



## **District Consultation Council Meeting**

**April 28, 2025**

**2:00 p.m.**

**Anaheim Campus – Chancellor's Conference Room (9<sup>th</sup> Floor)**

**Videoconferencing participation available from the Cypress College Complex Room 404  
and the Fullerton College President's Conference Room B**

### **AGENDA**

#### **MEETING SUMMARY**

- |                           |               |
|---------------------------|---------------|
| 1. March 24, 2025 Summary | <b>Action</b> |
|---------------------------|---------------|

#### **STRATEGIC GOALS & PLANNING**

- |   |                    |
|---|--------------------|
| 1. Fullerton College Mission Statement and Strategic Plan | <b>Information</b> |
| 2. 2024-25 320 P2 Summary                                 | <b>Information</b> |
| 3. One-time Funding Request: Student Advocate Program(s)  | <b>Action</b>      |

#### **OPERATIONAL REVIEW**

- |   |                    |
|---|--------------------|
| 1. Response to Proposal to Increase Maximum Reimbursement Amounts in In AP 7120-10, Applicant Reimbursement | <b>Discussion</b>  |
| 2. New Fullerton College Division of Ethnic Studies and Student Equity                                      | <b>Information</b> |

#### **POLICY**

- |  |               |
|--|---------------|
| 1. Revised AP 2431, Chancellor Selection   | <b>Action</b> |
| 2. Revised AP 4220, Standards of Scholarships; AP 4225, Course Repetition; AP 4240, Academic Renewal; and AP 4250, Probation, Dismissal, and Readmission | <b>Action</b> |
| 3. Revised AP 6520, Security for District Property   | <b>Action</b> |
| 4. Revised BP/AP 7600, Campus Safety Officers  | <b>Action</b> |

#### **OTHER ITEMS**

- |    |  |
|----|--|
| 1. |  |
|----|--|

**DISTRICT CONSULTATION COUNCIL**  
**March 24, 2025**

**SUMMARY**

**MEMBERS PRESENT:** Byron D. Clift Breland, Jennifer Carey, Ziza Delgado Noguera, Karla Frizler, Kyle Hsu, Sharon Kim, Bridget Kominek, Cherry Li-Bugg, Elaine Loayza, Jaclyn Magginetti, Kathleen McAlister, Flavio Medina-Martin, Cynthia Olivo, Michelle Patrick Norng, Jeremy Peters, Valentina Purtell, Irma Ramos, Marlo Smith, Pamela Spence, Scott Thayer, Annalisa Webber, and Fred Williams.

Cynthia Olivo and Michelle Patrick Norng participated remotely and did not vote.

**VISITORS:** Nichole Crockrom, Danielle Davy, Roland Esquivel, Brittany Hamer, Maria Hernandez, Henry Hua, Craig Lee, John Krok, Christian Oleo, Deb Perkins, Gabrielle Stanco, and Bryan Ventura.

**ABSENT:** Christie Diep, Geoff Hurst, and Kai Stearns.

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

**MEETING SUMMARY**

**Summary:** The summary of the February 24, 2025 meeting was approved as submitted. **There was consensus to approve the summary.**

**STRATEGIC GOALS & PLANNING**

**One-time Funding Request: Student Advocate Program(s):** Henry Hua, Fullerton College Vice President, Administrative Services, led a presentation regarding a one-time funding request of \$1.4 million for the campuses to support the Student Advocates Program which was approved by the Council on Budget & Facilities (CBF). Each campus—Brittany Hamer and Bryan Ventura from Cypress College; Nichole Crockrom and Christian Oleo from Fullerton College; and Maria Hernandez and Deb Perkins from NOCE—illustrated how they have utilized a comprehensive program of student advocates to help reduce attrition, increase persistence and enrollments, and thereby increasing FTES to meet the needs of each campus. The campuses have seen positive increases in persistence at all three sites from fall to spring semesters with the support of the student advocates and they would like to increase the support of the Student Advocates Program by \$1.4 million to help with continuity through fiscal year 2025-26, and proof of concept for possible institutionalization of this program that is producing positive outcomes for our students while advancing the mission of the District.

The \$1.4 million fund request to continue the Program would be allocated as follows: Cypress College receiving \$518,000 (37%); Fullerton College receiving \$630,000 (45%); and NOCE receiving \$252,000 (18%).

Chancellor Byron D. Clift Breland initiated the discussion by emphasizing the importance of the program, the evident results, and thanked the campuses for undertaking the work.

Vice Chancellor Fred Williams reported that CBF supported the allocation, and clarified that there was no additional revenue for the District as a result of the program, but it did help the District get closer to the hold harmless target. He also noted that there is currently no mechanism in place to replenish funding for the program and suggested future discussion on replenishment.

Members made the following statements during the discussion:

- Whether there is a method in place to track the success of the program (students enrolling full-time and being successful) or if that could be developed.
- DMA support for the program in concept, but concern with it wiping out one-time funds for the District.
- A suggestion that the campuses debrief to evaluate which aspects of the program were successful and which could be eliminated.
- CSEA members noted that a lot of the work that is being performed by the advocates is in classified job descriptions. While the work needs to be done, who is doing it is a problem and the District is starting a new subgroup of classified employees.
- The program is a great example of districtwide efforts to move us out of hold harmless so that the District can receive COLA.
- Students need intentional contact/touchpoints and the program is a great example of that.
- Certainly, the program will cost money, but the fact is that it is working.
- Clarify the persistence figures so that we can see the program impact and also indicate when the funding began to be used so that it can be tracked from that date.
- It would be helpful if the information was shared in a similar format for all three campuses.
- Whether the program will become permanent after the District moves out of hold harmless or if it will be evaluated on an annual basis.

The presentation materials will be shared with members and the item will return to the next DCC meeting for consideration.

## **OPERATIONAL**

### **Proposal to Increase Maximum Reimbursement Amounts for Applicant Reimbursement:**

Bridget Kominek, Fullerton College Faculty Senate Acting President shared that its March 6, 2025 meeting, the Fullerton College Faculty Senate unanimously adopted a motion to request that the maximum reimbursement amounts detailed in AP 7120-10 Applicant Reimbursement be reviewed and that the total maximum and travel and lodging amounts be increased to reflect contemporary costs of travel and lodging, as this AP was last revised in 2015. It was recommended that DCC direct Human Resources to research what the current average or median price of airfare, rental car, shuttle fares, taxi fares, and parking fees, as well as the current average price of local lodging for one night, and provide suggested revisions to AP 7120-10 at the April 28 DCC meeting if it is found that the amounts currently listed in the AP fall below the average or median prices.

Fred Williams, Vice Chancellor of Finance & Facilities, shared that the reimbursement program (which utilizes staff diversity funds from the State) has been in place for years and few applicants take advantage of it noting that \$5,000 have been spent thus far during the current fiscal year. He also cautioned that airfare costs would be difficult to price out because it's dependent on the departure location.

Chancellor Byron D. Clift Breland asked if there was something that prompted the Fullerton College Faculty Senate request and in response it was shared that the College is currently undergoing a significant amount of hiring and there is a deep commitment to bringing people from outside of the area in order to diversify full-time faculty.

Bridget Kominek suggested that the increase in airfare costs could be addressed by comparing 2015 and 2025 prices and increasing the reimbursement rate by that percentage difference.

The Chancellor suggested that language like “at the request of applicants consider special circumstances” could be added to AP 7120-10 to address concerns.

Irma Ramos, Vice Chancellor of Human Resources, stated that she had no problem looking into the request to gather information.

In response to a comment that applicants may not be taking advantage of the reimbursement because they may not be aware of it, Vice Chancellor Irma Ramos shared that language would be added to the District website and to job announcements.

**There was consensus to approve the recommendation to direct Human Resources to research current average/median prices of travel costs as noted in AP 7120-10 for reimbursement and provide a recommendation at the April 28 DCC meeting.**

**NOCCCD Employee Climate Survey:** Gabrielle Stanco, District Director, Research, Planning and Data Management and Cherry Li-Bugg, Vice Chancellor, Educational Services & Technology, presented information about the NOCCCD employee climate survey including its purpose, content, distribution, and ideas for using results. The survey was locally developed (originally based on the Cypress College Employee Climate Survey) and will help the District gather employee feedback about employee satisfaction in the following areas: general job satisfaction; campus climate; diversity, equity, inclusion, and accessibility, decision-making processes, and planning and program review processes.

NOCCCD is planning to administer the survey to all employees in April 2025. Results will be analyzed and shared in fall 2025. Members of the Institutional Effectiveness Coordinating Council (IECC) and the Equal Employment Opportunity Advisory Committee (EEOAC) as well as campus leadership will review the results to make recommendations about actions the district can take for improvement.

During the discussion, members commented on several aspects of the climate survey which included the following:

- If other surveys were being conducted at the same time due to saturation concerns.
- Where the survey information will go and how it will be used in the future.
- Whether there are national benchmarks for comparison.
- There seems to be an interest in being able to share opinions without being identified. Is there a possibility that respondents can complete sections without including identifiers?
- Why the program planning portion was removed for NOCE and if that would be asked elsewhere.
- Consider listing all of the groups that use the results to outline/plan in order to illustrate the benefits of the survey.

- Potential participation in Survey Day with incentives (like an opportunity drawing or raffle) to maximize participation or adding it to flex day activities for additional faculty participation.
- Interest in seeing the results about what it's like working in the District post-pandemic.
- A suggestion to consider implementing a college hour where no meetings are scheduled in order to build community.

Vice Chancellor Cherry Li-Bugg noted that participation has been impressive for the last two surveys, and encouraged participation in this year's survey.

## **POLICY**

### **Revised Chapter 2 Board Policies & Administrative Procedures – Review Cycle Revisions:**

The following Board policies and administrative procedures were reviewed and revised as part of the District's review cycle. Proposed revisions to these policies include reference section updates pursuant to the 2024 changes to ACCJC Accreditation Standards, and to update legal citations and legal language as recommended by the CCLC Policy Legal Updates Service. Additional revisions include minor grammar corrections in keeping with District practices.

- **BP 2410, Board Policies & Administrative Procedures**
- **AP 2410, Board Policies & Administrative Procedures**
- **BP 2430, Delegation of Authority to the Chancellor**
- **AP 2430, Delegation of Authority to the Chancellor**
- **BP 2431, Chancellor Selection**
- **AP 2431, Chancellor Selection**
- **BP 2432, Chancellor Succession**
- **BP 2435, Evaluation of the Chancellor**
- **AP 2435, Evaluation of the Chancellor**
- **BP 2510, Participation in Local Decision-making**
- **AP 2510, Participation in Local Decision-making**
- **BP 2610, Presentation of Initial Collective Bargaining Proposals**
- **AP 2610, Presentation of Initial Collective Bargaining Proposals**
- **BP 2710, Conflict of Interest**
- **AP 2710, Conflict of Interest**
- **AP 2714, Distribution of Tickets or Passes**
- **BP 2715, Code of Ethics/Standards of Practice**
- **AP 2715, Code of Ethics/Standards of Practice**
- **BP 2716, Political Activity**
- **BP 2717, Personal Use of Resources**
- **BP 2720, Communications Among Board Members**
- **BP 2725, Board Member Compensation**
- **BP 2730, Board Member Health Benefits**
- **BP 2735, Board Member Travel**
- **AP 2735, Board Member Travel**
- **BP 2740, Board Professional Development**
- **AP 2740, Board Education**
- **BP 2745, Board Self-Evaluation**
- **AP 2745, Board Self-Evaluation**
- **BP 2750, Board Member Absence from the State**

During the discussion, members agreed to strike the proposed language in AP 2710, section 4.0 and updated the District positions in section 8.4.1.1 (Executive Director, Information Technology & Services (CTO) and Chief Information & Security Officer (CISO)) and campus positions in section 8.4.1.2 (deleting Manager, Bookstore).

AP 2431 was pulled from the agenda in order to make additional necessary revisions and will return at a later date.

Subsequent to the discussion, **there was consensus to approve the revised Administrative Procedures (with the exception of AP 2431) and post them on the District website and forward the revised Board Policies to the Board for their consideration.**

**Revised AP 4025, Philosophy and Criteria for Associate Degree, General Education, and Bachelor's Degree and AP 4100, Graduation Requirements for Degrees and Certificates:** AP 4025 and AP 4100 were updated to address State-level changes to the Cal-GETC standards and Title 5 updates to local degree General Education requirements. The revisions were reviewed and approved by the campus curriculum committees and the District Curriculum Coordinating Committee.

During the discussion, it was noted that in AP 4025, section 1.1.5.4 "language and rationality" should also be stricken and that changes to AP 4100 might be forthcoming in light of changes that the State is making to baccalaureate degrees. **There was consensus to approve the revised Administrative Procedures and post them on the District website.**

**Revised BP/AP 7600, Campus Safety Officers:** The Council received a second reading of the proposed revisions to BP/AP 7600, Campus Safety Officers developed by the workgroup which incorporated edits received by DCC at the February 24, 2025 meeting and suggestions made by the Campus Safety Directors.

Vice Chancellor Fred Williams introduced the discussion by reporting on the workgroup edits to the proposed policies. In the ensuing discussion, the following was shared by members and the Campus Safety Directors who were also in attendance:

Bridget Kominek shared that there is general support for the draft by the Fullerton College Faculty Senate but had questions on a couple of sections regarding what a consensual encounter is and the bookstore language that could be addressed with some wordsmithing. She also questioned how the use of excessive force is defined in section 3.4.3.5 and suggested replacing "believe is" with "fits the definition of" and noted that the definition should be clarified in the policy or in other materials like Standard Operating Procedures. It was suggested that "as described in section 3.4.3.3" be included to section 3.4.3.5 to connect the dots.

Elaine Loayza, CSEA President, asked what training is currently required for Campus Safety Officers and expressed concern about adding language that they are expected to follow.

The Campus Safety Directors expressed support for Campus Safety Officer training.

Members requested clarification on what a "consensual encounter" is, whether a person that participates in one can leave at any time, and if leaving would lead to a detention. John Krok, Fullerton College Campus Safety Director, responded that a person can leave at any time and

that in theory doing so could lead to an arrest based on the conversation in the same way that a private citizen could make an arrest.

It was recommended that the BP 7600 revisions that were made at the February DCC meeting be included to draft policy.

Craig Lee, Cypress College Campus Safety Director, expressed his support for the revisions and his appreciation for the work that the workgroup has done.

Chancellor Byron D. Clift Breland thanked the Campus Safety Directors for their work and noted his appreciation for their attendance at the meeting, and stated he looked forward to the ongoing conversation.

The workgroup will reconvene to discuss the proposed revisions to BP/AP 7600 and the item will return to the next DCC meeting for action.

**Next DCC Meeting:** The next DCC meeting will take place on Monday, April 28, 2025 in the Chancellors Conference Room at the Anaheim Campus.

**ADJOURNMENT:** The meeting was adjourned at 4:01 p.m.

North Orange County Community College District

# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: April 20, 2025

From: Cynthia Olivo

Re: Agenda Item for District Consultation Council Meeting of April 28, 2025

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1. AGENDA ITEM NAME

**Fullerton College Mission Statement and Strategic Plan**

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**New Fullerton College Strategic Plan and Mission Statement.**

5. RECOMMENDATION:

**It is recommended that DCC review the Fullerton College Mission Statement and Strategic Plan.**

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

**Campus Stakeholder Groups and Chancellor's Staff**



**Chancellor Breland and Board of Trustees,**

It is with great pride that I present the new draft of our FC Mission Statement. This revised statement incorporates affirming and aspirational language, reflecting our collective dedication to student success. It clearly communicates that our faculty, staff, and administrators embrace the responsibility of improving and enhancing student outcomes. This commitment necessitates a thorough understanding of who our students are and the diverse needs they bring. The Mission Statement, in alignment with our five-year strategic plan, is designed to guide and support this essential work.

In addition, we are incorporating one new Core Value to the set that was approved in 2022. This core value affirms our commitment to ensuring equal access to all students.

**Mission:** Fullerton College is committed to serving all students through inclusionary practices and liberatory education<sup>1</sup> in the pursuit of social justice. As a proud designated Hispanic Serving Institution<sup>2</sup> and Asian American and Native American Pacific Islander Serving Institution<sup>3</sup> and an emerging Black Serving Institution,<sup>4</sup> we strive to create and sustain transformational change. We offer degree, certificate, transfer, and career growth opportunities in service to our multicultural and multiethnic community.

**Additional Core Value: Accessibility** - We commit to actively ensuring all students have the opportunity to acquire the same information and materials, engage in the same interactions, and enjoy the same services in an equally effective and integrated manner.

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<sup>1</sup> In her book *Transforming Hispanic-Serving Institutions for Equity and Justice*, Dr. Gina Ann Garcia explains that liberatory education includes a “stated goal of achieving equity and justice for students, families, and communities” (30). Additionally, she asserts “the goal of liberation must be to allow students to have full control over decisions and conditions that affect their lives, families, and communities” (Garcia 31).

<sup>2</sup> According to the Hispanic Association of Colleges and Universities, a Hispanic Serving Institution is defined in title 5 of the Higher Education Act as “not-for-profit institutions of higher learning with a full-time equivalent (FTE) undergraduate student enrollment that is at least 25 percent Hispanic.”

<sup>3</sup> According to the U.S. Department of Education, institutions of higher education can qualify as Asian American and Native American Pacific Islander-serving if they have “an enrollment of undergraduate students that is at least 10 percent Asian American and Native American Pacific Islander.”

<sup>4</sup> California’s SB 1348, enacted in 2024, defines Black Serving Institutions as those that have “at least 10 percent...enrolled population identifying as Black and African American students, or has at least 1,500 Black and African American students enrolled.”

The leads launched this process at Spring Convocation on January 31<sup>st</sup>, and have incorporated feedback from discussions at 20 different meetings:

- Strategic Plan Feedback Forum 2/7
- HSI Transformation Team on 2/10, 3/17
- Program Review and Planning Committee on 2/13, 2/27, 3/13, 3/27, 4/10
- Planning and Budget Steering Committee on 2/19
- President's Advisory Committee on 2/26
- Managers Meeting on 3/3
- Campus Collaborations Committee on 3/4
- Accreditation Steering Committee on 3/4, 3/21
- Deans Council on 3/5
- Student Equity and Achievement Committee on 3/17
- Associated Students on 3/18
- Classified Senate on 3/20
- Feedback Forum on 4/11
- Zoom Evening Feedback Forum on 4/14

The campus voted on the draft at

- Associated Students on 4/29
- Classified Senate/Faculty Senate on 5/1
- President's Advisory Council on 5/14

# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: April 18, 2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of April 28, 2025

1. AGENDA ITEM NAME

**2024-25 320 P2 Summary**

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**A few P2 highlights:**

- **All three campuses continue to grow from the prior year.**
- **Cypress exceeded its target by 544.71 FTES.**
- **Fullerton is below its target by 739.62 FTES, but has grown from Prior Year Annual by 4.16%.**
- **NOCE exceeded its target for non-credit FTES by 263.93 FTES and is just 22.60 FTES below its target for CDCP.**
- **Overall, Total Actual FTES at P2 exceeded Total Target FTES by 46.42 FTES, and increased by 7.12% compared to Prior Year Annual.**
- **As earned SCFF revenues are still below our funding floor, we're still expecting to end 2024-25 in Hold Harmless.**

5. RECOMMENDATION:

**It is recommended that the council receive and review the P2 Summary.**

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

**Executive Director, Fiscal Affairs**

Comparison to Target FTES:	CC	FC	NOCE		Total
			Non-Credit	CDCP*	
Target	11,500.00	15,730.95	1,309.00	2,691.00	31,230.95
Actual	12,044.71	14,991.33	1,572.93	2,668.40	31,277.37
Variance Favorable (Unfavorable)	544.71	(739.62)	263.93	(22.60)	46.42
% Variance	4.74%	-4.70%	20.16%	-0.84%	0.15%
Annualizer Used - C/Y	1.200/1.500	1.0000	1.1500/1.1182		
Annualizer Used - P/Y	1.5000;1.2000	1.0000	1.2500;1.2400		

Comparison to Prior Year Actuals:	CC	FC	NOCE		Total
			Non-Credit	CDCP*	
2023-24 @ Annual (Final)	10,985.20	14,392.45	1,251.54	2,569.88	29,199.07
2024-25 @ P2	12,044.71	14,991.33	1,572.93	2,668.40	31,277.37
Variance Increase (Decrease)	1,059.51	598.88	321.39	98.52	2,078.30
% Variance	9.64%	4.16%	25.68%	3.83%	7.12%

Comparison to Funded FTES:	Funded PY *	Reported 2024-25 P2	Variance	Variance %
Total ( * Emergency Conditions Applied, based on 2019-20 P1 )	31,539.93	31,277.37	262.56	0.83%
*Note: The Emergency Conditions Provision phases out after 2024-25.				

Comparison to 2017-18 Actuals:	CC	FC	NOCE		Total
			Non-Credit	CDCP*	
2017-18 Actuals	11,487.53	18,042.34	2,400.76	2,664.91	34,595.54
2024-25 @ P2	12,044.71	14,991.33	1,572.93	2,668.40	31,277.37
Variance Increase (Decrease)	557.18	(3,051.01)	(827.83)	3.49	(3,318.17)
% Variance	4.85%	-16.91%	-34.48%	0.13%	-9.59%

\* CDCP = Career Development and College Preparation.

# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: April 23, 2025

From: Henry Hua, Fullerton College Vice President, Administrative Services

Re: Agenda Item for District Consultation Council Meeting of April 28, 2025

1. AGENDA ITEM NAME

**One-time Funding Request: Student Advocate Program(s)**

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:

**15 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**Each site/campus has utilized a comprehensive program of Student Advocates to help reduce attrition, increase persistence and enrollments, and thereby increasing FTES to meet the needs of each campus/District. The campuses have seen a positive increases in persistence at all 3 sites/campuses from Fall to Spring with the support of the Student Advocates. The momentum is just beginning, and the campuses would like to increase the support of the Student Advocates program by \$1.4 million to help with continuity through fiscal year 2025-26, and proof of concept for possible institutionalization.**

**At its March 10, 2025, meeting, CBF members approve the request to allocate \$1.4 million of one-time funding to the campuses to support the Student Advocates program and advance the request to DCC for further discussion and review. At its March 24, 2025 meeting, campus representatives spoke in support of the advocacy program. DCC members were then asked to discuss the funding request with their respective constituencies and come prepared to share feedback at the April DCC meeting.**

5. RECOMMENDATION:

**Approve the requested \$1.4 million in total to all 3 sites/campuses to continue the Student Advocate Program. The breakdown of the allocation is as follows:**

- **Cypress College – 37% (\$518,000)**
- **Fullerton College – 45% (\$630,000)**
- **NOCE – 18% (\$252,000)**

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

- **Council on Budget and Facilities members, campus representatives**

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



PROPOSAL

# Student Success Advocates

Continuation Program

Henry Hua

Vice President Administrative Services

# What Would Advocates Focus On?

## Enrollment

- Help Students who have not yet registered
- Help Students to remain enrolled
- Help Students connect to the support needed in:
  - Basic Needs Resources
  - Tutoring
  - Academic Counseling
- Help Students achieve their goals

## Increase

- Enrollment
- Retention
- Course Completion
- Term to term persistence
- Graduation

# Success of our Advocates – Fullerton College

## Persistence Rates For Fall to Winter/Spring 2025




Term	Count	Persisted to FC Only	Percent	Persisted Districtwide	Percent
Fall 2024	17,570	12,268	70%	12,929	74%
Fall 2023	16,915	11,200	66%	11,770	70%

Enrollment Status	Fall 2023	Fall 2024	Difference
First-time student	75%	80%	+5%
First-time transfer student	57%	57%	0%
Returning student	51%	60%	+9%
Continuing student	74%	76%	+2%
Total	70%	74%	+4%



# Retention Rates of Students – NOCE

**Table 1: Comparison of Fall 2024 to Spring 2025 vs. Fall 2023 to Spring 2024 Retention by Program**

Program	Student HC Fall 2024	Retained Spring 2025	Percent Retained (2024-25)	Student HC Fall 2023	Retained Spring 2024	Percent Retained (2023-24)
CTE	2,279	1,280	 56%	1,696	921	46%
BSP	726	321	 44%	527	186	35%
ESL	4,125	2,157	 52%	3,545	1,968	52%
UDW	21	12	57%	N/A	N/A	N/A

# Success of our Advocates – Cypress College

## Persistence Rates For Fall to Winter/Spring 2025

Academic Year Comparison			
Student Type	Fall 2023 to Winter/Spring 2024 Persistence Rate	Fall 2024 to Winter/Spring 2025 Persistence Rate	Difference
<i>Continuing student</i>	67.5%	71.0%	3.5%
<i>First-time student</i>	71.9%	77.2%	5.4%
<i>First-time transfer student</i>	54.9%	56.5%	1.7%
<i>Returning student</i>	47.3%	54.9%	7.5%
<b>Overall</b>	<b>65.0%</b>	<b>69.3%</b>	<b>4.3%</b>

- Overall, the 4.3% increase in persistence translates into approximately 592 additional students enrolling in Winter/Spring 2025
- Conservative estimates of FTES based on 592 additional students persisting to Spring 2025 and enrolling in one 3-unit course for Spring 2025: 61.4 FTES or \$349,980
- (Note: Average Spring 2025 units is 8.9 per student)
- SSA Call Campaign: Conservative estimates of FTES based on 325 students enrolling in additional courses in the Fall or in an English requirement for Spring 2025: 33.7 FTES or \$192,307

# Extra Support Can Prevent Enrollment Losses

- For example, had the FC persistence rate remained flat, we would have lost 702 students
- Spring average unit load = 9 units
- $(9 \text{ units} \times 17.5 \text{ contact hours} \times 702 \text{ students}) / 525 = 210 \text{ FTES}$
- Each FTES earns us \$5,700 from the state
- $\$5,700 \times 210 \text{ students}$  translates to.....
- Enrollment cost of \$1,197,000

It's time to try a new layer of support for students

# North Orange County Community College Support System



Fullerton



Cypress



NOCE

Row Labels	Sum of Total Budget	Sum of YTD	Sum of Committments	Sum of Avail. Bal.
Cypress College	\$792,000	\$173,210	\$4,621	\$614,168
Fullerton College	\$954,000	\$180,526	\$2,000	\$771,473
NOCE	\$396,000	\$114,978	\$0	\$281,020
<b>Grand Total</b>	<b>\$2,142,000</b>	<b>\$468,714</b>	<b>\$6,621</b>	<b>\$1,666,661</b>

# NOCCCD Projected Upcoming Expenses



Fullerton

Fiscal Year	Est Total Cost
2024-25	\$460,000
2025-26	\$735,000
Total	\$1,195,000



Cypress

Academic Year	Estimated Cost
2024-25	\$ 528,000
2025-26	\$ 600,000
Overall	\$ 1,128,000



NOCE

Academic Year	Salaries	Benefits	Total Cost
2024-2025*	\$259,908.90	\$58,743.63	\$318,657.53
2025-2026	\$304,442.60	\$85,602.13	\$390,044.73

# Request: Additional One Time Funding



**Project Leadership Team**

\$588,000



**Advocates**  
30

\$672,000



**Enhanced Technology**

\$140,000

Total Request: \$1,400,000



# Tasks

- Get to know students in their group via online meet ups and in person meet up on campus
- Contact students who start an application but do not finish
- Contact students with multiple absences
- Contact students who are referred for support by you
- Contact students who do not register for the upcoming term
- contact students who are undecided/undeclared
- Contact students to invite to helpful events/services
- Contact students who do not complete Math & English Successfully
- Contact students who do not have an Education Plan on file
- Contact students who have earned 45 degree applicable units to help enroll in remaining 15
- Contact students who are potentially heading toward academic probation/dismissal
- Contact students who apply for FAFSA but do not apply to the college
- Contact students who complete application but do not register
- Contact students to schedule appointment to conduct career inventory

# Extra Support Can Prevent Enrollment Losses



**INCREASE HIRING**



**TRAIN**



**CONTINUE SUCCESS**



# Questions?

# SUMMARY REPORT

## Term-to-Term Persistence and Student Success Advocates

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This report provides an overview of term-to-term persistence and a preliminary evaluation of the impact of Student Success Advocates' (SSA) efforts in supporting continuous enrollment and student success.

### Key Findings

- Persistence rates increased across all student types, with the most significant gains among returning students (47.3% to 54.9%) and first-time students (71.9% to 77.2%).
- Overall, the 4.3% increase in persistence translates into approximately 592 additional students enrolling in Winter/Spring 2025<sup>1</sup>.
- SSA Call Campaigns resulted in 325 students enrolling in additional courses in the Fall or enrolling in an English requirement for Spring 2025.
- SSA engages students through registration-specific workshops, which 532 attended via Zoom (134) and in-person (398) in Fall 2024. Additional workshops are planned for the Spring Semester.
- Conservative estimates of FTES based on 592 additional students persisting to Spring 2025 and enrolling in one 3-unit course for Spring 2025:
  - $(592 * 54.5^2 \text{ contact hours}) / 525 = 61.4 \text{ FTES}$  or \$349,980<sup>3</sup> in additional revenue
  - The average Spring 2025 unit load is nine units per student, which would equate to approximately \$1 million in additional revenues from FTES
- Conservative estimates of FTES based on 325 students enrolling in additional courses in the Fall or in an English requirement for Spring 2025:
  - $(325 * 54.5 \text{ contact hours}) / 525 = 33.7 \text{ FTES}$  or \$192,307<sup>4</sup> in additional revenue

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<sup>1</sup> Based on calculating the difference between the actual number of students who persisted in Fall 2024 (9,529) and expected number of persisting students in Fall 2024 if the persistence rate had remained at the Fall 2023 rate of 65% (8,936).

<sup>2</sup> A 3-unit course is approximately 54.5 contact hours given our compressed calendar

<sup>3</sup> Dollar amount based on \$5,700 from state per FTES.

<sup>4</sup> See above

## Term-to-Term Persistence

A student's term-to-term persistence is a critical momentum point in their academic journey, indicating whether they are on track to achieve their educational and career goals. Consistent enrollment ensures continued access to campus resources, supports academic progress, and minimizes certificate or degree completion delays.

Tables 1 and 2 show the term-to-term persistence from Fall 2023 to Winter/Spring 2024 and Fall 2024 to Winter/Spring 2025, respectively. Table 3 compares the persistence rates across the two academic years. In these tables, persistence is defined as a Fall student who enrolled in at least 0.5 units at Cypress College in the subsequent winter/spring term. This rate excludes special admit/dual enrollment students and any student who completed a degree or certificate within the district.

**Table 1. Fall 2023 to Winter/Spring 2024 Persistence at Cypress College by Student Type**

Student Type	Cohort	Persisted to Winter/Spring	Persistence Rate
<i>Continuing student</i>	6,996	4,721	67.5%
<i>First-time student</i>	2,736	1,966	71.9%
<i>First-time transfer student</i>	1,327	728	54.9%
<i>Returning student</i>	1,308	619	47.3%
<b>Overall</b>	<b>12,367</b>	<b>8,034</b>	<b>65.0%</b>

**Table 2. Fall 2024 to Winter/Spring 2025 Persistence at Cypress College by Student Type**

Student Type	Cohort	Persisted to Winter/Spring	Persistence Rate
<i>Continuing student</i>	7,560	5,368	71.0%
<i>First-time student</i>	3,301	2,550	77.2%
<i>First-time transfer student</i>	1,624	918	56.5%
<i>Returning student</i>	1,263	693	54.9%
<b>Overall</b>	<b>13,748</b>	<b>9,529</b>	<b>69.3%</b>

**Table 3. Academic Year Persistence Rate Comparison**

<b>Student Type</b>	<b>Fall 2023 to Winter/Spring 2024 Persistence Rate</b>	<b>Fall 2024 to Winter/Spring 2025 Persistence Rate</b>	<b>Difference</b>
<i>Continuing student</i>	67.5%	71.0%	3.5%
<i>First-time student</i>	71.9%	77.2%	5.4%
<i>First-time transfer student</i>	54.9%	56.5%	1.7%
<i>Returning student</i>	47.3%	54.9%	7.5%
<b>Overall</b>	<b>65.0%</b>	<b>69.3%</b>	<b>4.3%</b>

The data shows an overall improvement in term-to-term persistence from Fall 2023 to Winter/Spring 2024 (65.0%) to Fall 2024 to Winter/Spring 2025 (69.3%), a 4.3% increase from 2023-2024 to 2024-2025. Persistence rates increased across all student types, with the most significant gains among returning students (47.3% to 54.9%) and first-time students (71.9% to 77.2%). Overall, the 4.3% increase in persistence translates into approximately 592 additional students enrolling in Winter/Spring 2025<sup>5</sup>.

## The Student Success Advocates

In Summer 2024, the Student Success Advocates (SSA) initiative was implemented to improve persistence rates by providing proactive, personalized student support. Through a series of strategic interventions—including targeted call campaigns encouraging enrollment, personalized messages through Starfish, a student success technology platform, celebrating student achievements and providing enrollment guidance, and interactive workshops—the SSA team worked to ensure students remained engaged and supported throughout their academic journey.

### *Call Campaigns*

The SSA completed 10 call campaigns with nearly 9,000 calls made. These campaigns focus on a range of students, including students who applied to enroll, dropped below full-time units, dropped a course early in the Fall, or needed an English or Math course for Spring 2025. Three of the most successful call campaigns are as follows:

- Campaign: CEP Full-Time to Not Full-Time Fall 2024
  - Focused on Charger Experience Programs (CEP) students who were previously full-time but dropped units and were at risk of losing their free tuition benefit
    - **69 of 247 students contacted enrolled back to full-time status**
- Campaign: Late Start Dropped Course Fall 2024
  - Focused on students who dropped a course early into the fall semester and had a late-start option
    - **29 of 111 students contacted enrolled in a late-start course**
- Campaign: English Call Campaign Fall 2024
  - Focused on students who were not yet enrolled or needed to complete the required GE English course, sharing options available for the spring semester.
    - **227 of the students contacted enrolled in an English course for Spring 2025**

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<sup>5</sup> Based on calculating the difference between the actual number of students who persisted in Fall 2024 (9,529) and expected number of persisting students in Fall 2024 if the persistence rate had remained at the Fall 2023 rate of 65% (8,936).

In these three campaigns alone, the SSA efforts contributed to over 300 students enrolling in additional courses in the Fall or enrolling in an English requirement for Spring 2025.

### *Starfish Emails*

The Student Advocates sent out various emails via Starfish that validated first-year students' experiences and encouraged students throughout the semester. The messages sent were as follows:

Date	Topic	Number of Emails Sent
9/23/2024	Congrats 1st Month: You completed the first month	1,989
10/15/2024	Congrats Week 7: Congrats on making it 2 months	2,865
11/13/2024	Spring 25 Registration	2,623
1/14/2025	45 or More Units Completed	2,437
<b>Total</b>		<b>9,914</b>

### Fall Workshop Engagement

The Student Success Advocates hosted various workshops throughout the term, providing students with a "one-stop, non-stop" experience. The workshops and the number of students attending include:

- Recharge Stress Less: 54
- Campus Quest: Navigating your Resources: 16
- Exploring Majors: 15
- Paint Away Anxiety: 24
- Time Management: 40
- Vision Board to Graduation: 46

The SSA also held registration-specific workshops, which 532 students attended via Zoom (134) and in-person (398). Additional workshops are planned for Spring 2025 on stress management, study habits, self-efficacy, and wellness.

# RESEARCH MEMO

OFFICE OF INSTITUTIONAL EFFECTIVENESS AT FULLERTON COLLEGE



MARCH 2025

## Preliminary Fall 2024 to Spring 2025 Persistence Rates

By: Daniel Javier Berumen

The following memo provides different data points related to the persistence of students who were enrolled in the fall 2023 and fall 2024 terms.

Table 1 below breaks out students enrolled in the last two spring terms by their enrollment status. The data are collected from Banner, which runs a process to recategorize students each semester. The statuses are based on [statewide MIS categories](#). The category “continuing student” is used to tag students who had an enrollment in the previous primary term. As of 2/25/25, there are 473 more “continuing students” in spring 2025 than the final numbers for spring 2024.

**Table 1. Spring 2024 and 2025 Students by Enrollment Status**

Enrollment Status	Spring 2024 Final	Spring 2025 (2-25-2025)	Difference	Percent Change
First-time student	932	944	+12	+1%
First-time transfer student	1,121	1,119	-2	0%
Returning student	1,441	1,340	-101	-7%
Continuing student	13,135	13,608	+473	+4%
Special Admit	1,214	1,752	+538	+44%
<b>Total*</b>	<b>17,843</b>	<b>18,763</b>	<b>+920</b>	<b>+5%</b>

Identifying the number of students who “persisted” is calculated differently. The rate is calculated by taking a cohort of fall students<sup>1</sup> and identifying those who enrolled in at least 0.5 units in the subsequent spring term. The persistence rates on the next page exclude special admit/dual enrollment students from the calculation. They also exclude any students that earned a degree or certificate within the district. While some of these students may continue enrolling at the College, historically the majority do not. Since the Winter intersession is still categorized as part of the spring term for state reporting purposes, winter enrollments are included in the counts.

<sup>1</sup> An earlier version of this memo included only fall students who stayed enrolled/completed at least 0.5 units in the term. The current version of this memo now includes students who dropped all their fall classes prior to the end of the term.

For fall 2024, the persistence rate was 74%, an increase of 4 percentage points compared to fall 2023 (Table 2 below). For context, had the persistence rate stayed at 70%, there would have been 703 less students enrolled at the district.

**Table 2. Fall 2023 and Fall 2024 Persistence to Winter/Spring**

Term	Cohort Count	Persisted to Winter/Spring (Districtwide)	Persistence Rate
Fall 2023	16,915	11,770	70%
Fall 2024	17,570	12,929	74%

In tables 3 and 4, the data is broken out by whether students were enrolled exclusively at Fullerton College (FC) or were concurrently enrolled at Cypress. In addition, the columns include how many persisted just at FC or persisted at either FC or Cypress (Districtwide). In all categories, persistence rates are higher for the fall 2024 cohort (Table 3) than for the fall 2023 cohort (Table 4).

**Table 3. Fall 2024 Students' Persistence to Winter/Spring 2025 by College Enrollment**

Student Type	Count	Persisted to FC Only	Percent	Persisted Districtwide	Percent
FC Only	15,831	11,363	72%	11,580	73%
FC + Cypress	1,739	905	52%	1,349	78%
<b>Total</b>	<b>17,570</b>	<b>12,268</b>	<b>70%</b>	<b>12,929</b>	<b>74%</b>

**Table 4. Fall 2023 Students' Persistence to Winter/Spring 2024 by College Enrollment**

Student Type	Count	Persisted to FC Only	Percent	Persisted at Districtwide	Percent
FC Only	15,332	10,410	68%	10,605	69%
FC + Cypress	1,583	790	50%	1,165	74%
<b>Total</b>	<b>16,915</b>	<b>11,200</b>	<b>66%</b>	<b>11,770</b>	<b>70%</b>



# NOCE Student Navigator Impact Report

Office of Institutional Research and Planning, NOCE

March 2025

## Program Overview

NOCE's Student Success Navigator Program is being implemented under the Counseling and Student Services department and includes a Student Services Coordinator (30%), a Student Services Specialist (100%), and 10 Student Success Navigators (PE positions). The Student Services Coordinator acts as the project lead and provides overall program coordination, oversight and training of the Student Success Navigators, collaborates with the Student Services Specialist for Starfish implementation, and works with the department liaisons from the instructional programs who provide department-level updates and support. The Student Services Specialist provides oversight of the Starfish platform, oversees the cohorts, and provides hands-on and technical training for the Navigators. The Student Success Navigators are assigned to cohorts of students in the High School Diploma Program, ESL, CTE, and Special Populations (i.e. United Domestic Workers cohort). Student Success Navigators provide case management with their identified cohorts through engagement activities, direct contact, and promotion of workshops, important dates, and hands-on support. The goal is to help our current students remain enrolled, achieve their goals, and receive NOCE student support services.

## Purpose of Report

The NOCE Student Navigator Impact Report provides **preliminary analysis** of student retention rates across NOCE programs that have implemented the Student Navigator program beginning in the 2024-25 academic year. This report highlights the role of the NOCE Student Navigator Program in supporting student engagement and persistence, with a particular focus on the High School Diploma Program, Career Technical Education (CTE), and English as a Second Language (ESL).

Retention is measured by tracking students who were enrolled in Fall and subsequently re-enrolled in Spring. Given NOCE's predominantly open-entry/open-exit model—this methodology provides a broad perspective on student continuation patterns rather than a strict persistence measure. The open-entry structure allows students to enroll and complete courses on a flexible schedule, making retention analysis more complex than in traditional credit-based institutions.




The following sections present the preliminary retention rates for Fall 2024 to Spring 2025, broken down by program, alongside data on student engagement activities facilitated by the NOCE Student Navigator Program. This report aims to provide valuable insights into student enrollment behaviors, highlight trends in retention, and measure the impact of student navigation efforts in helping students continue their educational journeys at NOCE.

## Preliminary Retention Analysis

The tables below compare NOCE retention rates for Fall 2024 to Spring 2025 against Fall 2023 to Spring 2024. The data illustrates changes in student retention across key programs and provide insight into the effectiveness of student support initiatives.

- **CTE programs experienced an increase in retention**, with a 10% rise from 46% in 2023-24 to 56% in 2024-25. This improvement suggests that interventions and outreach efforts have positively impacted student continuation rates.
- **Basic Skills Program (BSP) retention also improved**, increasing from 35% in 2023-24 to 44% in 2024-25. This increase highlights the effectiveness of targeted student support services.
- **ESL program retention remained stable**, with a consistent retention rate of 52% across both academic years. This consistency may indicate steady enrollment trends and the importance of ongoing student engagement efforts.
- **The United Domestic Workers (UDW) cohort showed a retention rate of 57%**, though prior year comparisons are not available because this program began in the 2024-25 academic year.

**Table 1: Comparison of Fall 2024 to Spring 2025 vs. Fall 2023 to Spring 2024 Retention by Program**

Program	Student HC Fall 2024	Retained Spring 2025	Percent Retained (2024-25)	Student HC Fall 2023	Retained Spring 2024	Percent Retained (2023-24)
CTE	2,279	1,280	 56%	1,696	921	46%
BSP	726	321	 44%	527	186	35%
ESL	4,125	2,157	 52%	3,545	1,968	52%
UDW	21	12	57%	N/A	N/A	N/A

Additionally, the following table provides insight into retention rates both overall and within the same program. While some students continue their education at NOCE, they may shift to a different program.

- The within-program retention rate for CTE is 44%, meaning a notable portion of students continued within the same CTE pathway.
- BSP within-program retention is lower at 37%, suggesting that some students transition to other programs or complete their intended coursework before the spring term.
- ESL within-program retention remains high at 50%, reinforcing the stability of this student population within NOCE.

**Table 2: Fall 2024 to Spring 2025 Retention Rates – Overall and Within Program**

Program	Student HC Fall 2024	Retained Spring 2025	Percent Retrained	Retained In Program	Percent Retained in Program
CTE	2,279	1,280	56%	1,002	44%
BSP	726	321	44%	271	37%
ESL	4,125	2,157	52%	2,070	50%
UDW	21	12	57%	N/A	N/A

## Student Navigator Program Impact

The NOCE Student Navigator Program aims to ensure students have access to the necessary resources, information, and guidance to continue their educational journey. The program focuses on retention efforts within NOCE's High School Diploma, CTE, and ESL programs.

**Table 3: Count of Students Served by Student Navigator Program**

Program	Fall 2024 Students Engaged	Spring 2025 Students Engaged	Total Engagements
High School Diploma	N/A	150	150
CTE	N/A	33	33
ESL	2,853	321	3,174
Total	2,853	504	3,357

**Table 4: Number of Events and Student Engagements**

Event Type	Fall 2024	Spring 2025	Total
Workshops / Classroom Presentations	1	8	9
Tabling	18	11	29
Events	7	2	9
Program Support	15	0	15
Total	41	21	62

## Disclaimer on Retention Data

It is important to note that NOCE operates primarily as an open-entry/open-exit institution, which significantly affects retention calculations. The methodology used in this report tracks students who were enrolled in Fall 2024 and re-enrolled in Spring 2025. However, given that many NOCE students enroll for short-term courses or intermittent study periods, term-to-term retention calculated prior to the semester ending does not fully capture student success or program effectiveness. Controlled enrollment programs, primarily in CTE, are less affected by this issue, but the data should still be interpreted with context.

This report is intended to provide insights into the work of NOCE Student Navigators in supporting student retention and success.

## Program Cost

The NOCE Student Navigator Program requires ongoing financial support to sustain its operations and effectiveness in supporting student retention. Below is an overview of the projected program costs for the 2024-2025 and 2025-2026 academic years.

**Table 5: NOCE Student Navigator Program Costs**

Academic Year	Salaries	Benefits	Total Cost
<b>2024-2025*</b>	\$259,908.90	\$58,743.63	\$318,657.53
<b>2025-2026</b>	\$304,442.60	\$85,602.13	\$390,044.73

\*Delays in filling temporary reassignment and PE positions occurred.

### **2025-2026 Projected Cost: \$390,044.73**

- Student Services Coordinator (30%): \$27,604.80 (salary) + \$16,110.12 (benefits) = \$43,716.90
- Student Services Specialist (100%): \$86,983.90 (salary) + \$53,707.01 (benefits) = \$140,690.91
- Student Success Navigators (25 hours/week X \$20/hour X 38.5 weeks) = \$19,250 (salary) + \$1,578.50 (benefits) = \$20,828.50/Navigator
  - 10 Navigators = \$192,500 (salary) + \$15,785 (benefits) = \$208,285
- Total (all positions): \$304,442.60 (salary) + \$85,602.13 (benefits) = \$390,044.73

## Conclusion

The NOCE Student Navigator Program continues to play a critical role in increasing student engagement and retention. The data in this report provides a foundation for evaluating program effectiveness and identifying areas for improvement in student support services. Further refinement in retention tracking methodologies and expanded engagement efforts will be essential for strengthening NOCE's student success initiatives.

# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: April 23, 2025

From: Irma Ramos, Vice Chancellor of Human Resources

Re: Agenda Item for District Consultation Council Meeting of April 28, 2025

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1. AGENDA ITEM NAME

**Response to Proposal to Increase Maximum Reimbursement Amounts in AP 7120-10, Applicant Reimbursement**

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**At the March 24, 2025 DCC meeting, action was taken to request that Human Resources to research what the current average or median price of airfare, rental car, shuttle fares, taxi fares, and parking fees as well as the current average price of local lodging for one night with regard to the maximum reimbursement amounts detailed in AP 7120-10, Applicant Reimbursement. Enclosed is the information for candidate travel reimbursements that was compiled in response to the request.**

5. RECOMMENDATION:

**It is recommended that the District Consultation Council (DCC) review and discuss the community college candidate travel reimbursement information.**

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

**Human Resources and Chancellor's Staff**

# Community College Candidate Travel Reimbursements

**Cerritos Community College District:** Management candidates traveling greater than 200 miles (one-way) to attend an interview may be reimbursed. Travel Stipend Procedure. [Cerritos Travel Stipend](#)

Distance between address on job application and site of interview. Airfare only or mileage if driving a personal vehicle in lieu of flying.

See specific mileage limits below.      Maximum Reimbursement

200 to 400 Miles                      \$200.00

401 to 800 Miles                      \$400.00

Miles in Excess of 800              \$500.00

Travel reimbursement will be paid as follows: Round trip airfare from the home address (as submitted on the job application) to Cerritos Community College District per the rates indicated above. If driving, in lieu of flying, the District's current per-mile rate will be reimbursed for a minimum of 200 miles and a maximum of 500 miles one-way (from the home address), up to the maximum allowable amount for their area. If multiple interviews are scheduled within a 24-hour time frame, it will be treated as one (1) travel reimbursement request.

Other Reimbursable Travel Expenses. The following other expenses will be reimbursed to a job candidate with appropriate proof of expenses:

- a. lodging will be reimbursed at the single occupancy rate and will cover all applicable taxes;
- b. portorage, parking, taxi, and bridge tolls;
- c. airfares;
- d. rental car fees; and
- e. gratuities in accordance with local customs (the amount shall be included in the applicable expense item).

No other expenses (e.g., taxi, rental car, lodging, food, etc.) will be reimbursed without the express approval of the Office of the President. If the candidate has more than one address, the address closest to Cerritos, CA, will be used to calculate the travel cost. Mileage to and from the airport will not be reimbursed.

Candidates who are selected for a second interview by the Search Committee would be reimbursed at the same rate as their first interview, i.e., up to a maximum allowable amount for their area.

**Mt. San Antonio College:** With preapproval from the Vice President, Human Resources or designee, full-time faculty (contract and regular), management, or classified applicants who must travel 150 miles or more (subject to verification) one way from their residence to the College to interview will be eligible for the reimbursement. **AP 7127** Applicant Travel Reimbursement, HR. [Mt SAC AP 7127](#)

**North Orange County Community College District:** To the extent funding is available the District will reimburse the travel expenses of eligible candidates invited to interview for full-time faculty positions and regular management positions, up to the limits allowed. Expenses for travel from outside a 150-mile radius of the District and expenses for videoconferencing are eligible for reimbursement. The maximum reimbursement amount per interview for any candidate for all allowable expenses shall not exceed eight hundred dollars (\$800). The total reimbursement for any candidate, regardless of the number of interviews, shall not exceed one thousand five hundred dollars (\$1,500). **AP 7120-10** Applicant Reimbursement, HR. [NOCCCD AP 7120-10 Applicant Travel](#)

# Community College Candidate Travel Reimbursements

**Rancho Santiago Community College District:** One-way travel of at least 300 miles is required. Reimbursement will be for one-half of travel and lodging expenses, not to exceed \$300 for the first interview. All authorized travel and lodging expenses will be reimbursed for final interviews. **AR 7121** Applicant Travel Reimbursement, HR. [Rancho Santiago AR 7121](#)

**Rio Hondo Community College District:** 2nd level candidates can be reimbursed. Candidates traveling greater than 200 miles (one-way) to attend an interview may be reimbursed as follows: Mileage to and from the airport will not be reimbursed. No policy per HR.

- Airfare
- One night lodging
- Rental car or other transportation
- One breakfast, lunch, and dinner.

**Riverside Community College District:** Candidates for employment are expected to pay their own travel expenses for the first interview for any given position. The Chancellor or designee may make exceptions to this procedure based on extenuating circumstances. At the District's invitation for subsequent interviews for that same position, the District will reimburse the candidate for transportation expenses, from home to college and return to home, at the lowest-cost air transportation or mileage reimbursement at the then-current rate, whichever is lower. In addition, candidates will be reimbursed for actual expenses for single-room accommodations for the night(s) required, meals, parking and taxi fare, upon submission of appropriate itemized receipts. **AP 5900** Travel Expenses (candidate on Page 4 of AP), Business and Financial Services. [Riverside AP 5900 Business](#)

## Non-Reimbursement Districts

**Coast Community College District:** If any travel is required for an applicant to participate in-person during the interview process, this will be done so at the candidate's own expense. No Administrative Procedure. See link Additional Information – Selection Procedure bullet 4. <https://www.schooljobs.com/careers/cccd/jobs/newprint/4761774>

**Long Beach City College:** Applicants must be available for interviews at no cost to the District.

**Pasadena City College:** Applicants must be available for interviews at no cost to the District.

## Travel Stipend Procedure

### DRAFT Management Positions

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Candidates traveling greater than 200 miles (one-way) to attend an interview may be reimbursed as follows:

Distance between address on job application and site of interview. Airfare <u>only</u> or mileage if driving a personal vehicle in lieu of flying. See specific mileage limits below.	Maximum Reimbursement
200 to 400 Miles	\$200.00
401 to 800 Miles	\$400.00
Miles in Excess of 800	\$500.00

Requests for travel reimbursement (airfare or mileage reimbursement for traveling by personal vehicle) to and from an interview will be accepted after a candidate **completes** their interview and submits **original** receipts. Requests should be submitted within four (4) weeks from the date of travel. Please see the details in the following paragraph. If a candidate drives a personal vehicle to an interview, the mileage reimbursement will be provided at the current District mileage rate as per IRS Standard Mileage Rates (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).

Travel reimbursement will be paid as follows: Round trip airfare from the home address (as submitted on the job application) to Cerritos Community College District per the rates indicated above. If driving, in lieu of flying, the District's current per-mile rate will be reimbursed for a minimum of 200 miles and a maximum of 500 miles one-way (from the home address), up to the maximum allowable amount for their area. If multiple interviews are scheduled within a 24-hour time frame, it will be treated as one (1) travel reimbursement request.

**Other Reimbursable Travel Expenses.** The following other expenses will be reimbursed to a job candidate with appropriate proof of expenses:

- a. lodging will be reimbursed at the single occupancy rate and will cover all applicable taxes;
- b. portage, parking, taxi, and bridge tolls;
- c. airfares;
- d. rental car fees; and
- e. gratuities in accordance with local customs (the amount shall be included in the applicable expense item).

No other expenses (e.g., taxi, rental car, lodging, food, etc.) will be reimbursed without the express approval of the Office of the President. If the candidate has more than one address, the address closest to Cerritos, CA, will be used to calculate the travel cost. Mileage to and from the airport will not be reimbursed.

Candidates who are selected for a **second** interview by the Search Committee would be reimbursed at the same rate as their first interview, i.e., up to a maximum allowable amount for their area.



**How to Request Reimbursement:**

Complete a Cerritos College Travel Reimbursement request form and attach an itemized copy of your airline receipt OR mileage evidence.

- If you purchased a travel package and your receipt includes airfare and other non-airfare charges (e.g., lodging/rental car), the amounts must be clearly itemized on the receipt.
- Provide W-9
- If you are requesting a mileage reimbursement, please include a map (specifying the one-way mileage) from MapQuest, Yahoo! Maps, Google Maps, etc.
- Email your request to [macuna@cerritos.edu](mailto:macuna@cerritos.edu)
- Allow approximately three weeks to receive reimbursement by mail through Accounts Payable.

# Travel Stipend Reimbursement Request

## Management Position Recruitments

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Candidates traveling greater than 200 miles (one-way) to attend an interview may be reimbursed as follows:

Distance between address on job application and site of interview. Airfare <u>only</u> or mileage if driving a personal vehicle in lieu of flying. See specific mileage limits below.	Maximum Reimbursement
200 to 400 Miles	\$200.00
401 to 800 Miles	\$400.00
Miles in Excess of 800	\$500.00

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Interview Date: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Required Attachments:

- Itemized receipts, or
- Map for mileage reimbursement
- W9

### How to Request Reimbursement:

Complete this request form and attach an itemized copy of your airline receipt OR mileage evidence.

- If you purchased a travel package and your receipt includes airfare and other non-airfare charges (e.g., lodging/rental car), the amounts must be clearly itemized on the receipt.
- If you are requesting a mileage reimbursement, please include a map (specifying the one-way mileage) from MapQuest, Yahoo! Maps, Google Maps, etc.
- Email your request to [macuna@cerritos.edu](mailto:macuna@cerritos.edu)
- Allow approximately three weeks to receive your reimbursement by mail.

# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: April 20, 2025

From: Cynthia Olivo, Fullerton College President

Re: Agenda Item for District Consultation Council Meeting of April 28, 2025

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1. AGENDA ITEM NAME

**New Fullerton College Division of Ethnic Studies & Student Equity**

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**Update the District regarding a new division at Fullerton College that incorporates Student Equity and Ethnic Studies. The College does not have a position that coordinates and leads student equity activities and with the Ethnic Studies (ES) Department being over 50 years old, and the new laws requiring students to complete ES before they graduate, there are tremendous opportunities available.**

5. RECOMMENDATION:

**It is recommended that DCC review the documents related to a new Fullerton College Ethnic Studies and Student Equity Division.**

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

**Campus Stakeholder Groups and Chancellor's Staff**

# INTERIM DEAN

## ETHNIC STUDIES & STUDENT EQUITY

### New Laws

AB 1040 requires all students in the California Community Colleges and AB 1460 requires the California State University System to complete an Ethnic Studies Course for graduation. AB 101 requires all K-12 students to take an Ethnic Studies to graduate high school.

- 23,000 Students can enroll in Ethnic Studies starting Fall 2025
- 2,300 Sections will be offered to meet this need in a 4 year period
- This will generate state apportionment funds
- Dual Enrollment has increased in this subject helping the K-12 meet needs

### Collegewide Service

- Student Equity & Achievement Committee
- College Equity Plan
- Annual Equity Reporting
- SEA Budget
- Rising Scholars Program
- APIDA Center/APIDA Amplified/AANAPISI Federal Grant/AANHPI State Grant
- HSI Transformation Team & Seal of Excelencia Application, HSI Grant
- North Star Committee & BSI Status
- Affinity Group Activities
- Men of Color Action Network/Barbershop
- Other Equity Related Activities
- All programs, events & activities are open to all students

### Academic Responsibilities

Similar to the Dean of Library and Learning Services, this position will have a portfolio consisting of academics and collegewide services.

- 13.8 Full Time Faculty (6 Full Time and 30 part time)
- Schedule Development
- Faculty Evaluations
- 4 ADT Degree Programs
- 5 AA Degree Programs
- 2 Certificates
- Dual Enrollment at High School Sites
- Ethnic Studies Educators Certificate
- 500 course sections per year

### Goals

This position will help Fullerton College

- Increase Student Enrollment & Success
- Close Equity Gaps
- Reduce Student Attrition
- Increase Student Retention
- Increase Student Sense of Belonging

# INTERIM DEAN

## ETHNIC STUDIES & STUDENT EQUITY

### Staffing & Space

- 1 Dean
- 1 Administrative Assistant -new Classified Position
- Categorically Funded
- 1 Faculty Coordinator
- Location: Former Health Center & Mental Health Therapist Spaces
- Computer Area for Adjunct
- 2 Printers
- Furniture
- Paint

### Student Equity & Achievement

- Committee
- Website
- Annual Report
- Budget Center
- Annual Audit
- Report at PAC
- New Plan every 3 years
- Lead, monitor, evaluate and report on collegewide activities & progress closing gaps

### Reporting Structure & Governance

- Instructional Area
- Vice President of Instruction
- 1 Seat on Faculty Senate
- 1 Seat on other faculty governance committees

### Opportunities

- ☐ Work Collaboratively with Counseling as Ed Plans drive SEA funding
- ☐ Maintain AANHPI Funds
- ☐ Obtain Rising Scholars Funds
- ☐ Obtain HSI Grant & BSI Status
- ☐ Oversee AANAPISI Fund
- ☐ Prison Education Program will earn more state apportionment

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Interim Dean, Ethnic Studies & Student Equity	Range: 32 (AC)	Management Schedule
Date Revised:	December 14, 2004; June 27, 2023	Date Approved:	September 1986

## PRIMARY PURPOSE

Under the direction of the appropriate Vice President, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of a major multi-functional area (division) within the college. This position supports the District-wide strategic directions, goals, and core values outlined in the Educational and Facilities Master Plan (EFMP). Oversees college programs and services to advance college equity initiatives, diversity objectives, and successful goal completion for targeted student populations focused through an equity-minded perspective and vision.

## ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the administration of a major multi-functional area of a community college, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements. Provide leadership and vision for the campus Student Equity Plan and its activities, programs and services.
2.	Engage with District and college personnel to coordinate student success initiatives for the college. Key responsibilities include assisting with the development and implementation of innovative approaches, ensuring accountability and accuracy for reports related to Student Equity, and collaboration with the Director of Institutional Research regarding student equity attributes in management information systems and related data resources & requirements.
3.	Formulate and develop long and short-range goals and strategic plans for the instructional area, including staffing, facilities, curriculum and educational philosophy; Plan, organize, and manage the operations and activities of the college student equity and achievement services. Oversight of college programs and services for disproportionately impacted student communities.
4.	Develop and implement plans and policies to facilitate, improve and promote the curriculum, programs and services of the instructional area; maintain instructional standards of quality.
5.	Supervise the planning, development and recommendation of new courses; review standing courses and recommend the deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional programs, including on-line courses.
6.	Develop and prepare class schedules, room and instructor assignments and class sections to be offered in day, extended day, weekends and intersessions.
7.	Interact with students to address concerns related to division programs, courses, and employees. Respond to student issues relating to student conduct, behavioral intervention, and Title IX.
8.	Develop and prepare the annual preliminary instructional area budget; monitors and controls budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities. Also oversee the development, coordination, and monitoring of program budget development of Categorical Programs, Federal, State and Private funded grants related to Student Equity and disproportionately impacted student groups.

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

9.	Determine appropriate equipment and supplies for the instructional area in accordance with established policies; submit textbook lists and requests for supplementary materials, audio-visual resources and other instructional resources; monitor and control inventories.
10.	Conduct outreach activities and serve as a liaison with local high schools and community agencies to promote program enrollment and effectiveness. Develop and prepare publications relating to Student Equity and assigned programs that can lead to eliminating disproportionate impacts.
11.	Maintain communication with District and college administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate division activities.
12.	Train, supervise, evaluate and direct the work of personnel as assigned; participates in selection and hiring processes.
13.	Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide orientation for new employees.
14.	Organize, attend or chair a variety of administrative and staff meetings as required; serve on committees as assigned; provide administrative oversight of special projects or programs as assigned. Collaborate closely with student/academic support programs, s in the effective delivery of student equity activities and programs to ensure that the college fulfills its responsibility in meeting equity goals and maximizes potential funding available from the State, Federal and private sectors.
15.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
16.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
17.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
18.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
19.	Perform related duties as assigned.

### OTHER FUNCTIONS

In addition to the essential functions, the Dean, *[Division Title]* Division may participate in the development and administration of external funding sources from grants, corporate sponsorships, and donations.

### WORKING RELATIONSHIPS

The Dean, *[Division Title]* Division maintains frequent contact with college and District administrators, faculty and staff.

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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## EDUCATION AND EXPERIENCE

### Minimum Qualifications

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

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

### Desirable Qualifications

Possession of an advanced degree in [*discipline*] from a regionally accredited institution.

Teaching experience in [*instructional area*] in an accredited post-secondary institution.

Experience in the management, coordination or leadership of an academic program or service.

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

## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of California education code and requirements, including Title 5

Knowledge of research project policies, procedures and practices, including data collection and analysis

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

Knowledge of educational pedagogy and student success strategies applicable for the diverse community college student body

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

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

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

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

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

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## SPECIAL REQUIREMENTS

None

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<p><b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b></p>
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**WORKING CONDITIONS**

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

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# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: April 22, 2025

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of April 28, 2025

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1. AGENDA ITEM NAME

**Revised AP 2431, Chancellor Selection**

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**AP 2431 was originally part of the Chapter 2 policies that were presented to DCC on March 24, 2025 as part of the District's review cycle. At that time it was pulled from consideration in order to incorporate additional corrections. The proposed revisions now include a reference section update pursuant to the 2024 changes to ACCJC Accreditation Standards, grammar corrections, title updates, and the updating of language to reflect District practices.**

5. RECOMMENDATION:

**It is recommended that upon DCC consensus, the revised Administrative Procedure be posted on the District website.**

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

**CCLC Legal Updates Service and Human Resources**

## **AP 2431 Chancellor Selection**

### Reference

**Education Code Sections 70901.2(a), 70902(b)(7), and 70901.2(a);  
Title 5 Sections 53203(f), 53024, 53200-53206, 51023.5, and 51023.7;  
CCLC Trustee Handbook Chapters 24, 26, and 27;  
NOCCCD Board Policies and Administrative Procedures: BP/AP 7120-4;  
ACCJC Accreditation Standards ~~IV.B, IV.C.3, and IV.D.1-2, 4, 7~~ [4.5](#);  
WASC/ACS Criterion 2, Indicator 2.4**

### **1.0 Application**

- 1.1 Selecting a Chancellor is the most important decision that a Board [of Trustees](#) will make. A well-designed search process reflects positively on the Board of Trustees and the District. A good search process is developed and directed by the Board [of Trustees](#), involves appropriate constituencies in the institution and community, and is based on district goals and priorities. A successful search results in the selection of a person that the Board of Trustees, District employees, students, and community can fully support.
- 1.2 This procedure is established by the Board of Trustees pursuant to the provisions of Board Policy 2431, Chancellor Selection, and shall apply to the selection of the Chancellor for the North Orange County Community College District. The process by which the Chancellor is selected is the prerogative of the Board of Trustees. The final authority for hiring the Chancellor rests with the Board of Trustees.

### **2.0 Development and Distribution of Job Announcement**

#### **2.1 Development of Job Announcement**

- 2.1.1 The job announcement for the position shall be developed by the Vice Chancellor of Human Resources under the direction of the Board of Trustees with consideration of recommendations from the screening committee and shall include the following information:
  - 2.1.1.1 The position;
  - 2.1.1.2 The major duties of the position, which shall also include the following statement: "Sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic background of students;"
  - 2.1.1.3 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;
  - 2.1.1.4 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 screening criteria to be utilized in the selection process.

## **AP 2431 Chancellor Selection**

2.1.2 The Vice Chancellor 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.

### **2.2 Distribution of Job Announcement**

2.2.1 In consultation with the Board of Trustees, the Vice Chancellor of Human Resources shall determine the closing date for the position such that the job announcement will be distributed at least six weeks prior to the closing date.

2.2.2 The District Office of Human Resources will advertise and distribute position announcements, as practicable and appropriate.

### **3.0 Application Requirements**

3.1 Applications shall be submitted to the District Office of Human Resources.

3.2 A complete application packet must include the following:

3.2.1 Letter of application, which provides examples from background and experience to demonstrate how the candidate's knowledge and expertise apply to the position;

3.2.2 Current resume of education and professional experience;

3.2.3 Academic transcripts of graduate course work (unofficial transcripts may be submitted with application; candidates selected for employment will be required to provide official transcripts and verification of experience prior to the first day of service);

3.2.4 A job description of the applicant's most recent position;

3.2.5 Additional requirements as may be established by the Board of Trustees.

3.3 Required application materials must be submitted online. Applicants shall bear the sole responsibility for ensuring that application packets are complete when submitted. The District does not accept application materials by fax, e-mail, or in person.

### **4.0 Screening Committee**

4.1 A screening committee shall have membership that is inclusive of representation from the District's constituent groups. The committee will participate in the screening and interviewing of candidates and will recommend finalists for the Board's [of Trustees'](#) consideration.

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

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## **AP 2431 Chancellor Selection**

4.2 Screening Committee Composition: The screening committee shall include the following:

4.2.1 Representatives from District Constituency Groups

4.2.1.1 The screening committee shall include the following representatives from the District's constituent groups:

4.2.1.1.1 One (1) management representative from Cypress College appointed by the District Management Association;

4.2.1.1.2 One (1) management representative from Fullerton College appointed by the District Management Association;

4.2.1.1.3 One (1) management representative from North Orange Continuing Education appointed by the District Management Association;

4.2.1.1.4 One (1) management representative from the District appointed by the District Management Association.

4.2.1.1.5 One (1) faculty representative from Cypress College appointed by the Cypress College Academic Senate;

4.2.1.1.6 One (1) faculty representative from Fullerton College appointed by the Fullerton College Faculty Senate;

4.2.1.1.7 One (1) faculty representative from North Orange Continuing Education appointed by the North Orange Continuing Education Academic Senate;

4.2.1.1.8 One (1) faculty representative appointed by United Faculty;

4.2.1.1.9 One (1) faculty representative appointed by Adjunct Faculty United.

4.2.1.1.10 Four (4) classified employee representatives, one each from Cypress College, Fullerton College, North Orange Continuing Education, and the District Office appointed by CSEA;

4.2.1.1.11 **The Vice Chancellor of Human Resources. If the Vice Chancellor of Human Resources is serving as the committee chair, a designee will be** ~~One (1) management representative who reports directly~~

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

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## **AP 2431 Chancellor Selection**

~~to the Chancellor,~~ appointed by ~~the~~ Chancellor's Staff;

4.2.1.1.12 One (1) confidential employee representative appointed by the Confidential Employees Group.

4.2.2 Student Representatives: The screening committee shall include the following representatives from the District's student groups:

4.2.2.1 One (1) student representative appointed by the Cypress College Associated Students.

4.2.2.2 One (1) student representative appointed by the Fullerton College Associated Students.

4.2.2.3 One (1) student representative appointed by the appropriate North Orange Continuing Education student representative body.

4.2.3 Community Representatives: The screening committee ~~shall~~ **may** include two community representatives appointed by the Board of Trustees.

4.2.4 Equal Opportunity/Diversity Representative: The District Director of Diversity **EEO** and Compliance or the District Director of Human Resources shall serve as the non-voting equal opportunity/diversity representative.

4.2.5 Committee Chair: An executive officer of the District appointed by the Board of Trustees shall serve as the non-voting chair of the screening committee, except that where the Board of Trustees elects to retain a search consultant to administer the hiring process, the Board of Trustees may designate the consultant as the chair of the committee.

4.2.6 Constituent groups and the Board of Trustees are encouraged to consider diversity when making appointments to the committee.

### **4.3 Responsibilities of Screening Committee Members**

#### **4.3.1 Responsibilities of All Committee Members**

4.3.1.1 Committee members shall participate in all aspects of the process, including, but not limited to, the following:

4.3.1.1.1 Training regarding the hiring procedure and equal opportunity employment objectives of the District;

4.3.1.1.2 Development of recommended desirable qualifications;

4.3.1.1.3 Development of rating criteria and interview questions;

North Orange County Community College District  
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## **AP 2431 Chancellor Selection**

- 4.3.1.1.4 Development of protocols for performance tests;
- 4.3.1.1.5 Evaluation and rating of candidates;
- 4.3.1.1.6 Interviewing of candidates;
- 4.3.1.1.7 Recommendation of finalists.
- 4.3.1.2 Committee members shall maintain strict confidentiality throughout the entire hiring process and after the process is completed.
- 4.3.1.3 A committee member who fails to participate in applicant material evaluation and all interviews shall ~~any aspect of the process may be removed from the committee at the discretion of the committee chair.~~

### **4.3.2 Responsibilities of Committee Chair**

- 4.3.2.1 The committee chair shall be responsible for the following:
  - 4.3.2.1.1 Ensuring compliance with District policies and procedures in conjunction with the hiring process;
  - 4.3.2.1.2 Convening and conducting committee meetings, according reasonable consideration to the schedules of committee members;
  - 4.3.2.1.3 Coordinating candidate interviews;
  - 4.3.2.1.4 Communicating with applicants, as required;
  - 4.3.2.1.5 Maintaining committee records;
  - 4.3.2.1.6 Performing other duties determined by the Board of Trustees.
- 4.3.2.2 The committee chair will be a nonvoting member of the committee and, except as to performance of the responsibilities described in section 4.3.2.1, will not participate in paper screening or deliberations regarding the selection of candidates.

### **4.3.3 Responsibilities of the Equal Opportunity/Diversity Representative**

- 4.3.3.1 The Equal Opportunity/Diversity Representative 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 Vice Chancellor of Human Resources

## **AP 2431 Chancellor Selection**

with responsibility for reporting noncompliance.

4.3.3.2 Any allegation of noncompliance shall be investigated by the District Director of ~~Diversity~~ **EEO** and Compliance and reported to the Vice Chancellor of Human Resources, who shall take appropriate corrective action, if warranted.

4.3.3.3 The Equal Opportunity/Diversity Representative will be a nonvoting member of the committee and, except as to performance of the responsibilities described in section 4.3.3.1, will not participate in paper screening or deliberations regarding the selection of candidates.

### **4.4 Screening Committee Procedures**

4.4.1 Committee decisions shall be made by a simple majority vote. No additions or replacements to the committee membership shall be made subsequent to the ~~initial meeting of the screening committee~~ **first scheduled candidate interview. If a replacement is made prior to the first scheduled candidate interview, the replacement committee member must participate in all aspects of the search process, except for 4.3.1.1.2, 4.3.1.1.3, and 4.3.1.1.4.**

4.4.2 The screening committee shall develop the following for use in evaluating candidates against the advertised job announcement, which shall be reviewed by the District Director of ~~Diversity and Compliance~~ **Human Resources Operations** and approved by the Vice Chancellor of Human Resources prior to consideration of applicant materials by the screening committee:

4.4.2.1 Paper screening criteria and interview questions;

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

4.4.2.3 Parameters for conducting interviews and administration of performance tests.

### **4.4.3 Initial Screening of Applications**

4.4.3.1 The District Office of Human Resources will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement. Incomplete applications will not be considered.

4.4.3.2 Complete applications will be independently assessed by each member of the selection committee, using the rating criteria developed by the committee.



## **AP 2431 Chancellor Selection**

4.4.3.3 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.

4.4.3.4 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.

4.4.3.4.1 If the pool is deemed adequate by the committee, the committee shall proceed with the selection of candidates for interview.

4.4.3.4.2 If the pool is not deemed adequate by the committee, the committee chair shall discuss the matter with the Board of Trustees who shall determine the action to be taken.

### **4.4.4 Selection of Candidates for Interview**

4.4.4.1 After initial screening of the applicants, if the committee determines there is an adequate pool of professionally qualified candidates, the committee will determine the candidates it will interview.

4.4.4.2 The committee chair will establish an interview schedule in consultation with the committee and will notify the candidates to be interviewed.

4.4.4.3 The committee chair will provide each interview candidate a confirmation letter detailing the interview appointment and place, a map and parking permit, and other appropriate materials.

### **4.4.5 Interview and Performance Tests**

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

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

4.4.5.3 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.

### **4.4.6 Selection of Finalists**

4.4.6.1 Following the interviews, the committee chair shall lead

## **AP 2431 Chancellor Selection**

discussion, which shall focus on the strengths and weaknesses of the candidates, to determine the candidates to be recommended by the committee as finalists for consideration by the Board of Trustees.

- 4.4.6.2 In the event there are fewer than three (3) candidates the committee recommends as finalists, the committee chair will meet with the Board to clarify the committee's reasons for the number of candidates recommended.

### **5.0 Board of Trustees**

- 5.1 If the Board of Trustees is satisfied with the finalists recommended by the screening committee, the Board of Trustees will interview the finalists.
- 5.2 If the Board of Trustees is not satisfied with the pool of recommended finalists, it may meet with the committee to articulate its concerns and discuss the rationale for the recommendations that were advanced. If the Board of Trustees still feels the process has yielded insufficient choices, it may then ask the committee to forward additional candidates. If a majority of the committee agrees that there are no additional candidates it can recommend to the Board of Trustees, the committee may decline to do so and the committee chair will meet with the Board to clarify the committee's reasons for adhering to the initial list. The Board of Trustees may then decide whether to reconsider the initial candidates, extend the search process, or terminate the process and restart the search for a Chancellor.
- 5.3 The Chancellor's Staff group will interview the finalists and provide feedback to the Board of Trustees in a manner prescribed by the Board of Trustees.
- 5.4 Campus forums shall be conducted as part of the hiring process and in such manner as the Board of Trustees may determine to introduce candidates to the District's constituents and the community.
- 5.5 Site visits may be conducted as part of the hiring process at the discretion of the Board of Trustees. If site visits are conducted, the Board of Trustees shall determine the composition of the visiting team(s).
- 5.6 Reference checking of candidates may be conducted at the discretion of the Board of Trustees and in such manner as the Board of Trustees may determine.
- 5.7 The Board of Trustees shall make the final decision regarding the candidate to be offered the position and reserves the right to discontinue the process or extend the recruitment at any time, at its discretion.

**Date of Adoption:** May 14, 2013

**Date of Last Revision:** March 25, 2019 District Consultation Council  
September 25, 2017 District Consultation Council  
April 25, 2016 District Consultation Council

# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: April 21, 2025

From: Byron D. Clift Breland, Chancellor

Re: Agenda Item for District Consultation Council Meeting of April 28, 2025

1. AGENDA ITEM NAME

**Revised Chapter 4 Administrative Procedures**

- **AP 4220, Standards of Scholarships**
- **AP 4225, Course Repetition**
- **AP 4240, Academic Renewal**
- **AP 4250, Probation, Dismissal, and Readmission**

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:

**These four administrative procedures primarily pertain to the addition of the "FW" (failure withdraw) grade to fully comply with Financial Aid regulations. The initial group that requested and reviewed these updates were the Admissions & Records Directors and Financial Aid Directors; subsequent to that, DCCC reviewed and approved the updates.**

5. RECOMMENDATION:

**It is recommended that upon DCC consensus, the revised Administrative Procedures be posted on the District website.**

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

**Admission & Records/Financial Aid Directors and the District Curriculum Coordinating Committee**

North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
Chapter 4  
Academic Affairs

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## **AP 4220 Standards of Scholarship**

Reference:

**Title 5 Section ~~55023~~ [51002, 55023, 55024, 55051, 55052, and 55052.5](#)**  
**[Education Code Section 70902 subdivisions \(b\)\(3\) & \(d\)](#)**

- 1.0 The credit classes of the District are graded according to the following standards. These standards are consistent with other colleges of the California Community College system, and the grading standards of four-year transfer institutions.
- 1.1 "A" Superior or Excellent (4 grade points): Honor grade indicating excellence earned as a result of consistently superior examination scores; consistently accurate and prompt completion of assignments; ability to deal resourcefully with abstract ideas; superior mastery of pertinent skills; and promise of success in field relating to the subject.
- 1.2 "B" Better Than Average/Good (3 grade points): Honor grade indicating competence earned as a result of high examination scores; accurate and prompt completion of assignments; ability to deal well with abstract ideas; commendable mastery of pertinent skills; and promise of continued success in sequential courses.
- 1.3 "C" Average/Satisfactory (2 grade points): Standard college grade indicating successful performance earned as a result of satisfactory examination scores; generally accurate and prompt completion of assignments; ability to deal with abstract assignments; average mastery of pertinent skills; and sufficient evidence of ability to warrant entering sequential courses.
- 1.4 "D" Less than Satisfactory (1 grade point): Substandard grade indicating the minimum requirements only earned as a result of low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; or insufficient evidence of ability to make enrollment in sequential courses advisable.
- 1.5 "F" Failing (0 grade points): Non-passing grade indicating failure to meet minimum requirements earned as a result of non-passing examination, abstract ideas, inadequate mastery of pertinent skills; or repeated absence from class.
- 1.6 "I" (no grade points, no units attempted): Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the Registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluation, or when the time limit for completing the work has passed. The "I" may be made up no later than one year following the end of the term in which it was assigned. Under unusual circumstances a student may petition for a time extension

## **AP 4220 Standards of Scholarship**

- 1.7 "IP" In Progress (no grade points, no units attempted): If a student making satisfactory progress in an open entry course has not finished a course at the end of a semester, the student shall be given an "IP," which indicates the student is in progress of completing the course. The student must re-enroll in the course if the student wishes to continue working in that course. "IP" shall not be used in calculating grade point averages.
- 1.8 "RD" Report Delayed (no grade points, no units completed): The "RD" symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point average.
- 1.9 "W" Withdrawal (no grade points, no units completed): A "W" symbol indicating that the student has withdrawn from college or dropped from a class section prior to the fourteenth week of a semester. The grade indicates that the course has been canceled from the student's program of study without credit and is not included in the grade point computation.
- 1.10 "MW" Military Withdrawal (no grade points, no units completed): An "MW" symbol indicates that the student is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses. This student shall be permitted to withdraw upon verification of such orders. An "MW" withdrawal symbol may be assigned. Military withdrawal shall not be counted in progress probation or dismissal calculations.
- 1.11 "FW" Failing for Unofficial Withdrawal (no grade points, no units completed). A "FW" symbol indicates that a student has both ceased participating in a course some time after the last day to officially withdraw from the course without having achieved a final passing grade, and that the student has not received district authorization to withdraw from the course under extenuating circumstances. The "FW" symbol may not be used if a student has qualified for and been granted military withdrawal. Failing Withdrawal shall be counted in progress probation or dismissal calculations.
- 1.14<sup>2</sup> "P" Pass (no grade points, no units attempted, but counts for units completed): "Pass" means that credit has been earned for the course although there are no grade points and the grade is not used in computing grade point average, and will reflect performance equivalent to a "C" under the letter grade system.
- 1.12<sup>3</sup> "NP" No Pass (no grade points, no units attempted, no units completed): "No Pass" means that neither units nor grade points have been earned. Units for which "NP" is given are not to be used in calculating grade point averages.

## **AP 4220 Standards of Scholarship**

- 2.0 The non-credit North Orange Continuing Education classes are graded according to the following standards for courses in the High School Diploma Program. Students may receive either letter grades and diploma credits or obtain a passing grade when a course is completed successfully. In the ~~vocational~~ **career and technical education** certificate programs, students may receive a passing grade based on demonstrated competencies.
- 2.1 “A” Superior or Excellent (4 grade points): A grade indicating excellence earned as a result of consistently superior examination scores (e.g., 90-100%); consistently accurate completion of assignments; and superior mastery of pertinent skills relating to the subject matter.
- 2.2 “B” Better than Average/Good (3 grade points): A grade indicating competence earned as a result of high examination scores (e.g., 80-89%); accurate completion of assignments; and commendable mastery of pertinent skills relating to the subject matter.
- 2.3 “C” Average/Satisfactory (2 grade points): A grade indicating successful performance earned as a result of satisfactory examination scores (e.g., 70-79%); generally accurate completion of assignments; and average mastery of pertinent skills relating to the subject matter.
- 2.4 “D” Less than Satisfactory (1 grade point): A grade indicating the minimum requirements earned as a result of low examination scores (e.g., 60-69%); generally inaccurate, incomplete assignments; and barely acceptable mastery of pertinent skills relating to the subject matter.
- 2.5 “F” Failing (0 grade points): Non-passing grade indicating failure to meet minimum requirements earned as a result of non-passing examination scores (e.g., less than 60<sup>^</sup>); and inadequate mastery of pertinent skills.
- 2.6 “IP” In Progress (no grade points, no credits completed): If a student making satisfactory progress in an open entry course has not finished a course at the end of the academic term, the student shall be given an “IP,” which indicates the student is in progress of completing the course. “IP” shall not be used in calculating grade point averages.
- 2.7 “RD” Report Delayed (no grade points, no credits completed): The “RD” symbol may be assigned by the Registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.
- 2.8 “W” Withdrawal (no grade points): A “W” symbol indicates that the student has withdrawn from a class section prior to the specified drop date. The grade indicates that the course has been canceled from the student’s program of study without credit and is not included in the grade point calculation.
- 2.9 “P” Pass (no grade points): “Pass” means that credit has been earned for the course although there are no grade points and the grade is not used in computing grade point average.

North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
Chapter 4  
Academic Affairs

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## **AP 4220 Standards of Scholarship**

- 2.10 “NP” No Pass (no grade points, no credits completed): “No Pass” means that neither credits nor grade points have been earned. Units for which “NP” is given are not to be used in calculating grade point averages.
- 2.11 “NG” Not Graded (no grade points): The “NG” symbol indicates that the course completed is a course in which a grade is not issued.
- 2.12 “SP” Satisfactory Progress (no grade points): An “SP” symbol indicates satisfactory progress towards completion of a non-credit course. The “SP” symbol cannot be supplanted by any other symbol.

[See Board Policy 4220, Standards of Scholarship.](#)

**Date of Adoption:** June 22, 2004

**Date of Last Revision:** September 25, 2017 District Consultation Council  
November 24, 2008 Chancellor’s Cabinet

## **AP 4225 Course Repetition**

Reference:

**Education Code Section 76224;**

**Title 5, Section 55040; 55041; 55042; 55043; 55253; 56029, and 58161**

- 1.0 In accord with limitations established in BP 4225, [Course Repetition](#), students may petition for approval to repeat courses in which the maximum number of substandard grades were awarded.
  - 1.1 Substandard grades are considered to be D, F, [FW](#), NC, or NP. A withdrawal from a course with a notation of "W" shall not be considered a substandard grade. The colleges are authorized to establish procedures for the exclusion of students from courses in which they have earned substandard grades or recorded withdrawals and repetitions beyond the specific limits established by the District.
- 2.0 Students who have received three substandard grades (D, F, [FW](#), NC, or NP) in a course shall normally be prohibited from re-enrolling in the same course within the District. The colleges shall establish procedures for the consideration of requests from students to retake courses in which three or more substandard grades have been earned.
  - 2.1 Students may petition to have a substandard grade, grade points, and units excluded from computation of the student's grade point average in accord with college procedures.
  - 2.2 Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent record shall be done in a manner that all work remains legible, insuring a true and complete academic history.
- 3.0 The colleges may establish procedures for the exclusion of students from courses in colleges within the District for which they have received excessive "W's" in accord with BP 4225, section 2.1. Specifically, the colleges may block students from re-enrolling in such courses. The colleges shall establish procedures for the consideration of requests from students to retake courses in which excessive "W's" have been earned.
- 4.0 The colleges may adopt procedures consistent with Title 5, Section 55041(b), to allow repetition of courses for which substandard work has not been recorded in instances when such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment.
  - 4.1 Students may [enroll in work-experience education](#). ~~repeat a cooperative work-experience course pursuant to District policy any number of times as long as they do not exceed the limits on the number of cooperative work experience set forth in Title 5 Section 55253(a).~~
- 5.0** **Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating, emergency, or extraordinary circumstances exist which justify such repetition. Emergency conditions or extraordinary conditions are those meeting the requirements of Title 5 Section 58146, subdivision (b). Extenuating circumstances**



North Orange County Community College District  
**ADMINISTRATIVE PROCEDURES**  
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## **AP 4225 Course Repetition**

are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions shall be included when calculating a student's grade point average.

**65.0** Specific regulations regarding course repetition shall be published in the college catalogs.

**65.1** Students should consult the college catalogs for specific procedures for courses that are exempt from repetition, provisions for repeating courses taken at another college, and provisions for repetition of work not recorded as substandard.

~~**6.0** Students enrolled in non-credit special courses for students with disabilities may be subject to limitations on repeatability. Disability Support Services (DSS) counselors, in conjunction with the faculty, will identify those students who have not met course objectives and will recommend them for transition. Students who have been recommended for transition, but who wish to repeat courses in which they have not the objectives, will be referred to the Transition Committee that is comprised of North Orange Continuing Education (NOCE) DSS faculty and administrators, as well as NOCE resource faculty. This committee will review the students' records and progress and will make a decision on their request to repeat courses. If the Transition Committee recommends transition and students still wish to continue to repeat courses, they may appeal the Transition Committee's recommendation by following the DSS Appeals/Complaints Procedures.~~

**7.0** Noncredit Course Repeatability: While there is no formal codified language regarding repeatability for noncredit courses, the Chancellor's office favors repeatability for student skill review as well as students returning to complete course objectives. There is no limit to repeating noncredit courses unless determined and specified by the department.

See Board Policy 4225, Course Repetition.

**Date of Adoption:** June 22, 2004

**Date of Last Revision:** November 22, 2021 District Consultation Council  
September 25, 2017 District Consultation Council  
September 26, 2016 District Consultation Council  
February 14, 2011, Chancellor's Cabinet

## **AP 4240 Academic Renewal**

Reference:

**Title 5 Section 55046**

- 1.0 The Academic Renewal Procedure (Section 51318, California Administrative Code) permits the alleviation of students' previously recorded substandard academic performance that is not reflective of a student's present demonstrated ability and level of performance. As a consequence, Academic Renewal may gain for students the benefits of their current level of ability and performance and not permanently penalize them for poor performance in the past.
- 2.0 The college may disregard particular previously recorded substandard work from a student's cumulative grade point average per procedures below:
  - 2.1 Only units taken at the colleges and North Orange Continuing Education may be alleviated, not units taken from other college(s). The maximum number of units that may be alleviated is 24 units of substandard grades: D, F, [FW](#), and NCR.
  - 2.2 A student may be granted academic renewal only once and is irreversible once posted to the transcript.
  - 2.3 A minimum of twelve (12) units must be completed at any accredited college or university, with a grade-point average of 2.5 in all units since the last semester of requested renewal.
  - 2.4 A minimum of 12 months must have elapsed since the most recent coursework to be alleviated was recorded.
  - 2.5 Courses that meet the present educational goals of the students and that are appropriate for repetition may be exempt from consideration for alleviation.
  - 2.6 An Academic Renewal form must be submitted for review and is available in the Admissions and Records Office. Official transcripts from other colleges must be on file in the Admissions and Records Office.
  - 2.7 Academic renewal does not guarantee that other institutions outside the District will approve such action. This determination will be made by the respective transfer institution.
  - 2.8 The Admissions and Records Office shall maintain a record of action taken under academic renewal.

See also Board Policy 4240, Academic Renewal.

**Date of Adoption:** June 22, 2004

**Date of Last Revision:** March 28, 2022 District Consultation Council  
September 25, 2017 District Consultation Council  
May 6, 2009 Chancellor's Staff  
August 20, 2008 Chancellor's Staff

## **AP 4250 Probation, Dismissal, and Readmission**

Reference:

**Education Code Section 70902 subdivision (b)(3);  
Title 5 Sections 55030 - 55034**

### **1.0 Credit Program Students**

#### **1.1 Probation**

- 1.1.1 Placement on Probation: A student is placed on academic probation when their cumulative grade point average falls below 2.0; a student is placed on progress probation when fifty percent (50%) or greater of all units attempted result in grades of "W," **"FW"**, "NC," "I" or "NP." A student is not placed on probation until he or she has enrolled in 12 semester units in a college within the North Orange County Community College District.
- 1.1.2 Probation Notification: At the end of the fall or spring semester during which a student qualifies for probation status, a letter or other communication will be sent, including the district policy regarding probation and a description of support services available to help the student improve academic performance.
- 1.1.3 Appeal of Probation: A student placed on either academic probation or progress probation may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by the Admissions and Records Office.
- 1.1.4 Removal from Probation: A student will be removed from probation when their cumulative grade point average is 2.0 or greater, and/or the cumulative percentage of "W," **"FW"**, "NC," "I" and "NP" grades is less than fifty percent (50%) of all units attempted.

#### **1.2 Scholastic Dismissal**

##### **1.2.1 Standards for Dismissal:**

- 1.2.1.1 Academic Dismissal: A student on academic probation shall be dismissed if the student has earned a cumulative grade point average of less than 2.0 in all units completed in each of two consecutive semesters excluding summer sessions.
- 1.2.1.2 Progress Dismissal: A student on progress probation shall be dismissed if their percentage of units for which a "W," **"FW"**, "NC," "I" or "NP" were received reaches or exceeds fifty percent (50%) for two consecutive semesters excluding summer sessions.
- 1.2.1.3 Transcript Notation: Dismissal will be permanently noted on the student's transcript.

## **AP 4250 Probation, Dismissal, and Readmission**

- 1.3 Dismissal Notification: At the end of the semester after which a student becomes eligible for scholastic dismissal, a letter or other communication will be sent, including a description of the dismissal status and the procedure to petition for readmission to the college.
- 1.4 Appeal of Dismissal: A student placed on either academic or progress dismissal may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by the Admissions and Records Office.
- 1.5 Readmission After Dismissal:
  - 1.5.1 Petition for Readmission: Students may petition for readmission to the college after being dismissed by filing a written petition. The procedure and deadlines to file a petition will be included in the Dismissal Notification as noted in section 1.3.
  - 1.5.2 Review of Petition for Readmission: The petition will be reviewed by the Admissions and Records Office.
  - 1.5.3 Standards for Readmission: The following will be considered during the review of a student's petition for readmission:
    - 1.5.3.1 Documentation of extenuating circumstances during the semesters on which the dismissal was based.
    - 1.5.3.2 A marked improvement between the semesters on which the dismissal was based.
    - 1.5.3.3 An atypical academic performance during the semesters on which the dismissal was based compared to prior academic history.
    - 1.5.3.4 Documentation of formal or informal educational experiences since completion of the semesters on which the dismissal was based.
    - 1.5.3.5 Documentation of an improved grade point average as a result of grade changes, fulfillment of incomplete courses or academic renewal.
  - 1.5.4 Denial of Petition for Readmission: If a student's petition for readmission is denied, the student may file a new petition for readmission after an absence of one semester.
  - 1.5.5 Approval of Petition for Readmission: If a student's petition for readmission is approved, the student will remain on probation until their cumulative grade point average is 2.0 or greater, and/or until their cumulative percentage of "W," **FW**, "NC," "I" and "NP" grades is less than fifty percent (50%) of all units attempted.

## **AP 4250 Probation, Dismissal, and Readmission**

1.5.6 Conditions After Readmission: A readmitted student is considered a conditional registrant and will be dismissed again the next semester if they do not maintain a grade point average of 2.0 or above and/or receives grades of "W," **"FW"**, "NC," "I" and "NP" in fifty percent (50%) or more of his or her current units.

1.5.6.1 A readmitted student whose academic performance is 2.0 or above, and completes all courses attempted in the semester after readmission may continue as a conditional registrant even though the cumulative grade point average or withdrawal ratio remains in dismissal status.

### **2.0 Noncredit Program Students**

2.1 Placement on Probation: A student enrolled at North Orange Continuing Education (NOCE) is placed on program probation when the academic program requirements as set forth by the department are not met.

2.2 Probation Notification: At the end of the noncredit term or the equivalent thereof during which a student qualifies for probation status, a letter or other communication will be sent, including the District policy regarding probation and a description of support services available to help the student improve academic performance.

2.3 Appeal of Probation: A student placed on program probation may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by a Vice President or designee at NOCE.

2.4 Removal from Probation: A student enrolled at NOCE will be removed from probation when the academic progress requirements as set forth by the department are met.

### **2.5 Dismissal**

2.5.1 Standards for Progress Dismissal: An NOCE student on program probation shall be dismissed if the academic progress requirements as set forth by the department are not met for two consecutive terms or the equivalent thereof.

2.5.2 Dismissal Notification: At the end of the term or the equivalent thereof after which a student becomes eligible for scholastic dismissal, a letter or other communication will be sent including a description of the dismissal status and the procedure to petition for readmission to NOCE.

2.5.3 Appeal of Dismissal: A student placed on program dismissal may file a written petition of appeal if they believe an error has been made. The appeal will be reviewed by a Vice President or designee at NOCE.

## **AP 4250 Probation, Dismissal, and Readmission**

### **2.6 Readmission after Dismissal**

- 2.6.1 Petition for Readmission: Students may petition for readmission to NOCE after being dismissed by filing a written petition. The procedure and deadlines to file a petition will be included in the Dismissal Notification as noted in section 2.5.2.
- 2.6.2 Review of Petition for Readmission: The petition will be reviewed by a Vice President or designee at NOCE.
- 2.6.3 Standards for Readmission: The following will be considered during the review of a student's petition for readmission.
  - 2.6.3.1 Documentation of extenuating circumstances during the terms or equivalents thereof on which the dismissal was based.
  - 2.6.3.2 An atypical academic performance during the terms or equivalents thereof on which the dismissal was based compared to prior academic history.
  - 2.6.3.3 Documentation of formal or informal educational experiences since completion of the terms or equivalents thereof on which the dismissal was based.
- 2.6.4 Denial of Petition for Readmission: If a student's petition for readmission is denied, the student may file a new petition for readmission after an absence of one term or the equivalent thereof.
- 2.6.5 Approval of Petition for Readmission: An NOCE student whose petition for readmission is approved will remain on probation until the academic progress requirements as set forth by the department are met.
- 2.6.6 Conditions after Readmission
  - 2.6.6.1 A readmitted NOCE student is considered a conditional registrant and will be dismissed again the next term or the equivalent thereof if the academic progress requirements as set forth by the department are not met.
  - 2.6.6.2 A readmitted student may continue as a conditional registrant even though compliance with NOCE academic progress requirements remains in dismissal status.

See Board Policy 4250 Probation, Dismissal, and Readmission; Board Policy 5500, Standards of Student Conduct; and Administrative Procedure 5500, Standards of Student Conduct.

**Date of Adoption:** June 14, 2005

## **AP 4250 Probation, Dismissal, and Readmission**

**Date of Last Revision:** March 28, 2022 District Consultation Council  
September 25, 2017 District Consultation Council  
May 23, 2016 District Consultation Council  
August 24, 2015 District Consultation Council  
December 8, 2008 Chancellor's Cabinet

# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: April 18, 2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of April 28, 2025

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1. AGENDA ITEM NAME

**Revised AP 6520, Security for District Property**

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: **5 minutes**

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

**Effective October 2024, the updated federal regulations under Title 2 U.S. Code of Federal Regulations (CFR) Part 200, increased the capitalization threshold for capital expenditures from \$5,000 to \$10,000 to reduce administrative burden and reflect current economic data.**

5. RECOMMENDATION:

**It is recommended that AP 6520, Security for District Property be updated to align with the federal guidance and increase the capitalization threshold for capital expenditures from \$5,000 to \$10,000.**

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

**Budget Officers**



## **AP 6520 Security for District Property**

### Reference

**ACCJC Accreditation Standard 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 ~~\$5,000~~ **\$10,000**.
- 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.

See Board Policy 3501, Campus Security and Access; Administrative Procedure 3501, Campus Security and Access; Board Policy 6310, Personal Use of District Property, Facilities, and Equipment; Board Policy 6520, Security for District Property; Board Policy 6540, Insurance; and Administrative Procedure 6540 Insurance.

**Date of Adoption:** February 12, 2002

**Date of Last Revision:** October 28, 2024 District Consultation Council (Reference only)  
August 26, 2024 District Consultation Council  
February 27, 2023 District Consultation Council  
September 14, 2016 Chancellor's Staff  
November 26, 2014 Chancellor's Staff



## MEMORANDUM

April 15, 2025

FS 25-03 | Via Email

**TO:** Chief Business Officers

**FROM:** Chris Ferguson  
Executive Vice Chancellor, Finance and Strategic Initiatives

**RE:** Fiscal Advisory: Changes to Federal Capitalization Threshold

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The purpose of this memorandum is to provide guidance to districts on the changes to federal regulations for the capitalization threshold for capital expenditures.

### **Federal Changes**

Effective October 2024, the updated federal regulations under Title 2 U.S. Code of Federal Regulations (CFR) Part 200, increased the capitalization threshold for capital expenditures from \$5,000 to \$10,000 to reduce administrative burden and reflect current economic data.

### **Guidance to Districts**

Districts can adjust their capitalization policies to align with the federal guidance as of the effective implementation date; however, it is allowable to keep the district policy more restrictive than the federal guidance. The Chancellor's Office will update the guidance in the Budget and Accounting Manual (BAM) during the next scheduled update; however, districts may update their policies at any time, as the federal regulations are already in effect.

Districts should review their current capitalization policies and document any changes. Additionally, districts should inform all relevant staff of these changes and consult with their auditors for any specific questions.

### **Contact**

For questions on the changes to the capitalization threshold please contact Lorena Romero at [lromero@cccco.edu](mailto:lromero@cccco.edu).

cc: Lorena Romero, Director, Fiscal Standards and Accountability

# DISTRICT CONSULTATION COUNCIL

Agenda Item Submittal Form

Date: April 18, 2025

From: Fred Williams, Vice Chancellor, Finance and Facilities

Re: Agenda Item for District Consultation Council Meeting of April 28, 2025

1. AGENDA ITEM NAME

**Revised BP/AP 7600, Campus Safety Officers**

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

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

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

4. BRIEF NARRATIVE SUMMARY OF AGENDA ITEM:

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

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

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

After the February 24, 2025, DCC meeting, the workgroup received feedback from the Campus Safety Directors and incorporated the edits to the Revised BP/AP 7600.

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

**At the March 28, 2025, DCC meeting, the workgroup received additional feedback from the constituencies and agreed to further changes. Subsequent to their last meeting, the workgroup received further changes from CSEA; those changes are enclosed for review.**

**5. RECOMMENDATION:**

**It is recommended that DCC members review the revisions and discuss the newly proposed revisions to BP/AP 7600 suggested by CSEA.**

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

**Campus Safety Workgroup, Chancellor's Staff, Campus Safety Directors**

## **BP 7600 Campus Safety Officers**

Reference:

**Education Code Sections 72330.5 et seq.;**

**Government Code Sections 3300 et seq.**

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

## **BP 7600 Campus Safety Officers**

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

See Administrative Procedure 7600, Campus Safety Officers.

**Date of Adoption:** June 12, 2001

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

## **AP 7600 Campus Safety Officers**

### **Reference:**

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

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

- 1.1** ~~The objectives of the District's campus safety departments are to promote a safe and secure environment for the District's students, employees and visitors, to provide for the protection of District property against theft and vandalism, and to increase awareness through appropriate crime prevention programs.~~ The Campus Safety Departments will apply community-oriented safety principles, problem solving techniques, and other appropriate methods to foster a safe and inclusive educational environment for students, faculty, staff, and visitors. The Campus Safety Department's shall goal is to provide the safest possible environment within the scope of the authority, training, and job duties of its personnel.
- 1.2** ~~The District's campus safety departments will employ community oriented security principles, problem solving techniques and other appropriate methods that fit within and contribute to the educational philosophy and processes of the District. The District's safety officers are responsible for providing the safest possible environment within the scope of their authority, training, job duties and abilities.~~ "Community-oriented safety principles" means a philosophy that combines traditional aspects of security enforcement with prevention measures, problem-solving, community engagement, and appropriate community and campus partnerships.
- 1.3** To contribute to student success in a supportive and safe environment, the Campus Safety Departments provide a variety of services and resources, such as escort services, safety awareness training and materials, traffic control, welcoming and visible presence on campus, safety patrols, and referrals to campus and community resources.

### **2.0 Campus Safety Departments**

- 2.1** "Campus Safety Officer" means an employee of Cypress College, Fullerton College, North Orange Continuing Education, or NOCCCD with the title of Campus Safety Officer, Reserve Campus Safety Officer, Facilities Security Officer, Campus Safety Officer Coordinator, Director of Campus Safety, or District Director, Campus Safety.
- 2.2** The District requires that in the hiring, retention, and promotion of Campus Safety Officers that officers demonstrate a commitment to public safety with a "guardian" rather than a "warrior" mindset. Campus Safety Officers must adhere to community-oriented safety principles and evidence-based practices as defined in the California Code of Regulations (Cal. Code Regs. Tit. 5, § 59703).

## **AP 7600 Campus Safety Officers**

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

### **2.3.0 Campus Safety Officers**

#### **2.3.1 General Authority and Role of Safety Officers**

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

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

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

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

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

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



## **AP 7600 Campus Safety Officers**

3.1.7 The District requires Campus Safety Officers to attend and participate in campus activities not involving a “security response” or other formal safety-related activities, such as participating in student events when invited, in town halls, convocations, and other similar events where informal or social interactions with other campus stakeholders is possible. (Cal. Code Regs. Tit. 5, § 59703)

### 2.23.2 Authority to Question, Detain, and Search Persons

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

3.2.1 Campus Safety Officers may ~~conduct a consensual encounter to~~ question and request identification of persons on District property when cause to do so exists with respect to suspicious circumstances involving persons, accidents, assaults, or complaints.

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

3.2.3 Campus Safety Officers are authorized ~~to assist a bookstore or library employee, pursuant to Section 490.5 of the California Penal Code, to detain a person for a reasonable period of time for the purpose of conducting an investigation in a reasonable manner. The detention may occur only when~~ where there is cause to believe the person detained is attempting to unlawfully take or has unlawfully taken merchandise from a bookstore or other retail facility on District property.  ~~Campus Safety Officers may also assist a bookstore or library employee if~~ or where there is cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property.

3.2.4 Except as provided in sections 3.2.4.1 and 3.2.4.2 below, Campus Safety Officers are not authorized to conduct searches of persons, property, or vehicles.

3.2.4.1 Campus Safety Officers ~~are authorized to~~ may conduct, pursuant to Section 490.5 of the California Penal Code, a limited and reasonable search where there is cause to believe that a person is attempting to unlawfully take or has

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unlawfully taken merchandise from a bookstore or other retail facility on District property, or where there is cause to believe that a person is attempting to unlawfully remove or has unlawfully removed books or library materials from the premises of a library facility on District property.

Campus Safety Officers should always request consent prior to assisting bookstore or library employees with the searching of ~~Only~~ packages, shopping bags, handbags, or other property in the immediate possession of the person detained, but not including any clothing worn by the person, may be searched.

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

### 2.3.3 Authority to Make a Private Person's Arrests

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

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

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

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

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~~books or library materials from the premises of a library facility on District property.~~

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

### **2.4.3.4 Authorized Use of Force**

~~2.4.1~~**3.4.1** District **Campus** **S**afety **O**fficers are authorized to use the **least** amount of **objectively** force reasonable **force** and necessary, within the limits of established District procedure, to accomplish the lawful and authorized security objectives of the District.

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

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

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

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

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

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

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

### **3.4.3.5 If a Campus Safety Officer observes another Campus Safety Officer using what they believe is fits the definition of excessive force, as described in section 3.4.3.3, they shall verbally or physically intervene. The incident shall be reported to a supervisor as soon as practicable.**

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

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

### ~~2.5~~ **Authorization to Conduct Searches**

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

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

### ~~2.6~~ **3.5 Authorization to Engage in Pursuits**

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

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

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

### **2.7.3.6 Authorization Regarding Traffic and Parking Violations**

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

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

### **3.04.0 Equipment**

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

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

### **4.05.0 Patrolling**

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

~~4.2~~**5.2** The provisions of the state traffic laws and municipal traffic ordinances applicable to the drivers of vehicles upon the highways shall apply to the operation of all vehicles operated by **Campus** ~~S~~**S**afety ~~o~~**O**fficers 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**

## **AP 7600 Campus Safety Officers**

includes the presence of pedestrians, heavy vehicular traffic, weather and road conditions and visibility. Campus Safety Officers shall follow all standard operating procedures and obey all traffic rules.

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

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

### **6.0 Training and Adherence to Policies and Procedures**

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

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

### **7.0 Report Regarding Complaints**

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

### **8.0 Public Safety Data**

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

**8.2** Each campus shall conduct stakeholder climate surveys focused on campus public safety services. (Cal. Code Regs. Tit. 5, § 59703)



## **AP 7600 Campus Safety Officers**

**8.3** The NOCCCD District Director, Campus Safety will establish a process to solicit responses regarding the individual's perception of the interaction and the District's public safety practices, via an accessible method for all individuals to provide responses. Such responses shall be permitted to be anonymous. (Cal. Code Regs. Tit. 5, § 59702)

**8.4** The NOCCCD District Director, Campus Safety shall provide to the NOCCCD Public Safety Advisory Committee an aggregated summary or otherwise anonymized version of the responses received. Retaliation against any responder, including the use of a response in a disciplinary proceeding against the responder, is prohibited. This process is separate from any disciplinary or personnel proceeding, and information, data, and records developed under this process shall not be maintained in any personnel file. (Cal. Code Regs. Tit. 5, § 59702)

### **7.09.0** Standard Operational Procedures:

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

### **8.010.0** Change in Procedures:

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

**Date of Adoption:** June 12, 2001

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

## CSEA AP 7600 Proposed Changes

### Notes

- 1.1 - Change in language. Remove “shall” and replace with “goal is to”.
- 3.1.1 - Reorganized and added language: Proper legal category of Campus Safety Officer, PC 836.5 Non-Sworn Public Officer.  
  
Clarified role and responsibilities.  
  
Added additional duties already performed to include disaster service worker.  
Basically, what we all have on the back of our District ID Cards.
- 3.2 - Remove probable cause and replace with reasonable suspicion. Probable cause is used by an Officer to detain and arrest an individual after they have committed a crime. Reasonable suspicion is used by an Officer to conduct basic consensual contact (encounter).
- 3.2.4.2 - Definition of a pat-down search added. This is needed to define and establish parameters for the action(s) being taken by the Campus Safety Officer when conducting a pat-down search.
- 3.3.1.1 - Language added and removed for clarification.
- 3.3.1.2 - Language added for clarification.
- 3.4.3.5 - Language replaced for clarity. Long Beach Police Department Duty to Intervene and Report 10.3.2 was used. I felt that there needed to be a “scale” of action to take.
- 5.1 - Language removed. Sometimes we respond to calls off campus. Usually for a traffic collision or for a medical emergency that occurred just outside the campus boundaries. And sometimes we get flagged down when we go off campus to get lunch, take the cars to the car wash, pick up uniforms, etc., and yes, we interact with the public off campus.
- 8.1 - Language removed. We are not allowed to conduct traffic stops.

**Section 2.1:** “Campus Safety Officer II” needs to be added to this list. Almost ALL current campus safety officers within the District are Campus Safety Officer IIs, it seems like a MASSIVE oversight to not include that Job Title.



**Section 2.2:** The terms “guardian” and “warrior” need to be defined. With the way it is written these terms are open to subjective interpretation. One person’s definition of “warrior” could be another person’s definition of “guardian.” This ambiguity must be removed.

**Section 2.2:** Also states that “Evidence-Based Practices” is defined in California Code of Regulations (Cal. Code Regs. Tit. 5, § 59703); however, it is not defined in section 59703, it is defined in section 59701. This note should be changed to the correct reference.

**Section 3.4.2:** The following terms in this section need to be defined. “Critical decision-making,” “tactical deployment,” and “gesturing.”

**Section 3.4.3.5:** This section is too subjective “what they believe to be excessive force.” I would suggest the following replacement as it adds objectivity and definition.

Any Campus Safety Officer present and observing another Campus Safety Officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. A Campus Safety Officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

The word “intervene” as used in this section shall have the same meaning as the word “intercede” as defined in Government Code § 7286(a)(4) which states:

“Intercede” includes, but is not limited to, physically stopping the excessive use of force, recording the excessive force (if equipped with a body-worn camera) and documenting efforts to intervene, efforts to deescalate the offending officer’s excessive use of force, and confronting the offending officer about the excessive force during the use of force and, if the officer continues, immediately reporting to a supervisor.

**Section 5.4:** This section is well written; however, there should be a board policy applying this standard for reporting accidents to all personnel across the district. This section should then just reference the broader BP. Since Campus Safety is not the only

department utilizing motor vehicles, the standard should be applied across the board, otherwise it looks like Campus Safety is being held to a different standard than other classified employees, which would go against the CBA.

**Section 8.4:** This section is incredibly confusing to read. I *think* the intent is to prohibit retaliation by an officer against a person who complained and to separate the complaint process from disciplinary action. The use of responder and response ... this needs serious revision.