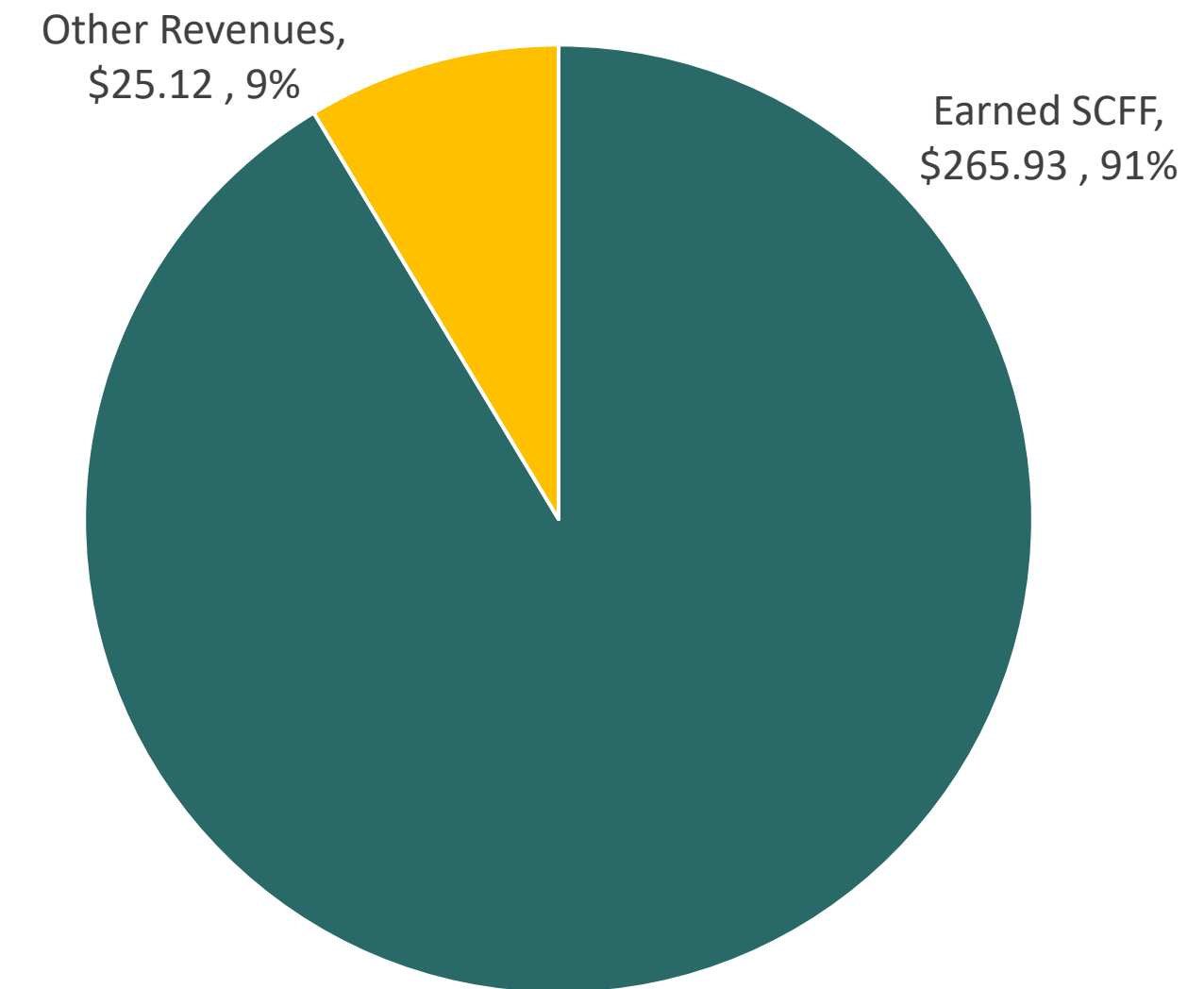


- The Board Policy Reserve as of June 30, 2025 is \$47.6M.
- Per Board Policy, the District is required to maintain a reserve level equal to 2 months of General Fund expenditures.
- For 2025-26, the required reserve level is \$49.2M.
- 2025-26 Stability Protection funds to be used to meet the required funding level.

BUDGETED REVENUES

Pages 47, 52

	Revenues in Millions	% of Total Revenue
Earned SCFF	\$ 265.93	91.37%
Stability Protection	1.57	0.54%
State Revenues		
Lottery	6.11	2.10%
Mandated Cost	1.15	0.40%
Other State Rev	5.68	1.95%
Local & Self-Supporting		
Interest Income	3.00	1.03%
Transfer In from RDA	1.00	0.34%
Self-Supporting	3.61	1.24%
Non-Resident	3.00	1.03%
Total Budgeted Revenue:	\$ 291.05	100%

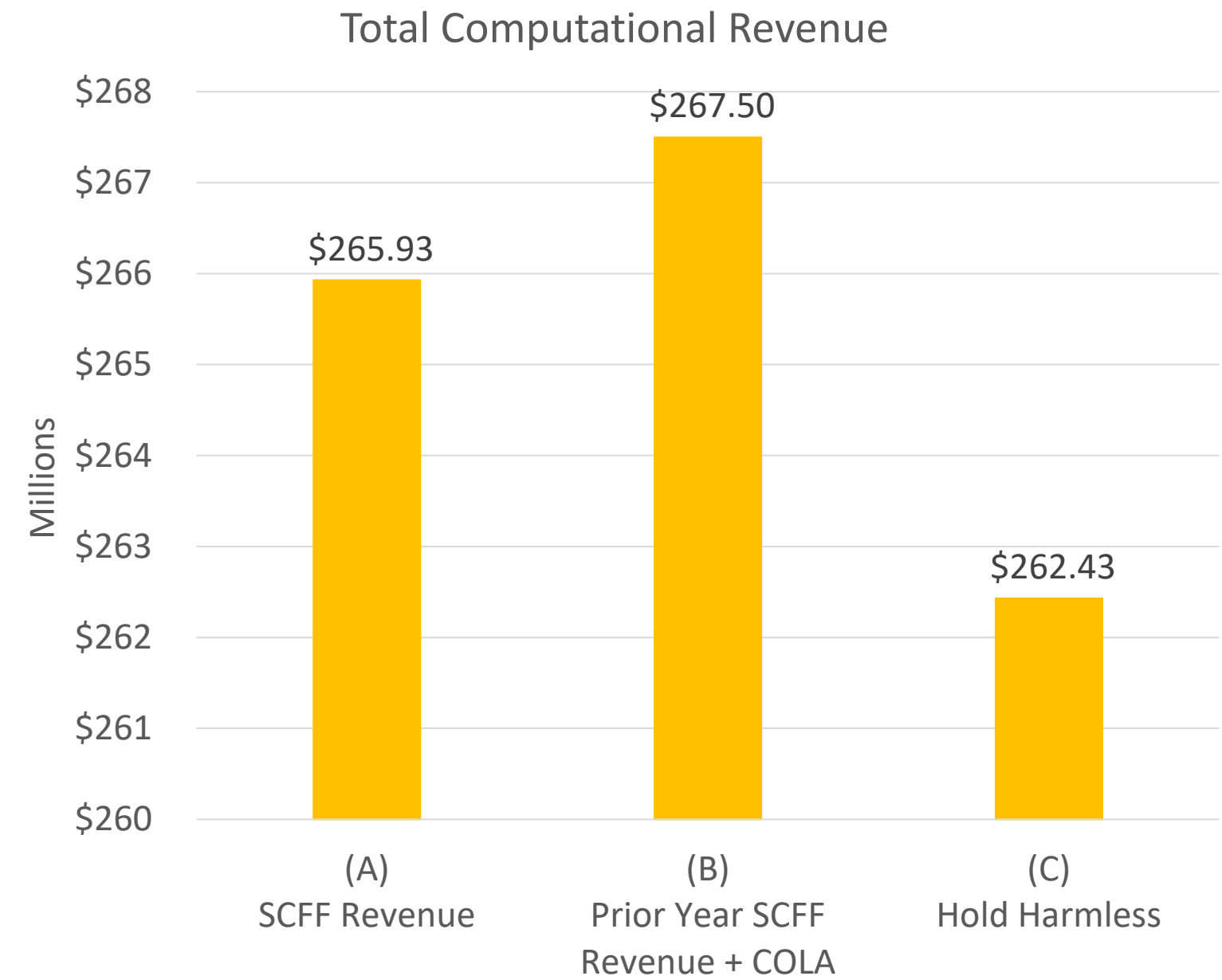


BUDGETED REVENUES

Page 23–24, 47

Key Revenue Assumptions

- Using COLA of 2.30% and Target FTES.
- Expecting to be funded at the Prior Year SCFF Calculated Revenue + COLA also known as “Stability Protection”.
- Stability Protection funding of \$1.57M is mostly due to the phase-out of the emergency conditions allowance last year which artificially inflated the District’s credit FTES 3-year average.

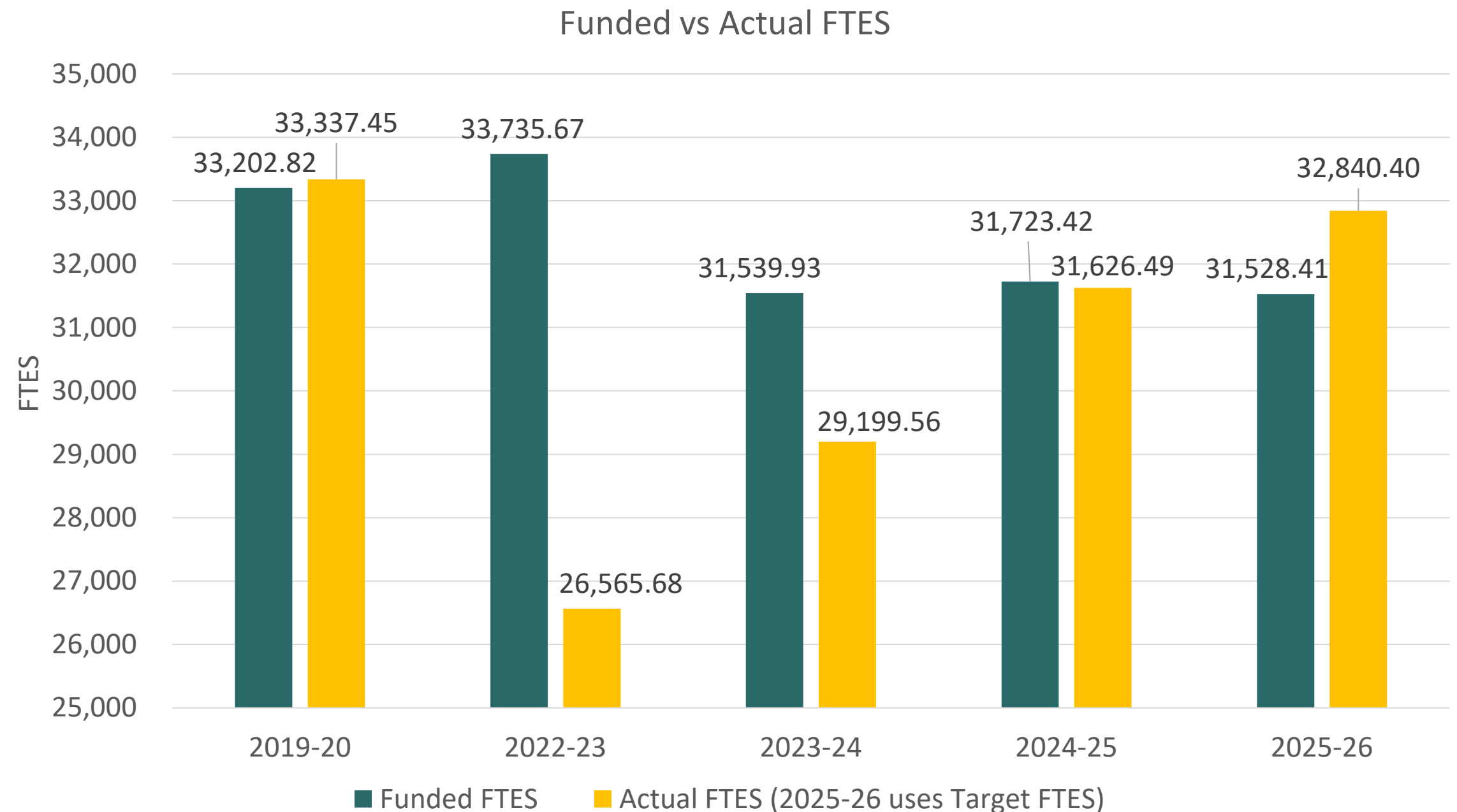


FTES TREND



FUNDED FTES vs. ACTUAL FTES

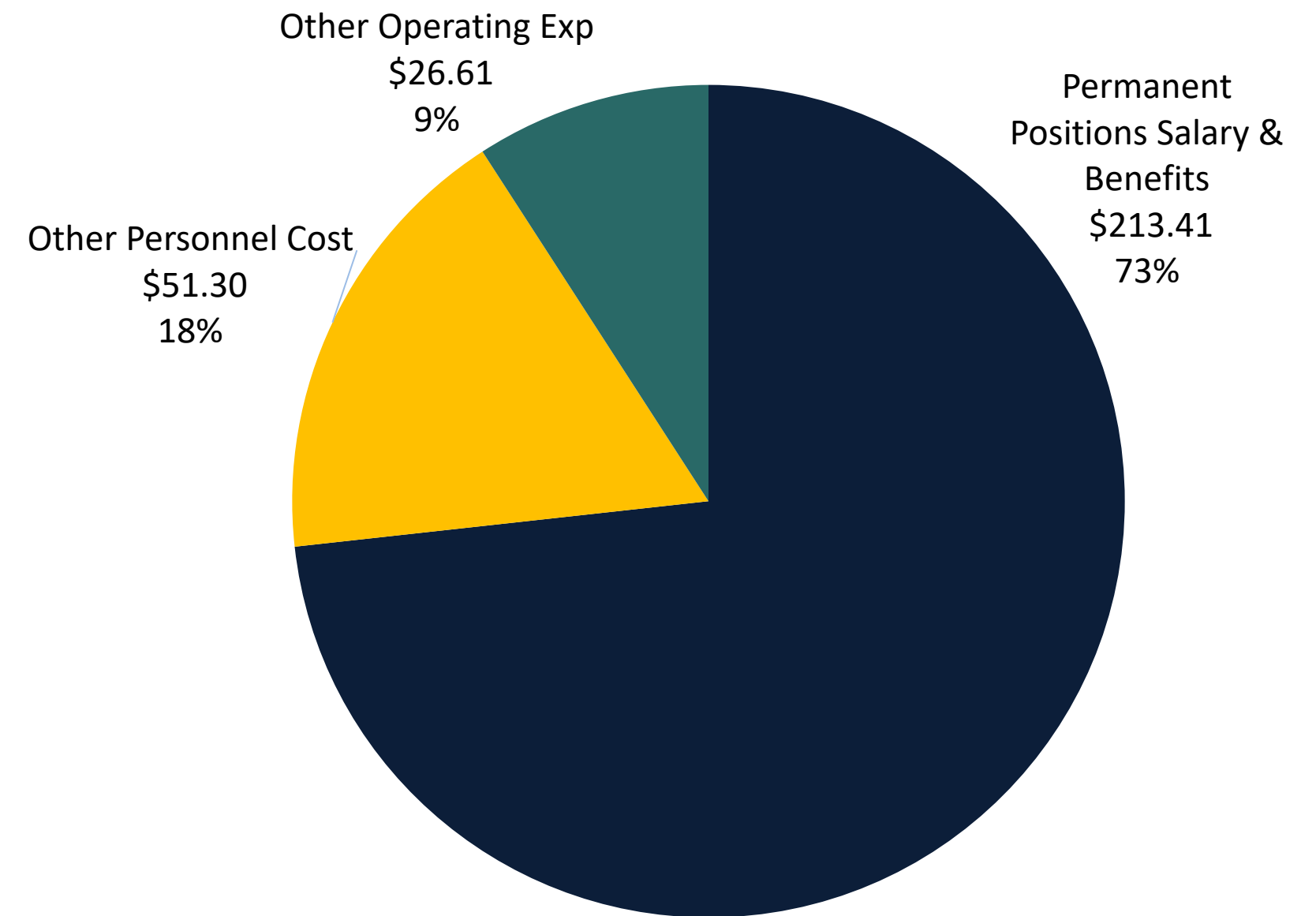
- Funded FTES is based on the 3-year Credit FTES average used in the SCFF calculation. Funded FTES shows decline due to EC phasing out in 2024-25.
- Annual FTES is still trending up.



BUDGETED EXPENSES

Pages 48, 55

- Expenses and Contingencies total \$291.3M
 - All active positions (filled and vacant)
 - Annual changes in step and column
 - Changes to salary schedules based on settled negotiations
 - Decrease in the PERS rates decreased from 27.05% to 26.81%.
- Personnel budgets total \$264.7M which is 91% of the budget. This is a \$16.0M or 6.5% increase from the prior year budget.



BUDGETED EXPENSES

Page 114

- Vacant Positions
 - At the time of budget development, vacancies in the Unrestricted General Fund Ongoing (Fund 11200) totaled 98.54 FTE and were budgeted at \$15.54M including benefits.
 - As of 09-02-25, 48.69 FTE remain vacant. These positions are budgeted at \$7.70M.
- Since vacancies are included in the budget, some savings in personnel cost are expected at the end of the year due to timing of when positions are filled.

GENERAL FUND SUMMARY

Pages 38–39,
47, 52

<i>(in millions)</i>	RAM	Prior Year	Restricted	Total
Adjusted Beginning Balance*	\$ -	\$ 117.47	\$ 9.75	\$ 127.22
Plus Revenues	-	-	81.14	81.14
Earned SCFF Revenue	265.93			265.93
Stability Protection Rev	1.57			1.57
Lottery	6.11			6.11
Mandated Cost	1.15			1.15
Other State Rev	5.68			5.68
Interest Income	3.00			3.00
Self-Supporting	3.61			3.61
Non-Resident	3.00			3.00
PT Fac Health Ins Reimb**	3.99			3.99
Plus Other Sources		3.31	2.75	6.06
Transfer In from RDA	1.00			1.00
Transfer In from OPEB Trust**	6.00			6.00
Chargebacks b/w centers	2.28			2.28
Transfer In from One-Time	1.83			1.83
Less Expenditures		(36.16)	(89.24)	(125.40)
Operating Expense***	(284.43)			(284.43)
PT Fac Health Ins Reimb**	(3.99)			(3.99)
Retiree Medical Benefits**	(6.00)			(6.00)
Less Other Uses		(10.91)	(2.66)	(13.57)
Chargebacks b/w centers	(2.28)			(2.28)
Child Care Cntr Contribution***	(0.25)			(0.25)
Net	\$ 8.20	\$ (43.76)	\$ (8.01)	\$ (43.57)
Ending Balance/Contingency	\$ 8.20	\$ 73.71	\$ 1.74	\$ 83.65

Notes:

* Total agrees to Ending Fund Balance.

** Presented as an offset to the related districtwide expense on the 2025-26 RAM.

*** Sum of Operating Expense, Child Care Center Contribution, and Contingency (\$6.63M) equals Budgeted Expense on the 2025-26 RAM.

OTHER CONSIDERATIONS



- Job Families Studies
 - The District committed to completing the Job Families Study by December 2025. At this time the outcome of the study for staff, operations, or the budget is unknown.
- Change in the Attendance Accounting Guidelines for FTES
 - Systemwide change to standardize calculation for credit FTES required by 2026-27. The District could see a reduction in FTES particularly in distance education courses and certain labs.
- Ellucian Banner Software as a Service (SaaS) Implementation
 - In the next 3-5 years, the District is planning to modernize its enterprise resource planning (ERP) system by migrating from Banner on-premise to Banner SaaS. Estimated cost is over \$5M.
- Retiree Benefit Contribution Increase
 - The District will consider adding a retiree benefit contribution rate to position control for 2026-27 to fund the OPEB liability over time.
- Reevaluation of the District's Resource Allocation Model (RAM)
 - The District reviews its RAM through participatory governance each year. Changes to the RAM would affect the allocation of ongoing funds to each budget center.

OTHER CONSIDERATIONS

- Change in the Budget Landscape
 - Over the last 5 years, the District has had very good budgets. We've seen an influx of emergency conditions and hold harmless funding that resulted in large surplus years. Significant investments were made to recover FTES and efforts by all 3 campuses have been successful.
 - For example: free parking, student advocacy, food programs, book grants, laptops, hot spots, etc.
 - As we come out of Hold Harmless, it's important to understand that our budget landscape is changing.
 - During our Hold Harmless years, we budgeted based on what we estimated to earn while expecting to receive significantly more revenues through emergency conditions and Hold Harmless funding. In future budget years, if we stay out of Hold Harmless, no additional funding for General Apportionment is expected other than what we earn through the SCFF.
 - At the same time, budgeted expenses have grown significantly, we anticipate growth in FTES to eventually stabilize, and the State budget in the outyears continues to be uncertain.
 - In this new landscape, a new focus is needed on operational efficiency.

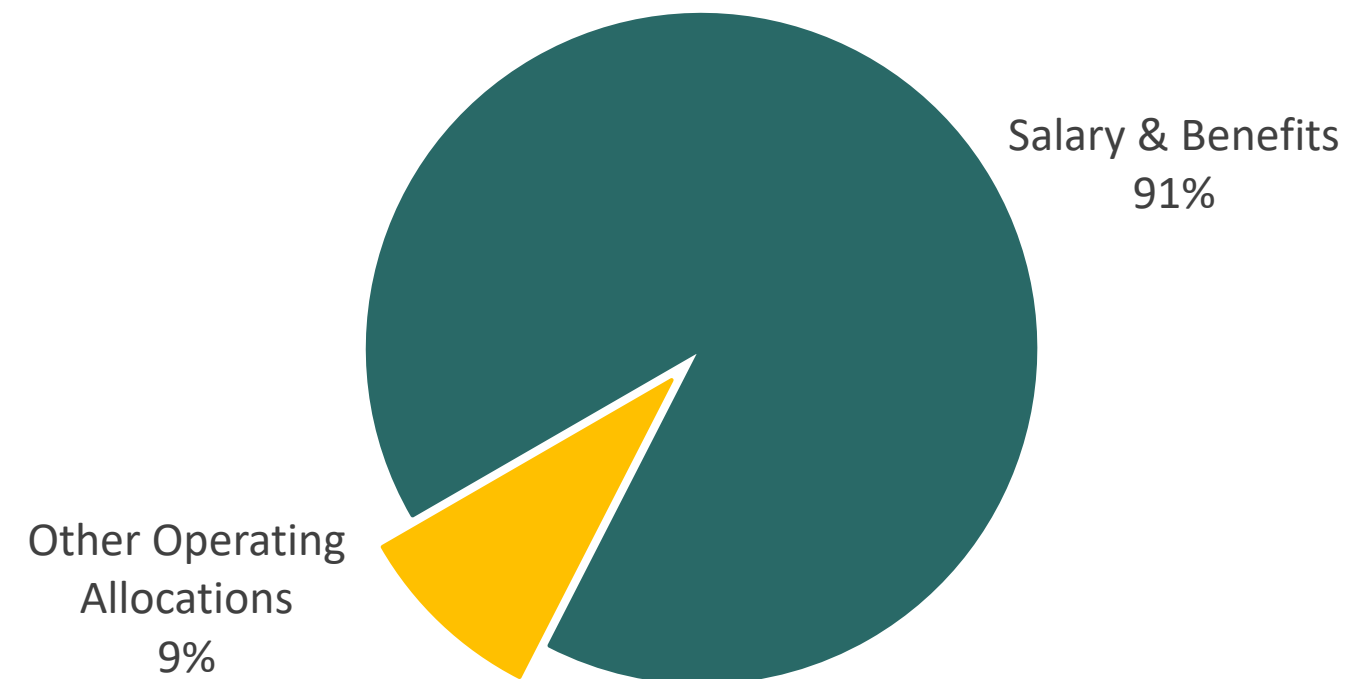
OTHER CONSIDERATIONS

	DW	DS	CC	FC	NOCE	Total
Total RAM Revenue (excl Stability Protection)	6,750,159	27,274,728	103,057,806	123,575,165	28,828,702	289,486,560

	Districtwide		District Services		Cypress College		Fullerton College		N. Orange Cont. Ed.		Total	
	\$	%	\$	%	\$	%	\$	%	\$	%	\$	%
Perm. Position Salary & Benefits	\$ -	0%	\$ 21,849,302	80%	\$ 78,262,640	75%	\$ 95,254,116	77%	\$ 18,044,060	63%	\$ 213,410,118	73%
Other Operating Expenses												
Extended Day and Other*												
Personnel Salary & Benefits	\$ 2,063,124	4%	\$ 1,336,832	5%	\$ 18,876,144	18%	\$ 18,842,438	15%	\$ 10,183,832	35%	\$ 51,302,370	18%
Other Expenses	\$ 4,687,035	69%	\$ 4,088,594	15%	\$ 7,754,589	7%	\$ 9,478,611	8%	\$ 600,810	2%	\$ 26,609,639	9%
Total Other Operating Expenses	\$ 6,750,159	100%	\$ 5,425,426	20%	\$ 26,630,733	25%	\$ 28,321,049	23%	\$ 10,784,642	37%	\$ 77,912,009	27%
Total Expenditures	\$ 6,750,159	2%	\$ 27,274,728	9%	\$ 104,893,373	36%	\$ 123,575,165	42%	\$ 28,828,702	11%	\$ 291,322,127	100%

* Note: Extended Day and Other Personnel includes adjunct, full-time faculty overload, and hourly employees.

Personnel as a % of Total Exp: 4% 85% 93% 92% 98% 91%



OPERATIONAL EFFICIENCIES



- Efficiencies can look different across our programs and departments.
 - Streamlining processes to reduce administrative burden
 - Utilizing technology to automate labor intensive tasks
 - Partnering with other campus department and programs to optimize the use of resources
 - Reviewing software catalog to identify software that is no longer needed and also ways to streamline software solutions
 - Reassessing the useful life of purchased equipment
 - Setting targets for key efficiency metrics and monitoring progress
 - Evaluating grants process including acceptance of grants, setting a minimum indirect cost rate, grant training, and distribution of work
 - Considering alternatives for utility purchases
 - Utilizing new or existing workgroups to gather information critical for decision-making particularly as it relates to permanent positions, enrollment management, reassigned time, and program discontinuation.
 - Ensuring employees are well-trained
 - Cultivating an environment of continuous improvement

OPERATIONAL EFFICIENCIES



There are many ways to operational efficiency could be measured. These are some examples:

- Salaries to FTES ratio
- Salaries to Student Success Headcount ratio
- Salaries to Supplemental Headcount ratio
- Non-Instructional to Instructional Salaries ratio (All Personnel, Academic Personnel)
- Non-Personnel Expenditures to SCFF metrics
- Course Section Fill Rate
- FTES per Section
- FTES to FTEF ratio
- FTES to FTES Capacity per room
- Grant Expenditures to SCFF metrics
- Grant Revenues to Indirect Support Staff Cost
- Grant Overspend or Underspend Trend
- Number of Financial Transactions to Number of Support Staff (e.g. Purchase Orders, Accounts Payable Checks, Personnel Change Forms, Payroll Checks, Expense Transfers)
- Processing Time for Key Business Processes
- Employee Turnover Trend
- Districtwide Survey on District Office services

OPERATIONAL EFFICIENCIES



- Recommendations for each budget center:
 - Identify key efficiency metrics (especially around personnel costs)
 - Set targets for key metrics
 - Develop guidelines for exceptions
 - Monitor and report on data
- Resources:
 - The State Chancellor's Office Vision Resource Center provides various resources on strategic enrollment management at this website
<https://visionresourcecenter.cccco.edu/>.

Scenario 1: No Growth

Scenario Assumptions:

Enrollment Growth after 2025-26:	0%	0%	0%	0%
COLA Applied to SCFF Rates:	2.30%	3.02%	3.42%	3.31%
Increase to Salaries:	Various	0.25%	0.00%	0.00%
Est. Increase to Salaries:	0.00%	1.66%	2.16%	0.00%
Total Est. Increase to Salaries:	Various	1.91%	2.16%	0.00%
Savings from Vacant Positions	Unknown	Unknown	Unknown	Unknown
Contribution to Retiree Benefit Trust:	0	1,377,464	1,377,464	1,377,464
CPI increases to nonpersonnel costs:	3.09%	2.82%	2.72%	2.79%

	Actuals 2024-25	2025-26	2026-27	2027-28	2028-29
FTES	31,626.49	31,626.49	31,626.49	31,626.49	31,626.49
Revenues		Stability	SCFF	SCFF	SCFF
SCFF Revenues					
Calculated Revenue	\$ 252,407,890	\$ 263,474,614	\$ 274,102,699	\$ 283,477,011	\$ 292,860,100
Add'l from Stability/Hold Harmless Rev.	10,026,002	4,026,421	-	-	-
Total SCFF Revenues	262,433,892	267,501,035	274,102,699	283,477,011	292,860,100
Other Revenues	28,761,845	23,551,700	23,551,700	23,551,700	23,551,700
Backfill from Campus	1,586,147	1,835,567	-	-	-
Total Revenues	292,781,884	292,888,302	297,654,399	307,028,711	316,411,800
Expenses					
Expenses 11200	269,159,270	287,716,772	295,667,796	303,146,785	303,982,518
Expenses Self-Supporting	831,492	3,605,355	3,702,038	3,801,031	3,882,516
Total Expenses	269,990,762	291,322,127	299,369,834	306,947,816	307,865,034
Required Inc. to Board Policy Reserve	-	1,566,175	686,591	1,262,997	152,870
Surplus (Deficit)	\$ 22,791,122	\$ 0	\$ (2,402,026)	\$ (1,182,102)	\$ 8,393,896
Board Policy Reserve	47,642,207	49,208,382	49,894,972	51,157,969	51,310,839

Scenario 2: Target FTES

Scenario Assumptions:

Enrollment Growth after 2025-26:	Various	0%	0%	0%
COLA Applied to SCFF Rates:	2.30%	3.02%	3.42%	3.31%
Increase to Salaries:	Various	0.25%	0.00%	0.00%
Est. Increase to Salaries:	0.00%	1.66%	3.70%	0.00%
Total Est. Increase to Salaries:	Various	1.91%	3.70%	0.00%
Savings from Vacant Positions	Unknown	Unknown	Unknown	Unknown
Contribution to Retiree Benefit Trust:	0	1,377,464	1,377,464	1,377,464
CPI increases to nonpersonnel costs:	3.09%	2.82%	2.72%	2.79%

	Actuals 2024-25	2025-26	2026-27	2027-28	2028-29
FTES	31,626.49	32,840.41	32,840.41	32,840.41	32,840.41
Revenues		Stability	SCFF	SCFF	SCFF
SCFF Revenues					
Calculated Revenue	\$ 252,407,890	\$ 265,935,201	\$ 278,800,796	\$ 290,572,965	\$ 300,190,930
Add'l from Stability/Hold Harmless Rev.	10,026,002	1,565,834	-	-	-
Total SCFF Revenues	262,433,892	267,501,035	278,800,796	290,572,965	300,190,930
Other Revenues	28,761,845	23,551,700	23,551,700	23,551,700	23,551,700
Backfill from Campus	1,586,147	1,835,567	-	-	-
Total Revenues	292,781,884	292,888,302	302,352,496	314,124,665	323,742,630
Expenses					
Expenses 11200	269,159,270	287,716,772	295,667,796	306,057,642	306,893,375
Expenses Self-Supporting	831,492	3,605,355	3,702,038	3,810,459	3,891,944
Total Expenses	269,990,762	291,322,127	299,369,834	309,868,101	310,785,319
Required Inc. to Board Policy Reserve	-	1,566,175	686,591	1,749,711	152,870
Surplus (Deficit)	\$ 22,791,122	\$ 0	\$ 2,296,071	\$ 2,506,853	\$ 12,804,441
Board Policy Reserve	47,642,207	49,208,382	49,894,972	51,644,684	51,797,553

Scenario 3: Annual 2% Decline in FTES

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Scenario Assumptions:

Enrollment Growth after 2025-26:	-2%	-2%	-2%	-2%
COLA Applied to SCFF Rates:	2.30%	3.02%	3.42%	3.31%
Increase to Salaries:	Various	0.25%	0.00%	0.00%
Est. Increase to Salaries:	0.00%	1.66%	0.72%	0.00%
Total Est. Increase to Salaries:	Various	1.91%	0.72%	0.00%
Savings from Vacant Positions	Unknown	Unknown	Unknown	Unknown
Contribution to Retiree Benefit Trust:	0	1,377,464	1,377,464	1,377,464
CPI increases to nonpersonnel costs:	3.09%	2.82%	2.72%	2.79%

	Actuals 2024-25	2025-26	2026-27	2027-28	2028-29
FTES	31,626.49	30,993.96	30,374.08	29,766.60	29,171.27
Revenues		Stability	SCFF	Stability	Stability
SCFF Revenues					
Calculated Revenue	\$ 252,407,890	\$ 261,794,046	\$ 269,700,672	\$ 275,210,452	\$ 280,559,530
Add'l from Stability/Hold Harmless Rev.	10,026,002	5,706,989	-	3,713,983	3,760,387
Total SCFF Revenues	262,433,892	267,501,035	269,700,672	278,924,435	284,319,917
Other Revenues	28,761,845	23,551,700	23,551,700	23,551,700	23,551,700
Backfill from Campus	1,586,147	1,835,567	-	-	-
Total Revenues	292,781,884	292,888,302	293,252,372	302,476,135	307,871,617
Expenses					
Expenses 11200	269,159,270	287,716,772	295,667,796	300,424,944	301,260,677
Expenses Self-Supporting	831,492	3,605,355	3,702,038	3,792,215	3,873,700
Total Expenses	269,990,762	291,322,127	299,369,834	304,217,159	305,134,377
Required Inc. to Board Policy Reserve	-	1,566,175	686,591	807,888	152,870
Surplus (Deficit)	\$ 22,791,122	\$ 0	\$ (6,804,053)	\$ (2,548,912)	\$ 2,584,370
Board Policy Reserve	47,642,207	49,208,382	49,894,972	50,702,860	50,855,730

Scenario 4: Annual Decline & No COLA

Page 111

Scenario Assumptions:

Enrollment Growth after 2025-26:	-2%	-2%	-2%	-2%
COLA Applied to SCFF Rates:	2.30%	0.00%	0.00%	0.00%
Increase to Salaries:	Various	0.25%	0.00%	0.00%
Est. Increase to Salaries:	0.00%	1.66%	0.00%	0.00%
Total Est. Increase to Salaries:	Various	1.91%	0.00%	0.00%
Savings from Vacant Positions	Unknown	Unknown	Unknown	Unknown
Contribution to Retiree Benefit Trust:	0	1,377,464	1,377,464	1,377,464
CPI increases to nonpersonnel costs:	3.09%	2.82%	2.72%	2.79%

	Actuals 2024-25	2025-26	2026-27	2027-28	2028-29
FTES	31,626.49	30,993.96	30,374.08	29,766.60	29,171.27
Revenues		Stability	Hold Harmless	Hold Harmless	Hold Harmless
SCFF Revenues					
Calculated Revenue	\$ 252,407,890	\$ 261,794,046	\$ 261,794,478	\$ 258,308,587	\$ 254,892,222
Add'l from Stability/Hold Harmless Rev.	10,026,002	5,706,989	639,414	4,125,305	7,541,670
Total SCFF Revenues	262,433,892	267,501,035	262,433,892	262,433,892	262,433,892
Other Revenues	28,761,845	23,551,700	23,551,700	23,551,700	23,551,700
Backfill from Campus	1,586,147	1,835,567	-	-	-
Total Revenues	292,781,884	292,888,302	285,985,592	285,985,592	285,985,592
Expenses					
Expenses 11200	269,159,270	287,716,772	293,436,590	294,229,780	295,065,513
Expenses Self-Supporting	831,492	3,605,355	3,694,810	3,772,147	3,853,632
Total Expenses	269,990,762	291,322,127	297,131,400	298,001,927	298,919,145
Required Inc. to Board Policy Reserve	-	1,566,175	313,518	145,088	152,870
Surplus (Deficit)	\$ 22,791,122	\$ 0	\$ (11,459,326)	\$ (12,161,423)	\$ (13,086,423)

Board Policy Reserve	47,642,207	49,208,382	49,521,900	49,666,988	49,819,858
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Proposed Budget Plan



2025-26

- Reevaluate the District's Resource Allocation Model
 - Consider adding a districtwide deficit factor and budgeting for negotiations at the districtwide level
- Consider alternative funding sources for new construction, IT infrastructure and ongoing maintenance
- Consider creating a district-level workgroup to (i) review enrollment planning recommendations from RNL; (ii) identify key enrollment management and efficiency metrics for the District; (iii) continuously monitor key metrics data; and (iv) provide regular updates and any recommendations to Chancellor's Staff

2026-27

- Begin negotiations for 2027-28 with bargaining units
- Review enrollment management and efficiency metrics

2027-28

- Review enrollment management and efficiency metrics

Campus Budget Forums



Fullerton College

- Thursday, October 9th from 3:00p to 4:30p
- Rooms 224, 226, 228 (Cruz Reynoso Hall); zoom option will be available

Cypress College

- **TBD** (originally Thursday, September 25th from 3:00p to 4:30p)
- Room TBD; zoom option will be available

NOCE

- **TBD** (originally Tuesday, October 7th from 3:00p to 4:30p)
- Room TBD; zoom option will be available

QUESTIONS?



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

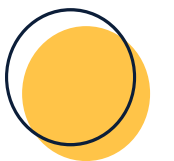


Cypress College



Fullerton College

NOCE
NORTH ORANGE
CONTINUING EDUCATION



DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: September 16, 2025

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of September 22, 2025

1. AGENDA ITEM NAME

Revised Board Policies & Administrative Procedures – Review Cycle Revisions

- **BP 3300, Public Records**
- **BP 3310, Records Retention and Destruction**
- **AP 3310, Records Retention and Destruction**
- **BP 3440, Service Animals**
- **BP 3500, Campus Safety**
- **AP 3500, Campus Safety**
- **BP 3505, Emergency Response Plan**
- **BP 3510, Workplace Violence**

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The BPs and AP were reviewed as part of the District's review cycle. Proposed revisions to these policies include updates to the reference section or to make minor grammar corrections. [Refer to the enclosed revision summary.]

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



Board Policy/Administrative Procedures Revision Summary

DCC Meeting – September 22, 2025

Policy/Procedure	Proposed Changes
BP 3300, Public Records	Update the reference section to reflect renumbering of the California Public Records Act.
BP 3310, Records Retention and Destruction	No revisions.
AP 3310, Records Retention and Destruction	No revisions.
BP 3440, Service Animals	Update the reference section to make a grammar correction.
BP 3500, Campus Safety	Update the reference section to make a grammar correction.
AP 3500, Campus Safety	No revisions.
BP 3505, Emergency Response Plan	Update the reference section to make a grammar correction.
BP 3510, Workplace Violence	Make a grammar correction.

BP 3300 Public Records

Reference:

Government Code Sections ~~6250~~ [7920.000](#) et seq.

- 1.0 The Chancellor shall establish procedures for records management, including access by the public that comply with the requirements of the California Public Records Act.

See Administrative Procedure 3300, Public Records; Board Policy 3310, Records Retention and Destruction; and Administrative Procedure 3310, Records Retention and Destruction.

Date of Adoption: March 23, 2004

Date of Last Revision: November 26, 2019

BP 3310 Records Retention and Destruction

Reference:

Title 5 Sections 59020 et seq.

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

- 1.0 The Chancellor shall establish administrative procedures to assure the retention and appropriate destruction of all District records—including electronically stored information as defined by the Federal Rules of Civil Procedure—in compliance with Title 5. Such records shall include, but not limited to student records, employment records, and financial records.

See Administrative Procedure 3310, Records Retention and Destruction; Board Policy 3300, Public Records; and Administrative Procedure 3300, Public Records.

Date of Adoption: March 23, 2004

Date of Last Revision: November 26, 2019

AP 3310 Records Retention and Destruction

Reference:

Title 5 Sections 59020 et seq.;

Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45

- 1.0 “Records” means all records, maps, books, papers, data processing output, and documents of the District, including but not limited to records created originally by computer, required by Title 5 to be retained and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.
- 2.0 The Vice Chancellors shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.
 - 2.1 Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.
 - 2.2 Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).
 - 2.3 Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.
 - 2.4 Destruction is by any method that assures the record is permanently destroyed, e.g., shredding, burning, pulping.

See Board Policy 3310, Records Retention and Destruction; Board Policy 3300, Public Records; and Administrative Procedure 3300, Public Records.

Date of Adoption: March 23, 2004

Date of Last Revision: October 28, 2019 District Consultation Council

BP 3440 Service Animals

Reference:

The Americans with Disabilities Act of 1990 – 42 United States Code Sections 12101 et seq.;

28 Code of Federal Regulations Part 35;

28 Code of Federal Regulations Part 36;

34 Code of Federal Regulations Part 104.44 [subdivision](#) (b)

- 1.0 In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

Date of Adoption: November 22, 2011

Date of Last Revision: January 28, 2020

BP 3500 Campus Safety

Reference:

Education Code Section 67380 [subdivision](#) (a)(4)

- 1.0 The Board of Trustees is committed to a safe and secure work and learning environment within the District. To that end, the Chancellor shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of safety personnel, methods for summoning assistance of safety personnel, and special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

See Administrative Procedure 3500, Campus Safety; Board Policy 3505, Emergency Response Plan; Board Policy 7600, Campus Safety Officers; and Administrative Procedure 7600, Campus Safety Officers.

Date of Adoption: March 23, 2004

Date of Last Revision: January 28, 2020

AP 3500 Campus Safety

Reference:

Education Code Sections 212, 67380, and 87014;
Penal Code Section 245;
20 U.S. Code Sections 1092(f) and 1232g;
34 Code of Federal Regulations 668.46 and 99.31(a)(13) and (14);
Campus Security Act of 1990

- 1.0 Each campus shall provide, in a publication made generally available to students, information regarding the campus safety plan that describes the availability and location of security personnel, methods for summoning assistance of security personnel, and any special safeguards that have been established for particular facilities or activities.
- 2.0 The appropriate officials at each campus shall annually compile and update records of the following:
 - 2.1 All occurrences reported to campus safety personnel of, and arrests for, crimes that are committed on the campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication.
 - 2.2 All occurrences of noncriminal acts of hate violence, as defined in Education Code section 76380(a)(1)(B), reported to, and for which a written report is prepared by, designated campus authorities.
 - 2.2.1 A written report of hate violence shall include a description of the act of hate violence, victim characteristics, and offender characteristic, if known.
 - 2.2.2 The appropriate officials at each campus shall report information compiled relating to hate violence to the Board of Trustees.
 - 2.3 For purposes of reporting under the Clery Act, "hate crimes" include domestic violence, dating violence, and stalking.

See Board Policy 3500, Campus Safety; Board Policy 3505, Emergency Response Plan; Board Policy 7600, Campus Safety Officers; and Administrative Procedure 7600, Campus Safety Officers.

Date of Adoption: March 23, 2004

Date of Last Revision: November 25, 2019 District Consultation Council
November 26, 2014 Chancellor's Staff
August 26, 2013 District Consultation Council
January 22, 2007

BP 3505 Emergency Response Plan

Reference:

Education Code Sections 32280 et seq. and 71095;
Government Code Sections 3100 and 8607 [subdivision](#) (a);
Homeland Security Act of 2002;
National Fire Protection Association 1600;
Homeland Security Presidential Directive-5;
Executive Order S-2-05;
19 California Code of Regulations Sections 2400-2450;
34 Code of Federal Regulations Part 668.46 [subdivision](#) (g)

- 1.0 The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- 2.0 The Chancellor shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management Systems (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA), and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.
- 3.0 Compliance with NIMS and SEMS mandates include but are not limited to:
 - 3.1 Establishing disaster preparedness procedures or a plan; and
 - 3.2 Completion of training sessions by college personnel in compliance with NIMS and SEMS guidelines.
 - 3.2.1 Training requirements vary based on job titles or assigned roles within the emergency plan.
- 4.0 College personnel must be informed that as public employees, they are also disaster service workers during national, state, and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.
- 5.0 The Chancellor shall ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and state.
- 6.0 The plan shall contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response, and recovery. The District must ensure that its plan is updated regularly. Colleges must comply with NIMS and SEMS to receive federal or state funding.

BP 3505 Emergency Response Plan

See Board Policy 6520, Security for District Property and Administrative Procedure, 6520, Security for District Property.

Date of Adoption: November 22, 2011

Date of Last Revision: January 28, 2020

PROPOSED

BP 3510 Workplace Violence

Reference:

Cal/OSHA: Labor Code Sections 6300 et seq.;

8 California Code of Regulations Sections 3203;

“Workplace Violence Safety Act of 1994” (Code of Civil Procedure Section 527.8 and Penal Code Sections 273.6)

- 1.0 The Board of Trustees is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's of Trustees' priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.
- 2.0 The Chancellor shall establish administrative procedures that assure that employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

See Administrative Procedure 3510, Workplace Violence.

Date of Adoption: March 23, 2004

Date of Last Revision: February 25, 2020
October 25, 2016
April 22, 2015 Chancellor's Staff

North Orange County Community College District

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: September 17, 2025

From: Fred Williams, Vice Chancellor, Administrative Services

Re: Agenda Item for District Consultation Council Meeting of September 22, 2025

1. AGENDA ITEM NAME

New AP 3440, Service Animals

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The Community College League of California (CCLC) Policy and Procedure Legal Updates Service indicates that all districts are legally required to establish an administrative procedure to address the use of service animals.

After reviewing CCLC's recommended language, staff developed AP 3440, Service Animals to ensure compliance and clarity.

5. RECOMMENDATION:

It is recommended that DCC members review and discuss the recommendation for AP 3440, Service Animals.

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

District Director, Risk Management and Workplace Safety.

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

AP 3440 Service Animals

Reference:

Civil Code Sections 54 et seq.;
Penal Code Section 365.5;
The Americans with Disabilities Act of 1990 – 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 ode of Federal Regulations Part 104.44 subdivision (b)

- 1.0 The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.
 - 1.1 The District supports the rights of employees with disabilities under the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable state law. Employees who require the use of service animals must follow the accommodation process for employees per the guidelines of the District Human Resources Department. An employee who requires the assistance of a service animal as a reasonable accommodation authorized by Human Resources may bring the service animal onto District Property.
 - 1.2 Students that require the use of service animals will follow guidelines established by campus Disability Support Services (DSS).
- 2.0 The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.
- 3.0 The District will allow an individual with a disability to be accompanied by their service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.
- 4.0 These procedures shall also be applicable to an individual who is training a service animal.
- 5.0 **Service Animal Defined**
 - 5.1 A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
 - 5.2 Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
 - 5.3 The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the

AP 3440 Service Animals

provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

6.0 Exceptions

6.1 The District may ask an individual with a disability to remove a service animal from the premises if:

6.1.1 The animal is out of control and the animal's handler does not take effective action to control it; or

6.1.2 The animal engages in disruptive, unsafe, or aggressive behavior such as growling, snarling, snapping, biting, lunging, or barking; or

6.1.3 The animal is not housebroken.

6.2 If a service animal is excluded under one of these exceptions, the District will engage or continue in an interactive good-faith process to give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

6.3 If the service animal is required as part of an employee accommodation and the District requests that the service animal be removed for safety of others, then the District will engage or re-engage in the interactive process with the employee.

7.0 **Assessment Factors for Miniature Horses:** The District shall consider the following factors:

7.1 The type, size, and weight of the miniature horse and whether the facility can accommodate these features;

7.2 Whether the handler has sufficient control of the miniature horse;

7.3 Whether the miniature horse is housebroken; and

7.4 Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

8.0 **Control:** The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

9.0 **Care or Supervision:** The District is not responsible for the care or supervision of the animal.

10.0 **Inquiries by the District**

AP 3440 Service Animals

- 10.1 The District may make two inquiries to determine whether an animal qualifies as a service animal:
- 10.1.1 Whether the animal is required because of a disability; and
 - 10.1.2 What work or task the animal has been trained to perform.
- 10.2 The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).
- 10.3 An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.
- 11.0 **No Surcharge:** The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damage caused by their service animal.

Date of Adoption: TBD

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: September 17, 2025

From: Fred Williams, Vice Chancellor, Administrative Services

Re: Agenda Item for District Consultation Council Meeting of September 22, 2025

1. AGENDA ITEM NAME

Revised AP 7400, Employee Travel and Conference Attendance

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

The District travel policy has not been updated in several years. In response to recent concerns regarding reimbursement procedures and alternative solutions to handling travel reimbursements, revisions have been made to AP 7400.

These proposed changes were previously reviewed and discussed with the campus Budget Officers and Chancellor's Staff.

5. RECOMMENDATION:

It is recommended that DCC members review and discuss the proposed revisions to AP 7400.

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

Campus Budget Officers and Chancellor's Staff

AP 7400 Employee Travel and Conference Attendance

Reference:

Education Code Section 87032;
2 Code of Federal Regulations Part 200.474

- 1.0 ~~This is a general policy of the North Orange County Community College District for the conveyance of employees on District business and authorized activities. Travel and transportation expenses will be reimbursed only up to approved amounts and are subject to limitations established by staff development or other funding sources.~~ **The Chancellor has designated authority for approval of travel requests to the Presidents and Vice Chancellors for employees in each of their respective areas. All travel outside the United States must be approved in advance by the Board of Trustees.**

Employee travel will be reimbursed for actual, ordinary, necessary, and reasonable expenses incurred while on official business, up to approved amounts, and subject to compliance with state and federal regulations and guidelines, and sponsoring agency requirements if applicable. All travel expenses including mode of transportation should be the most economical.

- 1.1 For purposes of this policy, ~~off-campus~~ travel shall be defined as including ~~international, national, regional, state, or sectional~~ **off-campus meetings, workshops, conferences, trainings, or conventions** ~~whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the individual normally teaches or works or studies~~ **that are within the scope of the employee's job assignment.** Reimbursement shall be for actual, necessary and reasonable expenses. ~~This also includes business mileage incurred by the individual using a personal vehicle in the performance of duties which require travel away from the individual's regular work location. Not included in the above definition are:~~
- 1.1.1 Meetings where participants receive college credit, except for those individuals receiving continuing education credit for maintaining their professional licenses.
- 1.1.2 Meetings that pay a salary or honorarium to participants.
- 1.1.3 Meetings of professional organizations with interests outside the scope of the employee's normal work assignment.
- 1.1.4 Special interest meetings outside the scope of the definition.
- 2.0 Trustees' travel expenses are discussed in BP/AP2735, Board Member Travel.
- 3.0 Student travel expenses and employee expenses incurred while travelling with students are discussed **in** BP/AP4300, Field Trips and Excursions.
- 4.0 ~~General principles are as follows~~ **Ground Transportation:**
- 4.1 All employees driving either their **privately owned/leased vehicle**, ~~leased,~~ or District-owned vehicles for District related activities must certify that they possess

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a valid California Driver's License.

- 4.2 All uses of College campus transportation, including the use of District-owned vehicles, must be for official authorized District related activities.

~~4.3 Privately owned vehicles of authorized District employees may be used for District transportation purposes with reimbursements within Board policy. Employees must certify that their vehicle is covered by automobile insurance as required by California law.~~

~~4.4 Transportation provided by the College/District is limited by the availability of vehicles and prior approval of the trip.~~

- 4.5 District-owned/leased vehicles are available at each campus for the use of by authorized personnel for approved District business. Transportation provided by the campus or District is limited by the availability of vehicles and prior approval of the trip.

- 4.6 **Mileage Reimbursement:** Privately owned or privately leased vehicles may be used when District-owned vehicles are not available. Any employee Employees who ~~is~~ are authorized to use ~~his/her~~ their privately owned or privately leased vehicle to travel off-campus for approved District related activities may receive reimbursement for business mileage incurred through each use, in accordance with the following guidelines: ~~Reimbursement of business mileage includes all maintenance, fuel, oil, and related costs including the cost of insurance. All persons driving on District business shall take the most direct route possible. Reimbursement for such business mileage shall be at the prevailing IRS standard rate.~~

4.4.1 **Employees must certify that their personal vehicle is covered by automobile insurance as required by California law.**

4.4.2 **All persons driving on District business shall take the most direct route possible.**

4.4.3 **Reimbursement for such business mileage shall be at the prevailing IRS standard rate.**

~~4.6.1 Mileage shall be calculated as the distance from the employee's regular work location to his/her off-campus business destination and return to regular work location.~~

4.4.4 **Transportation expenses between an employee's home and the employee's main or regular work location are considered personal commuting expenses by the IRS. Personal commuting expenses including commute miles are not reimbursable regardless of the employee's work schedule, time of day, or day of the week (IRS Publication 463).**

4.4.5 **Business mileage will be reimbursed and include:**

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4.4.5.1 Roundtrip miles driven between home and an off-site location.

4.4.5.2 Roundtrip miles driven between an off-site location and another off-site location.

4.4.5.3 Roundtrip miles driven between a main or regular work location and an off-site location.

4.4.5.4 Roundtrip miles driven between District or campus sites subject to the applicable collective bargaining agreement.

~~4.4.6.2~~ ~~If the employee does not both leave and return to his/her regular work location, the total miles driven less regular commute miles shall be reimbursed.~~ **Business mileage shall be calculated as total actual miles driven (commute miles are not deducted). Google Maps or other similar online map printouts should be submitted with the request for mileage reimbursement when roundtrip mileage is 20 miles or greater.**

~~4.6.3~~ ~~Miles to and from an airport/train station in excess of regular commute miles shall be reimbursed.~~

4.4.7 Mileage reimbursement claims must be approved and submitted to Campus Business Office or District Accounts Payable within fifteen (15) business days following the month the mileage was incurred.

~~4.6.4~~ ~~8~~ **If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense at the established rate.**

4.5 ~~4.6.5~~ **Transportation-related expenses which are directly associated with business mileage and are ordinary, reasonable, and necessary, and most economical shall be reimbursed. Allowable expenses include parking fees; bridge, highway and tunnel tolls; rideshare services from the airport to the hotel, or from the hotel to the conference. All claimed transportation related expenses shall be authenticated by submission of original itemized valid receipts. If using rideshare services, the itemized receipt must include pickup and drop-off locations and the reason for the trip (e.g., airport to hotel; hotel to conference).**

4.6 **Gratuity and tips for transportation services are reimbursable with an itemized receipt and must not exceed 20% of the base cost of the service.**

4.7 **Personal transportation expenses while on business travel are not reimbursable (e.g., transportation expenses related to entertainment or personal side trips).**

4.8 **The most economical and reasonable form of ground transportation is reimbursable. For a roundtrip from home to an airport, reimbursement of mileage and parking is District standard. If using a different mode of transportation (e.g., Uber, Lyft, other rideshare service, etc.), a cost savings**

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analysis must be provided with the reimbursement request. If the mode of transportation chosen is not the most economical, transportation expense can be reimbursed up to the District standard.

- ~~4.7 If an employee is assigned to perform work outside his/her regular hours of employment, or on an emergency or non-scheduled basis, the employee shall receive reimbursement for the total mileage traveled in connection with the assignment.~~
- 5.0 ~~Travel/conference expenses are allowed as follows:~~ Travel: Employees authorized to attend off-campus meetings, workshops, conferences, trainings, or conventions may receive reimbursement for expenses incurred in accordance with the following guidelines:
- 5.1 ~~Authorization to approve travel/conference requests, within budget, has been delegated by the Board of Trustees to the Chancellor or their designee.~~ An employee's travel request must be approved before travel. Refer to the Accounts Payable webpage for detailed procedures and instructions.
- 5.2 ~~Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, private vehicles and other usual means of conveyance.~~ All travel expenses and mode of transportation (e.g., airfare versus mileage; mileage versus Uber; etc.) must be ordinary, reasonable, necessary, and most economical. Reimbursable travel expenses include: airfare; parking; lodging; registration; meals not covered by conference registration and during the period of travel; car rentals; ground transportation (including mileage, Uber, Lyft, or other rideshare service); and fares (including gratuity not to exceed 20% of the fare). ~~Claims for reimbursement must be supported by~~ All expenses, other than employee meals, must be authenticated by original itemized ticket stubs or original itemized receipts, ~~provided by the commercial carrier.~~
- 5.2.1 Airfare must be the most economical and class roundtrip using only commercial carriers. The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All accumulated airline mileage benefits earned while on District business and paid by the District shall be used for the benefit of the District. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District.
- 5.2.1.1 The District will not cover additional fees such as extra legroom, seat selection fees, early check-in fees, exit row upgrades, additional baggage fees over a single checked bag plus a single carry-on bag if applicable, travel insurance, or any other upgraded or additional costs. Any upgraded or additional costs are personal expenses and will not be reimbursed, unless specifically approved in advance by the appropriate Chancellor's Staff member and documented on a Business Necessity Form (see section 5.6).

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5.2.1.2 If the most economical and class roundtrip is not available, or departure/arrival times are unreasonable, include a screenshot to show that the flight booked was the most economical and reasonable option available at the time of booking for audit purposes. A Business Necessity Form is not required.

5.2.2 When attending a conference to which the employee has traveled by common carrier, the employee may rent an automobile for local transportation. The cost of the car rental shall be the most economical available **for the number of employees traveling together. The District will not reimburse for premium or luxury vehicles, any other upgrades, or additional costs other than fuel and car rental insurance. The actual cost incurred of renting a vehicle, including the cost of fuel and rental car insurance, is reimbursable with itemized receipts. Mileage is not reimbursable when renting a vehicle.**

5.2.3 Reimbursement for travel by private vehicle shall not exceed the lowest **roundtrip** commercial airfare. ~~Other transportation related expenses which are directly associated with conference or meeting attendance and reasonably incurred shall be reimbursed. Allowable expenses include parking fees, bridge, highway and tunnel tolls, fare for streetcars, rental cars, shuttles, ferries, taxis, buses, and subways. All transportation related expenses claimed shall be authenticated by original itemized receipts.~~

5.2.4 ~~College~~ **Campus**/District staff shall not pilot or charter personal or private aircraft when traveling within the scope of their employment, ~~unless this method of travel is covered by District liability insurance and the pilots are approved by the District and the District's liability carrier.~~

~~5.2.4.1 Reimbursement for travel by privately owned or leased aircraft shall be the prevailing STATE RATE or the commercial carrier cost, whichever is less, not to exceed actual and necessary rental/lease costs.~~

5.2.5 Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable at actual cost. Actual charges must be verified by original itemized registration receipt or bona fide itemized registration application form. ~~Registration expense may be reimbursed to the employee or, alternatively, may be paid directly to the vendor.~~

5.2.6 **Lodging within 50 miles of the employee's primary work location is not allowable unless specifically approved in advance by the appropriate Chancellor's Staff member and documented on a Business Necessity form (see section 5.6).** Actual lodging cost, not to exceed charges at the **published standard** single occupancy **room** rate **for the conference**, shall be ~~allowed~~ **reimbursed**. An original itemized receipt for lodging expense must **show conference rate or single occupancy rate for the hotel room. Receipt must** be submitted with the

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reimbursement claim. ~~to be allowable.~~ No other receipt will be accepted--
i.e., credit card receipt.

5.2.6.1 If lodging is shared with another employee, each will be reimbursed only for ~~his/her~~ **their** share of the charges.

5.2.6.2 When an employee shares lodging facilities with a non-district person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims for such instances must show the rate for single occupancy.

5.2.6.3 ~~Normally, lodging~~ **Lodging** expenses are reimbursed for the actual dates of the approved conference. The night ~~before or the night~~ the conference ends may be reimbursed if ~~supported by a written statement explaining the necessity.~~ **specifically approved in advance by the appropriate Chancellor's Staff member and documented on a Business Necessity Form (see section 5.6).** ~~Special circumstances which result in significant monetary savings, such as a Saturday night stay, may be reimbursed if supported by a written statement.~~

5.2.6.4 The District does not allow business lodging booked from vacation rental companies such as Airbnb, VRBO, etc., unless approved in advance by the Chancellor.

5.2.6.5 Employees should complete a Hotel/Motel Transient Occupancy Tax Waiver Form to present upon check-in. Not all hotels accept the form, but when they do it provides substantial savings to the District.

5.2.7 ~~All meals for which expenses are actually incurred shall be paid.~~ **Meal allowances are applicable only when travel away from home requires an overnight stay (IRS Publication 463) or the employee will be in travel status for more than 10 consecutive hours in lieu of staying overnight, or travel is multi-day.** ~~For fractional parts of a day which do not require overnight travel, the appropriate meal expense shall be reimbursed using the current IRS rates for the high-low method.~~ **All meals for which expenses are actually incurred shall be paid at reimbursed the per diem rate using the current IRS rates for the high-low method and as shown on the Accounts Payable webpage. On partial travel days, the standard meal allowance shall be prorated. Travel meal reimbursement is intended to cover the incremental expense of having to eat out and is not intended to cover the entire cost of meals.**

5.2.7.1 When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is not allowed.

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5.2.7.2 No receipts are required for meal reimbursement. The District instead will reimburse employees using the IRS per diem rates as noted above.

5.2.8 **Incidental & Miscellaneous travel expenses essential to the transaction of official District business are reimbursable to the employee when must be ordinary, necessary, reasonable, most economical, and will be reimbursed as follows: reasonably incurred and evidenced by submission of valid receipts.**

5.2.8.1 **Allowable expenses incurred in conducting District business are: minor supplies, postage, reproduction costs, telephone and electronic communication expenses. Miscellaneous travel expenses essential to the transaction of official District business may include minor supplies, postage, reproduction costs, telephone and electronic communication expenses. These expenses are reimbursable with submission of valid itemized receipts.**

5.2.8.2 Incidental expenses such as fees and tips given to baggage carriers and hotel staff are only reimbursed when travel requires overnight stay. Incidental expenses are reimbursed using the IRS per diem rate and do not require itemized receipts.

5.2.8.3 Gratuity and tips are limited to 20% of the base cost of the service. Tips for transportation services are reimbursable with an itemized receipt. Tips for hotel and restaurant staff or other food services are included in the meals and incidentals per diem reimbursement rates and are only reimbursed with an overnight stay.

5.2.9 Certain travel expenses are considered personal expenses and not essential to District business. Such non-reimbursable expenditures include, **but are not limited to: travel insurance, entertainment expense, leisure tours or personal side trips, personal telephone calls, in-room internet connectivity where there is no business need, traffic or parking citations except for those related to malfunctioning equipment on District owned/leased vehicles, valet parking, sundry items (toiletries, clothing), tips/gratuities other than as noted in this administrative procedure,** and alcoholic beverages.

5.3 Group travel must be booked through the District's travel agency and in accordance with this administrative procedure.

5.4 Travel advances may be requested for the following:

5.4.1 Transportation, registration, and lodging payable directly to the third party vendor can be paid in full. An employee also has the option to

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book travel through the District's travel agency to minimize paying out-of-pocket for business travel.

5.4.2 Prepaid reimbursements to the employee may be requested only for costs that will be incurred prior to travel. Other costs that will be incurred during travel will be reimbursed upon return.

5.4.3 Travel advances will not be authorized for any employee whose expenses will be reimbursed directly to the employee by an external sponsor, or for any employee who has not settled prior travel advances with the District.

5.4.4 Travel advances for conferences paid with a grant or categorical funds is not allowable when the payment and conference dates are after the performance period unless specifically approved in writing by the sponsoring agency.

5.4.5 Travel advance requests must be submitted to District Accounts Payable at least fifteen (15) business days in advance to allow time for processing. Include a copy of the conference agenda. Also include the invoice if requesting a travel advance payable directly to a third party vendor, or the quote if using the District's travel agency. If requesting prepaid reimbursements, include itemized receipts or payment confirmations showing last 4 digits of the credit card used for payment.

5.5 Within fifteen (15) business days of returning from travel, travel claims must be reviewed and approved by the immediate supervisor and submitted to District Accounts Payable for processing. Refer to the Accounts Payable webpage for detailed procedures and instructions.

5.5.1 A claim form should include a check payable to NOCCCD if the amount of expenses claimed are less than the amount advanced to the employee and should be submitted within fifteen (15) business days from returning.

5.5.2 The claims for reimbursement must include itemized receipts for all expenses incurred by the employee (except employee meals) including registration, transportation, lodging, car rental, airport/hotel parking, etc., along with a copy of the conference agenda and if applicable the Business Necessity form for approved exceptions.

5.5.3 Only allowable expenditures up to the amounts authorized will be reimbursed.

5.6 Business necessity means the expense is ordinary, reasonable, indispensable (the only means to accomplish the purpose for business travel), and provides a direct benefit to the District or campus. An exception

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to this administrative procedure may be approved when there is a business necessity and in accordance with the following guidelines.

5.6.1 Expenses that primarily provide a social or personal benefit are not considered business expenses by the IRS and are not reimbursable.

5.6.2 Exceptions must be specifically approved in advance by the appropriate Chancellor's Staff member and documented on a Business Necessity Form.

6.0 The Chancellor will provide annual reports to the Board of Trustees on all professional conference travel with the exception of employee expenses incurred while traveling with students.

7.0 Should the District contract with a third party to provide ACH reimbursement capabilities, virtual debit cards for travel, and travel booking services, the cost of these services would be added to all employee reimbursement requests as a flat fee, which would be posted on the Accounts Payable webpage. The fee would be charged to the same budget covering the cost of the reimbursement.

See Board Policy 2735, Board Member Travel; Administrative Procedure 2735, Board Member Travel; Board Policy 4300, Field Trips and Excursions; Administrative Procedure 4300, Field Trips and Excursions; and Board Policy 7400, Travel and Conference Attendance.

Date of Adoption: February 12, 2002

Date of Last Revision: August 24, 2020 District Consultation Council
November 26, 2019 Board of Trustees
November 22, 2011

DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: September 17, 2025

From: Fred Williams, Vice Chancellor, Administrative Services

Re: Agenda Item for District Consultation Council Meeting of September 22, 2025

1. AGENDA ITEM NAME

Revised AP 3415, Immigration Enforcement Activities

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

In light of recent activities, the District and campus administration provided guidance to staff and students regarding immigration-related inquiries. In the process, the Vice Chancellor of Administrative Services, District Director of Public & Governmental Affairs, NOCE Vice President of Student Services, and NOCE Campus Safety Officer Coordinator met to review AP 3415, Immigration Enforcement Activities.

Following the discussion, minor revisions were made to the reporting delegation. However, several sections prompted further questions and required additional clarification moving forward.

Following the August 25, 2025 meeting, additional recommendations were incorporated into the AP and shared in advance of the meeting to allow time for members to solicit feedback from their constituencies.

5. RECOMMENDATION:

It is recommended that upon DCC consensus, revised AP 3415 be approved and posted on the District website.

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

District Director of Public & Governmental Affairs, NOCE Vice President of Student Services, and NOCE Campus Safety Officer Coordinator

AP 3415 Immigration Enforcement Activities

Reference:

Education Code Sections 66093 and 66093.3

- 1.0 **Responding to Requests for Access for Immigration Enforcement Activities:**
District/campus personnel shall provide guidance and offer to employees training addressing law enforcement access to campus buildings. This guide shall include the following required topics:
 - 1.1 Campus safety contact information to report concerns about the presence of officers engaged in immigration enforcement on any campus property.
 - 1.2 Samples of warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
 - 1.3 Sample responses for District/campus employees to use in response to officers seeking access for immigration enforcement purposes that avoids classroom interruptions, and that preserves the peaceful conduct of the school's activities.
- 2.0 District/campus personnel shall advise all students, faculty, and staff to immediately notify Campus Safety ~~the Office of the Vice President of Student Services or the Office of the Vice Chancellor of Administrative Services~~ if they are advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. Campus safety will notify appropriate Vice President's Office and/or the Vice Chancellor of Administrative Services ~~should also be notified~~ as soon as possible.
- 3.0 No personnel may consent to entry of District facilities or portions thereof (e.g., classrooms and areas restricted to staff and students such as private offices) for parties engaging in immigration enforcement activities.
- 4.0 District/campus personnel shall advise all students, faculty, and staff responding to or having contact with an officer engaged in immigration enforcement executing an immigration order, to refer the entity or individual to Campus Safety ~~the Office of the Vice President of Student Services or the Office of the Vice Chancellor of Administrative Services~~ for purposes of verifying the legality of any warrant, court order, or subpoena.
- 5.0 If the officer declares that exigent circumstances exist and demands immediate access to the campus, District/campus personnel should not refuse the officer's orders and immediately contact the Vice President of Student Services or the Vice Chancellor of Administrative Services.
 - 5.1 Exigent circumstances are defined as circumstances that would cause a reasonable person to believe that entry (or other relevant prompt action) was necessary to prevent physical harm to the officers or other persons, the destruction of relevant evidence, the escape of the suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.
- 6.0 ~~The Office of the Vice President or the Office of the Vice Chancellor of Administrative Services~~ Campus Safety shall determine what type of authorization is being provided to

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support the officer's request for access in [consultation with the appropriate Vice President's Office and/or Vice Chancellor of Administrative Services](#):

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

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- 8.6 Any further action taken by the immigration officer; and
- 8.7 Photo or copy of any documents presented by the agent.
- 9.0 District/campus personnel shall provide a copy of those notes, and associated documents collected from the officer, to the appropriate ~~Office of the Vice President's Office of Student Services~~ and/or the Office of the Vice Chancellor of Administrative Services.
- 10.0 In turn, the Office of ~~Student Services~~ receiving the notes shall submit a timely report to the Chancellor, Vice Chancellor of Administrative Services, and the campus public safety office regarding the officer's requests and actions and the District's response(s).
- 11.0 **Responding to Immigration Acts Against Students or Family Members:** If there is reason to suspect that a student, faculty member, or staff person has been taken into custody as the result of an immigration action, District/campus personnel shall notify the person's emergency contact that the person may have been taken into custody.
- 11.1 District/campus personnel shall not discuss the personal information, including immigration status information, of any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.**
- 11.2 Responding to Immigration Action Against Students:** Campus personnel shall designate an employee staff person as a point of contact for any student who may or could be subject to an immigration order or inquiry.
- 11.2.1 If a student is detained or deported, or is unable to attend to their academic requirements because of an immigration order, the District shall make all reasonable efforts to assist the student in retaining any eligibility for financial aid, fellowship stipends, exemption from nonresident tuition fees, funding for research or other educational projects, housing stipends or services, or other benefits the student has been awarded or received subject to and in compliance with its policy.**
- 11.2.2 District/campus personnel shall permit a student who is subject to an immigration order to re-enroll if and when the student is able to return to the District, subject to and in compliance with its policy and will make reasonable and good-faith efforts to provide for a seamless transition in the student's re-enrollment and reacquisition of campus services and support.**
- 11.3 Responding to Immigration Action Against Employees:** The Vice Chancellor of Human Resources, or their designee, shall serve as the point of contact for any employee who may or could be subject to an immigration order or inquiry.
- ~~12.0 District/campus personnel shall designate an employee staff person as a point of contact for any student, faculty member, or staff person who may or could be subject to an immigration order or inquiry.~~

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- ~~13.0 District/campus personnel shall not discuss the personal information, including immigration status information, of any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.~~
- 14.2.0** **The appropriate Vice President's Office and the District Director of Diversity, Equity, and Inclusion** District/campus personnel shall maintain a contact list of legal service providers who provide legal immigration representation and provide this list free of charge to any student who requests it. At minimum, the list shall include the legal service provider's name and contact number, e-mail address, and office address.
- ~~15.0 If a student is detained or deported, or is unable to attend to their academic requirements because of an immigration order, the District shall make all reasonable efforts to assist the student in retaining any eligibility for financial aid, fellowship stipends, exemption from nonresident tuition fees, funding for research or other educational projects, housing stipends or services, or other benefits the student has been awarded or received subject to and in compliance with its policy.~~
- ~~16.0 District/campus personnel shall permit a student who is subject to an immigration order to re-enroll if and when the student is able to return to the District, subject to and in compliance with its policy and will make reasonable and good faith efforts to provide for a seamless transition in the student's re-enrollment and reacquisition of campus services and support.~~
- 17.3.0** The **appropriate** Vice President of Student Services **and/or** the **Associate** Vice Chancellor of ~~Administrative Services~~ **Human Resources, or their designee,** shall be available to assist any student, faculty, and staff who may be subject to an immigration order or inquiry, or who may face similar issues, and whose education or employment is at risk because of immigration enforcement actions.

Date of Adoption: February 24, 2025 District Consultation Council

Blue: Proposed recommendations presented at the August 25 DCC meeting

Red: Recommendations resulting from the August 25 DCC discussion